

STUDENT-PARENT HANDBOOK

2023-2024



WESTFIELD HIGH SCHOOL

HOME OF THE BOMBERS

Mr. Charles Jendrysik, Principal
Dr. Tonia Bonner, Assistant Principal
Mr. Joseph DeChristopher, Assistant Principal
Mr. Andrew Joseph, Assistant Principal
Mrs. Julie Schortmann, Assistant Principal

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Westfield, MA 01085
(413) 572-6463
<http://whs.schoolsofwestfield.org/>

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WESTFIELD PUBLIC SCHOOLS

<http://www.schoolsofwestfield.org>

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WESTFIELD HIGH SCHOOL

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WESTFIELD HIGH SCHOOL CORE VALUES AND BELIEFS

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

WESTFIELD HIGH SCHOOL VISION

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

WESTFIELD HIGH SCHOOL MISSION

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

WESTFIELD HIGH SCHOOL LEARNING EXPECTATIONS

Each graduate will be able to...:

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

PRINCIPAL'S LETTER

August 2023

Parents, Guardians, and Students:

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

We expect Westfield High School to be a school environment with respect for cultural, academic, and socioeconomic diversity. The administration and staff of Westfield High School are committed to offering the best possible educational experience for all students based on our available resources. The goal of Westfield High School is create a positive learning environment from all students and to prepare students for their future goals and endeavors

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

School administration will collaborate with the Student Council to further define school policies found in this handbook, as necessary. The Student Council has representatives from all four grades that work with school administration throughout the year. Please be assured that if and when any change to this document occurs the school administration will notify all parents, guardians, and students before any changes go into effect. The purpose of this effort is to properly consider current trends in technology, instruction, inclusion, and other areas of our 21st-century society, as well as the needs and expectations of ALL students, parents, teachers, staff, and administration alike.

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

Sincerely,

Mr. Charles Jendrysik
Principal

Dr. Tonia Bonner
Assistant Principal

Mr. Joseph DeChristopher
Assistant Principal

Mr. Andrew Joseph
Assistant Principal

Mrs. Julie Schortmann
Assistant Principal

ACCESS TO EQUAL EDUCATION OPPORTUNITY

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

ACCREDITATION

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

ALTERNATIVE EDUCATION OPPORTUNITIES

Pathways

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

Holyoke Community College Gateway-to-College Program

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

Dual Enrollment

Students who meet college eligibility requirements may take accelerated courses at area colleges. Enrollment in these collegiate classes is based on course offerings at the college and time of course. Grades for these classes receive honors credit, but are not included in class rank and GPA.

Tech Prep

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

Credit Recovery / Attainment

The Westfield School Committee provides the opportunity for students who fail a course in the regular school year, for any reason, to make up that course during the summer school session or online. To qualify for summer school, students must earn a minimum of a 45 in the course during the school year. Students who fail a course and require credit recovery will be contacted by the Guidance Counselor. At that time, many options will be explored, including, but not limited to, summer school, night school and online instruction. Students who fail a course, but are not notified, should contact their Assistant Principal as soon as possible to explore credit recovery options.

English Language Education

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

Student Athletes

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

Attendance

Westfield High School's attendance policy is dedicated to preparing students for both the workplace and post-secondary education, which expects individuals to be punctual and demonstrate commitment. We encourage good school attendance, since only through regular attendance can a student take full advantage of the educational opportunities offered. We believe that there is a strong relationship between good school attendance and academic success. Furthermore, attendance in school is mandated by Massachusetts General Laws, specifically Chapter 76 sections 1, 2, and 4. It is expected that students should be absent from school only when conditions or circumstances render them otherwise unable to attend and that they remain in compliance with the state's expectations regarding attendance. Students who have accumulated unexcused absences in excess of 10% of their enrolled school days are considered chronically absent. Upon falling out of compliance with these expectations, students may be required to attend Saturday school or after school detention. Additionally, students may lose course credit, access to school privileges and events, and find themselves ineligible to make up assignments given on dates they were absent unexcused. When deemed appropriate, chronically absent students may be subject to a hearing in front of Westfield High School's Attendance Compliance Board. Failure to comply with the attendance plan created by the Compliance Board may result in loss of credit.

Parents and guardians may request absences due to illness be excused by contacting the student's assistant principal. Absence due to illness without a note from a physician will only be excused at the discretion of the student's assistant principal. Assistant principals will not excuse more than 3 consecutive absences due to illness or more than 5 total in a school year without convening the attendance compliance board. Parents and guardians must submit official verification documenting the need for each student's absence in a timely manner, preferably within 24 hours of the absence.

The following are legitimate reasons for excused absences:

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

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

Note: Family Trips/Vacations are NOT excused absences.

Dismissals and 18-year-old Students

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

Daily Attendance

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

Tardiness to School: Students are expected to arrive at school and to classes on time. Time missed from class constitutes absenteeism, whether in part or in whole. Students who demonstrate a pattern of unexcused tardiness will be subject to disciplinary measures and/or loss of academic credit. **In addition, students who do not have an acceptable excuse for arriving to school late are ineligible for participation in extracurricular events, school-sponsored events, and athletic activities for that day.** If a student reports tardy to school after 7:23AM, then s/he must sign-in at the front door. Students entering after homeroom ends at 7:29am must sign in at the Main Office to receive a pass to class. **The consequence for the accumulation of three tardies will be office detention, loss of parking privileges, a parent conference and additional disciplinary actions if behavior is not corrected.**

Dismissal from School

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

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

Tardiness to Class: Students must be in their classroom when the bell rings marking the end of the passing period so that the teacher may start work immediately. Otherwise, they will be marked as tardy. They are also expected to be on time for all classes, assemblies, programs during the regular school day, and detention class after school. Being consistently tardy to class will result in any of the following consequences: teacher consequence, office/Saturday Detention, suspension, parent conference, and restorative justice assignment.

Procedures for Absence from School

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

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

If the problem remains unresolved, a referral will be made to district administration, which will assess the situation and decide on the need for formal intervention and on-going attendance related services. In situations in which non-compliance continues, the Administration will make a determination regarding agency or court action. Court action may include truancy proceedings against a willfully absent student or the filing of charges against a parent/guardian for failure to provide for the educational needs of his/ her child. Referrals to the supervisor of attendance will also be made when any acute or chronic absenteeism involving students of mandatory school age cannot be resolved at the building level. The supervisor of attendance will assess each referral and implement appropriate intervention efforts which could include court or DCF action in situations involving lack of cooperation or compliance.

CHANGE OF ADDRESS, TELEPHONE NUMBER, OR EMAIL ADDRESS

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

CLASS DUES

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

Class Rank and GPA

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

Grade Point Average (GPA) Calculation

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

Weight

Advanced Placement	Honors	Standard	Remedial
1.10	1.05	1.00	.95

Formula

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

Example:

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

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

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

COUNSELING DEPARTMENT *SOME SUBHEADINGS WERE REARRANGED HERE

School Counselors

School counselors provide students with academic, career, and social emotional support. Students and parents are encouraged to use the services offered by the high school counselors, especially to help with future planning. Students who wish to see their counselor should make an appointment either through email or the School Counseling secretary. The High School Counseling Department coordinates a variety of college/financial aid planning, career planning, and a variety of other services which are available to students. In addition, the School Counselor serves as a liaison between the student, teacher, parent, administration, and community. Every effort is made to maximize each student's experience at Westfield High School, while encouraging each one to become increasingly

more personally responsible for their academic and social well-being. If parents wish to change their child's counselor, they must submit a written request and attend a meeting to discuss the change. Changes will only be made at the discretion of the administration when just cause is shown.

Adjustment Counselors

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

Transcripts

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

SCHEDULE CHANGES

Schedule Change Requests

Students will only be allowed to make changes to their requests by contacting their school counselor or administrator by August 30, 2023, prior to the start of school.

Procedure for Course Request changes after the deadline of August 30, 2023 during the first two weeks of a semester.

1. Students must meet with their school counselor, explain the rationale for the request and complete the add/drop form to their administrator.
2. Students must continue with their current schedule until notification of approved schedule change is received.

Eligible Schedule Change Requests

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

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

Ineligible Schedule Change Requests

Student schedules will not be changed for the following reasons:

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

Granted Schedule Changes

Students enrolling in a course after the start of the class (August 30, 2023) are responsible for all course expectations. This includes coursework covered prior to the student's enrollment. The student is responsible for developing a work completion schedule with their

teacher.

Drop/Add Window

The Drop/Add window will be within the first 10 school days of the year. During this window, students will have the ability to Add or Drop courses only. Lateral changes to a new teacher within the same course will not be permitted, except for when a student is scheduled with a teacher with whom that student previously failed the same course. Finally, please contact your School Counselor during the Drop/Add window to complete the Drop/Add process.

Once you have a schedule and the Drop/Add window has closed, in order to Drop any course the following criteria must be met:

AFTER consultation with your Guidance Counselor, Teacher and Supervisor, it must be determined that the Drop request is based on:

- A need to reduce an academic load requirement due to medical reasons (per physician's certification); or
- A need to meet college admission requirements; or
- A need to implement the requirements of an established IEP or 504 Plan; or
- A recommendation from the Principal or Designee

Finally, after the Drop/Add window closes, all Drop/Add requests must be approved by the student's Assistant Principal.

CREDIT AND RIGHT TO APPEAL

When a decision to deny credit or promotion is made, the school will notify the parents of the intended action. The parent/guardian and/or student have the right to appeal loss of credit/promotion decisions. The appeal must be in writing and submitted to the school within the timeframe noted on the loss of credit notification. A hearing by the school's principal or designee will be scheduled, at which point the parent and/or student will have the opportunity to provide documentation for the absences under discussion or to explain extraordinary circumstances. A letter stating the decision of the review committee will be sent to the parent/guardian within 5 school days of the review committee meeting. The parent/guardian and/or student may appeal the decision to the superintendent. The appeal must be in writing and sent within 5 school days of receipt of the review committee letter. A hearing will be conducted by the superintendent or his/her designee and a written decision provided. The decision of the superintendent will be the final decision of the district. All requests for an appeal must be sent in writing to the Principal. A hearing will be scheduled by the principal. If a hearing is not requested in writing by the specified date the matter will be closed.

Westfield High School
177 Montgomery Road
Westfield, MA 01085

DETENTION

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

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

Rules of Teacher Detention:

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

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

Rules of Office Detention:

- Office Detention begins at 2:05 PM.
- Office Detention ends at 3:00 PM.
- Credit will be granted for the time spent in detention only if the student has remained busy and orderly.

Saturday Detention:

- Saturday Detention begins at 9:00 AM.

- Saturday Detention ends at 12:00 PM.
- Students must be engaged in academics .
- Students failing to report to an assigned Saturday detention may be internally/externally suspended.

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

ELECTRONIC DEVICES

The school requires that all personal electronic devices are away at all times within the classroom, unless allowed by the teacher. Violation of this policy can result in disciplinary consequences.

ELEVATOR / FACILITIES FOR THE PHYSICALLY CHALLENGED

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

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

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

EXTRACURRICULAR ACTIVITIES

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

DRILLS AND EMERGENCY EVACUATIONS

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

Grading Periods

Term Dates (subject to change)

- | | |
|-----------------------------------|--|
| • 1 st TERM | August 30, 2023 – November 2, 2023 |
| • 2 nd TERM | November 3, 2023 – January 22, 2024 |
| • 3 rd TERM | January 23, 2024 – April 3, 2024 |
| • 4 th TERM (Grade 12) | April 4, 2024 – May 30, 2024 |
| • 4 th TERM | April 5, 2024 – June 13, 2024, or last day of school due to cancellations
(Includes 5 emergency closing days) |

Mid-Term Warning Notices

Now that the district provides performance data to parents, guardians, and students via the PowerSchool Public Portal 24/7/365, school administration will no longer mail or send home mid-term notices on paper.

- | | |
|------------------------|----------------|
| • 1 st TERM | September 29th |
| • 2 nd TERM | December 8th |
| • 3 rd TERM | March 1st |
| • 4 th TERM | May 10th |

GRADUATION / PROMOTION REQUIREMENTS

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

HALL PASSES

Students must have a signed hall pass when leaving the classroom. This means every time a student is outside the classroom – except during passing time – the student should have a hall pass. Only one student at a time will be allowed to leave the room to go to the restroom. Students may not wander the building while out on a hall pass and should go directly to their destination. Students leaving the classroom with a hall pass must use the sign-out sheet. **Violation of this policy can result in disciplinary consequences.**

HAZING

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

On or before October 1 of each year, the principal of every secondary school shall file a report as required by M.G.L. c.269§19 with the bureau of Student Services. Such reports as required by 603 CMR 33.04(1) shall include the following certifications: (a) that the school has issued a copy of M.G.L. c.269§17 through 19 to every group of organization under its authority and to every member, plebe, pledge or applicant for membership in such group or organization; (b) that the school has issued a copy of M.G.L. c.269§17 through 19 to every non-school affiliated organization; (c) that the school has obtained an acknowledgement of receipt from an officer of every group or organization under its authority, and every individual which has received a copy of M.G.L. c.269§17 through 19; (d) that the school has obtained an acknowledgement from a contact person for each non-school affiliated organization that such organization has distributed a copy of M.G.L. c.269§17 through 19, to every member, plebe, pledge or applicant for membership in such group or organization; (e) that the school has adopted a disciplinary policy with regard to the organizers of and participants in hazing which has been approved the school committee, is available to anyone upon request and has been filed with the Bureau of Student Services as required M.G.L. c.71§37H

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

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

HONOR CODE

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

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

DEFINITIONS

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

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

RESPONSIBILITIES

Teachers will:

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

- provide a secure testing site
- report any Academic Honor Code violations

Students will:

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

CONSEQUENCES (per year)

First Violation:

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

Second Violation:

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

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

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

HONOR ROLL

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

LIBRARY LEARNING COMMONS

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

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

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

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

LOCKERS

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

LOST AND FOUND

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

LUNCH PERIOD

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

NATIONAL HONOR SOCIETY

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

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

Location: Cafeteria

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

NHS Selection Process Instructions:

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

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

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

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

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

OBLIGATIONS, RESPONSIBILITIES, AND CARE OF SCHOOL PROPERTY BY STUDENTS

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

PARKING

Parking on school property is a privilege and not a right. The school reserves the right to suspend driving privileges for infractions of rules and to remove, at the owner's expense, any vehicle violating the traffic or parking regulations of Westfield High School. Each student who wishes to park on campus must register their vehicle using the Student Parking Application. . There is a link to the Student Parking Application on our website. All parking policies are outlined on that form. Paper copies of the form can be obtained in the Main Office.

PBIS

PBIS is short for Positive Behavioral Interventions and Supports. PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of all students.

PERSONAL CONDUCT

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

POSTING OF INFORMATION

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

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

PROGRAM OF STUDY

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

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

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

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

STUDENT TEACHER ASSISTANCE TEAM (STAT)

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

SCHOOL RESOURCE OFFICERS IN WESTFIELD PUBLIC SCHOOLS

The mission is to facilitate relationship-building by the SRO such that students, faculty, staff, and community members see the SRO as contributing to a positive school climate.

The SRO will promote school safety, help maintain a positive school climate for all students, families, and staff, enhance cultural understanding between students and law enforcement, promote school participation and completion by students, facilitate appropriate information sharing, and inform the collaborative relationship between Westfield Public Schools and the Westfield Police Department to best serve the school community.

Under state law, the SRO shall not serve as school disciplinarian, enforcer of school regulations, or in place of licensed school psychologists, psychiatrists, or counselors, or use police powers to address traditional school discipline issues including non-violent disruptive behavior.

For student conduct that requires immediate intervention to maintain safety (whether or not the conduct involves criminal conduct), the SRO may act to de-escalate the immediate situation (where feasible) and to protect the physical safety of members of the school community. To this end, school personnel may request the presence of the SRO when they have a reasonable and articulable fear of an imminent threat to their safety or the safety of students or other personnel.

The SRO is available to the school community as an instructor to students, faculty, or parents in fields related to law enforcement as well as in fields where the officer may have an interest or expertise.

Additionally, the SRO, through his on-the-job experience, has a wealth of information with regard to agencies, both public and private, that a student, parent or faculty member may draw on. The SRO is a source of information for students, parents and school staff and makes himself available for consultations with individuals or groups. The SRO makes connections between social service agencies and students, their families, or faculty should the need present itself.

SPORTS – ATHLETIC ELIGIBILITY RULES

Reference: Massachusetts Interscholastic Athletic Association (MIAA) Handbook

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

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

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

- A student is not eligible for tournament participation unless he/she is regularly present at and actively participates in all high school team practices and competitions. (Ref. rule #45)

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

Bona Fide Team Rule (MIAA Rule 45)

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Students cannot be given special treatment (late arrival, early dismissal, etc.) for non-school athletic programs. Saturday and Sunday practices ONLY may be excluded from this rule and no waiver is required. First Offense: Student-athlete is suspended for 25% of the season (see chart on Rule 62). Second Offense: Student-athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation. See Rule 98 for additional tournament restriction and Rule 88 for waiver guidelines.

45.1 A student-athlete must be a Team Member for 50% of the regular season schedule for that sport to participate in any MIAA Tournament competition (team member: any student athlete who attends practices or games for their sport team – e.g. Freshman basketball player moved to JV and then Varsity). 45.2 If ineligible, cannot be in uniform. Attendance at an event to be determined by the High School Principal.

Chemical Health Rule (MIAA)

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

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

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

First violation

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

Second and subsequent violations

When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of own volition becomes a participant in an approved

chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that the student is attending or issue a certificate of completion. If a student does not complete the program, the penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 40% of the season.

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

Athletic Council

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

Student Athletes and the NCAA

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

Department of Physical Education – Sports Exemption

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

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

Release of Liability

Students participating in voluntary co-curricular activities, including but not limited to intramural or interscholastic athletics, are required to return a signed release of liability to the director of the event/activity prior to engaging in the activity, event, or the commencement of the athletic season. As these activities are voluntary, the student's participation in an event, activity, or athletic season is conditioned upon receipt of the signed and returned release of liability form. Massachusetts law permits use of such releases for school-related voluntary co-curricular activities, including but not limited to athletics. Release forms will be distributed by the Athletic Director and/or by the administrator overseeing activities. The student's participation in any co-curricular activity, including but not limited to intra-mural or interscholastic athletics of any nature, is conditioned on compliance with all applicable laws, district policies (including but not limited to policies relative to student conduct and discipline, bullying, hazing, harassment, and discrimination), all MIAA policies, and district values and behavioral expectations. In the interest of student safety and compliance with these laws, policies, values, and expectations, coaches and/or other school staff will routinely monitor locker room activities.

Such monitoring may include physical presence by coaches or other staff in locker rooms. While monitoring students in locker rooms, all coaches and staff will give appropriate consideration to student privacy. Students seeking increased privacy when changing clothes/uniforms may utilize individual stalls and/or privacy curtains or screens where available, and are encouraged to address any privacy related concerns with the coach or building principal.

STUDENT DRESS

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

SUBSTANCE ABUSE – ALCOHOL ANALYZERS

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

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

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

TUTORS

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

VISITORS

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

WITHDRAWAL / TRANSFER

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

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

DISTRICT POLICIES (BEGIN ON THE NEXT PAGE)

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. Research indicates that the more students read or listen to books, the more they will develop as readers. 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. 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