

# STUDENT-PARENT HANDBOOK

2023-2024



## WESTFIELD ELEMENTARY SCHOOLS

This handbook is provided to parents/guardians and students as an information guide.

### **Abner Gibbs, K-4**

Erika Masciadrelli, Principal

Tammy Ward, Assistant Principal

50 West Silver Street

Westfield, MA 01085

(413) 572-6518

<https://www.schoolsofwestfield.org/o/abner-gibbs>

### **Munger Hill, K-4**

Alexandra Clines, Principal

Christopher Manfredi, Assistant Principal

33 Mallard Lane

Westfield, MA 01085

(413) 572-6520

<https://www.schoolsofwestfield.org/o/munger-hill>

### **Franklin Ave, K-4**

Chris Tolpa, Principal

22 Franklin Avenue

Westfield, MA 01085

(413) 572-6424

<https://www.schoolsofwestfield.org/o/franklin-ave>

### **Paper Mill, K-4**

Stacy Burgess, Principal

Tori Jennings, Assistant Principal

148 Paper Mill Road

Westfield, MA 01085

(413) 572-6519

<https://www.schoolsofwestfield.org/o/paper-mill>

### **Highland, K-4**

Jill Phelan, Principal

Jennifer Roux, Assistant Principal

34 Western Avenue

Westfield, MA 01085

(413) 572-6428

<https://www.schoolsofwestfield.org/o/highland>

### **Southampton Road, K-4**

Mary Cieplik, Principal

Tammy Ward, Assistant Principal

330 Southampton Road

Westfield, MA 01085

(413) 572-6435

<https://www.schoolsofwestfield.org/o/southampton-road>

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

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

**NEPALI: यो जानकारी बुझ्न सहयोग चाहिएमा कृपया तपाइको प्रधानाध्यापकलाई अनुबाद 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: இந்தத் தகவலைப் புரிந்துகொள்வதற்கு உங்களுக்கு உதவி தேவையானால், மொழி பெயர்ப்பு சேவைகளை ஏற்பாடு செய்வதற்கு தயவு செய்து உங்களுடைய கட்டிட முதல்வரைத் தொடர்புகொள்ளவும்.**

**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.**

### **Letter to Students and Parents**

This handbook was developed by elementary principals to answer questions concerning general policies and practices followed in the elementary schools. For more precise statements of formal School Committee policies, consult the website [www.schoolsofwestfield.org](http://www.schoolsofwestfield.org). Frequent contact and communication between parents and school personnel are essential to your child's success in school.

### **School Sessions 2023-2024**

All elementary schools' kindergarten through grade 4: 9:15 am – 3:15 pm.

Recess Time: 20 minutes per grade level at varied times

Children should not arrive on school grounds more than 15 minutes prior to school opening.

### **Inclement Weather: School Closing, Delayed Openings, Early Release**

By law, the school system is required to open a minimum of 180 days per school year which under the Education Reform Law must include 900 hours for elementary school students.

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, 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. 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 2-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.

### Attendance/Tardiness

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

**Morning Procedures:** At the elementary schools, school starts at 9:15 am. Students are allowed to enter the building at 9:00 am. Once students have arrived on school grounds they may not leave. The only exception is under special circumstances, when a principal may allow a student to leave the school grounds during the day.

**Tardiness to school/homeroom:** 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 may be subject to disciplinary measures. Students must be in their classroom at 9:15 am - otherwise they are tardy. If a student reports to school after 9:15 am, the parent must report to the office and sign the late sheet. Parents of students who are chronically tardy will be contacted informing them of the consequences of their child's further tardiness.

### Absent/Tardy Call-In Procedures

Each day a child is absent/tardy from school, the parent must call the school to report the absence or tardy. Also, a note should be sent to the classroom teacher regarding any absences/tardiness.

### Dismissal

Students should not be dismissed from school for any reasons except in an emergency. The following rules are observed in our schools, and your cooperation is requested.

1. No teacher will dismiss a student without the principal's authorization.
2. If the parent does not appear in person, a note must be presented to the principal or the principal must be personally acquainted with the situation.
3. No student will be excused into the custody of any person not properly identified.
4. For students that are walkers or parent pick-ups: students will be dismissed at the close of the school day and parents will assume responsibility at the time.

### Scheduling Appointments During the School Day/Early Dismissal Procedures

Parents are encouraged to schedule medical and other types of appointments after school hours. Early dismissal of children results in interruptions of classes and loss of learning time. However, in cases where a student needs to be dismissed early please observe the following:

1. Provide a written request to the teacher including the date, time and the reason for dismissal.
2. A parent/guardian, or other authorized person, must report to the office to dismiss a student. Parents should not go directly to the classroom but report to the office where a staff member will contact the classroom.
3. If a student is waiting in the office to be dismissed, he /she will not be permitted to leave the school until he/she is officially signed out.

### Photos and Videotaping

On occasion, the activities and/or accomplishments of students may be photographed or videotaped for the purpose of educating parents, professionals, students and community members regarding the implementation and maintenance of quality education for all students and not for any financial gain. At the beginning of the year, please complete the Release of Student Images form.

### Student Dress

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

### Bullying Prevention and Intervention

Bullying is prohibited under Massachusetts Law. For detailed information, please see the district Bullying Prevention and Intervention Plan.

### Use of Electronic Devices at School

Because of interruption to classroom learning, the use of cell phones, music players, personal iPads, personal tablets, and other non-Westfield Public School electronic devices will not be permitted in school. Electronic devices may be used outside of the building before school and after school. Devices must be kept in backpacks or lockers during the school day. If a student is found with any electronic device that is turned on (whether it be text messaging, ringing and/or buzzing) it will be taken to the office. The first time this occurs, a student may pick up the device at the end of the day. After that, parents will need to retrieve the device from the office.

### School Council

The Education Reform Act of 1993 requires that each school establish a School Council to promote and share decision making with the school community. The council is composed of the principal, parents, teachers, and community members. The members assist the principal in the identification of educational needs of the students attending the school, in the review of the budget and the formulation of the school improvement plan. The make-up of the council encourages diverse perspectives in the formulation of the consensus plan.

### Bus Transportation

Elementary students (K-4) receive bus transportation when their residence is 1.5 miles or more from their designated school. If in doubt, you may call the Transportation Office at 413-572-6599.

### Bicycles and Scooters

Bicycles and scooters ridden to school must be parked in the designated area. Helmets must be worn in accordance with the state regulations for bicycle safety. It is the rider's responsibility to secure the bicycle. They should not be left overnight or used during the school day. Parents must assume liability with regard to the use, loss, or damage to bicycles brought to school.

### Home-School Communication

Schools communicate with parents on a regular basis about school rules, student programs, homework assignments, school activities, and parent information meetings. A number of communication channels have been created to keep parents informed. These include, but are

not limited to: Telephone messaging system, parent-teacher conferences, newsletters, and report cards.

#### Distribution of Personal Party Invitations

Party invitations cannot be distributed by way of the classroom teacher, unless all children receive an invite.

#### Websites

Westfield Public Schools: [www.schoolsofwestfield.org](http://www.schoolsofwestfield.org)

City of Westfield: [www.cityofwestfield.org](http://www.cityofwestfield.org)

#### Family Involvement

Families play an important role in their children's success in school. Effective schools are a result of families and educators working together. We strive to promote a strong parent-school partnership by providing parents with information about school programs and activities and encouraging family participation in their child's education both at home and at school. Parents are invited and encouraged to volunteer in the school, serve on committees, to complete surveys, to attend field trips, to attend school events, and to participate in the homework process.

#### CORI (Criminal Offender Record Information)

Any adults, including parents, guardians, or family members MUST have an approved CORI before volunteering at school (field trips, field day, etc.). Volunteers may also be required to submit to fingerprint based background checks. The CORI application form can be obtained from the school office or the Volunteer in Public Schools office and should be completed approximately 4 weeks before an event. CORI forms need to be updated every three years.

#### Report Cards/Progress Reports

The Westfield Public Schools issues elementary report cards three times each year. These trimester reports, in conjunction with parent teacher conferences throughout the year, are the method for reporting your child's progress to you. The reports are curriculum based, and as such, are constructed to be directly related to particular grade levels. Teachers are always willing to confer with parents when needed regarding a child's progress in school. We urge you to maintain frequent contact with your child's teacher.

Student progress is reported through the use of standards-based report cards, that specify which standards and indicators have been targeted as essential and when they will be taught and assessed. Teachers from each grade level have identified key grade-level skills that students need to know and be able to do by the end of the school year. The skills are aligned with the Common Core Standards that may be found at: <http://www.doe.mass.edu/candi/commoncore/>

#### Marking Periods & Report Card Schedule

<b>Trimester</b>	<b>Marks Close</b>	<b>Report Card Distribution</b>
Trimester #1	November 30, 2023	December 7, 2023
Trimester #2	March 12, 2024	March 19, 2024
Trimester #3	June 13, 2024	June 21, 2024

### Parental Complaints/Protocol/Standards

In cases where parents wish to express a complaint about an issue or about a staff member, they shall first discuss the matter with the staff member concerned. If they are not satisfied and sufficient time has elapsed for changes to be made, they will further discuss the matter with the building principal. If finally, the principal has been unable to satisfy the parent, the case should be reported to the Superintendent's office.

### Entrance Requirements

The following must be met to enroll a student:

1. All kindergarten students must be five (5) years of age on or before September 1 to enter kindergarten. No exceptions will be made.
2. A birth certificate must be presented and a copy will be made for the school file.
3. State law mandates a pre-kindergarten screening be conducted for each student entering kindergarten.
4. Online registration forms must be completed and appropriate documentation submitted.
5. A physical, dated within the last 13 months, must be submitted within the first 30 calendar days of school. Medical exemptions must be in writing from a physician. Religious exemptions must be submitted, by parents, on a yearly basis.
6. In order to comply with state law, your child must be immunized against Diphtheria-Tetanus-Pertussis (DTP/DTPaP), Measles, Mumps, Rubella, Polio, Hepatitis B, and Varicella (Chicken Pox) before entering school, unless exempted for medical reasons with a doctor's note or religious reasons. Proof of lead screening must be submitted and there is no exemption for this.
7. Parents of transfer students must complete a release of records form (except as otherwise provided by law).

### Grade/Classroom Placement

In general, students transferring into the system will be placed in the same grade level as in the school from which they transferred. Grade and classroom placement is made at the discretion of the principal. Retention may be considered when:

1. The child is achieving significantly below ability and grade level.
2. Retention would not cause an undue social and emotional adjustment.
3. Retention would have a reasonable chance of benefiting the child.

### Abuse/Neglect Reporting

School staff are mandated reporters and are required by law to file a report (51-A) with the Department of Children and Family Services of any suspected case of child abuse and/or neglect. Refer to WPS Policy File: JLF-R Reporting Child Abuse Procedures.

### Building Utilization

A floor plan of each building is available upon request at the individual school offices.

### 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. Students responsible for lost, damaged, or defaced property must pay for the property.

## Bus Transportation

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. Additional rules that apply specifically to riding the school bus are:

1. Abusive language is prohibited on school buses.
2. No smoking or vaping will be permitted on a school bus.
3. Horseplay of any kind will not be allowed on the bus regardless of whether the bus is standing or moving. This means that all students will:
  - not kneel on bus seats and talk to persons on seats behind them;
  - not tamper with the bus and its equipment, especially the windows.
  - not put arms, legs, head or any part of their body out of the window;
  - not move around or change seats in the bus once it is in motion.
  - No throwing of objects, regardless of whether the bus is standing still or moving.
  - No rough or disorderly physical misbehavior will be permitted on the bus.
4. Chewing gum, eating food, or drinking beverages is not allowed on the bus.
5. No items may be carried on the bus except materials that will be held by the student or placed on the floor under the seat directly in front of the student.
6. The emergency doors of school buses are for emergency use only.
7. Students, when getting on and off the bus, shall cross in front of the bus and only upon the receiving of a signal to cross from the bus driver.

Students being transported are under the authority of the bus driver. The bus driver is required to report rule violations. Continued disorderly conduct or refusal to submit to the authority of the bus driver is sufficient cause for a student to be refused transportation on school buses. A pupil may be suspended from bus transportation upon the principal's receipt of the pupil's third Bus Conduct Report, any subsequent Bus Conduct Reports may result in the loss of bus privileges.

BUS CONDUCT REPORTS and recommendations made with respect to students for the last day of the school year will be implemented in the following school year. Unfulfilled disciplinary assignments will be carried forward and continued in September of the following school year.

ALTERNATE BUSES: On occasion and with prior approval of the transportation company and the principal, a bus student may be eligible to ride an alternate bus.

1. No bus will be re-routed to provide transportation for any individual or group without directions from the transportation office.
2. Buses will only stop to discharge students at regularly scheduled stops. No additional stops will be scheduled without directions from the Transportation Office.
3. The principal should receive a written request from the parent for any alternative transportation. If there is adequate room on the bus, and items #1 and #2 above are observed, the Transportation Director may grant this request.

## Field Trips

Throughout the school year, teachers organize field trips to various educational sites. Teachers organize their field trips in order to enhance the further study of a particular unit. Field trip notices will be sent home to advise parents of field trips and the amount of money that may be needed for transportation and admission. Parents must sign notification forms for trips outside the Westfield area. When children are on field trips, they are expected to behave and follow



the rules that have been set up in the classroom. A child who is disruptive or endangers the safety of other children may not be allowed to continue the field trip. The parent will be contacted to come and pick up the child. A child may be excluded from a field trip if, in the judgment of the principal, he/she has shown evidence and may present a potential safety problem. Parents who volunteer for field trips are required to complete a CORI application and receive a favorable rating.

### Fundraiser & Donations

PTO fundraisers take place throughout the school year.

### Health Information

A nurse is on staff to assist with medical problems. Listed below are statements about several health-related topics the nurse oversees.

### Emergency Information

At the beginning of the school year, parents/guardians are requested to update their emergency information sheet for each of their children. It is important that these emergency information sheets be updated at all times. Please list all phone numbers, cell numbers, pages, etc. where a parent/guardian can be reached during the day. For emergency contact people listed on your student(s) sheet, please make sure these people know they are listed on your student(s) emergency information sheet. In case of an emergency, the emergency contact people need to be available to pick up your child at school. Please make sure that your child knows the emergency contact people. Parents/guardians are responsible for notifying the school office and/or the health office of any changes to the emergency contact information sheet.

### Physicals

Physical exams are required for all new students and for all students entering grade 4.

### Immunizations

In accordance with state law, the Westfield Public Schools requires that, prior to being admitted to school, each child must present a physician's certificate that the child has been successfully immunized according to the Massachusetts Department of Public Health School Immunization Regulations which are established annually.

### Medications

The school nurse shall supervise and provide for the safe administration and documentation of all medications dispensed in schools. All medications will be administered by a school nurse whenever possible. Parents/guardians of students requiring medication while at school must assume responsibility for informing appropriate school personnel of any change in their child's health or medication requirements.

### Vision and Hearing Screening

Each year the following assessments will be made at school:

- Weight and height measurement
- Vision and hearing screenings

### Injuries/Sickness at School

If your child is injured at school, first aid will be administered. If a serious injury occurs the student will be transported to a hospital. The cost of the ambulance transportation is the responsibility of the parent/guardian. Every effort will be made to contact a parent/guardian immediately.

If a student is sick during the school day, the teacher will refer him to the health office. Once the student is in the health office, the nurse will take his/her temperature, etc. to determine whether or not the child needs to go home. The school nurse will then contact the parent/guardian or emergency contact person listed on the emergency information sheet.

### Too Sick for School

Recommended guidelines as to when you should keep your child home from school:

Fever: If your child has a fever of 100.4 degrees or greater, he/she should be kept home until fever free (without medication) for 24 hours. Liquids should be encouraged as tolerated.

Diarrhea or vomiting: If your child has repeated episodes of either, he/she should be kept out of school until the illness passes (24 hours after last episode).

Sore throat: Severe sore throat could be strep, even if fever is not present. Other symptoms of strep can be headache and stomach. If a throat culture is positive, your child may return to school 24 hours after antibiotic treatment begins.

If you have any questions regarding your child's illness or return to school, please feel free to contact the nurse.

### Head Lice

Head Lice are not indicative of poor hygiene. Head lice are not influenced by hair length or the frequency of shampooing or brushing. Head lice are not a health hazard because they are not responsible for the spread of any disease.

### Out of State/Country Student Visitors

The regulation from the Department of Public Health, regarding students visiting schools in Massachusetts is as follows: Any student visiting from another state or country must show the school nurse proof of immunizations signed by a physician. The visiting student has to follow the same immunization requirements as Massachusetts's students. If the visiting student does not have the required immunizations, the student will not be allowed to stay.

### 504 Plan

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities within the work and school setting. Section 504 requires regular education teachers to provide reasonable accommodations and ensures equal access to educational programs for students with disabilities. If you feel your child is eligible for a 504 plan, or you would like to make a 504 evaluation referral, please contact the school office.

### Special Education

All students are entitled to a Free Appropriate Public Education (FAPE). In Massachusetts, students eligible for special education must demonstrate the presence of a disability that prevents the student from making effective progress in the general curriculum, and requires

prevents the student from making effective progress in the general curriculum, and requires specially designed instruction or related services in order to progress. An initial evaluation to determine eligibility based on the above factors will be completed in order to determine any special needs. If you feel your child may be eligible for special education, please contact the school office.

### Cafeteria-Breakfast/Lunch

Westfield Public Schools aims to serve each child a FREE well balanced breakfast and lunch that follows the USDA National School Lunch Program nutritional requirements. Menus for the month can be found on our district website under the food services department page or you can visit our Facebook page Westfield EATS. One breakfast and one lunch is provided at no cost for each child during school hours. Students are only charged for a second meal or ala carte items

### Free & Reduced Lunch Program

To ensure that every student, regardless of his/her family's financial status, may be served a nutritious meal in the middle of the school day, the Westfield Public Schools participates in the National School Lunch program. Parents can complete an application to see if they are eligible to receive free lunch or a reduced priced lunch.

Please note: If a family's financial status changes during the school year, parents are urged to complete the Free & Reduced Lunch Application. Applications are available on our website or in the school office. Completed applications should be returned to the school office or can be mailed to the Food Services Office, 59 Court Street, Westfield, MA 01085.

### School Insurance

A reasonably priced accident insurance policy is available for all children. Information regarding the options may be obtained from the main office. You should remember that the school department's only function in this matter is one of service. All matters relating to claims are the responsibility of the family and the insurance company.

### Safety Drills: Evacuation/Fire, Bus Evacuation, Lockdowns, Shelter-in Place:

Several times during the school year, students will participate in fire drills. When the alarm bell rings, students are required to be silent and cooperate by following instructions from the teacher regarding the evacuation of the building. A lockdown drill is conducted twice a year, and teachers present information about the procedure in a developmentally appropriate manner.

### Lost/Stolen Property

Children should not bring money or valuables to school. The Westfield Public Schools assumes no responsibility for any lost or stolen items. For easy identification of lost items, please put your child's name inside all articles of outer clothing, lunch boxes, backpacks, boots, instruments, etc.

Lost and found items are sent to the office and placed in a box. Parents and students are encouraged to look through the lost and found items at any time. Jewelry, eyeglasses, electronic devices, instruments, etc. are usually maintained in the school office. All unclaimed items will be donated on a monthly basis to a charity of the school's choice.

### School Committee Meetings

Meetings are generally held on the first and third Monday of each month. Meetings are also listed, along with other town meetings, on the City of Westfield Website. Most meetings are broadcasted live on Channel 15.

## **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. To view the complete School Committee Policy manual visit our website: <https://www.schoolsofwestfield.org/page/policy-manual>

### **Section A: Foundations and Basic Commitments**

Provides a repository statements related to the district's legal role in providing public education and the underlying principles on which the district.

### **Section B: School Board Governance & Operations**

Provides a repository for statements about the school board—how it is elected, organized; how it conducts its meetings and operates. This section includes bylaws and policies establishing the board's internal operating procedures.

### **Section C: General School Administration**

Provides a repository for statements about the school district management, the administrative structure, and school building and department administration. It also is the location for personnel policies that pertain to one individual – the superintendent.

### **Section D: Fiscal Management**

Provides a repository for statements concerning fiscal affairs and the management of district funds. Statements relating to the financing of school construction, however, are filed in the F Section: Facilities Development Section.

### **Section E: Support Services**

Provides a repository for statement on non-instructional services and programs, including most of those that fall in the area of business management such as safety, buildings and their management (not construction), transportation, and food services.

### **Section F: Facilities Development**

Provides a repository for statements on school construction, remodeling and modernizing, temporary facilities, and facilities retirement plans.

### **Section G: Personnel**

Section G provides a repository for personnel policies. This section has three main subdivisions: subsection GB presents policy topics that pertain to professional personnel, including administrators, who must hold educational certification by the state to serve in their positions; subsection GD is for policies pertaining to all other personnel.

### **Section H: Negotiations**

Section H provides a repository for statements pertaining to the process of negotiating with staff units recognized by the school committee.

### **Section I: Instruction**

Section I provides a repository for statements on the instructional programs: basic programs, special programs, activities programs, instructional resources, and academic achievement.

### **Section J: Student**

Section J provides a repository for statements concerning students - admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare services. However, all policies pertaining to the curriculum, instruction of students and extracurricular programs are filed in the I (Instruction) Section.

### **Section K: School - Community Relations**

Section provides a repository for statements on relations with the general public and with other community and public agencies except other educational agencies or groups.

### **Section L: Education Agency Relations**

Provides a repository for statements which concern the district's relationship with other education agencies – other school districts, regional or service districts, private schools, colleges and universities, educational research organizations, and state and national education agencies.

## 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.

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.

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.

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.

### 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 **to gain knowledge, to exercise the brain, and to provide entertainment.** ~~for pleasure, enrichment and gathering information.~~ Research indicates that the more students read or listen to books, **the more they will develop as readers.** ~~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 under Students for detailed information about summer reading.~~ **If you have specific questions about summer reading, please contact your child's school.**

#### 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.

## 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, 2023**. 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 2023-2024

August 25	New Teacher Orientation Day
August 28 & 29	Staff Development Days
August 30	Schools open for grades 1-12
September 4	Labor Day Holiday/No School
September 6	First Day of Kindergarten & Fort Meadow Early Childhood Center
Preschool	
October 9	Columbus Day Holiday/No School
October 25	Early Release Day for Elementary Students Full Day for Secondary Students Elementary Parent Teacher Conferences
November 7	Staff Development Day/No School for Students
November 10	for November 11 Veterans Day/No School
November 22,23,24	Thanksgiving Recess/No School
December 25-29	Holiday Recess/No School (schools reopen January 2, 2024)
January 15	Martin Luther King Day Holiday/No School
February 7	Early Release Day for Elementary Students Full Day for Secondary Students Elementary Parent-Teacher Conferences
February 19-23	Winter Vacation/No School
March 8	Staff Development Day/No School
March 29	Good Friday/No School
April 15-19	Spring Vacation/No School
May 27	Memorial Day Holiday/No School
June 6	Westfield Technical Academy graduation ceremony
June 7	Westfield High School graduation ceremony
June 21	Last Day of School - early release for students

\*Includes 5 emergency closing days.

A day will be deducted from calendar for every emergency closing day not used

\*\*Last day will be June 13 (if no emergency closing days are used)

## 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