

STUDENT-PARENT HANDBOOK

2021-2022



WESTFIELD HIGH SCHOOL

HOME OF THE BOMBERS

Mr. Charles Jendrysik, Principal
Ms. Christal Murphy, Assistant Principal
Mr. Daniel Paquette, Assistant Principal
Mrs. Julie Schortmann, Assistant Principal
Mr. Kevin Zdroykowski, Assistant Principal

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WESTFIELD HIGH SCHOOL

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Charles Jendrysik, Principal
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WESTFIELD HIGH SCHOOL CORE VALUES AND BELIEFS

The success of our global, national, and local community requires ALL schools to educate ALL students; The success of each school requires effective leadership, quality educators, access to 21st-century educational programs and tools, and meaningful partnerships between school, home, and community; The success of each student requires that each one is college- and/or career-ready with necessary 21st century competencies and skills.

WESTFIELD HIGH SCHOOL VISION

Westfield High School will strive to become the premier high school in Massachusetts at which to work and learn, and our graduates will be prepared with essential 21st century academic, social, civic, and technological competencies and skills to achieve success in college, career, and our local, national, and global community.

WESTFIELD HIGH SCHOOL MISSION

Westfield High School educates and prepares all students for 21st-century readiness in college, career, and our community, and provides educators with essential resources, quality professional development, and autonomy to innovate.

WESTFIELD HIGH SCHOOL LEARNING EXPECTATIONS

Each graduate will be able to...:

- *Demonstrate required 21st century core academic competencies and effective communication skills, including the ability to think critically, and read, write, and communicate effectively (Academic Expectations).*
- *Participate in a healthy and productive lifestyle, exhibit character and tolerance when facing new or challenging situations, and demonstrate a strong and balanced work ethic (Social Expectations).*
- *Participate in the local, national, and global society as an informed citizen who follows through with decisions that have a positive effect on individuals, families, and communities (Civic Expectations).*
- *Use technology and information appropriately, respectfully, and responsibly, act as an informed consumer of information, and take steps to protect one's own digital identity and reputation (Technological Expectations).*

PRINCIPAL'S LETTER

August 2021

Parents, Guardians, and Students:

The purpose of this handbook is to provide you with information regarding our general programs, policies, and procedures. We highly recommend that you read this document, as it will enlighten you on the topics of academics, attendance, discipline, extracurricular activities, and more.

It is our expectation that Westfield High School be a place of respect for cultural, academic and socioeconomic diversity. We are committed to offering the best possible educational experience for all students based on our available resources. We do not believe that any one individual or group has any greater claim to an education over their fellow students; therefore, we will not tolerate the disruption of the educational process by any individual. We are committed to doing whatever is necessary to ensure a positive experience for all.

We encourage students, parents, and guardians to remain engaged in the educational program throughout four (4) years of high school. Our counseling department is available to assist students with academic, career, and social / emotional support. Students should take advantage of these outstanding resources. Moreover, students must take the initiative to advocate for themselves and strive toward independence. The administration believes that communication is very important to ensuring academic success for all students; therefore, it is important for parents to contact the school whenever they have concerns and / or questions. The administration, faculty, and staff look forward to working with you throughout the year. As always, your cooperation and support are greatly appreciated.

School administration will collaborate with the student council to further define school policies found in this handbook, as necessary. As such, this document is a working document and subject to change. Please be assured that if and when any change to this document occurs that school administration will notify all parents, guardians, and students prior to any changes going into effect. The purpose of this effort is to properly consider current trends in fashion, technology, and other areas of our 21st century society, as well as the needs and expectations of ALL – students, parents, teachers, staff, and administration alike.

Our goal is that as a result of a strong collaboration with students, parents, teachers, staff, and administration, all policies in the Westfield High School Student-Parent Handbook will be contemporary, reasonable, acceptable and enforceable. As always, please contact me with any questions or concerns.

Sincerely,

Mr. Charles Jendrysik
Principal

Ms. Christal Murphy
Assistant Principal

Mr. Daniel Paquette
Assistant Principal

Mrs. Julie Schortmann
Assistant Principal

Mr. Kevin Zdroykowski
Assistant Principal

ACCESS TO EQUAL EDUCATION OPPORTUNITY

In conformity with Chapter 622 of the Acts of 1971 and Title IX all courses of study offered at Westfield High School are open and available to all students without regard to race, color, sex, religion, or national origin. Any suspected failure to abide by the provisions of federal and state statutes providing for equal opportunity should be reported to the principals.

ACCREDITATION

Westfield High School is accredited by the New England Association of Schools and Colleges, Inc. (NEASC), a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by the NEASC indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group process. An accredited school or college is one which has appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the NEASC is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding the status of Westfield High School's accreditation should be directed to the administrative staff of the school.

ALTERNATIVE EDUCATION PATHWAYS FOR CREDIT RECOVERY AND ATTAINMENT

Pathways

Pathways is a satellite campus for students that will benefit from more structure and support than exists in the traditional setting. Located at 754 Russell Road, Pathways students will benefit from smaller class size, tiered instruction and online learning. Students will also have an opportunity to participate in community service, work study and mentoring programs, along with all athletic and extracurricular activities available on the main campus. With more direct support, students will help develop individual success plans that will guide their high school career, as well as prepare them for their college or career plans post-graduation. Student referrals will be made by their administrative team, in partnership with counselors, parents and guardians.

Holyoke Community College Gateway-to-College Program

The Program is designed to assist 16-20 year old students that have left high school, or who are at risk of leaving high school without earning a diploma, to return to education and gain a Westfield High School diploma while earning HCC credit at the same time. Students will participate in small classes, work with tutors and counselors, and receive intensive support services in order to facilitate their success. After the first semester, students will begin coursework toward a chosen field of study and earn their Westfield High School diploma while accruing HCC credits toward their certificate or degree program. Students will be required to complete the necessary number of HCC credits for high school graduation as defined by Westfield High School, as well as all other graduation requirements of the Westfield Public Schools. There is no tuition, college fee(s), book, student activity or bus pass charge to the individual student. The fee to the District is \$3,500 per semester per student.

Dual Enrollment

Students who meet college eligibility requirements may take accelerated courses at area colleges. Enrollment in these collegiate classes is based on course offerings at the college and time of course. Grades for these classes receive honors credit, but are not included in class rank and GPA. Credits earned from Dual Enrollment will only be counted above and beyond Westfield High School graduation requirements unless it is a Junior Westfield Promise course offered on the Westfield High School campus.

Tech Prep

Articulation agreements with local community colleges can provide college credits for those students achieving a grade of "B" or better in certain courses. At the present time our Child Development 1 and Child Development 2 courses qualify under this agreement.

English Language Education

If you are an ELE student, you may be eligible for exceptions to the college admissions requirements. You may take the Test of English as a Foreign Language (TOEFL) or the SAT II: English Language Proficiency Test (ELPT). Contact your guidance counselor for more information.

Student Athletes

Students who plan to participate in athletics at the college level need to be aware of the eligibility requirements. Information is available in the guidance office and the athletics office regarding the NCAA requirements for registration. It is never too early to start the process.

Credit Recovery / Attainment Pathways

The Westfield School Committee provides the opportunity for students who fail a course in the regular school year, for any reason, to make up that course during the summer school session, at night school, or online. Students who fail a course and require credit recovery will be contacted by the Guidance Counselor. At that time, many options will be explored, including, but not limited to, summer school, night school and online instruction. Students who fail a course, but are not notified, should contact their Assistant Principal as soon as possible to explore credit recovery options.

Students with a failing grade of 50-59 are eligible for credit recovery, including summer school, night school, and online. Students with an average of 49 or below must have written approval of their Assistant Principal. Students who pass a course may retake it through credit recovery for a grade. However, due to brevity of the WPS summer school program students may only earn a passing grade; not the credit. Students may recover credits by taking a course through an equivalent night school, summer school, or online program.

Summer School

Students who fail a course in the regular school year can make up that course during summer school session. Students with a failing grade of 50-59 are eligible for summer classes. Students with an average of 49 or below in a class must receive written permission from the appropriate supervisor or Administration to make up the class in the summer school session. Grades received in summer school appear on the student transcript but are not calculated into class rank and GPA.

Online Courses

Students from Westfield High School may take online courses through Edgenuity. Edgenuity provides personal learning solutions for secondary students, including lessons and activities allowing students to recover full-course credit as well as targeted competency attainment. Grades for these classes are not included in class rank and GPA. Westfield High School will not accept credit from any other online school or programs other than Edgenuity, while students are enrolled at Westfield High School.

ATTENDANCE

Absence from School

Excessive absenteeism from school is detrimental to students' ability to perform successfully in school. It is expected that students should be absent from school only when conditions or circumstances render them otherwise unable to attend. In the event a student is absent in excess of 10% of the membership days, official written verification documenting the need for the absence must be submitted. Students who have undocumented absences in excess of 10% of membership days may be subject to denial of course credit or promotion. **UNEXCUSED ABSENCES FROM CLASS IN EXCESS OF 9 DAYS IN A 1 SEMESTER COURSE WILL RESULT IN A LOSS OF CREDIT. UNEXCUSED ABSENCES FROM CLASS IN EXCESS OF 18 DAYS IN A FULL-YEAR COURSE WILL RESULT IN A LOSS OF CREDIT.** The following are legitimate reasons for absence:

- Illness: Medical excuse, a signed doctor's note is required. Appointment cards will not be accepted. Doctor's appointments should be made outside of the school day.
- Bereavement.
- Family or catastrophic emergency.
- Observation of major religious holidays or participation in required religious instruction.
- Necessary court appearance: a signed court document is required.
- DCF confinement or commitment.
- Suspension.
- Weather related conditions so serious as to pose a threat to health or safety.
- Approval of the Superintendent of Schools.
- School related function or field trip: students are allowed three (3) per semester. This includes college visitations w/verification.
- School related meetings/conferences, i.e.: Guidance meetings, Adjustment Counselor meetings, Special Education evaluations.

Students in attendance at school sponsored activities (field trips) or in attendance in approved alternative educational programs (tutoring) are considered present at their school of enrollment. Students who are absent from school may not participate in any school related activity without securing permission from an administrator. The Westfield schools encourage open channels of communication between the home and school as key to understanding and resolving problems that may occur regarding attendance.

Note: Family Trips/Vacations are NOT excused absences.

Dismissals and 18-year-old Students

It is the policy of the school to expect a written excuse for dismissal from a parent or guardian of a student regardless of age. This is consistent with what the school considers an obligation to parents relative to their son/daughter's attendance. The student who has reached the age of majority (18) has the right, provided by statute, to assume this responsibility. In doing so, the student must sign a form obtained from the principal's office. The principal / designee will notify the parent of the student's intent. If a student is not living

with a parent or guardian, the written excuse (signed by the student stating name, address, date of absence, reason for absence) must be delivered to the Main Office for processing.

Cutting Class

A student's most important responsibility is to attend all scheduled classes during the school day. Cutting a class is an absence. Teachers will notify Administration of any unexcused absence due to a class cut. Students will NOT be allowed to make up any work missed due to a class cut. A parent or guardian of any student identified as having cut a scheduled class may be notified and asked to meet with a principal, teacher, or guidance counselor.

Daily Attendance

Students are expected to adhere to the attendance policy of the Westfield School Committee. Below are specific procedures applicable to Westfield High School. At Westfield High School, school officially starts each day at 7:23 AM. Upon arrival, students are expected to go to their lockers and then report to 1st period by 7:23 A.M.

Tardiness to School: Students are expected to arrive at school and to classes on time. Time missed from class constitutes absenteeism, whether in part or in whole. Students who demonstrate a pattern of unexcused tardiness will be subject to disciplinary measures and/or loss of academic credit. **In addition, students who do not have an acceptable excuse for arriving to school late are ineligible for participation in extracurricular events, school-sponsored events, and athletic activities for that day.** If a student reports tardy to school after 7:23AM, then s/he must sign-in at the front door. Students entering after 1st period ends (8:14AM) must sign in at the Main Office to receive a pass to class. The consequence for the accumulation of tardies can include Saturday Detention, loss of parking privileges, a parent conference and additional disciplinary actions.

Dismissal from School

If/when a dismissal is necessary and is known in advance:

- A written request for dismissal from home must be brought to the main office before 7:23AM.
- The request must state a student's name, grade, reason for dismissal, and time to be dismissed.
- A parent or legal guardian must come into the Main Office with a picture ID to sign a student out of the building for early dismissal.
- **Students who do not have an acceptable excuse for dismissal from school are ineligible for participation in extracurricular events, school-sponsored events, and athletic activities for that day.**

Make-up of Class Work

Students are responsible for promptly arranging to make up work missed due to absence from class. Students are expected to make up missed work within reasonable time as determined by their teachers. Students will have the opportunity to make up any missed work within a reasonable time determined by the teacher.

Tardiness to Class: Students must be in their classroom when the bell rings marking the end of the passing period so that the teacher may start work immediately. Otherwise, they will be marked as tardy. They are also expected to be on time for all classes, assemblies, programs during the regular school day, and detention class after school. Being tardy for more than half of a class period will result in an absence. **THREE TARDIES TO CLASS PER QUARTER WILL EQUAL ONE ABSENCE FOR ALL PURPOSES, INCLUDING POTENTIAL LOSS OF CREDIT.**

Restorative Justice: Students may be allowed a chance to earn back their grade by attending a Saturday School session to make up 1 absence. This will be on a case-by-case basis and permission must be received by an administrator. Teachers have the ability to offer restorative justice for unexcused absences and students that are tardy on a case-by-case basis and with administration approval.

Procedures for Absence from School

Parents are requested to notify the school in advance of planned absence and to make phone contact on the morning of an illness or other reason for absence. Following an absence of three consecutive days without notification from home, or anytime a questionable situation or pattern of absenteeism occurs; the principal or designee may contact the parent/guardian informing him/her of the student's absence. When a student is absent please call (413) 572-6463.

Parents/guardians are required by law to provide the school with a phone number at which they can be contacted or accessed during school hours. Should the parent/guardian fail to provide the necessary verifications or should the student subsequently be absent for a reason not listed as legitimate, the principal or designee will contact the parent/guardian to address the situation. When deemed necessary by school personnel, a parent/guardian will be notified of the need for a conference to discuss, and mutually plan for, the resolution of an attendance problem. Upon notification, it is expected that a parent/guardian will appear for the appointed conference or contact the school to reschedule. While the district will make every reasonable effort to accommodate the needs of parents who are working or facing other difficulties, we will expect parents to play an active role in problem-solving both to benefit the student and to comply with the law regarding parental responsibility for regular school attendance.

If the problem remains unresolved, a referral will be made to district administration, which will assess the situation and decide on the need for formal intervention and on-going attendance related services. In situations in which non-compliance continues, the

Administration will make a determination regarding agency or court action. Court action may include truancy proceedings against a willfully absent student or the filing of charges against a parent/guardian for failure to provide for the educational needs of his/ her child. Referrals to the supervisor of attendance will also be made when any acute or chronic absenteeism involving students of mandatory school age cannot be resolved at the building level. The supervisor of attendance will assess each referral and implement appropriate intervention efforts which could include court or DCF action in situations involving lack of cooperation or compliance.

BELL SCHEDULES

Full Day	Begin Time	End Time	Time ON	
1st (A)	7:23	7:25		0:02
1st (A)	7:25	8:14	0:49	
Transition	8:14	8:18		0:04
2nd (B)	8:18	9:07	0:49	
Transition	9:07	9:11		0:04
3rd C	9:11	10:00	0:49	
Transition	10:00	10:04		0:04
4th (D)	10:04	10:53	0:49	
Transition	10:53	10:57		0:04
5th (E)- Lunch 1	10:57	11:21	0:24	
5th (E)- Lunch 2	11:21	11:46	0:25	
5th (E)- Lunch 3	11:46	12:10		0:24
Transition	12:10	12:14		0:04
6th (F)	12:14	13:03	0:49	
Transition	13:03	13:07		0:04
7th (G)	13:07	13:56	0:49	
Total time on learning			5:43	

2-Hour Delay Day	Begin Time	End Time	Time ON	
1st (A)	9:23	9:25		0:02
1st (A)	9:25	9:54	0:29	
Transition	9:54	9:58		0:04
2nd (B)	9:58	10:27	0:29	
Transition	10:27	10:31		0:04
3rd C	10:31	11:00	0:29	
Transition	11:00	11:04		0:04
4th (D)	11:04	11:33	0:29	
Transition	11:33	11:37		0:04
5th (E)- Lunch 1	11:37	12:01	0:24	
5th (E)- Lunch 2	12:01	12:26	0:25	
5th (E)- Lunch 3	12:26	12:50		0:24
Transition	12:50	12:54		0:04
6th (F)	12:54	13:23	0:29	
Transition	13:23	13:27		0:04
7th (G)	13:27	13:56	0:29	
Total time on learning			3:43	

Early Release	Begin Time	End Time	Time ON	
1st (A)	7:23	7:25		0:02
1st (A)	7:25	7:47	0:22	
Transition	7:47	7:51		0:04
2nd (B)	7:51	8:13	0:22	
Transition	8:13	8:17		0:04
3rd -C	8:17	8:39	0:22	
Transition	8:39	8:43		0:04
4th (D)	8:43	9:05	0:22	
Transition	9:05	9:09		0:04
5th (E)- Lunch 1	9:09	9:28	0:19	
5th (E)- Lunch 2	9:28	9:48	0:20	
5th (E)- Lunch 3	9:48	10:07	0:19	
Transition	10:07	10:11		0:04
6th (F)	10:11	10:33	0:22	
Transition	10:33	10:37		0:04
7th (G)	10:37	11:00	0:23	
Total time on learning			2:52	

CHANGE OF ADDRESS, TELEPHONE NUMBER, OR EMAIL ADDRESS

To contact parents in the case of an emergency, up-to-date records must be kept in the Main Office. Please notify the Main Office of any change in your address of record, telephone number (both home and place of employment) and email address. Also, if you change doctors or there is a change in a medical condition of which you feel that the school should be made aware, then please notify the Main Office and Health Services Office immediately.

CLASS DUES

Class dues will be collected during the school year. Class dues defray the cost of class activities. Participation in activities subsidized with class dues requires that the student's dues be paid to date. The senior class banquet, picnic, prom and winter semi-formal requires that the student's dues be paid to date in full. If there is a hardship that renders a student unable to pay dues, then please contact the principal / designee as soon as possible so that a payment plan or other payment program can be explored.

Class Rank and GPA

Rank in class is a comparison of the cumulative grade point averages within a graduating class. **Official ranking** will begin at the close of the sophomore year and will be revised at the close of each semester thereafter following the calculation of the cumulative grade point averages. A transfer student must be in attendance at Westfield High School for his/her entire junior and senior years in order to be accurately and **officially** ranked. Determination of transfer students' grade point averages will be based in such cases on final grade averages from previous schools attended as well as grades earned at WHS. Recommended: Please note, WHS will accept credits for passing grades for Foreign Language and Algebra I taken at the middle school. Final grades will not be calculated into the student's high school Grade Point Average (GPA) calculation. If a student enters Westfield High School after the first day of classes in their junior year, any class rank will be only approximate and consequently the student is not eligible for top honors. **Students on track to graduate ahead of their respective class will not be ranked with the graduating senior class.**

Grade Point Average (GPA) Calculation

Westfield High School's grade point average is based on a 100-point scale. Cumulative GPAs are calculated on **final grades** at the end of Semester 1 and Semester 2. The weight of a course is determined in the following manner:

Weight

Advanced Placement	Honors	Standard	Remedial
1.10	1.05	1.00	.95

Formula

Grade Point Average (GPA) = Sum of (final grade x weight x credit) / sum of credits.

Example:

85 in an AP course, 1.0 credits	$85 \times 1.10 \times 1.0 = 93.5$
85 in a Pre-AP course, 1.0 credit	$85 \times 1.05 \times 1.0 = 89.25$
85 in a Standard course, 1.0 credit	$85 \times 1.00 \times 1.0 = 85.0$
85 in a Standard course, 0.5 credit	$85 \times 1.00 \times 0.5 = 42.5$
85 in a Remedial Course, 1.0 credit	$85 \times 0.95 \times 1.0 = 80.75$
85 in a Remedial course, 0.5 credit	$85 \times 0.95 \times 0.5 = 40.375$

$$\text{GPA} = 431.375 / 5.0 = 86.28$$

Online credit and dual enrollment courses are not weighted towards a student's GPA. Westfield Promises Courses taught on site will count the same as an honors course.

COUNSELING DEPARTMENT

School Counselors

School counselors provide students with academic, career, and social emotional support. Students and parents are encouraged to use the services offered by the high school counselors, especially to help with future planning. Students who wish to see their counselor should make an appointment either through email or the School Counseling secretary. The High School Counseling Department coordinates a variety of college/financial aid planning, career planning, and a variety of other services which are available to students. In addition, the School Counselor serves as a liaison between the student, teacher, parent, administration, and community. Every effort is made to maximize each student's experience at Westfield High School, while encouraging each one to become increasingly more personally responsible for their academic and social well-being. If parents wish to change their child's counselor they must submit a written request and attend a meeting to discuss the change. Changes will only be made at the discretion of the administration when just cause is shown.

Schedule Change Requests

Students will only be allowed to make changes to their requests by contacting their school counselor or administrator by August 26, 2021.

Procedure for Course Request changes after the deadline of August 26, 2021

1. Students must meet with their school counselor and fill out the add/drop schedule change request form completely, which includes securing all signatures. Students then need to return the completed form to their school counselor for consideration.
2. Students must continue with their current schedule until notification of approved schedule change is received.

Eligible Schedule Change Requests

Changes to a student's schedule may be made without the add/drop form for the following reasons only:

1. A course was put on a student's schedule they did not request (alternate courses count for requested classes)
2. A student is missing a course needed for graduation
3. A student failed or did not take a prerequisite course
4. A student does not have the corequisite course
5. A student's IEP or 504 was amended
6. A student has been scheduled into a course previously passed
7. Safety reasons requested by an administrator

Ineligible Schedule Change Requests

Student schedules will not be changed for the following reasons:

1. Elective, teacher, lunch or class period preference.
2. Unsatisfactory academic performance – (students are responsible for maintaining passing grades ALL year and seeking any assistance needed in order to pass. Students are held accountable for completing assigned summer work in AP courses, not completing summer work is not an eligible reason to drop an AP course).
3. Requested a course but are no longer interested
4. Drop or replace a class to improve GPA
5. Student Conflicts - (students need to make their School Counselor and/or administration aware of any conflicts, as soon as they occur, so they can be addressed immediately).

Granted Schedule Changes

Students enrolling in a course after the start of the class (August 30, 2021) are responsible for all course expectations. This includes coursework covered prior to the student's enrollment. The student is responsible for developing a work completion schedule with their teacher.

Adjustment Counselors

Adjustment Counseling is available for those students whose social or emotional adjustment is impeding their educational progress. This service is separate from and supplemental to the guidance counseling service offered by the Guidance Department. The adjustment counselor is a certified professional with training in human development, learning theory, counseling, the well-being of adolescents, as well as other areas appropriate to the practice of administrator, teacher, guidance counselor, or other faculty if there is concern regarding the mental health of a student. If the counselor and student wish to pursue regular meetings and the student is under the age of sixteen (16), parents will be notified. Confidentiality of information will be maintained to ensure student privacy. Due to the constraints and nature of school-based adjustment counseling, it is not a substitute for receiving mental health services from an outside mental health agency. Counselors will work with parents to refer students to outside services when appropriate.

Transcripts

All transcript requests should be addressed to the Guidance Office. Under the Privacy of Information Act, all requests for information must be accompanied by written permission from the student to release the information, also specifying the person, school, or organization to which the transcript should be sent.

CREDIT AND RIGHT TO APPEAL

When a decision to deny credit or promotion is made, the school will notify the parents of the intended action. The parent/guardian and/or student have the right to appeal loss of credit/promotion decisions. The appeal must be in writing and submitted to the school within the timeframe noted on the loss of credit notification. A hearing by the school's principal or designee will be scheduled, at which point the parent and/or student will have the opportunity to provide documentation for the absences under discussion or to

explain extraordinary circumstances. A letter stating the decision of the review committee will be sent to the parent/guardian within 5 school days of the review committee meeting. The parent/guardian and/or student may appeal the decision to the superintendent. The appeal must be in writing and sent within 5 school days of receipt of the review committee letter. A hearing will be conducted by the superintendent or his/her designee and a written decision provided. The decision of the superintendent will be the final decision of the district. All requests for an appeal must be sent in writing to the Principal:

Westfield High School
177 Montgomery Road
Westfield, MA 01085

A hearing will be scheduled by the principal. If a hearing is not requested in writing by the specified date the matter will be closed.

DETENTION

Due to violations of school or district policy, a student may be required to remain in, or be at, school outside of normal school hours. When given detention, students must appear at the designated time and place, unless specifically excused by the principal / designee or staff person having assigned the detention. Teachers must give students twenty four hours' notice before a session and notify the student's guardian. If students fail to attend a teacher session they will face further disciplinary consequences determined by administration.

Teacher Detention: Teacher detention is assigned by an individual teacher and the time spent after-school will be with that teacher. Teacher detention has priority over any other after-school activity, including office detention. Any teacher or administrator has the authority to assign teacher detention.

Rules of Teacher Detention:

- Teacher Detention begins at the time determined by the teacher.
- Teacher Detention ends at the time determined by the teacher.
- Credit will be granted for the time spent in teacher detention only if the student has completed the work or activity to the satisfaction of the teacher.

Office Detention: For a prescribed period of time after school the student is required to be academically occupied under the supervision of an administrator, faculty member, or staff member.

Rules of Office Detention:

- Office Detention begins at 2:05PM.
- Office Detention ends at 2:50PM.
- Credit will be granted for the time spent in detention only if the student has remained busy and orderly.

Saturday Detention:

- Saturday Detention begins at 9:00PM.
- Saturday Detention ends at 12:00PM.
- Students must be engaged in an academic activity.
- Students failing to report to an assigned Saturday detention may be internally/externally suspended for the next day that school is in session.

Note: Employment is not an acceptable excuse for cutting any Detention.

DIRECTED STUDY PERIODS

Students reporting to their assigned study periods will come prepared with homework or other academically appropriate material to keep them occupied for the full period. Hall passes to other areas of the building must be presented to the teacher supervising the study at the beginning of the period. Only authorized hall passes will be honored.

ELECTRONIC DEVICES

The school requires that all electronic devices are away at all times within the classroom unless allowed by the teacher. Use of any electronic device is NOT permitted in any classroom without the permission of the teacher. **Violation of this policy can result in disciplinary consequences.**

ELEVATOR / FACILITIES FOR THE PHYSICALLY CHALLENGED

Use of the elevator is only for students with a disability. Such students will be issued an elevator key by the Main Office. The key will be turned in to the Main Office each Friday, whether or not the student will still need it. It may be signed out again the next school day, if needed. Unauthorized use of the elevator may result in disciplinary action.

Handicap-accessible restrooms are located on each floor of the building and are so labeled. Handicap parking spaces are available in the front and rear of the building. Physically challenged students will be informed of the emergency procedures applicable to them on the first day they are in the building or sooner.

Note: Do not use the elevator in case of fire, fire drill, or emergency evacuation. Emergency evacuation plans will be developed as needed.

EXTRACURRICULAR ACTIVITIES

Students at Westfield High are offered many opportunities to participate in extracurricular activities. Students are encouraged to enhance their high school experience through participation in one or more of our school's activities, clubs, or sports. All school activities, clubs, or sports must be sanctioned by school administration and open to general membership. Announcements will be made over the public address system and on posters concerning the extra-curricular offerings. Further information may be obtained from the faculty advisor or guidance counselor.

FACULTY MAILBOXES

Faculty mailboxes are private and under no circumstances is any student to remove anything or put anything in a faculty mailbox without the assistance of Main Office staff.

DRILLS AND EMERGENCY EVACUATIONS

Detailed instructions for fire, weather, medical, and intruder drills and evacuations will be explained by teachers. Directions for leaving the building are included in the Emergency Procedure Guide available in every classroom. If in doubt, then ask individual teachers to show you where the directions are and to explain the evacuation route from that room. Students on the 2nd floor should exit on the inside (left) of the stairwells. Students on the 3rd floor should exit on the outside (right) of the stairwells. All students and personnel should exit as quickly and as quietly as possible. Students are not allowed to use the elevator during drills or emergency evacuations. Provisions have been made for physically challenged students. All students needing special consideration during drills and emergency evacuations should notify Administration. Physically and mentally challenged students should follow the procedures set forth in the IEP.

Grading Periods

Term Dates (subject to change)

- | | |
|-----------------------------------|---|
| • 1 st TERM | August 30, 2021 – November 3, 2021 |
| • 2 nd TERM | November 4, 2021 – January 20, 2022 |
| • 3 rd TERM | January 21, 2022 – April 1, 2022 |
| • 4 th TERM (Grade 12) | April 2, 2022 – May 27, 2022 |
| • GRADUATION | June 3, 2022 |
| • 4 th TERM | April 6, 2022 – June 21, 202, or last day of school due to cancellations
(Includes 5 emergency closing days) |

Mid-Term Warning Notices

Now that the district provides performance data to parents, guardians, and students via the PowerSchool Public Portal 24/7/365, school administration will no longer mail or send home mid-term notices on paper. School administration will use School Messenger to notify parents on the mid-term date and remind everyone to login into the PowerSchool Public Portal to monitor student performance. School Messenger will contact parents on the following dates:

- | | |
|------------------------|--------------------|
| • 1 st TERM | September 30, 2021 |
| • 2 nd TERM | December 10, 2021 |
| • 3 rd TERM | March 1, 2022 |
| • 4 th TERM | May 12, 2022 |

GRADUATION / PROMOTION REQUIREMENTS

The WHS Program of Study contains those courses which are available to complete four years of study in preparation for college and career post-secondary opportunities. Please see the WHS Program of Study for more information.

HAZING

The term – hazing – shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health or any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

On or before October 1 of each year, the principal of every secondary school shall file a report as required by M.G.L. c.269§19 with the bureau of Student Services. Such reports as required by 603 CMR 33.04(1) shall include the following certifications: (a) that the

school has issued a copy of M.G.L. c.269§17 through 19 to every group of organization under its authority and to every member, plebe, pledge or applicant for membership in such group or organization; (b) that the school has issued a copy of M.G.L. c.269§17 through 19 to every non-school affiliated organization; (c) that the school has obtained an acknowledgement of receipt from an officer of every group or organization under its authority, and every individual which has received a copy of M.G.L. c.269§17 through 19; (d) that the school has obtained an acknowledgement from a contact person for each non-school affiliated, organization that such organization has distributed a copy of M.G.L. c.269§17 through 19, to every member, plebe, pledge or applicant for membership in such group or organization; (e) that the school has adopted a disciplinary policy with regard to the organizers of and participants in hazing which has been approved the school committee, is available to anyone upon request and has been filed with the Bureau of Student Services as required M.G.L. c.71§37H

Participation in or encouragement of hazing activities (see **MGL 269:17-19** in the District section of this handbook) is strictly prohibited by students participating in school organizations and/or teams.

- 1st offence: Up to 5 days suspension from school and a 10 day suspension from participation in any school organization or team, possible referral to counseling and the notification of the Westfield Police Department.
- Subsequent offenses: A 10 day suspension from school and an exclusion from participation or membership in any school organization or team for up to one calendar year, a referral for counseling and the notification of the Westfield Police Department.

HONOR CODE

It is only through the evaluation, reflection and revision of one's own work that true progress and success can be achieved. To help students gain the most from their education, the entire faculty of Westfield High School expects that students will do their own reading, writing, test taking, research, and assignments. Considering that cheating and plagiarism undermine a student's success and true understanding, we reinforce that cheating and plagiarism are violations of Westfield High School's Code of Student Conduct.

In addition, acts of cheating and plagiarism are in direct conflict with the Mission Statement of Westfield High School. There is a great deal of information available on how to avoid plagiarism. Teachers are always an excellent resource; however, students and parents may appreciate additional information on plagiarism on the school's website.

DEFINITIONS

Cheating is defined by Westfield High School as sharing information before or during testing situations, copying of another individual's work, including sharing information through electronic devices/media, and using "cheat sheets" during testing.

Plagiarism is defined by Westfield High School as taking work or ideas from the Internet, books, magazines, television, movies, any person or any other source whatsoever and deliberately passing it off as one's own work. Plagiarism does not require that a student submit a verbatim copy of the work of any source as his or her own. Plagiarism also includes submitting ideas and/or conclusions generated by another source as ONE'S own work.

RESPONSIBILITIES

Teachers will:

- review Academic Honor Code
- conduct a PowerPoint presentation of the Academic Honor Code to all freshmen classes
- indicate clearly when collaborative work on a project is or is not permitted
- review proper method of citation appropriate to subject area
- be available to students for additional help and questions regarding citations
- provide a secure testing site
- report any Academic Honor Code violations

Students will:

- submit his or her own work
- follow proper methods of citation
- ask for clarification when unsure about plagiarism or cheating
- protect work during testing and class situations
- not share assignments as consequences are equal for the one who shares as well as the one who receives the assignment

CONSEQUENCES (per year)

First Violation:

- zero on the entire assignment without the opportunity to do the assignment again
- parental contact by the content teacher
- notification to principal, vice principal and counselor may result in a Saturday detention
- notification to National Honor Society resulting in probation of privileges for the semester
- notification to Renaissance Program resulting in suspension of privileges for the semester

Second Violation:

- zero on the entire assignment without the opportunity to do the assignment again
- parental meeting with student, teacher, and administration
- notification to principal, vice principal and counselor resulting in a disciplinary consequence
- notification to National Honor Society resulting in dismissal
- notification to Renaissance Program resulting in suspension of privileges for the year

Any subsequent offenses will be reviewed and consequences determined by the Academic Honor Code Faculty Board.

Appeal Requests are available in the College/Career Center, and accepted up to two weeks after the Violation Notice.

HONOR ROLL

Westfield High School will publish an academic honor roll each term based on a student's grade point average for that term; those earning a 93 or higher grade point average will be classified as a first honors student. Students receiving an 83 or higher grade point average will be classified as a second honors student.

LIBRARY LEARNING COMMONS

The H. W. Kittredge Memorial Library is open every day from 7:15 a.m. until 2:00 p.m. The library makes every attempt to remain open for an extra hour after school Monday-Thursday as staffing permits. The library is open during 1st and 2nd lunch and closes for 3rd lunch.

The library strives to be a welcoming environment for study, research, reading and homework. It is also a place for students to connect with one another and with their teachers. We have a library café where students may purchase caffeine-free beverages. Drinks are allowed as long as they are in covered containers. Eating food is discouraged. Certain areas of the library are designated as quiet study space while conversation is allowed in most areas.

Students may borrow books and other materials for a 2 week period and may renew them if necessary. Renewals are done with a book in hand. There are no library fines for late materials. Weekly overdue notices are sent to students via their A period teacher. Books that are overdue for one month are obligated for the cost of the book. A letter is sent home to parents indicating the obligation. Returning the book in good condition removes the monetary obligation. All books are protected by a security system and must be checked-out and desensitized to prevent setting off the alarm.

The library has networked computers for student use as well. Students utilize the library via classroom visits, directed study or at the discretion of a subject teacher. The librarian is available after school for research help and anytime during the school day.

LOCKERS

Students will be assigned a hallway locker. Each student is responsible for securing all personal items and valuables in the locker. Lockers are subject to search by administration at any time.

LOST AND FOUND

The Lost and Found is in the Main Office. Students should write their name, teacher, and the date issued on the book label to help in the process to return lost and found books.

LUNCH PERIOD

Students will eat lunch in the cafeteria at their assigned lunch time (1st, 2nd, or 3rd lunch). When finished eating lunch, students are expected to clean-up after themselves and then to stay within bounds until the end of the assigned lunch time. No food is to leave the cafeteria area at any time without permission.

NATIONAL HONOR SOCIETY

Members will be invited and selected from the Junior and Senior classes. They must have a cumulative average of 92.0 or higher. Students must have no more than twelve unexcused tardies or absences per year or any Saturday detentions or suspensions. (6 per quarter) Members will be selected on leadership as well as community service and school activities. Members will be required to complete a minimum number of community service hours each term and over the summer.

Meeting Schedule: First Thursday of every month at 2:00

Location: Cafeteria

Prior Experience Required: Informational Packet Required and Selection by the Faculty Council

NHS Selection Process Instructions:

The information packet, including an essay, as well as the NHS Handbook is available on-line at the Westfield High School website and in the Student Share folder. Candidates will receive instructions on using this site with their letters of congratulations.

The information requested is essential to complete the selection process for membership to the National Honor Society, Westfield Chapter. The activities you have participated in during your high school years are just as important as the academic achievements that you have accomplished. Therefore, please be aware that an incomplete packet could result in membership being denied.

Please follow the instructions below carefully as failure to do so will impact your selection:

- Information must be presented in the format of the NHS Selection Template.
- Pages must include your name and grade.
- Activities must include references and a daytime telephone number.
- The NHS Faculty Council reserves the right to audit references.
- Late or incomplete packets will NOT be reviewed or accepted. NO EXCEPTIONS.
- Any students with an ongoing Honor Code violation or attendance issue not resolved by selections will NOT be considered until the next round of selections. NO EXCEPTIONS.
- All appeals will be heard on the same date chosen by the Faculty Council. NO EXCEPTIONS.

Please email or see an NHS Faculty Council member if you have any questions or concerns on completing your packet. Thank you.

OBLIGATIONS, RESPONSIBILITIES, AND CARE OF SCHOOL PROPERTY BY STUDENTS

It is the responsibility of students to ensure that books and materials belonging to the Westfield Public Schools are returned in acceptable condition. Lost, damaged, or defaced property must be paid for by the responsible student. While state law prohibits withholding official school documents for any reason, administration reserves the right to deny students with outstanding obligations the right to participate in school sponsored events which do not directly impact the educational program as well as the loss of certain privileges (Renaissance, senior activities, etc.). Any student deemed responsible for the willful destruction of school property will be subject to the financial cost of repair or replacement, and may also be subject to suspension or expulsion from the school system and potential judicial action.

PARKING

Parking on school property is a privilege and not a right. Therefore, the following rules and regulations are intended to help monitor student traffic and enforce campus policy. The school reserves the right to suspend driving privileges for infractions of rules and to remove, at the owner's expense, any vehicle violating the traffic or parking regulations of Westfield High School.- Each student who wishes to park on campus must register their car and obtain a parking permit. The parking permit must be displayed clearly on the driver's side windshield. Students can park **ONLY** in the student parking lot. Spaces are available on a first come first served basis. A student driver **MUST**:

- Adhere to the speed limit of 15 mph anywhere on school grounds.
- Drive within the designated lines, not through the parking lot.
- NOT drive in front of the busses during loading, unloading, and exiting the parking area.
- All automobiles on school grounds are subject to search by school personnel, with or without the student present, if deemed necessary.
- The school administration may remove parking privileges for violating school policies.

PBIS

PBIS is short for Positive Behavioral Interventions and Supports. PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of all students.

PERSONAL CONDUCT

Students are expected to conduct themselves in a socially acceptable manner. Please demonstrate respect for yourself and others by conducting yourself in a manner appropriate for a public place. School authorities may request students to refrain from inappropriate affectionate behavior. **Violation of this policy can result in disciplinary consequences.**

PHONE MESSAGES TO STUDENTS

Parents or guardians should contact the Main Office (413-572-6464) in order to send a message to the student. Parents and guardians should refrain from texting or emailing students during the school day, as it is disruptive to the teaching and learning activities in the classroom. Further, a student could receive a disciplinary action through the inappropriate or unauthorized usage of an electronic device during class. Answering personal texts and email messages during class is considered inappropriate usage of an electronic device.

POSTING OF INFORMATION

The daily bulletin is prepared by the principal's office each school day. School sponsored organizations and student initiated voluntary associations that utilize school facilities may place notice of their future meetings or events in the daily bulletin. The daily bulletin is posted each day on the bulletin board outside the Main Office and on the school webpage. The Guidance Department has bulletin boards that post official information as well. School-sponsored clubs, activities, and organizations may display posters, provided space is available and provided that the posting is approved in advance by the principal / designee. Clubs and organizations that are student initiated voluntary associations (not school sponsored) may display posters on the bulletin board located in the school office. All postings are subject to the district free speech policy. Posters hung in spaces other than authorized locations will be removed.

The Westfield High School does not endorse the private views espoused by students and/or student organizations merely by allowing them to post information and/or conduct activities on school premises.

PROGRAM OF STUDY

The Westfield High School Program of Study provides our students and their parents with the information necessary to make informed decisions in completing a course of study for the upcoming academic school year. Whether your future plans include post-secondary education (like college or technical school), the military, or a career, your course of study selection must be done with great care.

Our academic departments continually review curriculum and courses to ensure our Program of Study is suitable, rigorous, and relevant in meeting the needs of ALL of our students. Where applicable, our curriculum is aligned to the Common Core State Standards Initiative, the Massachusetts curriculum frameworks, and/or the Next Generation Science Standards, thereby promoting success on the MCAS exams in English Language Arts, Mathematics, and Science.

The selection of your course of study is a very important process that should be completed in collaboration with your current teachers and guidance counselor. Please carefully consider all courses, as they are the foundation on which to build pathways to your post-secondary education, military, or career programs. As the Program of Study is directly linked to the annual budgetary process, Westfield Public Schools reserves the right to add, delete, or edit any published course.

Finally, the Guidance Department stands ready to assist you in this most important endeavor. As always, please do not hesitate to contact us with any questions or concerns regarding any aspect of the scheduling process.

RENAISSANCE PROGRAM

The purpose of the Renaissance Program at Westfield High School is to motivate all students to strive for academic excellence and good attendance at school. The Renaissance Program has been established to recognize these students with positive, tangible incentives to encourage them to work harder to achieve this goal.

Renaissance Benefits

Free admission to any athletic event held at home. The student must surrender the card, along with showing Student ID. The student may pick up the card the following day in the Athletic Office.

Renaissance Card Holder Guidelines

Renaissance card and Student ID must be presented to obtain benefits. Any suspension or Saturday detention will result in ineligibility to receive and/or loss of card. Misuse of a card or any disciplinary problems will result in loss of card. Only one card is issued per semester.

Renaissance Card Standards and Privileges

Gold Card

- A term 1 & 3 grade point average of 93 for a minimum course load of 5 ½ credits per year with no withdrawal/failures.

Silver Card

- A term 1 & term 3 grade point average of 83 for a minimum course load of 5 ½ credits per year with no withdrawal/failures.

STUDENT TEACHER ASSISTANCE TEAM (STAT)

Westfield High School has established a Student Teacher Assistance Team (STAT) made up of adjustment counselors, administrators, guidance counselors, teachers, and other support personnel that review students who may be in personal or academic crisis. Any parent, student, or staff member concerned about a student should refer them to the principal or Counseling Department.

SPORTS – ATHLETIC ELIGIBILITY RULES

Reference: *Massachusetts Interscholastic Athletic Association (MIAA) Handbook*

Westfield High School is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and abides by their rules of governance set forth in the MIAA Handbook.

The violation of any eligibility rule may result in forfeiture of a game won or the elimination of a player from participation for one year. A mistake could spoil a season. If there is any doubt concerning eligibility, consult your principal or athletic director. The rules apply to all teams (i.e., varsity, junior varsity, and freshman), to all grades, and to both girls' and boys' sports. A STUDENT IS NOT ELIGIBLE WHO:

- Was not a member of a MIAA member secondary school for a minimum of two (2) months, exclusive of summer vacation months, who has not received a report card preceding the contest. (Ref. rule #55)
- Transferred from any school to a MIAA member school (Ref. rule #57)
Has not secured during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade, and full credit, in the equivalent of four traditional year-long major English courses. A transfer student may not gain academic eligibility if student was not, or would not be, eligible at the sending school, unless transfer was necessitated by a move of parents and then eligibility would be determined by receiving schools eligibility standards (see Rule 57.7.1). A student cannot at any time represent a school unless that student is taking courses which would provide Carnegie Units equivalent to four traditional year-long major English courses. To be eligible for the fall marking period, students are required to have passed and received full credits for the previous academic year, the equivalent of four traditional year-long major English courses. Academic eligibility of all students shall be considered as official and determined on the published date when the report cards for that ranking period are to be issued to the parents of all students within a particular class. Senior student-athlete academic eligibility following the third-quarter report cards being issued, will carry through to the conclusion of the spring sport season. Fourth quarter grades can't then render a senior academically eligible. (Ref. rule #58)
- After entering grade 9, 12 consecutive athletic seasons have passed regardless of participation. (Ref. rule #59)
- Becomes 19 years of age before September 1. (Ref. rule #60)
- Has graduated from any secondary school. (Ref. rule #61)
- Was "persuaded" or influenced to transfer to present high school by a coach, athletic director, principal or other person connected to the school. (Ref. rule #44)
- Is put out of a game for fighting or flagrant unsportsmanlike conduct and is not eligible to play in the next scheduled game or the next two (2) contests in the sports of baseball, ice hockey, and soccer, have been completed. This includes, but is not limited to, the use of threatening, abusive or obscene language. If it is the second time during the same season, then you are disqualified from any further participation in that sport season for one full year. (Ref. rule #48-49)
- Physically assaults an official, is ineligible in all sports for one full year. (Ref. rule #49)
- In the judgment of the game official, willfully, flagrantly or maliciously attempts to injure an opponent, in any sport, will be immediately excluded from participation in that sport season for one year. (Ref. rule #49)
- During the season of practice or play uses, consumes, possesses, buys/sells or gives away any beverage containing alcohol, any tobacco product, steroids, marijuana or any controlled substances. (Ref. rule #62)
- Only awards of no intrinsic value and approved by The MIAA may be accepted by a high school student-athlete as a result of participation in school or non-school competition in a sport recognized by that state association. (Ref. rule #47)
- A student is not eligible for tournament participation unless he/she is regularly present at and actively participates in all high school team practices and competitions. (Ref. rule #45)

The MIAA has established a procedure which provides a full and multifaceted review of all requests to set aside an eligibility requirement for an individual high school student. (Ref. rule #87-90) The MIAA waiver process is published in the MIAA Handbook along with in the MIAA White Book of Forms. There are many other important rules and regulations that must be adhered to. Those listed above are most common and must be understood. There are some exceptions or variations to these rules. Consult your principal or athletic director if there is any doubt.

Bona Fide Team Rule (MIAA Rule 45)

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Students cannot be given special treatment (late arrival, early dismissal, etc.) for non-school athletic programs. Saturday and Sunday practices **ONLY** may

be excluded from this rule and no waiver is required. First Offense: Student-athlete is suspended for 25% of the season (see chart on Rule 62). Second Offense: Student-athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation. See Rule 98 for additional tournament restriction and Rule 88 for waiver guidelines. 45.1 A student-athlete must be a Team Member for 50% of the regular season schedule for that sport to participate in any MIAA Tournament competition (team member: any student athlete who attends practices or games for their sport team – e.g. Freshman basketball player moved to JV and then Varsity). 45.2 If ineligible, cannot be in uniform. Attendance at an event to be determined by the High School Principal.

Chemical Health Rule (MIAA)

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAPE pens and all similar devices); marijuana (including synthetic); steroids; drug paraphernalia; or any controlled substance. This policy includes products such as “NA or near beer,” inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one’s mental state. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by their doctor.

This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

Minimum PENALTIES: (also see Rule 32.8 – Ineligible Students)

First violation

When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. During the suspension the disqualified student may not be in uniform and attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 25% of the season.

Second and subsequent violations

When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that the student is attending or issue a certificate of completion. If a student does not complete the program, the penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year). If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close and the student would face no consequence. Prior to any chemical health violation a student's request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco.

Athletic Council

The principal will convene the WHS Athletic Council, consisting of Varsity Coaches who are also on staff at the school. In the event that an athlete displays inappropriate behavior above and beyond the established expectations of the Athletic Director and/or Administration, such athlete(s) will be required to meet with representatives of the Athletic Council in order to maintain and/or restore their athletic eligibility. This body may recommend to the Administration an additional penalty beyond what is called for by the MIAA or local Code of Conduct up to and including the loss of Eligibility for 1 year.

Student Athletes and the NCAA

Students who plan to participate in athletics at the college level need to be aware of the eligibility requirements. Information is available in the guidance office and athletics office regarding the NCAA requirements for registration. It is never too early to start looking into this.

Department of Physical Education – Sports Exemption

The purpose of this Sports Exemption option is to allow juniors and seniors, who participate in an interscholastic sport, to opt out of the physical education requirement in accordance with the policy of the Westfield Public Schools. To take advantage of this option the student must enroll in a full year academic course with approval of the building principal or his/her designee. When deciding on opting out of your Physical Education class, keep in mind the following requirements:

- It must be a Westfield High School sponsored interscholastic sport.
- The amount of hours required of the sport must be at least comparable to the amount of hours of a Physical Education class.
- Your sport must be played in the same academic year your Physical Education class would occur.
- One sport is equal to one physical education semester.
- Participation in an interscholastic sport does not count as credit towards graduation requirements.
- If the student athlete fails to complete the sport season, he/she then must fulfill the physical education graduation requirement.

STUDENT DRESS

Today students are required to follow the district policy for Student Dress found in Section II of this handbook. The district permits each school's administration to further define its own school dress code.

School administration will collaborate to further define the student dress policy, electronic device policy, and other school policies found in this handbook, as necessary. As such, this document is a working document and subject to change. Please be assured that if and when any change to this document occurs that school administration will notify all parents, guardians, and students prior to any changes going into effect. The purpose of this effort is to properly consider current trends in fashion, technology, and other areas of our 21st century society, as well as the needs and expectations of ALL – students, parents, teachers, and administration alike.

SUBSTANCE ABUSE – ALCOHOL ANALYZERS

When there is a reason to suspect that a student has been consuming alcohol in school, on school property, or at a school sponsored event, a test may be administered by school officials. The student's failure to comply is insubordination and may result in disciplinary action. The refusal also raises the inference that the student is hiding something and further disciplinary action may be taken.

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol: any tobacco product, including vapor/E-cigarettes; vape/E-cigarette machines, or vape/E-cigarette products; marijuana; steroids, or any controlled substance. The School Committee prohibits the use of consumption by students of alcohol, tobacco products, or drugs on school property or at any school function. **Violation of this policy will result in disciplinary consequences.**

TUTORS

If a parent or a student is considering engaging a tutor, he/she should contact the student's guidance counselor, so that the subject teacher may work cooperatively with the tutor. The National Honor Society and Peer Mentoring club provide tutoring services. More information is available from your guidance counselor, Ms. Desmond or Mrs. Lacas (faculty advisor to NHS), or any member of NHS. There is no charge for this service.

VISITORS

The school policy is to accept those visitors who have legitimate business at the school. Visitors and guests must register in the Main Office immediately upon entering the building. All visitors and guests must display, at all times, an appropriate identification badge assigned by the Main Office. Upon completion of their business, all visitors and guests must sign-out in the Main Office, return the badge, and promptly leave the building. All visitors are expected to leave promptly when their business is completed. Administration will make the final determination regarding visitors. Students wishing to take a visitor to a school function such as a dance must register the guest by name in order to get permission for a particular guest to attend.

WITHDRAWAL / TRANSFER

Any student who plans to withdraw from school or transfer to another school must follow this procedure:

1. Inform the guidance counselor.
2. Complete a discharge slip (guidance office).
3. Return all books and other school-issued materials issued in possession.
4. Turn-in completed withdrawal form to guidance counselor.
5. If transferring to another school, students must obtain a transfer card from the guidance counselor and provide authorization for forwarding the transcript.

SECTION II - DISTRICT POLICIES

The District Section is composed of district-wide policies. If any provisions of Section 1 are in conflict with Section 2, district policy shall prevail.

Below please find a brief description of some district-wide policies. To view the complete School Committee Policy manual please visit our website:

www.schoolsofwestfield.org. **Select District – School Committee – Policy Manual**

Administering Medicines to Students (File: JLCD) (File: JLCD-R)

This policy is designed to provide minimum standards for the safe and proper administration of medications to students in the Westfield Public Schools. Except as provided in this policy and its accompanying regulations, the Westfield School Committee prohibits the administration of any medication by school personnel, or the self-administration of any medication by any student.

Life Threatening Allergies (LTA) (File: JLCEA)

The Westfield Public Schools (WPS) understand that some students have life-threatening allergies and the WPS are committed to minimizing the incidence of life-threatening allergic reactions. In order for the WPS to appropriately assist the student, parents/guardians must notify school administration (including the school nurse) about allergies and health issues with their children.

Athletic Concussion Policy (File: JJIF) (File: JJIF-R)

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities.

Policy Regarding Wellness (File: ADF) (File ADF-R)

The Westfield Public Schools promotes healthy schools by supporting wellness, good nutrition, health education, and regular physical activity as part of the total learning environment.

Attendance Policy (File: JE)

The School Committee requires a high level of participation in engaged learning. Regular school and class attendance enables students to benefit from classroom discussions, presentations, and interactive activities.

Bus Transportation (File: JICC)

The Westfield Public Schools provides free bus transportation for all eligible students in accordance with applicable laws. The authority of the school begins and ends at the bus stops, both in the morning and in the afternoon. As such, all school rules apply to student activity during these times. Students who violate school rules may have their privilege to ride the school bus revoked in addition to any standard disciplinary action. If a

student is suspended from riding the bus, it becomes the responsibility of the student and his/her parents to provide transportation to and from school.

Student Dress (File: JICA)

It is largely the responsibility of the student, with the guidance of parents, to determine what is appropriate dress for school or school related activities, however, the Westfield Public School system

reserves the right to prohibit clothing or manner of dress which constitutes a health or safety concern or is so unusual as to be disruptive or distracting to the educational process.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation. Exempted from this policy are students requiring a medical and/or safety exemption as determined by the building principal in accordance with the District Face Covering Policy.

Student Fees, Fines, and Charges (File: IO)

The Westfield School Committee recognizes the need for student fees to fund certain school activities. While no student will be denied access due to an inability to pay fees, all students will be required to remit charges and fines.

Responsible Digital Use Policy (File: IJNDB) (File: INJDB-E)

The Westfield Public School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool.

Student Discipline (File: JIC)

The Westfield School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated.

Student Interrogations, Searches, and Arrests (File: JIH)

The storage, on one's person, in one's belongings or in school property, of contraband such as, but not limited to, illegal substances or articles or any item prohibited by district policy or building rules, is strictly forbidden. Violations will result in confiscation of such materials. The student in violation will be subject to disciplinary action.

Alcohol, Tobacco, and Drug Use by Students Prohibited (File JICH)

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids, or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function.

Due Process for Suspensions from School

IN-SCHOOL SUSPENSION UNDER 603 CMR 53:02(6) & 603 CMR 53.10

In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions over the course of the school year.

- The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident.
- If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.
- On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
- The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Out-of-school short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

- Send proposed short-term suspension letter
- **Principal Hearing.** The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.
- Send short-term suspension determination letter

LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year.

- Send proposed long-term suspension letter
- **Principal Hearing.** The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal will consider in determining whether

alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

- i) In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
 - ii) the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;
 - iii) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
 - iv) the right to cross-examine witnesses presented by the school district;
 - v) the right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.
- Send long-term suspension determination letter
 - The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.
 - The Superintendent appeal hearing shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.
 - Within five (5) calendar days of the hearing the superintendent shall issue the Superintendent suspension determination letter. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal. The superintendent's decision shall be final.

EMERGENCY REMOVAL

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency, removal the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension.

SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. c. 71, §§37H and 37H½

1. The due process procedures above do not apply to a) possession of a dangerous weapon; b) possession of a controlled substance; c) an assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c.71, §§37H or 37H½.

2. The principal will inform the student of the specific charges in writing, informing the student of the right to be represented by counsel (at the student's expense) and the right to provide evidence and question witnesses, on the proposed hearing date.
3. The student may appeal the principal's expulsion determination to the superintendent of schools within ten (10) days of notification of the expulsion.
4. The superintendent may uphold, reduce, or reverse the disciplinary action after the appeal hearing. Note that a failure to make an appeal to the superintendent within the ten (10) day period will exhaust any further right of appeal.
5. All students who have been suspended or expelled who remain residents of the District shall have an opportunity to make academic progress during their period of suspension, expulsion, or removal from regular classroom activities.
6. If the superintendent upholds the expulsion decision, if the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan.

Teaching about Alcohol, Tobacco, and Drugs (File: IHAMB)

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco and drug prevention education programs in grades K-12.

Bullying and Cyberbullying (File: JBA)

Bullying of any type is prohibited in the school setting or connected with the school setting as provided below. The Westfield Public Schools will endeavor to maintain a learning and working environment free of bullying.

Prohibition of Hazing (File: JICFA) (File: JICAF-E)

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location.

Policy Regarding Sex Discrimination and Sexual Harassment (students) (File: ACAC)

It is the policy of the Westfield Public Schools that any form of sex discrimination or sexual harassment is forbidden, whether by students, school employees or third parties subject to the control of the board.

Physical Restraint of Students (File: JKAA) (File: JKAA-R)

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Westfield Public School District. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

Procedures Student Complaints and Grievances (File: JII-R)

The procedures apply only to situations not otherwise specifically provided by other district policy or procedure.

Student Privacy (File: JII-R)

In accordance with federal law, the Westfield Public Schools adopts, in consultation with parents, the following provisions related to student privacy.

Student Records (File: JRA) and File JRA-R)

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families.

Free Speech Policy (High Schools) (File: JFA)

The Westfield Public Schools recognize the free speech rights of high school students in the public schools.

Student Speech at Elementary and Middle Schools (File: JFAAA)

The Westfield Public Schools recognizes its responsibility to create an educational environment that encourages appropriate student expression and speech.

Parental Notification Law (File: IGAI)

The Westfield Public Schools will ensure that parents and/or guardians are afforded the flexibility to exempt their children from any portion of the human sexual education or human sexuality issues curriculum that is taught within the PreK-12 grade levels. Parents and/or guardians who wish to avail themselves of this flexibility shall do so through written notification to their child's school principal. No child so exempted shall be penalized by reason of such exemption.

Non-Custodial Parents Rights (File: KBBA)

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

Student Progress Reports to Parents (File: IKAB)

Parents are entitled to information concerning the progress of their child. The information shall emphasize the positive aspects of a child's progress in school indicating, therefore, what he/she has accomplished.

Student Assistance Program (File: IGB)

The goal of the district is to provide students needing educational supports with the opportunity to receive educational assistance within the general education program whenever possible.

English Language Learners (File: IHBEA)

The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Department of Elementary and Secondary Education regulations and guidelines.

Nondiscrimination (File: AC)

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential.

Gifts to and Solicitations by Staff (File: GBEC)

Under MGL c. 268A, public school teachers (and other public employees) are generally prohibited from accepting gifts valued at fifty dollars or more, unless that gift falls within certain exemptions. The State Ethics Commission recently created a new exemption for "class gifts" whereby a public school teacher may accept a class gift up to one hundred fifty dollars in value if a group of students and/or parents wish to pool their contributions towards a gift.

GRIEVANCE PROCEDURE

Section 504 of the Rehabilitation Act of 1973 (File: ACC)

Under Section 504, a person with a disability is anyone who (a) has, (b) has a record of having or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing hearing, speaking, breathing, working and performing manual tasks and includes major bodily functions.

SPECIAL EDUCATION SERVICES

The requirements regarding special education are based upon state and federal law. The relevant laws are as follows:

- A. State Law: The state special education law, Section 28, popularly known as “Chapter 766” after the session law number under which it was passed in 1972, is contained in the Massachusetts General Laws (MGL) at Chapter 71B.
- B. The regulations implementing the statute are found in the Code of Massachusetts Regulations (CMR), 603 CMR, Section 28.00.
- C. Federal Law: The federal special education law is known as “IDEA” (Individuals with Disabilities Education Act). The statute is located in the United States Code (USC) at 20 U.S.C. §1400. In 1997, Congress re-authorized the IDEA and the amended statute is popularly known as “IDEA-2004”.

Interim Alternative Educational Setting

Students may be assigned to an Interim Alternative Educational Setting (I.A.E.S.) in accordance with the policy of the Westfield School Committee.

Emergency Evacuation Procedures

The Westfield Fire Department requires a standard evacuation procedure for all Westfield Public Schools. This procedure allows students to learn the evacuation procedure when they first enter the school and follow the same instructions until they leave the Westfield Public Schools.

Visitors and Parking

VISITORS: Our policy is to accept visitors who have legitimate business at school. Visitors and guests must register in the school office immediately upon entering the building. All visitors and guests must display, at all times, an appropriate identification badge assigned by the school office. Upon completion of their business all visitors and guests must sign out in the school office, return their badge and promptly leave the building.

PARKING REGULATIONS: Parents/guardians, students, and visitors should familiarize themselves with the parking regulations of the school and park in a legal parking space only. Violators will be subject to fines or towing of their vehicles. This applies to morning drop-off and after school pick-up as well as evening programs, workshops and conferences.

Summer Reading

The Westfield Public Schools remain committed to the improvement of reading, a primary component of the learning process. The goals of summer reading are to reinforce the habit of reading for pleasure, enrichment and gathering information. Research indicates that the more students read or listen to books, the better they will read. Research also indicates that students who do not read regularly throughout the summer lose reading skills that must be rebuilt once school begins again. Our expectation is that every student will read over the summer. Please refer to the Westfield Public School district webpage at www.schoolsofwestfield.org under Students for detailed information about summer reading.

Teacher Mailboxes

Teacher mailboxes are private and under no circumstances are students or visitors to REMOVE OR PUT ANYTHING in a teacher's mailbox.

Cancellation of School

There will be days when the Westfield Public Schools will be closed or have a delayed opening due to inclement weather, hazardous traveling conditions and/or other emergencies. We have a telephone notification system that will place calls to parents notifying them of closings, delays, or an early release. Please be sure that your student's contact information is up-to-date. The decision to close or not close school is made as early as possible to cancel all school transportation and lunch programs and to notify the media, traffic, and school personnel. On occasion, it may be wiser to have a two-hour delayed opening of school instead of closing for the full day. There may also be weather conditions that would necessitate the closing of school during normal school hours. Every child should know what to do and where to go in case of an early dismissal. If there is school during bad weather, the final decision concerning school attendance must rest with the individual parent.

Summary of Westfield Public Schools Safety Policies

Criminal Offender Registration (CORI): The Human Resources Office processes all CORI checks. The CORI will be utilized only for employment purposes and not disseminated to any other party. (Contact Human Resources Office) (File: ADDA)

Emergency Procedures: Advance planning for emergencies and disasters is essential to provide for the safety of students and staff. Schools must be prepared to respond immediately and responsibly to any combination of events which threaten to result in an emergency and/or disaster. (File: EBC)

Fire Safety: Building principals will meet all requirements for conducting fire drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions. (File: EBC)

Identification of Students and Staff: A picture identification system enhances the control and management of the school system.

Injury Reports: All injuries must be reported to the classroom teacher/school nurse as soon as possible. The injury report form must be completed.

Inspections (Playgrounds, Buildings, Buses, Etc.): Regular inspection of buildings, grounds, facilities, equipment and buses to uncover hazards and/or dangerous conditions in an ongoing effort to address any safety concerns.

Westfield Police Department: The Westfield Police Department and the Westfield Public Schools are committed to safe schools. The parties agree to meet to collaborate and establish lines of communication to support a safe, secure school and community.

Reporting requirements to the Department of Children & Families: Any school official or employee shall report any suspected child abuse or neglect as required by Massachusetts General Laws, Chapter 119, Section 51A. (File: JL)

Student Interrogations, Searches, and Arrests: The School Committee recognizes the right of students to be free from unreasonable searches and seizures. Nevertheless, it is the duty of the School Committee and

school officials to maintain order and discipline in the schools, thereby ensuring a positive educational environment. In furtherance of these duties, inspections and searches for prohibited and/or illegal substances or items may be conducted. (File: JIH)

Reporting Requirements to Law Enforcement: It is the policy of the Westfield Public Schools to cooperate with law enforcement and social service agencies in the interest of the larger welfare of all citizens. At the same time, Westfield Public Schools have a responsibility to parents/guardians for the welfare of the students while they are in the care of the school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) - MODEL NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Westfield Public Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Westfield Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised your student's building principal to the contrary in accordance with Westfield Public School procedures. The primary purpose of directory information is to allow the Westfield Public Schools to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want the Westfield Public Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify your child's school principal in writing by **September 14, 2021**. The Westfield Public Schools has designated the following information as directory information.

- **Student's name, address, telephone listing, electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

SCHOOL CALENDAR FOR 2021-2022

August 25	New Teacher Opening Day
August 26 & 27	Staff Development Days
August 30	Schools open for grades 1-12
September 6	Labor Day Holiday/No School
September 7	First Day of Kindergarten & Fort Meadow Preschool
October 11	Columbus Day Holiday/No School
October 26	Early Release Day for Elementary Students Full Day for Secondary Students Elementary Parent Teacher Conferences
November 2	Staff Development Day/No School for Students
November 11	Veterans Day Holiday/No School
November 24-26	Thanksgiving Recess/No School
December 24-31	Holiday Recess/No School (schools reopen January 3, 2022)
January 17	Martin Luther King Day Holiday/No School
February 9	Early Release Day for Elementary Students Full Day for Secondary Students Elementary Parent-Teacher Conferences
February 21-25	Winter Vacation/No School
March 11	Staff Development Day/No School
April 15	Good Friday/No School
April 18-22	Spring Vacation/No School
May 30	Memorial Day Holiday/No School
June 2	Westfield Technical Academy graduation ceremony
June 3	Westfield High School graduation ceremony
June 21	Last Day of School - early release for students *Includes 5 emergency closing days **Last day will be June 14 (if no emergency closing days are used) For every day not used, a day will be deducted from the calendar

Support Resources and Hotlines

Domestic Violence and Sexual Assault

Dilmira Liquori, Police Department: 562-5411 extension 5

YWCA ARCH Program: 733-7100 (hotline) Shelter, counseling and information for battered women and their children, sexual assault services

New Beginnings: 562-5739 counseling and information

Safe Link 24-hours 877-785-2020

Psychiatric Services

Westfield Crisis Intervention Program: 568-6386 24-hour service for psychiatric crisis and suicidal behavior

Individual, group and family counseling for youth and families:

The Carson Center: 572-4132

James Levine and Association: 534-7400

MSPCC, Holyoke: 532-9466

Child and Family Services, West Springfield: 737-4718

Agawam Counseling Center: 786-6410

Substance Abuse Services

MASS Substance Abuse Information Helpline: 800-327-5050

Providence Hospital, Holyoke

- Clinical Assessment Center for outpatient services: 539-2973
- Clinical Assessment Center for inpatient services: 539-2981

Baystate Medical Center, Central Intake for inpatient and outpatient services: 794-5555

Alcoholics Anonymous meeting schedule: www.westernmassaa.org or listed in your local paper

Al-Anon and Alateen: 782-3406/ 888-425-2666

Hotlines and Other Support Services

United Way: 737-2691

AIDS information and support: 800-235-2331

Missing children: 800-843-5678

National Runaway Switchboard (24 hours): 800-RUNAWAY

Department of Children and Families, Holyoke Office: 493-2600

Parental Stress Line: 800-632-8188

Western Mass Legal Services (Legal Aid): 781-7814