

Please be advised that the District's Policy Manual developed with Erie 1 BOCES Policy Services is not to be interpreted as the rendering of legal advice. Application of Board policies to specific situations may necessitate consultation with the School Administrators/School Attorney to address the particular circumstances.

FOREWORD

Contained herein are the policy statements formulated by the Board of Education of the Westfield Academy and Central School District.

Policy is defined as a basic plan of action. It establishes limits within which freedom of judgment can be exercised.

Policy is a governing principle of management. It is a statement that has an effect on the interests of those who come under its jurisdiction. A policy may originate from the constitution, from statute, from local determinations and/or from customary patterns of formal behavior.

Policy should accomplish the following:

- a) State a position taken by the District;
- b) Grant the authority to act;
- c) Be sufficiently detailed to give adequate direction;
- d) Be achievable within the real environment of the school and community;
- e) Provide for impartial procedures.

In addition to the adopted policies, the operation of the School District is governed by and subject to all applicable Laws, Regulations of the Commissioner of Education, Civil Service requirements, Board of Education Resolutions, School Administrative Regulations and Contracts of Agreement.

If any part of this manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education. The official record of the adoption, amendment, or repeal of the by-laws and policies of the Westfield Academy and Central School District shall be the minutes of the meetings of the Board of Education.

**WESTFIELD ACADEMY AND CENTRAL SCHOOL DISTRICT
POLICY MANUAL CONTENTS**

SECTION 1000	BY-LAWS
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The following abbreviations will be used in the Policy Manual:

Federal:

USC	United States Code
CFR	United States Code of Federal Regulations

State:

NYCRR	New York Code of Rules and Regulations
8 NYCRR	Regulations of the Commissioner of Education

MISSION STATEMENT

Westfield Academy and Central School District, in partnership with the community, will provide each student with a quality education resulting in a desire for lifelong learning and the ability to become a responsible, contributing member of society.

Exit Outcomes

Each student shall, upon graduation, be:

- a) An effective communicator who:
 1. Has the ability to convey and receive thoughts to and from others (e.g., reads, writes, speaks and listens effectively);
 2. Is able to utilize available resources to enhance communication (e.g., technology, arts, second language, library, etc.).

- b) A problem solver who demonstrates the ability to utilize problem solving processes (e.g., identify problems, anticipate problems, assess problems, identify options and solutions, and implement solution) to:
 1. Solve life skill problems;
 2. Solve complex problems;
 3. Manage change;
 4. Set goals;
 5. Find and use information;
 6. Utilize resources (e.g., technology, mathematics, etc.).

- c) A responsible and contributing member of society who:
 1. Is aware of the global society (local to world-wide);
 2. Understands and exercises civic responsibilities;
 3. Understands and demonstrates sound ethical conduct;
 4. Demonstrates tolerance and respect for the environment;

(Continued)

MISSION STATEMENT (Cont'd.)

5. Demonstrates knowledge of and respect for the environment.
- d) A self-directed achiever who develops and implements a vision and plan for the future that:
 1. Provides for continual learning and personal growth;
 2. Is based upon a high self-esteem;
 3. Requires him/her to work cooperatively;
 4. Reflects a sense of pride and high standard of quality;
 5. Demands accountability and responsibility for his/her own actions;
 6. Requires him/her to work to maintain both physical and mental health;
 7. Is based upon performing and achieving up to his/her own potential;
 8. Encourages the student to take responsible, reasonable, and appropriate risks;
 9. Requires the student to understand and incorporate into the plan strategies that account for his/her own strengths and weaknesses.

SCHOOL PHILOSOPHY AND GOALS OF EDUCATION

General Statement

Westfield Academy and Central School is a learning community within a living community which exists to foster positive influences on the lives of its students. The important responsibilities of this school are to provide challenges for learning and an environment that recognizes and respects differences and talents of each student.

Goals of Education

- a) We seek to advance the personal fulfillment of each student.
- b) We seek to help each student develop a wider understanding of his/her environment and society.
- c) We seek to encourage formation of essential habits and skills of the educated person.
- d) We seek to develop a profound respect for humanity.
- e) We seek to develop intellectual, recreational, and aesthetic pursuits for leisure time.
- f) We seek to promote responsibility for the democratic process.