



**WESTRIDGE SCHOOL**  
**Student / Parent Handbook**  
*2020-2021*

# WESTRIDGE SCHOOL

## *Our Vision*

We are an independent, forward-thinking girls' school committed to educating intellectually adventurous thinkers, and courageous, compassionate leaders. We strive to prepare young women to live lives of meaning, contribution, and impact.

## *Core Values:*

- Integrity
- Respect
- Responsibility
- Inclusion

## *Diversity, Equity, & Inclusion*

In an increasingly interdependent and interconnected world, Westridge School must educate girls with the skills to recognize, respect, and embrace diversity of all kinds. Westridge was built on a mission to provide gender equity in education. Today, we draw upon the spirit of our founder, Mary Lowther Ranney, to expand diversity, equity, and inclusion (DEI) on our campus. These essential components of the Westridge program are imperative to the wellness of students in underrepresented populations and central to personal development and academic excellence for all Westridge students.

## *Fundamental Principles*

- A tradition of academic excellence for girls
- A legacy of leadership and service
- A commitment to excellence and goodness in every facet of the school
- A vision that embraces reflection, innovation, and action



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*Student/Parent Handbook*  
*2020-2021*

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ACCREDITATION

California Association of Independent Schools  
Western Association of Schools and Colleges

MEMBERSHIPS

National Association of Independent Schools  
California Association of Independent Schools  
National Coalition of Girls' Schools  
The Heads Network  
The College Board  
Cum Laude Society  
Online School for Girls  
Council for Spiritual and Ethical Education  
Independent School Alliance  
A Better Chance, Inc.

*Westridge School admits students of any race, color, religion, national or ethnic origin, or sexual orientation 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, religion, national or ethnic origin, or sexual orientation in administration of its educational policies, admission policies, tuition assistance programs, and athletic and other school-administered programs.*

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# *From the Head of School*

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To the Students and Parents of Westridge,

Please read this Student/Parent Handbook together as a family so that you are familiar with the expectations, responsibilities, and relationships that define the Westridge community. We seek to forge a strong partnership between home and school, based on common understanding, communication, and trust.

Westridge's guidelines and policies are steeped in the expectation that both students and parents support the school and its fundamental purpose. Essential to this is to develop in girls their intellectual and creative powers, and their unique qualities as individuals. In addition, we expect a commitment to building a community that reflects and supports our core values of integrity, respect, responsibility, and inclusion. We also understand that Westridge is strengthened by the diversity in our community and must ensure that collectively we support a climate where every student and adult feels welcome, appreciated, supported, and safe.

The current Student/Parent Handbook includes specific guidelines for you to follow for regular daily operations, as well as times when serious concerns or complaints arise. **Due to COVID-19, many of our school operations will be different this year, which impacts some of the items covered in the handbook. We have left in place most of our traditional handbook information so that it is available when our full operations resume. However, we developed a COVID-19 addendum (page 71), with specific information, rules, and policies for times of remote and hybrid learning, which will be critical for you to review before the start of school.** Please note that before we are able to return to campus, we will provide separate information regarding health and safety policies and procedures during the pandemic.

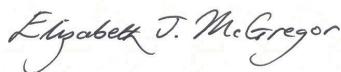
In addition, please make sure that you spend time reading and revisiting the following:

- Personal Respect and Behavior (pages 8-12) that outlines our discipline policy and our expectations in terms of ethical use of technology
- Academic Integrity issues (Academic Policies and Procedures, page 13)
- Attendance Policy (COVID-19 Addendum, page 71)
- Harassment policy (page 10), which has been updated to explicitly highlight bias, acts of hatred, and micro aggressions as falling within the policy

The rules, guidelines, and policies outlined in this handbook are all meant to create and maintain a daily environment that is conducive to our stated purpose as an academic institution. We trust that you will read this Handbook carefully and that it will contribute to your success, happiness, and sense of purpose at Westridge.

Though the year ahead brings much new and many unknowns, we look forward to being together in learning and community. We encourage you to reach out to faculty members, administration, and staff should you have any questions or concerns.

Surgere Tentamus!



Elizabeth J. McGregor  
Head of School

# 2020-2021 Westridge School Calendar

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<b>August</b>	24	Lower School Student/Parent Orientation (5 - 8 pm)
	24	Middle School Student/Parent Orientation (5 - 8 pm)
	25	Lower & Middle School Student Orientations (4-5 pm), Upper School Student Orientation, and Class Events (grades 4-12)
	26	Convocation – First day of classes (8 am)
	27 & 29	New Parent Receptions
<b>September</b>	7	Labor Day – Holiday
	18	No after school practices/activities in recognition of Rosh Hashanah on Saturday
	28	Yom Kippur – Holiday
	29-Oct 2	Senior College Week
<b>October</b>	19	Professional Development Day – No School
	30	Faculty Work Day – No School
<b>November</b>	13	Lower, Middle, & Upper School Conferences
	23-27	Thanksgiving Break Holiday
<b>December</b>	2	Upper School Fall Sports Season begins (volleyball)
	9	Upper School Fall Sports Season begins (cross country)
	14	Upper School Fall Sports Season begins (water polo)
	19	Winter Break begins
<b>January</b>	4	School Resumes
	8	Homecoming
	18	Martin Luther King, Jr. Day – Holiday
	19-21	Upper School Exams
	22	Semester Break – No School

# 2020-2021 Westridge School Calendar

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<b>February</b>	6	Summer Opportunities Fair
	8	Upper School Spring Sports Season begins (tennis)
	10	Upper School Spring Sports Season begins (soccer)
	11	Lower, Middle, and Upper School Conferences
	12	Professional Development Day – No School
	15	Presidents’ Day – Holiday
	24	Upper School Spring Sports Season begins (basketball, lacrosse, and swimming & diving)
<b>March</b>	5	All School Day
	12	Professional Development Day – No School
	22-25	Lower School Experiential Week, Middle School Discovery Week, and Upper School Interim Week
	26	Spring Break begins
<b>April</b>	6	School Resumes
	30	Head’s Holiday – No School
<b>May</b>	3-14	AP Exams for students enrolled in AP classes
	16	Community Picnic
	26-28	Upper School Exams
	27	6th Grade Recognition
	28	Noon Dismissal for summer, grades 4-8
	31	Memorial Day – No School
<b>June</b>	1	CAP Presentations
	2	8th Grade Recognition
	3	Vespers
	4	Commencement

# *Personal Respect and Behavior*

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Westridge School embraces diversity and values the integrity of individuals. We acknowledge and respect the individual differences of religion, national origin, race, sexual orientation, socioeconomic status, culture, and gender. As a community built on trust, Westridge cultivates and depends upon the sound judgment and good intentions of the students and the support and cooperation of parents.

To provide and preserve an environment in which genuine learning and productive work can occur, it is important that each member of the community takes personal responsibility for his/her behavior and acts in a manner that is consistent with Westridge's Core Values: integrity, respect, responsibility, and inclusion.

## **Expectations for Student Conduct**

Students and parents at Westridge are expected to exercise self-discipline and to conduct themselves in ways that support the values of the community respectfully and with sensitivity to all members at all times. Student conduct must show respect for both self and others in the community as well as respect for the privacy and property of others. When off-campus conduct significantly disrupts school life, the school will address the behavior in accordance with school discipline policies. All conduct and discipline standards apply to a student's online life as well, including email and social media.

Faculty and administrators work with students and parents to administer age-appropriate disciplinary measures in response to violations of rules or of Westridge's Core Values.

The importance of respect as a core value of the school should ground and guide all actions of all members of the community. In the Upper School, as a reminder of the centrality of this value, small violations of community standards will earn a lunchtime detention. Detention may be earned for behaviors such as skipping a class, class meeting, assembly, or other community gathering without permission, as well as repeated tardiness, being out of uniform, missing an assigned detention, or rude behavior. A student who receives three detentions in an academic year will receive a letter of behavioral warning. Students who continue to accrue detentions will face more serious disciplinary consequences. Seniors who receive two detentions in an academic year will have their senior privileges suspended.

The school operates on a system of discipline under which students are given a written letter of behavioral warning, behavioral probation, suspension, and ultimately expulsion for subsequent offenses. Each case is treated individually within the overall framework

and may include any or all of the consequences, including immediate expulsion. Disciplinary consequences vary depending on the age of the student as well as the nature, severity, and frequency of the infraction(s). Cases of academic dishonesty may also carry an academic penalty.

Westridge seeks to create opportunities for students to repair the trust that they have broken and to learn from the mistakes that they may make. To maximize students' opportunities for restoring trust and participating in the life of the community, student disciplinary actions generally are not made public or discussed with other students, families, or other members of the community. Maintaining privacy in cases of student discipline protects the student and conforms with California privacy laws.

Colleges and other academic programs often require Westridge to reveal a student's disciplinary record as part of the application materials submitted by the school and may ask questions on recommendation forms about a student's personal respect and behavior. Students may be expected to report to colleges incidents leading to behavioral probation, suspension, or expulsion. The school will also report these incidents.

### **Anti-Bullying Policy & Anti-Racist Policy**

Westridge School is committed to promoting a safe and welcoming environment. Our school values of integrity, respect, responsibility, and inclusion are our lodestar, and our commitment to the values of respect and inclusion, in particular, mean that our school should be a place that is free of bias and bigotry and racism, where all are welcome, appreciated, and feel safe. As a result, bullying and racist behavior by or of any student or adult will not be tolerated.

This policy includes incidents related to hate, bias, racism and micro-aggressions, or any other severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act (such as email, instant message, text message, digital pictures or images, Website postings - including social media) directed toward one or more students or an adult that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable student or adult in fear of harm to his or her body or property;
2. Causing a reasonable student or adult to experience a substantially detrimental effect on his or her physical or mental health;
3. Causing a reasonable student or adult to experience substantial interference with his or her academic or work performance;
4. Causing a reasonable student or adult to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the school.

Students are encouraged to report bullying and other incidents to their division director, class deans, dean of student support, head of school, or to any other administrator. Alternatively, students may choose to report to any other employee of the school with whom they are comfortable, such as the school counselor, a faculty member, or a coach, all of whom must report the matter to a division director, the head of school, or the chief finance and operations officer immediately in order to maximize the school's ability to respond promptly and equitably. While the school does not limit the time frame for reporting, the school may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time between the alleged misconduct and the report. If a violation of this policy is found, the school will take appropriate corrective or disciplinary action. The school prohibits retaliation against any student or adult who brings a complaint of bullying in good faith or who honestly assists in investigating such a complaint. Any student or adult who engages in retaliation or who makes a knowingly false complaint of bullying or bias in violation of this policy will be subject to discipline, up to and including expulsion or termination. See Addendum: Anti- Harassment Policy & Reporting Procedures for Harassment and Bullying Complaint Procedure.

### **Anti-Harassment Policy**

Westridge School prohibits harassment, including sexual harassment, of any student by anyone enrolled in or employed by the school. This policy also prohibits harassment of students by any third party such as contractors or visitors to campus. Harassment that occurs off-campus, whether during school-related events or otherwise, is prohibited.

Harassing conduct by students towards other students or towards faculty or staff members may result in corrective or disciplinary action, up to and including suspension or expulsion from school. Harassment of students by faculty or staff members will result in corrective or disciplinary action, up to and including termination of employment. A separate employee policy addresses and prohibits harassment, discrimination, or retaliation by and among faculty and staff members.

To see the full Anti-Harassment Policy and reporting procedures, please see the addendum on page 61.

## **Student Standards of Behavior for Technology Use**

The following ethical decision-making strategies are in the spirit of Westridge's Core Values and can be used to guide behavior when determining the right thing to do. If you need help or if you experience, or see someone experiencing, something that feels wrong, seek out a trusted adult for help.

- Be Honorable. Do not access, create, or share material that is illegal, immoral, or unethical.
- Be a Good Digital Citizen. Behave in a manner that is ethical, legal, and in compliance with the rules and spirit of Westridge and its core values of integrity, respect, responsibility, and inclusion. You have already agreed to certain rules such as the Student Handbook and the law. Technology is no different.
- Don't Overuse Bandwidth. Don't stream media (e.g. YouTube, Pandora, TV shows, movies, etc.) that is not required for educational purposes at school.
- Be Safe and Keep Those Around You Safe. For more information about how to stay safe online, go to: <http://www.connectsafely.org/safety-tips-advice/>
- Use Good Judgment. Assume anything communicated digitally is not private.
- Don't be a Cyberbully. Cyberbullying, slander, and libel are not tolerated at Westridge. Cyberbullying includes harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail, instant messages, text messages, digital pictures or images, or website postings (including social media).
- Don't Steal. Respect all copyright laws and guidelines for using images, audio, and video. Do not install illegal software on the computers.
- Store your Information Responsibly. Do not use the Westridge computers or network to save large photos, videos, or files that are not school related.
- Clean Up. Delete old files from the P and S drives and keep only what you need in your mailbox folders.
- Keep Your Password Secure. Do not share your password with anyone.
- Don't Hack. Any attempt to go beyond your authorized access to the Westridge network is prohibited.
- Treat your Laptop with Care and Respect. Keep your laptop safe, protected, and run updates regularly.

## **Online Ethics Toolbox**

### **Golden Rule Test:**

How would you feel if others did the same thing to you that you have done to them? If you would not want to have someone do the same thing to you, then the action is probably wrong.

### **Trusted Adult Test:**

What would your mom or dad, guardian, or other adult who is important in your life think? Your parents, guardians, or other adults who are important to you know a lot about deciding whether an action is right or wrong. Considering how your parents, guardians, or other important adult would judge your actions will help you to act in accordance with your family's values.

### **Is there a Rule? Test:**

Generally, rules or laws have been created to protect the rights of people and serve the common good. Rules and laws provide good guidance on whether or not an action is right or wrong.

### **Front Page Test:**

If your action were reported on the front page of the newspaper, what would other people think? One way to make good decisions is to act as if the whole world can see what you are doing.

### **In-Person Test:**

Would it be okay if you did this action or a similar action in the real world? Just because you do something online or in cyberspace does not mean that you cannot hurt someone. Actions in cyberspace can cause just as much harm to someone else as actions in the real world.

### **Check Inside Test:**

How do you feel inside? We all have a 'voice of conscience' inside of us that helps us figure out whether an action is right or wrong.

## **Network Acceptable Use Policy**

Westridge School seeks to enhance the educational and administrative network of the school through its computer network. All students and employees of the school have the responsibility to use the network and its computer systems in a considerate, ethical, and lawful manner. Please see the Addendum on page 66 to read the full policy.

# Academic Policies & Procedures

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## **Academic Integrity**

Westridge aspires to be an environment of mutual trust and respect devoted to learning and the creation of knowledge. As integrity is the basis for intellectual discovery, artistic creation, independent scholarship, and meaningful collaboration, it is a core value of Westridge. The educational process also requires that students receive honest, objective assessment from their teachers to provide necessary guidance and direction; without academic honesty, student progress cannot be accurately and fairly gauged.

True learning requires that the student accept full responsibility for her own work. Westridge's commitment to excellence and goodness is predicated on a commitment to honesty. Behaviors which are dishonest are therefore incompatible with the core values of the School. Such behaviors include, but are not limited to:

- Lying.
- Accepting, providing, or making use of unauthorized help, materials, or devices (including, but not limited to: phones, smartwatches, or storage devices) on assessments or assignments.
- Collaborating on assessments or assignments without permission. When in doubt, it is the student's responsibility to confirm with her teacher that a given form of collaboration is permissible.
- Receiving or conveying advance information about a quiz, test, or other assessment.
- Plagiarism, i.e. presenting the ideas, words, or arguments of another as your own.
- Examples of plagiarism include, but are not limited to:
  - o Copying schoolwork
  - o Providing your work to a peer for her to submit as her own
  - o Submitting another's work as your own
  - o Using the words, ideas, or images of others without providing proper attribution

The School seeks first to educate and to create opportunities for students to repair the trust they have broken, in order that they might learn from mistakes they have made. Accordingly, cases of knowing, intentional, or negligent dishonesty will receive a formal letter of warning. Subsequent or more severe incidents of dishonesty may warrant placing the student on Behavioral Probation or other disciplinary measures, up to and including expulsion from the School. In all instances, cases of academic dishonesty may also carry academic penalties.

Colleges and other academic programs may require Westridge to reveal a student's disciplinary record as a part of application materials submitted by the School and may ask questions on recommendation forms about a student's academic integrity. Westridge answers such questions honestly and in a manner consistent with California privacy laws.

### **Academic Warning and Probation**

The division director will send a letter of **academic warning** to a student and her parents if she receives a grade of C– or below in a course. Upper School grades below C– are not recommending marks from a college preparatory program and are not recognized by the University of California or California State University.

A student who receives two grades of C– or below or an F in one course during any given quarter or semester will be placed on **academic probation**. The student and her parents will participate in a conference with the division director, the advisor, and other relevant faculty. The purpose of this will be to examine the student's situation and to formulate understandings and agreements that will help her improve her achievement. The student's work will be reviewed at the end of the semester; continued academic probation may result in dismissal from Westridge.

Students on academic probation will be ineligible to participate in athletics or the theatre program.

### **Courses by Grade and Graduation Requirements**

Students should consult the Catalogue of Courses for detailed information regarding graduation requirements and elective courses.

### **Drop/Add Policy**

There is a six-day Drop/Add period at the start of each semester in Middle and Upper School when students may petition the division director to add or drop an academic course or elective. Students who wish to make changes to their schedules within this time period should speak directly with their respective division director. Any decision to drop a course after the Drop/Add period will be noted on the transcript as a withdrawal. Requests to add a course after this period are problematic for many reasons and are seldom approved. Seniors must make changes to their second semester programs before the close of the first semester. Upper School students may make changes to their physical education courses, including athletic teams, at the start of each sports season by speaking directly with the director of Upper School.

## Examinations and Review Days

In most Upper School classes, students take exams at the end of each semester. Dates for semester exams are published in the calendar section of this handbook and on the online school calendar. All students in Upper School are required to take exams on these dates unless an alternate assessment plan is in place.

For classes giving exams or midterms, the two calendar days prior to exams or midterms are review days. No new work or assignments should be due. For classes not giving exams or midterms, the two calendar days prior to exams are standard days. Normal/typical assignments may be given. However, major assignments may not be due and full-period tests or essays may not be given.

## Field Trips

Field trips are considered to be classes away from campus and all Westridge standards of conduct apply. In all cases, details of the field trip will be emailed and posted to Finals site in advance of the trip.

Transportation is provided by Westridge for all field trips and athletic events. Students are never permitted to drive to required off-campus events in their own cars. When driving their own vehicles, parents, chaperones, and school employees are primarily covered by their own insurance and covered by the school's insurance secondarily.

## Grades and Grade Point Average (GPA)

Student achievement is evaluated by letter grades in the Middle and Upper School (A–F), with plus (+) and minus (–) noted and recorded on transcripts. There is no grade of A+. In Upper School, achievement is calculated for the GPA, which is determined by the following scale:

A	4.0	(93+ )
A–	3.67	(90–92)
B+	3.33	(87–89)
B	3.0	(83–86)
B–	2.67	(80–82)
C+	2.33	(77–79)
C	2.0	(73–76)
C–	1.67	(70–72)
D+	1.33	(67–69)
D	1.0	(63–66)
D–	0.67	(60–62)
F	0.0	( –59)

Middle & Upper School Human Development, Middle School technology, service learning, and some elective courses, and Upper School athletics are graded Pass/Fail. Lower School uses a non-graded quarterly progress report in lieu of letter grades.

All H-Block electives are graded pass/fail.

A weighted and non-weighted GPA is on every student's official Westridge transcript. A weighted GPA reflects the additional challenge students have taken by enrolling in Honors and AP courses — .5 for Honors and 1.0 for Advanced Placement courses. The weighted GPA is included for the sole purpose of supporting students as they apply to colleges and for scholarships.

### **Homework Policy**

Homework is assigned to all students on a regular basis and is considered important for reinforcing concepts and skills, furthering a student's knowledge of a subject, and developing independent study habits.

Lower School students are generally assigned 60 minutes of homework daily; Middle School students are generally assigned 90 to 120 minutes of homework daily. In the Upper School, homework is assigned according to the needs of the subject, taking into account grade level and the nature of the course. Course work becomes more demanding as students progress through the Upper School.

Students have access to posted assignments on Finalsité that provide one to two rotations' worth of assignments and should use this information as a way to plan their time effectively. To help faculty avoid overloading a particular day or week, major assignments, quizzes, tests, and presentations are entered on the Middle and Upper School test calendars. Students should have no more than two tests or major assignments, or four quizzes scheduled on any one day.

Homework is not assigned over Winter and Spring vacations. An assignment of appropriate length may be assigned over other breaks in the school year.

### **Late Work**

Students are expected to complete all assignments and assessments in their courses. Each teacher's policy for late work will be specified in his/her course page. It is the student's responsibility to make arrangements with teachers to complete assignments that she missed due to excused absences. In Upper School, late work may be penalized unless it is the result of an excused absence. In the event that a student is unable to complete her work in a given marking period due to circumstances beyond her control,

she may be given an incomplete. A schedule for the submission of incomplete work will be determined in consultation with the division director.

### **Student Accommodations**

Westridge School adheres to the requirements of the Americans with Disabilities Act and provides reasonable accommodations to students with qualified learning differences that would permit them full and equal access to the goods, services, and operations of the School. A student with a qualified learning difference, or her parents, who would like to request an accommodation should submit a written request along with a psycho-educational or neuropsychological report from within the last three years. Westridge's learning support specialist will then determine, through meeting with parents and student and in consultation with other professionals at the school, the appropriate level of accommodation for the student. Educational accommodation decisions are reviewed for each student annually. Details on the requirements for requesting accommodations can be obtained through the Office of the Learning Support Specialist.

### **Academic Resource Center (ARC) & Learning Commons**

Students are encouraged to use the Joan Irvine Smith '51 Academic Resource Center (ARC) for study, research, and for leisure reading. The ARC is open from 7:30 am to 6 pm, Monday through Friday. Books may be borrowed for three weeks. While the library does not charge overdue fines, students will be billed for missing materials at the end of the year. No food or drink is permitted in the ARC.

### **Westridge 1:1 Laptop Program**

The Westridge 1:1 Laptop Program aims to enhance student learning by establishing a personalized, student-centered learning environment where every student has access to a laptop and digital resources.

Every student in grades 6 through 12 is required to bring a fully-charged laptop in good working order to school every day. We intend that students will use their device frequently throughout the school day and at home for their learning.

Students in grades 6 through 8 are issued a standardized, school-owned and supported laptop to use at school and at home. (During COVID-19, students in grades 4 and 5 will also be issued laptops.) **Upper School students must bring their own laptop, which must meet the minimum technical specifications listed in the 1:1 Laptop Program brochure (PCs or Macs. No iPads or Chromebooks).** The minimum requirements are needed to run and access commonly used applications and digital resources.

All laptops must have protective casing. This will help minimize damage to the laptop as students travel between home and school. Students are required to bring headphones or ear buds to class with their laptops and a VGA adapter for connecting to digital displays and projectors.

### **Make-up Courses and Courses Taken Outside of Westridge**

Courses to be taken to correct a grade deficit must be approved in advance by the director of Upper School and the department. Approved courses will be noted as such in a separate field on the official transcript. Students must present official evidence of completion from the institution in order to have courses listed. Such courses will not receive units of credit nor will the grades be calculated in the Westridge grade point average. Students are responsible for providing colleges with records of such outside coursework. Westridge has no obligation to provide documentation to colleges.

No courses taken outside Westridge may be presented to the school for credit toward meeting graduation requirements nor may they be taken in place of a required Westridge course. If an Upper School student repeats a course at Westridge to improve achievement and mastery, the course will be indicated on the transcript, but no additional units of credit will be awarded.

### **Parent Conferences**

**The school encourages parents who have questions about their daughter's progress to contact the teacher at any time during the school year to discuss progress.** The advisor, class deans, homeroom teacher, dean of student support, and division director are also available to discuss issues of academic or other concern with parents at any time.

Parent conference will take place on November 13, 2020. There is no school for students on this day. Instructions for advisor/homeroom teacher conferences will be emailed to parents and posted to Finals site. Families are asked to schedule vacation travel after conferences. Requests for conferences the week prior or after cannot be accommodated.

- In Lower School and Middle School, subject teachers meet with parents by appointment.
- In Upper School, students and parents meet with advisors by appointment.

The Thursday and Friday before Presidents' Day in February are set aside for conferences and faculty and staff professional development in Lower, Middle, and Upper School. There is no school for students on these days. Detailed instructions for parent and teacher conferences will be available in spring.

- In Lower School, homeroom teachers meet with parents by appointment. Sixth grade students participate in homeroom conferences.
- In Middle School, students and parents meet with advisors by appointment.
- In Upper School, parents meet with teachers by appointment.

### **Report Cards and Progress Reports**

The academic year is divided into two semesters. Semester grades become part of a student's permanent record and, in Upper School, determine the grade point average.

Middle and Upper School students receive in-progress grades and comments in the middle of the semester and report cards at the end of the semester. In addition, comments describing students' work are sent in the fall and again in the spring. In the second semester, seniors receive an end-of-semester grade only.

Lower School students receive progress reports each quarter. Progress is assessed using learning outcomes in the areas of subject-specific content and skills, work habits, and social skills.

### **Middle and Upper School Progress Reports**

Progress reports are prepared in Middle and Upper School as deemed appropriate throughout the year. They are written to communicate both positive and negative progress and serve as a warning if a student is experiencing a downward trend in student performance. Although progress reports are not a prerequisite to assigning a grade of C- or below, teachers are expected to be in communication with students and parents if student performance is in decline. As a matter of course, the student's advisor and class deans are copied on all progress reports issued.

### **Standardized Testing Program\*\***

- **ERB online (Educational Records Bureau) Comprehensive Testing Program**  
Students in grades 5 and 7 will take a series of online tests designed by the ERB that measure aptitude and achievement. These online tests provide information that can be helpful in assessing the school's curriculum, understanding individual learning patterns, and providing records of each student's progress. Test scores are sent home to families, and parents may contact the division director to discuss test results.

*\*\* Subject to change during the COVID-19 pandemic. Please refer to the addendum in this book, updates on the Parent Portal and the Remote Learning page, and in the all-school weekly email.*

- **PSAT**

The PSAT/NMSQT is mandatory for all juniors and administered in October as preparation for the SAT Reasoning Test. It also serves as the qualifying exam for the National Merit Scholarship competition for juniors. The PSAT/NMSQT is modeled after the SAT Reasoning Test. These scores are not sent to colleges nor do they appear on the student's transcript. The PSAT 10 is mandatory for all Westridge sophomores and is administered in spring. Westridge registers all juniors and sophomores for the exams and administers them on campus.

- **SAT Reasoning Test**

Created to predict students' success in their first year of college, the SAT has evolved over many years and is currently back to a 1600-point scale, with two required sections: Critical Reading and Math. The Writing or Essay section is now optional but recommended by most selective colleges.

- **SAT Subject Tests**

Previously called the SAT IIs, Subject Tests are curricular-based exams that measure achievement in a particular high school subject. Each test is one hour in length and is scored on a scale of 200-800. It is advisable to take Subject Tests while studying or immediately upon completion of the related high school course in the subject of testing. Students can take one, two, or three Subject Tests in one day. Many of the most selective schools require a minimum of two SAT Subject Tests and may recommend three.

- **ACT (American College Test)**

The ACT measures achievement related to high school curriculum, which is broken down into English, mathematics, reading, and science. The writing portion of the ACT exam is separate and is highly recommended or required by most colleges/universities. American colleges and universities will accept either the ACT or SAT exam if requiring standardized tests as a part of admission selection.

Westridge does not administer the SAT Reasoning, SAT Subject Tests, or the ACT. Students may pick up registration materials and a list of testing sites from the College Resource Center.

- **Advanced Placement (AP) Examinations**

AP exams are prepared by the College Board and are administered to students in the first two full weeks of May. The registration cost for each AP exam is \$94.00. Westridge pays the registration for the AP English Literature exam. The cost of registration for all other AP exams is the responsibility of the student. Westridge will not administer AP examinations for coursework taken outside of the Westridge curriculum.

## **Student Records**

A student's permanent file includes school documents and standardized test scores. This includes progress reports, report cards, comments, interim reports, and disciplinary letters. Records are kept with the registrar. While the files may not be removed, the registrar will make copies on request. Parents may make appointments with the division director to discuss a student's file.

## **Tutoring Policy**

The school admits students capable of academic success at Westridge. On occasion, a student may require academic assistance in addition to faculty support. In these instances, the school may recommend that parents seek a tutor for their daughter. If a student is being tutored, parents are encouraged to share this information with the school in order to best support the student.

Occasionally, Upper School students are available as peer tutors for Lower, Middle, and Upper School students at no cost. In Lower and Middle School, requests for peer tutors are made in consultation with the Lower and Middle School dean of student support. Arrangements for peer tutoring in Upper School are made by the dean of student support. Students meet with their peer tutors on a mutually available day.

Teachers are not permitted to tutor any Westridge student for remuneration during the school year without the express permission of the school administration. Outside tutoring sessions are not permitted on campus.

## **Study and Expression of Religious Beliefs**

Religion is both a matter of objective study and personal conviction. As a school independent of sectarian ties, Westridge has an obligation to ensure that the distinction between these two approaches to religion is carefully observed and maintained. Accordingly, while the school encourages students to learn about world religions, it considers belief in a particular religion to be a matter of personal conviction and therefore the school program does not promote any specific belief system at school.

# Campus Life

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## Attendance Policy\*\*

The school day for Lower School is from 8 am to 2:45 pm; Middle School and Upper School are from 8:30 am to 3:10 pm The division offices are open from 7:30 am to 4:30 pm Students should be on campus only during the school day unless participating in a supervised after-school activity or program.

The school expects each student to:

- arrive at least five to 10 minutes before the school day begins
- not arrive earlier than 7:15 am
- stay on campus during school hours
- be on time for all scheduled classes, assemblies, activities, and meetings with teachers
- sign out in the Main Office when leaving campus and sign back in upon return
- depart by 6 pm unless under the direct supervision of the after-school program director, a faculty member, or coach
- **Daily Attendance/Tardiness** — Attendance is taken at the start of the first class period of the day. Attendance will also be taken at the start of every Middle and Upper School class. Excessive tardies are considered a disciplinary issue and will be addressed in accordance with the school's Discipline Policy. For the purposes of the Minimum Attendance Policy (see page 24), a tardy will be counted as 1/3 of an absence. All students arriving after first period has begun must sign in at the Main Office to receive a pass to enter class. All Upper School students who have a free first period must sign in at the Main Office. All athletes and student performers must attend all classes and required activities in order to participate in an athletic contest, musical performance, or theatre production. A student may not participate in an after-school event if she has been absent for any part of the school day, unless that absence is approved by the dean of student support. **If a student is home ill or sent home ill on the day of an after-school event, she may not return to participate in the after-school event.**
- **Calling in an absence** — A parent or legal guardian must call the school's Attendance Voicemail to report an absence before 8 am Please be sure to state the name of the student, grade level, and reason for the absence. The attendance voicemail, 626.799.1053, ext. 324, operates 24 hours a day. Without a call from a parent before the start of the school day, an absence will be recorded as unexcused. Students are not permitted to call in an absence. The school requires

*\*\* Subject to change during the COVID-19 pandemic. Please refer to the addendum in this book, updates on the Parent Portal and the Remote Learning page, and in the all-school weekly email.*

a doctor's note after an absence of four days or longer. Students who are ill should not come to school to take a test or quiz as this puts an undue burden on the student and runs the risk of infecting others in the community. Students should seek support from their advisor/homeroom teacher or dean of student support if they need assistance managing make-up work.

- **Leaving Campus During the School Day** — Students who need to be excused from school during the day or will be late must have a parent call the attendance voicemail before the start of the school day. All students must sign out in the Main Office and sign back in upon their return. Parents/guardians in all divisions can meet their daughters at the kiosk in the State Street parking lot.

**To minimize the impact of missed classes, when possible, the school encourages that elective medical and dental appointments be scheduled outside the school day.** Students are expected to remain on campus during all free periods. If a student leaves during the school day for a medical or dental appointment, she must submit a note from the health care provider to the Main Office upon her return. If a student becomes ill at school, the Health Office will determine whether the student should go home and will notify the student's parents. Students may only go home sick when signed out from the Health Office.

- **Walkouts** — Westridge supports students in their desire to be politically active and lead lives of impact. Toward that end, the School works with student leadership to allow for safe and socially responsible forms of protest, including planned school walk-outs. Students wishing to participate in such walk-outs are required to submit signed parental permission forms prior to the walk-out (forms can be obtained on Finals site or from the Upper School Office and should be submitted to the Upper School Office). In all cases, students are responsible for any missed academic work. Students leaving campus without parental permission may be subject to disciplinary penalties.

### **Absences and Student Responsibilities**

In any instance where a student is absent from school, she is expected to communicate with her teachers about missing classwork and homework. In Lower & Middle School, teachers may also need to communicate with parents as needed about missing classwork and homework. If a student is absent from school due to illness, injury, family emergency, religious commitments, Westridge field trips, or Westridge team athletic competitions, she can expect support from her teachers and the dean of student support in her attempts to make-up missing work. In these cases, all work may be made up for full credit. College visits or PE equivalent commitments pre-approved by

the dean of student support will also be supported. If a student is absent from school for any other reason, teachers are not required to help students manage make-up work, and her missing and late work may be subject to penalties.

- **Planned Absences** — If a family requests that a student miss school, a parent must contact the divisional dean of student support at least two weeks in advance, except for emergencies. In addition, the student must complete a Planned Absence Form at least two weeks prior; forms are available from the divisional deans of student life. Please note: teachers are not able to prepare materials with less than the two-week (planned absence form) notice.
- **Upper School Interim Week/Middle School Discovery Week/Lower School Experiential Week**  
This unique week is an integral part of the school program, and student participation is required for the duration of the program. All attendance policies and practices apply during this special week, and families should not plan trips during this time. Annual participation in the Interim program is a graduation requirement for Upper School students. Students will be expected to make up any part of Interim that was missed due to an unexcused absence.
- **Make-up Work** — Students are responsible for getting assignments and making up class work for excused absences. Lower, Middle, and Upper School students can find their assignments posted on course websites. Parents should contact the appropriate division's dean of student support if their daughter is absent for more than two days in order to facilitate her return to school. Upper School students who must be absent for scheduled medical procedures or for religious reasons are asked to turn in work and take tests in advance of their absence or no later than three days after their return.

If a student is absent from school for an extended period of time, the divisional dean of student support will work with the student, her teachers, and her parents to determine a reasonable plan of action. Extended absences may result in a loss of credit or the inability to continue with the year. This may lead to the need for a student to repeat a course, a semester, or a year.

- **Minimum Attendance** — If for any reason a student misses more than 25% of the class meetings in a semester, she will not receive credit for the course unless she is granted a medical leave, and arrangements for completing the course are made with the division director. For the purposes of the Minimum Attendance Policy, a tardy will be counted as 1/3 of an absence.

- **College Trips** — Classes are suspended for seniors during Senior College Week. The school encourages seniors to use this week and school vacations for college trips. The school understands, however, that students may be invited to special programs or need additional time to visit colleges. If a senior requires time away from Westridge to visit colleges, she must meet with the dean of student support to receive prior approval and complete a Planned Absence Form at least one week prior to her absence. Seniors are responsible for all work assigned during their absence and for making arrangements with their teachers to complete assignments within a reasonable period of time.

## **Email**

Every student has a Westridge email account. Teachers and administrators rely on email to convey important messages to students, and students are therefore responsible for checking email daily and responding in a timely way. All electronic communication between students and faculty or staff must be conducted through their Westridge Outlook accounts. Guidelines for appropriate use of email can be found in the Network Acceptable Use Policy on page 66, also posted on Finals site in the Technology section. Misuse of email will result in students losing their Westridge email and/or internet privileges for a designated period of time.

## **Food on Campus\*\***

The Elizabeth Edmundson Herrick Commons is open daily from 7:15 am to 3:30 pm. Breakfast, lunch, and after-school snack selections are available each day. Students may also bring lunches from home. Designated eating areas are restricted to the Commons, Ayrshire and Foreman Courtyards, and Madeline Court. Students are expected to clean up after themselves and to help keep these areas clean throughout the day. Eating and drinking is not permitted in the PAC or in the ARC. Gum chewing is not permitted on school grounds.

## **Food Service\*\***

On school days, the Herrick Commons is open for dining to students and the campus community for breakfast, lunch, and after-school snacks. Lunch options include hot entrees, pizza, burgers, hot dogs, sushi, and made-to-order salads and sandwiches. A variety of beverages and snacks are also available for purchase. Please visit the Dining Services page on the Parent Portal for more food service information.

Students can make purchases with cash or by using their Westridge ID card, which is linked to their dining account. The dining account functions as a declining balance,

*\*\* Subject to change during the COVID-19 pandemic. Please refer to updates on the Parent Portal and the Remote Learning page and in the all-school weekly email.*

similar to a debit card. The account can be used to purchase meals and beverages in Herrick Commons. By participating in the dining account program, you remove the need for your child to handle cash during the school day, allow for speedy transaction processing, can review detailed purchase reports at PayForIt.net, and should your child forget her lunch or lunch money, you will not need to worry about a missed meal, as purchases can be charged to their account. We strongly recommend enrolling your child at PayForIt.net. PayForIt allows parents to access to their child's food account. You can check her balance, add funds, and elect to receive low balance notifications via email.

There are two ways in which parents or students can add funds to the card throughout the school year:

Send a check or cash with your daughter to the register at Herrick Commons, or mail checks to the school c/o Dining Services; checks should be made payable to Westridge School and should include your daughter's name for reference. Although funds can be added at any time throughout the day, peak periods during breakfast and lunch service should be avoided, as this slows down the register line. Cash or check deposits can be made in any denomination. Denominations of \$250 or greater will receive an enrichment of 5 percent of the deposited amount.

Pay by credit card at PayforIt.net. You can access your daughter's account, check detailed spending reports, add funds, set up automatic payments, and set up automatic low balance alerts via email. Funds deposited by credit card will not receive a 5 percent enrichment. If you would like to receive the enrichment, please choose the payment by check or cash option.

For your convenience, should your daughter's account run out of funds before a deposit can be made to her account, we allow each account to accrue a temporary minimal negative balance of up to \$50. Dining account balance letters are sent monthly to parents and parents can keep track of their daughter's balance at PayforIt.net. It is each parent's responsibility to oversee their daughter's spending and to maintain adequate funds in her dining services account to prevent negative account balances. **Should negative balances exceed the temporary minimum allowance, further purchases will be disallowed until balances are brought current and adequate funds are available to cover new purchases.**

If there are funds remaining on the card at the end of the school year, they will automatically be carried over to the next school year. Once a student leaves Westridge School, any remaining balance greater than \$10 will automatically be refunded and a check will be mailed to you. You may also choose to donate any remaining balance to the Annual Fund. If you have more than one daughter attending Westridge and only

one of them is graduating or leaving, their funds will automatically be transferred to the remaining sibling's account. If you would prefer to have any remaining balance be sent to you, please contact the Business Office before the last day of school. Negative balances should be paid in full no later than June 30 of year end.

To report a lost ID card and request a new one, contact Dining Services by email or call 626.799.1053, ext. 282. Rest assured, if someone other than the owner of the card tries to use a found ID card, they will be unable to use the account because the rightful student's picture will appear on the register screen at the beginning of the transaction. Replacement cards will have a replacement fee of \$12 (with the exception of broken or damaged cards). Should you choose, the replacement fee can be charged to the dining account.

If you have questions about food service or student dining accounts at Westridge, please visit the Dining Services page on the Parent Portal. You may also contact Dining Services at [diningservices@westridge.org](mailto:diningservices@westridge.org) or call the Director of Dining Services, at 626.799.1053, ext. 282, or contact the Business Office at ext. 243.

## **Lockers / Security**

The care of lockers and the locker areas is each student's responsibility. Students are expected to use their lockers or designated storage area to store books and belongings. The atmosphere on campus is a relaxed one; however, backpacks and book bags left unattended invite theft (which includes everything from "borrowing" a book left out or eating someone else's lunch to taking a wallet). The easiest way to prevent theft is to keep all belongings locked in the student's assigned locker; the easiest way to maintain a safe environment is for overflow items to be kept in approved areas. Books, bags, and belongings left on the ground near lockers create hazards and show a lack of respect for the school community; consequently, abandoned possessions will be put in designated lost and found areas.

## **Messages**

Students may use the telephones in the Main Office or division offices with permission only. Other school telephones are not for student use. For urgent matters, parents may call the division office to leave a message for their daughter. Messages will be delivered to Upper and Middle School student email accounts or sent to Lower School teachers so that classes are not interrupted. In an emergency, messages will be delivered in person to students.

## **Cell Phone Policy**

The widespread ownership of cell phones among young people requires that schools take steps to ensure that cell phones are used responsibly in schools. This policy is

designed to help ensure students' productive use of cell phones.

- In Lower and Middle School, students may only use cell phones before and after school.
- In Upper School, students may use cell phones outside of class time, and required activities during school hours (7:55 am – 3:10 pm).

Because Westridge recognizes the importance of emerging technologies present in cell phones (i.e. camera and video recording, internet access, mp3 playback, blogging, apps, etc.), teachers may wish to utilize these functions to aid in teaching and learning. In these cases, students may have the opportunity to use their cell phones in the classroom and on school-sponsored field trips (day or overnight) when explicit permission has been given by the teacher. Please note that parents are not expected to provide their daughters with a cell phone.

Students may not use cell phones in any way that detracts from the learning environment of the school. Unless explicit permission is granted, students may not use cell phones to make calls, send SMS (text) messages, navigate the internet, take photos, take video, stream images or sounds, tether to any other devices or use any other application during classes or unauthorized times during the school day. Additionally, students' cell phones must not disrupt classroom lessons at any time for any reason.

Students may not use cell phones to harass, intimidate, or bully any Westridge community member at any time in or outside of school. Students may not use cell phones to denigrate or humiliate another member of the community through posts, pictures, video, and SMS text messages. Additionally, students may not upload material of any kind about another community member to a website or social media that denigrates or humiliates a Westridge community member in any way.

### **Senior Privileges**

Seniors enjoy a number of special privileges that recognize their ability to be responsible. One such privilege is open campus, which means a senior may leave school during lunch or free periods, arrive at school after 7:55 am, and leave school before 3:10 pm (provided she has no classes or other school commitments and is a student in good standing). Each senior must submit an off-campus permission form signed by a parent in order for her privileges to be in effect. Seniors must sign out when leaving campus and back in upon their return at the guard kiosk in the State Street parking lot. If a senior abuses her open campus privilege, fails to sign in and out, or is not in good standing with the school, the privilege will be suspended.

Seniors may wear sandals and open-toed shoes, college sweatshirts, and the senior

t-shirt as part of the school uniform. Unless otherwise announced, every Friday is free dress for seniors. Seniors must comply with the free dress guidelines.

## **Uniform Policy\*\***

The school uniform is designed to make girls feel comfortable while maintaining a respectful academic learning environment for all members of the school community. All uniform clothing must be neat, clean, school-appropriate, and in good repair. Clothing worn under the uniform should not be seen. Hats and caps are not permitted indoors. Uniform policy violations will be considered a disciplinary issue and the school's Discipline Policy will be applied.

### **Approved uniform wear consists of:**

- Millswear pleated khaki skirt, long khaki Bermuda shorts, or plain khaki pants. (Lower School students may wear a Millswear skort.) Skirts and Bermuda shorts must be fingertip length or longer. Only leggings and tights will be permitted underneath the skirt. (Absolutely no pajama bottoms nor sweatpants are allowed.)
- A solid, white shirt with sleeves or the white Westridge uniform shirt sold by the Tiger Tail Boutique (tight-fitting, low-cut, or see-through white t-shirts are not permitted, nor are those that expose the midriff). In addition, any official Westridge shirt is permitted. (Must say Westridge on the front of the shirt.)
- A solid dark green, grey, black, or white sweater or sweatshirt OR a dark green, grey, black, or white Westridge sweatshirt.
- Millswear pleated white skirt, or approved white pants, and white logo polo or Millswear white blouse\*.
- Any uniform-approved clothing sold by the Tiger Tail Boutique.
- Dark green, grey, black, or white tights, socks or leggings.
- Closed toe and closed heel shoes (seniors exempt).

*\*Please note that we are phasing out the Millswear white button down uniform shirt in favor of a new white logo polo, also available from Millswear. Students may continue to wear the white button down through the end of the 2020-2021 school year.*

### **Special Uniform Guidelines**

- Seniors may wear college t-shirts and sweatshirts.
- Upper School students may wear their class sweatshirts (not club, team, or performing arts).

*\*\* Subject to change during the COVID-19 pandemic. Please refer to the addendum in this book, updates on the Parent Portal and the Remote Learning page, and in the all-school weekly email.*

### **Free Dress Days**

Certain days in the school year are set as free dress days for all students. Students are advised that free dress days are a privilege, not a right, and can be revoked by the division directors if needed. Students are responsible for consulting the online school calendar for free dress days. Students are permitted to wear clothing of their choice provided that it is appropriate to a school setting, neat, and in good repair. Shirts must have sleeves and provide full coverage; skirts and shorts must be fingertip length or longer.

### **White Uniform Days**

On special occasions, students are required to wear a white dress uniform. On these days, the Millswear pleated white skirt, or approved white pants, and Millswear white blouse or white logo polos are worn in place of the khaki bottoms and white shirt.

### **PE Uniform**

Lower and Middle School students are required to wear physical education uniforms for PE class only and must change into their school uniform for other classes. Upper School students are required to wear exercise clothing for PE and dance classes.

### **Visitors on Campus\*\***

Under special circumstances, students may invite girls who attend other schools to visit Westridge as their guests. Requests for such visits must be made to the division director or dean of student support for approval in advance of the visit. Campus Safety must be informed of all visitors prior to their visit and visitors must check in with Campus Safety upon arrival. It is important for both the student and her guest to remember that the work of the school day takes precedence and must be respected.

No student visitors are allowed on campus during the day without the express permission of the division director, and no after-hours student visitors are permitted on campus unless engaged in a specific, school-approved activity (e.g., attending games, dances, or other planned activities).

*\*\* Subject to change during the COVID-19 pandemic. Please refer to the addendum in this book, updates on the Parent Portal and the Remote Learning page, and in the all-school weekly email.*

# *Student Life*

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## **Advisory**

Every student in the Middle and Upper School has an advisor. The advisor coaches and supports the student in her academic, emotional, physical, and social growth as it pertains to her experience at Westridge. Advisors meet with their advisees in regularly scheduled mandatory meetings and individually as needed. They work together to set goals for the year, assess progress, and develop strategies for success. The advisors also coach students to act responsibly, examine choices, make decisions, and accept consequences. The advisor is the primary contact for his/her advisees in all matters that concern the student.

## **After School Program and Study\*\***

The school recognizes that parents are busy people and that students may need to remain on campus past the regular dismissal times, either on a daily basis or an intermittent one. For that reason, the school offers a fee-based, supervised After School Program (run by the Child Educational Center/CEC) for Lower and Middle School students. Parents are asked to enroll their daughter in the program for the entire year and then they may use the program as often as they need. The school's After School Program begins at 3 pm for Lower School students and 3:10 pm for Middle School students and runs until 6 pm, Monday through Friday. The CEC faculty has designed the program so students have time to study or work on homework, socialize, and participate in activities or clubs they offer. The program is designed to meet the needs and interests of students in both the Lower and Middle School. Parents may pick up their daughter at any time during the After School Program's hours of operation.

Students who are not enrolled in the After School Program for the year must be picked up by their parents at the carline by 3:30 pm or within 15 minutes of dismissal from an official school program or activity. Those who remain on campus past the required pickup time will be signed into the After School Program at a drop-in rate of \$1.00 per minute.

Upper School students are not supervised after school and should not remain on campus after 6 pm unless they are participating in directly supervised, school-sponsored activities such as athletic events and theatre rehearsals. Upper School students may work after school in the ARC, Herrick Commons, Ayrshire Courtyard, or Rooms 10 and 11. Upper School students may only work in other areas on campus when accompanied by a faculty member and should NOT be in classrooms unsupervised.

*\*\* Subject to change during the COVID-19 pandemic. Please refer to the addendum in this book, updates on the Parent Portal and the Remote Learning page, and in the all-school weekly email.*

## **Associated Student Body (ASB)**

The ASB is a representative body of elected student leaders from Upper School who serve as leadership for the Westridge community, promote school spirit, and plan and organize Upper School and all-school events. The ASB is run by the dean of student activities and a cabinet consisting of a president, vice president, treasurer, grades 9-12 class presidents, as well as Greek/Roman, athletics, arts, sustainability, and student life chairs.

## **Athletics**

The athletics program at Westridge offers Lower, Middle, and Upper School students the opportunity to compete against area schools. Sixth grade students participate in quarterly, non-scoring tournaments. Middle School students participate in the Middle School Independent League in basketball, flag football, golf, soccer, softball, swimming and diving, tennis, track and field, and volleyball. Upper School students compete in the Prep League, which is an affiliate of the California Interscholastic Federation Southern Section (CIF-SS). Sports offered include basketball, cross country, golf, lacrosse, soccer, softball, swimming and diving, tennis, track and field, volleyball, and water polo. Junior varsity teams are formed on the basis of student interest and available local competition. Competition in the Interscholastic Equestrian League (IEL) is available to students in Middle and Upper School.

Upper School students may not participate on an athletic team and in a theatre production simultaneously.

The following are Upper School requirements for athletic participation:

- All athletes are required to complete physical examinations prior to tryouts and competition.
- Athletes must have a CIF-SS Code of Ethics and Westridge Athletics Contract completed and on file in the Athletics Office.
- In order to be eligible for participation in athletics, student-athletes must not be on academic probation.
- A student may not participate in any athletic contests if she has been absent for any part of the school day, except as approved by the dean of student support.
- All athletes are required to attend all practices and games and adhere to Westridge Athletics Contract.

## **Big and Little Sister Families**

Every year, the school hosts multiple Big and Little Sister Family events in order to support the girls' cross-divisional relationships. Students from Lower, Middle, and Upper School are put together in small family groups consisting of approximately 10 students and "families" remain together from year-to-year. Within each family group, members are assigned specific Big/Little pairings. Additions to the family groups are made when seniors graduate and new students enroll.

## **Clubs and Activities**

Student clubs are created and organized by students with the assistance and guidance of a faculty advisor. Students are free to form clubs around a variety of issues, whether they be cultural, political, a hobby or skill, a shared commitment, or core identifier. Clubs provide additional opportunities for students to balance academics with other interests. In the Upper School, the dean of student activities must approve all proposed club events, community outreach, fundraisers, and speakers. In the Lower & Middle School, the dean of student activities must approve all student-led clubs.. The Middle School also offers opportunities for students to join faculty-led clubs.

Recent clubs in the Upper and Middle School include:

Alliance	Korean Culture
Amnesty International	LINK (Liberty in North Korea)
Animal Club	Math Club
Art	Red Cross
Asian Culture	Science Olympiad / Robotics
Birthday Box Project	Speech & Debate
Chess Club	UNITY
Classic Films & TV	World Issues Club
Green Guerillas	Young Democrats
Help Africa	Young Republicans
Junior Classical League (Latin)	Girls Who Code
	Mouse Squad

## Counseling

Counseling and student services are available to provide support and act as a resource for all members of the community. The school counselor is a licensed clinical psychologist who provides:

- consultation to faculty and staff regarding students' social, emotional, and behavioral well-being as related to their educational progress and performance
- referrals and resources to parents regarding a variety of developmental, social, emotional, and educational needs
- consultation with parents and families regarding developmental issues and concerns, and family transitions and their management
- brief supportive counseling for students in distress

## Greek and Roman

At the beginning of each year, all new students, faculty, and staff are initiated in Westridge's long-standing tradition of either becoming a Greek or a Roman. Throughout the school year, students participate in competitive Greek and Roman activities that are class-wide, division-wide, or school-wide.

## Publications

- **Inlook** — The Westridge yearbook looks in on life at Westridge. The staff consists of Upper School students and is chosen in the spring for the following year. The yearbook is distributed in May.
- **Spyglass** — Westridge's school newspaper is staffed and published by Upper School students. Students wishing to be a member of the newspaper staff should contact the editors or the faculty advisors. It can be accessed online at [www.westridgespyglass.org](http://www.westridgespyglass.org).
- **Outlook** — The Upper School's literary magazine is published annually. This collection of poetry and short stories authored by Upper School students is an expression of looking out on life as well as within.
- **Litlook** — The Middle School's literary magazine is published annually and consists of poems, stories, and art submitted by Middle School students. It is run by students under the guidance of a faculty advisor.

## Admission Ambassadors

This leadership group of Upper School students assists the Admission Office with prospective student and parent events. Upper School students must initially apply for the Admission Ambassador position and are able to renew their positions annually based on performance and availability. The application and renewal process takes place in the fall.

## **Service Learning and the Community Action Project**

Westridge is committed to developing young women whose personal ideals will lead them to meaningful lives as contributing citizens of the larger world. To that end, the school has a service-learning program that provides a meaningful context for community service. Students participate in service opportunities as a part of their course of study, through various grade and school events, and as volunteers in the broader community.

The Community Action Project (CAP) graduation requirement is an opportunity for Westridge students to demonstrate how their personal interests and passions can set the stage for deep learning and service to others. In 9th grade, students begin exploring various issues and service organizations of interest, and engage in several service learning experiences to help further hone their thinking and understanding of service learning. In 10th grade, girls continue to engage in meaningful service-learning experiences, often working with other students, and begin to conceptualize the focus and scope of their Community Action Project (CAP) graduation requirement. In 11th grade, guided academic research will be required and students will work closely with their advisors and the Upper School service learning coordinator to continue to engage in meaningful service opportunities while developing a proposal for their Community Action Project. Once approved, students will begin the action of their CAPs, hopefully finishing the bulk of the work before their senior year. In 12th grade, students will be in a position to reflect on both the process and outcome of their four-year service learning experiences, and will culminate the journey by presenting their project to the community.

## **Student Leadership**

Every class in Upper School elects a cabinet and representatives of student associations. Class presidents are also members of the Associated Student Body (ASB) and are responsible for running all class meetings. Class vice-presidents are members of the Student Life Committee.

The Middle School student body elects a Middle School president and vice-president who run Middle School assemblies, plan Middle School activities, and work with ASB. Each grade elects a president and vice-president to serve as class officers who are responsible for running all class meetings and planning class activities.

In the Lower School, students have the opportunity to apply to be a class officer and serve on the Lower School Student Activities and Leadership Council (SALC). SALC plans Lower School events and works with ASB.

## **Student Life Committee (SLC)**

The SLC is an integral part of the Upper School and a reflection of Westridge's belief that students, teachers, and administrators have a shared responsibility for the school's success. The SLC provides a forum for students to talk openly with the dean of student support to discuss school life from the student perspective, invite student input and involvement in forwarding the mission of the school, identify and resolve issues of concern and interest to the student body, and create a community of trust and respect. The SLC is composed of one elected student chair, the class vice-presidents (grades 9–12), one elected representative from each grade (9–12), and the dean of student support. The Student Life Committee leads the Town Meeting, which is a forum for conversation between Upper School students about their commitments, passions, ideas, and service and club activities.

## **Student Voices**

Student Voices is an Upper School student-led leadership group that focuses on many aspects of student diversity, equity, and inclusion at Westridge. This group is supervised by the deans of Student Voices and run by the Student Voices heads. The members consist of all affinity group heads, past and present Student Diversity Leadership Conference (SDLC) attendees, and past and present Youth Action Project (YAP) attendees. Student Voices meets regularly to create assemblies, facilitate conversations, and educate the Westridge community around diversity, equity, inclusion, and “Big eight” social and cultural identifiers.

Middle School students can participate in the Middle School Student Voices group, which is part of the Middle School Student Government. The members organize the International Day of the Girl Assembly each year. The group is supervised by the Lower and Middle School dean of student activities.

## **Supporting Transgender Students**

In support of its purpose and fundamental principles, Westridge acknowledges a specific responsibility to students who question their gender identity while at Westridge School. Westridge faculty and administration will work to support these students personally, socially, and academically. It is the view of the school administration that students who question and/or change their gender identity are welcome to stay at Westridge and that the best interests of these students and the community are addressed through inclusive, mission-driven practices. If Westridge is no longer the appropriate school, the administration will support students and their families in finding a school that better meets their educational needs. At the core of our approach are two things that each of us holds equally dear: the safety of every one

of our students, and the commitment to the unique and powerful benefits that arise from an institution committed to girls' education.

To see the full policy and detailed guidelines for student support, see page 61 of this handbook.

### **Tiger Tail Boutique**

The Tiger Tail Boutique is the Westridge spirit store operated by Parent Association volunteers. Items may be purchased online at [www.tigertailboutique.com](http://www.tigertailboutique.com) or at the Tiger Tail Boutique during major family events. Please check the website for up-to-date information regarding ordering during campus closure. If you have questions, please email [ttb@westridge.org](mailto:ttb@westridge.org).

# Safety

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## **Emergency Procedures and Disaster Preparedness**

The school is prepared to take care of its community for up to 72 hours with an emergency supply of food, water, medical supplies, and blankets. As part of the school's emergency preparedness program, most members of the faculty and staff have been trained in first aid and CPR through the American Heart Association and have completed Huntington Hospital's Stop the Bleed program. Fire, earthquake, and lockdown drills are held throughout the school year.

In the event of an emergency, natural disaster, lockdown, or other crisis, parents will receive information from our emergency notification system. The system will contact parents via email, phone, and text with an automated message specifying details and instructions regarding the emergency situation. **Do not call the school.** Phone lines at the school may be needed for emergency communications, and the school may be unable to handle incoming calls. If a message from Westridge is not received, call the emergency information hotline that exists to provide parents/guardians with information specific to the emergency situation:

**Westridge Emergency Hotline  
1-877-324-WEST (9378)**

## **Instructions for Emergency/Disaster Student Pickup**

In the event of an emergency, the school requires that students stay on campus until all are accounted for and until it is safe for individuals to leave. A student will be released only to a parent, guardian, or an individual designated on the student's emergency contact list. When the school has communicated to parents that it is safe to pick up students, parents should proceed along State Street using the normal carline route. Drivers will be required to stay in their cars while school personnel manage student check out. Traffic will move east to west on State Street and if State Street is not accessible for any reason, a new carline pickup procedure will be communicated through the school's emergency communication system. (See Reunification Map on page 60)

## **Drugs, Alcohol, and Tobacco**

Westridge School policy forbids possession, distribution, or use of illicit drugs (including marijuana or its derivatives in any form), alcohol, or tobacco on campus, at school-sponsored events, or within sight of campus. This includes all forms of said materials whether edible, combustible, or electronically consumable, as well as their paraphernalia, including, but not limited to, personal electronic cigarettes, vaporizers, or juuling devices, as well as their component parts, pods, juices, etc. Violation of these policies is grounds for expulsion.

## **Weapons**

Students may not have weapons of any kind in their possession on campus or at school-sponsored events. Violation of this policy is grounds for expulsion.

## **Carpool, Transportation, and Parking\*\***

Westridge School is concerned about the physical safety of each member of the school community. The greatest daily threat to student safety involves the interaction of motor vehicles, cyclists, and pedestrians immediately before and after school. All drivers are reminded to use special patience and caution in the area of the school.

- Madeline Drive cul-de-sacs are closed to all school traffic and parking.
- During the school day, there is no visitor parking in the State Street parking lot. Guests may park in the surrounding neighborhood for limited periods of time, respecting the peace and privacy of our neighbors.
- Transportation to and from school-sponsored events is provided by the school. In instances where parents volunteer to drive and chaperone off campus school-sponsored events, they are responsible for the students in their personal vehicles; for the vehicle being in safe operating condition; for ensuring that all students riding in the vehicle are secured with an individual seatbelt at all times (no double belting); for carrying liability insurance in their personal vehicle that exceeds the limits required by California law; and for maintaining a safe driving record and obeying all the rules of the road.
- Parents are not permitted to use the faculty and student parking lots for drop-off, pickup, or turn-around during arrival and dismissal times. Neighbors' driveways may not be used **for any purpose**.
- Drop off and pick up are to occur only via the State Street carline. Parking on neighboring streets to wait for students after school is prohibited; students may not cross State Street to meet cars parked elsewhere. On State Street, students must be dropped off only from the westbound lane.

*\*\* Subject to change during the COVID-19 pandemic. Please refer to the addendum in this book, updates on the Parent Portal and the Remote Learning page, and in the all-school weekly email.*

- To expedite afternoon traffic the following pickup times have been established:  
Lower School: 2:55 to 3:10 pm  
Middle/Upper School: after 3:15 pm
- Students may not use the State Street Parking Lot as a thoroughfare.
- Pedestrians in the area of drop-off and pickup should cross State Street only at the corner of Orange Grove Boulevard; pedestrians should only cross Orange Grove Boulevard at the signal and crosswalk at Madeline Drive.
- A limited number of parking spots are available in the State Street parking lot for juniors and seniors. Students who have not been assigned a parking space may not drive to school as they cannot park on local streets. Students who wish to drive to school must apply for parking at the start of the school year. Priority is given to students who live 10 or more miles from campus, and spots are assigned according to the criteria published in the letter emailed to juniors and seniors before the start of each school year. Parking is assigned and monitored by Campus Safety. Sophomores may not drive to school.
- Transportation to and from school-sponsored events is provided by the school. Students only use their personal cars for transportation between school and home.
- Bicycles and scooters should be parked and locked in the designated areas. In accordance with state law, all girls must wear helmets. Skateboards, scooters, and in-line skates may not be used on campus.

## **Privacy**

Students are expected to respect the privacy of others, including their peers. Additionally, students should not enter faculty or staff offices uninvited, nor should they enter the faculty lounge or mailroom. Students should not be in offices if the occupant of that office is not present.

## **School Mandated Reporter Obligations**

All school employees are mandated by law to report to the Department of Child Services any and all suspected cases of child abuse and neglect.

# Health and Wellness\*\*

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The following guidelines and procedures are designed to guard the health, wellness, and safety of each individual student and the entire community. First aid and medical supplies are available through the Health Office. If a student becomes ill at school she is to tell her teacher who will call the Health Office and identify whether the student should go directly to the Health Office or the Isolation Room for care.

No parent should pick up their daughter if she is not formally released by the school. **If a student is ill, she should not come to school.** Accommodations will be made to help her catch up, remotely learn, or make up school work when she is feeling better. If pick-up is necessary Health Office personnel will contact parents.

## Emergency Contact Information – Online Student Information Update

The school **requires four names** with **at least two phone numbers for each contact**. Please remember, these contacts should be available during school hours to pick up the student in an emergency or if she is ill, if parents are unavailable. *In the event of a disaster, parents and emergency contacts will be the only adults to whom the student will be released.*

## Required Health Information

Before the school year begins, all students are required to have three mandatory items on file with the Health Office:

- current completed yearly Westridge Student Health Physical Examination (Form X)
- Consent to Administer Medication (Form C)
- updated California School Immunization Record (CSIR), documenting all state-mandated immunizations

**Students will not be allowed to participate in school-sponsored field trips, retreats, or athletics without these current completed forms on file in the Health Office.**

## Medication Policy

All medications (over-the-counter or prescribed) required during the school day are to be administered through the Health Office. **Students are not permitted to carry medicine or self-medicate at school or on school-sponsored trips.** Exceptions may include emergency/life-saving medications (i.e. inhaler, Epi-Pen) that are ordered and documented by the student's health care provider\* and parent on Form C. If your daughter experiences a sore or scratchy throat, the Health Office may provide her non-

\* Health care provider may **not** be a physician parent or relative.

\*\* Additional information on policies and procedures during hybrid learning will be provided prior to a return to on-campus learning.

prescription lozenges. The Health Office does not provide medication for colds. In this time of COVID-19 transmission, if your daughter takes daily medications during school hours consider talking to her health care provider to see if a long acting medication might be an alternative. This would decrease trips to the Health Office, reducing possible exposure to illness.

Episodic prescription medication may be administered to the student by Health Office personnel if the medication is in its original packaging, including student's name, medication name, dosage, frequency of administration, and expiration date.

If a student takes any prescribed or over-the-counter medications on a 24-hour basis, please supply the Health Office with a three-day supply of unexpired medication. This is precautionary in the event of a disaster that may preclude her from leaving campus for an extended period.

### **End-of-Year Medication Pickup**

All student medication must be collected from the Health Office by May 28, 2021. The school is unable to store medication over the summer. An adult must pick up these medications; any medications left after that date will be discarded.

### **Health Issues**

If a student is ill she must stay home, please do not send your daughter/s to school for a partial day to take a test or quiz, turn in an assignment, or participate in a presentation, production, or athletic event. If you take your daughter to her health care provider for an appointment, please have them write an updated note/order concerning her care for the Health Office.

- **Allergies** – There are many types of allergies; environmental, seasonal, animal and food to name a few. **If your child has any known allergies, please make sure her physician indicates this on her annual Westridge Physical Examination Health Forms.** It is very important for Westridge to have this information to keep her safe while at school, on field trips, participating in PE etc. If her allergies are considered potentially life threatening we ask that the physician again notes this on the Health Forms and writes an order for the appropriate medication to be administered if needed. This may be Benadryl and or an Epi-Pen in the case of anaphylaxis. Please note with the physician order parents must supply this medication to the Health Office where it will be kept for your daughter's sole use. If your daughter develops an allergy later in the school year after her physician has completed her Health Forms please contact the Health Office with the most up to date health information for us to best care for her.
- **Concussion** – If a student sustains a possible concussion, you will be notified, if deemed medically necessary, you will be asked to pick up your student and

take her to her health care provider\* for evaluation and/or treatment. When the student returns to school, she must return to the Health Office before school with documented instructions for follow-up care and a release to return to the classroom setting from her personal health care provider\*.

- **Fever** – As we are currently in the midst of the COVID-19 pandemic it is imperative that you understand and adhere to these medical community guidelines for the wellbeing of your daughter/s and that of our community.
- **Illness** – If a student has any clinical symptoms, which may include but not be limited to, fever of 100 degrees Fahrenheit or greater, chills, cough, sore throat, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste or smell, congestion, runny nose, nausea, vomiting, or diarrhea she needs stay home and you must contact your daughter’s medical provider immediately for further guidance. Any of these symptoms may be COVID-19 symptoms.
- **Lice** – If a student has lice, parents should contact the Health Office immediately for assistance and keep the student home until she has been treated. After treatment, the student must report to the Health Office before 8 am of the day she returns to campus to be assessed prior to returning to class. *If lice are detected at school, the student will be sent home for treatment.* We do recommend that as a precaution, parents regularly comb their daughter’s hair with a nit comb twice a month; this, as a preventive measure, decreases the incidence of lice.
- **Mononucleosis** – If a student has been diagnosed with mononucleosis, please inform the Health Office. Once the student is released by her health care provider\*, she must report to the Health Office with her health care provider note/release before 8 am of the day she returns to campus to be assessed prior to returning to class. The Health Office, division directors, advisors, and deans will work closely with parents to ease student transition back to the classroom setting.
- **Strep Throat** – If a student has been diagnosed with strep throat, please contact the Health Office. She may return to school 24 hours after antibiotic treatment has begun and must report to the Health Office before 8 am of the day she returns with her health care provider\* note to be assessed prior to returning to class.

Please call the Health Office at ext. 246 with any questions or concerns you may have regarding your daughter’s health and well-being.

### **Leaving School Due to Illness**

If a student becomes ill during school, she will be referred to the Health Office or the Isolation Room by faculty or personnel to be evaluated. Health Office personnel will determine if the student may remain or must go home to recuperate. Health Office personnel will contact parents directly; students should not call parents unless directed to do so by Health Office personnel. Parents picking up their ill student will be directed

\* Health care provider may **not** be a physician parent or relative.

where to go when called by Health Office personnel. *Emergency contacts will be phoned if parents are unavailable.*

### **Returning to School Following Illness**

If a student is absent and exhibited any of the above mentioned “symptoms of illness,” parents must provide a completed Certification for Returning After COVID-19 Symptoms, Positive Test Result, or Exposure form to the Health Office prior to their daughter/s return to the classroom setting. The student must report to the Health Office before 8 am of the day she returns to campus for evaluation prior to returning to her classroom. If a student is home ill or sent home ill on the day of an after-school event/performance, she may not return to attend the after-school event.

### **Leaving School Due to Injury and Returning Following Care**

If a student sustains an injury requiring outside medical care, the health care provider\* must write a note releasing her to return to school and list any accommodations (such as casts, splints, slings, etc.) and/or athletic and physical education excuses she may need to re-enter the school setting. The student must report to the Health Office before 8 am of the day she returns to campus with the written excuse.

### **Assistive Ambulatory Devices – crutches, cane, walker**

If a student requires the use of assistive ambulatory devices, she is to notify the appropriate division director so the school can make necessary accommodations. The student must have a release/order from her health care provider\* indicating that she has been taught the proper use of the ambulatory device required. The student must report to the Health Office before 8 am of the day she returns to campus with the release/order.

### **Physical Education (PE) Excuses**

Parents may provide a **daily dated** PE excuse based on medical need for up to three consecutive school days; longer will require a note from the student’s health care provider\*. The student must report to the Health Office before 8 am of the day she returns to campus with the daily, dated written excuse.

### **Notification in Parental/Guardian Absence**

If parent(s)/guardian(s) are out of town for any given time, they should inform their division director and the Health Office of:

- student’s temporary address, the guardian caring for them, and their contact information.
- written authorization identifying adults responsible for student if different than above.
- parent contact number when they are away.

# *Parent Partnership*

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Westridge values parents as partners in their daughter's education and recognizes the importance of timely communication between parents and the school. Parents in all divisions are encouraged to contact advisors, teachers, and administrators at any time with information or concerns about their daughter. Clear and direct communication helps the school respond effectively to students' needs.

The character of the parent-school partnership changes as girls mature. One of the school's primary commitments is to enable students to become effective self-advocates. In the Lower School, parents are the primary advocates for their daughter; by the time students enter the Upper School they are able to identify their needs and seek appropriate support from teachers and administrators. The development of students' independence does not diminish the parent-school partnership. The school always contacts parents when a student is having difficulty advocating for herself or when there are issues of significant concern.

## **Parent Education**

Central to its mission and strategic plan, the school provides parent education opportunities in relevant and sequential programs to complement their daughter's experience. Through the Let's Talk meetings in Lower School, and through Middle and Upper School parent evenings, the division directors and student support teams discuss with parents the developmental stages and needs of girls, the academic and extracurricular programs, and the social and emotional lives of pre-teen and teenage girls.

## **Parent Opportunities**

As important stakeholders, parents are valuable resources of talent and wisdom and are encouraged to seek out volunteer opportunities. As volunteers, parents serve the school in important ways including, but not limited to, serving as grade level representatives (GLRs), chairing the Yam Festival and Summer Opportunities Fair, chaperoning Lower School field trips or Middle School dances, and as guest speakers in their respective areas of expertise. Parents are invited and encouraged to attend school events (such as athletic events, musical and theatre performances, and parent gatherings) as their presence enriches the experience for all students.

## **The Westridge Parent Association (WPA)**

"Building Community Through Connection and Communication"

The WPA strives to build community and communication among Westridge parents as well as with the students and the school. Parents and guardians of enrolled Westridge

students are automatically members of the WPA and are encouraged to attend the WPA meetings. Committed to supporting adult education, the meetings feature speakers who provide a forum for discussion of issues pertinent to the school, the education of young women, and parenting. The schedule is below and is posted on the WPA page of the Parent Portal. Please check the Parent Portal and the Weekly for the most up-to-date information regarding dates and times.

The purpose of the WPA is to:

- promote a sense of community among parents, students, and the school
- create opportunities for parent involvement in and communications with the school
- provide a forum for discussion of issues pertinent to the education of young women
- provide financial and volunteer support for school needs and activities
- support the statement of purpose of the school

**2020-2021 WPA Meeting  
Schedule**

Tuesday, September 29

Tuesday, November 17

Tuesday, March 9

Tuesday, May 11\*

Meetings are generally held in the evening and begin with a wine and cheese reception at 6:30 pm on Ayrshire and Foreman Courtyards, followed by the meeting at 7 pm in the Elizabeth Edmundson Herrick Commons. WPA General Meeting for September and November will be held virtually. March and May TBD. Please check the Parent Portal and Weekly for up-to-date information.

*\*The May 11 meeting will include a new parent welcome reception at 6 pm on Ayrshire and Foreman Courtyards. This meeting begins at 7 pm and features the college matriculation report for the graduating class. (Meeting details to be confirmed pending COVID-19 updates.)*

Visit the WPA page of the Parent Portal for the following resources:

- WPA leadership list
- meeting schedules, agendas, featured speakers, minutes, and recaps
- parent news and event recaps
- volunteer opportunities
- Summer Opportunities Fair (SOF) information

## Parent Association Fundraising

- **Summer Opportunities Fair (SOF)**

The Summer Opportunities Fair (SOF) is the Westridge Parent Association's principal fundraising event. The net profit will be allocated through the Parent Association with input and recommendations from the Executive Board of the Parent Association and the school administration.

Additionally, a portion of the profits from the SOF will be allocated to the Partnership for Success! (PFS!) PFS! provides an intensive summer school experience that focuses on building academic skills, increasing self-esteem, learning study skills, and developing leadership abilities. Participants are students from the Pasadena Unified School District (PUSD) who demonstrate leadership, talent, and potential.

- **Ralphs and AmazonSmile**

These programs provide easy ways to benefit the school and students. Simply by registering grocery club cards and/or credit and debit cards, parents/guardians enable Westridge to receive hundreds of dollars each year by shopping the way one normally would — at no additional cost.

- **Who can participate?** Anyone! Register multiple cards and also encourage family and friends across the country to do the same.
- **Is renewal required each year?** Yes, only for Ralphs, but it's quick and easy!
- **Can registration or renewal be done online?**
  - For Ralphs Community Contributions, visit [www.ralphs.com](http://www.ralphs.com) and go to "Sign In/Register" and follow directions. Register now and/or renew beginning September 1.
  - For AmazonSmile, visit **[smile.amazon.com](http://smile.amazon.com)**. On your first visit to the site, enter "Westridge School for Girls, Pasadena" in the "Or pick your own charitable organization" field. You'll only have to register once and don't renew each year. Remember, you will need to check out with Amazon purchases through [smile.amazon.com](http://smile.amazon.com) each time you shop in order for Westridge to receive a contribution.
- **Don't remember the grocery card number?** For Ralphs, call 1.800.660.9003. Let the representative know that ALL digits from the card are required.
- **Want to confirm that the earnings are going to Westridge?** For Ralphs earnings, within 7 to 10 business days of registering the Ralphs Rewards card online, the bottom of your Ralphs receipts will read, "At your request, Ralphs is donating to Westridge School."

- **Questions?** Contact WPA Assistant Treasurer Wendy Wu at [jiunwu@yahoo.com](mailto:jiunwu@yahoo.com) or visit the WPA page of the Parent Portal and click on “Support the WPA” to see a privacy statement and other information.

All funds raised by the WPA, including those from Used Uniform Sales and the Tiger Tail Boutique, are used to benefit the school, current students, and WPA activities and programs. Allocation of Parent Association funds occurs at various times during the year at the recommendation of the Parent Association Executive Committee and by a ratification vote of the membership at a regularly scheduled Parent Association meeting.

2020-2021 funding supported:

- Interim & Discovery Week scholarships
- Guest Speaker
- Genna Rae McNeil '65 Endowed Scholarship for African American Students (honoring history professor, author, and civil rights advocate Genna Rae McNeil '65)
- Westridge Annual Fund
- Back-to-School Class Parties for students
- Senior Class activities & College Care Package
- Faculty & Staff Appreciation Breakfasts
- Partnership for Success!, a summer program of Pasadena Unified School District that takes place the Westridge campus
- Community Picnic & Homecoming

### **Fundraising Policies**

- The WPA will manage the previously named fundraisers.
- The WPA treasurer will oversee all income and expenses from fundraising activities and provide a report to the Executive Board.
- The WPA will underwrite funds for the back-to-school student class parties. Students will not be charged for these events.
- Other class events, such as parent/daughter socials and parent parties are to be paid for by those who participate. Unused funds will go back to the WPA operating budget. Westridge asks that parties not include extra fees for purchasing gifts for faculty, staff or WPA leadership. Funds in reserve for grade-level activities may not be used for these parties. All charges, invitations, and mailings for these events must be approved in advance by the Advancement Office.

## **Westridge Parent Association Student Initiatives Fund (SIF)**

Each year, the WPA earmarks a limited amount of money in the Student Initiatives Fund to financially support student-initiated activities that support the goals of the school and benefit the Westridge community. Grants for these funds will be made after careful review.

- The Student Initiative Fund (SIF) is open to all students of all grades
- Faculty sponsorship is required but the project should be driven by the student(s)
- Projects should benefit the Westridge community
- Projects fulfilling Westridge curriculum requirements are not eligible for the SIF program
- Projects should be independent of the workings of school-sponsored events
- SIF funding should be sought only after exhausting all other school-related resources
- The budget should include a breakdown of all anticipated project costs (i.e. invoice proposal, shopping list)
- Applications must be submitted to the WPA President by the 15<sup>th</sup> of the month, in order to be considered at the following WPA Executive Board meeting (first Thursday of the month)
- A student presentation to the WPA Executive Board's SIF Sub-Committee is required

Students may obtain an SIF application through the Advancement Office or through Finalsite under Student Resources.

## **Parent Volunteer Opportunities (all school and by division)**

Please sign up to volunteer for one or more of these parent involvement opportunities. Sign-up forms can be found on the WPA page of the Parent Portal or contact WPA President Edie Tyebkhan '86 at [etyebkhan@gmail.com](mailto:etyebkhan@gmail.com).

## **ALL SCHOOL**

**Annual Fund** — The school relies on gifts to the Annual Fund from all families. The WPA assists the school by soliciting gifts to the Annual Fund. Help is needed conveying the message that every gift, regardless of size, is important in enriching the experience of all students. Prior fundraising experience is not necessary, as full training will be provided. The school engages parents as "class captains" who help promote the Annual Fund throughout the year to their class. Led by the WPA Vice President Annual Fund, the class captains have a direct impact on Westridge and the lives and the lives of our students.

**Summer Opportunities Fair (SOF) | Saturday, February 6, 2021** — This event is organized annually by the WPA and is open to all Pasadena and the surrounding area. The Fair offers information on all types of summer activities for kids, ranging from day and overnight camps to special needs programs and international experiences. The Fair also includes games, food, and entertainment. The SOF steering committee plans the event each year, and help is needed both on the committee and for a wide variety of activities on Fair day. The SOF is a great way to meet other parents from across all divisions of the school.

- *ESTIMATED TIME COMMITMENT:* Varies from a couple of hours during the Fair to 1–2 hours per month from October to February for the committee meetings.

**Dads' Club** — Promotes the active participation of fathers in their daughters' educational experience. Leads and mobilizes dads to become more engaged in various school events and organize parent-daughter events throughout the school year, both social and service oriented. Organizes volunteers to staff the grill at the annual Community Picnic and at the Summer Opportunities Fair.

- *ESTIMATED TIME COMMITMENT:* 1-3 hours/week leading up to and attending a planned activity (usually on evenings or weekends).

**Faculty and Staff Appreciation Breakfasts** — There are two events held by the WPA as a show of appreciation to faculty and staff. Help is needed on the parent committee that plans the menu, contributions of menu items, decorations, sets up, hosts, and clean ups.

- *ESTIMATED TIME COMMITMENT:* 3 hours planning plus 3 hours setting up, serving, and cleaning up the day of each breakfast.

**Theatre Boosters** — Support and promote the Westridge theatre program as requested by the Theatre Department. Traditionally, Theatre Boosters sell refreshments, telegrams, and flowers at Westridge productions. Help with Tech Week meals, including organizing payment from cast and crew members.

- *ESTIMATED TIME COMMITMENT:* 2-3 hours/week during performance weeks (4 productions per year).

**Tiger Club (Athletic Boosters)** — The Tiger Club is the parent Athletic Booster group for the sports teams. The WPA leads an effort to boost school spirit by increasing attendance at games for all divisions and supporting the Athletic Department at the Homecoming game and events. Assistance is also needed with Sports Team Reps/ Parents to help provide team support and snacks. Lower School parents may work with our Lower School Tiger Cubs cheer squad to help run practices and cheer at games.

- *ESTIMATED TIME COMMITMENT:* 1 to 2 hours bi-weekly per sport, depending on the season.

**Tiger Tail Boutique** — Manage all aspects of the Westridge logo merchandise store, including designing and ordering new products, online and on site sales, inventory management, sales forecasting, product reorders, and marketing. Coordinate parent volunteers during sales days.

- *ESTIMATED TIME COMMITMENT:* Year-round; average 2-5 hours/week, busiest during sales events at beginning and end of school year

**Used Uniform Sales** — Collect, launder, and/or repair used uniforms, and organize and prep for three sales per year.

- *ESTIMATED TIME COMMITMENT:* 3 hours for the sales to 2 hours/month for laundering and/or repairs.

**Yam Festival | Friday, November 20** — This event, held during lunchtime the Friday before Thanksgiving break, celebrates the diversity of cultures in a most unique way — through yams! The event builds community with students, faculty, parents, administration, alumnae, and alumnae parents. Prepare yam dishes to donate to the festival, help set up and serve during the festival, or assist with cleanup afterward.

- *ESTIMATED TIME COMMITMENT:* Varies from the time to prepare a dish to several hours during the day of the festival. Any amount of help is welcomed and appreciated.

**Multicultural Parent Collaborative** — This committee seeks to support and advance our multicultural community and understanding. Translation help is needed to support parents whose primary language is not English at school events; to promote a spirit of engagement among parents with shared backgrounds; and to facilitate parent dialogue on topics related to multiculturalism, diversity, and global understanding. Parents of ALL cultures are welcome and invited.

- *ESTIMATED TIME COMMITMENT:* Varies. Please indicate the primary language spoken by both parents, as well as proficiency in any other languages.

**Ideas for Topics and Speakers** — Please tell us about any areas you would find compelling as topics for discussion at WPA Meetings. Would you be interested in being a speaker or panel member? Do you know any parent(s) or community members who would be good speakers or panel members? Please indicate any ideas you may have on your volunteer sign up form or contact WPA President Edie Tyebkhan '86 at [etyebkhan@gmail.com](mailto:etyebkhan@gmail.com).

## **LOWER SCHOOL**

**4th-6th Grade Back-to-School Party** — Chaperone during the party.

**Lower School Parent-Daughter Dance** — Organize the event and assist with decorations, food, invitations, publicity, and general party planning.

**Field Trips** — Transport girls and act as chaperones on field trips.

- Coordinator — organizes chaperones and/or drivers.
- Driver — provides transportation to and from destination and acts as a chaperone, if necessary. Drivers must complete a volunteer driver form and indicate the total number of seat belts in the backseat of your vehicle.

**Parent and/or Family Party** — This is an optional event held during the school year. Help is needed to form an organizing committee, which will plan the decorations, food, and invitations for the party. Also, please let your Grade Level Rep know if you are interested in hosting such an event at your home.

**In-School Class Parties** — These parties are held periodically throughout the year, as determined by the teachers. Grade Level Reps will notify parents when help is needed.

## **MIDDLE SCHOOL**

**7th Grade Back-to-School Party** — Chaperone during the party.

**8th Grade Back-to-School Party** — Chaperone during the party.

**Middle School Parent-Daughter Event** — Plan and organize a fun event for both parents and their daughters. This event is for both 7th and 8th Grade families.

**7th Grade Dance Chaperones** — Chaperone the dance held at Westridge.

**8th Grade Dance Chaperones** — Chaperone the dance held at Westridge.

**Parent and/or Family Party** — This is an optional event held during the school year. Help is needed to form an organizing committee, which will plan the decorations, food, and invitations for the party. Also, please let your Grade Level Rep know if you are interested in hosting such an event at your home.

**Middle School Debate** — Become trained as a judge and serve as a judge at Middle School debate tournaments in local area throughout the year. Help run the Middle School debate tournament hosted at Westridge School.

## **UPPER SCHOOL**

**9th Grade Back-to-School Party** — Help may be needed to set up and chaperone during the party.

**10th Grade Back-to-School Party** — Help may be needed to set up and chaperone during the party.

**11th Grade Back-to-School Party** — This event is held on campus and is organized by the school. Volunteers are not needed for this event.

**12th Grade Back-to-School Party** — This event is held on campus and is organized by the school. Volunteers are not needed for this event.

**11th & 12th Senior Wills** — This event is the Senior Wills and Lunch that follows the rehearsal for Commencement. The event is held in Herrick Commons for Upper School students. Lunch and drinks are provided by the school. Parents of 11th Grade students are asked to donate easy-to-eat desserts for 10 to 12 students and deliver them to Herrick Commons by 10 am the morning of the rehearsal.

**Parent and/or Family Party** — This is an optional event held during the school year. Help is needed to form an organizing committee, to plan the food and invitations for the party. Also, please let your Grade Level Rep know if you are interested in hosting such an event at your home.

**Parent-Daughter Event/s** — These are optional events held during the school year. Help is needed to chair and organize the event.

## **12TH GRADE**

**Senior Breakfasts** (monthly, Friday morning) — These monthly breakfasts are held in the Community Room for the senior class and their advisors. Help is needed to assist the Grade Level Reps with planning the menu, preparing or picking up items, and organizing the breakfasts.

**Grad Chaperone** — The school helps the senior class select a Grad Night activity. The Grade Level Reps help orchestrate the activities and recruit parent chaperones for this event.

## **General Information and Guidelines for Student Activities**

Westridge recognizes the importance of a strong parent-school partnership. The strength of this partnership is dependent upon clear and timely two-way communication between the school and parents. It is important for parents and the school to share values about what is acceptable for young people in social settings. Parents must understand the moral and legal responsibilities they accept when they agree to sponsor student activities and events. The school administration works with student leaders to plan activities that support student needs regarding social activities within the Westridge community as well as with students from neighboring schools.

Adolescence can present difficult social challenges. There are pressures to belong, to conform, and to be liked and accepted. The partnership between the school and parents is meant to support a healthy lifestyle for students as they manage these pressures.

- **School-Sponsored Activities**

The school promotes and supports age-appropriate events for student social interaction and community building. These events are planned and executed by students through ASB and school-sponsored clubs. Westridge sponsors dances, coffee houses, and other events during the school year for Middle and Upper School students. The school, in partnership with parents, provides chaperones for these events and all school expectations apply.

Back-to-school parties are planned jointly by the school and grade level representatives. Class parties are held either on campus or in venues open to the public. They are not held in private homes or clubs.

- **Volunteer Parent Drivers**

Transportation to and from school-sponsored events is provided by the school. In instances where parents volunteer to drive and chaperone off campus school-sponsored events they are responsible for the students in their personal vehicles; for the vehicle being in safe operating condition; for ensuring that all students riding in the vehicle are secured with an individual seat belt at all times (no double belting); for carrying liability insurance in their personal vehicle that exceeds the limits required by California law; and for maintaining a safe driving record and obeying all the rules of the road.

- **Parent-Hosted Activities**

Parents often host off-campus private events and summer parties that are not school-sponsored. Students and parents are encouraged to be inclusive, sensitive, and safety conscious in their party planning and to take advantage of the time

to get to know each other. Westridge is a small, close-knit community and while the school does not attempt to regulate the social lives of its students and their families, students and parents are cautioned to be considerate of this fact. The school's name may not be used in conjunction with private events.

The legal age for consuming alcoholic beverages in California is 21. Most problems with alcohol and drugs at private parties arise when parents/adults are not present. Students should clearly understand that such gatherings are unacceptable and pose many risks to themselves, their guests, and their parents.

### **Westridge Finances and Parent Philanthropic Support**

The annual operating budget at Westridge is funded through three sources of revenue:

- Tuition and fees, which provides 87% of operating revenue
- Endowment Fund income, which provides 5% of operating revenue
- Annual Fund, which provides 8% of operating revenue

Because of this, the school relies on the generous philanthropic support of our families.

### **Philanthropy**

We ask that every family make Westridge a philanthropic priority and contribute to the Annual Fund commensurate with their financial ability. Westridge depends on parents, alumnae, past parents, and friends to provide the essential resources that allow us to provide the academic and extra-curricular activities which are so important to your family.

### **Annual Fund:**

The Annual Fund goal for this year is \$1,200,000, the majority of which will come from parents, with the balance from alumnae, foundations, faculty and staff.

Your gift supports every form of enrichment that makes your daughter's Westridge experience exceptional: our outstanding faculty, our culture of intellectual adventure, our creative learning spaces, our stellar college counseling program, our athletics program that challenges the most competitive athletes and develops those newer to a sport, our unrivaled performing arts programs, and so much more.

The Annual Fund allows us to hold tuition costs in line with our peer schools. Donations help cover the cost of our programs and provide you with the opportunity to support Westridge while enjoying the tax benefits of a tax-deductible gift.

Give by December 1<sup>st</sup> to help the school plan for the year ahead.

- Visit our website at [www.westridge.org/give](http://www.westridge.org/give).

- Know that cash, checks, gifts of stock, and contributions from donor advised funds are all welcome.
- Check with your employer to see if they match charitable contributions or might be interested in an event sponsorship.
- Talk to your family members of 70<sup>1/2</sup> years of age who have to take a required minimum distribution from their IRA — those distributions can be made to Westridge as a charitable gift to avoid taxes.
- Call us — we are here to help! Contact Christa Lorenz at ext. 264 or [clorenz@westridge.org](mailto:clorenz@westridge.org).

# *Westridge Parent Association Contact Information*

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## **EXECUTIVE BOARD**

### **President**

Edie Tyebkhan '86,  
etyebkhan@gmail.com

### **President - Elect**

Ellen Tsang, ellenjchi@gmail.com

### **Past President**

Reina Haque, reina\_haque@yahoo.com

### **Vice President Upper School**

Tanya Pitre, tanya.pitre@gmail.com

### **Vice President Middle School**

Jennifer Seaver, jenseaver@mac.com

### **Vice President Lower School**

Alisa Hale, drahale@aol.com

### **Vice President Annual Fund**

Don Morgan, dlmorgan3@gmail.com

### **Vice President Communications**

Mary McCloud,  
marymmcloud@gmail.com

### **Summer Opportunities Fair Chair**

Samantha Hayes,  
samtaylorhayes@gmail.com

### **Treasurer**

Yong Liu, yong\_liu\_nj@yahoo.com

### **Assistant Treasurer**

Wendy Wu, jjiunwu@yahoo.com

### **Secretary**

Martha Charles, m2charles@yahoo.com

### **Admission Liaison**

Valerie Lemmon '92,  
vrlemmon@gmail.com

## **COMMITTEE CHAIRS & CO-CHAIRS**

### **Dads' Club Co-Chairs**

Victor Papke, vic.papke@gmail.com  
Rene Quiroz, reneqzz@gmail.com

### **Faculty & Staff Appreciation**

Angie Howard,  
angie.b.howard@gmail.com  
Audrey Huang, huang.audrey@gmail.com

### **Lower School Parent-Daughter Event**

Eliz Lee, cardosinho@yahoo.com  
Rayann Scolnick,  
rayann\_scolnick@hotmail.com

### **Middle School Parent-Daughter Event**

Tania Avedissian,  
tania.avedissian@gmail.com  
Christine Hyun, hyun.chris@gmail.com  
Dawn Vogl, dawnskyev@att.net

### **Multicultural Parent Collaborative (MPC) Co-Chairs**

Jennifer Dague,  
jennifergdague@gmail.com  
Sue Moses, shsmoses@yahoo.com  
Maria Quispe, mvquispe@gmail.com  
Erica Rosales, ericamrosales@gmail.com  
Sheila Rossi, sheilarossi@gmail.com  
Tiffany Xu, xutiff@hotmail.com

### **Music Boosters**

Susan Kim, susckim@gmail.com

**Tiger Tail Boutique**

Angela Liu, anlyy2@hotmail.com  
Bonnie Woo, bbw107@gmail.com

**Theatre Boosters**

Alisa Fishbach, alisa.fishbach@gmail.com  
Lisa Mrozek, lisa@mrozekonline.com

**Tiger Club**

Mary Lowin, mloulowin@gmail.com

**Used Uniforms Chair**

TBD

**Yam Festival**

Charlene Flores, charnicoleflores@gmail.com  
Jasmine White,  
jasminedanielwhite@gmail.com

**WESTRIDGE GRADE LEVEL REPRESENTATIVES****Grade 4**

Ritu K. Epstein '96, ritusc@hotmail.com  
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Simona Rosset,  
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**Grade 5**

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Rayann Scolnick,  
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**Grade 6**

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Alice King, aliceking1@gmail.com

**Grade 7**

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Vincent Tomczyk,  
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**Grade 8**

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Diane Prins Sheldahl,  
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**Grade 9**

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Monica Oller '91, monicanoller@gmail.com

**Grade 10**

Claire Hart, clairehart122802@yahoo.com  
Arlene Kedikian, akedikian@yahoo.com  
Amy Knoll Fraser, amy@redbird.la

**Grade 11**

Cheri Washington,  
cheri.l.washington@gmail.com  
Sarah DeVincentis, dearsarah1@mac.com  
Tanya Ward Goodman,  
campfiresally@yahoo.com

**Grade 12**

Jennet Chow, jennet@gmail.com  
Alison Shore, alishore@earthlink.net  
Marnie Aulabaugh,  
marnie@allthingsmarnie.com

# *Westridge School Contact Information*

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Westridge encourages communication between home and school and recommends that parents contact their daughter's teachers and/or advisors to discuss academic progress or other student issues. In addition, parents should feel free to contact the appropriate administrator regarding any questions or concerns. (Email addresses are <first initial last name>@westridge.org, i.e., emcgregor@westridge.org.)

Head of School	Elizabeth McGregor	ext. 250
Executive Assistant to Head of School	Julie Ehrhardt	ext. 251
Director of Upper School	Gary Baldwin	ext. 236
Assistant to Director of Upper School	Ashley Sneed	ext. 285
Director of Lower & Middle School	Zanita Kelly	ext. 214
Assistant to Director of Lower & Middle School	Demi Duenes	ext. 276
Director of Counseling & Student Support	Lisa Carruthers	ext. 211
Upper School Dean of Student Support	Bonnie Martinez	ext. 267
Dean of Student Voices	Regina Wei	ext. 223
Dean of Upper School Student Activities	Brittany Coker	ext. 239
Lower & Middle School Dean of Student Support	Masami Hansen	ext. 218
Lower & Middle School Dean of Student Activities	Farrell Heydorff	ext. 278
Director of College Counseling	Lynn O'Grady	ext. 222
Senior College Counseling Associate	Kathleen O'Reilly	ext. 292
College Counselor	Marcie Robinson	ext. 247
Registrar	Jackson Finnerman	ext. 215
Chief Finance & Operations Officer	Kendis Heffley	ext. 216
Business Office Coordinator	Danica Bourgault	ext. 243
Director of Facilities	Felicia Lindstrot Johnson	ext. 201
Director of Athletics	Melanie Horn	ext. 255
Director of Health and Wellness	Cynthia Contreas-Wood	ext. 246
Director of Technology	Sally Miller	ext. 241
Senior Director for Enrollment Management & Student Outcomes	Sarah Jallo	ext. 213
Director of Admission	Margaret Shoemaker	ext. 238
Director of Advancement	Diana O'Leary	ext. 252
Director of Annual Giving	Christa Lorenz	ext. 264

Parent Relations  
 Director of Alumnae Affairs  
 Director of Marketing & Communications  
 Director of Dining Services  
 Director of Theatre

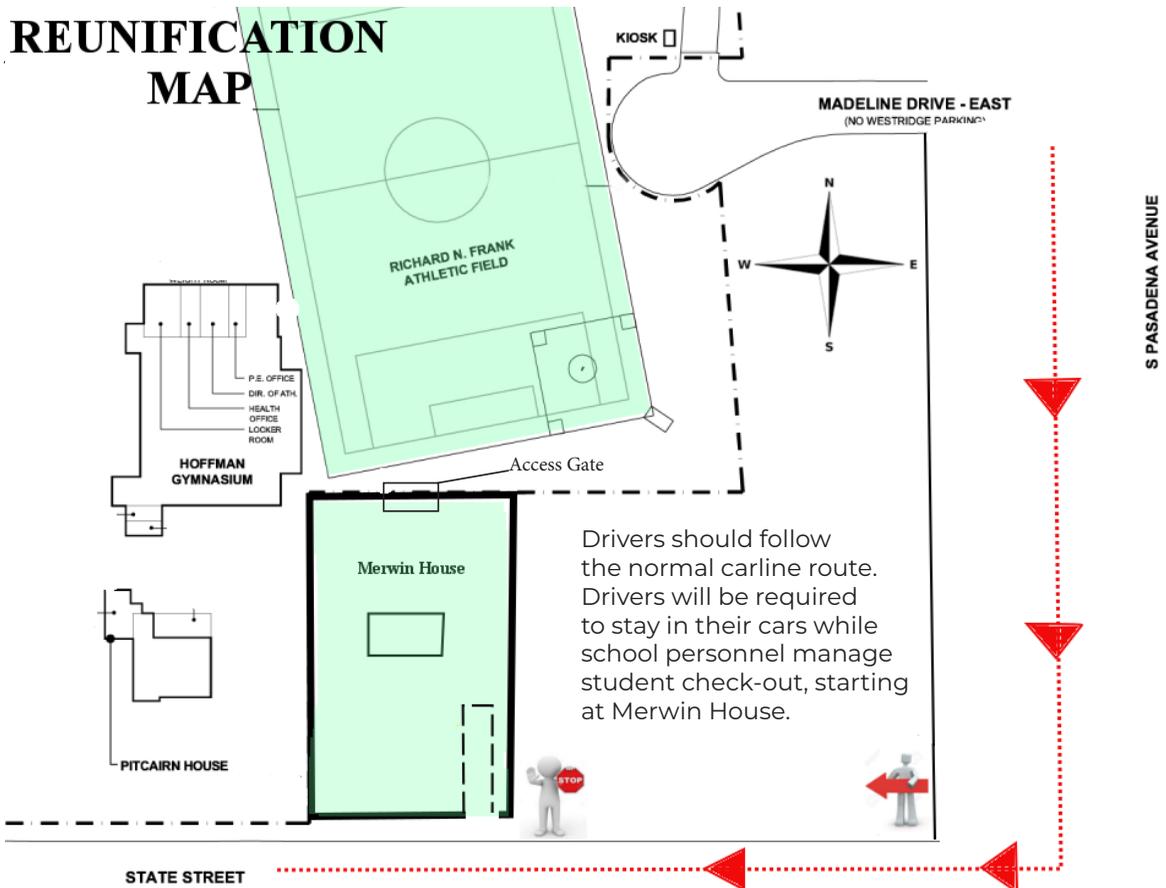
Anahit Turgman  
 Lisa Vandergriff  
 Kim Kerscher  
 Brandon Worrell  
 Brandon Kruhm

ext. 273  
 ext. 244  
 ext. 262  
 ext. 282  
 ext. 225

**Westridge School Main Telephone Numbers**

Staff Operated Main Line 626.799.1153  
 Automated Main Line 626.799.1053  
 Attendance Voicemail (24-hour message line) 626.799.1053, ext. 324  
 Main Fax Line 626.799. 9236  
 Help Desk (Technology) 626.799.1053, ext. 123

**Westridge Emergency Hotline 1-877-324-WEST**



# *Addendum: Anti-Harassment Policy & Reporting Procedures; Transgender Student Policy; Network Acceptable Use Policy*

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## **I. Westridge School's Student Anti-Harassment Policy**

Westridge School ("School") prohibits harassment, including sexual harassment, of any student by anyone enrolled in or employed by the School. This policy also prohibits harassment of students by any third party such as contractors or visitors to campus. Harassment that occurs off-campus, whether during school-related events or otherwise, is prohibited.

Harassing conduct by students towards other students or towards faculty or staff members may result in corrective or disciplinary action, up to and including suspension or expulsion from School. Harassment of students by faculty or staff members will result in corrective or disciplinary action, up to and including termination of employment. A separate employee policy addresses and prohibits harassment, discrimination, or retaliation by and among faculty and staff members.

**Harassment Based on Sex or Other Protected Status:** The School's policy prohibits sexual harassment, which includes sexual assault. It also prohibits harassment based on race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, medical condition, sexual orientation, gender, gender expression, gender identification, age, or any other basis protected by law.

**Who Is Prohibited from Engaging in Harassing Conduct:** The School will not tolerate harassment (based on protected status and as defined by this policy) by anyone who attends or works at the School, is a parent or other member of the community, or is otherwise engaged by the School in any capacity. The School will take all reasonable steps to prevent or eliminate harassment. (A separate Anti-Bullying Policy addresses prohibited behavior that is not based on protected status.)

**Examples of Prohibited Harassment:** Harassment can take many forms, and may include verbal, written, physical, or visual conduct.

Verbal and visual harassment includes: threats of physical harm or statements designed to intimidate, abuse, or humiliate another, whether communicated verbally, in writing, electronically (such as email, instant message, text message, digital pictures or images, website postings - including social media), or in posters, cartoons, drawings, or gestures.

Physical harassment includes, but is not limited to: intimidating or unwelcome conduct, such as touching of a person or a person's property, hazing, assault, or stalking, blocking, or impeding a person's movement.

### **Examples of Sexual Harassment:**

Sexual harassment may include, but is not limited to, the following behavior:

- Sexual comments, e-mails, texts, notes, letters, drawings, cartoons, photos, or images
- Sexual slurs, epithets, obscene comments, suggestive comments about another person's body, sex-oriented abuse
- Sending or showing nude drawings, cartoons, videos, photos, or images
- Physical conduct such as unwanted kissing, hugging, patting, petting, pinching, touching, sexual assault or violence, intimidating or vulgar body language such as leering, brushing up against another's body, or blocking normal movement
- Threats and demands to submit to sexual requests as a condition of admission to the School, continued good standing in class or at the School, maintaining a certain grade or status in class, or to gain some School benefit or to avoid some loss

### **Harassment and Bullying Complaint Procedure**

**How to Make a Report:** Students who believe that they have experienced, witnessed, or have relevant information regarding an incident or conduct that constitutes harassment or bullying should immediately report the matter to the School, either verbally or in writing. Students may report the matter to the head of school or to any other administrator. Alternatively, students may choose to report harassment or bullying to any other employee of the School with whom they are comfortable, such as a counselor, a faculty member, or a coach, all of whom must report the matter to a division director, the head of school, or the chief finance and operations officer ("CFOO") under this policy.

Students are encouraged to report harassment or bullying immediately in order to allow the School to respond promptly and equitably. While the School does not limit the time frame for reporting, the School may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time between the alleged misconduct and the report.

**Confidentiality:** The School will take all reasonable steps to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with School personnel directly involved in the investigation, to comply with laws, or to the extent necessary to conduct a thorough investigation and to take effective corrective action and any appropriate remedial action.

**Interim Measures:** During an investigation, the School may provide appropriate interim support and reasonable protective measures, based on individual circumstances of each complaint, to prevent further acts of harassment or bullying and to provide a safe educational environment. Even when a student does not request that protective action be taken, the School may choose to impose interim measures at its discretion to ensure the safety of any individual, the broader School community, or the integrity of the investigation process.

**The Investigation:** The School will promptly and thoroughly investigate complaints of harassment or bullying. As part of the investigation, the investigator will gather information and any available physical evidence, including documents, communications between parties, and other electronic records if appropriate, and interview the complainant, respondent, and other witnesses as appropriate.

The head of school in consultation with the CFOO will then determine if the conduct violates School policy, and if so, take appropriate corrective or disciplinary action. If discipline is imposed, the School will generally not communicate the nature of the discipline to the complaining student.

In cases involving an alleged crime, neither law enforcement's determination whether to prosecute nor the outcome for any criminal prosecution are determinative of whether violations of this policy have occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following criminal proceedings.

**Possible Sanctions:** If the School determines that a violation of this policy occurred, the School will take appropriate corrective action, up to and including student expulsion, and termination or issuance of a ban from coming onto campus for third parties, such as parents, outside vendors, or independent contractors.

**No Retaliation:** The School prohibits retaliation against any person who brings a complaint of harassment or bullying in good faith or who honestly assists in investigating such a complaint. Any person who engages in retaliation or who makes a knowingly false complaint of harassment or bullying in violation of this policy will be subject to discipline, up to and including expulsion for students and termination and/or termination proceedings for employees.

In accordance with Education Code section 231.5, this anti-harassment policy shall be available in the School's main office and will be provided to all students and employees.

## **II. Supporting Transgender Students**

In support of its purpose and fundamental principles, Westridge acknowledges a specific responsibility to students who question their gender identity while at Westridge School. Westridge faculty and administration will work to support these students personally, socially, and academically. It is the view of the school administration that students who question and/or change their gender identity are welcome to stay at Westridge and that the best interests of these students and the community are addressed through inclusive, mission-driven practices. If Westridge is no longer the appropriate school, the administration will support students and their families in finding a school that better meets their educational needs.

### **Transgender Student Policy**

Westridge School reaffirms its purpose as a girls' school specifically designed for girls, committed to fostering a learning environment and community that is focused around the needs, common experiences, and voices of young women. In addition, Westridge also reaffirms its mission to create a community that is characterized by supportive relationships, inclusive practices, and respectful actions.

With regard to an enrolled student who no longer identifies as a girl, the Administration will work with the student and the student's family to address continued enrollment, taking into account the best interests of the student and the School community.

### **Guidelines regarding support and confidentiality of transgender students:**

Westridge reaffirms its responsibility to support all students and to work with them when any personal issues or problems may arise. Just as it has a responsibility to support students who are questioning any aspect of their identity, at any grade level, Westridge will support students who are questioning their gender identity and/or identifying as male. The School has well-established student support teams and practices—advisors, deans of student support, the director of health and wellness, the student learning support specialist, the director of school counseling, division directors and the assistant head of school—who work closely with one another, with students and their families, and when deemed necessary, seek the guidance of external professionals. A list of resources for supporting transgender students will be available to community members.

Westridge does not intend for any student to be denied continued enrollment based on a change in gender identity and asserts that there is no inherent reason to question the continued enrollment of any trans student in good standing. We do recognize, however, that it is not uncommon to find that when students become open about their identity, they feel a co-ed school might be a better fit. In that case, we will work

with the family to help them find the school that provides the best fit for the student.

Should a student confide in a trusted adult on campus regarding questions around gender identity, the conversation can and should remain confidential between the student and the adult. If a student publicly and regularly identifies as male (e.g. asks to be referred to by male pronouns), then the division director or other appropriate administrator will begin a conversation with the student regarding whether parents are aware and will seek to have a conversation with both student and parents to put a plan in place to best support the student. This conversation can include considerations such as the student's age, personality and emotional state, the level of family support, and other specific needs of the student.

Family Educational Rights and Privacy Act (FERPA) and legal guidelines assert that a student's transgender status, legal name or sex assigned at birth is confidential medical information and protected personally identifiable information. Therefore, the School will not disclose to any individuals in the community the gender identity status of any student without the student's and parent's express permission. All medical information is also protected.

### **Additional Guidelines**

**Athletics:** California Interscholastic Federation (CIF) rules and guidelines apply to high school students and state that a student who identifies as male will not be eligible to compete on girls'/women's athletic teams.

**Language:** Westridge will preserve its identity as a girls' school. As is currently the practice, female pronouns and references will be used in formal settings and publications, and as a regular and accepted part of the School culture. In classrooms and more informal settings, the School will strive to support a student's preference regarding name and pronoun use.

**Legal Names:** A student's legal name will appear on all official school records. This includes transcripts and diplomas. If a student's name is legally changed while enrolled, then records will be amended accordingly. If an alumna's name is legally changed, records will be amended accordingly, upon request.

The School and its Board of Trustees are committed to reviewing and revisiting the Transgender Student Policy and guidelines each year, regarding issues of admission, retention, and support for transgender students, as this topic continues to develop within our society.

### III. Network Acceptable Use Policy

Westridge School seeks to enhance the educational and administrative network of the school through its computer network. All students and employees of the School have the responsibility to use the network and its computer systems in a considerate, ethical, and lawful manner. The use of the Westridge School Network resources is a privilege, not a right, and irresponsible or unethical use will result in a cancellation of these privileges. If a user is not sure if a particular action or use would be considered irresponsible and/or unethical, he/she should consult with a faculty member or a Network Administrator.

The principles below govern the use of Westridge's computer network. Violation of any of these principles is considered unethical and possibly unlawful and may result in disciplinary action ranging from loss of accounts, to loss of access, including possible expulsion from School, to legal action. Each user who receives an account will be part of a discussion pertaining to proper use of the network.

- **Login Codes and Passwords:** Sharing Login codes and passwords is not permitted. Users are not allowed to let another person use their account. Users are not allowed to disclose their password(s). Unless a Network Administrator has granted permission, computer accounts are to be used only by the person to whom they were issued. Even if a user is not concerned about the safety of his/her own account, all users have a responsibility to other users to help maintain the security of the network.
- **Disk Space:** Users will be asked to manage their disk space. Disk space is limited. Outdated or unneeded files should be deleted promptly. This is especially important with email messages, graphic, sound, and video files.
- **Use of School Resources:** Color printers are expensive to operate. All users are encouraged to use the utmost discretion in using the printers and only to print those documents for which color is absolutely necessary. The printer should not be used in place of the copier in producing multiple copies.
- **Absolutely no food or drink is allowed in the computer labs, Joan Irvine Smith '51 Academic Resource Center (ARC), or Fran Norris Scoble Performing Arts Center at any time.**

- **Network Etiquette:** Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Users should not be abusive in their messages to others.
  - b. Use appropriate language. Users should not swear, use vulgarity, or any other offensive language.
  - c. Be considerate. Users should not use the network in a way that could disrupt the use of the network by other users.
  
- **Privacy:** Westridge School provides computer systems for students and employees that support instruction, research, and administrative functions that align with the mission of the School. The computer systems and their contents are the property of Westridge School. While Westridge School Network Administrators do not monitor the contents of files as a routine procedure, they do reserve the right to inspect, copy, store, and disclose the contents of files at any time. However, they will do so only when they believe it is necessary to prevent or to correct improper use, satisfy legal obligations, or ensure proper operation of the Westridge School Network.
  
- **Security:** In order to maintain the integrity of the Westridge Network, the following activities are strictly prohibited:
  - a. Users will not knowingly infect the Westridge School Network with computer viruses.
  - b. Users may not vandalize the computer equipment or files in any way.
  
- **Illegal Activities:** Users may not use the Westridge School Network for any illegal activity, including violation of copyrights, license agreements, or other contracts.
  
- **Plagiarism:** Users of the Westridge School Network may not plagiarize another's work or ideas. Plagiarism as defined by *Webster's II New College Dictionary* is "to steal and use (the ideas or writings of another) as one's own." Anyone who leads readers to believe that what they are reading is the individual's original work when it is not, is guilty of plagiarism. Credit should always be given to the person who created the article or the idea.
  
- **Email & Calendar:** Westridge School provides Microsoft Outlook for students, faculty, and staff. The use of Outlook is provided in support of instruction, research, and administrative functions that support the mission of the school. Incidental personal use is acceptable, provided such use does not excessively burden the electronic mail system.

Email is password protected but the ultimate privacy of messages cannot be assured to anyone. While Westridge School Network Administrators will not monitor the contents of email messages as a routine procedure, they do reserve the right to inspect, copy, store, and disclose the contents of electronic mail messages at any time. However, they will do so only when they believe it is necessary to prevent or to correct improper use, satisfy legal obligations, or insure proper operation of the electronic mail system.

Users of email are reminded that any communication outside of the school is a reflection on both the student and on Westridge School. It is not possible to provide a comprehensive list of all possible violations. However, the following list of activities is specifically prohibited:

- a. Initiating or forwarding of “chain letters”: a chain letter is an email message whose primary purpose is to propagate itself indefinitely, often with a greater number of recipients at each generation. Typically, some benefit is promised if the recipient forwards the letter, or some misfortune threatened if he/she does not. Chain letters waste network resources, slowing mail delivery and other network services. Chain letters are often used to spread viruses.
- b. Use of email or social media to threaten, harass, bully, intimidate or offend individuals, on- or off-campus. Offensive content would include, but would not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comments that would offend someone on the basis of his/her age, sexual orientation, religious or political beliefs, national origin, or disability.
- c. Deliberately sending email with a misleading or false address or forging e-mail accounts to send out email as another person.
- d. Any attempt to disrupt another person’s ability to use their computer account: examples include sending excessive or repetitious email or sending mail to a large group of users. “Junk” mail may also overload the mail system.
- e. Violations of copyright law: using the email system to transmit copyrighted works without the permission of the copyright holder is prohibited.
- f. Generally using email to interfere with the activities of others.

Every email message uses space. Old messages, in all folders, should be deleted regularly by the user. Email accounts will be monitored for space usage and automatic cleanup programs may be run on a regular basis throughout the school year.

- **Internet Usage:** Internet access is available to students, faculty and administrators. Westridge is pleased to provide this access and believes the internet offers vast, diverse and unique resources.

Everyone should be aware that the internet does include some material that is not suited for students. Some material accessible via the internet may contain items that are inaccurate, potentially offensive, or pornographic. Although the actual percentage of unacceptable materials is small, it can cause concern for students, parents, teachers, and administrators if a student stumbles onto the information while doing legitimate research. If a student or employee has questions or concerns regarding any information found on the internet, he/she should contact a faculty member or the network administrator.

The Westridge School network uses internet filtering software to disallow access to some generally offensive materials on the internet, but because of the structure of the internet, students may have access to electronic information that may not have been screened prior to use. Westridge School also uses software to monitor user access to the internet. Users are prohibited from bypassing blocked sites via proxy servers or other measures.

The internet offers a rich environment of information, resources, references, and interactions with people around the world. Westridge believes that the benefits of internet access far exceed the disadvantages. In using the internet from the Westridge School network:

- a. Student users must not reveal any personal information such as a last name, home address, or telephone number for themselves or any other person. Students should report to a faculty member or network administrator anyone who asks for personal information.
  - b. Student users may not view motion picture films or TV shows over the internet unless it is part of a school-authorized project.
  - c. All users must be aware that electronic mail on the internet is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
  - d. All users must be conscious of the space limitations of the network disk space and users should not download large files without permission.
  - e. Users will not bypass blocked sites via proxy servers or other measures without permission from a network administrator.
- **Consequences of Violations:** The Westridge School network is used as part of school activities; therefore the School's code of conduct applies to network activities as well. The Westridge School Network Acceptable Use Policy is an extension of the behavior guidelines. Any violation of the Westridge School Network Acceptable Use Policy and rules may result in loss of access to the Westridge School network. Westridge School has the right to restrict or terminate network and internet access at any time for any reason.

Westridge may suspend a user's access to the computer network upon any violation of the Network Acceptable Use Policy. Violating the guidelines may result in any of the following actions:

- a. suspension or revocation of network access;
- b. suspension or revocation of email access;
- c. suspension or revocation of computer access, including laptop computers;  
and
- d. school suspension, expulsion, legal action, and prosecution by the authorities.

It is inappropriate for students to "friend" or "follow" faculty or staff members on social networking sites. Students should neither extend nor accept such invitations.

# *Addendum: COVID-19*

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All handbook policies and procedures remain in effect, except for those specifically revised in this addendum. You will be notified by School administration when these revisions are no longer operative.

## **I. Attendance**

The school day for Lower School is from 8 am to 3 pm; Middle School and Upper School is from 8:30 am to 3:10 pm. The division offices are open from 7:30 am to 4:30 pm. While in hybrid learning, students should be on campus only during the school day unless participating in a supervised after-school activity or program.

When the School is on campus for hybrid learning, each student is expected to:

- arrive at least five to 10 minutes before the school day begins
- not arrive earlier than 7:15 am
- stay on campus during school hours

At all times, whether hybrid or remote, the School expects each student to be on time for all scheduled classes, assemblies, activities, and meetings with teachers.

## **II. Academic policies for remote and hybrid learning**

All academic policies in the handbook remain in effect. In addition, the following policies specific to online learning are to be observed:

- During classes or other meetings with teachers, your camera is to remain on unless directed otherwise by your teacher. Additionally, students should at all times employ the “blur background effect” option available within Microsoft Teams. Students may be exempted from this policy by the Student Support team as an accommodation. Should you wish to discuss such an accommodation, please be in touch with your advisor, division director, or Dr. Carruthers.
- At no time may any portion of an online class, discussion, or meeting be recorded, distributed, posted, or otherwise shared by a student, except at the specific direction of your teacher.
- Students are responsible for ensuring that their computers and other equipment are charged and in good working order for class. If you are experiencing technical difficulties that will impede the learning process, please be in touch with your division director or the Help Desk.

## **III. Food Delivery**

In order to minimize risk of viral exposure, food deliveries to campus are not permitted to campus during the 2020-2021 school year.

#### **IV. Uniform policy**

During remote learning, students are expected to attend classes and events in free dress (as described on page 30 of this handbook). When we return to campus for hybrid learning, the uniform policy will be reinstated after an interval sufficient to allow for the purchase of required uniforms.

#### **V. Visitors**

Permission for visitors, including parents, to come to campus must be secured through the appropriate division office. This permission must be secured for each visit.

#### **VI. After School Program**

While uncertainty exists around our ability to return to campus due to the COVID-19 pandemic, when school is in session onsite the CEC after school program will be offered. Once we are able to return to campus, you will have an opportunity to register for the program and fees will be adjusted throughout the year for the days that school is closed by health official orders.

Once we return to campus, Upper School students may work after school in specifically designated supervised areas and must at all times practice proper physical distancing and health and safety protocols (masks, hand sanitizing, etc.). They may work in other areas only when accompanied by a faculty member and may not be in any classrooms unsupervised. They may remain on campus after 6 pm only if they are participating in directly supervised school sponsored activities.

#### **VII. Carpool and Parking**

During the COVID-19 pandemic, carpooling cannot allow for proper distancing and is not supported by Westridge. Because physical distancing cannot be practiced in cars, carpools requirements are being lifted while physical distancing protocols remain in place. Please do not transport students outside of your household to or from school. Standard parking policies will remain in effect during hybrid learning.

## **POLICY AND PROTOCOLS FOR STUDENT PHYSICAL DISTANCING AND INDIVIDUAL RESPONSIBILITY AT SCHOOL**

The Centers for Disease Control and Prevention (“CDC”) recommends physical distancing, also referred to as social distancing, to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within about six feet) with each other for a prolonged period (approximately 15 minutes or more). The state and the California Department of Education (“CDE”) have issued guidance recommending that students and employees maintain at least six feet of distance from one another in schools to the greatest extent possible.

This policy complies with CDC, CDE, state, and local guidelines regarding physical distancing protocols for students in schools and is adopted for the protection of students, employees, and families. Students in the School community will be provided with reasonable accommodations to the extent they have a disability that prevents them from complying with one or more of the physical distancing expectations outlined in this policy.

This policy may be modified when there are changes to the CDC, CDE, state, and/or local guidance regarding physical distancing protocols in schools, as well as the Reopening Protocols for K-12 Schools published by the County of Los Angeles and Pasadena Departments of Public Health. This policy will be in effect until local and state health officials provide guidance that such physical distancing measures are no longer necessary.

### **A. K-12 Classroom Capacity and Structure**

The number of students permitted on campus each school day and in classrooms will be limited to the amount that can be accommodated while maintaining physical distancing of six feet between individuals, and consistent with local and state requirements.

Consistent with CDC, CDE, and state guidelines,<sup>1</sup> Lower School students will be grouped in small static educational cohorts to minimize the mixing of student groups throughout the school day. The Lower School will be divided into four cohorts of no more than 12 students and will not move from class to class.

<sup>1</sup>The CDC, CDE, and state guidance provides that students should remain in the same space and in groups as small and consistent as practicable, and that the same students or teacher or staff should be with the same group of students to the greatest extent practicable.

Teachers will move from space to space to work with students in their cohorts. Lower School students will be on campus from 8 am until 3 pm

Middle School students will be on campus from 8:30 am until 3:10 pm. Seventh grade students will be on a daily schedule and 8<sup>th</sup> grade students will be on campus Monday, Tuesday, Thursday, and Friday and will work remotely on Wednesday. In addition, each 8<sup>th</sup> grade student will spend an additional day in remote learning to decrease the total number of students on campus on any given day. All Middle School students will move from class to class.

Upper School students will be on campus from 8:30 am until 3:10 pm Monday, Tuesday, Thursday, and Friday and will work remotely on Wednesday. In addition, each Upper School student will spend an additional day in remote learning to decrease the total number of students on campus on any given day. All Upper School students will move from class to class.

## **B. On Campus Class Scheduling**

In order to promote physical distancing requirements, the School will be taking the following measures to schedule in-person classes:

- There will be staggered start and end times for the school day:  
Grades 4-7 - 8 am-3 pm  
Grades 8-12 – 8:30 am-3:10 pm
- The School is implementing a blended learning model for grades 8-12 with all students on campus three days per week, Wednesdays will be remote for all students in addition to one additional rotating remote day. This schedule is intended to reduce grades 8-12 on-campus attendance by ~25-30% each day.

## **C. Use of Markers and Signage**

Markers that designate intervals of six feet will be placed throughout campus, and at entrances, to designate spaces where students should be when in line to maintain physical distancing. Signage and barriers will also be in place to direct students to walk through campus and hallways in a manner that promotes physical distancing. The School will also designate foot traffic patterns, such as one-way hallways, to limit the frequency of students passing each other or coming within six feet of each other, as they move throughout campus.

<sup>2</sup> This is recommended for tracking purposes when there is COVID-19 exposure.

#### **D. Physical Distancing in Classrooms**

All classrooms will be required to meet maximum capacity limits that adequately provide for physical distancing of students and teachers. The maximum capacity limit will be posted outside of all classrooms.

Students will be required to maintain at least six feet of physical distancing from others in the classroom whenever possible. In all classrooms, desks, activity stations, tables, and chairs will be spaced at least six feet apart from one another. Desks will typically be arranged facing the same direction (rather than facing each other). If students sit at tables, they will sit on only one side of the table, spaced apart, so that children are not facing one another. Other seating arrangements may be used only if proper distancing can be achieved. Assigned seating arrangements will be used to the extent possible.<sup>2</sup>

The School has also designated additional indoor spaces which may be used as classroom space, such as Braun, Black Box Theatre, senior room, dance studio, SMUD, and Karsh lab. All school buildings and rooms will have maximum capacity limits consistent with implementing physical distancing, and the maximum capacity limits will be posted outside these rooms and buildings.

Indoor classrooms will open windows and doors, weather permitting, and if doing so does not pose a safety and health risk to children.<sup>3</sup>

The School will utilize outdoor classroom space for instruction when appropriate and weather permitting. The following areas of the School may be designated as outdoor classroom space: Lower level of the Science Building, Ayrshire Courtyard, Amphitheatre, and Frank Field.<sup>4</sup>

Sharing of materials will be limited, and students will be provided with an individual set of supplies instead of using a communal bin.

Each student's belongings must be separated in an individually labeled storage container, cubby, or area. Students are required to bring their personal belongings home each day to be cleaned before bringing them back to school. For Lower School students who remain in small cohorts and do not change classrooms, some educational items may be left at their desk.

<sup>3</sup> *The CDE provides the example of allowing pollen in or exacerbating asthma symptoms. Leaving doors open may not be possible for younger children based on supervision needs.*

<sup>4</sup> *The CDE, CDC, and state guidance recommends the use of outdoor space for instruction.*

## **E. Passing Periods**

The movement of students, teachers, and staff will be minimized as much as practicable. All passing paths throughout campus will be marked in a single direction to reduce the number of students on any given path at a time. Passing periods will be staggered to the extent practicable and supervised to manage crowding and facilitate distancing.

## **F. Recess and Lunch Periods**

Recess areas will be created for small groups of students and used on a rotating basis only for scheduled recess activities. These areas will be supervised to avoid crowding and promote distancing. Lower School lunch periods will take place in their cohort classrooms. Middle and Upper School lunch periods will take place in classrooms and outdoor tables with enough room to promote physical distancing.

For the present time, students will not be permitted to share tables during meals, and all self-service buffets for food and condiments will be suspended. Students are not permitted to touch or share others' food.

## **G. Playgrounds/Outdoor Play Activities/Athletics**

Outdoor physical education or play activities will be staggered for different student groups to promote physical distancing.

Physical education and athletics will be limited to activities that do not involve physical contact with other students. Students must maintain a distance of at least six feet from other students during physical education and athletic activities.

Student groups will be assigned to a designated area of the campus during outdoor physical education or play activities to promote physical distancing and will not be permitted to leave their designated area.

Playground equipment<sup>5</sup> may be used by one student group at a time and will be disinfected between uses.

All outdoor play equipment used by students will be cleaned and disinfected between uses by classroom assistants and/or janitorial staff.

<sup>5</sup>The CDC guidance recommends that playgrounds be closed, if possible, or otherwise to stagger use and disinfect in between use. The CDPH guidance recommends limiting the use of shared playground equipment, but where allowed, cleaning and disinfecting between uses. The CDE guidance recommends disinfecting playground equipment frequently – at least daily.

## **H. Restrooms**

Each classroom will be provided with assigned restroom breaks and assigned stalls. Students who need to use the restroom at unassigned times, will be directed to use assigned stalls. Custodial staff will conduct regular cleanings of restrooms.

## **I. Entering and Exiting the School**

The School will have three (3) entry and exit points to promote physical distancing. The entry and exit points will be the State Street kiosk gate for student drivers, State Street carline gate for drop-off, and Madeline gate for bus riders. Students will be required to maintain physical distancing of six feet from others when entering and exiting the School, and parents accompanying students during drop off and pick-up will also be required to maintain physical distancing.

Prior to entering the facilities, students will be subject to screening requirements consistent with the School's Policy and Protocols for Screening Students.

The School will set up hand hygiene stations at the entrance points so that students can wash/sanitize their hands before they enter the school facilities each day.

During this time, the School is restricting parent volunteers and visitors. Parents and visitors, who are authorized to enter the School's facility, will not be able to enter until they have cleared the screening protocols set forth in the School's Policy and Protocols for Screening Students. Parents and visitors will be required to maintain six-foot physical distancing while on campus.

## **J. Handwashing/Hygiene**

Students will be required to wash their hands with soap and water, or use hand sanitizer if soap and water are not available, when arriving and leaving home, when arriving and leaving school, before and after meals, after outside play, before and after using the restroom, after having close contact with others, after using shared surfaces and tools, and after blowing nose, coughing, and sneezing.

<sup>6</sup> Children under age 9 should use hand sanitizer under adult supervision. Hand sanitizer must be a minimum of 60 percent alcohol and fragrance-free. The CDE states that Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. The CDE notes that frequent handwashing is more effective than the use of hand sanitizers.

Hand sanitizer<sup>6</sup> will be provided in all classrooms that do not have sinks with soap and water. Students using hand sanitizer should rub it into their hands until it is completely dry.

Students using soap and water must follow CDC guidance on proper handwashing techniques, including washing their hands for at least 20 seconds with soap, rubbing thoroughly after application, and using paper towels to dry hands thoroughly. Parents should teach students proper handwashing techniques according to the CDC guidance (available at <https://www.cdc.gov/handwashing/index.html>), and staff will reinforce these techniques.

Students will also be reminded not to touch their faces, and to use a tissue to wipe their nose and to cough and sneeze inside the tissue. The School encourages parents to also remind students to follow these practices.

#### **K. Masks**

Pursuant to recommendations from public health officials, all K-12 students must wear a mask while at school, except during designated mealtimes. Cloth masks must be multi-layered and made out of breathable cloth materials, cover the entire nose and mouth area, and be secured to the head with elastic ties or straps. Bandanas are not acceptable face masks for campus use.

Cloth masks are meant to protect other people in case the wearer is unknowingly infected. Studies have shown that masks protect the wearer as well and slow the spread of COVID-19. Cloth masks are not surgical face masks, respirators, or personal protective equipment.

Parents and students should comply with CDC training on proper use, removal, and washing of cloth masks, which is accessible here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. Parents should also discuss proper use of masks with their children and have children practice wearing masks prior to the fall.

Students with medical conditions or disabilities<sup>7</sup> that prevent them from being able to wear a cloth mask will be provided with accommodations, which may include wearing a face shield with a cloth drape attached across the bottom and tucked into a shirt; this determination will be made on a case-by-case basis consistent with the School's policy on reasonable accommodation of students.

<sup>7</sup>The California Department of Education guidance also provides that masks are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.

Students must bring their own masks from home, but the School will have masks available to students who forget to do so or whose masks become damaged while at school.

Masks that no longer cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded. Students and parents are responsible for maintaining masks with proper care. Fabric masks should be washed daily per CDC guidance found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

**L. Developing Illness at School**

Students who develop a fever and cough during the school day or other symptoms consistent with COVID-19 will be moved to an isolation area, consistent with the School's separate Protocol on When a Student Exhibits Symptoms Consistent with COVID-19.

**M. Field Trips and School Assemblies**

At the present time, all field trips and school assemblies will be conducted virtually.

**N. Direction of Student/Employee Traffic in Hallways and Shared Spaces**

Signs and barriers will be installed throughout the campus to direct student and employee traffic in a manner that promotes physical distancing.

**O. School Buses/Vehicles**

School Buses or other vehicles providing transportation to School will have a maximum student capacity based on bus size that will ensure that students maintain physical distancing requirements of at least six feet from one another.

Students will be directed to sit in a manner consistent with physical distancing. Seating options include seating one student to each row, and skipping every other row, or seating one student to a bench, and alternating rows on each side. Seats required to be vacant will be marked or blocked.

Students must be seated from the rear forward when entering the vehicle. At school pick-up, students will board based on the order of drop-off, with students who get off first boarding last and sitting in the front of the vehicle.

Students will be directed to maintain physical distancing when entering and

exiting the vehicle and will be required to wear cloth face masks while on the vehicle, and when entering and exiting the vehicle.

**P. Posting and Distribution**

The School will have signs posted at conspicuous places at all School entrances that instruct students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19 (e.g. cough, shortness of breath or difficulty breathing, and/or more of the following: fever, muscle pain, headache, sore throat, new loss of taste or smell, or any other symptom associated with COVID-19 identified by the CDC). The signs will also instruct persons who are not experiencing these symptoms and who can enter the facilities that they are to wear masks and maintain six feet of distance between themselves and others while inside.

**PROTOCOLS FOR STUDENT AND VISITOR COVID-19 SYMPTOM SCREENING**

In order to protect the safety of our students, employees, and the School community at large, parents will screen students from home and report results to the Health and Wellness Office daily. School staff will screen any parents or visitors for symptoms of COVID-19 before providing access to the campus. The School adopts this Student COVID-19 Symptom Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control (“CDC”), California Department of Public Health, California Department of Education, and local public health officials. This policy will remain in place until further notice.

The School asks that all parents carefully review this policy with their students. As used in this policy, a “parent” refers to a parent, caregiver, legal guardian, or other adult family member conducting school drop-offs or pick-ups.

**A. Symptoms Associated with COVID-19**

The CDC currently identifies the following symptoms as being associated with COVID-19:

- Fever or chills (defined as 100° F or higher)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell

- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Each of these symptoms is hereinafter referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and the School may update this list as the CDC identifies additional or different symptoms.

## **B. Self-Screening and Self-Reporting Obligations**

Parents shall utilize a symptom-screening application specified by the School each school morning and transmit results to the Health and Wellness Office at least an hour before the start of school. This report will record the student’s temperature and observations of other symptoms associated with COVID-19. Parents must keep their student at home if the student exhibits one or more symptoms associated with COVID-19 and notify the School of the reason for the student’s absence. Students who report symptoms associated with COVID-19 may return to School after they meet the requirements set forth in Section C of this Policy.

In addition to daily self-screenings, parents and students are obligated to report the following information and remain at home as recommended by the CDC and Los Angeles County Department of Public Health:

- If they have traveled outside of the country, they may not return to school for 14 days after they return from international travel.
- If they had close contact with someone who was ill with confirmed COVID-19, they will be instructed to remain at home, initiate self-quarantine, and get tested for COVID-19. According to the CDC: “Close contact” means being within six feet of an individual for at least 15 minutes.
- If a member of their household is ill with confirmed or suspected COVID-19, they may not return to school until 14 days after the date of exposure and shall remain at least six feet away from the ill individual until 14 days have passed to the extent possible.

## **C. Exclusion from School Based on Symptom Screening**

Persons presenting with a fever of 100° F or above will be excluded from the School facility/campus. The School may exclude any individual who presents symptoms associated with COVID-19.

Students who appear to be ill, have a fever, or report symptoms associated with COVID-19 will be sent home as soon as practicable per the School's Protocol When a Student Exhibits Symptoms Associated with COVID-19 at School. In determining whether to exclude a student based on symptoms of COVID-19, the School will consider whether the student has a history of allergies or migraines headaches. Individuals exhibiting symptoms associated with COVID-19 will not be allowed to return to campus until the following occurs:

- At least 10 days since symptoms first appeared, and
- At least 24 hours with no fever without fever-reducing medication, and
- Symptoms have improved

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

CDC criteria for discontinuing home isolation, found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

The School will maintain COVID-19 test results and doctor's notes submitted pursuant to this Policy as students' confidential medical records.

## **PROTOCOL WHEN A STUDENT EXHIBITS SYMPTOMS ASSOCIATED WITH COVID-19 AT SCHOOL**

Students exhibiting one or more symptoms associated with COVID-19 will be sent home as soon as possible. The School will separate the student from others in a designated isolation room/area, give the student a medical mask if feasible, and will notify the student's parent or guardian.

All students who present with COVID-19 symptoms must be signed out by a parent or guardian unless the Head of School or designee specifically authorizes otherwise. The School may seek emergency medical attention on behalf of the student if the student's COVID-19 symptoms become severe, as indicated by persistent pain or pressure in the chest, confusion, or bluish lips or face.

The student may not return to campus until the following occurs:

- At least 10 days since symptoms first appeared, and
- At least 24 hours with no fever without fever-reducing medication, and
- Symptoms have improved

Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

CDC criteria for discontinuing home isolation, found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

Students’ parent or guardian must complete the Certification for Student Returning to School after COVID-19 Symptoms, positive test result, or exposure form prior to returning to School. Students who are sent home due to exhibiting symptoms associated with COVID-19 will be provided with extensions to turn in assignments and will be provided with remote learning academic support.

If a student subsequently reports that she has tested positive for COVID-19, the School shall notify the school community without disclosing any personally identifiable information. In addition, the School will consult with the local city department of public health to determine necessary next steps.

## **POLICY FOR THE USE AND DISCLOSURE OF CONFIDENTIAL STUDENT MEDICAL INFORMATION RELATED TO COVID-19**

In order to protect the health and safety of the school community and pursuant to guidance and recommendations from the Centers for Disease Control and Prevention (“CDC”), the California Department of Public Health, the California Department of Education, and local public health officials, the School is implementing policies to take students’ temperatures and screen for symptoms associated with COVID-19. These policies authorize the School to collect certain medical information related to students. The purpose of this Policy is to safeguard confidential medical information in a manner compliant with the Confidentiality of Medical Information Act (“CMIA”), and the Americans with Disabilities Act (“ADA”) with respect to all confidential medical information that the School acquires through implementing the Temperature Testing and COVID-19 Symptom Screening Policy, or obtains by other means.

### **A. Scope of Coverage**

This Policy covers the confidential medical information of all School students that the School acquires or obtains, and which relates to COVID-19. The information covered by this Policy, includes, but is not limited to, symptoms associated with COVID-19, COVID-19 test results, and other health or medical

conditions that would place the student at high-risk for a serious illness if the student contracted COVID-19.

Specifically, this Policy covers the following types of confidential medical information:

- All confidential medical information acquired by the School during or because of the administration of the School policies related to COVID-19.
- All confidential medical information that the School obtains by means other than by testing or screening administered by the School. For example, the County Public Health Department may inform the School that a student has tested positive or a student may voluntarily disclose a positive or negative COVID-19 diagnosis not as the result of a test result obtained directly by the School.
- All confidential medical information related to COVID-19 that the School acquires or obtains, including, but not limited to, information about a student's health or medical conditions that may put the student at increased risk of serious illness should the student contract COVID-19.

### **B. Permissible Uses and Disclosures of Confidential Medical Information**

The School may use and disclose a student's confidential medical information to certain parties for certain purposes, including, but not limited to:

- Disclosure to School employees who have a legitimate need to know the information;
- Disclosure to appropriate persons where there is a health or safety emergency and the information is necessary to protect the health or safety of the student or others;
- As required by law, subject to applicable restrictions.

### **C. Reasonable Safeguards for Confidential Medical Information**

The School employs reasonable safeguards in order to protect against and limit the incidental use and disclosure of student confidential medical information.

As with other confidential medical information the School receives, the School will store confidential medical information related to COVID-19 in a medical file that is separate and distinct from the student's other pupil records.

School employees must utilize the following safeguards in order to limit the incidental use and disclosure of confidential medical information:

1. Determine if individuals not permitted to access confidential information are with a student before discussing the student's confidential medical information.
2. Do not assume a student will permit disclosure of her confidential medical information to any individual.
3. Dispose of unnecessary paper products that contain confidential medical information in a shredder.

Motto: Surgere Tentamus — meaning, “We Strive to Rise”

Symbols: Fresh, green ivy and an oil lamp denoting the light of learning

Colors: Olive green and white

Mascot: Tiger

Flower: Cecile Brunner Rose

School rings: 

- A gold ring with Westridge School for Girls and the date of the school's founding, 1913, printed within the outside circle; the school motto, Surgere Tentamus, the oil lamp, and the ivy are stamped within the circle.
- A signet ring stamped with a W. These rings are worn only by juniors and seniors.

Song: “Surgere Tentamus”

Surgere Tentamus  
We strive to rise in deed  
And may our Latin motto  
Help to spur us on full speed.

So it's Surgere Tentamus  
For Westridge one and all,  
And it's Surgere Tentamus,  
Our watchword and our call.

Yet within our Latin motto  
Lies a hidden meaning, too,  
And we'll strive to learn its lesson  
In whatever things we do.

So it's Surgere Tentamus  
For Westridge one and all,  
And it's Surgere Tentamus,  
Our watchword and our call.

## **WESTRIDGE SCHOOL**

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