

# STUDENT-PARENT HANDBOOK

## 2018-2019



# WESTFIELD HIGH SCHOOL

*HOME OF THE BOMBERS*

**Mr. Charles Jendrysik, Principal**  
**Ms. Christal Murphy, Assistant Principal**  
**Mr. Daniel Paquette, Assistant Principal**  
**Mrs. Julie Schortmann, Assistant Principal**  
**Mr. Kevin Zdroykowski, Assistant Principal**

177 Montgomery Road  
Westfield, MA 01085  
(413) 572-6463

<http://whs.schoolsofwestfield.org/>

**Table of Contents**

**WESTFIELD PUBLIC SCHOOLS.....3**

**WESTFIELD HIGH SCHOOL.....4**

**PRINCIPAL’S LETTER .....5**

**ACCESS TO EQUAL EDUCATION OPPORTUNITY.....6**

**ACCREDITATION .....6**

**ALTERNATIVE EDUCATION PATHWAYS FOR CREDIT RECOVERY AND ATTAINMENT .....6**

**ATTENDANCE .....7**

**BELL SCHEDULES.....10**

**CHANGE OF ADDRESS, TELEPHONE NUMBER, OR EMAIL ADDRESS .....11**

**CLASS DUES .....11**

**CLASS RANK AND GPA .....11**

**COUNSELING DEPARTMENT .....12**

**COURSE DROP/ADD WINDOW .....12**

**CREDIT AND RIGHT TO APPEAL.....12**

**DETENTION .....13**

**DIRECTED STUDY PERIODS .....13**

**ELECTRONIC DEVICES.....13**

**ELEVATOR / FACILITIES FOR THE PHYSICALLY CHALLENGED .....13**

**EXAMINATIONS.....14**

**EXTRACURRICULAR ACTIVITIES.....14**

**FACULTY MAILBOXES .....14**

**DRILLS AND EMERGENCY EVACUATIONS.....14**

**GRADING PERIODS .....14**

**GRADUATION / PROMOTION REQUIREMENTS.....15**

**HALL PASSES.....15**

**HAZING .....15**

**HONOR CODE .....15**

**HONOR ROLL .....16**

**IDENTIFICATION CARDS.....16**

**LIBRARY / MEDIA CENTER .....17**

**LOCKERS .....17**

**LOST AND FOUND.....17**

**LUNCH PERIOD .....17**

**NATIONAL HONOR SOCIETY .....17**

**OBLIGATIONS, RESPONSIBILITIES, AND CARE OF SCHOOL PROPERTY BY STUDENTS.....18**

**PARKING .....18**

**PERSONAL CONDUCT .....18**

**PHONE MESSAGES TO STUDENTS .....18**

**POSTING OF INFORMATION .....19**

**PROGRAM OF STUDY.....19**

**RENAISSANCE PROGRAM .....19**

**SOCIAL, EMOTIONAL, BEHAVIORAL SUPPORT (SEBS) TEAM .....20**

**SPORTS – ATHLETIC ELIGIBILITY RULES .....20**

**STUDENT DRESS .....21**

**SUBSTANCE ABUSE – ALCOHOL ANALYZERS .....21**

**TUTORS .....22**

**VISITORS .....22**

**WITHDRAWAL / TRANSFER .....22**

**DISTRICT POLICIES (BEGIN ON THE NEXT PAGE).....22**

## **WESTFIELD PUBLIC SCHOOLS**

94 North Elm Street, Suite 101

Westfield, MA 01085

Tel: (413) 572-6403

Fax: (413) 572-6518

<http://www.schoolsofwestfield.org>

### **City of Westfield School Committee**

Mayor Brian P. Sullivan, Chairperson

Mr. Kevin J. Sullivan, Vice Chairperson

Mrs. Diane Mayhew, Secretary

Mr. Ramon Diaz, Jr.

Mr. Timothy O'Connor

Mrs. Cindy Sullivan

Ms. Heather Sullivan

### **Superintendent of Schools**

Mr. Stefan Czapowski

[s.czapowski@schoolsofwestfield.org](mailto:s.czapowski@schoolsofwestfield.org)

### **Director of Human Resources**

Ms. Paula Ceglowski

[p.ceglowski@schoolsofwestfield.org](mailto:p.ceglowski@schoolsofwestfield.org)

### **Administrator of Special Education and Student Support**

Ms. Martha von Mering

### **Director of Business Services and Technology**

Mr. Ronald Rix

[r.rix@schoolsofwestfield.org](mailto:r.rix@schoolsofwestfield.org)

### **Director of Transportation and Related Business Support**

Ms. Pamela Kotarski

[p.kotarski@schoolsofwestfield.org](mailto:p.kotarski@schoolsofwestfield.org)

### **Director of Assessment and Accountability**

Ms. Denise Ruzala

[d.ruzala@schoolsofwestfield.org](mailto:d.ruzala@schoolsofwestfield.org)

### **Director of Curriculum and Instruction**

Ms. Susan Dargie

[s.dargie@schoolsofwestfield.org](mailto:s.dargie@schoolsofwestfield.org)

### **Grants Project Coordinator**

Ms. Shannon Barry

[s.barry@schoolsofwestfield.org](mailto:s.barry@schoolsofwestfield.org)

# **WESTFIELD HIGH SCHOOL**

177 Montgomery Road, Westfield, MA 01085  
Main Office: 413-572-6463 Fax: 413-572-6346  
Charles Jendrysik, Principal  
<http://whs.schoolsofwestfield.org/>

## **WESTFIELD HIGH SCHOOL CORE VALUES AND BELIEFS**

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

## **WESTFIELD HIGH SCHOOL VISION**

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

## **WESTFIELD HIGH SCHOOL MISSION**

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

## **WESTFIELD HIGH SCHOOL LEARNING EXPECTATIONS**

*Each graduate will be able to...:*

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

Last updated: Tuesday October 14, 2014

# PRINCIPAL'S LETTER

August 2018

Parents, Guardians, and Students:

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

It is our expectation that Westfield High School be a place of respect for cultural, academic and socioeconomic diversity. We are committed to offering the best possible educational experience for all students based on our available resources. We do not believe that any one individual or group has any greater claim to an education over their fellow students; therefore, we will not tolerate the disruption of the educational process by any individual. We are committed to doing whatever is necessary to ensure a positive experience for all.

We encourage students, parents, and guardians to remain engaged in the educational program throughout four (4) years of high school. Our counseling department is available to assist students with academic, career, and social / emotional support. Students should take advantage of these outstanding resources. Moreover, students must take the initiative to advocate for themselves and strive toward independence. The administration believes that communication is very important to ensuring academic success for all students; therefore, it is important for parents to contact the school whenever they have concerns and / or questions. The administration, faculty, and staff look forward to working with you throughout the year. As always, your cooperation and support are greatly appreciated.

School administration will collaborate with the student council to further define school policies found in this handbook, as necessary. As such, this document is a working document and subject to change. Please be assured that if and when any change to this document occurs that school administration will notify all parents, guardians, and students prior to any changes going into effect. The purpose of this effort is to properly consider current trends in fashion, technology, and other areas of our 21<sup>st</sup> century society, as well as the needs and expectations of ALL – students, parents, teachers, staff, and administration alike.

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

Sincerely,

Mr. Charles Jendrysik  
Principal

Ms. Christal Murphy  
Assistant Principal

Mr. Daniel Paquette  
Assistant Principal

Mrs. Julie Schortmann  
Assistant Principal

Mr. Kevin Zdroykowski  
Assistant Principal

Mr. Daniel Trudeau  
Athletic Director

## **ACCESS TO EQUAL EDUCATION OPPORTUNITY**

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

### **ACCREDITATION**

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

## **ALTERNATIVE EDUCATION PATHWAYS FOR CREDIT RECOVERY AND ATTAINMENT**

### **Pathways**

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

### **Holyoke Community College Gateway-to-College Program**

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

### **Dual Enrollment**

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

### **Tech Prep**

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

### **English Language Education**

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

### **Student Athletes**

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

## Credit Recovery / Attainment Pathways

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

Students with a failing grade of 50-59 are eligible for credit recovery, including summer school, night school, and online. Students with an average of 49 or below must have written approval of their Assistant Principal. Students who pass a course may retake it through credit recovery for a grade. However, due to brevity of the WPS summer school program students may only earn a passing grade; not the credit. Students may recover credits by taking a course through an equivalent night school, summer school, or online program.

### *Night School*

Students from Westfield High School may take night school courses at an accredited area high school. The credit a student receives will be equal to the credit granted for an equivalent course at WHS. Advanced approval from the High School Principal is required. The grades are not calculated into class rank and GPA.

### *Summer School*

Students who fail a course in the regular school year can make up that course during summer school session. Students with a failing grade of 50-59 are eligible for summer classes. Students with an average of 49 or below in a class must receive written permission from the appropriate supervisor or Administration to make up the class in the summer school session. Grades received in summer school appear on the student transcript but are not calculated into class rank and GPA.

### *Online Courses*

Student from Westfield High School may take online courses through Edgenuity. Edgenuity provides personal learning solutions for secondary students, including lessons and activities allowing students to recover full-course credit as well as targeted competency attainment.

## ATTENDANCE

### **Absence from School**

Excessive absenteeism from school is 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. **UNEXCUSED ABSENCES FROM CLASS IN EXCESS OF 9 DAYS IN A 1 SEMESTER COURSE WILL RESULT IN A GRADE REDUCTION TO A FINAL AVERAGE OF A 59. UNEXCUSED ABSENCES FROM CLASS IN EXCESS OF 18 DAYS IN A FULL-YEAR COURSE WILL RESULT IN A GRADE REDUCTION TO A FINAL AVERAGE OF A 59.** The following are legitimate reasons for absence:

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

Students in attendance at school sponsored activities (field trips) or in attendance in approved alternative educational programs (tutoring) are considered present at their school of enrollment. Students who are absent from school may not participate in any school

related activity without securing permission from an administrator. The Westfield schools encourage open channels of communication between the home and school as key to understanding and resolving problems that may occur regarding attendance.

**Note: Family Trips/Vacations are NOT excused absences.**

### **Dismissals and 18-year-old Students**

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

### **Cutting Class**

A student's most important responsibility is to attend all scheduled classes during the school day. Cutting a class is an absence. Teachers will notify Administration of any unexcused absence due to a class cut. Students will NOT be allowed to make up any work missed due to a class cut. A parent or guardian of any student identified as having cut a scheduled class may be notified and asked to meet with a principal, teacher, or guidance counselor.

### **Daily Attendance**

Students are expected to adhere to the attendance policy of the Westfield School Committee. Below are specific procedures applicable to Westfield High School. At Westfield High School, school officially starts each day at 7:23 AM. Upon arrival, students are expected to go to their lockers and then report to 1<sup>st</sup> period by 7:23 A.M.

**Tardiness 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 events, school-sponsored events, and athletic activities for that day.** If a student reports tardy to school after 7:23AM, then s/he must sign-in at the front door. Students entering after 1<sup>st</sup> period ends (8:14AM) must sign in at the Main Office to receive a pass to class. The consequence for the accumulation of tardies can include Saturday Detention, loss of parking privileges, a parent conference and additional disciplinary actions.

### **Dismissal from School**

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

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

### **Make-up of Class Work**

Students are responsible for promptly arranging to make up work missed due to absence from class. Students are expected to make up missed work within reasonable time as determined by their teachers. Students will have the opportunity to make up any missed work within a reasonable time determined by the teacher.

**Tardiness to Class:** Students must be in their classroom when the bell marking the end of the passing period stops ringing so that the teacher may start work immediately. Otherwise, they will be marked as tardy. They are also expected to be on time for all classes, assemblies, programs during the regular school day, and detention class after school. **THREE TARDIES TO CLASS PER QUARTER WILL EQUAL ONE ABSENCE FOR ALL PURPOSES, INCLUDING POTENTIAL LOSS OF CREDIT.**

**Restorative Justice:** Students may be allowed a chance to earn back their grade by attending a Saturday School session to make up 1 absence. This will be on a case-by-case basis and permission must be received by an administrator.

### **Procedures for Absence from School**

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

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

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

## BELL SCHEDULES

Full Day	Begin Time	End Time	Time ON	Time off
<b>1st (A)</b>	<b>7:23</b>	<b>7:25</b>		<b>0:02</b>
<b>1st (A)</b>	<b>7:25</b>	<b>8:14</b>	<b>0:49</b>	
Transition	8:14	8:18		0:04
<b>2nd (B)</b>	<b>8:18</b>	<b>9:07</b>	<b>0:49</b>	
Transition	9:07	9:11		0:04
<b>3rd C</b>	<b>9:11</b>	<b>10:00</b>	<b>0:49</b>	
Transition	10:00	10:04		0:04
<b>4th (D)</b>	<b>10:04</b>	<b>10:53</b>	<b>0:49</b>	
Transition	10:53	10:57		0:04
<b>5th (E)- Lunch 1</b>	<b>10:57</b>	<b>11:21</b>	<b>0:24</b>	
<b>5th (E)- Lunch 2</b>	<b>11:21</b>	<b>11:46</b>	<b>0:25</b>	
<b>5th (E)- Lunch 3</b>	<b>11:46</b>	<b>12:10</b>		<b>0:24</b>
Transition	12:10	12:14		0:04
<b>6th (F)</b>	<b>12:14</b>	<b>13:03</b>	<b>0:49</b>	
Transition	13:03	13:07		0:04
<b>7th (G)</b>	<b>13:07</b>	<b>13:56</b>	<b>0:49</b>	
	Total time on learning		5:43	0:50
				6:33

2-Hour Delay Day	Begin Time	End Time	Time ON	Time off
<b>1st (A)</b>	<b>9:23</b>	<b>9:25</b>		0:02
<b>1st (A)</b>	<b>9:25</b>	<b>9:54</b>	<b>0:29</b>	
Transition	9:54	9:58		0:04
<b>2nd (B)</b>	<b>9:58</b>	<b>10:27</b>	<b>0:29</b>	
Transition	10:27	10:31		0:04
<b>3rd C</b>	<b>10:31</b>	<b>11:00</b>	<b>0:29</b>	
Transition	11:00	11:04		0:04
<b>4th (D)</b>	<b>11:04</b>	<b>11:33</b>	<b>0:29</b>	
Transition	11:33	11:37		0:04
<b>5th (E)- Lunch 1</b>	<b>11:37</b>	<b>12:01</b>	<b>0:24</b>	
<b>5th (E)- Lunch 2</b>	<b>12:01</b>	<b>12:26</b>	<b>0:25</b>	
<b>5th (E)- Lunch 3</b>	<b>12:26</b>	<b>12:50</b>		<b>0:24</b>
Transition	12:50	12:54		0:04
<b>6th (F)</b>	<b>12:54</b>	<b>13:23</b>	<b>0:29</b>	
Transition	13:23	13:27		0:04
<b>7th (G)</b>	<b>13:27</b>	<b>13:56</b>	<b>0:29</b>	
	Total time on learning		3:43	0:50
				4:33

Early Release	Begin Time	End Time	Time ON	Time off
<b>1st (A)</b>	<b>7:23</b>	<b>7:25</b>		0:02
<b>1st (A)</b>	<b>7:25</b>	<b>7:47</b>	<b>0:22</b>	
Transition	7:47	7:51		0:04
<b>2nd (B)</b>	<b>7:51</b>	<b>8:13</b>	<b>0:22</b>	
Transition	8:13	8:17		0:04
<b>3rd -C</b>	<b>8:17</b>	<b>8:39</b>	<b>0:22</b>	
Transition	<b>8:39</b>	<b>8:43</b>		0:04
<b>4th (D)</b>	<b>8:43</b>	<b>9:05</b>	<b>0:22</b>	
Transition	<b>9:05</b>	<b>9:09</b>		0:04
<b>5th (E)- Lunch 1</b>	<b>9:09</b>	<b>9:28</b>	<b>0:19</b>	
<b>5th (E)- Lunch 2</b>	<b>9:28</b>	<b>9:48</b>	<b>0:20</b>	
<b>5th (E)- Lunch 3</b>	<b>9:48</b>	<b>10:07</b>	<b>0:19</b>	
Transition	<b>10:07</b>	<b>10:11</b>		0:04
<b>6th (F)</b>	<b>10:11</b>	<b>10:33</b>	<b>0:22</b>	
Transition	10:33	10:37		0:04
<b>7th (G)</b>	<b>10:37</b>	<b>11:00</b>	<b>0:23</b>	
	Total time on learning		2:52	

Early Release Days	Days
	7

## CHANGE OF ADDRESS, TELEPHONE NUMBER, OR EMAIL ADDRESS

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

## CLASS DUES

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

## CLASS RANK AND GPA

Rank in class is a comparison of the cumulative grade point averages within a graduating class. **Official ranking** will begin at the close of the sophomore year and will be revised at the close of each semester thereafter following the calculation of the cumulative grade point averages. A transfer student must be in attendance at Westfield High School for his/her entire junior and senior years in order to be accurately and **officially** ranked. Determination of transfer students grade point averages will be based in such cases on final grade averages from previous schools attended as well as grades earned at WHS. Please note, WHS grade point averages include the final grades for Foreign Language and Algebra 1 courses taken at either middle school. If a student enters Westfield High School after the first day of classes in their junior year, any class rank will be only approximate and consequently the student is not eligible for top honors. **Students on track to graduate ahead of their respective class will not be ranked with the graduating senior class.**

### Grade Point Average (GPA) Calculation

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

#### Weight

Advanced Placement	Pre-Advanced Placement	Standard	Science Labs	Remedial
1.10	1.05	1.00	1.00	.95

#### Formula

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

Example:

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

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

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

## **COUNSELING DEPARTMENT**

### **Guidance Counselors**

Students and parents are encouraged to use the services offered by the high school Guidance Department. Students who wish to see their guidance counselor should make an appointment through one of the Guidance secretaries. The high school Guidance Department coordinates a variety of college / financial aid planning, career planning, and a variety of other services (like adjustment counseling, tutoring services, and testing prep programs, etc.) which are available to students. 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's experience at Westfield High School, while encouraging each one to become increasingly more personally responsible for their academic and social well-being. If parents wish to change their child's counselor they must submit a written request and attend a meeting to discuss the change. Changes will only be made at the discretion of the administration when just cause is shown.

### **Adjustment Counselors**

Adjustment Counseling is available for those students whose social or emotional adjustment is impeding their educational progress. This service is separate from and supplemental to the guidance 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 and the student is under the age of sixteen (16), parents will be notified. Confidentiality of information will be maintained to ensure student privacy. Due to the constraints and nature of school-based adjustment counseling, it is not a substitute for receiving mental health services from an outside mental health agency. Counselors will work with parents to refer students to outside services when appropriate.

### **Transcripts**

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

## **COURSE DROP/ADD WINDOW**

For SY2018, the Drop/Add window will be within the first 10 school days of the year. During this window, students will have the ability to Add or Drop courses only. Lateral changes to a new teacher within the same course will not be permitted, except for when a student is scheduled with a teacher with whom that student previously failed the same course. Finally, please contact your Guidance Counselor during the Drop/Add window to complete the Drop/Add process.

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

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

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

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

## **CREDIT AND RIGHT TO APPEAL**

When a decision to deny credit or promotion is made, the school will notify the parents of the intended action. The parent/guardian and/or student have the right to appeal loss of credit/promotion decisions. The appeal must be in writing and submitted to the school within the timeframe noted on the loss of credit notification. A hearing by the school's principal or designee will be scheduled, at which point the parent and/or student will have the opportunity to provide documentation for the absences under discussion or to explain extraordinary circumstances. A letter stating the decision of the review committee will be sent to the parent/guardian within 5 school days of the review committee meeting. The parent/guardian and/or student may appeal the decision to the superintendent. The appeal must be in writing and sent within 5 school days of receipt of the review committee letter. A hearing will be conducted by the superintendent or his/her designee and a written decision provided. The decision of the superintendent will be the final decision of the district. All requests for an appeal must be sent in writing to the Principal:

Westfield High School  
177 Montgomery Road  
Westfield, MA 01085

A hearing will be scheduled by the principal. If a hearing is not requested in writing by the specified date the matter will be closed.

## **DETENTION**

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

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

### **Rules of Teacher Detention:**

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

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

### **Rules of Office Detention:**

- Office Detention begins at 2:05PM.
- Office Detention ends at 2:50PM.
- Credit will be granted for the time spent in detention only if the student has remained busy and orderly.

### **Saturday Detention:**

- Saturday Detention begins at 9:00PM.
- Saturday Detention ends at 12:00PM.
- Students must be engaged in an academic activity.
- Students failing to report to an assigned Saturday detention may be internally/ externally suspended for the next day that school is in session.

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

## **DIRECTED STUDY PERIODS**

Students reporting to their assigned study periods will come prepared with homework or other academically appropriate material to keep them occupied for the full period. Hall passes to other areas of the building must be presented to the teacher supervising the study at the beginning of the period. Only authorized hall passes will be honored.

## **ELECTRONIC DEVICES**

The school requires that all electronic devices are away at all times within the classroom unless allowed by teacher. Use of any electronic device is NOT permitted in any classroom without the permission of the teacher. **Violation of this policy can result in disciplinary consequences.**

## **ELEVATOR / FACILITIES FOR THE PHYSICALLY CHALLENGED**

Use of the elevator is only for students with a disability. Such students will be issued an elevator key by the Main Office. The key will be turned in to the Main Office each Friday, whether or not the student will still need it. It may be signed out again the next school day, if needed. A lost key will result in a charge of \$20. Unauthorized use of elevator may result in disciplinary action.

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

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

## EXAMINATIONS

Students without Renaissance exemptions are expected to take both midterm exams and final exams. Students who are absent from an exam must return an excusable absence note to be eligible for makeup. Failure to take a midterm or final will result in the grade of zero for the exam grade and will be calculated using the following formula:

### Full Year Courses

Semester examinations constitute 10% of the final grade; Final examinations constitute 10% of the final grade.

### One Semester Courses

Semester examinations constitute 20% of the final grade. It is the final examination in a half-year course.

### Examination Schedules

Schedules for semester and final examinations will be announced.

## EXTRACURRICULAR ACTIVITIES

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

## FACULTY MAILBOXES

Faculty mailboxes are private and under no circumstances is any student to remove anything or put anything in a faculty mailbox without the assistance of Main Office staff.

## DRILLS AND EMERGENCY EVACUATIONS

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

## Grading Periods

### Term Dates (subject to change)

- 1<sup>st</sup> TERM                      September 4, 2018 – November 7, 2018
- 2<sup>nd</sup> TERM                      November 8, 2018 – January 25, 2019
- 3<sup>rd</sup> TERM (Grade 12)        January 28, 2019 – March 29, 2019
- 3<sup>rd</sup> TERM                      January 28, 2019 – April 5, 2019
- 4<sup>th</sup> TERM (Grade 12)        April 1, 2019 – May 24, 2019
- GRADUATION                June 7, 2019
- 4<sup>th</sup> TERM                      April 8, 2019 – June 17, 2019, or last day of school due to cancellations  
(Includes 5 emergency closing days)

### Mid-Term Warning Notices

Now that the district provides performance data to parents, guardians, and students via the PowerSchool Public Portal 24/7/365, school administration will no longer mail or send home mid-term notices on paper. School administration will use School Messenger to notify parents on the mid-term date and remind everyone to login into the PowerSchool Public Portal to monitor student performance. School Messenger will contact parents on the following dates:

- 1<sup>st</sup> TERM October 4, 2018
- 2<sup>nd</sup> TERM December 13, 2018
- 3<sup>rd</sup> TERM (Grade 12) March 1, 2019
- 3<sup>rd</sup> TERM March 6, 2019
- 4<sup>th</sup> TERM (Grade 12) May 1, 2019
- 4<sup>th</sup> TERM May 15, 2019

## GRADUATION / PROMOTION REQUIREMENTS

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

## HALL PASSES

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

## HAZING

The term – hazing – shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health or any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment 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

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

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

## HONOR CODE

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

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

## **DEFINITIONS**

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

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

## **RESPONSIBILITIES**

Teachers will:

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

Students will:

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

## **CONSEQUENCES (per year)**

First Violation:

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

Second Violation:

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

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

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

## **HONOR ROLL**

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

## **IDENTIFICATION CARDS**

All students of Westfield High School must have a photo-identification (ID) card on their person at all times while on campus. Photographs for these cards will be taken during the first or second week of school. Students are required to show their ID for admission to school when tardy, at which time the ID card will be scanned and processed into PowerSchool. The ID will also be

required for admission to all school activities, including dances, sport events, functions, etc. This card is required to charge out library books. On request, it will establish that you are a member of Westfield High School. ID's may also be required to be shown before boarding school buses. There will be a charge of \$5.00 for a replacement card.

## **LIBRARY LEARNING COMMONS**

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

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

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

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

## **LOCKERS**

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

## **LOST AND FOUND**

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

## **LUNCH PERIOD**

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

## **NATIONAL HONOR SOCIETY**

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

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

Location: Cafeteria

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

Materials or Fees Required: \$20 yearly dues

### **NHS Selection Process Instructions:**

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

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

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

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

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

## **OBLIGATIONS, RESPONSIBILITIES, AND CARE OF SCHOOL PROPERTY BY STUDENTS**

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

### **PARKING**

Parking on school property is a privilege and not a right. 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 the traffic or parking regulations of Westfield High School. The cost for a parking permit is \$20.00 per year. Each student who wishes to park on campus must register the car in the career center and obtain a parking permit. The parking permit must be displayed clearly on the driver's side windshield. Students can park **ONLY** in the student parking lot. Spaces are available on a first come first served basis. A student driver **MUST**:

- Adhere to the speed limit of 15 mph anywhere on school grounds.
- Drive within the designated lines, not through the parking lot.
- 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.
- The school administration may remove parking privileges for violating school policies.

### **PBIS**

PBIS is short for Positive Behavioral Interventions and Supports. PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of all students.

### **PERSONAL CONDUCT**

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

### **PHONE MESSAGES TO STUDENTS**

Parents or guardians should contact the Main Office (413-572-6464) in order to send message to the student. Parents and guardians should refrain from texting or emailing students during the school day, as it is disruptive to the teaching and learning activities in the classroom. Further, a student could receive a disciplinary action through the inappropriate or unauthorized usage of an electronic device during class. Answering personal texts and email messages during class is considered inappropriate usage of an electronic device.

## POSTING OF INFORMATION

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

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

## PROGRAM OF STUDY

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

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

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

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

## RENAISSANCE PROGRAM

The purpose of the Renaissance Program at Westfield High School is to motivate all students to strive for academic excellence and good attendance at school. The Renaissance Program has been established to recognize these students with positive, tangible incentives to encourage them to work harder to achieve this goal.

### Renaissance Benefits

Free admission to any athletic event held at home. The student must surrender the card, along with showing Student ID. The student may pick up the card the following day in the Athletic Office.

### Renaissance Card Holder Guidelines

Renaissance card and Student ID must be presented to obtain benefits. Any suspension will result in loss of card. Misuse of card or any disciplinary problems will result in loss of card. Only one card is issued per semester. Lost cards will be replaced for a fee of \$5.

### Renaissance Card Standards and Privileges

#### Gold Card

- A term 1 & 3 grade point average of 93 for a minimum course load of 5 ½ credits per year with no withdraw/failures.
- ADDITIONAL PRIVILEGES: First term gold card holders will be exempt from TWO (2) MID-YEAR exams, provided that the student maintains a 90 or better average of Term 1 and Term 2 in those courses. Third term gold card holders will be exempt from TWO (2) END-OF-YEAR exams which cannot be the same course where an exemption has been taken at mid-term. The student must also maintain a 90 average of Term 3 and Term 4 in those courses.

#### Silver Card

- A term 1 & term 3 grade point average of 83 for a minimum course load of 5 ½ credits per year with no withdraw/failures.

- **ADDITIONAL PRIVILEGES:** First term silver card holder will be exempt from one (1) MID-YEAR exam, provided that the student maintains a 90 or better average of Term 1 and Term 2 in those courses. Third term silver card holders will be exempt from one (1) END-OF-YEAR exam which cannot be the same where an exemption has been taken at mid-term. The student must also maintain a 90 average of Term 3 and Term 4 in those courses.

Note: Only the student receiving a gold or silver card will be eligible for the exemption from the mid-year and final exam. Seniors with an A average are not exempt unless they hold a gold or silver card. Students found in violation of the school's Honor Code will be ineligible to exercise the mid-year / final exemption option.

## **STUDENT TEACHER ASSISTANCE TEAM (STAT)**

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

## **SPORTS – ATHLETIC ELIGIBILITY RULES**

**Reference: Massachusetts Interscholastic Athletic Association (MIAA) Handbook**

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

- Was not a member of some secondary school for a minimum of two (2) months, exclusive of summer vacation months, who has not received a report card preceding the contest. (Ref. rule #55)
- Transferred from any school to a MIAA member school (Ref. rule #57)
- Has not secured during the last marking period preceding the contest (e.g. second quarter marks, not semester grades, determine third quarter eligibility) passing grades in the equivalent of four major subjects. To satisfy this requirement, a student must have passed sufficient courses to be earning for that marking period credits totaling the equivalent of **FOUR 1-YEAR MAJOR ENGLISH COURSES**. A student cannot represent a school at any time unless that student is taking courses which would provide credit equivalent to **FOUR 1-YEAR MAJOR ENGLISH COURSES**. To be eligible for the fall marking period, students are required to have earned credits for the previous academic year equivalent to **FOUR 1-YEAR MAJOR ENGLISH COURSES**. The academic eligibility of all students shall be considered as official and determining only on the date when the report cards for that ranking period have been issued to the parents of all students. Incomplete (Ref. rule #58) grades may not be counted toward eligibility.
- After entering grade 9, 12 consecutive athletic seasons have passed regardless of participation. (Ref. rule #59)
- Becomes 19 years of age before September 1. (Ref. rule #60)
- Has graduated from any secondary school. (Ref. rule #61)
- Was "persuaded" or influenced to transfer to present high school by a coach, athletic director, principal or other person connected to the school. (Ref. rule #44)
- Practices or plays more than once in any day with a school team and a non-school team. (Ref. rule #45 & 46)
- Is put out of a game for fighting or flagrant unsportsmanlike conduct and is not eligible to play in the next scheduled game. This includes, but is not limited to, the use of threatening, abusive or obscene language. If it is the second time during the same season, then you are disqualified from any further participation in that sport season for one full year. (Ref. rule #48-49)
- Physically assaults an official, is ineligible in all sports for one full year. (Ref. rule #49)
- In the judgment of the game official, willfully, flagrantly or maliciously attempts to injure an opponent, in any sport, will be immediately excluded from participation in that sport season for one year. (Ref. rule #49)
- During the season of practice or play uses, consumes, possesses, buys/sells or gives away any beverage containing alcohol, any tobacco product, steroids, marijuana or any controlled substances. (Ref. rule #62)
- Only awards of no intrinsic value and approved by The MIAA may be accepted by a high school student-athlete as a result of participation in school or non-school competition in a sport recognized by that state association. (Ref. rule #47)
- A student is not eligible for tournament participation unless he/she is regularly present at and actively participates in all high school team practices and competitions. (Ref. rule #45)

The MIAA has established a procedure which provides a full and multifaceted review of all requests to set aside an eligibility requirement for an individual high school student. (Ref. rule #85-88) The MIAA waiver process is published in the MIAA Blue Book. (Ref: Blue Book Student Eligibility Waiver - The Process #85-88). There are many other important rules and regulations that must be adhered to. Those listed above are most common and must be understood. There are some exceptions or variations to these rules. Consult your principal or athletic director if there is any doubt.

### **Chemical Health Rule (MIAA)**

During the season of practice or play, a student shall not, regardless of the quantity, use or 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. The MIAA Chemical Health Rules minimum penalties are:

#### *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.

#### *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. If after the second or subsequent violations the student 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. The director or a counselor of a chemical dependency treatment center must issue such certification.

Penalties shall be cumulative each academic year. 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. (Ref. rule #62)

### **Athletic Council**

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

### **Student Athletes and the NCAA**

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

## **STUDENT DRESS**

Today students are required to follow the district policy for Student Dress found in Section II of this handbook. The district permits each school's administration to further define its own school dress code.

School administration will collaborate to further define the student dress policy, electronic device policy, and other school policies found in this handbook, as necessary. As such, this document is a working document and subject to change. Please be assured that if and when any change to this document occurs that school administration will notify all parents, guardians, and students prior to any changes going into effect. The purpose of this effort is to properly consider current trends in fashion, technology, and other areas of our 21<sup>st</sup> century society, as well as the needs and expectations of ALL – students, parents, teachers, and administration alike.

## **SUBSTANCE ABUSE – ALCOHOL ANALYZERS**

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

## **ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED**

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

## **TUTORS**

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

## **VISITORS**

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

## **WITHDRAWAL / TRANSFER**

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

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

## **DISTRICT POLICIES (BEGIN ON THE NEXT PAGE)**

District Policies begin on the next page.