

# STUDENT–PARENT HANDBOOK

2021-2022



## Westfield Intermediate School

*Home of the Polar Bears!*

Katherine Bourque, Principal  
Jennifer Chapin, Assistant Principal  
Gregory Miller, Assistant Principal

350 Southampton Road  
Westfield, MA 01085  
(413) 572-6441

**WESTFIELD PUBLIC SCHOOLS**

<http://www.schoolsofwestfield.org>

**WESTFIELD SCHOOL COMMITTEE**

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Tim O'Connor, Vice Chair

Diane Mayhew, Secretary

Ramon Diaz

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### **WESTFIELD INTERMEDIATE SCHOOL - PHONE NUMBERS**

Main Office & Guidance Office	572-6441
Mrs. St. Germain, School Nurse	572-6448
Fax Number	572-1669

Westfield Intermediate School's Main Office is Open 7:15 to 3:30 on School Days

## **WELCOME LETTER**

Dear Students, Parents, and Guardians:

Welcome to Westfield Intermediate School! Our goal is to provide the highest quality learning environment possible for our students. The intermediate school provides a balanced program to meet the physical, social, emotional, and academic needs of our students. Students will be encouraged to be independent and self-directed. Students can expect to be treated fairly and provided a safe environment in an atmosphere of trust and mutual respect. Students will be challenged to reach their greatest potential so that they will be productive, creative, and responsible members of society. To help you become familiar with our school, we have developed this student & parent handbook. It contains procedures, attendance, and discipline policies. Please read this handbook carefully so you will know what is expected. If you have any questions about the contents, please contact one of the administrators, teachers, or counselors. We encourage an open avenue of communication between school and home. We invite parents/guardians to become involved in your child's education. Your involvement in any way is important to your child's education. We wish both students and parents/guardians alike a very successful year.

Mrs. Katherine Bourque, Principal  
Mrs. Jennifer Chapin, Assistant Principal  
Mr. Gregory Miller, Assistant Principal

**ENGLISH: If you need assistance understanding this information, please contact your building principal to arrange translation services.**

ARABIC: إذا تحتاج مساعدة لفهم هذه المعلومات, الرجاء الاتصال بمدير المدرسة لتقديم خدمات الترجمة.

NEPALI: यो जानकारी बुझ्न सहयोग चाहिएमा कृपया तपाइको प्रधानाध्यापकलाई अनुवाद सुविधाको लागि सम्पर्क राख्नुहोस.

RUSSIAN: Если Вы нуждаетесь в переводе, пожалуйста, сообщите директору школы, и школа обеспечит вас переводчиком.

SPANISH: Si Ud. necesita ayuda para entender esta información, favor de comunicarse con el Principal para los servicios de traducción.

SWAHILI: Kama unahitaji usaidizi katika kuelewa taarifa hii, tafadhali wasiliana na kinara wako wa jengo ili akupangilie huduma za tafsiri.

TAMIL: எங்கள் பள்ளிக்கு உதவி தேவையாக இருந்தால், தயவுசெய்து, தலைமை ஆசிரியர் அவர்களை தொடர்பு கொண்டு உதவி பெறவும்.

TWI: S1 wo hi a boafo4 a 4te as1m yi ase1 me pawoky1w fr1 wo panyin a 4tete wo na mo nhyeh1 nkyer1 ase1 som

UKRAINIAN: Якщо Вам необхідний переклад даної інформації, будь ласка, повідомте директору школи, і школа забезпечить вас перекладачем.

## GENERAL INFORMATION & PROCEDURES

### Student Dress

Students are expected to dress in accordance with the Student Dress policy of the Westfield School Committee. 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 SUPPORT SERVICES

Guidance counselors and adjustment counselors follow the progress of all students closely and conduct activities designed to help them learn more about themselves and their potential. Psychologists, reading and writing consultants, special education teachers, and tutors all comprise an important part of the total staff, specially trained and selected to serve the needs of emerging adolescents. All counselors and support staff can be contacted by calling the school's office at 572-6441.

### STUDENT AND TEACHER SUPPORT TEAM

The Student and Teacher Support Team (STAT) is a team of school personnel who meet to review and plan for students with attendance, academic, and at-risk issues. The team is made up of the principal/assistant principals, the special education supervisor, adjustment counselors, a regular education teacher, and the school nurse. The team reviews students' needs and develops a support plan with the necessary interventions. A team member is designated to follow up and monitor each student's plan.

### GRADING SYSTEM

The grading system is designed to measure the level of students' attainment of our curricula objectives. Students receive grades in each term for each course taken, and a grade of 60 or above is considered passing. Westfield Intermediate School will run on a trimester schedule.

A	90-100	
B	80- 89	I= Incomplete
C	70-79	M= Medical Excuse
D	60-69	P= Pass
F	0 - 59	W= Withdrawn

At the end of each course, the teacher uses the term grades to calculate a final grade. This numerical grade represents the student's final grade and is transferred into his/her school record. Comments on effort and conduct are also recorded on each student's report card. The following is a list of **possible** exponents regarding student conduct, effort, and achievement that are used on report cards:

Commendable Effort	Good Effort	Satisfactory Effort
Considerable Talent	Demonstrates Team Work	Remains on Task
Superior Work	Strong Leadership Skills	Exceeded Expectations
Commendable Conduct	Good Conduct	Satisfactory Conduct
Showing Improvement	Demonstrates Responsibility	Strong Organizational Skills
Participates in Class	Works Well With Others	Works Well Independently
Uses Class Time Wisely	Strong Study Skills	Working to Potential
Grade Reflects Effort	Needs to Work More Independently	Unsatisfactory Conduct
Missing Homework Assignments	Excessive Talking	Increase Class Participation
Difficulty Working in Groups	Loses Focus Easily	Wastes Class Time
Needs To Attend Help Class	Missing Project(s)	Missing Assignments
Incomplete Project(s)	Effort Needs Improvement	Unprepared For Class
Showing No Improvement	Grade Dropped Late in Term	Inconsistent Work and Effort
Poor Attitude Needs Improvement	Absent Too Often From Lessons	Low Test Results

### **PROGRESS REPORTS**

Progress reports are available to all students during the mid-term of each marking period by request of the student and/or parents/guardians. Parents/Guardians may monitor their child's academic progress through the PowerSchool Parent Portal as described below.

### **POWERSCHOOL PARENT PORTAL**

Parents/Guardians may track their child's academic progress from any location that has internet access. If parents/guardians do not have internet access, the public library has computers open to access your child's records. Please keep your passwords confidential so only you can access the information. The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student, and the School Bulletin tab has current announcements for our school. PowerSchool for Parents and PowerSchool for Students apps are now available for download from the Apple iTunes App Store and the Google Play Store. These apps provide real-time access to attendance, grades, assignments, scores and more, to users with an Apple iPhone®, iPod Touch®, or iPad® running iOS version 4.0 or later, or an Android® device. Westfield Public Schools values your privacy and never will share your data with any third parties. If you have any questions regarding the use of PowerSchool, please refer to the PowerSchool User Guide for Parents on the district's webpage at <http://www.schoolsofwestfield.org>.

### **LIBRARY/MEDIA CENTER**

Westfield Intermediate School Library/Media Center is a state-of-the-art facility. This facility has the resources that meet both the learning styles of the students and the teaching methodologies of the faculty, and are appropriate to the curriculum. The Library/Media Center contains the finest print, non-print, hardware, software, and on-line networking to not only support the curriculum but also meet the needs of the individuals who will use them. The library is for the use of all students who attend the intermediate school. Teachers often reserve the Library/Media Center for their classes to conduct research and other projects. Students can also use the Center with a pass from their teacher. All books are charged out for two weeks. There are books, magazines, and online computers to enrich students' classroom studies or to assist them in writing reports. We also have books and magazines for recreational reading or to find out more about a favorite hobby or sport.

### **ATTENDANCE**

Students are expected to adhere to the attendance policy of the Westfield School Committee. Below are set forth specific procedures applicable to Westfield Intermediate School.

**MORNING PROCEDURES:** School officially starts each day at 8:00 A.M. STUDENTS ARE NOT ALLOWED TO ENTER THE BUILDING BEFORE 7:50 A.M. Students arriving before 7:50 A.M. are to wait in front of the building unless a prior appointment has been made with a staff member.

Any students arriving after 8:00 A.M. should enter through the main entrance. Once students have arrived on school grounds, they may not leave, except under special circumstances as approved by the Principal. Upon arrival, or at the 7:50 A.M. bell, students are expected to go to their lockers and then report to their Home Room by 8:00 A.M. Students remain in Home Rooms at this time. Any student who needs to leave homeroom must have a pass. ATTENDANCE IS TAKEN AT 8:00A.M.

**TARDINESS TO SCHOOL/HOMEROOM:** Students are expected to arrive to 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 may be subject to disciplinary measures. Students must be in their homeroom seat when the 8:00 A.M. bell stops ringing, otherwise they are tardy. If a student reports to school after homeroom period is over (8:08 A.M.), he/she must report to the office and sign the late sheet. The student will be given an admit slip which must be given to the first teacher to whom he/she reports. A pupil tardy to school or homeroom a third time may be assigned one (1) office detention. Parents/guardians of students who are chronically tardy will be informed of the office detention and the consequences of further tardiness.

**DISMISSAL FROM SCHOOL:** If a dismissal is necessary, a written request must be submitted to the office. Whenever possible, doctor and dental appointments should be made after school hours. A parent/guardian must come into the office with a picture ID to dismiss their child during school hours.

**MAKE UP WORK:** Students are responsible for making up missed work. Teachers are not obligated to take the initiative. Teachers are authorized to give failing grades to students who have not made arrangements to make up work within two days of returning to school. The best plan for the student is to arrange for makeup work immediately upon return to school after an absence.

**If a student is absent for two or more days, a phone call should be made to the main office before 9:00 A.M. requesting the student's homework. Twenty-four hours' notice must be given in order to allow time to gather assignments from the teachers.**

Students who are truant or skip any assigned periods will forfeit all make-up privileges. Students with internal or external suspension will receive class credit provided assigned work is satisfactorily completed. Students absent for illness or other approved reasons such as school-sponsored activities may make up class work.

### **HOMEWORK GUIDELINES**

Homework is designed to reinforce the subject matter presented within the classroom. We feel homework affords the students an excellent opportunity to review the material outside of the classroom and thus make sure that a good understanding exists. It also allows the teacher to have a better understanding of what the student has learned. The classroom teacher will decide the frequency and need for this additional reinforcement. Each subject area teacher may assign homework daily. Although homework is not necessarily assigned each evening, it is the responsibility of the student. There are times when assignments may be longer or shorter depending on the nature of the material presented to the student. If a parent or guardian has any questions regarding these guidelines, please feel free to contact your child's teacher.

### **HOMEWORK ONLINE**

Westfield Intermediate School teachers will post assignments online each night. Assignments are recorded for the team's core subjects: Math, Science, Literacy, and Social Studies. Each teacher has their own page and will list the homework on our school website: [wis.schoolsofwestfield.org](http://wis.schoolsofwestfield.org)

### **EXTRA-CURRICULAR ACTIVITIES**

Various school activities are offered from time to time. They may include drama, field trips, dances, field day, intramurals, and school clubs. Morning announcements given over the Public Address system will tell about specific activities and times. Assemblies and other programs may be offered during the school day. Offerings for student selection will vary throughout the year. Participation in these activities is a privilege. Students must be present in school the day of the activity in order to participate. Vandalism in school, violation of district policies, excessive absences or tardiness, disruption of classes, rude or insubordinate behavior to teachers and staff members, and repeated infractions of school rules are not acceptable forms of behavior. **SUCH BEHAVIOR MAY CAUSE THE STUDENT TO LOSE PRIVILEGES TO PARTICIPATE IN THESE ACTIVITIES.**

### **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. In addition, such closings will be broadcast: WHYN, WAQY (FM-102), WRNX (FM-100.9), KIX (FM-97.9), Channel 40, Channel 22, CBS 3, local Channel 15 or you may call the School Information Line 572-6417. During periods of potential and actual storms the school administration is in contact with all relevant public safety and municipal agencies. 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.

### **VISITORS**

The school policy is to accept those visitors who have legitimate business at school. Visitors and guests must register in the school office immediately upon entering the building and show a picture ID. 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.

### **MISCELLANEOUS**

**FIELD TRIPS:** Throughout the school year, a number of field trips are planned for students. We believe that these activities are worthwhile experiences that offer students and teachers an opportunity to interact in non-school situations. Attendance at these functions is not automatic, and eligibility to attend will be determined by the principal with recommendations from faculty and staff members. Permission slips are required for all field trips. The School Committee must approve all out-of-state field trips. Good citizenship by our students is encouraged and expected at all times.

**OBLIGATIONS AND RESPONSIBILITIES:** Part of the maturation and growth of a student is to be responsible for all school materials available for their use. Students who owe money for lost or damaged books, library charges, lunch charges, padlocks, school-approved activities, or who have not served an assigned detention or suspension, will be considered delinquent. Consequently, a delinquent card will be filed in the office until the fee has been paid or the detention or suspension served. Failure to fulfill obligations may result in the loss of school privileges.

**TEXTBOOKS:** In June, students will be charged for any lost or damaged books. Consequently, it is good insurance to keep lockers locked in order to protect private property as well as the books that have been issued. Lost books turned in to teachers or the office will be returned to homerooms providing the student's NAME, HOME ROOM NUMBER, and the DATE ISSUED are included on the book label.

## **RULES AND EXPECTATIONS**

Students are expected to comply with the terms of the Student Discipline Policy of the Westfield School Committee. Students who violate any provision of that policy are subject to discipline, up to and including expulsion from school.

**BICYCLES and/or SKATEBOARDS:** Students riding bicycles to school are to place their bikes in the bike rack and lock the bike properly in the rack. Students may not park bikes lengthwise against the bike rack. BICYCLES AND SKATEBOARDS ARE NOT TO BE RIDDEN ON SCHOOL SIDEWALKS OR ON THE DRIVEWAY DIRECTLY IN FRONT OF THE BUILDING. Once on school property, skateboards must be carried and secured in a locker or in the office. Failure to follow the rules will result in loss of privileges for riding bicycles and/or skateboards to school.

**BREATH 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 breathalyzer test may be administered by school officials. The student's failure to comply is insubordination and may be treated as such. The refusal also raises the inference that the student is hiding something and further action may be taken.

**BULLETIN BOARD USE:** Displays and leaflets are subject to approval by the administration. Unauthorized use of bulletin boards, displays, or posting of leaflets may cause the material to be removed, and the person or persons who displayed or posted the materials to be subjected to disciplinary measures.

**CLASSROOM CONDUCT:** While it is impossible to list every expected behavior for the student in school, each teacher may have a more refined set of rules for their particular classroom, and the student should be aware of these expectations. Examples would be the prohibition of talking during tests, gum chewing, pass privileges, or homework procedure requirements.

**CLASS CUT POLICY:** A student's most important responsibility is to attend all scheduled classes during the school day. Cutting a class is an absence. Teachers will be notified of any unexcused absence due to a class cut and will be instructed to give a grade of ZERO (0) for that day. Students will not be allowed to make up any work due to a class cut. Students identified as having cut a class will be assigned office detention. Parents/guardians of any student identified as having cut a scheduled class will be notified and asked to meet with the Assistant Principal and Guidance Counselor.

**DETENTION:** Due to violations of district policy or school practice, students 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 building Principal or staff person having assigned the detention.

**TEAM/TEACHER DETENTION:** For a prescribed period of time after school, students are required to be academically occupied under the supervision of a staff member. Students will receive 24-hours notice when assigned a team/teacher detention.

### **RULES OF DETENTION:**

1. Detention will begin and end at specific times.
2. Credit will be granted for the time spent in detention only if the student meets all of the following requirements:
  - Remain in his/her seat.
  - Remain quiet.
  - Do school work while in detention.

At times, programs may be offered, such as after school service, in which students may have the opportunity to voluntarily participate as an alternative.

**OFFICE DETENTION:** For a period of forty-five minutes (2:35-3:20 P.M.) on any school afternoon, students may be assigned to office detention by a Principal. The student is required to be academically occupied under the supervision of a staff member. If a student fails to attend an assigned office detention, he/she will be assigned one additional detention. Subsequent truancies from detention will result in suspension. Students will receive a 24-hour notice when assigned to office detention. Students must come with schoolwork and remain working for the entire 45-minute period. Students are not allowed to converse during detention. Students who are not prepared to work, or who talk, will be asked to leave. Credit will not be given for that day and one additional day will be added. Students who are unruly will be asked to leave and receive appropriate disciplinary action. Students serving detention must leave the building following detention. **EMPLOYMENT OR PARTICIPATION IN SPORTS OR CLUBS AFTER SCHOOL IS NOT AN ACCEPTABLE EXCUSE FOR MISSING DETENTION.**

**LUNCH DETENTION:** Students will be assigned to lunch detention for minor disciplinary infractions. Students are escorted to detention with their lunches and are denied the outdoor recess period.

**ELECTRONIC DEVICES:** Electronic devices such as cell phones, portable music devices/video players, cameras, etc., are not to be used in school. If an electronic device is brought to school, it must be shut off and secured in the student's locker until they leave school. Electronic devices will be taken from students if they use them during the school day. After the second incident,



parents/guardians will be required to pick up the electronic device. Cell phones and cameras are not to be used on the buses during school hours.

**FOOD AND BEVERAGES:** In the morning, students should throw out any food/drink prior to entry into the school building. Food and beverages will be consumed only in the cafeteria and shall not be taken out of the cafeteria. The sale of food or beverages for the purposes of fund raising may be allowed under certain conditions, but may not be sold or consumed in competition with the school lunch program as required by state law. Students in violation of this may be disciplined, including verbal/written reprimand, confiscation of food or drink, parent/guardian contact, and/or detention.

**GUM/CANDY:** The eating, chewing, or possession of gum and/or candy by students is prohibited. Gum and candy will be confiscated when found in school, and students found with either will be subject to disciplinary procedures. Any student found in possession of candy and/or gum with the intent to distribute will be given school consequences.

**INSUBORDINATION:** Students are expected to follow the reasonable directions and authority of school officials. Insubordination is the direct refusal to follow the normal, customary, and reasonable request of a school authority.

**LOCKERS:** Each student is issued a locker at the beginning of the school year. Lockers are not to be considered as a student's personal property. Lockers are the property of Westfield Intermediate School and are subject to administrative search upon reasonable grounds when it is believed that contraband or other illegal materials are present.

**LUNCH PERIOD:** The following are expectations for all students regarding behavior in the cafeteria:

1. All students are responsible for cleaning up after themselves. Failure to do so will result in students receiving disciplinary action.
2. Any student caught throwing food may be suspended from school for up to five days.
3. Students are expected to proceed to and from lunch recess in an orderly manner.
4. There will be no cutting in any lunch line.
5. During lunch period, students will only be allowed to use the office telephone with permission from one of the Principals.
6. No food or drink is to be taken outside the cafeteria.
7. When outside recess is in effect, students will be required to proceed outdoors at the designated time.
8. At the conclusion of the lunch period, students will line up at their designated meeting area and be ready to meet their teacher.

**PERSONAL CONDUCT:** Students are expected to conduct themselves in a socially acceptable manner. Displays of affection between friends should be appropriate while on school grounds, at school programs, and activities. School authorities may request students to refrain from inappropriate affectionate behavior.

**PLAGIARISM, CHEATING, WILLFUL DECEIT, OR MISREPRESENTATION:** The students of Westfield Intermediate School should exemplify truth, honesty, and integrity. Intentionally plagiarizing material or cheating on school work or tests may result in a grade of zero for that assignment. Students failing to give proper information for the purposes of personal gain and/or dishonest are subject to school discipline in accordance with the Student Discipline Policy established by the Westfield School Committee.

**PROPELLING OF/OR THROWING OBJECTS:** The propelling or throwing of objects has proven to be very dangerous by causing injuries or damages to property. Students should not participate in this type of action.

**SCHOOL-SPONSORED PROGRAMS, FUNCTIONS, OR SOCIAL ACTIVITIES:** Specific school functions or events may have certain requirements or limits. Failure to follow these requirements may affect a student's participation. An example would be the failure to attend school on the day of the function.

**TARDINESS TO CLASS:** Students must be in their classroom seat when the 2-minute tone marking the end of passing period stops ringing so that the teacher may start work immediately. Otherwise, they are tardy and teachers may assign after-school detention.

**TRUANCY:** Truancy is defined as being absent from school or class without permission. Students are responsible for being in school and may not be absent without a confirmed, valid excuse. The student in violation will be denied credit for make-up work, and after-school detention penalties will be given including detention, loss of privileges and extra-curricular activities, parent contact, loss of appropriate credit, and/or suspension. Teachers will be notified of truant students and will be instructed to give a grade of zero for that day.

**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. 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 criminal action.

## 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](http://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: JQ)

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:

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;

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;

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

the right to cross-examine witnesses presented by the school district;

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](http://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](http://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