

Westfield Virtual School Handbook

2023-2024



“Welcome to the Future of Education”

Westfield Virtual School
94 North Elm Street Suite, 401
Westfield, MA 01085
(413) 564-9572

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

Website <https://www.schoolsofwestfield.org/o/wvs>
Facebook at <https://www.facebook.com/profile.php?id=100073095679326>

WESTFIELD PUBLIC SCHOOLS

<http://www.schoolsofwestfield.org>

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SECTION 2

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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 राख्नुहोस्

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 as1m yi ase1 me pawoky1w fr1 wo panyin a 4tete wo na mo nyeh1 nkyer1 ase1 som

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



Westfield Virtual School
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Dear Westfield Families,

Welcome to the Westfield Virtual School! We are extremely happy that you have chosen our school for your child's education.

Our mission here at WVS is to ensure that all of our virtual students receive the highest quality of education and have a truly remarkable and positive experience with us here at the WVS. We hope the information provided in this handbook will help you to gain an understanding of the general policies and practices followed in our school. For more precise statements of formal School Committee policies, you should review the Policy Book on file at central offices.

We enroll students who live in the Westfield School District and who are in grades K-12. The education we provide is fully virtual (online), and we also hold social events for our students and families throughout the year. Students who are enrolled at the WVS have access to all extra-curricular opportunities like any other Westfield student and they may apply to participate in athletic teams as well through a waiver process.

We are very proud to be able to offer this excellent opportunity of high quality virtual learning to the students of Westfield, and we are excited to embark on this new adventure.

Please do not hesitate to contact us with any questions you may have. We are looking forward to the 2023-2024 school year!

Philosophy and Mission:

Westfield Virtual School's philosophy is every student will get exactly what they need each and every day. We aim to provide the highest quality of education to all our virtual students. Our school is specifically designed to provide a stimulating learning environment that supports the social, emotional, cognitive and physical development of every child in a virtual landscape. In this engaging environment, students learn through rigorous and exciting virtual experiences that encourage active participation in learning. Teachers guide, support, and when needed, directly teach our children developmentally appropriate academic and social skills. Our aim is to build a community of learners by providing children with enriching virtual experiences to develop self-confidence, independence and strong cognitive and social skills. We respect the dignity, worth and individuality of each student and are committed to helping them achieve their full potential. Our students learn virtually and will attain the skills needed to be successful in any endeavor that they wish to undertake. The Westfield Virtual School recognizes the significant relationship among teachers, students, parents, and families and encourages continuous collaboration in a climate of mutual respect, cooperation and shared responsibility. Welcome to the future of education... welcome to the Westfield Virtual School!

Our Virtual School Program:

The Westfield Virtual School offers classes for students from Kindergarten to the 8th grade and these classes include both typically developing children as well as children with disabilities. These virtual classrooms offer children the opportunity to work and connect with age-appropriate peers as well as children with developmental challenges. Children with disabilities excel in many areas, affording all children the opportunity to be models in some realm. As students work in virtual group activities with their peers and teachers, they discover their similarities and develop a better understanding of their differences. Flexible, but consistent, structure and routine are offered, including virtual learning activities designed to promote language/listening skills, gross and fine motor development, and opportunities for imaginative/dramatic play. A wide variety of developmentally appropriate virtual materials and activities are employed, all of which support a strong foundation for learning.

Entrance Requirements:

The following requirements must be met to enroll a child in school:

1. A parent/guardian who wishes to enroll their child in the Westfield Virtual School must be a resident of Westfield, and therefore eligible for enrollment in the Westfield Public School district. We do not accept school choice students.
2. A parent/guardian must fill out the virtual school registration form currently available on the district website.
3. The student must currently be eligible for entrance in grades 6-12.

The Curriculum:

The Westfield Virtual School curriculum is based on the Massachusetts Curriculum Frameworks. Students work virtually both alone and in small groups where teachers facilitate the children's interactions with each other and their environment. Teachers

observe each student's activities in order to tailor and expand the virtual curriculum to meet individual needs and interests. Teachers encourage parents to maintain close communication with staff, and work closely with parents to develop strategies for dealing with specific issues.

Assessment:

Child assessment is a vital and necessary component of all high-quality education programs. Assessment is important to understand and support student's development. It is also essential to document and evaluate how effectively the Westfield Virtual School is meeting young children's educational needs, and to inform on program improvement.

Students do not just grow in size. They develop, evolve, and mature, mastering ever more complex understandings of the people, objects, and challenges in their environment. There is a general pattern or sequence for development that is true of most children. However, the rate, character, and quality of development vary from child to child. Culture can also influence development in different ways, and the goals for children can differ from culture to culture.

Quality assessment looks at not only what is happening within the child, but also to the care that the child requires in order to thrive. For a child to develop and learn in a healthy and normal way, it is important not only to meet the basic needs for protection, food and health care, but also to meet the basic needs for interaction and stimulation, affection, security, and learning through exploration and discovery.

Typical Daily Schedule:

Daily virtual activities and lessons include a variety of active and quiet individual and group projects. A typical day may consist of the following: morning meeting, Reading, Writing, Mathematics, Science and Social Studies work, elective classes, and asynchronous activities and assignments.

Highly Qualified Staff:

Each classroom is staffed with a teacher, who is appropriately certified through the Massachusetts Department of Elementary and Secondary Education. Additional staff members may include Paraprofessionals, an Autism Consultant/Behavior Analyst, ABA Staff, Speech/Language Pathologists, an Occupational Therapist, a Physical Therapist, a School Adjustment Counselor, a School Psychologist, and a Registered Nurse.

Communication with Staff:

Communication between school and home is the foundation of a child's success. Ongoing communication will benefit the child and family in several ways. It will:

- create feelings of acceptance and partnership
- create trust
- build confidence
- foster appreciation of teachers and caregivers
- lay the groundwork for resolving issues

When families are actively engaged in frequent conversations, it's much easier to talk about the ups and downs of a child's development.

Communication can be verbal, in person/virtual, on the telephone and via e-mail. We ask parents to ensure that their contact information is up to date including their email address so that they can stay informed of important events and issues pertaining to their child(ren). The Westfield Virtual School will periodically send out email reminders and updates to parents. E-mail addresses will be the primary method of school-home communication and will be used for informational purposes only and will not be forwarded to third parties.

To open communication lines, relationships must be:

- *Respectful*, a process of listening as well as talking
- *Reciprocal*, a give-and-take that includes all family members
- *Inclusive* of all family needs (translation of materials when appropriate)
- *Thoughtful*, including detailed information about the child

Newsletters:

Teachers will communicate classroom activities and events through students' Google Classrooms. Parents should check their child's Google Classroom regularly to stay updated. Newsletters may be sent directly to the email address that parents/guardians have on file with us. Many notices and calendar events will be posted on the Westfield Virtual School website as well.

Conferences and Meetings:

Parent conferences are offered in the fall and spring of each year, on days set by the district. During the fall conference the teacher will report on the child's social emotional development and the results of baseline assessments. With the teacher's support, the parents will provide expectations for the child's growth over the school year. The spring conference will focus on student growth and learning outcomes. Conferences may be initiated by the parents or the teacher at any time during the year.

Confidentiality:

The Westfield Virtual School's work with children and families will sometimes bring us into contact with confidential information. We will respect the privacy of children and their parents and guardians, while ensuring that they access high quality early education in our setting. We aim to ensure that all families can share their information in the confidence that it will only be used to enhance the welfare of their children.

We will respect confidentiality in the following ways:

- Families will only have access to the files and records of their own children.
- Staff will not discuss individual children with people other than the parents or guardian of that child, except for the purposes of curriculum planning or group management, including medical concerns.
- Staff will not discuss individual children with staff from other settings a child may be in without written release.

- All volunteers or observers at the school are made aware of our confidentiality policy and are required to respect it.

For information regarding student records and procedures for accessing records see the district policy.

General Information

Calendar:

The Westfield Virtual School follows the Westfield Public School District's academic calendar, which can be found on both the district and school websites as well as in this handbook.

Delayed Opening of School:

Whenever possible, a delay of two hours will be used in lieu of closing for the full day. In rare instances, we may change a delay into a cancellation if conditions worsen in the early morning hours. Therefore, please monitor television and radio stations until your student's departure for the most up-to-date information.

Attendance:

Regular and prompt attendance from the very first day of school is important to your child. School attendance is critical to student success.

- Exposure to Language: School exposes children to language-rich environments they may not have at home.
- Time on Task: Students who miss too much school fall behind and have a hard time catching up.
- Persistence: Good attendance builds habits essential for success in school and life.

If your child is going to be absent, please notify the school. To ensure the safety of our students, the Westfield Virtual School uses an absentee call back system. Daily calls will go out to parents of students whose absence was not called into the school.

If your child contracts a contagious illness, a doctor's note is required to attend school outings, social events, and field trips. It is very important for parents to keep the school informed of any changes to phone numbers (work, home, cell phones and emergency contacts), address, daycare schedules, etc. During an emergency situation, time is crucial so current data is essential to make sure your child arrives home safely.

An outline of the Westfield Virtual School's attendance intervention procedures for students of accruing absences and related concerns are as follows:

Tier 1 (5 absences):

-a letter will be mailed home

Tier 2 (10 absences):

-a letter will be mailed home

-a meeting will be arranged with the school counselor

Tier 3 (15 absences):

-a letter will be mailed home

-a meeting will be arranged with the principal/administration

Tier 4 (15+ absences): further steps may be taken including, but not limited to, notifying the Department of Children and Families (*depending on individual situations, this step may occur earlier as educational staff are mandated reporters)

There are times that call for individualized interventions based on the needs of each child. There may be circumstances where modified, accelerated, or additional interventions are deemed important. Westfield Virtual School has an attendance team that meets regularly to address attendance concerns. The principal will work directly with the attendance team to determine appropriate interventions needed.

Bus Safety (if busses are used for Outings/Socials/or Field Trips) During the COVID Pandemic:

- All students who enter the bus must wear a mask and keep it on for the duration of the bus ride.
- Each child will be assigned his/her own seat following social distancing protocols.
- Cameras will monitor student behavior to ensure all students remain safe.
- Busses will be wiped down between runs and disinfected at the end of each day.

Arrival and Dismissal

Arrival: Any child who logs into their virtual classes at the Westfield Virtual School more than 5 minutes after their designated start time, is considered to be tardy and this will be recorded as such in our system.

Dismissal: Parents are expected to inform the school in advance when possible if an early dismissal is needed.

Clothing:

Children should attend virtual classes comfortably dressed in appropriate clothing. We encourage self-help skills in dressing, and therefore, appreciate your cooperation in ensuring that your child is dressed in clothing that is both appropriate and manageable for a young child's coordination. For social outings, field trips, or similar events that the Westfield Virtual School may hold throughout the year, we will follow all district policies.

During these events, please mark **all** clothing and other belongings with your child's name. We would like to encourage closed toe shoes with a rubber sole for safety. Please avoid flip flops, sandals, high heels or shoes without a back on them. Winter boots should be large enough for children to avoid struggling when putting them on.

School Conduct:

In all respects, we try to be clear and realistic in our expectations of the children. Each child is unique and we realize that they might be at a different step in their development. We try to use

techniques that help them grow and that make them feel good about themselves. Setting reasonable, consistent limits is very important to children. Limits let children know what is expected of them and this gives them a sense of safety and security. They let children know what behavior is all right and what behavior is not all right. The limits will vary from child to child and will vary for the same child over a period of time. The staff at Westfield Virtual School always tries to be positive and encouraging to the children. Whenever possible, we use do's instead of don'ts. Using do's instead of don'ts shows children acceptable ways to act... for example... Don'ts: "Don't shout over the microphone!" Do's: Do use, "inside voices." We also try to involve children in working through situations such as taking turns, sharing, working within limits, etc.. Accentuating positive behavior usually gets better results and makes children feel better about themselves than dwelling on less desirable behaviors. In the event that the behavioral strategies have been exhausted without a positive change, a new plan involving parents and the school would be formulated.

School Health:

The major goal of our school health program is to protect and promote the health of children within the school environment. School health records provide a confidential record of each child's health status.

The information that we gather about your child's health status enables us to identify children with special health care needs and to develop a health care plan that anticipates possible emergency situations.

The following information will be part of a student's Health Record:

- Current information about any health insurance coverage required for treatment in an emergency.
- Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results. Each physical must be current (within 1 year). Updated physicals are required upon admission, and in fourth, seventh, and tenth grades.
- All school health screenings will be conducted in person and in accordance with the recommendations of the Massachusetts Department of Public Health and 105 CMR 200.
- Current emergency contact information for each child that is kept up to date.
- Names of individuals authorized by the family to have access to health information about the child.
- Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
- Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, diabetes, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support). The school nurse in cooperation with the family and documents from the child's physician will complete a healthcare plan regarding the child's specific issue and ways to treat it. Individual

healthcare plans will be reviewed on a regular basis or at least annually by the school nurse and the child's parent/guardian. The original care plan will be kept in the nurse's office.

- Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) must be submitted. Additionally, parents must submit a religious exemption notice yearly, if applicable. Staff will implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

Student Illness and Exclusion From School (please also refer to the district COVID-19 policy):

Upon logging into their online classes, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child logged in poses an increased risk to the child, and also during our social events to other children or adults with whom the child will come in contact.

When a child develops signs of an illness during their day at school, parents, legal guardians, or another person authorized by the parent/guardian will be notified immediately and the child will log out of classes. For this reason, please be sure that we have current, accurate phone numbers for you and your authorized emergency contact person. In the meantime, if during a school sponsored social outing or field trip, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child. If the child is suspected of having a contagious disease, he/she will be held, until dismissed, where new individuals will not be exposed.

Based on School Committee Policy the following exclusion practices for social outings and/or field trips will be followed:

- A fever of 100 degrees or higher. Children should be fever free for 24 hours before returning to school and not taking any fever reducing medications.
- Diarrhea OR vomiting in the previous 12 hours.
- Bad cold, flu, or COVID symptoms when there is excessive nose drainage or persistent coughing.
- Rash that could be contagious; please have any rashes checked by your pediatrician. If any rash is thought to be contagious, your student will be required to provide medical documentation and/or proof of treatment to return to in-person activities.
- Diagnosed strep throat, impetigo, or bacterial pink eye. Students may log out of their online classes from school until they have been on antibiotics for at least 24 hours, however the child should continue to attend their online classes if they can.
- If you suspect your child has lice – yellowish-gray, oval-shaped eggs that are “glued” to the hair shaft and they wish to attend social gatherings or field trips then your child must be checked by the school nurse after treatment upon arrival to the in-person activity.

- If your child is diagnosed with scabies, he/she may log back in to online classes 8 hours after the first treatment, or as soon as they feel they are able to. A physician's written confirmation of treatment and non-infectious status is required for physical attendance at any social gathering or field trip in this case.

Abuse/Neglect Reporting:

Public school staff members are mandated by law to report any signs of possible child abuse or neglect to the appropriate authorities.

Behavior Management Plan:

The goal of discipline is to assist and guide the children in the development of self-control. Teachers will discipline in a consistent way, based on an understanding of varying developmental levels. Simple and understandable rules will be established so that expectations and limitations will be clearly defined. Discipline will be constructive in nature, including such methods as diversion, separating the child from the situation (example: a breakout room or separate online session), encouragement and reinforcements for appropriate behavior and effort.

Building Utilization:

The WVS is housed in-district, and it is where the teachers are teaching from each day. While we do not have students on-site, there may be times where it is needed for a student to come into the building such as for screenings, and perhaps SPED testing. Appointments will be arranged with the parents/guardians of the student directly.

Unusual Circumstances:

If there are any unusual circumstances at home, such as illness or death, parents' vacations, or changes in childcare arrangements (such as a new nanny or babysitter), please notify the teachers so that they can help your child adjust more easily to the situation.

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