FORT MEADOW EARLY CHILDHOOD CENTER

35 White Street Westfield, MA 01085
(413) 572-6422

Preschool Handbook 2019-2020

“An integrated language-based program where preschool children learn through play”

Check out our website at fm.schoolsofwestfield.org

find us on Facebook @fortmeadow
WESTFIELD PUBLIC SCHOOLS
http://www.schoolsofwestfield.org

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JUST Playing

When I'm building in the block room, please don't say I'm JUST playing. For, you see, I'm learning as I play; about balance and shapes who knows, I may be an architect someday.

When I'm getting all dressed up, setting the table, caring for the babies, don't get the idea I'm JUST playing. For, you see, I'm learning as I play. I may be a mother or a father someday.

When you see me up to my elbows in paint, or standing at an easel, or molding and shaping the clay, please don't let me hear you say, "she's JUST playing." For, you see, I'm learning as I play. I'm expressing myself and being creative. I may be an artist or an inventor someday.

When you see me 'reading' to an imaginary audience, please don't laugh and think I'm JUST playing. For, you see, I'm learning as I play. I may be a teacher someday.

When you see me combing the bushes for bugs, or packing my pockets with choice things I find, don't pass it off as JUST play. For, you see, I'm learning as I play. I may be a scientist someday.

When you see me engrossed in a puzzle or some plaything at my school, please don't feel the time is wasted in play. For, you see, I'm learning as I play. I'm learning to solve problems and concentrate. I may be in Business someday.

When you see me cooking or tasting foods, please don't think that because I enjoy it, it is JUST playing. For, you see, I'm learning as I play. I'm learning to follow directions and see differences. I may be a cook someday.

When you see me learning to skip, hop, run, and move my body, please don't say I'm JUST playing. For, you see, I'm learning as I play. I'm learning how my body works. I may be a doctor, nurse, or athlete someday.

When you ask me what I did at school today, and I say, I JUST Played, please don't misunderstand me. For, you see, I'm learning as I play. I'm learning to enjoy and be successful in my work. I'm preparing for tomorrow.

Today, I am a child and my work is play.

By Anita Wadley ©1979

For information visit me at www.anitawadley.com - contact me at AnitaWadley@aol.com
Dear Families,

Welcome to the Fort Meadow Early Childhood Center Preschool Program. We are happy that you have chosen our program for your child’s preschool enrichment. We look forward to providing a year filled with exciting and rewarding experiences to all our preschool friends.

We hope the information provided in this handbook will help you to gain an understanding of the general policies and practices followed in our school. For more precise statements of formal School Committee policies, you should review the Policy Book on file at our school.

The aim of preschool is to provide a basic foundation for your child’s education and to make each child's first experience with school a successful and happy one.

Enjoy your year with us! We know we will enjoy the year getting to know all of our friends and families at the Fort Meadow Early Childhood Center.

Sincerely,

Mrs. Joanne Hentnick
Principal
Philosophy and Mission
Fort Meadow Early Childhood Center’s philosophy is based on the belief that children learn best in an early childhood program that provides developmentally appropriate educational experiences in an integrated setting. Our program is designed to provide a stimulating learning environment that supports the social, emotional, cognitive and physical development of every child. In this engaging environment, children learn through appropriate play experiences that encourage active participation in learning. Teachers guide, support, and when needed, directly teach our children developmentally appropriate play and social skills. Our aim is to build a community of learners by providing children with enriching experiences to develop self-confidence, independence and strong cognitive and social skills. We respect the dignity, worth and individuality of each child and are committed to helping children achieve their full potential. Our goal is to help children grow up confident in their own identity and respectful of other people. Fort Meadow Early Childhood Center recognizes the significant relationship among teachers, students, parents, and families and encourages continuous collaboration in a climate of mutual respect, cooperation and shared responsibility.

Our Preschool Program
The Westfield Public School District offers integrated language-based preschool classrooms, serving 3 and 4 year olds. An integrated preschool includes typically developing children as well as children with disabilities. These classrooms offer children the opportunity to work and play with age-appropriate peers as well as children with developmental challenges. Children with disabilities excel in some areas, affording all children the opportunity to be models in some realm. As children work in group activities with their peers, they discover their similarities and develop a better understanding of their differences. Flexible, but consistent, structure and routine are offered, including activities designed to promote language/listening skills, gross and fine motor development, and opportunities for imaginative/dramatic play. Music, sensory activities, and a wide variety of developmentally appropriate materials and activities are employed, all of which support a strong foundation for learning.

Entrance Requirements
The following requirements must be met to enroll a child in school:
1. A birth certificate must be presented. This will be returned to the parent/guardian.
2. A doctor's certificate must be presented certifying that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles, polio, rubella, hepatitis B, varicella, hib and mumps, unless exempt for medical or religious reasons.
3. Registration forms must be completed and submitted to the school office.
4. Each child must be examined by a family physician and a current physical examination form must be provided to the school as proof.
5. A screening must be conducted for each child entering the program.
6. Parents of transfer students must complete a records release form.
7. Changes of address, home phone numbers, and emergency numbers should be reported to the teacher promptly.

Tuition
The fee schedule for peers attending Fort Meadow ECC is as follows:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-Day Program</td>
<td>$200 per month</td>
</tr>
<tr>
<td>4-Day Program</td>
<td>$160 per month</td>
</tr>
</tbody>
</table>

Families with more than 1 child in the program receive a 10% discount on tuition. Tuition payments are due by the 1st day of the month. Any payments received after the 1st of the month are considered late, putting the child at risk of losing his/her placement in the program. A subsidy is available to those who qualify.

The Curriculum
Based on the belief that children learn through play, active manipulation of their environment, life experience and communicating with peers and adults, the curriculum is designed to facilitate children’s involvement in their own learning. The curriculum is based on the Massachusetts Curriculum Frameworks. Our program balances active and quiet play. Children work both alone and in small groups where teachers facilitate the children’s interactions with each other and their environment. Teachers observe each child’s activities in order to tailor and expand curriculum to meet individual needs and interests. Teachers encourage parents to maintain close communication with staff, and work closely with parents to develop strategies for dealing with specific issues.

Assessment
Child assessment is a vital and necessary component of all high-quality early childhood programs. Assessment is important to understand and support young children’s development. Each classroom completes screenings and assessments that encompass all areas of development; sensory, language, cognitive, gross-motor, fine-motor, and social-emotional. It is also essential to document and evaluate how effectively programs are meeting young children’s educational needs, and to inform on program improvement.

Children do not just grow in size. They develop, evolve, and mature, mastering ever more complex understandings of the people, objects, and challenges in their environment. There is a general pattern or sequence for development that is true of most children. However, the rate, character, and quality of development vary from child to child. Culture influences development in different ways, and the goals for children differ from culture to culture.
Quality assessment looks at not only what is happening within the child, but also to the care that the child requires in order to thrive. For a child to develop and learn in a healthy and normal way, it is important not only to meet the basic needs for protection, food and health care, but also to meet the basic needs for interaction and stimulation, affection, security, and learning through exploration and discovery.

**Typical Daily Schedule**
Daily activities include a variety of active and quiet individual and group projects. A typical day may consist of the following: morning meeting, free play, art projects, cooking, creative expression, sand and water play, blocks, books, games, puzzles, science exploration and gross motor play.

**Early Childhood Sessions**
- A.M. Session (A): Monday – Thursday 9:00 AM – 11:30 AM
- A.M. Session (B): Monday – Friday 9:00 AM – 11:30 AM

- P.M. Session (A): Monday – Thursday 12:30PM – 3:00PM
- P.M. Session (B): Monday – Friday 12:30PM – 3:00PM

**Highly Qualified Staff**
Each classroom is staffed with a preschool teacher, who is certified in early childhood and/or special education through the Massachusetts Department of Elementary and Secondary Education, and paraprofessionals. Additional staff members include an Autism Consultant/Behavior Analyst, ABA Staff, Speech/Language Pathologists, an Occupational Therapist, a Physical Therapist, a School Adjustment Counselor, a School Psychologist, and a Registered Nurse.

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

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

When families are actively engaged in frequent conversations, it's much easier to talk about the ups and downs of a child's development.
Communication can be verbal, in person, on the telephone and via e-mail. We invite parents to submit their e-mail address to stay informed of important events and issues pertaining to their child(ren). Fort Meadow will periodically send out e-mail reminders and updates to parents. E-mail addresses will be used for informational purposes only and will not be forwarded to third parties.

- Fort Meadow School Office Telephone: (413) 572-6422
- Email

Because families are unique, each will have communication preferences. Please share with your child’s teacher your preferred method of communication.

To open communication lines, relationships must be:
- **Respectful**, a process of listening as well as talking
- **Reciprocal**, a give-and-take that includes all family members
- **Inclusive** of all family needs (Spanish, Chinese, written, verbal)
- **Thoughtful**, including detailed information about the child
- **Planned**, so it doesn't get forgotten in our "hurried" world

**Monthly Newsletters**
Teachers communicate classroom activities and events through monthly newsletters and notices. Please check your child’s backpack on a daily basis to ensure you are updated. Please provide a **backpack** to transport books, notices and art projects. Many notices and calendar events will be posted on the Fort Meadow website at fm.schoolsofwestfield.org

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

*It is best to talk openly when children are not present. Please arrange for a babysitter for conferences and meetings.*

**Progress Reports**
The Pre-K program issues one conference guide and two progress reports, each year. The conference guide is a checklist done at the fall conference which reviews the child’s adjustment to school. It focuses on the social emotional area. Progress reports are issued in January and June and reflect all of the curriculum areas. Teachers are always willing to confer
with parents when needed regarding a child's progress in school. We urge you to maintain frequent informal contact with your child's teacher.

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

We will respect confidentiality in the following ways:
- Families will only have access to the files and records of their own children
- Staff will not discuss individual children with people other than the parents or guardian of that child, except for the purposes of curriculum planning or group management, including medical concerns.
- Staff will not discuss individual children with staff from other settings a child may be in without written release.
- All volunteers or observers at the school are made aware of our confidentiality policy and are required to respect it.

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

**General Information**

**NAEYC**
Fort Meadow is a quality program accredited by the National Association for the Education of Young Children (NAEYC).

**Calendar**
The Fort Meadow Early Childhood Education Program follows the Westfield Public School District’s academic calendar, with the exception of Staff Development Days. On these days, the preschool will be closed for both morning and afternoon sessions. Copies of the preschool calendar are provided to all parents at the beginning of each school year.

**Delayed Opening of School:**
Whenever possible, a delay of two hours will be used in lieu of closing for the full day. In rare instances, we may change a delay into a cancellation if conditions worsen in the early morning hours. Therefore, please monitor television and radio stations until your student’s departure for the most up-to-date information.
When the decision is to have a delayed opening of school, hours will be effective as follows:

<table>
<thead>
<tr>
<th>Session</th>
<th>2-Hour Delay</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM – 11:30 AM</td>
<td>No classes</td>
</tr>
<tr>
<td>9:00 AM – 3:00 PM*</td>
<td>11:00</td>
</tr>
</tbody>
</table>

On days of delayed opening, morning snack will be cancelled. School lunch will be available for students who attend double session.*

*Double sessions are only available to special education students who require it in their IEP.

Team meetings scheduled on mornings prior to the start of school will also be canceled.

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

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

If your child is going to be absent, please notify both transportation (413) 572-9999 and your child's teacher (413) 572-6422. To ensure the safety of our students, Fort Meadow will begin using an absentee call back system. Daily calls will go out to parents of students whose absence was not called into the school.

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

**Bus Transportation**
The Westfield Public Schools provides free bus transportation for students with special needs, in accordance with applicable laws. Children must be picked up and dropped by the bus at the same location. The authority of the school begins and ends at the bus stops, both in the morning and in the afternoon. Parents are responsible for supervising their child until such
time as the child boards the bus in the morning and after the child leaves the bus at the end of the day.

1. Upon recommendation of the team, a monitor will be provided for student assistance.
2. Bus evacuation drills will be a standard safety practice.
3. All children are required to wear seat belts at all times.
4. Children are to refrain from consuming food and/or beverages on buses.
5. Parents are required to call the transportation office (572-9999) if their child will not require transportation on a particular day.
6. Children should be ready for pick-up and a parent or designated person should be at the drop-off point each day.
7. A change in transportation takes a minimum of 3 days before it can be implemented.

The bus will wait no longer than three minutes and will not "honk" the horn. We have experienced problems with lack of parent/guardian supervision when students are arriving home after the completion of their school program. Van drivers are reluctant to release the child when a responsible individual is not present to meet the van at the drop off point. This delay forces the van to fall behind its scheduled times and, as a result, students begin arriving home later than normal. This creates anxiety for parents who are anticipating their child to be home at a certain time. Your cooperation in assisting us to prevent this type of situation from occurring will be greatly appreciated.

Parents are given an approximate time their child will be arriving home. We require that another adult wait for the child, if a parent cannot be present. Van drivers are instructed to wait approximately one minute for someone to present himself or herself for meeting the child and, upon the completion of that time if this does not happen, the van will continue with the child still on it. The van driver will complete the regularly scheduled route and then return to the student’s drop off point one more time, if possible. If there is still no one present to meet the van, the driver has instructions to bring the child to the Early Childhood Center upon completion of the regularly scheduled route or to the Westfield Police Station, 15 Washington Street, if the school is closed. It will be the responsibility of the parent or guardian to provide transportation home for the child.

Arrival and Dismissal

Arrival: To help alleviate parking issues, Fort Meadow opens our front doors 10 minutes prior to the start of the school day. Parents must walk their child to the school’s main entrance between the times of 8:50 to 9:00 am (morning session) and 12:20 to 12:30 (afternoon session).
IMPORTANT - Younger siblings of students MUST accompany their parent and cannot remain in their vehicle unless another adult stays with them. Once “handed off” at the main entrance, students will be walked to their classroom by a familiar staff member. To help us easily identify the rooms that children belong in, we ask that you attach a room tag (provided by the school) to your child’s backpack. The principal and school counselor will be available to help with children who may have a difficult time separating from their families.

**Coming to school on time is important.** Any child who arrives at school after 9:00 am or 12:30 pm is a late arrival and will be recorded as absent until his or her parent signs the “Late Arrival Sheet” inside the main entrance way. Please ring the buzzer when you arrive as all school doors are locked throughout the day.

**Dismissal:** Parents are expected to meet their child at the playground gate on the side of the building that their child’s classroom is on. Rooms 7 and 15 will dismiss out the front door. A teacher or paraprofessional will “hand” the child to the parent, who will assume responsibility for their safety at that time. *ALWAYS hold your child’s hand and do NOT let children run loose!*

**Children should not be picked up early unless it is absolutely necessary.** Parents who must take their child home early must come into the school to sign their child out. *Please note: We understand that some families need to arrive home early on a daily basis to be home for Kindergarten students. Please make the principal aware of this or any other situation that requires the need for regular early dismissal of students.*

**Parking at School**
In order to maintain a safe and orderly environment, parents are asked to adhere to the following parking rules.
- Parking is allowed ONLY in the front parking lot (in spaces that are not reserved) and on the side of the street except for the school drop off zone. Spaces are available on a first come, first serve basis.
- Parking on school property is at your own risk.
- Handicapped spaces are only for vehicles that display a disabled parking placard or plate.
- DO NOT block handicapped spaces or crosswalks.
- Children need to be transported to school in an appropriate car seat.

*We ask that every effort be made to be prompt at arrival and dismissal times as a courtesy to all children and teachers.*

**Backpack**
Your child should have a backpack to transport books, notices and art projects. The backpack
should be user friendly and big enough to hold a school folder. Please check your child’s backpack daily since we will be communicating with you through written notices.

**Clothing**
Children should come to school comfortably dressed in play clothes (paint, glue, etc. may stain clothing). We encourage self-help skills in dressing, and therefore, appreciate your cooperation in sending your child dressed in clothing that is manageable for a young child’s coordination. Please dress your child for outdoor play (warmer clothing/cooler clothing including warm jacket, mittens, leggings, and a hat) as the weather changes.

Please mark all clothing and other belongings with your child’s name. We would like to encourage closed toe shoes with a rubber sole for safe playground access and participation in active gross motor play. Please avoid flip flops, sandals, high heels or shoes without a back on them. Winter boots should be large enough for children to avoid struggling when putting them on.

Please send in an extra set of clothing, including underwear and socks to be kept at school. If your child wears diapers, please send a labeled package of diapers and a package of wipes. For children who wear cloth diapers, the diaper must have an absorbent inner lining, with an outer covering that is made of waterproof material that prevents the escape of feces and urine. We will let you know when these items will need to be replenished.

**Nutrition**
The preschool program provides a nutritious snack each day. Snack time provides children with an opportunity to share food and conversation with friends and teachers. Table manners and independent skills are modeled and practiced. Children are exposed to a variety of healthy foods and encouraged to sample them. Snacks include fruit juice, milk, cheese, fruit, raw vegetables and crackers. Snack payment is included in the tuition. Hot lunch is provided for students who attend double sessions. Please send in lunch money for the week on Monday. Alternatively, students may bring lunch to school from home. It is critical that parents inform the classroom staff of any allergies or other medical conditions that restrict your child’s diet. In accordance with the Westfield Public School Committee policy File: JLCEA-R Implementation of the Life Threatening Allergy Policy, Any parties and celebrations during the school day will be food-free.

**Field Trips**
Throughout the school year a number of field trips are planned for early childhood students. Attendance is not automatic and eligibility to attend will be determined by the principal with recommendations from faculty and staff members. Permission slips are required for all field
trips. We believe that these activities are worthwhile experiences giving students and teachers an opportunity to interact in non-school situations.

**Playgrounds**
Playgrounds are not available for use by the families or other community members during school hours of 9:00am – 3:00pm. Thank you for your cooperation!

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

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

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

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

- Current information about any health insurance coverage required for treatment in an emergency.
- Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results. Each physical must be current (within 1 year).
- Current emergency contact information for each child that is kept up to date.
- Names of individuals authorized by the family to have access to health information about the child.
- Instructions for any of the child’s special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
- Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, diabetes, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support). The school nurse in cooperation with the family and documents from the child’s physician will complete a healthcare plan regarding the child’s specific issue and ways to treat it. Individual healthcare plans will be reviewed on a regular basis or at least annually by the school nurse and the child’s parent/guardian. The original care plan will be kept in the nurse’s office.
- Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family’s religious beliefs. Staff implements a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

**Student Illness and Exclusion From School**

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child’s ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child, to other children or adults with whom the child will come in contact.

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

Based on School Committee Policy the following exclusion practices will be followed:

- A fever of 100 degrees or higher. Child should be fever free for 24 hours before returning to school and not taking any fever reducing medications.
• Diarrhea OR vomiting in the previous 24 hours.
• Bad cold or flu when there is excessive nose drainage or constant coughing.
• Rash that could be contagious; please have any rashes checked by your pediatrician. Child cannot return to school without an MD note of skin diagnosis.
• Diagnosed strep throat, impetigo or pink eye. Students must stay home from school until they have been on antibiotics for at least 24 hours.
• If your child is diagnosed with scabies, he/she may return to school after 24 hours of treatment. A physician’s written confirmation of treatment and non-infectious status is required.
• If you suspect your child has lice – yellowish-gray, oval-shaped eggs that are “glued” to the hair shaft. Your child must be checked by the school nurse upon return to school after treatment.

School Insurance
A reasonably priced accident insurance policy is available for all children. Early in the school year, you will receive literature which describes the various options that are available. Children who have entered school after the beginning of the year are eligible to apply for the insurance by obtaining an application form from the school office. You should remember that the School Department's only function in this matter is one of service. All matters relating to claims are the responsibility of the family and the insurance company.

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

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

Building Utilization
A floor plan of the building is available upon request at the office.

Unusual Circumstances
If there are any unusual circumstances at home, such as illness or death, parents’ vacations, or changes in childcare arrangements (such as a new nanny or babysitter), please notify the teachers so that they can help your child adjust more easily to the situation.
Open Door Policy
Fort Meadow ECC has an open door policy. Parents have the right to see any part of their child’s day and be actively involved in the child’s learning experiences. In order to safeguard all other children, a parent who wishes to take part in a classroom experience must first complete a CORI check. Unannounced visits are discouraged during school hours because they could disrupt classroom routines and activities. Parents can contact the teacher and set up times to come in.

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.
SECTION II - DISTRICT POLICIES
This section 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 www.schoolsofwestfield.org. Select District – School Committee – Policy Manual.

Administering Medicines to Students School
Administrative Regulations Regarding Physical Examinations/Assessments/Screenings
Administrative Regulations Regarding Immunizations of Students
Life Threatening Allergies (LTA)
Implementation of the Life Threatening Allergy Policy
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ARABIC: إذا تحتاج مساعدة لفهم هذه المعلومات, الرجاء الاتصال بمدير المدرسة لتقديم خدمات الترجمة.

NEPALI: यो जानकारी बुझ्न सहयोग चाहिएमा कृपया प्रधानपालिकलाई अनुबाद सुविधाको लागि सम्पर्क राख्नुहोस्.

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

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

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

TWI: S1 wo hi a boafo4 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.

Administrating 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.

*Click here for the complete policy File: ADF Policy Regarding Wellness*

**Attendance Policy**
The School Committee requires a high level of participation in engaged learning. Regular school and class attendance enables students to benefit from classroom discussions, presentations, and interactive activities.

*Click here for the complete policy File: JE Attendance Policy*

**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 Fees, Fines, and Charges
The Westfield School Committee recognizes the need for student fees to fund certain school activities. While no student will be denied access due to an inability to pay fees, all students will be required to remit charges and fines.

Click here for the complete policy File: Student Fees, Fines, and Charges

Bring your own Device Policy
The Westfield Public Schools (WPS) is committed to creating learning environments that provides equitable access to technology to support students in becoming self-directed learners, collaborative team players, and responsible digital citizens. Providing students and staff with an effective digital learning environment is a critical component of the Westfield Public Schools mission.

Click here for the complete policy File: Bring your own Device Policy

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
IN-SCHOOL SUSPENSION UNDER 603 CMR 53:02(6) & 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.

- 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 ten (10) 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 the parent.

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.
• Send proposed short-term suspension letter
• 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.
• Send short-term suspension determination letter

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.
• Send proposed long-term suspension letter
• 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, 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:
i) 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;
ii) 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;
iii) 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
iv) the right to cross-examine witnesses presented by the school district;
v) 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.
• Send long-term suspension determination letter
• The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal’s determination on appeal.
• The Superintendent appeal hearing 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.
• Within five (5) calendar days of the hearing the superintendent shall issue the Superintendent suspension determination letter. 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 no 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 notice 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.

SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. c. 71, §§37H and 37H½
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 M.G.L. c.71, §§37H or 37H½.
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.

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-H 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.”

*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 regular student speech during the school day, on school grounds and at school-sponsored activities and events.

*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.

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 AVOID 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.schoolofwestfield.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 File: JIH)
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<td>November 11</td>
<td>Veterans Day Holiday/No School</td>
</tr>
<tr>
<td>November 27-29</td>
<td>Thanksgiving Recess/No School</td>
</tr>
<tr>
<td>December 10</td>
<td>Early Release Day for Students/District Professional Development</td>
</tr>
<tr>
<td>December 23-31</td>
<td>Holiday Recess/No School (schools reopen January 2)</td>
</tr>
<tr>
<td>January 1</td>
<td>New Year’s Day Legal Holiday</td>
</tr>
<tr>
<td>January 15</td>
<td>Early Release Day for Students/District Professional Development</td>
</tr>
<tr>
<td>January 20</td>
<td>Martin Luther King Day Holiday/No School</td>
</tr>
<tr>
<td>February 6</td>
<td>Early Release Day for Students/District Professional Development</td>
</tr>
<tr>
<td>February 17-21</td>
<td>Winter Vacation/No School</td>
</tr>
<tr>
<td>February 26</td>
<td>Early Release Day for Elementary Students</td>
</tr>
<tr>
<td></td>
<td>Full Day for Secondary Students</td>
</tr>
<tr>
<td></td>
<td>Elementary Parent/Teacher Conferences</td>
</tr>
<tr>
<td>March 23</td>
<td>Early Release Day for Students/District Professional Development</td>
</tr>
<tr>
<td>April 10</td>
<td>Good Friday/No School</td>
</tr>
<tr>
<td>April 20-24</td>
<td>Spring Vacation/No School</td>
</tr>
<tr>
<td>May 25</td>
<td>Memorial Day Holiday/No School</td>
</tr>
<tr>
<td>June 4</td>
<td>Westfield Technical Academy graduation ceremony</td>
</tr>
<tr>
<td>June 5</td>
<td>Westfield High School graduation ceremony</td>
</tr>
<tr>
<td>June 23</td>
<td>Last Day of School/Early Release Day for Students</td>
</tr>
</tbody>
</table>

*Includes 5 emergency closing days

**For every day not used, a day will be deducted from the calendar

Last day will be June 16 (if no emergency closing days are used)
Support Resources and Hotlines

**Domestic Violence and Sexual Assault**
Dilmira Liquori, Police Department: 562-5411 extension 5
**YWCA ARCH Program**: 733-7100 (hotline) Shelter, counseling and information for battered women and their children, sexual assault services
**New Beginnings**: 562-5739 counseling and information
**Safe Link**: 24-hours 877-785-2020

**Psychiatric Services**
**Westfield Crisis Intervention Program**: 568-6386
24-hour service for psychiatric crisis and suicidal behavior
**Individual, group and family counseling for youth and families**:
The Carson Center: 572-4132
James Levine and Association: 534-7400
MSPCC, Holyoke: 532-9466
Child and Family Services, West Springfield: 737-4718
Agawam Counseling Center: 786-6410

**Substance Abuse Services**
**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](http://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