

WESTFIELD PUBLIC SCHOOLS

STUDENT-PARENT HANDBOOK 2017-2018



Westfield Technical Academy

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FROM THE PRINCIPAL

Dear WTA Students and Families,

All students and parents/guardians are expected to review the Westfield Technical Academy *Student Handbook*. It contains valuable information about graduation requirements, attendance policies, behavioral expectations, interscholastic sports, clubs, and the standards that students are required to maintain in order to fully participate in student life at Westfield Technical Academy. Please take the time now to become familiar with your rights, responsibilities, and opportunities as this will assist in the decision-making process that will impact the future, both at Westfield Technical Academy and beyond.

In particular, the attendance policies are among the most important to know as they impact graduation credits and participation in school activities. In addition, all parents and students should carefully examine Graduation Requirements in order to better plan for their junior and senior years at WTA. Other key components of the *Student Handbook* outline what the faculty, staff, and administration expect from students and what students can expect from WTA staff as well as our school policies and procedures.

Finally, I am confident that your WTA experience in 2016-2017 will be positive, challenging, and successful. Please remember that the faculty, staff, and administration expect that students and staff are treated with respect, put forth their best efforts, and take personal responsibility for creating and maintaining a positive school environment.

Sincerely,

Joseph Langone
Principal
WTA

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MISSION STATEMENT

MISSION

The mission of Westfield Technical Academy is to educate and prepare our students academically, technically, and professionally to meet the challenges and opportunities of the 21st century.

VISION

Westfield Technical Academy will be recognized as a student-centered learning community focused on integrating academic and technical achievement with career and college readiness.

PHILOSOPHY

Westfield Technical Academy provides students with unique academic and technical experiences based on the philosophy and goals of the Massachusetts Curriculum Frameworks, and Massachusetts Career Vocational Technical Education Frameworks.

We are committed to providing a supportive and safe environment in order to meet the intellectual and social needs of our diverse student body. This philosophy is implemented by adhering to our core values:

Perseverance
Respect
Integrity
Diversity
Excellence

Westfield Technical Academy actively strengthens community and business partnerships with career and employment opportunities, parent organizations, mentoring programs, advisory boards, grant partnerships, field placements and volunteerism. Comprehensive counseling and special service programs complement the academic and career technical programs.

GOALS:

- To use demographic, educational, and performance data to increase student achievement.
- To provide integrated academic and vocational programs which optimize the potential of each student.
- To maintain a current and demanding curriculum that is aligned to the academic and vocational Massachusetts Curriculum Frameworks and standards.
- To align technical programs to national standards and accreditation requirements, allowing students to obtain relevant licensure/certifications.
- To teach and model the importance of respect for everyone regardless of race, color, sex, religion, national origin, sexual orientation, disability, or home status.
- To improve student achievement through relevant staff development.
- To enhance parent and school communication.
- To strengthen involvement and participation with Chapter 74 program advisory boards.
- To increase public awareness of Westfield Technical Academy through expanded recruiting strategies and communication of student successes.
- To increase our graduation rate through a variety of intervention programs.

SCHOOL ACCREDITATION

Westfield Technical Academy is accredited by the **New England Association of Schools and Colleges, Inc.**, 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's accreditation should be directed to the administrative staff of the school.

ADMISSIONS CRITERIA - WESTFIELD TECHNICAL ACADEMY

I. INTRODUCTION

An admission process is necessary in career technical schools where space is a limiting factor. Career technical shops are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such shops lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary.

II. EQUAL EDUCATION OPPORTUNITY

Westfield Technical Academy admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion, national origin, sexual orientation, disability, and homelessness status (McKinney/ Vento Act).

If there is a student with limited English proficiency, a qualified representative from WTA will assist the applicant in completing the necessary forms and will assist in interpreting during the entire application process upon the request of the applicant.

Students who are disabled may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application process.

Information on limited English proficiency and disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admissions process, will not affect their admission to the school.

III. ELIGIBILITY

Any eighth, ninth, or tenth grade students, who expects to be promoted to the grade they seek to enter by their sending school is eligible to apply for fall admission to Westfield Technical Academy. Resident students will be evaluated using the criteria contained in this Admission Policy. Priority for admissions is given to Westfield residence. All students, including Westfield students are required to complete the application process.

Students who are not residents of Westfield are eligible to apply for fall admission or admission during the school year subject to the availability of openings provided they expect to be promoted to the grade they seek to enter by their local district. Nonresident students will be evaluated using the criteria contained in this Admission Policy.

Transfer students from other career technical schools are eligible to apply for fall admissions or admissions during the school year to grade 9-12 at WTA provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using criteria contained in this Admission Policy.

Non-resident applicants must also submit a Chapter 74 Non –Resident Tuition Application to their superintendent in their home school district for approval. The deadline for approval is April 1st. Applications are provided by this school upon request or on the Department of Secondary and Elementary Education website.

IV. ORGANIZATIONAL STRUCTURE

Westfield Technical Academy is a public career technical high school located on a scenic campus in Westfield, Massachusetts. Westfield Technical Academy is a member of the Westfield Public School System and is accredited by the New England Association of Schools and Colleges. Westfield Technical Academy is committed to providing quality career technical programs.

It is the responsibility of Westfield Technical Academy's principal to supervise the administration of the policies and procedures required to admit and to enroll applicants in conformity with this Admissions Policy.

Westfield Technical Academy has an Admission Committee appointed by the Principal. The committee consists of members of the Guidance Department, Admissions and Special Education. Responsibilities of the Admission Committee Include:

- determination of standards for admission
- development and implementation of admissions procedures
- processing of applications
- ranking of students
- acceptance of students according to the procedure and criteria in the admission policy
- establishment and maintenance of a waiting list of acceptable candidates

Westfield Technical Academy's Coordinator of Student Services is responsible for disseminating information about WTA through local school assemblies and press releases and for collecting applications from local schools.

V. RECRUITMENT PROCESS

Westfield Technical Academy engages in recruitment activities that encompass the full sphere of marketing career technical education to students, parents, sending schools, business & industry, post secondary institutions, public agencies and the general public. Specific activities are outlined below:

The WTA Coordinator of Student Services, Principal and Assistant Principal, along with other support staff, conduct 8th grade assemblies at both Westfield Middle Schools and other Middle Schools and Junior High Schools in the catchment area in November, December, January and February. During the assembly:

- A video is presented that gives students/ parents an overview of WTA. This includes career pathways and training available.
- The Program of Studies Guide and brochures describing the Individual programs are distributed.
- Students are encouraged to consider non-traditional career paths.
- All Westfield Middle School 8th grade students are given a tour during National Vocational Education Week in February. Students from the surrounding communities are given tours in small groups and/or on an individual basis at a mutually convenient time.
- An evening Open House is held during National Career Technical Education Week in February.

VI. APPLICATION PROCESS:

Communication with guidance at the Middle Schools and parents is frequent to insure timeliness in receiving applications for admission. Applications are available from Westfield Technical Academy located at 33 Smith Ave. Westfield, MA 01085 and at apply@wvths.com. Students and parents will have the opportunity to tour WTA and observe technical training programs and activities in operation prior to submitting an application.

1. Students interested in applying to Westfield Technical Academy for fall admission may also:
 - a. Obtain an application from their local school Guidance Counselor as early in the school year as possible.
 - b. Return a completed application with the appropriate signatures to their school's guidance department prior to April 1st.
2. It is the responsibility of the local school Guidance Counselor to:
 - a. Complete their portion of the application form.
 - b. Forward completed application to the Coordinator of Student Services at Westfield Technical Academy prior to April 1st.

Completed applications include:

1. Academic records, specifically: math, English, science, and social studies of applicants' previous years' report card and first and second quarter marks for the current school year.
2. Unexcused absences and tardies, for the previous school year and first and second quarter marks for the current school year
3. Discipline records for the previous school year, and first and second quarter marks for the current school year.
4. Local school guidance counselor recommendation is required.

*The Admission Committee will review all submitted material.

3. If incomplete applications are received, the following procedures will be followed:
 - a. The Admissions Office at WTA will notify the local school Guidance Counselor responsible for submitting the application that the application is incomplete and will request completion.
 - b. The applicant's parent(s)/ guardian(s) will be notified by WTA in the event that the problem is not resolved by the local Guidance Counselor.
 - c. If after notifying the local Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

LATE APPLICATIONS

Applications received after April 1 will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

TRANSFER STUDENTS

Applications from students who are enrolled in a state approved (Chapter 74) career technical high school programs in another school will be considered for admissions (including admission during the school year) if they relocate away from

their current school and wish to pursue the same program of study at WTA. All transfer applicants must attend an interview at WTA. If the applicant or parent/guardian cannot provide transportation, an official from WTA will go to the local school to interview the applicant. Their application will be evaluated according to the provisions of this Admission Policy.

WITHDRAWN STUDENTS

Students who withdraw from WTA and who are attending or not attending another high school may reapply to WTA following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy.

VII. SELECTION CRITERIA

The Admissions Committee processes applications using weighted admissions criteria. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria. Each of these criteria will be assessed and points will be assigned. Applicants may earn a total of 100 points.

1. Scholastic Achievement: Maximum 20 points

Grades from the 1st and 2nd term of the current year and the final report card of the previous year in English, Math, Science, and Social Studies will be averaged and assigned point values according to the following scale:

| | |
|------------|----------|
| A (90-100) | 5 Points |
| B (80-89) | 4 Points |
| C (70-79) | 3 Points |
| D (60-69) | 2 Points |
| E (0-59) | 0 Points |

Calculations are based on the grade average from the previous completed school year and grade average from the current school year (terms 1 and 2).

2. Attendance: Maximum 20 points

| | |
|------------------------|-----------|
| 0-10 Days absent | 20 Points |
| 11-20 Days absent | 15 Points |
| 21-30 Days absent | 10 Points |
| 31-40 Days absent | 5 Points |
| 41 or More Days absent | 0 Points |

The sum of the previous school year and terms 1 and 2 of the current year of unexcused absences as defined by the District from the local school report card/ transcripts are used.

3. Student Interview: Maximum 20 points

Each applicant will be interviewed. The interviews will be scheduled with assistance of the Middle School and/or sending school guidance counselors at the home school during the school day.

Rating:

5 questions will be asked using a Rubric scale from 1 -4 points for each question. The individual score for each student interviewed will be factored in the total overall score. The maximum score earned on the interview portion is 20 points.

4. School Discipline/Conduct: Maximum 20 points

| | |
|------------------------------------|-----------|
| Excellent—(zero infractions) | 20 Points |
| Above Average—(1 -3 infractions) | 15 Points |
| Average—(4 – 6 infractions) | 10 Points |
| Below Average—(7 – 10 infractions) | 5 Points |
| Poor—(more than 10 infractions) | 0 Points |

5. Local Guidance Recommendation: Maximum 20 points

| | |
|---------------|-----------|
| Excellent | 20 points |
| Above Average | 15 points |
| Average | 10 points |
| Below Average | 5 points |
| Poor | 0 points |

VIII. SELECTION PROCESS

Applications will be reviewed using the standard admissions criteria. An Application Assessment Form will be completed for each completed application. A waiting list of eligible applicants will be established for the current school year and students from the list will be accepted as space is available.

IX. ENROLLMENT

In order to enroll at Westfield Technical Academy, applicants must have successfully passed English Language Arts or its equivalent, math, and been promoted by their local school district to the grade they seek to enter. Students who fail English Language Arts or its equivalent or math will be required to take and pass comparable make up course(s) in a summer school program provided by their local school district or another school district.

Applicants will be advised to make up any failed courses required for promotion and /or graduation.

Acceptance and enrollment at Westfield Technical Academy is conditioned upon the accuracy and completeness of a student's application. Westfield Technical Academy reserves the right to revoke its conditional acceptance of any student, at any time, if it determines that the student provides inaccurate, incomplete, or misleading information during the application process.

X. NOTIFICATION

Students and parents will be informed by mail of their status by May 15 for applications received by April 1.

A non-mandatory orientation program for new students and their parents will be held in August of each year. Included in the program will be general school information and a presentation explaining the Exploratory Program and emphasizing nontraditional trades and opportunities for males and females at Westfield Technical Academy.

XI. EXPLORATORY PROGRAM

All 9th grade students will participate in an exploratory program during the first half of the school year. The exploratory is designed to help them learn about their talents and interests relative to a variety of different career technical programs. Each student will visit 11 shops for a (1) day mini exploratory. The goal of the mini exploratory is to expose the student to the curriculum, occupational outlook, etc. Upon completion of the mini exploratory the students will choose (4) four shops based on availability, spending one week in each shop. The students are evaluated by the shop teachers, in (5) five areas: CONDUCT, WILLINGNESS TO FOLLOW INSTRUCTION, TASK COMPLETION/ WORKMANSHIP, PERSONAL SAFETY AND SAFETY HABITS, and ATTENDANCE and PUNCTUALITY. At the end of this four-week exploratory period, each student selects his/her program of choice, as well as a second choice from the four explored shops. Students are admitted into the shop of their choice based on the point total. For example a student with a point total of 98 will be admitted before a student with a point total of 92. If a shop fills, based on the point total, before the student gets his/her first choice, the assessment coordinator then moves to the students' second choice depending upon whether there is an opening in the shop. Again, the student is admitted based upon the point total. If a student' point total in all shops is so low that they were not placed in their second choice shop, then the assessment coordinator will meet with the student and present a list of the shops with openings.

Students who enroll in Westfield Technical Academy after grade nine may explore career technical programs that have openings, before making a program selection. Students are evaluated and graded by each shop teacher during the period of exploration. If the number of enrollees seeking a particular shop exceeds the number of openings, the evaluative grades received by the students rank ordered would determine the enrollee or enrollees who are placed in the particular shop.

Students who wish to transfer from one shop to another during the school year may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested shops. **Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student.**

XII. REVIEW and APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from WTA indicating that the applicant was not accepted or placed on a waiting list, may request a review of the decision by sending a letter requesting a review to the Superintendent within thirty days of the receipt of the letter. The Superintendent will respond in writing to the letter with the findings of the review within thirty days. If after the review, the parent/guardian wished to appeal the findings of the review they may do so by sending a letter requesting that they be scheduled to appear before the School Committee to appeal the Superintendent's findings. The School Committee will respond in writing to the parent/guardian with a scheduled date for the appeal within thirty days of the receipt of the letter. The School Committee will respond in writing to the letter with their decision on the appeal within thirty days of the School Committee meeting when the appeal was presented.

WTA BELL SCHEDULE

Warning Bell

7:15

| | |
|--------------------|-------------|
| Pass to 1st period | 7:19 - 7:22 |
| 1st period | 7: 22-8:03 |
| 2nd period | 8:06-8:44 |
| 3rd period | 8:47-9:25 |
| 4th period | 9:28-10:06 |
| 5th period | 10:09-10:47 |
| CLASS LUNCH | 10:47-11:12 |
| 6th period | 11:15-11:53 |
| 7th period | 11:56-12:34 |
| 8th period | 12:37-1:15 |
| 9th period | 1:18-1:56 |
| SHOP: | |
| Morning Session | 7:19-11:18 |
| SHOP LUNCH | 11:18-11:43 |
| Afternoon Session | 11:46-1:56 |

WESTFIELD TECHNICAL ACADEMY COMPLIANCE BOARD

MISSION

The goal of the Compliance Board is to address any and all issues that could impede student progress and success at Westfield Technical Academy. Issues to be reviewed may include, but are not limited to: admissions, attendance, student residency, safety, conduct, academic progress, and any other issues deemed relevant by the Compliance Board.

Specific Board items:

- Student Residency
- School Attendance
- School Tardiness
- Chronic Behavior Issues
- Safety Concerns
- Admission appeals
- Annual Credit Review
- Credit Recovery
- Summer School Requirements
- Night School Requirements
- Graduation Requirements

ATTENDANCE

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

MORNING PROCEDURES: at Westfield Technical Academy, school officially starts each day at 7:22 A.M. PUPILS ARE NOT ALLOWED TO ENTER THE BUILDING BEFORE 6:50 A.M. Pupils arriving before 6:50 A.M. are to wait in the front of the building. Students arriving after 7:15 A.M. must enter through the main entrance on Smith Ave. Once students have arrived on school grounds, they may not leave. Under special circumstances, the Principal may allow a student to leave the school grounds during the day. Upon arrival, or at the 7:15 A.M. tone, students are expected to go to their lockers and then report to their first period class by 7:19 A.M. ATTENDANCE IS TAKEN AT 7:22 A.M. Students arriving after 7:22 A.M. must report to the Main Office for a pass to class/shop.

TARDY TO SCHOOL

Students are expected to arrive to school and to classes on time. Time missed from class constitutes absenteeism, whether in part or in whole. Students who demonstrate a pattern of unexcused tardiness 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 and athletic activities for that day.** Violations of this policy may result in a Saturday School Detention

Consequences:

- Students who arrive to class or shop after 7:22 am must sign in at the Main Office and will be issued a tardy slip.
- On the **third tardy**, students will receive a **thirty minute office detention** and **parents/guardians will receive written notification.**
- On the **sixth tardy**, students will receive a **sixty minute office detention**, and **parents/guardians will receive written notification.**

- On the **ninth tardy**, students will receive a **Saturday School Detention** from **8:00 am-10:30 am**. **Parents will be called and conference may be requested.**
- **Every third tardy after the ninth** (ie. twelfth, fifteenth, eighteenth etc...) will result in **Saturday School Detentions.**

Students who do not attend an assigned Saturday School Detention for being tardy will be automatically assigned to Student Support for the next two days of school.

Excused tardies will not count toward detention. The only acceptable excuses for being late to school include **documented** medical appointments that could not be scheduled after school hours, a documented court appearance, a town emergency or weather extremes.

Three student tardies to class will serve as one absence for that class.

ABSENCE FROM SCHOOL

Excessive absenteeism from school is potentially detrimental to students' ability to perform successfully in school. It is expected that students should be absent from school only when conditions or circumstances render them otherwise unable to attend. In the event a student is absent in excess of 10% of the membership days, official written verification documenting the need for the absence must be submitted. Students who have undocumented absences in excess of 10% of membership days may be subject to denial of course credit or promotion. The following are legitimate reasons for absence:

1. 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.
2. Bereavement.
3. Family or catastrophic emergency.
4. Observation of major religious holidays or participation in required religious instruction.
5. Necessary court appearance: a signed court document is required.
6. DYS confinement.
7. DCF commitment.
8. Suspension.
9. Weather related conditions so serious as to pose a threat to health or safety.
10. Approval of the Superintendent of Schools.

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 the key to understanding and resolving problems that may occur regarding attendance. **NOTE:** Family trips/vacations are **NOT** excused absences.

MAKE UP WORK POLICY

Students are responsible for promptly arranging to make up work (within 2 school days) missed due to absence from school. Teachers are not obliged to take the initiative. Teachers are authorized to give failing grades for failure to make up work satisfactorily within the same timeframe as regularly assigned work. Shop work is difficult or sometimes impossible to make up. Students should check with their shop teacher immediately upon return to school to work out a solution for missed work.

1. Students who are truant or who intentionally miss an assigned period may forfeit the privilege to make up work.
2. Students on external suspension will receive credit, provided that the assigned work is completed satisfactorily.

SCHOOL TRUANCY

Students that are truant from school will be assigned a Saturday School and/or time in Student Support.

CREDIT/PROMOTION IMPLICATION

Westfield Technical Academy may act to deny credit or promotion due to unexcused absences in excess of 10% of the total number of classes in any course. For example, if a student has more than nine (9) unexcused absence in an academic program and more than nine (9) unexcused absences in a technical area, this would exceed 10% of total membership days. When a decision to deny credit or promotion is made, the school will notify the parent/ guardian 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 review committee will be scheduled, at which point the parent/guardian 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. The superintendent or his/her designee will conduct a hearing and provide a written decision. The decision of the superintendent will be the final decision of the district.

APPEAL

The parent/guardian has the right to appeal all cases of loss of credit/promotion to the school's Compliance Board. The appeal must be in written form and submitted no later than five (5) school days after notification of loss of course/subject credit or promotion. A request for an appeal must be sent to: Compliance Board, Westfield Technical Academy, 33 Smith Avenue, Westfield, MA 01085. The board will schedule an appointment. If a hearing is not requested in writing by the specified date, the matter will be closed and the loss of credit will stand.

COMPLIANCE BOARD

In all cases of loss of credit/promotion appeals, the school's Compliance Board will review the case within ten school days. The Board's decision will be based on types of absence, input from school principal or designee, guidance counselor, adjustment counselor, individual teachers, DSS or DYS personnel and others.

COMPLIANCE BOARD DECISION

A letter stating the decision of the Compliance Board will be sent to the home of the parent/guardian in the dominant language of the home within five days of the Compliance Board meeting. The parent/guardian of the student has the right to appeal the decision of the Compliance Board to the building Principal.

DISMISSAL FROM SCHOOL

When a dismissal is necessary and is known in advance:

- The request for dismissal (a note from a parent/guardian) must be brought to the main office before 7:22 A.M.
- The request must state student's name, grade, and reason for dismissal, as well as time to be dismissed.
- Dismissals for dental or doctor's appointments must be confirmed by an appointment card. Whenever possible a doctor's note is to be submitted the following day. Failure to do this will be considered an unexcused absence. If a student is aware of a scheduled appointment before the date and must arrive late to school, notification should be given to the office immediately.
- Only dismissal for reasons as stated under excused absences will be accepted. All others will be considered unexcused and will count as time out of the student's academic class or technical program.

RIGHTS OF 18-YEAR OLD STUDENTS

Once a person reaches the age of 18, Massachusetts law holds that he/she is an adult and has reached the age of majority. This means that an eighteen-year old is capable of signing legal documents and entering into contracts. Consistent with this definition of "adult" is the ability to sign school-related documents, including report cards, permission slips, and absence notes. A student who has reached the age of majority (18) has the right, provided by statute, to assume these responsibilities. Any student doing so must sign an age verification form available in the office. Written permission for any request will be subject to the same guidelines as for all other students. **Eighteen-year olds or older who are enrolled at Westfield Technical Academy will remain responsible to the same school regulations as all other students including** meeting the same standard for acceptable absences as other students as contained in the *Student Handbook*. Eighteen-year old students must secure administrative approval to sign out as well. The school retains the right and responsibility to continue to keep parents informed of grades, absences, etc. In addition, it should be noted that parents do retain the right of access to the school records of their children, regardless of age, pursuant to M.G.L., c. 71, s. 34E.

GRADING SYSTEM

The school year is divided into four marking terms. Students receive grades in each term for each course taken. Grades are scaled as follows:

| | | | |
|----|----------|----|---------|
| A+ | 98 - 100 | A | 93 - 97 |
| A- | 90 - 92 | B+ | 87 - 89 |
| B | 83 - 86 | B- | 80 - 82 |
| C+ | 77 - 79 | C | 73 - 76 |
| C- | 70 - 72 | D+ | 67 - 69 |
| D | 63 - 66 | D- | 60 - 62 |
| E | 00 - 59 | | |

Comments on effort and conduct are recorded on each student's report card. To arrive at a final grade, the teacher averages the numerical grade from each quarter. Passing a course means receiving a final grade of 60 or higher. The Westfield School Department operates a summer program wherein a student may earn credit for a subject that was failed during the

school year. However, not all subjects are offered during the summer. Notably: Shop, Related, and Physical Education are not offered in the summer program.

GRADE OF INCOMPLETE

A student may, at the discretion of a teacher, be assigned a grade of “Incomplete” in a course for either a marking term or for the year, if in the opinion of the teacher the student has failed to complete all the assigned work for that course. Credit for a course in which an “Incomplete” has been assigned will be withheld until such time as the student has, in the judgment of the teacher, completed the missing work. An “Incomplete” may be assigned in either shop or classroom courses.

Students are advised to consult regularly with their teachers to be sure they are meeting all course requirements. When a student receives an incomplete said student will be allowed two weeks to make up missing work after which time it will be assigned a zero, and the grade will be calculated on this basis. In the case of extreme illness appropriate documentation from a licensed physician will be required to extend the make-up period.

GRADUATION REQUIREMENTS

It is the responsibility of each student to see that he/she fulfills all of the requirements for graduation. The Westfield School Committee has approved the following requirements for graduation.

| Subject | Credits |
|---------------------------|----------------|
| English | 4 |
| Math | 4 |
| Social Studies* | 2.5 |
| Science* | 2.5 |
| Physical Education/Health | 1 |
| Related/Electives | 2 |
| Shop | 16 |

Total Academic Credits 16 credits
 Total Shop Credits 16 credits
 Total Graduation Credits 32 credits

Meeting the above graduation requirements prepares a student for career and college.

*Waivers may be necessary for some students for some academic requirements. Waivers can only be approved by school principal given extenuating circumstances.

- Students must pass all Career Technical Program Courses, including Related Classes, in order to meet all Graduation Requirements
- To receive a diploma, a passing grade in the MCAS ELA, Mathematics and Science/Technology & Engineering Test is required.
- A Certificate of Attendance will be issued to students who fulfill all local requirements but fail to satisfy the MCAS requirements.

GRADING PERIODS

(Subject to Change)

FIRST TERM – September 1 – November 6
 SECOND TERM – November 9 – January 22
 THIRD TERM – January 25 – April 1
 FOURTH TERM – April 6 – June 16

POWER SCHOOL PARENT PORTAL

All parents will receive a notice from the school on how to access current grades and attendance for all of our students via the **PowerSchool Portal**. These letters provide instructions needed for parents to create individual PowerSchool accounts.

Through the PowerSchool portal, academic progress can be tracked from any location that has Internet access. If you do not have Internet access, the public library has computers for public use. If you have any questions regarding the use of PowerSchool or did not receive a letter for access, please contact **Mrs. Lecrenski** in the Main Office at 413-572-6533 extension 60112 or by e-mail at p.lecrenski@schoolsofwestfield.org.

PHYSICAL EDUCATION

Physical education is required of all students. Each student must have a change of clothes. Sweats, wind pants, athletic shorts, T-shirts, sweatshirts, and sneakers are the only acceptable attire. No offensive print or design will be allowed. Failure to be prepared will result in a loss of credit for that day. To be excused from participation requires written certification of a physician. Provisions can be made for an adaptive program for the handicap student, within limits, prescribed by a physician as defined in an Individual Educational Plan

PROMOTION REQUIREMENTS

There is no summer school make-up for career technical programs. Students who fail their career technical program will be reconsidered for acceptance after an application for re-admission has been completed and on a space-available basis. Career technical program failures will result in students repeating the year. Students not promoted because of career technical program failure must repeat all academic subjects as well.

WTA FAILURE POLICY

All students that are required to repeat a grade due to academic/career technical failure must reapply for admission to WTA.

HONOR ROLL

Westfield Technical Academy will publish an academic honor roll for students receiving a quality point average equal to 93-100 (FIRST HONORS). Westfield Technical Academy will publish an academic honor roll for students receiving a quality point average between 83-92 (SECOND HONORS). This recognition will be given at the completion of each term and published as soon as possible. A grade of 69 or below disqualifies a student from consideration for honor roll.

CALCULATION OF GRADE POINT AVERAGE (GPA)

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

| Weight 1 | Weight 2 | Weight 3 |
|-----------------|-----------------|-----------------|
| (Honors) | (Standard) | (Remedial) |
| 1.05 | 1.00 | .95 |

Formula:

Class of 2013 and thereafter GPA = Sum of (grade x weight x credit)/sum of credits.

Example:

| | | |
|-------------------------------------|-------|------------------------------|
| 90 in a weight 1 course, 1.0 credit | | 90 x 1.05 x 1.0 = 94.5000 |
| 80 in a weight 2 course, 1.0 credit | | 80 x 1.00 x 1.0 = 80.0000 |
| 85 in a weight 3 course, 0.5 credit | | 85 x .95 x 0.5 = 40.375 |
| 75 in a weight 1 course 1.0 credit | | 75 x 1.05 x 1.0 = 78.7500 |
| | | GPA = 293.625 / 3.5 = 83.892 |

CLASS RANK

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 Technical Academy for his/her entire junior and senior years in order to be accurately and officially ranked. Determination will be based in such cases on final grade averages from previous schools attended as well as Westfield grades. If a student attends Westfield Technical Academy for only their senior 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.

ALTERNATIVE ACADEMIC PATHWAYS

DUAL ENROLLMENT POLICY

The Dual Enrollment Program was established by the Education Reform Act of 1993. Qualified High School Students can earn both high school and college credits through this program. The Commonwealth, through the Department of Education and subject to availability of funds, will reimburse public institutions of higher education an amount per credit for tuition and fees for participating students.

Students must be in their junior or senior year of high school, **must have a GPA of 3.0 or higher** and be a Massachusetts resident to be eligible for participation in the Dual Enrollment Program. Further, students must demonstrate the ability to

benefit from college level course work and should be recommended by their guidance counselors, teachers and/or high school principal. Further information is available in the Student Services office.

NIGHT SCHOOL

Students from Westfield Technical Academy may take night school courses at accredited area high schools to achieve the necessary requirements towards graduation. The credit the student receives will be equal to the credit granted for an equivalent course at WTA. Special permission from the Principal is required. The grades are not calculated into class rank/GPA.

SUMMER SCHOOL

The Westfield School Committee provides the opportunity for students who fail courses in the regular school year to make up that course during the summer school session. Students who will need summer school courses will be contacted by the Guidance Office. Students who earn a grade of less than 50 are not eligible for summer school. However, students who fail a course should contact the Guidance Office as soon as possible to insure enrollment in the summer school session. All courses are not always available in summer school programs.

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 Technical Academy 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 Technical Academy's Code of Student Conduct. In addition, acts of cheating and plagiarism are in direct conflict with the Mission Statement of Westfield Technical Academy. There is a great deal of information available on how to avoid plagiarism. Teachers are always an excellent resource as well.

DEFINITIONS

Cheating is defined by Westfield Technical Academy 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 Technical Academy 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:

- Conduct a presentation of the Academic Honor Code to all freshmen classes in the library.
- Review Academic Honor Code with students as needed.

Students will:

- submit his/her own work
- follow proper methods of citation
- ask for help when unsure about citations
- protect work during testing and class situations
- not share assignments

CONSEQUENCES (per school 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 resulting in disciplinary consequences including detention or School on Saturday.
- notification to National Technical 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 disciplinary consequences ranging from detention to suspension.
- notification to National Technical Honor Society, resulting in dismissal
- notification to Renaissance Program resulting in suspension of privileges for the year
- Any subsequent offenses will be dealt with on a case by case basis.

Appeals to the Compliance Board are available in Student Services.

LIBRARY

The Steven E. Pippin Library Media Center is open during school hours on all school days. Students have access to all programs, vertical files, and multimedia. Students are encouraged to ask for assistance in locating and using appropriate material. The borrower's card is kept at the circulation desk. To borrow materials from the library media center, a student must show his ID badge. A positive ID is required to borrow material. This eliminates any possibility of anyone else using the student's card. A fine of five cents per school day is charged for overdue material. The fine will not exceed \$1.00 for any one item. If a book is overdue for four weeks (students will have been sent at least two notices), the student will not be allowed to borrow any additional material until the item is returned and a fine is paid. Students will pay the replacement cost plus processing charges for any lost or damaged material. Disruptive noise or behavior will result in a denial of library privileges. Any student causing disruptive noise or behavior will be sent to his/her classroom or shop. No food or drinks are allowed in the library media center. The library is a resource used as an integral part of classroom instruction. Teachers may access this resource for or with students as they deem appropriate. Any student coming to the library without a teacher must come to the library with a pass. Students will leave their passes at the circulation desk upon entering the library. Students using the computers are required to sign a sheet located at the circulation desk.

STUDENT SERVICES

Student Services (grades 9-12) are provided in the form of admissions, career technical program selection, academic progress, social/personal counseling, and post-secondary career planning.

CAREER CENTER

The mission of Westfield Technical Academy's Career Center is to assist all students in planning their future through a variety of resources, activities, and interventions, which align with the district goals and the state competencies and benchmarks. Students will develop academic, employability, and social skills that will maximize their future potential upon graduation. The Career Center will provide career, college, and school-to-career activities in conjunction with the Guidance Department, Armed Forces, and Business and Community partners.

GUIDANCE DEPARTMENT

Students and parents are encouraged to use the services offered by our school Guidance Department located in lower campus on the first floor. Each student is alphabetically assigned a counselor who will serve as his/her guidance counselor. Students who wish to see their guidance counselor should go to Student Services before school or during lunch to make an appointment. Our guidance counselors are directly responsible for academic advisement as well as college and career planning and coordinate a variety of other services which are available to students such as school adjustment counseling, tutoring and testing programs. In addition the guidance counselor serves as a liaison between the student, teacher, parent, administration and community. Every effort is made to maximize each student experience encouraging them to become increasingly responsible for their academic and social well-being. Visit the guidance services website at http://westfieldwvths.sharpschool.net/school_directory/guidance

ADJUSTMENT COUNSELOR

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 counseling service offered by the Guidance 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, parents will be notified, if the student is under the age of sixteen (16). Confidentiality of information will be maintained to ensure student privacy. Due to the constraints and nature of school 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.

SUBSTANCE ABUSE COUNSELOR

Counseling is available for students seeking help for problems related to tobacco, drug and/or alcohol use. The Substance Abuse Counselor is a certified professional with training and experience in both mental health and addiction counseling. This service provides direct assistance and referrals for students seeking help for a substance abuse problem or problems related to use by someone they are in close relationship with. Confidentiality of information will be maintained to ensure student privacy and the counselor will work with parents to refer students to outside services when appropriate.

BUILDING SUPPORT TEAM

Westfield Technical Academy has established a Building Support Team made up of guidance counselors, adjustment counselors, administrators, nurses, school resource officer, substance abuse counselor and 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 Student Services to start the Student Assistance process.

CHANGE OF COURSE OR WITHDRAWAL FROM SCHOOL

Careful consideration of course selection should be made through consultation between students, parents, counselors, and career technical instructors before entering Westfield Technical Academy, or during the 9th grade exploratory year.

Any change of career technical shop or academic coursework after the first term of grade 10 is difficult due to the complexity of course offerings and availability as well as individual shop competency requirements.

ADD/DROP POLICY

No course changes will be allowed after the ten (10) day add-drop period. Exceptions to this policy may occur with the recommendation of the principal.

WITHDRAWAL

A student who plans to withdraw from school and transfer to another school must use the following procedure:

1. Contact your guidance counselor.
2. Obtain a letter from your parent/guardian giving permission for you to withdraw or transfer.
3. Obtain a sign-out sheet from the office.
4. Return the sheet to the office after obtaining all proper signatures, making sure you met all obligations.
5. If transferring, request that all records be forwarded to the next school.

TRANSCRIPTS

All requests for transcripts should be addressed to the Student Services office. Under the Privacy of Information Act, all requests for information must be accompanied by written permission from the student to release information. The request must also specify the person or organization to which the transcript is being sent.

TUTORS

If a parent or a student is considering engaging a tutor, they should contact the student's guidance counselor so that the subject teacher may work cooperatively with the tutor.

WTA MENTORING PROGRAM

Student mentoring at Westfield Technical Academy is defined as a one-to-one relationship between a youth and an adult that occurs over a prolonged period of time. The mentor provides consistent support, guidance, and concrete help to a student who is in need of a positive role model. Students involved in the mentoring program may be going through a difficult and/or challenging situation, a period of life in which they need extra support, or they may simply need to have another significant adult present in their life. The goal of student mentoring is to help students involved in the mentoring program to gain the skills and confidence to be responsible for their own futures. This relationship between the student and mentor takes place during the school day at the child's school.

BENEFITS OF A STUDENT MENTORING PROGRAM:

Students benefit by:

1. Receiving the support and guidance of a caring adult.
2. Receiving assistance with academic endeavors.
3. Experiencing greater self-esteem and motivation to succeed.
4. Receiving encouragement to stay in school and graduate.
5. Receiving encouragement to avoid the use of drugs and alcohol.
6. Improving interpersonal relationships, such as with teachers and family.
7. Receiving assistance in choosing a career path.

Schools benefit by:

1. Improving student performance.
2. Improving student attendance.
3. Increasing student retention.

Mentors are assigned through teacher referrals, parent requests, and student requests to school administration and guidance staff. Please contact Student Services if a parent or student is considering a mentor.

CLUBS/ORGANIZATIONS

Clubs or organizations must be sanctioned or organized by the school and open to general membership. WTA offers the following clubs and organizations: Art Club, Cheerleading, Drama Club, FFA, Gay Straight Alliance, Intramurals, Key Club, Medical Reserve Corps, Friends of Rachel, National Technical Honor Society, Renaissance, SADD, Skills USA, Student Council, Yearbook, and YOU LEAD.

DANCES

Dances may be held with the approval of the club or class advisor and school principal. See the principal for the rules that must be observed. Students wishing to take a visitor to a school function such as a dance must fill out a guest visitor form located in the Main Office. Guests must receive administrative approval in order to get permission to attend.

CLASS OFFICERS

Students must pass **four academic courses and his/her technical program** in the previous marking period in order to remain eligible to hold class office. Elections for class offices will be held either during the first week in June, or at the start of the school year. Students may obtain absentee ballots if they know they are going to be absent on the day of the elections. Absentee ballots will be available in the office. No student will receive a ballot and be allowed to vote once the results are complete. Students who have not filed nomination papers by the deadline established for an election will not be eligible for that office. Write-in votes for students who have not honored the nomination process will not be considered in the final vote count.

CLASS DUES

Class dues will be collected during the school year. Class dues defray the cost of senior class activities. Participation in activities subsidized with class dues requires that the student's dues be paid to date. Class meetings will be held by class advisor(s) and class officers to discuss class dues. Please contact your class advisor for more information.

NATIONAL TECHNICAL HONOR SOCIETY

The Westfield Chapter of the national organization rewards excellence in vocational and technical education. NTHS membership is the highest scholastic honor awarded for excellence in workforce education in America. Only students who are recommended by the faculty and exhibit the qualities of skilled workmanship, honesty, responsibility, leadership, citizenship, and scholastic achievement are selected into membership.

Purpose of Nationwide NTHS Organization:

The purposes of this organization shall be:

- to promote the ideals of honesty, service, leadership, and skill development among America's future workforce;
- to reward scholastic achievement in career and technical education;
- to assist Society Members in their pursuit of career and educational goals;
- to help to build and maintain a stronger, more positive image for career and technical students, programs and schools in the local community and throughout the nation;
- to encourage the practice of high standards of personal and professional conduct and individual responsibility among the membership;
- to help member schools to initiate and maintain strong working partnerships with local institutions of business, industry and commerce;
- to hold conferences, workshops and seminars for the education and mutual improvement of the members and to provide opportunity for the exchange of ideas and experiences through meetings, publications and research; and to advance the growth and ideals of the Society throughout the United States of America.

Basis of Member Selection to WTA NTHS:

Characteristics

Characteristics which the candidate regularly exhibits and which have been observed by his/her instructor(s):

- a desire to pursue a career in his/her course of study,
- scholastic achievement,
- honesty,
- dependability,

- responsibility,
- high quality task performance and pride in work performed,
- cooperation and ability to work well with others,
- interest in learning,
- initiative,
- attendance and punctuality,
- leadership, and
- citizenship.

Academic Achievement Standards

- Maintain an overall GPA of 3.5 (*88 for a 100 point scale*)
- For seniors to graduate with Honorary Distinction they must maintain all required characteristics included in this document and GPA requirements through the end of senior year.
 - NTHS members with an overall 4 year GPA of at least 3.5 (88 on 100 point scale) will graduate with the distinction of an Honor Stole.
 - NTHS members with an overall 4 year GPA of at least 4.0 (93 on 100 point scale) will graduate with the distinction of both an Honor Stole and Honor Cord.

Community Service Achievement Standards

- Completion of 10 hours per year of service to the school and community with documentation form.
 - A minimum of 5 hours out of the 10 must be served for the promotion of WVTHS at events such as but not limited to our open house giving tours, after school community events, advisory board meetings, and hosting of the annual "into the arts" celebration.
 - Hours served after school on administrative school wide informative committees not connected to other clubs/organizations shall count as service to the school community.
 - Hours spent volunteering outside of the school setting and school hours with another club/organization shall count as service to the community. These Hours are limited to 50% of total. (Such as volunteering at soup kitchen.)
 - Activities relating to sports or sport-sponsored organizations and hours spent at meetings for other clubs/organizations shall not count toward community service hours.

Students wishing to receive credit for hours served at events not specifically listed here must gain approval of advisor PRIOR to serving hours to avoid disappointment in rejected activities after the fact.

Conduct Standards

- Students must be in good standing with and gain application approval of the WTA Compliance Board based on the 'Characteristics' listed above and the following 'Standards of Conduct'.
- **MEMBER STANDARDS OF CONDUCT:**
 - Member of the National technical Honor Society pledge to:
 - Maintain the highest standard of personal and professional conduct at all times;
 - Strive for excellence in all aspects of my education and employment;
 - Refuse to engage in or condone activities for personal gain at the expense of my fellow students, my school, or my employer;
 - Support the intents and purposes of NTHS while working to achieve the objectives and goals of the society; and
 - Uphold my obligations as a citizen of my community and my country.

Application Standards

- Students must take the initiative to acquire and return the following required paperwork by the deadline to gain membership into the WTA chapter of the NTHS:
 - One completed nomination form from a Shop Teacher
 - One completed nomination form from an Academic Teacher (Other than Related Science)
 - Completed Membership Application
 - Completed Candidate Response Form

Fundraising Participation Standards

- Member students must participate in fundraising efforts sufficient to sustain the chapter's annual expenses in order to maintain their membership. Students who do not participate in fundraising will lose their membership and all associated honors and privileges including but not limited to graduation honors.

STUDENT ADVISORY COMMITTEE (SAC)

Students are elected from the student body at large to serve as student advisors and to provide regular school updates to the School Committee. Along with representatives from Westfield High School, they meet periodically with the school committee as well. Students interested in becoming members of the SAC should inform the Director of Student Services.

RENAISSANCE: A PROGRAM TO PROMOTE EXCELLENCE

The purpose of the Renaissance Program at Westfield Technical Academy is to promote student achievement, reward good attendance and build student character, with an emphasis on recognizing those who go out of their way to help others. The Renaissance Program will recognize these students with positive, tangible incentives to encourage them to continue achieving their goals.

Renaissance Privileges:

All students recognized throughout the year will receive a certificate acknowledging their achievement and a Renaissance sash to wear at graduation their senior year, as well as privileges specified below.

NOTE: Any suspensions, internal or external, Saturday detention, or three tardies during the quarter will result in automatic revocation of all Renaissance privileges for that quarter.

Specific Renaissance Standards and Privileges

Student Achievement:

Each quarter, all departments and shops will nominate one student that demonstrates excellence in that area. Each student nominated will be invited to attend the Renaissance Recognition Pizza Party for that quarter.

Student Attendance

All students with no absences for an entire quarter, in both academics and shop, will be invited to attend the Renaissance Recognition Pizza Party for that quarter.

Student Character

The school's main office has a drop box where faculty, students and/or visitors to the school can recognize a student who has gone above and beyond by being helpful, demonstrating school spirit, and/or citizenship. These students will receive a Renaissance shirt, their names will be added to the Renaissance Plaque near the main office, and they will be invited to attend the Renaissance Recognition Pizza Party for that quarter.

Faculty/ Staff Recognition

The school's main office has a drop box where students can recognize a faculty/staff member who goes above and beyond by being helpful, demonstrating school spirit, and/or citizenship. One name will be pulled from the box each quarter. This faculty/staff member will receive a Renaissance coffee mug, ten complimentary cups of coffee from Business Technology or Culinary Arts, and a complimentary lunch in Tiger's Pride.

ATHLETICS

Westfield Technical Academy offers interscholastic athletics to students on varsity and junior varsity levels to eligible students. Those sports are: Girls/Boys Soccer, Girls/Boys Basketball, Baseball, Girls Softball, and co-ed Golf.

MASSACHUSETTS INTERSCHOLASTIC ATHLETIC ASSOCIATION (MIAA)

Westfield Technical Academy is a member of the Massachusetts Secondary School Principals Association and the MIAA, and has agreed to comply with all MIAA rules of eligibility for interscholastic competition. The Westfield School Committee also sets policy, rules and regulations that govern the participation of WTA student athletes in the interscholastic sports program. For more information about the MIAA organization, visit the MIAA website at www.miaa.net.

ELIGIBILITY/PARTICIPATION IN ATHLETICS

1. Students must pass **four academic courses and his/her technical program** in the previous marking period in order to remain eligible for all interscholastic sports. **NOTE:** For the purpose of determining eligibility for fall athletic teams, a student's grade for the year rather than fourth quarter grade will be used, per MIAA Policy.
2. A grade of **incomplete** will **not** be considered a passing grade until the work has been completed and the teacher has submitted a grade to the principal.
3. A student who repeats work, for which he/she has once received credit, cannot count that subject a second time for eligibility.
4. A student cannot count for eligibility any subject taken at Summer School.
5. Students who are absent from school for the purpose of religious observance on recognized religious holidays or bereavement may participate in athletic activities or other activities on those days at their parents'/guardians' prerogative.

6. Student athletes may not represent their school if they are serving an internal or external suspension. A suspended student is ineligible for practice or competition for the same number of days that he or she is suspended for.
7. **Students that are tardy (unexcused) to school will not be allowed to attend field trips or participate in any extracurricular activities that day.** Violations of this policy may result in a **Saturday School Detention.**
8. **Please refer to the MIAA website for additional rules and policies at www.miaa.net.**

CHEMICAL HEALTH VIOLATIONS

All sports, including cheerleading, must adhere to MIAA Handbook Rule #62: 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; marijuana; steroids; or any controlled substance. 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 his/her doctor.

Minimum Penalties:

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 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 his/her attendance at the competition site is determined by the high school principal.*** All decimal parts 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 totaling 60% of all interscholastic contests in that sport. All decimal parts 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 his/her 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 the 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 the student does not complete the program, the penalty reverts back to 60% of the season. All decimal parts 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 the same academic year; he would serve the penalty(ies) during the fall season of the next academic year.)

COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program provides an opportunity for students to participate in paid employment in their career and technology programs. Third semester juniors and seniors who have met academic, attendance and discipline requirements and received a positive recommendation from all of their teachers are eligible to work during their training week for area employers. They receive fair and competitive wages and valuable work experience. During this time, students are expected to maintain their vocational and academic grades and continue to have good attendance and discipline at school.

GRADES, ATTENDANCE, PERFORMANCE REQUIREMENTS

Student eligibility criteria are a very important part of cooperative education. Students are encouraged to work hard to become eligible to participate in cooperative education. The criteria used is checked for the marking period prior to cooperative education commencing and maintained during the cooperative education experience. The following is a list of eligibility criteria:

- Possession of a Career Plan
- Minimum age of 16
- Shop/related grade minimum (please see your teacher)
- Academic grade minimum (minimum grade of 70 per class)

- Student enrolled in an approved career technical education program and who have demonstrated the acquisition of the knowledge and skills in the applicable Career Technical Education Framework and the Massachusetts Curriculum Frameworks associated with at least one and one half years of full time study in the vocational technical cooperative education program area, and in no case enroll students earlier than midway through the junior year
- Teacher recommendation/approval (shop/ related/academic)
- Administrative recommendation/approval to ensure good discipline/conduct and attendance
- Guidance counselor recommendation/approval
- Parent/guardian approval

APPLICATION AND SELECTION PROCESS

Every student who wishes to participate in cooperative education must complete an application. The application must include the student's biographical information. The form should be circulated to all teachers (technical & academic) to ensure that eligibility requirements are being met. The school counselor, assistant principal or principal must also sign the application. Student Cooperative Education Eligibility will be determined by the Compliance Board in conjunction with the Cooperative Education Coordinator. Contact the Cooperative Education Coordinator for more information.

SAFETY

The WTA Family Guide to School Safety is available on our school website. Please refer to this for questions about our safety policy at wvths.schoolsofwestfield.org.

CANCELLATION OF SCHOOL/EARLY DISMISSAL

There may be days when schools will be closed because of inclement weather or hazardous driving conditions. Such closings will be announced on radio stations WNNZ (AM-640), WHYN (FM-93.1), WMAS (FM-94.7/AM-1450), WTIC (FM-1080), WPIX (FM-100.9), and WAQY (FM-102.1), as well as on TV Channels 3, 22 and 40. The district will also be using “Blackboard Connect” which is an automated phone notification system for school announcements. During periods of potential and actual storms the school administration is in contact with all relevant public safety and municipal agencies. The decision to close or not close school is made as early as possible to cancel all school transportation and lunch programs and to notify the media, traffic, and school personnel. On occasion, it may be wiser to have a two-hour delayed opening of school instead of closing for the full day. On these days, the effective starting time for Westfield Vocational-Technical High School will be 9:20 a.m. and bus students will board buses two hours later than the normal schedule. Dismissal will be at the normal time. There may also be weather conditions that would necessitate the closing of school during normal school hours. Every student 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. Announcement of bus breakdowns or other delays will be broadcast through the same outlets whenever possible.

SAFETY GLASSES are required in Career Technical School shops by Chapter 71, Section 55C of the Massachusetts General Laws. Glasses will be issued free of charge to each new student. It is the responsibility of each student to ensure that the glasses are in place at all times. If the glasses are lost during the student’s tenure the student will be charged the cost of replacement. If a student wears prescription glasses, he/she must provide this him/herself. Visitors must wear safety glasses in shop areas.

ACCIDENTS/ EMERGENCIES

Students must report all accidents or emergencies to the school office.

EVACUATION PLAN

All public gathering places, e.g. cafeteria, auditorium, etc., will have posted instructions describing evacuation procedures.

FIRE DRILLS

Detailed instructions for fire drills will be explained by teachers. Directions for leaving the building are posted in every classroom. Students should become familiar with them. If in doubt, ask individual teachers to show you where the directions are and to explain the evacuation route from that room. Students are notified of fire drills or emergencies by repeated blasts of the fire alarm. Students must follow directions given by the teacher, and speedily evacuate the building. If in the cafeteria, students should follow teachers’ directions for leaving. Students are not allowed to use the elevator during fire drills or emergency evacuations. Provisions have been made for physically handicapped students. All students needing special consideration during fire drills should notify the school nurse or the administration. Handicapped students should follow the procedures set forth in their IEP. Fire drills are practiced at WTA several times during the school year.

LOCKDOWNS/SHELTER IN PLACE

Detailed instructions for lockdown and shelter in place drills will be explained by teachers and staff. Drills are practiced at WVTHS several times during the school year.

STUDENT IDENTIFICATION

All students at Westfield Technical Academy must have a photo identification (ID) card. Photographs for these cards will be taken at dates and times to be announced. All students are required to identify themselves when questioned to do so by any staff member, bus driver, or other school personnel. School employees are responsible for creating a safe and secure school environment, and they must have the cooperation of all students. There will be a charge of \$5.00 for a replacement card.

FACULTY AUTHORITY

All faculty members have full authority to correct any disruptive attitude or misbehavior as deemed necessary during official school activities. This pertains to official activities that occur during after-school hours as well as during the regular school day.

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.

WTA 5 B'S

Students are expected to adhere to school norms: Be prepared, Be on time, Be respectful, Be accountable, and Be consistent.

DRESS

It is largely the responsibility of the student, with parent guidance, to determine what appropriate dress for school is or school related activities, however, Westfield Public Schools reserves the right to prohibit clothing or manner of dress which constitutes a health or safety concern or is so unusual as to be disruptive or distracting to the educational process. Students are required to dress in a manner that is not distracting to other students or teachers. No shirts that advertise alcohol, drugs, or cigarettes will be allowed. The school has the right to ban any clothing that indicates any criminal act or affiliation, or that advocates the violation of school policy. Clothing is forbidden if it contains profanity, indecent, or offensive language or graphics. Examples of appropriate attire for boys include jeans, slacks and walking shorts, as well as short-sleeved shirts, long-sleeved shirts, sweaters and polo-type shirts. Short cut-off shorts and play shorts are not permitted, nor are tank tops and midriff-styled tops. Examples of appropriate attire for girls include dresses, skirts, slacks, walking shorts and jeans, along with short-sleeved blouses, long-sleeved blouses, short-sleeved shirts, long-sleeved shirts, sweaters and polo-type shirts. Short cut-off shorts and play shorts are not permitted, nor are halter or midriff-styled tops and tank tops. **Pajamas, slippers, sunglasses, hats, visors, bandanas, headbands or similar head covering may not be worn or visibly displayed in school upon entering the building, throughout the school day and until the students exit the building.** Students are expected to dress in accordance with the Student Dress Policy of the Westfield School Committee.

SHOP WEEK: Hats may be permitted in a shop (where shop classes are provided) for safety reasons. Shop instructors establish proper clothing regulations in their shops that follow industry standards and provide a safe, healthy environment. This may include appropriate clothing, shoes, head and eye protection. The MINIMUM SHOP DRESS STANDARD is closed toed shoes, long pants, and a short or long sleeve crewneck t-shirt. If you have any questions on appropriate dress consult your shop instructor.

FRESHMEN SHOP EXPLORATORY UNIFORM POLICY

In addition to the policies regarding uniforms and dress code in the school's Student/Parent Handbook, ALL grade 9 students are also required to adhere to the following expectations during their shop exploratory.

- Wear long pants (NO shorts, P.J.'s, sweat pants or excessively baggy pants).
- Safety Glasses (issued by WTA). Students who lose or forget their safety glasses may purchase another pair in the Main Office for \$3.00.
- Closed toed and back closed shoes with a rubber sole. Shoe/boot material must be made of leather, plastic or rubber (NO canvas or ballet type shoes).
- Short or long sleeve shirts (NO tank tops or spaghetti strap style shirts).

PASSES

Students must have a signed pass when leaving the classroom. This means every time a student is outside the classroom except during passing time, they should have a pass. Only one student at a time will be allowed to leave the room to go to

the lavatories. Students may not loiter while out on a pass and should go directly to their destinations. Students leaving classrooms with a pass must use the sign out sheet.

ACADEMIC SUPPORT CLASS

Students reporting to their assigned academic support period will come prepared with homework or other academically worthwhile material to keep them occupied for the full period. Student will not receive credit for academic support but will receive a Pass/Fail grade on their report cards for academic support classes. Passes to other areas of the building must be presented to the teacher supervising the study at the beginning of the period. Only authorized passes will be honored.

USE OF HANDHELD ELECTRONIC DEVICES

1. Cell phone, iPod or MP3 player use will be allowed before school (7:22 am) and after school (1:56 pm) and during student lunch time.
2. Cell phones may be used for technology purposes at the discretion of the classroom teacher or vocational program. Individual classroom cell phone policies will be outlined by the teacher and must be honored by students.
3. Cameras or laser pointers are not allowed except for use with teacher supervised projects. Videos and photographs are not allowed without the consent of the individual being filmed or photographed. Infractions will result in disciplinary consequences ranging from detention to suspension.
4. Electronic devices used at inappropriate times may be confiscated by the teacher or administrators.

Consequences

1. First Offense – electronic device will be confiscated and returned to the student at the end of the day.
2. Second Offense - electronic device will be confiscated and returned to the student at the end of the day. The student will be assigned an Office Detention.
3. Third Offense - electronic device will be confiscated and returned to the student at the end of the day. The student will be assigned School on Saturday. Parents will be notified.
4. Subsequent Offenses - electronic device will be confiscated and returned to the student at the end of the day. The student will be internally or externally suspended. Parents will be notified.

*Students that refuse to turn their cell phones over to an administrator will be considered insubordinate and will be externally suspended.

CAFETERIA

All items purchased in the cafeteria or at the school store must be consumed in the cafeteria. Cans/ bottles or food are not to be removed from the cafeteria. When finished eating, students are expected to clean up after themselves by disposing of all paper and garbage using the proper receptacles. Students in Grade 9 are to remain in the cafeteria until the bell rings.

TEXTBOOKS

Students who are issued materials by the school are responsible for the care of those materials. Restitution must be made for lost or damaged materials.

CARE OF SCHOOL PROPERTY BY STUDENTS

It is the responsibility of students to ensure that materials belonging to the Westfield Public Schools are returned in acceptable condition. Lost, damaged or defaced property must be paid for by the student who signed out the materials or the individual responsible for any destruction. Non-payment may result in the withholding of official school documents. 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 disciplinary consequences including detention, suspension or expulsion from the school system and potential judicial action.

LOCKER POLICY

Upon request, each student is assigned a hallway locker with a corresponding combination padlock. Students are responsible for the padlock that is issued to them. If the padlock is missing or damaged, the student must make immediate restitution in order to be issued a new lock and to maintain his/her locker privilege. Lockers must be locked at all times. Lockers are the property of the Westfield Public Schools and are subject to inspection at any time without prior notice. The school administration maintains a list of locker combinations and possesses a master key that opens every locker. Regular inspections of all lockers may be conducted to determine if the lockers are being maintained in a safe, clean, healthy and organized manner and that there is adherence to federal, state and local laws and regulations. **Students should have no expectation of privacy in their school lockers.**

The school is **not** responsible for property kept in the lockers. Students are given locks to secure materials that have been issued to them as well as other valuables. Students are cautioned about making their combination known to others. No food or beverage is to be stored beyond one day.

USE OF ELEVATOR

The use of the elevator is prohibited for those not authorized by the office. The elevator is for those who are either temporarily or permanently physically unable to use the stairs. Students in need of the elevators at WTA should contact the Main Office and a key will be issued. This key must be returned to the Main Office when it is no longer needed and at the end of every school year. Loss of this key is subject to a \$5.00 replacement fee. Anyone caught utilizing the elevator without authorization will be subject to disciplinary action, ranging from Saturday School to possible suspension. **DO NOT USE THE ELEVATOR IN CASE OF FIRE, FIRE DRILL OR EMERGENCY EVACUATION.**

SUBSTANCE ABUSE

Parents and guardians are our partners in combating student substance abuse and when a problem arises, mutual efforts will be implemented in order to secure a resolution that ensures the well being of all of our students. WTA is dedicated to providing a tobacco, alcohol, and drug free environment. Substance related offenses include but are not limited to: consuming or having consumed, under the influence of, use, possession, transfer, having domain over, sale, intent to sell, distribution, growing or manufacturing possession of drug paraphernalia, misuse of prescription drugs or violation of the district's medication policy, and violation of state and or federal law relating to drugs and or alcohol.

1. WTA will not tolerate any tobacco, alcohol, or other drug related offenses in school building, on school grounds, on school transportation, or at school related events. All legal means will be utilized, as appropriate, to identify and discipline offenders.
2. WTA prohibits the possession or use electronic cigarettes or any other paraphernalia relating to tobacco. These items include but are not limited to electronic chemical cigarettes and or nicotine delivery products, smoke free tobacco, liquid or solid based vapor/non vapor originating substances, devices, and products.
3. When there is a reason to suspect that a student has been consuming alcohol in school, on school property or at a school sponsored event, a breathalyzer test may be administered by school officials. The student's failure to comply is insubordination and may be treated as such. The refusal also raises the inference that the student is hiding something and further action may be taken.
4. WTA will attempt to assist students in accessing appropriate treatment as needed. The school will also encourage and support efforts within the community to provide healthy and legal alternatives to substance abuse.

WALKING STUDENTS

The same rules apply to a walking student as to a bus student. Bus student rules are located in the district portion of this handbook. Once students leave home to attend school, they are not allowed to congregate or loiter off the school grounds.

PARKING RULES AND REGULATIONS

Parking on school property is a privilege and not a right, therefore the following rules and regulations are intended to help monitor student traffic and enforce campus policy. The school reserves the right to suspend driving privileges for infractions of rules and to remove, at the owner's expense, any vehicle violating traffic or parking regulations of Westfield Technical Academy. Each student wishing to park on campus must register their car and obtain a parking pass. The parking pass must be displayed clearly behind your rearview mirror. Students can **ONLY** park in the student parking lot. Spaces are available on a first-come first-serve basis. **DRIVERS MUST:**

- Adhere to the speed limit of 10 mph anywhere on school grounds
- Drive within the designated lines, not through the parking lot
- Park on school property at their own risk
- NOT drive in front of the busses during loading, unloading and exiting the parking area.
- All automobiles on school grounds are subject to search by school personnel, with or without the student present, if deemed necessary.

Students are not to return to cars during the school day unless given permission and accompanied by a member of the staff.

DETENTION

Due to violations of district or school policy, students may be required to remain in, or be at, school outside of normal school hours. When given detention, students must appear at the designated time and place, unless specifically excused by the building principal or staff person having assigned the detention.

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 including office detention. Any teacher or administrator has the authority to assign detention.

OFFICE DETENTION

Office detentions **must be served Tuesday, Wednesday, or Thursday after school in the cafeteria. Time will be set at 30 minutes and 60 minutes.** Students may also serve office detentions before school at the discretion of the assistant principal. **Un-served detentions will result in Saturday School.**

Office detentions are assigned to a student by the principal/assistant principal. The infractions below may result in a minimum of one thirty-minute office detention or one sixty-minute office detention

1. Unexcused tardiness to class/school
2. Insubordination
3. Disruptive, rude or discourteous behavior
4. Unexcused absence from lunch
5. Failure to sign in immediately upon entering the building when tardy
6. False dismissal request/absence call
7. Misuse/falsifying school passes or tardy slips
8. Unexcused absence from class/shop
9. Failure to serve a teacher detention

Employment, athletic practices/games, club meetings, artistic rehearsals, or any other after school commitments do NOT exempt students from completing their assigned detentions.

SCHOOL ON SATURDAY

Saturday detention begins at 8:00 am and ends at 10:30 am in the high school cafeteria. Students assigned School on Saturday should arrive no later than 7:55 am with academic work to keep busy for the entire time. Students that arrive after 8:00 am to Saturday School will not be admitted. Students that are assigned School on Saturday but do not attend will be assigned two days of Student Support. The infractions listed below may result in a Saturday School Detention.

1. Leaving school without permission.
2. Skipping class/office detention
3. School Truancy
4. Inappropriate language in the classroom or in the halls.
5. Insubordination
6. Defacing school or personal property--restitution may also be required upon completion of an investigation by administration and police department.

Students that wish to attend School on Saturday for makeup work purposes are also welcome to attend. The School calendar lists the dates that School on Saturday is held.

CHANGE OF ADDRESS/PHONE NUMBER

Students/Parents must notify the office if they have a change of address or phone number at any time while enrolled.

TELEPHONE MESSAGES

Telephone messages usually cannot be delivered to a student without interrupting the teacher and the class; so, except in emergencies such as illness at home, telephone messages will not be delivered until an appropriate time. If a student works after school, he/she should inform the employer of this rule so that other arrangements can be made to notify the student of changes in work assignments.

TELEPHONE USAGE

Use of the telephone, other than before school, after school or during lunch, is not allowed without prior permission from the Principal or Assistant Principal. Unauthorized use of phones will result in disciplinary consequences. Under no circumstances are students allowed to call a parent/guardian to dismiss them from school because of illness; they should report to the Health Office

LOST AND FOUND

Students who have lost an item should report it to the office immediately. Items that have been found and returned to the office are kept in storage until July 1. After July 1, items that remain in lost and found are donated or discarded.

STUDENT INSURANCE

Accident insurance is available through an insurance company plan arranged by the school department. It provides medical coverage for accidents occurring during school hours and while going to and from school each day. The school department does not carry medical insurance for students, except for off-campus school activities. Insurance literature will be sent home with the student, and must be returned whether or not the coverage is desired.

VISITORS

The school policy is to accept those visitors who have legitimate business at the 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. Administrators will make the final determination regarding visitors.

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 or 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

SECTION II - DISTRICT POLICIES

This section of the policy manual is composed of district-wide policies. Should any provisions of Section I be in conflict with Section II, district policy prevails. The complete School Committee Policy manual can be found on the district website schoolsofwestfield.org. Select District – School Committee – Policy Manual.

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

ARABIC: اذا 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 राखुहोस.

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

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

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

TAMIL: இந்தத் தகவலைப் புரிந்துகொள்வதற்கு உங்களுக்கு உதவி தேவையானால், மொழி பெயர்ப்பு சேவைகளை ஏற்பாடு செய்வதற்கு தயவு செய்து உங்களுடைய கட்டிட முதல்வரைத் தொடர்புகொள்ளவும்.

TWI: S1 wo hi a boaf04 a 4te as1m yi ase1 me pawoky1w fr1 wo panyin a 4tete wo na mo nhyeh1 nkyer1 ase1 som

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

Administering Medicines to Students

This policy is designed to provide minimum standards for the safe and proper administration of medications to students in the Westfield Public Schools. Except as provided in this policy and its accompanying regulations, the Westfield School Committee prohibits the administration of any medication by school personnel, or the self-administration of any medication by any student.

[Click here for the complete policy: File: JLCD Administering Medicines to Students](#)

Administrative Regulations Regarding Physical Examinations/Assessments/Screenings

[Click here for the complete policy File: JLCD-R Administrative Regulations Regarding Physical Examinations/Assessments/Screenings](#)

Administrative Regulations Regarding Immunization of Students

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

[Click here for the complete policy File: JHCB-R Administrative Regulations Regarding Immunizations of Students](#)

Life Threatening Allergies (LTA)

The Westfield Public Schools (WPS) understand that some students have life-threatening allergies and the WPS are committed to minimizing the incidence of life-threatening allergic reactions. In order for the WPS to appropriately assist the student, parents/guardians must notify school administration (including the school nurse) about allergies and health issues with their children.

[Click here for the complete policy File: JLCEA Life Threatening Allergies \(LTA\)](#)

Implementation of LTA Policy

The Westfield Public Schools will follow these guidelines.

[Click here for the complete policy File: JLCEA-R Implementation of LTA policy](#)

Athletic Concussion Policy

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities.

[Click here for the complete policy File: JJIF Athletic Concussion Policy](#)

Athletic Concussion Regulations

What is a Concussion?

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications.

[Click here for the complete policy File: JJIF-R Athletic Concussion Regulations](#)

Policy Regarding Wellness

The Westfield Public Schools promotes healthy schools by supporting wellness, good nutrition, health education, and regular physical activity as part of the total learning environment. The District supports a healthy school environment for staff and students through policies and procedures that promote safety and wellness, and encourages children to participate in positive dietary and lifestyle practices.

[Click here for the complete policy File: ADF Policy Regarding Wellness](#)

Student Attendance, Absences and Excuses

The Westfield Public School System recognizes that excessive absenteeism from school is potentially detrimental to students' ability to perform successfully in school. It is expected that students should be absent from school only when conditions or circumstances render them otherwise unable to attend.

[Click here for the complete policy File: JH Student Absences, and Excuses](#)

Bus Transportation

The Westfield Public Schools provides free bus transportation for all eligible students in accordance with applicable laws. The authority of the school begins and ends at the bus stops, both in the morning and in the afternoon. As such, all school rules apply to student activity during these times. Students who violate school rules may have their privilege to ride the school bus revoked in addition to any standard disciplinary action. If a student is suspended from riding the bus, it becomes the responsibility of the student and his/her parents to provide transportation to and from school.

[Click here for the complete policy File: JICC Bus Transportation](#)

Student Dress

It is largely the responsibility of the student, with the guidance of parents, to determine what is appropriate dress for school or school related activities, however, the Westfield Public School system reserves the right to prohibit clothing or manner of dress which constitutes a health or safety concern or is so unusual as to be disruptive or distracting to the educational process.

[Click here for the complete policy File: JICA Student Dress](#)

Student Acceptable Use of Technology Agreement

The Westfield Public School District believes technology, including computers, electronic devices and the Internet, provides access to vast, diverse and unique resources in a global community. Our goal in providing electronic tools, a computer network and Internet access to teachers, staff and students is to promote educational excellence by facilitating resource sharing, communication and enabling new types of educational pursuits.

[Click here for the complete policy File: EHAA Student Acceptable use of Technology Agreement](#)

Student Discipline

The Westfield School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated.

[Click here for the complete policy File: JIC Student Discipline](#)

Due Process for Suspensions

Notice of Proposed Suspension

Except in the case of an emergency removal or disciplinary offense defined under MGL C 71, Section 37H or 37 ½ H or an in-school suspension as defined by 603 CMR 53.02 (6), the school shall provide the student and the parent/guardian with written and oral notice of the proposed out-of-school suspension, an opportunity to be heard at a hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language

- a) the disciplinary offense;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the Principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- e) the date, time, and location of the hearing;
- f) the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

The Principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the Principal must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the Principal sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to address provided by the parent/guardian for school communications (or other method agreed to by the Principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

Short-Term Suspensions: Hearing and Principal Determination

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Out-of-school short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

Principal Hearing. The purpose of the hearing with the Principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the Principal will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The Principal will provide notification in writing of his/her determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the Principal shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

If the student is in grades PreK through 3, the Principal shall send his/her determination to the Superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect.

All written communications regarding the hearing and Principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by Principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

Long-Term Suspensions: Hearing and Principal Determination

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the Principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the Principal will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not;
2. The right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;
3. The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
4. The right to cross-examine witnesses presented by the school district;
5. the right to request that the hearing be recorded by the Principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on evidence submitted at the hearing the Principal shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed. If the Principal decides to impose a long-term suspension, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out key facts and conclusions reached by the Principal;

3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provide more detailed information;
5. Inform the student of the right to appeal the Principal's decision to the Superintendent or his/her designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in grades PreK through 3, the Principal shall send his/her determination to the Superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect.

All written communications regarding the hearing and Principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by Principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

Appeal of Long-Term Suspension

A student who is placed on a long-term suspension shall have the right to appeal the Principal's decision to the Superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the Superintendent shall grant.

The student and the parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the Superintendent shall issue his/her written decision which meets the criteria required of the Principal's determination. If the Superintendent determines the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than that of the Principal. The Superintendent's decision shall be final.

Emergency Removal

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the Principal's judgment, there is not alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency removal the Principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The Principal shall also provide the due process requirements of written noticed for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the Principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing, no later than the following school day. The decision shall meet all of the due process requirements of a Principal's determination in a long-term suspension.

In-School Suspension under CMR 53:02(6) and 603 CMR 53.10

In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions over the course of the school year.

A Principal may impose an in-school suspension as defined above according to the following procedures:

The Principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal determines that the student committed the disciplinary offense, the Principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 (ten) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the Principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The Principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the Principal for the purpose set forth above, if such meeting has not already occurred. The Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the Principal and parent.

Suspension or Expulsion for Disciplinary Offenses under MGL 71 section 37H and 37H ½

1. The due process procedures above do not apply to a) possession of a dangerous weapon; b) possession of a controlled substance; c) an assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in MGL c. 71 section 37H or 37H ½.
2. The Principal will inform the student of the specific charges in writing, informing the student of the right to be represented by counsel (at the student's expense) and the right to provide evidence and question witnesses, on the proposed hearing date.
3. The student may appeal the Principal's expulsion determination to the Superintendent of Schools within ten (10) days of notification of the expulsion.
4. The Superintendent may uphold, reduce, or reverse the disciplinary action after the appeal hearing. Note that a failure to make an appeal to the Superintendent within the ten (10) day period will exhaust any further right of appeal.
5. All students who have been suspended or expelled who remain residents of the District shall have an opportunity to make academic progress during their period of suspension, expulsion, or removal from regular classroom activities.

6. If the Superintendent upholds the expulsion decision, if the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan.

Student Interrogations, Searches, and Arrests

The storage, on one's person, in one's belongings or in school property, of contraband such as, but not limited to, illegal substances or articles or any item prohibited by district policy or building rules, is strictly forbidden. Violations will result in confiscation of such materials. The student in violation will be subject to disciplinary action.

[Click here for the complete policy File: JIH Student Interrogations, Searches, and Arrests](#)

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; marijuana; steroids, or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function.

[Click here for the complete policy File: JICH Alcohol, Tobacco, and Drug use by Students Prohibited](#)

Teaching about Alcohol, Tobacco, and Drugs

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco and drug prevention education programs in grades K-12.

[Click here for the complete policy File: IHAMB Teaching about Alcohol, Tobacco, and Drugs](#)

Bullying and Cyberbullying

Bullying of any type is prohibited in the school setting or connected with the school setting as provided below. The Westfield Public Schools will endeavor to maintain a learning and working environment free of bullying. Bullying can take many forms and can occur in virtually any setting. It is unacceptable in a school or work environment. As a result, no student or employee shall be subjected to harassment, intimidation, bullying or cyberbullying in any public educational institute.

[Click here for the complete policy File: JBA Bullying and Cyberbullying](#)

Prohibition of Hazing

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location.

[Click here for the complete policy File: JICFA Prohibition of Hazing](#)

Hazing Policy

[Click here for the complete policy File: JICAF-E Hazing](#)

Policy Regarding Sex Discrimination and Sexual Harassment (students)

It is the policy of the Westfield Public Schools that any form of sex discrimination or sexual harassment is forbidden, whether by students, school employees or third parties subject to the control of the board. Students, school employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action.

[Click here for the complete policy File: ACAC Policy Regarding Sex Discrimination and Sexual Harassment \(students\)](#)

Physical Restraint of Students

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Westfield Public School District. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

[Click here for the complete policy File: JKAA Physical Restraint of Students](#)

[Click here for the complete policy File: JKAA-R Physical Restraint and Behavior Support](#)

Procedures Student Complaints and Grievances

The procedures apply only to situations not otherwise specifically provided by other district policy or procedure.

[Click here for the complete policy File: JII-R Procedures Student Complaints and Grievances](#)

Student Privacy

In accordance with federal law, the Westfield Public Schools adopts, in consultation with parents, the following provisions related to student privacy.

[Click here for the complete policy File: JS Student Privacy](#)

Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

[Click here for the complete policy File: JRA Student Records](#)

Student Records - Regulations

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that "the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth," and under M.G.L.c.71, s.34F which directs that "the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times." 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

[Click here for the complete policy File: JRA-R Student Record – Regulations](#)

Free Speech Policy (High Schools)

The Westfield Public Schools recognize the free speech rights of high school students in the public schools. In order to protect the valid exercise of those rights as well as the maintenance of a sound educational process and a constructive school environment in which to conduct the goals of teaching and learning, this policy provides guidelines for oral and written speech offered within the confines of the high school campus or its off campus sponsored events and activities.

[Click here for the complete policy File: JFA Free Speech Policy \(High Schools\)](#)

Student Speech at Elementary and Middle Schools

The Westfield Public Schools recognizes its responsibility to create an educational environment that encourages appropriate student expression and speech. In order to promote an educational atmosphere conducive to learning, and which balances student rights against the need to maintain an orderly and efficient school environment, the school district reserves the right to regulate student speech during the school day, on school grounds and at school-sponsored activities and events. Any regulation of student speech will be done in accordance with state and federal law. Students who engage in activities that violate any district rule, regulation or policy may be subject appropriate disciplinary consequences.

[Click here for the complete policy File: JFAAA Student Speech at the Elementary and Middle Schools](#)

Parental Notification Law

The Westfield Public Schools will ensure that parents and/or guardians are afforded the flexibility to exempt their children from any portion of the human sexual education or human sexuality issues curriculum that is taught within the PreK-12 grade levels. Parents and/or guardians who wish to avail themselves of this flexibility shall do so through written notification to their child's school principal. No child so exempted shall be penalized by reason of such exemption.

[Click here for the complete policy File: IGAI Parental Notification Law](#)

Non-Custodial Parents Rights

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

[Click here for the complete policy File: KBBA Non-Custodial Parents Rights](#)

Student Progress Reports to Parents

Parents are entitled to information concerning the progress of their child. The information shall emphasize the positive aspects of a child's progress in school indicating, therefore, what he/she has accomplished.

[Click here for the complete policy File: IKAB Student Progress Reports to Parents](#)

Student Assistance Program

The goal of the district is to provide students needing educational supports with the opportunity to receive educational assistance within the general education program whenever possible. The first level of intervention for students who may require such educational supports will typically be referred to the Student Assistance Team. The purpose of Student Assistance Team is to assess the needs of any student who is having academic difficulty and to provide educational supports and/or develop appropriate accommodations for the student.

[Click here for the complete policy File: IGB Student Assistance Program](#)

GRIEVANCE PROCEDURE

Section 504 of the Rehabilitation Act of 1973

Under Section 504, a person with a disability is anyone who (a) has, (b) has a record of having or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such

as learning, self-care, walking, seeing hearing, speaking, breathing, working and performing manual tasks and includes major bodily functions .

[Click here for the complete policy File: ACC Grievance Procedure Section 504 of the Rehabilitation Act of 1973](#)

SPECIAL EDUCATION SERVICES

The requirements regarding special education are based upon state and federal law. The relevant laws are as follows:

- A. State Law: The state special education law, Section 28, popularly known as “Chapter 766” after the session law number under which it was passed in 1972, is contained in the Massachusetts General Laws (MGL) at Chapter 71B.
- B. The regulations implementing the statute are found in the Code of Massachusetts Regulations (CMR), 603 CMR, Section 28.00.
- C. Federal Law: The federal special education law is known as “IDEA” (Individuals with Disabilities Education Act). The statute is located in the United States Code (USC) at 20 U.S.C. §1400. In 1997, Congress re-authorized the IDEA and the amended statute is popularly known as “IDEA-2004”.

Interim Alternative Educational Setting (IAES)

Students may be assigned to an Interim Alternative Educational Setting (I.A.E.S.) in accordance with the policy of the Westfield School Committee.

English Language Learners

The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Department of Elementary and Secondary Education regulations and guidelines.

[Click here for the complete policy File: IHBEA English Language Learners](#)

Nondiscrimination

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part.

[Click here for the complete policy File: AC Nondiscrimination](#)

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. Each room will have a sign at the primary exit door to be used during an emergency. The sign will instruct students to leave the room and follow the arrows to the nearest exit. The standard procedure is as follows: IN CASE OF EMERGENCY: EXIT ROOM THROUGH THIS DOOR AND FOLLOW RED ARROWS TO NEAREST EXIT. STAY TOGETHER AND WITH YOUR TEACHER. IF EXIT IS BLOCKED REVERSE DIRECTION AND PROCEED TO EXIT IN OPPOSITE DIRECTION. STAY IN SAFE LOCATION OUTSIDE THE BUILDING AND AWAIT FURTHER INSTRUCTIONS.

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.

Gifts to and Solicitations by Staff

Ethics Commission Exemption for “Class Gifts” to Teachers

Under MGL c. 268A, public school teachers (and other public employees) are generally prohibited from accepting gifts valued at fifty dollars or more, unless that gift falls within certain exemptions. The State Ethics Commission recently created a new exemption for “class gifts” whereby a public school teacher may accept a class gift up to one hundred fifty dollars in value if a group of students and/or parents wish to pool their contributions towards a gift.

[Click here for the complete policy File: GBEBC Gifts to and Solicitations by Staff](#)

Summer Reading

The Westfield Public Schools remain committed to the improvement of reading, a primary component of the learning process. The goals of summer reading are to reinforce the habit of reading for pleasure, enrichment and gathering information. Research indicates that the more students read or listen to books, the better they will read. Research also indicates that students who do not read regularly throughout the summer lose reading skills that must be rebuilt once school begins again. Our expectation is that every student will read over the summer. Please refer to the Westfield Public School district webpage at www.schoolsofwestfield.org under Students for detailed information about summer reading.

Teacher Mailboxes

Teacher mailboxes are private and under no circumstances are students or visitors to REMOVE OR PUT ANYTHING in a teacher’s mailbox.

Cancellation of School

There will be days when the Westfield Public Schools will be closed or have a delayed opening due to inclement weather, hazardous traveling conditions and/or other emergencies. We have a telephone notification system that will place calls to parents notifying them of closings, delays, or an early release. In addition, such closings will be broadcast: WHYN, WAQY (FM-102), WRNX (FM-100.9), KIX (FM-97.9), Channel 40, Channel 22, CBS 3, local Channel 15 or you may call the School Information Line 572-6417. During periods of potential and actual storms the school administration is in contact with all relevant public safety and municipal agencies. The decision to close or not close school is made as early as possible to cancel all school transportation and lunch programs and to notify the media, traffic, and school personnel. On occasion, it may be wiser to have a two-hour delayed opening of school instead of closing for the full day. There may also be weather conditions that would necessitate the closing of school during normal school hours. Every child should know what to do and where to go in case of an early dismissal. If there is school during bad weather, the final decision concerning school attendance must rest with the individual parent.

Summary of Westfield Public Schools Safety Policies

Criminal Offender Registration (CORI): The Human Resources Office processes all CORI checks. The CORI will be utilized only for employment purposes and not disseminated to any other party. (Contact Human Resources Office) (Policy File: ADDA)

Emergency Procedures: Advance planning for emergencies and disasters is essential to provide for the safety of students and staff. Schools must be prepared to respond immediately and responsibly to any combination of events which threaten to result in an emergency and/or disaster. (Policy Files: EBC, EBC-R, EBCB-R, EBCD)

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. (Policy Files: EBC, EBC-R, EBCB-R)

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. (Policy Files: 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. (Policy 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. (Policy Files: JIH)

SCHOOL CALENDAR FOR 2017-2018

| | |
|----------------|---|
| August 25 | New Teacher Opening Day |
| August 28 | Staff Development Day |
| August 29 | Staff Development Day |
| August 30 | Staff Development Day |
| August 31 | First Day of School Grades 1-12/No Kindergarten |
| September 4 | Labor Day Holiday/No School |
| September 7 | First Day of Kindergarten & Preschool |
| September 29 | Early Release Day for Students/District Professional Development |
| October 9 | Columbus Day Holiday/No School |
| October 18 | 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 | Veterans Day Holiday/No School |
| November 22-24 | Thanksgiving Recess/No School |
| December 4 | Early Release Day for Students/District Professional Development |
| December 25-29 | Holiday Recess/No School (schools reopen January 2) |
| January 1 | New Year's Day Legal Holiday |
| January 12 | Early Release Day for Students/District Professional Development |
| January 15 | Martin Luther King Day Holiday/No School |
| February 5 | Early Release Day for Students/District Professional Development |
| February 19-23 | Winter Vacation/No School |
| March 12 | Early Release Day for Students/District Professional Development |
| March 29 | Early Release Day for ELEMENTARY Students FULL Day for SECONDARY Students ELEMENTARY Parent/Teacher Conferences |
| March 30 | Good Friday/No School |
| April 16-20 | Spring Vacation/No School |
| May 4 | Early Release Day for Students/District Professional Development |
| May 28 | Memorial Day Holiday/No School |
| June 11 | Early Release Day for Students/District Professional Development (makeup day if needed) |
| June 21 | Last day of School/Early Release Day for Students *Includes 5 emergency closing days Last day will be June 14 (if no emergency closing days are used) |

For every day not used, a day will deducted from the calendar
approved: February 6, 2017 school committee meeting

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

Massachusetts Substance Abuse Information Helpline: 800-327-5050

(information and referral for inpatient and outpatient services in Massachusetts)

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