

STUDENT–PARENT HANDBOOK

2023-2024



Westfield Intermediate School

Home of the Polar Bears!

Gregory Miller, Principal
Joseph Bargatti, Assistant Principal
Rena Piper, Assistant Principal

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

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

WESTFIELD PUBLIC SCHOOLS

<http://www.schoolsofwestfield.org>

WESTFIELD SCHOOL COMMITTEE

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Bo Sullivan, Vice Chair

Diane Mayhew, Secretary

Kathleen Hillman

Tim O'Connor

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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 a high-quality learning environment for our students. WIS 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 and be 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 line of communication between school and home. We invite parents/guardians to become involved in your child's education. Your involvement is important to your child's education. We wish both students and parents/guardians alike a very successful year.

Mr. Gregory Miller, Principal
Mr. Joseph Bargatti, Assistant Principal
Mrs. Rena Piper, 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 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: Si wo hi a boafɔ4 a 4te asIm yi asel me pawoky1w fr1 wo panyin a 4tete wo na mo nhyeh1 nkyer1 asel 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.

STUDENT SUPPORT SERVICES

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 math interventionists, special education teachers, and mentors 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 Assistance 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, 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 trimester 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, which are issued at the end of each trimester. The following is a list of **possible** comments 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

STUDENT ACADEMIC PROGRESS

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 are encouraged to 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>.

COMMUNICATION WITH WIS FACULTY AND STAFF

An effective and positive partnership between school and families is an utmost priority of WIS. With this partnership, we expect each student to make great strides in their academic and social/emotional development. As part of this partnership, an open line of communication is essential. Please do not hesitate to contact the school when you have any questions or concerns. As a matter of protocol, it is suggested that you first contact the staff member directly involved with your question or concern. Counselors and administrators are available if further assistance is needed.

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 with a parent/guardian until school supervision is present 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 Homeroom by 8:00 A.M. Students remain in Homeroom 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. Google

Classroom is accessible from any computer and will have assignments posted should a student be able to check on assignments missed during 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

Homework is designed to reinforce the subject matter presented within the classroom. We feel homework affords the students an 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 to complete it. 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.

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 and text messages to parents notifying them of closings, delays, or an early release. In addition, such closings will be broadcast on local media and WPS social media pages. 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 inclement weather, the final decision concerning school attendance must rest with the individual parent.

EXTRA-CURRICULAR ACTIVITIES

WIS offers school clubs and activities throughout the year. They may include drama, yearbook, community service, art club, intramurals, and other 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. 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.**

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, field trips may be 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, Chromebooks, library charges, padlocks, school-approved activities, or who have not served an assigned detention, 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.

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.

CARE OF SCHOOL PROPERTY, TEXTBOOKS, AND TECHNOLOGY BY STUDENTS: It is the responsibility of students to ensure that Chromebooks, books, and materials belonging to the Westfield Public Schools are kept in acceptable condition. Items that are lost or damaged and 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.

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 expectations 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 subject to discipline. Parents/guardians of any student identified as having cut a scheduled class will be notified and made aware of the consequences.

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

- **RULES OF DETENTION:**

- Detention will begin and end at specific times.
- 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.
 - Complete school work while in detention.

- **TYPES OF DETENTION:**

- **LUNCH & RECESS 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.
- **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 additional consequences. 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. **PARTICIPATION IN SPORTS OR CLUBS AFTER SCHOOL IS NOT AN ACCEPTABLE EXCUSE FOR MISSING DETENTION.**

ELECTRONIC DEVICES: Electronic devices such as cell phones, smart watches, cameras, etc., are not to be used in school. If an electronic device is brought to school, it must be turned 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. In accordance with this policy and to minimize disruption to the school day, parents and students should not be calling or texting each other during school hours. Students can request to use a school phone should they need to contact a parent. Parents can call the main office to have a message relayed to their child.

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. 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 face consequences up to and including suspension from school.
3. Students are expected to proceed to and from lunch recess with their class 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 at the assigned start time of the class period 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.

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 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