



# *Whitfield's* **GPS**

**GUIDE for PARENTS and STUDENTS**

**2018-2019**

# *How to Use the Guide*

We are proud to present the 2018-2019 edition of Whitfield's Guide for Parents and Students (GPS). It is written by and for the Whitfield community in the hope that it serves as a navigational tool.

Whitfield's GPS is presented in Question and Answer format. These Questions and Answers are divided into sections that cover a topic area. For instance, the section Let's Get Together and Chat includes Q & A's about parent and guardian involvement, Let the Games Begin discusses athletics at Whitfield. You can find a list of all topic areas on the next page, in the Table of Contents.

The Guide is formatted so that the Questions and Answers topic areas are listed in an order that follows the time of year for which they hold relevance. For example, Questions and Answers that you may have in the Fall, are toward the beginning of the guide, while Winter and Spring are toward the end. Should additional information be available through another source, such as the [\*\*Whitfield Student/Family Handbook and Directory\*\*](#) or another document such as the Appendix, it will be noted in the answer. Most often the reference is noted by bold, underline, or in a technology-based document hot link.

One easy way to find an answer using Whitfield's GPS, is to search the [\*\*Index\*\*](#). The Index is located on the last page of this guide. This is a quick way to skim for a brief summary of a question you may have.

The Who You Gonna Call section is another wonderful resource. Have a specific Whitfield question, you might want to quickly check here first to find out who you need to contact. And in the Parent to Parent section, you will find a list of our wonderful Whitfield parents who have taken on a roll to help serve fellow Whitfield parents as well as the greater Whitfield community.

We encourage all Whitfield community members to become familiar with the many forms of communication available through the website, the [\*\*Whitfield Student/Family Handbook and Directory\*\*](#), class notes, email notifications, etc. One more thing . . . even though Whitfield's GPS answers a lot of questions, if there is a conflict of information the school handbook is the final authority. So, please join us in globally positioning yourself with Whitfield School!

sponsored by



# Table of Contents

|   |  |
|---|--|
|    | <i>Let's Get Together and Chat</i> .....pp. 1-7<br><b>PARENT INVOLVEMENT</b>         |
|    | <i>Syllabus, Please</i> ..... pp. 8-14<br><b>SCHOOL COMMUNITY AND OUTREACH</b>       |
|    | <i>In the Building &amp; On the Lot</i> .....pp. 15-18<br><b>SAFETY AND SECURITY</b> |
|    | <i>Got Tech?</i> ..... p. 19<br><b>TECHNOLOGY AND EMAIL</b>                          |
|    | <i>Stepping Out</i> .....pp. 20-22<br><b>SCHOOL EVENTS</b>                           |
|    | <i>Let the Games Begin</i> .....pp. 23-24<br><b>ATHLETICS</b>                        |
|  | <i>Ready for Your Close Up</i> .....pp. 25-26<br><b>PERFORMING ARTS</b>              |
|  | <i>Get Your Groove On!</i> .....pp. 27-28<br><b>DANCES</b>                           |
|  | <i>Senioritis</i> .....pp. 29-30<br><b>ALL THINGS GRADUATION</b>                     |
|  | <i>Who You Gonna Call</i> ..... p. 31<br><b>CONTACTS AND NUMBERS</b>                 |
|  | <i>Parent to Parent</i> .....pp. 32-33<br><b>PARENTS' COUNCIL</b>                    |
|  | <i>Index</i> ..... p. 34   |
|  | <i>Calendar at a Glance</i> ..... p. 35  |



# Let's Get Together and Chat

## PARENT INVOLVEMENT

**Q • So is this meant to replace the school handbook? And what's the difference between the handbook and this guide?**

**A •** Neither replaces either. Instead it's like you're getting more. And who doesn't like having more information? But there is a difference between this guide and other communication tools within Whitfield. The one you should be the most familiar with, other than the GPS, is the [Whitfield Student/Family Handbook and Directory](#). This handbook, updated each school year, provides answers to policies and administrative questions such as:

|                             |                              |
|-----------------------------|------------------------------|
| Advisory programs           | Honor Code                   |
| Academic information        | Award information            |
| Academic policies           | Social Activities Guidelines |
| Athletics                   | Dress Code                   |
| Extracurricular information | Technology Usage Policy      |
| Personal Code of Conduct    | Disciplinary process         |

The difference between the Handbook and the Whitfield's GPS is that the GPS is a supplement to the

Handbook that should provide parent-friendly details to school policies and guidelines. Think of the GPS as the in-print coffee chat.

The [Whitfield Student/Family Handbook and Directory](#) can be found as part of the Buzz Book as well as on Whitfield's website by logging into Warrior Web.

**Q • What's a Buzz Book?**

**A •** Have you ever wondered who your student could possibly be texting or calling?

Get ready for more wonderment because during the school year, your student will receive our [Whitfield Student/Family Handbook and Directory](#), more commonly called the Buzz Book. The Buzz Book will have you and your student buzzing since it's filled with contact information for everyone in the school community. And when the book isn't handy just find some technology and go to the Whitfield website where additional school information can be found such as schedules, calendars and other helpful links.

## Illness & Absences



**Q • What happens if my student gets sick or feels ill while at school? What if they are required to take medication during the school day?**

**A •** Whitfield School does not have a nurse on staff. If your student gets sick or feels ill while at school he/she should advise their teacher. The teacher will excuse your student to report to the Main Office and a parent will be notified. If your student requires a prescribed or over-the-counter medication, the medicine must be given to the Main Office for dispensing accompanied by written instructions from the parent. The medicine must be in a current prescription bottle or its original package with the student's name written on the outside.

**Q • What if my student is sick or has to miss school for some reason? What do I do and what does my student do?**

**A •** The dreaded parent decision. Do I send them to school or let them stay home? We can't help you decide what to do, but when you know your student will have to miss school due to illness, please call the attendance line before 8:00 a.m. that school day. And that family trip you need to take? Well, absences that are planned in advance should be communicated as soon as possible. The braces' bracket broke again? If you need to have your student dismissed once school has begun, or there's an illness or a pre-determined absence please call the [assistant to the upper school director and middle school director](#) in the Main Office at (314) 415-1292. In addition to contacting the attendance line, your student should contact his or her teachers to find out about making up work missed due to absences.



# Dress for Success

## Q: What is Whitfield's Dress Code?

**A:** Whitfield does not require a student uniform, but there are some expectations regarding appropriate dress. Generally speaking the daily dress code at Whitfield is expected to be neat, clean and appropriate. Extremes in dress and personal grooming are unacceptable with examples provided in the [Whitfield Student/Family Handbook and Directory](#). Athletic attire such as sweatpants, yoga pants, ball caps, athletic shorts, and athletic sandals are not acceptable even on dress down days. On dress up days the students kick it up a notch with the boys typically donning khaki pants, collared shirts (long sleeve or polo) and shoes other than sneakers. Jackets are not required. The girls often wear skirts or dresses on dress up days.

## Q: What do students wear to gym class?

**A:** All students in grades 6 through 9 have PE class. There is no PE for grades 10 through 12. Students provide their own t-shirt and athletic shorts for class. Sneakers/tennis shoes are required. Lockers with a padlock are assigned to each student. The school provides the code to the lock. If a student chooses to shower, they are responsible for providing their own toiletries and towels. Please remind your student to bring home their gym clothes for washing. It's PE not PU. Our PE teachers and their classmates will appreciate it.

## Q: Some schools allow students to dress up for Halloween, but others don't. What happens at Whitfield on Halloween?

**A:** Halloween is a fun day, especially when it lands on a school day. However, only seniors are allowed to dress in costume for Halloween.

## Q: There is so much mention of character within the Whitfield community. What does that really mean for my student?

**A:** What a great question since character can be defined in so many different ways. Part of Whitfield's mission states we are a school that cultivates ethical students. The term in the mission statement is then defined as the opportunity for students to understand their moral obligations to self, family and community. As a parent our role is to help our students understand character can be as simple as throwing away trash, and all the way up to participating in the community service opportunities available throughout the school year. The best way we can help our students become productive citizens is to help guide their thinking in how their actions, even when no one is looking, should always be to do the right thing.

## Q: Oh no! I misplaced my sweatshirt! Where do I go to look for it?

**A:** Lost items, when found by someone, are turned into the Main Office. When a lost item labeled with a student's name is turned in, the Main Office will contact the student. Items found that are not labeled will be put in the Lost and Found.

To find a lost item, your student should first contact the Main Office to inquire if it's been turned in. Items labeled with a student's name have a high success rate of return.

Lost items that are not labeled are placed in the Lost and Found. This area is fondly called The Cage. The Cage is a caged, locked area across from the weight room. If you stop by looking for a lost item and can't get in, the front office and/or security can grant you access. More valuable items such as electronics, jewelry and cell phones are held in the Main Office.

Twice yearly, emails are sent to the Whitfield students and families reminding everyone to check and clean out the Lost and Found for missing items by a designated date. After that date, all items are donated to a local charity.

## Q: What do I do with my health forms?

**A:** Health forms are available both from the Whitfield's website and in the Main Office. You can return the health forms a number of ways: hand them in during school hours, mail them to Whitfield School, or have your student bring them to the Main Office.

**Q • My student just won 3rd place in the Midwest Regional Cheese-rolling Championship! How do I share that news on Whitfield's website and social media platforms?**

**A •** Time for your superstar shine! All kidding aside, Whitfield students have achieved some amazing accolades. If you would like to highlight your students accomplishments, please contact the [director of communications & marketing](#), (314) 415-1218.

**Q • Is there a summary of the major events we should plan for throughout the year?**

**A •** [School Year at a Glance Guide](#) was created to help you plan for the major school events. Specific information regarding times and details for the event will be provided through regular school communication channels like your email account, the school website and event reminders. The Whitfield website also includes a day to day calendar with events and other school information.

**Q • Is there transportation to and from school?**

**A •** Yes! The Whitfield Shuttle provides morning and afternoon transportation beginning/ending at New City School. The Shuttle makes several stops on Clayton and Wydown along the way. The morning Shuttle begins its route at 6:50 a.m. and arrives at Whitfield by 7:40 a.m. In the afternoon, there are two Shuttle runs. The first leaves Whitfield at 3:40 p.m. and arrives at New City at 4:40 p.m. and the second leaves at 5:45 p.m. and arrives at New City at 6:50 p.m. The later Shuttle allows students to participate in activities and sports that occur after school. The afternoon stops include Ladue Pharmacy, the Ritz Carlton, along Wydown, Kayak Coffee, and New City School. The roundtrip cost is \$12.00 per day / one-way fee is \$6.50. Since there is limited seating in the mornings, if you sign up for morning shuttle service, you must pay for ALL MORNINGS for the entire school year (billed to you on a monthly basis). Afternoons are much more flexible; for any afternoon service, you will be billed only for the days your student actually rides. All requests will be filled on a first-come, first-served basis. For questions, please contact the [assistant director of business & facilities](#), (314) 415-1260.

**Q • My student keeps asking to go to school early, or tells me that he or she is staying late. What is he or she doing? Is it safe? Do I need to tell anyone when he or she is there?**

**A •** First, yes your student is safe. Safety is one of the top priorities at Whitfield. Monday – Friday, the building hours for students are 6:45 a.m. to



## Phoney-Baloney

**Q • My student is telling me it's ok to use his or her phone at school? Is that accurate?**

**A •** Hello? Now if you were in a meeting or doing your daily work would you be allowed to answer a phone? Or what about the distraction the phone creates in a quiet room? As tempting as it may be to contact your student throughout the day via their phone, remember that school is their job. And while they are at their work others surround them at that same job. Although students may bring cell phones to school, all students are required to turn phones off during the school day. With that in mind, if you need to contact your student, either email them or call the Front Office line at (314) 434-5141 and they will email the message to the student. If you have an urgent message, call the [assistant to the upper school director and middle school director](#) in the Main Office at (314) 415-1216 and that message will be delivered immediately.

10:00 p.m. The school provides professional security guard presence during these hours. Students who arrive early usually meet up with classmates from their grade. Every school year, each grade establishes an unofficial "territory" somewhere in the school. For example, the juniors might claim upper Schmitter Gallery, freshmen hang out in the Science Commons, and the 8th graders can be found in the upper IC and/or Stonehenge. The kids gather to socialize, review schoolwork, or complete homework. In the mornings before school starts is often a convenient time to meet with teachers, too.

Other than participating in organized after school activities such as sports or clubs, your student may stay late to do homework, work on a group project, meet with a teacher, watch a sporting event, or just hang out and relax with friends. Students who are on campus after school are expected to behave in a responsible manner. Middle School students are on campus between 3:45 – 5 p.m. go to the IC. Teachers are there supervising, trying to help them build good academic habits. Getting work done then frees up time later in the evening.

Your student is welcome to remain at school as long as they are productive and/or behaving responsibly. But be advised, this intellectual shop closes up at 10:00 p.m. If students are at school late, it's not

uncommon for kids to call local restaurants and have food delivered right to school.

## **Q:** What is SmartTuition?

**A:** SmartTuition is the school's billing system/service. Each month, you will receive an emailed statement from Smart detailing any tuition or incidentals owed. One of the major benefits of Smart Tuition is that you have the ability to view your account activity online at any time. Through a single sign-on to your Warrior Web account, you can access your Smart Tuition account through the "Resources" tab. Once logged into Smart Tuition, you can review your account activity, view and print prior statements, and pay your outstanding balance. Within the "Edit My Profile" tab, you can also update demographic data, change your payment method, or elect to receive paper copies of your statement via regular mail.

### PAYMENTS AND FOLLOW-UP SERVICE

Outstanding balances are due on the 1st of each month. If you elected the 10-installment plan, you were required to provide banking or credit card information for auto-payment. Those electing 1 or 2 installment plans can pay by check, but can also elect the auto-payment option. Please note that all debit and credit card payments are subject to a 2.85% convenience fee charged by Smart Tuition. In addition, parents can login to Smart Tuition and make a payment at any time, or call Smart Tuition (888-868-8828) and make a payment over the phone.

If you choose to pay by check, we encourage you to mail checks to Smart Tuition at PO Box 54228, Los Angeles, CA 90054-0228. However, if you prefer to drop off your check at school, you can certainly do that as well.

Any accounts that are not paid on time (1st of the month) are subject to a \$40.00 follow-up service fee that is charged by Smart Tuition. In addition, a Smart representative may contact you by email or by phone if your payment is not made on time. A \$30.00 bank fee is assessed by Smart Tuition for any failed bank auto-debit transactions or returned checks. Any failed auto-payments will automatically be resubmitted by Smart within 10 days of the initial failure.

## **Q:** If there is a questionable charge on my student's account, what should I do?

**A:** Any questions about your statement can be directed to Whitfield's [business office associate](#), (314) 415-1215.

## **Q:** How does billing work at Whitfield School?

**A:** Each month, you will receive a statement that is emailed to your Whitfield account detailing all student charges including tuition and incidentals (such as campus store purchases, field trips, tutoring, etc.) and any payments or credits applied to the student account. This statement will typically be emailed approximately 20 days prior to the due date.

## **Q:** My student keeps talking about a café, a campus store and a booster club. What are they, and who runs them?

**A:** When the snack attack occurs Whitfield has the answer. And to make all three happen we need you!

**THE CONANT CAFÉ** provides breakfast sandwiches, baked goods, fresh fruit, and hot and cold beverages from 7:30 a.m.- 9:30 a.m. during the school year daily (closed on Wednesdays). The Café is located in the Intellectual Commons and purchased items are included on your Family Billing Statement. No cash required.

**THE CAMPUS STORE** provides a variety of supplies used in the classroom, Whitfield logo clothing and merchandise, as well as a selection of snacks and beverages. The Campus Store does not accept cash so you will see your student's purchases on your Family Billing Statement. The campus store is open from 12:30 p.m. – 3:45 p.m. daily during the school year. Your student can access the store at any time they may have a break between classes, free period or if a teacher has granted permission.

**THE BOOSTER CLUB** is essentially a concession stand that sells hot dogs, nachos, snacks and beverages before and during specific home athletic games. Booster Club is open before and during the athletic event and charges for the Booster Club can be made with a Booster Club punch card or with cash. In order to eliminate the need for your student to carry cash the Booster Club punch card can be purchased for \$16 at the Booster Concession Stand and will be billed to your Family Statement.

All three operations to fix snack attacks are self-supported through product sales and volunteer labor, with additional proceeds from the Campus Store and Conant Café benefiting overall school operations. Proceeds from the Booster Club directly benefit the Athletic Department.

You'll find the availability to volunteer for any or all three on [Whitfield's SignUpGenius](#) on [Whitfield School's Parents' Council page](#). The Parent Volunteer



Chair for each service is also listed should you have any further questions. Each of these volunteer opportunities is a great chance to meet Whitfield students and parents, as well as provide valuable volunteer support to the school.

**Q • Is there a tool that would aid in helping find someone to carpool with in my area?**

**A •** Directories on Warrior Web allow all community members to search using a variety of terms and roles. Filters are also available, which make it easy to see all students who are in a certain grade level or who live in a particular zip code.

**Q • I've seen people avoid stepping on the seal, what's up with that?**

**A •** The tradition of “don't step on the seal” is a sign of respect for Whitfield past, present and future.

**Q • What are you doing to work on the climate in each grade? How do you encourage students to enhance it and not be bystanders?**

**A •** We take a proactive approach in creating a positive, safe, and supportive environment for all of our students. Our Habits of Mind & Heart curriculum includes explicit lessons in identifying strengths in self and others, dealing with social “drama” and resolving conflicts, developing empathy and healthy relationships, fostering inclusion, and role-playing bystander interventions. These are taught throughout the year during Advisory periods and grade level Town Hall meetings. In addition, experts in anti-bullying are periodically brought in to deliver programs to our entire school community.

Our school administrators, teachers, and director of health and wellness work to develop relationships with students so they feel comfortable seeking support to resolve conflicts when they arise. With that said, wherever there are adolescents, there will be social conflict. Experts in the field make a distinction between bullying and social conflict—the former is rare, the latter constitutes most of what our students encounter. Learning to resolve conflicts is one of the primary developmental goals of adolescence and adults can support and empower kids by talking with them about the conflict (how did it arise? what are some of your ideas for how you want to handle it? what would you like to try? what would you like the outcome to be?) rather than rush in to handle it themselves. This helps foster confidence, self-efficacy and reduces anxiety.

Several great books on the topic include:

- “How to Raise an Adult,” by Julie Lythcott-Haims
- “Untangled: Guiding Teenage Girls Through the Seven Transitions Into Adulthood,” by Laura Damour
- “Raising Cain: Protecting the Emotional Life of Boys,” by Dan Kindlon and Michael Thompson

**Q • Is there an offering/opportunity for parents to buy school pictures?**

**A •** Smile you're on Candid Camera! You can buy the official school picture of your student as well as the whole grade and pictures from all events by going to Wagner Portrait Group's website ([www.wagnerportraitgroup.com](http://www.wagnerportraitgroup.com)). Wagner will send a secure online link via email and text to parents so that families may view and order pictures.

**Q • Can I help support Whitfield using AmazonSmile and how can I help?**

**A •** AmazonSmile is an easy way to contribute to our school! When you shop on Amazon.com using AmazonSmile, the AmazonSmile Foundation will contribute 0.5% to Whitfield. It's simple to sign up too!

- Go to [smile.amazon.com](http://smile.amazon.com)
- Sign in to your Amazon account
- In the box that says “Pick your own charitable organization” type “Whitfield School”
- On the following page, next to Whitfield School, click the yellow box “Select”
- Click “Yes” then the “Start Shopping” box

**Q • What is the eScrip program at Whitfield and how do I get involved?**

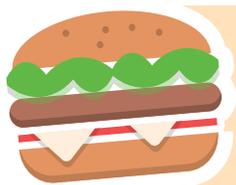
**A •** EScrip is one of the simplest ways to support our school! To sign up for your eScrip card simply send your name, address, and phone number and we will assign you a card and leave it at the front desk to pick up. We will register the card for you through the eScrip program and you can start using your card the day you receive it. Each time you go through the checkout line at Schnucks hand it to the cashier to swipe before you finish payment and a portion (1% - 3%) of your Schnucks purchase will go directly to Whitfield's Parents' Council. There is no charge to you or the school for this service. You will receive a card for your wallet and a card for your key chain which makes it easy to remember to use your card.

**Q • As a parent how do I get involved in volunteering at Whitfield?**

**A •** Getting involved is EASY because everyone is invited to help. It is a fantastic way to meet other Whitfield parents. All of the volunteer opportunities are posted on the website at [Whitfield's SignUpGenius](#). Here you can sign up for everything ranging from single day events like Grandparents Day to regularly scheduled shifts in the Café, in the Campus Store, or working in the Booster Club. There is truly something for everyone. Another way to get more information about getting involved is to talk to your grade level Parent Liaison. Liaisons are an excellent resource and can connect you with the right people to get your questions answered if they don't have the answer themselves. If you have questions regarding the various volunteer opportunities, see GPS pp. 33-34 or the [Parents' Council page](#) on the website.

**Q • What does a Parent Liaison do?**

**A •** Each class at Whitfield has two to three Parent Liaison volunteers who are the social directors and organizers of grade level parent and student activities. These volunteers work together to create opportunities where students and parents can connect to build class spirit and to develop a sense of class community. As a Liaison one also attends regularly scheduled liaison meetings and Parents' Council full Board meetings, maintains class binders containing event information from previous years, and provides class information for a monthly calendar. Volunteering as a Liaison is a yearlong commitment. If you are interested in being a Parent Liaison and would like to be considered, and/or you would like more information about this role, please contact the [parent communications vp](#).



## *The Deal on the Lunch Meal*

**Q • I've heard good things about Whitfield's Cafeteria. Do I pay extra for my student's lunches?**

**A •** No, you don't pay extra. All lunches are included in your tuition at Whitfield. Each day they have a choice of a hot entrée with multiple sides to choose from, a fresh salad bar with loads of options, a sandwich bar, and a cereal bar. The month's menus are posted on the school website. And as a parent should you be at the school volunteering or meeting with an administrator over lunch you are welcome to try out the lunch. There is no charge for your meal. Whitfield's daily lunch menu is available at [www.sagedining.com/sites/menu/menu.php?org=whitfieldschool](http://www.sagedining.com/sites/menu/menu.php?org=whitfieldschool) and on Warrior Web.

In addition to the daily lunch if your student gets hungry during the day, he/she has several options. While the supply lasts, FREE Fruit is available each day in the Conant Café and Campus Store. Breakfast items are available at the Conant Café in the morning with snacks and drinks available at the Campus Store and the Booster Club in the afternoon or after school during athletic games. Each of those areas allows the student to purchase items on their family account. Charges are detailed on the Whitfield Family Billing Statement sent out monthly from the Business Office.

**Q • What is the Touch of SAGE Dining Services Mobile App?**

**A •** SAGE has also introduced the "Touch of SAGE" mobile app that can be used to track and filter allergens, view menus, and provide timely feedback which will promote having the most appealing lunch menus for the student body. Download the app at the Google Play or the iTunes store. The quickstart guide may be downloaded from Warrior Web.

**Q • Is there a no peanut/not nut rule for the school cafeteria?**

**A •** SAGE Dining Services is no longer serving nuts and nut products in Whitfield's Dining Room including peanut butter, which has been replaced with SunButter® and other protein options. In addition, SAGE will continue to refrain from purchasing any products with a warning label for being manufactured in a facility where there may be cross-contact with peanuts or tree nuts. This change significantly reduces the possibility of fatal allergic reactions in our community. Parents and students are welcome to contact Kirby Jones, Whitfield's SAGE Food Service director, with questions regarding SAGE's food allergen protocols. To contact Kirby: [sage@whitfieldschool.org](mailto:sage@whitfieldschool.org) or (314) 415-1222.

**Q • How do I know who my Parent Liaison is and where do I find their contact information?**

**A •** Prior to the start of the new school year, Parent Liaisons will reach out to the families in their grade to introduce themselves and to make announcements. Liaisons are also listed on [pp. 32-33](#) of the GPS, in the [Whitfield Student/Family Handbook and Directory](#) (Buzz Book), and on the [Parents' Council page on Whitfield's website](#). In addition, the monthly class notes that are prepared by your liaisons and emailed out contain the liaisons' contact information.

**Q • My student participates in Whitfield athletics, I've seen emails relating to Booster Club and the request for volunteers. Are parents with student-athletes supposed to volunteer to help with Booster Club or is that for parents without student-athletes?**

**A •** Yes to all of the above. Some of the services Whitfield provides are available based on the time and talents provided by the parent community. Booster Club is one of those services. The services Booster Club provides are snacks and beverages during fall/winter home games and many times for district events for the greater community. Community involvement within and outside of the Whitfield community is part of our school's overall strategy. If you have an opportunity to volunteer, whether your student is in athletics or not, it's greatly appreciated. Go to Whitfield's [SignUpGenius](#) for more information on dates and how to sign up.

**Q • How can you help us build a great community?**

**A •** Most families first hear about Whitfield from friends. This means that you are our most powerful voice in helping to build our amazing school community. Please use our internal marketing piece, distributed annually during Back to School Night, to see language we use when describing Whitfield, which can help build a consistent message. Share your positive anecdotes about what you love about Whitfield. "Like" our Facebook page ([www.facebook.com/WhitfieldSchool](http://www.facebook.com/WhitfieldSchool)) and "share" interesting posts so that your facebook friends can see! Also, did you know that we invite all 6-9th graders to host prospective student visitors during the admission season? If you think your child would enjoy this role, encourage him or her to sign up through the Admission Office.

**Q • How can I become more involved in Whitfield's efforts for equity and inclusion?**

**A •** The equity and inclusion effort is a great way to get involved at Whitfield and includes several opportunities for parents. For more information, contact the [director of equity and inclusion](#).

**Q • What is the Annual Fund?**

**A •** The Annual Fund is the foundation of Whitfield's fundraising efforts, supporting 12% of the school's operating budget. It supports all areas of school life and makes the Whitfield experience possible. It provides a direct and immediate benefit for every student.

**Q • Are Whitfield families obligated to give?**

**A •** Whitfield's success is the result of the generosity of those who have given in the past, as well as those who give today. We invite every member of the Whitfield community to embrace this spirit of philanthropy and support the Annual Fund. Our goal is to have 100% participation from our entire school community.

**Q • How much should we give?**

**A •** Annual Fund bridges the gap between tuition and the actual cost of a Whitfield education. This gap is approximately \$3,000 per student. We ask that you consider making a gift of any amount that is meaningful to you. All gifts make a difference no matter the size. For more information about the Annual Fund or any of these programs, please contact the [assistant director of development, annual fund & parent programs](#) at (314) 415-1205.

# Syllabus, Please...

## SCHOOL COMMUNITY AND OUTREACH

### **Q • What is Back to School Night? Is this for parents and students?**

**A •** Get out your comfy shoes because it's Back to School Night. This parent-only event is held at the beginning of the school year. In order to focus on the information shared throughout the night, it's best if all students can be taken home prior to the start of Back to School Night. This allows all parents, administrators and the staff an opportunity to manage the schedule for the evening vs. directing students. Parents receive a copy of their student's class schedule and then follow the daily schedule walking back and forth to each class. Each class is a 10-minute session where you will meet the teacher, learn a little history about the teacher and what your student can expect throughout the school year. Sandwiches, fruit, and cookies are available throughout the event. This is a casual evening and usually lasts about two hours. *If your student is a senior, relax while you can as the entire presentation is in the Dining Room.* Should you miss this informational event and want to receive classroom information please contact the [upper school director](#) at (314) 415-1274 or the [middle school director](#) at (314) 415-1269.

### **Q • How do I get the textbooks and supplies my student needs for class?**

**A •** Whitfield offers an online virtual bookstore (MBS Direct) which sells and buys back textbooks. It's an easy and convenient site but not required should you choose to purchase your books elsewhere. If you choose to purchase your books elsewhere, be sure that the ISBN numbers match exactly. Sometime during the summer you will receive an email from the school with a link to MBS Direct (a link is also available on the Parent Portal). The email will include detailed instructions on how to log in and order your student's textbooks. As an incentive to place your order early, MBS Direct offers free shipping for a limited time in early July. The email will contain details on the offer.

At the end of the school year, you will have the opportunity to sell back eligible books to MBS Direct for cash. To prepare for the buyback, MBS Direct asks you to visit their website and set up a return. Complete the online form, print out the return for shipment document, and bring it and the books

to school on Friday before Memorial Day. Whitfield returns all books eligible to MBS Direct, and once your books are received by MBS, they will send you a check.

Another option for your used books, should you choose not to sell them back to MBS, is to donate them to Whitfield. Through the donation program Whitfield works to match students with books they may need. For more information on the book donation program contact [middle school director](#).

Over the summer you will also receive school supply list and book information. This list is compiled by teachers, and itemizes supplies needed by class for each grade. You are free to shop for the items at retailers of your choice. Some supplies on the list are specific items and may be difficult to find. In some cases these items will be noted as available through the Campus Store. Should you or your student purchase items through the Campus Store, items will be charged to your Family Billing Statement.

### **Q • What are advisors and why does my student have one?**

**A •** The advisory program is designed to help and support students as they deal with the academic, extracurricular and social demands of school life. The program's objective is to build and maintain open lines of communication between the school, the student, and each student's parents or guardians. All students have an advisor and each advisor works with approximately 10-14 students. An advisory period occurs multiple times each week during school hours. Each year, your student is assigned a new advisor. This advisor is also a teacher within his/her grade. All conferences throughout the year are with this advisor. Advisors are concerned with the academic and social growth of your student. Should an issue arise concerning a student's academic performance, parents' first line of contact is the individual teacher. Should the issue be more social or adjustment oriented, the parent should contact the student's advisor. For more information regarding the Advisory program please refer to the [Whitfield Student/Family Handbook and Directory](#).

**Q • What do I do if my student needs academic accommodations?**

**A •** Whitfield offers full-time support of teaching and learning from a learning specialist. After a semester of research and collaboration last spring with the St. Louis Learning Disability Association, one of the most reputable resources in our area, we are now entering into a more comprehensive relationship with STL-LDA, one that promises benefits for all of our students and faculty. If you would like more information about this relationship, and how it may benefit your child in particular, please contact the [upper school director](#).

**Q • What do students need to bring on the first day of school?**

**A •** Ah, yes. Once summer has come to an end, it's time to get your backpack ready! All middle and upper school students should bring their books and supplies on the first day of school. If your child has already been issued a laptop, they should bring it! If they haven't gotten a laptop by the first day (depends on the year and the grade level), they can plan on hearing more about laptop pick up during the first week of school.

**Q • What is the Meet and Greet Conference? Is it the same thing as a school conference?**

**A •** This is not a traditional conference but it is a great opportunity for our students, families and advisors the opportunity to meet each other before the first day of school. The 30-minute conference appointments with advisors will begin at 7:30 a.m. and end with the last available appointment at 4 pm, with a lunch break for advisors from 12 – 1 p.m.

An online tool is used for scheduling conferences this year. By streamlining the process of selecting a conference time, setting a calendar reminder for the conference, and looking up a conference time if forgotten, parents will have much greater access to the information needed to guarantee the best option for a time to meet with their student's advisor.

To schedule your time for a conference:

1. Go to <https://www.myconferencetime.com/whitfield>
2. Click on the grade level folder for your student.
3. Select your student's advisor by name.
4. Select the desired date and time for your conference by clicking on "Sign Up."
5. Unavailable appointment times are grey and cannot be selected.
6. Fill in the required fields, any optional fields you choose, and submit.

If you have multiple students at Whitfield, click on "Register for Multiple Conferences" and follow the prompts to select times for multiple conferences with a side-by-side view of available times.

**Q • What are the hours of the school day?**

**A •** For all students, grades 6-12, school will begin at 8:00 a.m. and be dismissed at 3:15 p.m. On a Late Start day (every Wednesday, and other days as announced), school begins at 9:00 a.m.

**Q • I understand that Wednesday's are Late Start days, but how does that actually impact my student's schedule?**

**A •** On a Late Start Wednesday, there is no Assembly and all classes are about 5 minutes shorter than other days. The day will start at 9 a.m. with the A Period. For additional information regarding the Late Start schedule or the importance of the Late Start, please contact either the [middle school director](#) or the [upper school director](#).

**Q • I'm not quite sure I understand the school schedule. How does it actually work?**

**A •** We're not sure we can explain it either, but here goes. Every day, Whitfield will begin with A Period. At 9:15 a.m., everyone will go to Woods Hall for Assembly, a cheerful kick off to the day with music and a collective sense of community. Students sit by grade. Assembly is led by a student and consists of students and faculty announcements about upcoming events, athletic successes, birthdays, club meetings and other important information that affects the whole school. The length of Assembly varies day to day but usually it lasts about 15 minutes.

After Assembly, it's time for B Period. The school runs on a block schedule with a six-day rotation. Each of the six days is different, so a student will not always have math class first thing on Monday morning as may occur with other school schedules.

Here's an example of how the block schedule works. Suppose Monday is a Day 1 then Tuesday is a Day 2. If school were closed on Wednesday for a reason such as inclement weather, the day of the week that students return to school would be a Day 3. It sounds complicated to us, but the kids seem to take it in stride.

Every Wednesday is a Late Start Day, with school beginning at 9 a.m. These Late Starts allow faculty and staff to meet for professional development opportunities and to address different priorities

throughout the school year. On Late Start Wednesdays, the morning class schedule is adjusted to accommodate the Late Start. Afternoon class times remain the same. Whew....got all that?

**Q: How do students get their lockers?**

**A:** Locker assignments carry over from the previous year, so your student will have the same locker. New students are assigned lockers during New Student Orientation. If your student wishes to change lockers, they may contact the [assistant to the upper school director and middle school director](#) in the office.

**Q: Where should my student go after school?**

**A:** If a child, grades 6-8, needs to be picked up after 3:45 p.m., he or she are to report to the Intellectual Commons for supervision. All students who are on campus after school dismissal are expected to behave in a responsible manner.

**Q: Is there a buddy program at Whitfield?**

**A:** Why, yes there is! We call it our Ambassador Program. New students at each grade level are paired with Upper School Ambassadors in the summer before the start of school. The upper school buddies are there to answer any questions that new students might have and also to make sure new students have a friendly face at school. For more information about the senior buddy program contact the [director of admissions](#), (314) 415-1270.

**Q: I keep hearing about the Whitfield School experience and how different it is from other school environments. What does happen inside a Whitfield classroom?**

**A:** Whitfield classrooms are dynamic places. As a progressive school, Whitfield embraces a philosophy where students do the work and teachers coach from the sidelines. This philosophy of education will look different depending on the subject and teacher style, but what is noticed most often is that students are actively engaged in the learning activity while teachers are guiding the process; this is a very different look from a traditional classroom where teachers stand in front and lecture while students take notes and try to keep up.

Whitfield seminars are a frequent example of this active learning environment. Students, especially in humanities classes, sit around a table facing

one another and talk with each other about a text; their teacher sets expectations, guides the process and offers feedback. Social Studies and English departments work with one another so that teachers at each grade level develop age-appropriate guidelines for skills such as asking questions, using text for support and considering alternate points-of-view, while also assessing these skills both individually and as a group. There may be a possibility to see this in action during a spring visit day. For more information, contact the [director of admissions](#), (314) 415-1270.

**Q: I don't understand "greenslips" and do most parents get them often?**

**A:** Greenslips may be sent throughout the school year by the child's teacher or advisor and are used for academic and/or behavioral comments. Green Slips are sent to a family's Whitfield email address and copied to the student.

**Q: Do students have exams every trimester?**

**A:** Students in grades 8-12 take exams. Some courses schedule an exam for each trimester, some courses schedule a mid-year and end-of-year exam, some courses will complete papers or projects in place of exams, and some courses do not have an exam. Exams will be scheduled during a class period. Teachers at each grade level will communicate with families about upcoming exams throughout the year.

Trimester One: Aug. 20 - Nov. 7

Trimester Two: Nov. 8 - Feb. 15

Trimester Three: Feb. 20 - May 24

**Q: What do I need to know about the middle school class trips?**

**A:** Whitfield's middle school curriculum includes an outdoor education experience at Camp Wyman, a premier outdoor education facility and retreat center for schools in the St. Louis area. Sixth and seventh grade students stay one night while the eighth graders enjoy a two-night stay.

The Wyman curriculum incorporates a variety of individual and team building activities including a crate climb, ropes course, and climbing wall. It is a "challenge by choice" program that builds on developing team spirit, cooperation, trust and leadership. Individuals are challenged to go beyond their perceived limitations and to take safe risks with the support of their group.

**Q • What is available to my student outside of the school day? Are there extracurricular activities my student should know about?**

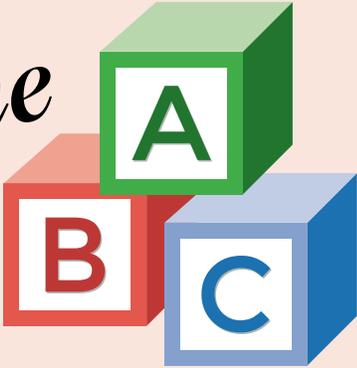
**A •** Wow, we're glad you asked the question. Whitfield encourages all students to participate in extracurricular activities. Activity descriptions can be found in the [Whitfield Student/Family Handbook and Directory](#) but here's a list to capture your attention: A Capella Choir, Admission Office Hosts, Admission Office Representative, Ambassador Program, Diversity Awareness Club, Chess Club, Climbing Club, Community Service Club, Environmental Conservation Organization (ECO), Green Scene, Honor Council, Jazz Band, Literary Magazine, Middle School Debate Club, Middle School Math Club, Mindfulness Club, Model UN, Special Olympics Young Athletes Program, Sports Teams and Clubs, Student Council, Thespian Society, WhitfieldNow, Yearbook. There are also affinity groups such as Black Student Union, Fellowship of Christian Athletes (FCA), Gender Sexuality Alliance (GSA), Jewish Student Union (JSU), Young Conservatives Club. Should you or your student have a specific question relating to one of the extracurricular activities or want to connect with the faculty in charge of the activity contact [middle school director](#) or the [upper school director](#) and they will guide you the rest of the way.

**Q • Is there any schoolwork required over the summer months?**

**A •** Summer reading assignments are assigned by the student's English and social studies teachers for the coming year. Students receive an email in early summer explaining the assignment. Some teachers assign a specific book, while others give students choices from a list. Reading is to be completed by the first day of school. The student will likely be given a quiz and/or be asked to write a paper pertaining to the reading assignment. Summer reading books can be purchased online from MBS or any other source of your choosing.

**Q • What is a Community Service Collection?**

**A •** Whitfield continues to focus not only on the school environment, but the community around us too. One way in which we serve our community is through monthly collections of various items held to benefit select charities throughout the school year. The Student Council and Community Service Club organize these community service efforts. Drives vary monthly and might include a collection for canned foods, holiday items, school supplies, shoes and clothing, and even Halloween



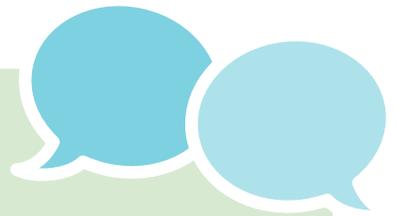
The **A** **B** **C**'s  
on the **GPA**

**Q • How does the grading system work at Whitfield? I heard middle school students get grades more often per year than upper school students. Is that true? And what about my student's transcript for college?**

**A •** Progress and learning are evaluated at Whitfield on an on-going basis. To best understand how the grading system works, the school's grading philosophy, and the difference between interim progress reports, periods, trimesters, weighting, etc., we suggest you read the [Whitfield Student/Family Handbook and Directory](#). You'll also learn about the differences in grading middle school students versus upper school students.

The high school transcript...the ticket to college. Beginning in ninth grade and continuing through senior year, your student's GPA, or Grade Point Average, is calculated at the end of each school year. The GPA is a good indication to a college of how a student is performing in school. The official transcript that is sent to colleges contains semester/trimester grades only, and the GPA is only sent to the schools of your and your student's choosing. Whitfield's GPA is unweighted and is calculated on a 4.0 scale. The GPA, what it means, and its importance to college are explained to students at the start of their freshman year. It is stressed that beginning freshman year, grades matter!

If you have further questions regarding the grading system, we suggest you start with your student's advisor. For questions regarding the GPA and/or the transcript the College Counseling department is a great resource.



**Q: Does Whitfield have a school counselor?  
If so, what is her background and what is her role at school?**

**A:** Yes, Whitfield does have a school counselor. In 2013, Ginny Fendell, MSW, LCSW joined Whitfield as Director of Health and Wellness. She brings over 10 years of experience from Washington University and St. Louis University School of Medicine where she advised college students. Ginny's role at Whitfield is to work with the entire Whitfield community to support the health, wellness and emotional development of students. She meets regularly with teachers to address issues that may arise within a grade or with individual students. She also meets one on one with students. Some of the life skill areas Ginny may assist with include developing healthy relationships, time management and organization, stress management, identifying one's values and character strengths, and mindfulness.

Ginny also works collaboratively with the Parents' Council to support the Parent Speakers Series that brings in outside experts to address a variety of topics affecting parents and teens. Additionally she may organize informal morning coffees or brown bag lunches where parents can come together to discuss articles or books related to parenting. If you would like to contact Ginny with a question or to learn more about her services, she can be reached at (314) 415-1219, [ginny.fendell@whitfieldschool.org](mailto:ginny.fendell@whitfieldschool.org).

costumes. The monthly collection items are posted on the school calendar. Should you wish to contribute, donations can be dropped off at various locations throughout the school. Information regarding the monthly collections will be communicated to you through the monthly calendar and class notes and the school's social media platforms.

**Q: Does Whitfield have a school yearbook?**

**A:** Do we have a yearbook? In a simple answer we have an award-winning yearbook. There are so many things to share regarding the yearbook so let's get started.

The yearbook is entirely student-run, though advised by faculty members who serve as "coaches" through the design, coverage, editing and publication process. Students create all of the content: they design all yearbook pages; they take the majority of the pictures (except for the student portraits), they write all of the stories; and they largely edit all of the content. The yearbook staff consists of students from grades 6-12 and they meet weekly on Tuesdays in the Mac lab and work many weekends throughout the year to get the book finished. The editors-in-chief are typically upperclassmen and are selected by the outgoing leadership team and the advisors. The editors-in-chief, who review all of the applications they receive and discuss their choices with the advisors, select the rest of the editorial staff. Members of the general staff can be anyone in any grade level who is interested in joining. Students need to accrue 10 hours to

officially put yearbook on a resume, and hours can quickly be accumulated by attending meetings, taking photographs, writing captions or stories, etc.

Seniors have an additional role in the creation of the yearbook. Each senior gets a senior page which serves as their last message to the community before they graduate. The Senior Page Editor, one of the editorial staff members of the yearbook, designs templates for the senior pages from which students may select their preferred design. Seniors are required to have their name, a senior portrait and a senior quote on the page. Most students select the design templates that also include a message and/or candid photos. They are also responsible for approving the proof of their senior page prior to publication. Directions are given to students in Senior Seminar, and successful and timely completion of their senior page is one of the grades they receive in Senior Seminar.

All students receive their yearbook on the Friday before Memorial Day. The signing the yearbook is a treasured tradition that occurs for the whole community. If students are absent, their advisor will leave their yearbook in the main office and the book will be available for pick-up at any time that is convenient for families.

All students receive a yearbook and their student accounts are automatically charged for the yearbook in May or June. Additional yearbooks can be purchased for \$25.

**Q • Do parents have a role in the yearbook process?**

**A •** Parents may opt to purchase a recognition ad for their student. Ads appear towards the back of the yearbook and there are a variety of sizes and designs from which to choose. Families receive information about recognition ads over the summer and into the fall. November 1 is this year's deadline to purchase and send in materials for a recognition ad. Because ad space is limited in the yearbook, space is given on a first come first serve basis and is not guaranteed for order forms received after the deadline. The only other involvement for parents is the senior portrait, which families are asked to have taken over the summer before their senior year. Information about senior portraits is provided to families at the end of junior year.

**Q • When does college counseling begin?**

**A •** The Office of College Counseling works with all Whitfield students and families in grade appropriate ways. The college counseling program is focused around the Habits of Mind & Heart. The focus of each phase of the college counseling program is designed to help students understand their strengths, interests, talents and needs in order to assure the student graduates with the best fit opportunities for him or her.

A brief outline of the program by grade level is:

**MIDDLE SCHOOL**

- Theme: Raising awareness about the breadth of opportunity Whitfield students have.
- Programming: Through announcements at assemblies, middle school students become aware of the breadth of colleges and universities Whitfield students are admitted to and choose to attend. Through the advisory and health and wellness programs, the students explore and identify their particular strengths. The college counselors host a coffee for families each winter to answer any questions families may have about the process.

**NINTH GRADE:**

- Theme: Establishing a good foundation for college and the college choice process.
- Programming: In conjunction with the advisory and health and wellness programs, the college counselors meet several times throughout the year with ninth grade students to assist them in identifying and developing their strengths through coursework, extracurricular involvement and

external opportunities. Special emphasis is placed on understanding the role that performance in the classroom has on college opportunities.

**TENTH GRADE:**

- Theme: Preparing for the college choice process.
- Programming: Work continues through the advisory and health and wellness programs. The emphasis of programming is to encourage students to apply their strengths to potential areas of study in college and then to begin exploring a variety of types of colleges and universities. In addition, all sophomores sit for practice standardized tests (ACT and SAT). Tenth grade students are involved in some kind of college counseling activity at least one time per month.

**ELEVENTH GRADE:**

- Theme: Exploring options and identifying the correct ones for each student.
- Programming: Beginning in eleventh grade, work moves from groups to individual meetings between the student, family and a college counselor. Multiple programs are offered throughout the year on the process, including on paying for college. Standardized testing begins in earnest and test prep courses are offered at Whitfield. Students take a class in the third trimester with their college counselor that allows them to learn how to identify and research good fit colleges as well as begin to prepare application materials. The programming continues into the summer when workshops are offered to allow students to complete applications before the senior year begins.

**TWELFTH GRADE:**

- Theme: Managing the application and final college selection process.
- Programming: Work continues on a one-to-one basis between the student, family and college counselor. Seniors take a class with their college counselor from the beginning of school through December. After that, work continues through the advisory program. The college counselors are involved in helping students and families manage each step of the college application and selection process including application completion and proofing, essay development, resume construction, financial aid and scholarship applications, and assistance with special opportunities like athletic recruiting, honors programs, and leadership programs.

# College Bound with Less Stress

The college search and application process can be overwhelming. Luckily, our school has an amazing college counseling program. In fact, it's considered one of the best in St. Louis.

So how does it all work? There isn't much thought or talk about college among middle school students. And even an upper school freshmen don't seem to show much interest in college. However, by sophomore year, and most definitely junior year...hang on!

But fret not! Our top-notch college counseling team is available to help. Their goal is to make the college experience as smooth and stress-free as possible for your student and for you. What kind of help does the college counseling team offer?

Two very helpful documents provided by the college counseling team include [Whitfield's Comprehensive College Preparation Plan](#) and the [Four-Year College Planning Calendar](#). These documents provide families, beginning in middle school, monthly guidelines on what should be done each grade your student is a Whitfield student.

Whitfield uses a powerful online tool called [Family Connection](#). This personalized and password protected site is an invaluable tool you and your student will use to search for potential schools, for your student to do self-assessments, to gather information for college applications and letters of reference, and more.

During junior year, students have a class called Colloquium. In this once-a-week class with their advisor, their primary focus is on the college process. This may include

informational presentations from the college counselors, completing information in Family Connection, discussing the college search process, preparing applications, working on resumes and more.

During the summer between junior and senior year, the College Counseling department hosts Summer College Workshops. During the workshops students work on their college search, applications, essays and interviews. Attending these workshops over the summer can help ease some of the college workload and stress once school begins. The college counselors are very accommodating and can often work around vacations or other schedules.

In addition to Summer Workshops, the college counseling team hosts book chats and coffees, parent/student planning meetings, and college movie nights. The College Counseling office even has a Facebook Page [Whitfield School College Counseling](#) so you can stay current with the most up-to-day college goings-on!

The exceptional college counseling service provided by the college counseling team is just one of the many reasons you'll be glad your student attends Whitfield.

Follow Whitfield's College Counseling Twitter account: [@whitfieldcc](#)



# *In the Building and On the Lot*

## SAFETY AND SECURITY

**Q:** What are the building hours?

**A:** Building hours for students from 6:45 a.m. to 10:00 p.m., Monday through Friday. The school provides a professional security guard presence during these hours.

**Q:** How do I contact Whitfield's Campus Security? What hours are they accessible?

**A:** Campus security can be reached at (314) 280-8848. They are accessible 7 days a week, 360+ days per year. If there is no immediate answer, in emergencies you may call the Director of Security, Andy Gambill, on his cell phone: (314) 518-1666.

Whitfield's campus security is comprised of experienced, professional, licensed security officers whose purpose is to protect and serve the Whitfield School, its property and the school community. Among their many responsibilities, they oversee emergency preparedness, initiate fire, emergency and intruder drills, and patrol the campus. They can even provide auto assistance such as jump-starting a dead car battery. Should your student leave something in a school or gym locker, security can provide access after school hours.

We recommend you get to know our friendly and service-oriented security personnel. They are a visible presence on campus.

As a side note, if you plan to leave a car in the parking lot overnight, it's suggested you advise security. This will avoid your car being suspect as abandoned.

**Q:** I've noticed students holding the side doors open for one another during the day while they come and go to the Campus Store or in and out of the building. Is that ok? And as a parent should I be comfortable with waiting for someone to open a side door for me or opening it for others?

**A:** Whoa..not to be an alarmist, but front door entrance only please. One of Whitfield's goals is to provide an education in a safe and secure environment. It is definitely in the best interest of our whole community to help prevent the opening or wedging open of side doors or other school building entrances during the school day. Using the front door

as an entrance, for all circumstances (even just to re-enter the building after getting a snack), is required for all students and parents. By eliminating the option of other entrances all persons entering the building can be accounted for by our front desk security.

**Q:** What if I'm in the school building when there is a fire alarm?

**A:** Proceed to the nearest exit and leave the building, staying far enough away not to be in the way of emergency personnel.

**Q:** What if there is an intruder alert while I'm on campus?

**A:** It all depends on what type of threat.

**EXTERNAL THREAT:** If a external threat announcement (lockdown) has been made find the nearest office/room, turn off all lights, lock/barricade the door, close any widow blinds if possible, stay out of view until the all clear has been given.

**INTERNAL THREAT:** If an intruder announcement has been made, if it is possible and the threat is away from where you are (i.e. you are in the main office and a threat is in Cady Gym) , vacate the building and head to the nearest tree line and put as much distance between the campus as you can.

If you are near to where the threat has been announced, it may be that the best is to go into lockdown procedures and barricade yourself in a room/office until the threat has been contained.

The responses to the intruder situations are of a more difficult nature and almost have to handled on a case by case basis. The guidelines that we discuss with the students are:

If you can run, and it is possible to vacate the area, put as much distance as possible between you and campus.

If you can't run, hide/barricade yourself in a room, turn off lights, close shades, stay out of sight.

If found, fight, protect yourself to the best of your ability with any and all means possible.

There are no absolute answers to an intruder situation and no perfect solution that will work for everyone, every time.

**Q • What if I am notified or hear there is an intruder alert or that the school is on lock down. Can I go to school to pick up my student?**

**A •** Shhhhh, the safety of our students depends on silence. We understand that if there is an intruder alert the first thing you may think of is contacting or picking up your student. However, that is very problematic during this sensitive situation. Remember, an intruder means uninvited and the situation calls for the school community and the students to remain calm and take deliberate action. Students are aware of the intruder alert safety

protocols. It is in the interest of your student's safety, and the safety of others in the building, to refrain from going to the school, entering the school, calling or texting your student or the school. The safety protocol requires time and attention of not only those in the building, but safety personnel outside of school, so addressing questions in the moment cannot be their priority. The way to keep your student the safest is to wait until you hear from the school as to next steps following a lock down. We know this is a difficult message, but please, for the safety of everyone in the building please do not take any action, including calls or texts with your student, until notified.



**Q • What are the rules for parking at school? I see "No Parking" signs but I see cars parked there anyways.**

**A •** Please follow the painted markings and signs! NO PARKING means NO PARKING. But before we get to that, here's the larger scoop on parking at school:

There are three parking lots on school property:

- 1) The Front Lot or the Main Lot - The lot at the front when you pull in, with two-way traffic.
- 2) The Back Lot, the West Lot, the Baseball Lot or the lot behind the maintenance building" – this is the parking lot behind the school by the baseball field, with one-way counterclockwise traffic.
- 3) Behind Cady or the spaces behind the gyms - the parking spaces behind the gyms, with two way traffic, that you pass through on your way to the back/west/baseball lot.

There are three EMERGENCY/FIRE LANES

- 1) The Front Circle Drive
- 2) Schmitter Gallery Drive
- 3) The drive behind the school leading up to the kitchen back entrance

All three emergency/fire lanes have NO PARKING FIRE LANE painted on the drive. NO PARKING MEANS NO PARKING. In the event of an emergency, these open spaces allow accessibility for responders and their emergency vehicles. *You do not want your car to be the one keeping help from reaching the school and our students.*

There are three types of parkers:

1) **STUDENTS** - Only vehicles registered with the school, and displaying a student permit, may park on school property. Read and be familiar with the student driver regulations listed in the **Whitfield Student/Family Handbook and Directory**. Students may park in any open space in any of the school's parking lots unless the space is indicated otherwise. Students who park in VISITORS or ADMISSIONS or one of the reserved parking spaces are contacted by the Principal's Office to move their cars immediately. Repeat violators may be given a suspension of their driving privileges.

In the case of a large event such as Grandparents Day, students are asked to park at an off-site location to allow visitors access to the school's lots. The school provides shuttle service from the off-site location to school. During lunch, students are returned to their cars via the shuttle and return their cars to campus.

2) **FACULTY & STAFF** - Faculty and staff vehicles also display permits, identifying their car as faculty/staff (vs. student). Faculty and staff may park in any open space in any of the school's parking lots unless the space is indicated otherwise.

On special event days such as Grandparents Day, teachers are asked to park at an off site location to allow visitors ample spaces closer to school.

3) **CURRENT FAMILIES** - Anyone who is NOT a student, faculty or staff member need not display any type of permit. You may park in any open space in any of the school's parking lots, unless the space is marked with signage that designates otherwise.

Now, with that being said, here are the specifics on parking:

| If you see a sign that says...   | What it means...   |
|----------------------------------|--|
| <b>DISABLED PARKING</b>          | Unless you have a permit allowing you to do so, <i>do not park</i> in any spaces designated Disabled. The same laws apply at school as any other parking lot. If you park here, you will be asked to move your vehicle. But if the police department comes by and tickets you, you're on your own!   |
| <b>ADMISSIONS</b>                | Please <i>do not park</i> in these spaces. These spaces are kept open for the convenience and courtesy of prospective families   |
| <b>SUNSHINE</b>                  | Please <i>do not park</i> in Sunshine's spot. This spot is reserved for Sunshine's chauffeur service.  |
| <b>MONTAGE RESERVED PARKING</b>  | Please <i>do not park</i> in a spot with a sign that has a family name. Reserved parking spaces are purchased at the Montage auction and they receive a reserved parking space for one school year. Each space has a sign with the family name, and these spots are reserved for members of that family only.  |
| <b>VISITOR</b>                   | Please <i>do not park</i> in a space marked "Visitor." We try to keep these spaces open for the convenience and courtesy of true visitors to the school. This may include guest speakers or college recruiters, for example. When we can make their visit easier, true visitors appreciate our kindness, plus it's a positive reflection on our community. |
| <b>NO PARKING - LOADING ZONE</b> | You'll find this sign by the rear exit doors from the main and practice gyms. <i>Do not park</i> in these spaces.  |
| <b>NO PARKING - FIRE LANE</b>    | NO PARKING   |
| <b>NO PARKING</b>                | NO PARKING   |

**Q • But I still see cars parked where it says NO PARKING. What's with that?**

**A •** Every rule has an exception. It is OK to park "temporarily" in the circle. For example, you might have to drop off something at the front desk or in the Alumni House. Or you might have to load or unload something. It's OK to park your car in the circle and run in. But you better hurry up and get out. (And do it sometime other than during Pick-Up and Drop-Off!!) If you anticipate you'll be longer than a minute, please park your car in the lot while you tend to your business. (The Circle is not a parking lot.) This means **NO PARKING** in the front circle if you are working in the Campus store. This means **NO PARKING** in the circle if you are attending a meeting in the House. Please keep the circle open and free and park in the lot.

The **NO PARKING FIRE LANE** zone of the circle extends the length of the front colonnade. The curb space beyond that toward the exit is used for school transportation vehicles, such as busses taking our kids to away games or on field trips. You may frequently see a single car parked here along the circle. This vehicle belongs to security personnel and is used to patrol the lots. Seeing one parked car does not mean it's OK for you to park. Please heed the signs and don't park in the circle. **NO PARKING** means **NO PARKING**.

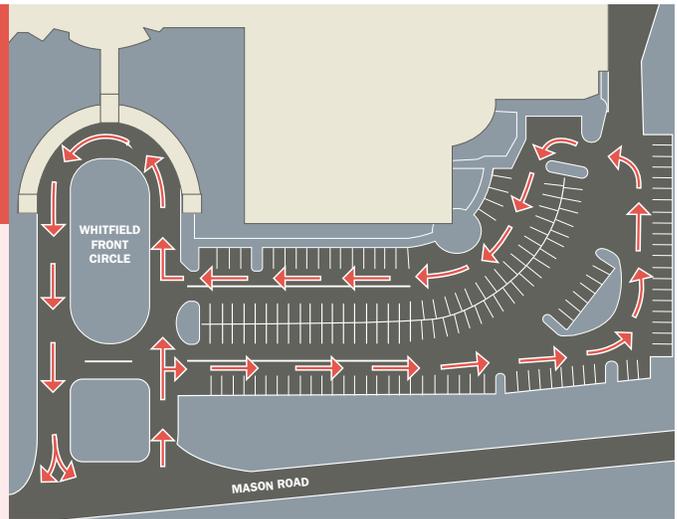
**Q • My student just got his driver's license and will now be driving to school. What do I need to know?**

**A •** After you get over the panic that your student is now driving, you and your student should become familiar with the specific school regulations for student drivers. Driving to school is a privilege. If the rules are broken, the privilege may be withdrawn. Read and be familiar with the regulations listed in the **Whitfield Student/Family Handbook and Directory**. Be sure your driver has a completed student driver form on file with the Main Office, and displays his/her student-parking permit in the vehicle whenever it is parked at school.

# In and around the Inner Circle

## Q: Drop-off and pick-up - how does it work?

**A:** Safety is of primary importance in picking up and dropping off your student and Whitfield School makes every effort to ensure smooth traffic flow. Parents are asked to please follow the directional barriers and traffic markings to facilitate this process. Security personnel are on hand to direct traffic as well.



### DROP-OFF

You may drop off your student any time after 6:45 a.m. Please note the school driveway has a one-way entrance, and a one-way exit from Mason Road. Once you turn into the school property, please be guided by the traffic markings painted on the drive. The front parking lot accommodates TWO-WAY traffic. The front circle is ONE WAY, counterclockwise. The rear parking lot is also one-way, counterclockwise.

For morning drop off, it's suggested you enter the school grounds, and unless otherwise directed, drive to the circle to drop off your student. For safety's sake, it's best if your student exits your car curbside. Since mornings can be busy, it is suggested you leave the circle promptly after your student has unloaded so that other parents may safely drop off their kids. *"Keep it moving." i.e.: if the car ahead of you pulls forward, you should pull forward as well.*

### PICK-UP

The school day ends at 3:15 p.m. for all students. Parents are encouraged to pick up students from campus by 3:30 p.m. unless your student is involved in an after-school activity.

Unlike morning drop off which is staggered, afternoon pick up is usually more hectic because more students are released at the same time. Pick-up usually involves a line of waiting cars. Upon entering the school grounds, you should bear right, drive through the parking lot, and loop around to approach the circle. If you are in the pick-up line, please stay to the right so other departing vehicles may pass you on the left. If there is an opportunity to move forward to close the gap please do so.

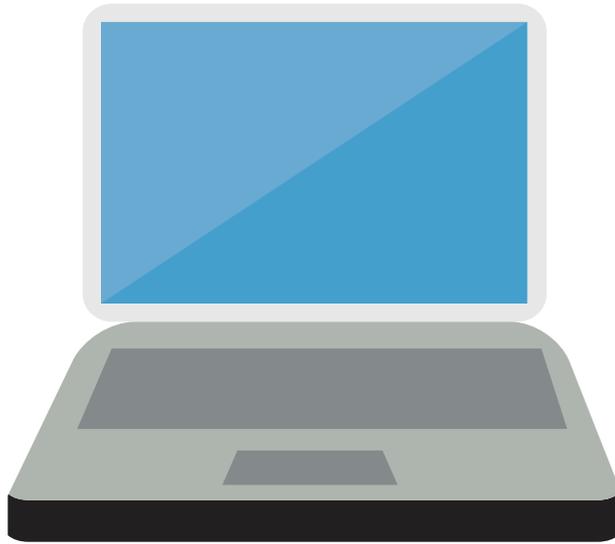
Once in the circle, please have your student load from the curb, get buckled in and exit the circle to allow other parents to safely pick up their student. Again...*"keep it moving."*

Now...we know pick-up and drop-off is a great time to see other parents. Should you wish to socialize, which is common, out of courtesy for those waiting in line in their cars we encourage you to leave the circle and park in the lot. Once out of the circle and out of the flow of traffic, go ahead and gab as much as you want.

Please be advised: Many student drivers are new drivers and inexperienced. They may either be permitted drivers just learning to drive, or newly licensed drivers. Be diligent whenever driving on school property and be prepared for the unexpected.

Finally, during pick-up and drop-off, turning left from Mason Road into the driveway, and exiting left onto Mason Road can be daunting, particularly during rush hour. As traffic flow on Mason allows, a courteous wave to allow someone to turn out in front of you is always appreciated.

Bottom Line: Pickup and drop-off can be hectic, with cars and people everywhere. Security personnel are on hand to direct traffic. Please pay attention, be courteous to the other drivers around and behind you and *keep it moving, or leave the line and park.*



# Got Tech?

## TECHNOLOGY AND EMAIL

**Q.** Is it true my student will receive a laptop of her own? What do I need to know about the care and maintenance of Whitfield technology?

**A.** Yes! Well, sort of. Whitfield issues laptops to all students, and while students take those laptops home with them during the school year, the machines themselves are leased and need to be returned in good condition every few years. So students never actually own the laptops, though personal use is certainly allowed. A technology fee (\$250 per child each year) helps cover the cost of this laptop program and all the amazing apps Whitfield students have access to. Email accounts are also issued to students during their time at Whitfield, and all Whitfield students have access to copy/print at school. During the school day, the technology team operates a tech support desk in the IC for students (and parents!) to contact just in case any problem pops up related to technology use. It's probably a good idea for all parents to talk about technology and acceptable use with their students; the school has great "acceptable use" resources available on Warrior Web.

**Q.** As a parent should I be concerned with the use of technology for myself?

**A.** The most important thing to know is that Warrior Web is the hub for everything related to your student's experience at Whitfield. All students and parents are issued usernames and passwords for Warrior Web, usually when signing their first contract to enroll in the school. Warrior Web is where you'll be able to see your student's courses, report cards, permission slips, medical and contact information, as well as access school-wide resources like calendars and directories!

**Q.** How do I log into Warrior Web?

**A.** The school provides all parents with a username and password when their student enrolls in the school for the first time. If you forget your password, you can always reset it yourself! Just visit the school's website, click the "Login" link at the top of the page, then click on the "Forgot login or First time logging in?" link and follow the instructions. Questions or concerns? Feel free to contact Whitfield's tech support desk at [tech.support@whitfieldschool.org](mailto:tech.support@whitfieldschool.org) or 314-415-1261.

# Stepping Out

## School Events

**Q • I see some events on the school calendar called Class Coffees. What are those and why are there different dates for each class?**

**A •** Class Coffees are back-to-school events intended to build community by bringing together parents from each class to meet one another, the Parent Liaisons and school leadership. Head of School and Directors will be in attendance, as well as the faculty Class Coordinator and teachers as available. Parents and Whitfield leadership will gather in the Alumni House for coffee and a light breakfast, brief remarks and introductions.

**Q • What are the Green & White Games?**

**A •** Are you ready for the new school year? A few days before the first day of class, Whitfield holds the Green & White games. This is a family event where everyone is invited to come eat, connect with friends old and new and to watch and enjoy some friendly intramural competition by our fall sports teams. Often this event is the first time new students and families are introduced to the Whitfield community at large. Come show your Warrior spirit and enthusiastically kick off the new school year. No need to dress up, since this event is casual and fun. If you have any questions, please contact your class Parent Liaisons.

**Q • What is Spirit Week and why does everyone get so excited about it?**

**A •** Get ready for wacky and wild. Spirit Week is a weeklong tradition celebrating what it means to be a Whitfield Warrior. It takes place during the week leading up to Homecoming. It is usually held the first week of October, but the buzz about Spirit Week begins long before that. During Spirit Week, grades compete against one another to earn spirit points awarded by faculty judges. The grade showing the most spirit each day will be awarded the spirit stick at the end of

assembly. The grade that earns the most points by the end of the week is awarded the coveted Spirit Stick Award.

Every day of Spirit Week is assigned a theme selected by Student Council. Previous themes have included Wacky Tacky Day, Favorite Holiday, Favorite Superhero and Decade Day. Students are encouraged to arrive at school each day dressed for the theme.

The Sunday before Spirit Week Monday, students transform Woods Hall with streamers, posters and balloons decking it out in green and white. Then on Monday morning Whitfield comes alive with music, chants, cheers and friendly competition between grades. During assembly, opportunities are created where classes have to work together to not only express their individual spirit, but also the spirit of their grade as a unit. This mainly involves a lot of cheering, screaming, chanting and elated frenzy. It is also a time when students show appreciation for each other, their teachers and the staff. In order to truly appreciate the joy that is Spirit Week, you should stop by and experience it for yourself. There is nothing like it. Parents are always welcome. Just come by Morning Assembly at 8:00 a.m. and prepare to be wowed!

**Q • I am hearing about a class t-shirt that gets ordered for Spirit Week. What is it?**

**A •** Another opportunity to demonstrate class unity and spirit is through the class t-shirts. Each grade designs a t-shirt to be worn by the class for

their lip sync performance and for the other events during Spirit Week. Often a student will design the t-shirt allowing for some very creative designs. Parent Liaisons coordinate the ordering process and Whitfield's Parents' Council covers the cost of the t-shirts.



**Q • Can parents bring alcohol to Whitfield events held on campus?**

**A •** Parents are not allowed to bring alcohol to on campus events. In the case of special events such as Montage, where attendees are age 21 and above, permission for parents to bring alcohol to campus will be granted in advance by the school.

**Q • Is there a vegetarian option available at school events, like the Green and White Games and Bonfire?**

**A •** Yes, we always have a vegetarian option at school events, and it is available upon request.

**Q • What is Grandparents Day and what if my student's grandparents are unable to attend?**

**A •** Grandparents Day is a great way for your student's grandparents, or special guest(s), to visit Whitfield and is always held in mid-October. If grandparents are unable to attend, the student may invite a special person(s) if they like. Invitations are

mailed in September. The morning event begins in the Cady Athletic Center with a light breakfast and performance by the Whitfield's choirs and bands. There is a photo opportunity and students usually lead their grandparent on a tour of the school. Upscale casual for the grandparent or guest is usually the attire. Students are always dressed up for this event.

**Q • What is Summer Opportunities Fair (SOF)?**

**A •** A collaboration of Whitfield, MICDS, and John Burroughs the Summer Opportunities Fair features 100+ local, national and international summer programs. The fair rotates between all three schools, this year it will be hosted at John Burroughs School. This is a fantastic opportunity to showcase our school to the St. Louis community. Every year up to 1,500 people come out to this event to find the right summer option for their child. We will need a committee of volunteers to help out with the planning of the event as well as many volunteers for the event. This is a really fun committee and event and a great way to get involved, so please consider volunteering!



**Q • What is Lip Sync?**

**A •** Well this is not your ordinary pretend singing display. Whitfield's lip sync is another great tradition that is a part of Spirit Week and Homecoming. Every year under the guidance of faculty members, each class selects a song to perform as a choreographed lip sync during the Pep Rally and Bonfire held on Friday night of Spirit Week. Strongly encourage your student to get involved, as it is a great way to work together with their classmates to create a short performance highlighting the variety of talent in each class. On the Friday night before Homecoming, families are invited to attend the Homecoming Pep Rally and Bonfire celebration. This is a casual event and if the weather cooperates it is enjoyed outside under the stars. Light refreshments are provided. Bring lawn chairs and gather behind the school for the performances. Parents are welcome to take photos/videos. This event is a lot of fun and is hosted by the students themselves. Each class performs their lip sync vying for even more spirit points. In addition, fall athletic teams will be

introduced as part of the program. Shortly after the lip syncs are performed, families will be invited to head over to the soccer fields for Bonfire.

**Q • What is Bonfire?**

**A •** Another Whitfield tradition, Bonfire takes place after the Friday Homecoming games. The Pep Rally and lip sync performances kick off the evening's festivities and the bonfire is the culmination. Students and families are led by the Whitfield Warrior mascot in a torch parade, accompanied by the rhythms of the trash can band. Everyone gathers on one of the fields to form a circle around the enormous wooden tower, affectionately called The Castle, which gets set ablaze. As the fire builds and the flames lick the night's sky, everyone lingers until The Castle finally crumbles to the ground amidst roars of cheers and applause from the crowd. Bonfire is the culmination of an exciting week and evening celebrating the Whitfield community and it's an amazing and spirit-filled event!!

## *And the award goes to...*

### **Q • What do I need to know about the Scholar Awards?**

**A •** Recognition of significant accomplishment is widely celebrated at Whitfield. The Scholar Awards is held at the beginning of the school year and recognizes students for academic excellence. Students who maintained grades at the B level or higher and have good attendance and academic integrity qualify for the Principal's Honor Roll, know as the Whitfield School Scholar Award. This evening awards ceremony is open to all and parents are invited to take photographs, videotape and celebrate the collective achievement of all award recipients. Seating for guests is available in the bleachers and on the floor of Woods Hall. A small reception follows the ceremony in Schmitter Gallery.

### **Q • I heard something about a Community Service Award, what is it?**

**A •** The community service award recognizes students who dedicate 100 hours or more in a school year to community service activities with a Whitfield School Community Service Pin. These hours must be logged between August 1st -July 31st of the school year. If you're ready to log your hours, email the [upper school director](#) and instructions will be provided.

### **Q • Did I hear there are two times at which awards are given? What's the difference?**

**A •** The Fall Awards ceremony celebrates the students who earned the Scholar Award and the Community Service Award during the previous school year. There is also the annual Awards Assembly, which is held in May and recognizes students for exceptional academic, artistic, community and athletic excellence. Faculty and staff are also recognized and presented with awards in May. If your student is to receive an award, you are invited in advance so you can attend and share in your student's success. Even if your student is not being recognized, everyone is welcome to attend. For both awards presentations, students are asked to dress up. Seating is available for guests. Pictures and videotaping are allowed. Details of all awards given and the qualifications of the awards can be found in the [Whitfield Student/Family Handbook and Directory](#).

### **Q: What is Montage?**

**A •** Each April, Whitfield comes together for the school's flagship fundraising event—our annual Montage auction. This is an incredibly fun evening with a special theme, a catered dinner, drinks, special performances, and one-of-a-kind auction items not to be missed! The auction takes place in Cady Athletic Center and supports Whitfield's Annual Fund which benefits our entire community. Through events like these, everyone makes it possible to raise over \$1 million dollars for the Annual Fund each year.

### **Q • I receive a number of emails or requests to RSVP to events for my student or me. Does it really matter that I don't RSVP?**

**A •** Within a school year you and your student will receive a number of requests for information or invitations to social events and activities. These may come from the school, teachers, parent liaisons, coaches, and others. In many cases, you will be requested to RSVP or reply in some way.

RSVP, (French: *répondez s'il vous plaît*) in the context of invitations, is a request for a response from the invited person or people.

Does an RSVP matter? Yes! Any event, from a Parent Social to a College Book Chat to Montage requires planning, preparation, financial investment, and care. The least that guests can do is to let the host know whether they will be able to participate.

The request for an RSVP impacts the planning and costs relating to the event. In order to effectively use people's time and create cost savings for all, please follow general courtesy and RSVP if asked to do so. You never know when you'll need to request an RSVP and you'll appreciate the returned favor.

# Let the Games Begin

## Athletics

**Q.** I have a lot of questions about Whitfield's athletic programs. Is there someplace where I can go to find answers?

**A.** Most information about athletics is available in two places: [The Whitfield Student/Family Handbook and Directory](#) and Whitfield's website. The website provides information on schedules, coaches, middle school athletics, sports offered during different sports seasons, and more.

**Q.** Whom do I contact if my student wants to play a sport?

**A.** Prior to the start of each athletic season, individual coaches will make an announcement at morning assembly asking any students who are interested in participating in a particular sport to meet after assembly. Interested students should attend this meeting and indicate their interest to the coach. This initial contact will now ensure your student receives future information about the team.

If a connection is not made at morning assembly, the student may email the head coach of that program directly to express their interest. The head coach's email for each sport is available on the Whitfield Athletics website under their team page. Additionally, middle school students may contact [assistant director of athletics](#), at (314) 415-1245 and upper school students may contact [director of athletics](#) at (314) 415-1293.

**Q.** Do I have to fill out any forms to be a part of an athletic team? How and where do I get the forms? When are they due? Can my student participate without one?

**A.** Regardless of your student's athletic participation, every Whitfield student, new or current, must have a completed health form and Permission for Medication form on file in the Main Office prior to the start of school. In addition, **each upper school student in grades 9-12 is required to have a completed MSHSAA form and transportation waiver form before participating in sports practices or events.** All forms must be completed and returned to the Main Office **a month prior** to the start of school. It is imperative that current forms are on file for every student at Whitfield.

Required forms are available on the Whitfield web site, accessible on the [Athletic Forms page](#) or through the [login page](#). You will also receive an email request prior to the start of school. If you are a returning student, you may be asked to complete some of the forms during your final Parent/Teacher conference the year prior.

And as a side note, if your student is unable to participate in practice because they do not have a form on file, please do not take it out on the office staff. They, along with the coaches, must follow MSHSAA rules that say FORMS ARE REQUIRED in order to practice.

## Whitfield Athletics - Go Warriors!!!

### FALL

**CROSS COUNTRY**  
Boys/Girls US & MS

**SOCCER**  
Boys US & MS

**DANCE SQUAD**  
US

**TENNIS**  
Girls US

**FIELD HOCKEY**  
Girls US & MS

**VOLLEYBALL**  
Girls US & MS

### WINTER

**BASKETBALL**  
Boys/Girls US & MS

**ICE HOCKEY**  
US

**CHEERLEADING**  
US & MS

**WRESTLING**  
US & MS

**DANCE SQUAD**  
US & MS

### SPRING

**BASEBALL**  
Boys US & MS

**SOCCER**  
Girls US & MS

**GOLF**  
Boys US

**TENNIS**  
Boys US

**ICE HOCKEY**  
MS

**TRACK & FIELD**  
Boys/Girls US

**LACROSSE**  
Girls US  
Girls (Training) MS

**VOLLEYBALL**  
Boys US

US = Upper School    MS = Middle School

## **Q: What is Pack the Gym Night?**

**A:** It is a dedicated spirit game where all members of our Whitfield community are encouraged to attend a Whitfield Basketball game. These spirit games are promoted by our student representatives at morning assemblies, our social media outlets and spirit posters in the building.

## **Q: I keep hearing about something called “Misha” or MSHSAA. What is it exactly?**

**A:** The Missouri State High School Activities Association (MSHSAA) is the governing body for high school activities throughout the state of Missouri. They govern not only sports, but also activities such as speech and debate, fishing, music, chess, and others. Approximately 580 high schools, both public and private, are members of MSHSAA. For more information about MSHSAA we suggest you visit their website: Missouri State High School Activities Association - [www.mshsaa.org](http://www.mshsaa.org)

## **Q: What are the athletic eligibility requirements?**

**A:** So you're ready to play ball, huh? Eligibility for the 2018 fall season will be determined by the final grades of the third trimester of the 2017-2018 school year. If a student has a non-passing grade or an incomplete grade at the end of the third trimester, that student will not be eligible for the first trimester of the next school year.

A student for the Winter and Spring sports season shall be eligible or ineligible based upon both achievement in the preceding trimester and attendance during the current trimester.

All students must also be in good standing with the citizenship requirements as outlined in the MSHSAA handbook (Rule 2.2).

## **Q: I've heard that parents organize snack/drinks/sandwiches. Who initiates this? Is there a cost?**

**A:** Family support of a student's team and teammates is strong at Whitfield. It's very common for parents to coordinate efforts to provide drinks and snacks for before, during or after games. Typically one or two parents take the lead and with input from the coach, coordinate other parents to contribute. This is often done via Sign-Up Genius at the start of the season. Contributions might be simple, like a case of water and sliced oranges for a home game, or it might be more substantial like

sandwiches for a late night game. Each team has different needs, and input from the coach is critical. If you are in a position to help, parent support is much appreciated by both coaches and student-athletes.

## **Q: It seems student-athletes have to return for sports practice so far in advance of school starting. Why? And then there are practices during Spring Break too?**

**A:** Under MSHSAA (Missouri State High School Activities Association) rules, all athletes must attend 14-practices before they are eligible to participate in an athletic contest. Since many sports have games scheduled immediately upon the start of school, practices must start two weeks before school to meet the 14-practice requirement.

There is not a rule that prohibits families from taking vacations in early August and thus the athlete practice. The athlete will still qualify to be a member of the team but their absence from practice may be a setback in their development and earning playing time. All athletes must meet the 14-practice requirement before they are eligible to play in a game.

The spring season is the shortest sports season and on top of that it is broken up by our two-week Spring Break. There are no practices during the first week of Spring Break and if a coach chooses to run practices, attendance is optional. It is the expectation that all spring sport athletes attend all scheduled practices during the second week of Spring Break.

Athletes who miss practice, miss improving technically, and miss learning strategies, tactics and teamwork. Missing practice due to vacations or other reasons may impact their skill development and understanding of team concepts and so it may also impact their ability to play during games.

## **Q: How do I know if an athletic event is cancelled?**

**A:** Weather, schedule changes, field conditions or opponent conflicts may all cause a scheduled game to be cancelled. If an upper school or middle school game, meet, match or event is changed or cancelled, an update will be made to our athletics website. Those who register for the available RSS feed through the Whitfield Athletics team pages; will receive a text alert to their cellular phone or an email with the game change or cancellation. Additionally, the [Whitfield Athletics Facebook page](#) and our Whitfield Athletics Twitter account, [@WhitfieldSports](#), will publish any game cancellation due to inclement weather.



# Ready for Your Close Up?

## Performing Arts

### Q: What is the Fall Play and can anyone attend?

**A:** The Fall Play is the upper school student production held in Woods Hall, directed by our Theatre Director Amy Allen-Cano ([amy.allen-cano@whitfieldschool.org](mailto:amy.allen-cano@whitfieldschool.org)) and is open to the public. All students at Whitfield can audition for roles or participate in working backstage assisting with props or as part of the lighting crew. An informational meeting for parents will be held to discuss the plans, requirements and demands during the upcoming weeks before the performance. At that time, parents are encouraged to get involved with costumes, props, meals, ticket sales or anything else that may be required to make the performance a success. Rehearsals are arranged after school, usually after other school activities and can run into the evening for several hours and on some weekends. During play week, students are provided dinner organized by the Backstage Committee, a group of parent volunteers. The performances are Thursday, Friday and Saturday evening with a Sunday matinee and usually run about 2½ hrs. All Whitfield families and guests can pre-purchase tickets via email or students can order tickets during lunch hours at school. Ticket purchases will be billed to the Family Billing Statement. Guests dress casually and cookies and lemonade are served during intermission. Watch your emails and calendar for performance dates.

Historically, following each performance, the cast and crew head out for post-play relaxation and food. Over the years this has included visits to local eateries like Steak-n-Shake and Uncle Bills Pancake House. After Saturday evening's performance, there is usually a cast party at the home of one of the student performers. After Sunday's performance, the entire cast and crew stay for strike to break down the sets.

Senior and junior student drivers have helped in years past of transporting younger students to the above "after play activities".

### Q: What is the Spring Musical?

**A:** Whitfield's other theater production is the Spring Musical. All students can audition

regardless of their singing and dancing abilities. Plus, many participate by working backstage on lighting, props or costumes. The Theatre Director will arrange an informational meeting for parents. This meeting is helpful to learn about upcoming requirements and to be prepared for the weeks of long rehearsals. At that meeting parents are encouraged to sign up for many of the dinners or jobs required to make the performance a success. Rehearsals are scheduled after school, usually after other school activities, and can run into the evening, sometimes as late as 10:00 p.m. or later. Rehearsals can be long and demanding. Weekend rehearsals will be frequent. During play week, students are provided dinner by the Backstage Committee. This is a group of parent volunteers. The performances are Thursday, Friday and Saturday evening with a Sunday matinee and usually run about 2½ hours. All Whitfield families and guests can pre-purchase tickets via email or students can order tickets during lunch hours at school. Ticket purchases will be billed to your Family Statement. Guests usually dress casually and cookies and lemonade are served during intermission. Watch your emails and calendar for performance dates.

Older Students (juniors and seniors) have been helpful in the past in providing transportation for younger students if needed during the long hours or rehearsals and performances.

### Q: What is the group, Backstage Club? What do they do?

**A:** The Backstage Club is a group of parent volunteers who assist with the upper school play and musical productions. If your student is involved with a play, you will be invited to attend an organizational meeting. The meeting, arranged by the Drama Director or Backstage Manager, will be to seek volunteers to assist in various opportunities to help make the performance a success. Help is needed with props, costumes, ticket sales, and meal arrangements during performance week. If you're lucky enough to provide meals you're considered a Caterer to the Stars. The Backstage Club is essential to the success of a production. Serving as a helper is great way to get an inside glimpse of our world-class high school theatre program.

**Q • What are the Student-Directed One-Acts?  
• Can anyone participate?**

**A •** The Student-Directed One Acts are one-act plays directed by students and open to upper school students only. Student directors handle everything from play selection and auditions, to rehearsals, props, costumes and final production, all under the guidance of the drama director. Efforts culminate in three public performances. Performances usually include three one-act plays and last 1½ hrs. Performances are free and open to all Whitfield families and friends.

**Q • Is there an Annual Conference for the  
• Thespian Group?**

**A •** Yes, there is an Annual Thespian Conference, affectionately called ThesCon, where Whitfield thespians participate in workshops, acting classes and improv events. It is held every January for three days. Students who attend the conference miss two days of school and are expected to advise teachers ahead of time to prepare for any missed work. The conference is held in Missouri with the location changing each year. Transportation to the conference is provided through Whitfield. Information for the conference is distributed to students in November and advance reservation is required. Charges for the conference are billed to the Whitfield Family Billing Statement and cover transportation, hotel and some meals. Students are advised to take spending money for additional meals and incidentals.

**Q • Does the middle school have theater  
• productions like the upper school does?  
How would my student become involved?**

**A •** The middle school has two theater productions during the school year. There is one in the fall and one in the spring. Students have to audition for a part with the middle school drama directors. Most rehearsals are held after school or during theatre class. No formal acting experience is necessary.

Performances are free, usually last about 60 minutes. There is no formal Backstage Parent Group, but parents usually get together to arrange an after play celebration and flowers or gifts for the play's director.

## Canfuls of Chords



**Q • What is this thing called Trash Can  
• Band? And when do they perform? If my  
students wants to participate in the trash can  
band what do they have to do?**

**A •** Trash Can Band is a group of students selected from the percussion section of the band to perform on, well you guessed it, trash cans and other hollow or fun sounding household items. They normally perform at Spirit Week events and maybe a few more times throughout the year.

**Q • Are there other music options at Whitfield?  
• Is there a band or choir? And can my student  
be a part of both?**

**A •** Yes, Whitfield has a band and a choir. And yes, your student can participate in Whitfield's band and choir. The band is a traditional band ensemble including wind, brass and percussion. Classes for both band and choir will be a part of the student's class schedule. There is also a jazz band if your student is interested. Competitions for both choir and band students is in the spring. For more information regarding all the music options please contact the band or choir director.

# Get Your Groove On!



**Q:** Does anything go at a Whitfield dance?

**A:** No, there are specific rules and because of the seriousness of consequences for students and families relating to school dances and other student social events choices, please make time to review the parties and other social activities policies and guidelines found in the [Whitfield Student/Family Handbook and Directory](#). All students and parents should be familiar with this information as legal and school specific guidelines are defined.

**Q:** Homecoming Dance. What is it? Where is it? When is it? Who attends? What are the rules? What to wear?

**A:** Ahhh Homecoming. It's Saturday Night Fever stayin' alive time with the Homecoming Dance held on a Saturday evening early in October. The Homecoming Dance is the grand culmination to Spirit Week. Students in grades 9 through 12 are invited, and all students are encouraged to attend. Dates are not necessary. The Homecoming Dance is chaperoned by faculty and staff. There is no cost to attend.

The Homecoming Dance is held in Schmitter Gallery, runs 8:30 p.m. to 11:00 p.m. and includes a DJ, snacks/beverages and the school photographer.

The Homecoming Dance is a dressy event. Boys usually wear suits or coat and ties. Girls usually wear fancy dresses, typically cocktail length.

The 9th grade class has an established tradition of a pre-Homecoming dinner. Parent volunteers organize a group dinner at a local country club or restaurant. The dinner and sometimes group transportation result in an additional expense. All 9th graders are encouraged to attend the dinner and arrive at their first upper school dance as a group. Lots of great group photos come from the dinner.

While completely optional, students in grades 10 through 12 often organize their own small group dinners before attending the Homecoming dance.

Specific school dance guidelines and procedures

can be found in the [Whitfield Student-Parent Handbook and Directory](#). Information includes arrival/departure procedures, guidelines on bringing guests, violations of personal conduct, after parties etc. All students and parents should make sure they are familiar with this information.

**Q:** The Winter Dance. What is it? Where is it? When is it? Who attends? What are the rules? What to wear?

**A:** The Winter Dance, is held in either January or February. Students in grades 9 through 12 are invited and all students are encouraged to attend. Dates are not necessary and there is no cost to attend. The dance is chaperoned by faculty and staff.

The Winter Dance is held in Schmitter Gallery, runs 8:30 p.m. to 11:00 p.m. and includes a DJ, snacks/beverages and the school photographer.

Attire for this dance leans toward business casual for boys. Boys wear khakis or nice slacks and button down/collared shirts. Jackets and ties are not necessary. However, it seems girls like to dress up, so it's common to see girls wear cocktail dresses, similar to dressy styles they might wear to the Homecoming Dance.

While completely optional, students often organize their own small group dinners before attending the dance.

Specific school dance guidelines and procedures can be found in the [Whitfield Student/Family Handbook and Directory](#). Information includes arrival/departure procedures, guidelines on bringing guests, violations of personal conduct, after parties etc. All students and parents should be familiar with this information.

**Q • Prom. What is it? Where is it? When is it? Who attends? What are the rules? What to wear?**

**A •** Prom is a highly anticipated event in the life of a Whitfield student. Students in grades 11 and 12 are invited and it is hoped all juniors and seniors attend. Dates are not necessary. Prom is chaperoned by faculty and staff.

Prom is held in Schmitter Gallery on a Saturday in May and runs from 8:30 p.m. to 11:00 p.m. In Whitfield tradition, the junior class hosts Prom for the seniors. In addition to music (a DJ), past proms have included photo-booths, caricature artists, the school photographer, and snacks and drinks. What separates Prom from other school dances is that Prom typically has a theme, formal invitations and elaborate decorations.

Parent volunteers take the lead in planning Prom and negotiating and signing contracts with vendors. Several juniors form a Prom committee and work with class advisors and parent volunteers to make decisions regarding theme, color scheme, food/beverage selections, decor, invitations, etc. Many options are put to vote by the class. ALL juniors, except those with pre-approved absences, are required to help set up Schmitter Gallery on Friday afternoon before Prom. ALL juniors are expected to return on Sunday morning to breakdown and clean up. Juniors historically have received a custom made t-shirt for their efforts.

There is no cost for students to attend Prom as the school has a budget to underwrite expenses. Pre-Prom dinners are organized by grade level. Historically these dinners have been held at local country clubs and incur an additional expense. While attending the dinner is optional, students are encouraged to kick off the evening by joining their classmates at dinner before heading to school. The pre-Prom dinner is also the place to capture great group photos.

Attire for Prom tends to lean more toward formal than other school dances. While all dress lengths for girls are welcome, many girls opt to wear floor length dresses. Similarly, while not required, many boys wear tuxedos. However suits are perfectly acceptable.

Specific Prom guidelines and procedures can be found in the [Whitfield Student/Family Handbook and Directory](#). Information includes arrival/departure procedures, guidelines for bringing guests, violations of personal conduct, after parties etc. All students and parents should be familiar with this information.

**Q • Middle School Dances. What are they? Where are they? When are they? Who attends? What are the rules? What to wear?**

**A •** Middle schoolers want to have dance fun too so there is one middle school dance each year, usually held after the Winter Break at the end of January. Students in grades 6 through 8 are invited, and all students are encouraged to attend this social event. Dates are not necessary, and in fact, are not encouraged at these young ages. The middle school dance is chaperoned by faculty and staff. There is no cost to attend.

The middle school dance is held in the Dining Room, runs 7:30 p.m. to 10:00 p.m. and includes a DJ, snacks/beverages, disco lights, and the school photographer. And the dance usually has a theme.

Attire for the dance is sometimes guided by a theme, and typically casual. For example, a past theme was “Neon” with students wearing neon colored shirts and pants/skirts. If there is no theme, upscale casual is usually appropriate.

Information about the dance is sent to parents in advance via email. Or ask your student. Kids usually get all their information from other kids. Alternatively, you can contact your student's advisor for more details.

**Q • What if my student wants to bring a non-Whitfield student as a date to a dance?**

**A •** Students from other schools are not allowed to attend dances except as the guest of a Whitfield student.

Any student who wants to bring a non-Whitfield student as a guest to a upper school dance must fill out a Guest Form in advance. Each student may bring one guest. Guest Forms are available in the Main Office 3-4 weeks before the dance. Middle school students may also bring one guest to middle school dances, but a form is not required as all students sign in when entering a middle school dance.

# Senioritis...

## And All Things Graduation

**Q • I've heard the senior class does something like introducing themselves at Morning Assembly? Is that true?**

**A •** It's the one time where introducing yourself as a senior doesn't get you discounted movie tickets. However, becoming an upper school senior is a special time in the life of a student and that student's academic career. Whitfield has a long-standing tradition of what is called Senior Introductions. In the fall, the advisors introduce their advisees at Morning Assembly for the beginning of their final year at Whitfield. They tell the student body how long they've been at Whitfield and a fun fact they'd like everyone to know. Parents are welcome to attend. Check with your class Parent Liaison for information regarding the specific date.

**Q • How is Senior Introductions different from Senior Assembly?**

**A •** Senior Introductions takes place in the fall and are an opportunity for seniors to introduce themselves. To the contrary Senior Assembly happens in the spring and is an opportunity for seniors to announce where they will be attending college or what they will be doing following their graduation from Whitfield. Senior Introductions happens during Morning Assembly while Senior Assembly is a special assembly. Parents are encouraged to attend both. Check with your class Parent Liaison for information regarding the specific date.

**Q • What is Senior Retrospective and does it include all seniors?**

**A •** The Senior Retrospective showcases the artwork of seniors, who are Fine Arts students. These students accumulate a collection of their works over the years including pottery, photography or other media and display these items for viewing. The items are displayed throughout the school in the spring of their senior year. Families are invited to attend a show opening usually held on an evening with a light dinner provided and is a free event.

**Q • What is Senior Seminar?**

**A •** Senior Seminar was designed to expose our seniors to the connection between school, the real world and their journey beyond their senior year. Senior Seminar includes college preparation work and exercises, the Service Intensive, the Senior Internship, preparation for the Senior Exhibition, and an optional Senior Independent Study. The Service Intensive begins in late November. Seniors spend four full days volunteering at local non-profit agencies for an extended service learning experience. This immersive program is managed by the senior advising team and the Senior Seminar grade will reflect student participation in the Service Intensive. The Spring Internship takes place during the month of May. With the help of their advisor, students seek an internship either career-oriented or community-service based organization. Students practice their application and interview skills to find their jobs. During their internship, seniors learn about a career from the inside and work alongside professionals who are experts in their field. Finally, the Senior Exhibition, which is held about one week prior to graduation, is a culmination of their experiences and education. The Senior Exhibition is a final opportunity for seniors to demonstrate a passion, a talent or a skill that distinguishes them as educated people. You can find additional information on Senior Seminar in the [moWhitfield Student/Family Handbook and Directory](#).

**Q • Wait, what? ALL STUDENTS ATTEND GRADUATION, not just the seniors?**

**A •** Whitfield is a community in every sense of the word. We are proud and excited to honor our graduating seniors each year, and we ask that students in all grades help us do that by attending the commencement ceremony each year. This not only shows our respect and pride in our graduating class but also sets the foundation for your younger students to see themselves in that role at some point in the future. Given this, on the evening of May 28, 2019, all Whitfield students can see their classmates one last time before summer as they celebrate the accomplishments of the class of 2019!

Students are asked to wear "dress-up day" attire. Since this is a required day of school, if a student is

unable to attend, requests for an excused absence should be directed to the Main Office.

**Q • What can I expect as a parent when it comes  
• time for Graduation?**

**A •** Whitfield's Graduation Ceremony is the presentation of diplomas to seniors held in the Cady Athletic Center and is a majestic celebration of your student's successful completion of his/her education at Whitfield School. This is the day you've been waiting for!

All families and their guests are invited, but all students, regardless of grade, are **required** to attend. Seating is at a premium, and it is the school's policy that you do not save seats. If you have a large group, or a preference of where you'd like to sit, it is advisable to arrive early with your guests, or at least a few to claim your seats. In Whitfield tradition, senior girls wear long white gowns, which they purchase, and boys wear gray pants, a blue blazer, white shirt and a classic Whitfield tie. The school provides the tie, with billing to your family statement. Attire for guests is usually upscale casual. There are guest speakers and also presentations of special awards to benefactors for their efforts to Whitfield. Throughout the school year there will be a tremendous amount of information about this event shared with senior families and their student. It is a memorable event and the culmination of your student's experience at Whitfield.

**Q • What's this I hear about a dinner  
• following Graduation?**

**A •** There is a tradition that senior parents plan a formal dinner and dance at a local hotel or other venue following the graduation ceremony. Typically parents can purchase tickets for the event. The dinner is planned, executed and paid for by parents within the senior class and is an independent activity outside of Whitfield School. For more information regarding the dinner contact your Parent Liaison.

# Who You Gonna Call...

## Contacts and Numbers

**if my student is absent?** Assistant to the Upper School Director and Middle School Director  
Lynn Heidenreich, in the Main Office: (314) 415-1292

**if I need to know the time of an event on campus?** Front Office: (314) 434-5141

**if I have a question about a class.** The teacher of the class; all numbers are  
in the [Whitfield Student/Family Handbook and Directory](#)

**if I have a question about my student's schedule?** The principal, upper school director or the middle school director

**if I have a question about a school event for my student's grade?** His or her advisor

**if I have a question about a social event for my student's grade?** Your parent liaison (see following page)

**if I have a question about my student's laptop, my email or how to log onto the web portal?**  
Technology Department, (314) 434-5141, [tech.support@whitfieldschool.org](mailto:tech.support@whitfieldschool.org)

**if I have a question about billing?** Business Office Associate Pam Hall, (314) 415-1215, [pam.hall@whitfieldschool.org](mailto:pam.hall@whitfieldschool.org)  
or Assistant Director of Business and Facilities Rob Kampen, (314) 415-1260, [rob.kampen@whitfieldschool.org](mailto:rob.kampen@whitfieldschool.org)

**if I have a question about Smart Tuition?** Contact them directly at (888) 868-8828.  
Their mailing address is Smart Tuition at PO Box 54228, Los Angeles, CA 90054-0228

**if I have a question about the yearbook?** The yearbook advisors: Cara Foster, (314) 415-1266,  
[cara.foster@whitfieldschool.org](mailto:cara.foster@whitfieldschool.org) or Michelle Templeton, (314) 415-1259, [michelle.templeton@whitfieldschool.org](mailto:michelle.templeton@whitfieldschool.org)

**if I'd like more information about the auction?** Assistant Director of Development, Annual Fund & Parent Programs  
Amanda Wilkinson (314) 415-1205, [amanda.wilkinson@whitfieldschool.org](mailto:amanda.wilkinson@whitfieldschool.org)

---

### MY STUDENT'S SCHOOL INFORMATION

---

Address: 175 South Mason Road • St. Louis, MO 63141 • Website: [www.whitfieldschool.org](http://www.whitfieldschool.org)  
Main Office Phone Number: (314) 434-5141      Campus Security: (314) 280-8848

Head of School – John Delautre, (314) 415-1253, [john.delautre@whitfieldschool.org](mailto:john.delautre@whitfieldschool.org)

Principal – Ruth Greathouse, (314) 415-1226, [ruth.greathouse@whitfieldschool.org](mailto:ruth.greathouse@whitfieldschool.org)

Upper School Director – Sara Ringe, (314) 415-1274, [sara.ringe@whitfieldschool.org](mailto:sara.ringe@whitfieldschool.org)

Middle School Director – Jarrett Young, (314) 415-1269, [jarrett.young@whitfieldschool.org](mailto:jarrett.young@whitfieldschool.org)

Director of Admission – Emily Chrysler, (314) 415-1270, [emily.chrysler@whitfieldschool.org](mailto:emily.chrysler@whitfieldschool.org)

Director of Athletics – Mike Potsou, (314) 415-1293, [mike.potsou@whitfieldschool.org](mailto:mike.potsou@whitfieldschool.org)

Assistant Director of Athletics – Mike Quante, (314) 415-1245, [mike.quante@whitfieldschool.org](mailto:mike.quante@whitfieldschool.org)

Director of Communications & Marketing – Becky Marsh, (314) 415-1218, [becky.marsh@whitfieldschool.org](mailto:becky.marsh@whitfieldschool.org)

Director of College Counseling – Barbara Sams, (314) 415-1267, [barbara.sams@whitfieldschool.org](mailto:barbara.sams@whitfieldschool.org)

Assistant Director of College Counseling – Amanda Henry, (314) 415-1281, [amanda.henry@whitfieldschool.org](mailto:amanda.henry@whitfieldschool.org)

Director of Development – Kelly Edwards, (314) 415-1254, [kelly.edwards@whitfieldschool.org](mailto:kelly.edwards@whitfieldschool.org)

Director of Health and Wellness – Ginny Fendell, (314) 415-1219, [ginny.fendell@whitfieldschool.org](mailto:ginny.fendell@whitfieldschool.org)

Director of Institutional Advancement – Emily Klimek, (314) 415-1247, [emily.klimek@whitfieldschool.org](mailto:emily.klimek@whitfieldschool.org)

Director of Equity and Inclusion – Anna Warbelow, (314) 415-1202, [anna.warbelow@whitfieldschool.org](mailto:anna.warbelow@whitfieldschool.org)

Director of Security – Andy Gambill, (314) 518-1666, [andy.gambill@whitfieldschool.org](mailto:andy.gambill@whitfieldschool.org)

# Parent to Parent

## PARENTS' COUNCIL 2018-2019

### EXECUTIVE COMMITTEE

|                                     |                             |                |
|-------------------------------------|-----------------------------|----------------|
| PRESIDENT                           | Marla Wild .....            | (314) 517-1884 |
| PRESIDENT ELECT                     | Shelly Edwards .....        | (314) 456-5174 |
| SECRETARY                           | Marci Boyer .....           | (314) 997-1128 |
| TREASURER                           | Sabrina Carter .....        | (314) 706-0250 |
| PARENT COMMUNICATIONS VP            | Candace Davies.....         | (636) 699-7543 |
| APPRENTICE TO COMMUNICATIONS VP     | Latrice Williams .....      | (314) 941-0498 |
| OPERATIONS VP                       | Amy Schueddig .....         | (314) 517-0739 |
| APPRENTICE TO OPERATIONS VP         | Tammy Jennings.....         | (314) 726-4690 |
| STANDING COMMITTEES VP              | Sophia Ford Glanton.....    | (650) 906-4464 |
| APPRENTICE TO STANDING COMMITTEE VP | Sarah Yoselevsky Kaye ..... | (314) 983-0049 |

### PARENT COMMUNICATIONS

|                     |                              |                |
|---------------------|------------------------------|----------------|
| 6TH GRADE LIAISONS  | Christine Moody .....        | (314) 302-2723 |
|                     | Keyla Ward .....             | (314) 952-4005 |
| 7TH GRADE LIAISONS  | Sarah Yoselevsky Kaye.....   | (314) 983-0049 |
|                     | Cari Johnson .....           | (314) 692-9882 |
| 8TH GRADE LIAISONS  | Lucinda Payne Santiago ..... | (314) 496-2379 |
|                     | Liza Applegate.....          | (314) 288-6199 |
| 9TH GRADE LIAISONS  | Jennifer Koman .....         | (314) 995-9904 |
|                     | Lara Archer .....            | (636) 244-2182 |
| 10TH GRADE LIAISONS | Michelle Hand .....          | (314) 406-4690 |
|                     | Megan Gau .....              | (314) 392-9339 |
| 11TH GRADE LIAISONS | Marci Boyer.....             | (314) 997-1128 |
|                     | Marla Ruff.....              | (618) 726-7344 |
| 12TH GRADE LIAISONS | Susan Florek.....            | (314) 576-9678 |
|                     | Selena Levitt.....           | (636) 273-6024 |
|                     | Debbie Schmitt.....          | (314) 258-3619 |
|                     | Brenda Strege .....          | (314) 394-1245 |
| GPS MANAGER         | Kirsten Patankar.....        | (636) 675-0498 |

## OPERATIONS COMMITTEE

|                                  |                      |                |
|----------------------------------|----------------------|----------------|
| CAMPUS STORE APPAREL CHAIR       | Marla Wild.....      | (314) 517-1884 |
|                                  | Kim Weas.....        | (314) 368-0493 |
|                                  | Amy Fischer.....     | (314) 304-2115 |
| CAMPUS STORE SNACKS CHAIR        | Christine Moody..... | (314) 302-2723 |
| CAMPUS STORE VOLUNTEERS CHAIR    | Amy Schueddig .....  | (314) 517-0739 |
| CONANT CAFÉ VOLUNTEERS CHAIR     | Pat Hill .....       | (314) 602-0968 |
| CONANT CAFÉ FOOD/BEVERAGE CHAIR  | Cheryl Lauer .....   | (314) 368-6785 |
| BOOSTER CLUB VOLUNTEERS CHAIR    | Rachel Miley.....    | (636) 212-1074 |
| BOOSTER CLUB FOOD/BEVERAGE CHAIR | Kim Watson.....      | (314) 496-9571 |
| YOU'VE GOT A FRIEND CHAIR        | Connie Taylor .....  | (314) 837-3505 |
|                                  | Susan Stucco .....   | (314) 330-3664 |

## STANDING COMMITTEES

|                          |                       |                |
|--------------------------|-----------------------|----------------|
| MAILING COMMITTEE        | Brien Koppe .....     | (636) 394-9926 |
| ART DEPARTMENT CHAIR     | Amber Richards .....  | (636) 443-3468 |
| STAFF RECOGNITION/GIFTS  | Shelly Edwards .....  | (314) 456-5174 |
|                          | Elizabeth Schott..... | (314) 993-0472 |
| BACKSTAGE HELPERS        | Michele Wagner .....  | (314) 504-0311 |
|                          | Lauren Lipnick .....  | (314) 537-6456 |
|                          | Michelle Hand .....   | (314) 406-5618 |
| SPIRIT AND EVENT SUPPORT | Darci McCracken.....  | (314) 210-9000 |
| ESCRPTS                  | Cecelia Harris.....   | (314) 576-9836 |
| SUMMER OPPORTUNITIES     | McKay Mills.....      | (314) 591-3432 |

## INDEX

- A**
- absences 1
  - advisory program 8
  - affinity groups 11
  - after school 10
  - ambassador program 10
  - amazonsmile 5
  - annual fund 7
  - annual thespian conference 26
  - athletic forms 23
  - athletic program 23
  - athletics 23
- B**
- backstage 25
  - back to school night 8
  - band 26
  - billing 4
  - bonfire 21
  - booster club 4, 7
  - building hours 15
  - buzz book 1
- C**
- cafeteria 6
  - calendar 3
  - campus store 4
  - carpool 5
  - cell phones 3
  - choir 26
  - class coffees 20
  - clubs 11
  - college counseling 13, 14
  - community service 11
  - community service awards 22
  - conant cafe 4
  - conferences 9
- D**
- dances 27, 28
  - dress code 2
  - drop-off 18
- E**
- eligibility 24
  - email 19
  - emergency 15
  - equity and inclusion 7
  - escrip 5
  - exams 10
  - extracurricular activities 11
- F**
- facebook 7
  - food allergies 6
- G**
- gpa 11
  - grading 11
  - graduation 29, 30
  - granparents day 21
  - greenslips 10
  - green & white games 20
  - gym clothes 2
- H**
- habits of mind & heart 5
  - health and wellness 5
  - health forms 2
- I**
- illness 1
  - intruder 16
- L**
- late start 9
  - lip sync 21
  - lockers 10
  - lost and found 2
  - lunch 6
  - lunch menu 4
- M**
- marketing 7
  - MBS Direct 8
  - messages 3
  - middle school dances 28
  - montage 22
  - mshsaa 24
- P**
- pack the gym night 24
  - parent liaison 6, 7
  - parents' council 32
  - parking 16, 17
  - payments 4
  - performing arts 26
  - pick-up 18
  - prom 28
- S**
- sage dining app 6
  - schedule 9
  - scholar awards 22
  - school climate 5
  - school counselor 12
  - school day 9
  - school hours 3
  - school pictures 5
  - school supplies 9
  - school year at a glance 35
  - seal 5
  - security 15
  - senior introductions 29
  - senior quest 29
  - senior retrospective 29
  - senior seminar 29
  - shuttle 3
  - signup genius 4, 6
  - smarttuition 4
  - social media 3
- spirit week 20
- sports teams 23
- student-directed one-acts 26
- summer 11
- summer opportunities fair 21
- support 5
- T**
- technology 19
  - textbooks 8
  - theater 25, 26
  - trimester 10
  - trimester dates 10
- V**
- volunteer 4, 6
- W**
- wagner portrait group 5
  - warrior web 5, 19
- Y**
- yearbook 12, 13

# The 2018-2019 School Year at a Glance!



- 16** Meet & Greet Parent/Student/Advisor Conference Day
- 17** New Student & Parent Orientation  
Green and White Games
- 20** First Day of School  
Trimester One begins
- 22** Student Picture Day



- 3** Labor Day - No School
- 6** Back to School Night
- 10** Rosh Hashanah - No School
- 13** Community Service/Scholar Awards Ceremony
- 19** Yom Kippur - No School
- 22** New Parent Social
- 27&28** 6 & 7 Gr at Camp Wyman



- 1** Spirit Week Begins
- 5** Pep Rally / Bonfire
- 6** Homecoming Dance
- 14** Admission Open House
- 19** Grandparents Day
- 25-28** Upper School Fall Play



- 4** Daylight Savings Ends
- 7** Trimester One ends
- 8** Trimester Two begins  
Band Concert
- 9&12** No School for Students
- 15-16** Parent/Student/Advisor Conferences
- 21-23** Thanksgiving Break
- 27-29** MS Fall Play



- 6-7** One-Acts
- 13** Winter Vocal Concert
- 24** Winter Break begins



- 8** School Resumes
- 21** Martin Luther King Jr. Day - No School
- 25** Middle School Dance
- 26** Summer Op Fair



- 2** High School Dance
- 7** Winter Band Concert
- 15** Trimester Two ends
- 18** Presidents' Day - No School
- 20** Trimester Three begins
- 28** Parent/Student/Advisor Conferences



- 1** Parent/Student/Advisor Conferences
- 10** Daylight Savings Time Begins
- 13** Blood Drive
- 18** Spring Break Begins



- 1** School Resumes
- 9** Middle School Recital
- 12** No School for Students
- 13** Montage
- 15-19** ASPIRE Testing for 6-8
- 16&18** ASPIRE Testing for 9-10
- 25-28** Spring Musical
- 29** Senior Internships Begin



- 11** Prom
- 13** Spring Band Concert
- 16** Spring Vocal Concert
- 24** Trimester Three ends  
Last Day of School  
Awards Day  
Textbook Buyback
- 27** Memorial Day
- 28** Graduation

# WHITFIELD

**WHITFIELD SCHOOL**

175 South Mason Road

St. Louis, Missouri 63141

Phone: (314) 434-5141 Fax: (314) 434-6193

[www.whitfieldschool.org](http://www.whitfieldschool.org)