

# STUDENT–PARENT HANDBOOK

2020-2021



## Westfield Intermediate School

*Home of the Polar Bears!*

**Katherine Bourque, Principal**  
**Jennifer Chapin, Assistant Principal**  
**Gregory Miller, Assistant Principal**

**350 Southampton Road**  
**Westfield, MA 01085**  
**(413) 572-6441**

**WESTFIELD PUBLIC SCHOOLS**

<http://www.schoolsofwestfield.org>

**WESTFIELD SCHOOL COMMITTEE**

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Tim O'Connor, Vice Chair

Cindy Sullivan, Secretary

Ramon Diaz

Diane Mayhew

Bo Sullivan

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**WESTFIELD INTERMEDIATE SCHOOL - PHONE NUMBERS**

Main Office & Guidance Office	572-6441
Mrs. Flaherty, School Nurse	572-6448
Fax Number	572-1669

Westfield Intermediate School's Main Office is Open 7:15 to 3:30 on School Days

## WELCOME LETTER

Dear Students, Parents, and Guardians:

Welcome to Westfield Intermediate School! Our goal is to provide the highest quality learning environment possible for our students. The intermediate school provides a balanced program to meet the physical, social, emotional, and academic needs of our students. Students will be encouraged to be independent and self-directed. Students can expect to be treated fairly and provided a safe environment in an atmosphere of trust and mutual respect. Students will be challenged to reach their greatest potential so that they will be productive, creative, and responsible members of society. To help you become familiar with our school, we have developed this student & parent handbook. It contains procedures, attendance, and discipline policies. Please read this handbook carefully so you will know what is expected. If you have any questions about the contents, please contact one of the administrators, teachers, or counselors. We encourage an open avenue of communication between school and home. We invite parents/guardians to become involved in your child's education. Your involvement in any way is important to your child's education. We wish both students and parents/guardians alike a very successful year.

Mrs. Katherine Bourque , Principal  
Mrs. Jennifer Chapin, Assistant Principal  
Mr. Gregory Miller, Assistant Principal

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

ARABIC: اذا تحتاج مساعدة لفهم هذه المعلومات, الرجاء الاتصال بمدير المدرسة لتقديم خدمات الترجمة.

NEPALI: यो जानकारी बुझ्न सहयोग चाहिएमा कृपया तपाइको प्रधानाध्यापकलाई अनुवाद सुविधाको लागि सम्पर्क राख्नुहोस.

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

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

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

TAMIL: 

TWI: S1 wo hi a boaf0 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.

### **Supplemental Emergency Plans: Interim Policy for COVID-19 Related Issues (File EBC)**

The Westfield School Committee recognizes the many disruptions to all aspects of society caused by the COVID-19 pandemic, and in particular to education. Students, families, and staff were forced to adjust to a rapidly changing set of challenges when schools closed from mid-March 2020 until June 2020 and schools needed to switch to remote learning. These challenges continue as the District plans for the new school year. The Committee recognizes: the concerns of students and families; the need to ensure the health and safety of students and staff; the disruption of the traditional school day and year; the challenges of lack of adequate internet access for many of our students and teachers; the uncertainty of funding; and the growing number of issues that will affect public education.

Therefore, the School Committee establishes an emergency, interim policy to:

- promote public safety and the health and safety of students and faculty,
- maintain to the extent possible the high and efficient level of educational services,
- ensure support for students in general and in particular for those at highest risk educationally as well as those at social and economic risk, and
- comply with the emergency orders of the governor and adhere to the extent possible, to the guidance of the Department of Elementary and Secondary Education (DESE) and other agencies of state and federal government, and expedite the safest strategy for returning students to school.

The School Committee will approve the final plan submitted to DESE which will outline the Districts' strategy for returning students to school and the Committee will, in collaboration with the Superintendent, make such modifications to the "back to school plan," and district policies as may become necessary. The School Committee will also authorize the Superintendent to suspend, revise or create protocols to facilitate implementation of the plan and ultimately the safe return to school.

The Superintendent will designate the appropriate staff members to oversee the safe administration of COVID-19 related policies during the period of the pandemic emergency and shall make such recommendations to the School Committee as needed.

The School Committee will authorize the Superintendent to act expeditiously in executing the "back to school" plan in accordance with current laws and regulations and will, where noted, authorize the Superintendent to suspend, revise, or recommend policies, rules and protocols as needed to serve the best interests and safety of students, their families, and the community.

The "back to school" plan shall constitute the policy of the School District during the pandemic emergency, and the Superintendent shall exercise the authority provided in law to carry out the plan as needed.

The Superintendent, with the advice and consent of the School Committee, may suspend or modify individual District policies to address the COVID-19 emergency as declared by the Governor. Such suspension of policy shall expire upon the end of the emergency as declared by the Governor.

The goal of emergency pandemic policies shall be to:

- ensure the safety and health of students, faculty, staff, and all persons who may come in contact with them;
- provide the most effective educational services as possible to students under the circumstances;
- authorize changes to operating protocols as needed to open and operate schools effectively from various venues or platforms;
- conduct the district business and operational functions of the district as efficiently as possible;
- allow the superintendent and staff to act quickly to carry out a "back to school" plan and, facilitate the re-establishment of a safe and productive school day and year.

Subject to guidance from DESE, state and federal laws, and the provisions of collective bargaining agreements where applicable, the "back to school plan" may address, and the Superintendent may need to make changes, that affect:

School calendar  
Time on learning  
Student assignment to schools  
Class size  
Attendance  
Transportation and busing  
Pivoting between in-school and remote learning based on COVID-19  
Home schooling, as well as families opting for remote learning for health reasons  
Grading and retention  
Graduation requirements  
Discipline and suspension  
Job descriptions  
Attendance and participation in extracurricular activities  
Visitors to school buildings  
Illness and contact tracing  
Operations and facilities maintenance

As such, the School Committee grants authority to the Superintendent to suspend or revise the policies relating to the above listed topics for the duration of time in which the emergency declaration relating to COVID-19 is in effect or upon revision of this policy by the School Committee. In all cases the privacy and rights of students shall be upheld.

Any changes that need to be made due to the COVID-19 pandemic shall be communicated in a timely fashion.

### **GENERAL INFORMATION & PROCEDURES**

#### **Student Dress**

Students are expected to dress in accordance with the Student Dress policy of the Westfield School Committee. A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation. Exempted from this policy are students requiring a medical and/or safety exemption as determined by the building principal in accordance with the District Face Covering Policy.

### **STUDENT SUPPORT SERVICES**

Guidance counselors and adjustment counselors follow the progress of all students closely and conduct activities designed to help them learn more about themselves and their potential. Psychologists, reading and writing consultants, special education teachers, and tutors all comprise an important part of the total staff, specially trained and selected to serve the needs of emerging adolescents. All counselors and support staff can be contacted by calling the school's office at 572-6441.

### **STUDENT AND TEACHER SUPPORT TEAM**

The Student and Teacher Support Team (STAT) is a team of school personnel who meet to review and plan for students with attendance, academic, and at-risk issues. The team is made up of the principal/assistant principals, the special education supervisor, adjustment counselors, a regular education teacher, and the school nurse. The team reviews students' needs and develops a support plan with the necessary interventions. A team member is designated to follow up and monitor each student's plan.

### **GRADING SYSTEM**

The grading system is designed to measure the level of students' attainment of our curricula objectives. Students receive grades in each term for each course taken, and a grade of 60 or above is considered passing. Westfield Intermediate School will run on a trimester schedule.

A	90-100	
B	80- 89	I= Incomplete
C	70-79	M= Medical Excuse
D	60-69	P= Pass
F	0 - 59	W= Withdrawn

At the end of each course, the teacher uses the term grades to calculate a final grade. This numerical grade represents the student's final grade and is transferred into his/her school record. Comments on effort and conduct are also recorded on each student's report card. The following is a list of **possible** exponents regarding student conduct, effort, and achievement that are used on report cards:

Commendable Effort	Good Effort	Satisfactory Effort
Considerable Talent	Demonstrates Team Work	Remains on Task
Superior Work	Strong Leadership Skills	Exceeded Expectations
Commendable Conduct	Good Conduct	Satisfactory Conduct
Showing Improvement	Demonstrates Responsibility	Strong Organizational Skills
Participates in Class	Works Well With Others	Works Well Independently
Uses Class Time Wisely	Strong Study Skills	Working to Potential
Grade Reflects Effort	Needs to Work More Independently	Unsatisfactory Conduct
Missing Homework Assignments	Excessive Talking	Increase Class Participation
Difficulty Working in Groups	Loses Focus Easily	Wastes Class Time
Needs To Attend Help Class	Missing Project(s)	Missing Assignments

Incomplete Project(s)	Effort Needs Improvement	Unprepared For Class
Showing No Improvement	Grade Dropped Late in Term	Inconsistent Work and Effort
Poor Attitude Needs Improvement	Absent Too Often From Lessons	Low Test Results

### **PROGRESS REPORTS**

Progress reports are available to all students during the mid-term of each marking period by request of the student and/or parents/guardians. Parents/Guardians may monitor their child's academic progress through the PowerSchool Parent Portal as described below.

### **POWERSCHOOL PARENT PORTAL**

Parents/Guardians may track their child's academic progress from any location that has internet access. If parents/guardians do not have internet access, the public library has computers open to access your child's records. Please keep your passwords confidential so only you can access the information. The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student, and the School Bulletin tab has current announcements for our school. PowerSchool for Parents and PowerSchool for Students apps are now available for download from the Apple iTunes App Store and the Google Play Store. These apps provide real-time access to attendance, grades, assignments, scores and more, to users with an Apple iPhone®, iPod Touch®, or iPad® running iOS version 4.0 or later, or an Android® device. Westfield Public Schools values your privacy and never will share your data with any third parties. If you have any questions regarding the use of PowerSchool, please refer to the PowerSchool User Guide for Parents on the district's webpage at <http://www.schoolsofwestfield.org>.

### **LIBRARY/MEDIA CENTER**

Westfield Intermediate School Library/Media Center is a state-of-the-art facility. This facility has the resources that meet both the learning styles of the students and the teaching methodologies of the faculty, and are appropriate to the curriculum. The Library/Media Center contains the finest print, non-print, hardware, software, and on-line networking to not only support the curriculum but also meet the needs of the individuals who will use them. The library is for the use of all students who attend the intermediate school. Teachers often reserve the Library/Media Center for their classes to conduct research and other projects. Students can also use the Center with a pass from their teacher. All books are charged out for two weeks. There are books, magazines, and online computers to enrich students' classroom studies or to assist them in writing reports. We also have books and magazines for recreational reading or to find out more about a favorite hobby or sport.

### **ATTENDANCE**

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

**MORNING PROCEDURES:** School officially starts each day at 8:00 A.M. STUDENTS ARE NOT ALLOWED TO ENTER THE BUILDING BEFORE 7:50 A.M. Students arriving before 7:50 A.M. are to wait in front of the building unless a prior appointment has been made with a staff member.

Any students arriving after 8:00 A.M. should enter through the main entrance. Once students have arrived on school grounds, they may not leave, except under special circumstances as approved by the Principal. Upon arrival, or at the 7:50 A.M. bell, students are expected to go to their lockers and then report to their Home Room by 8:00 A.M. Students remain in Home Rooms at this time. Any student who needs to leave homeroom must have a pass. ATTENDANCE IS TAKEN AT 8:00A.M.

**TARDINESS TO SCHOOL/HOMEROOM:** 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 may be subject to disciplinary measures. Students must be in their homeroom seat when the 8:00 A.M. bell stops ringing, otherwise they are tardy. If a student reports to school after homeroom period is over (8:08 A.M.), he/she must report to the office and sign the late sheet. The student will be given an admit slip which must be given to the first teacher to whom he/she reports. A pupil tardy to school or homeroom a third time may be assigned one (1) office detention. Parents/guardians of students who are chronically tardy will be informed of the office detention and the consequences of further tardiness.

**DISMISSAL FROM SCHOOL:** If a dismissal is necessary, a written request must be submitted to the office. Whenever possible, doctor and dental appointments should be made after school hours. A parent/guardian must come into the office with a picture ID to dismiss their child during school hours.

**MAKE UP WORK:** Students are responsible for making up missed work. Teachers are not obligated to take the initiative. Teachers are authorized to give failing grades to students who have not made arrangements to make up work within two days of returning to school. The best plan for the student is to arrange for makeup work immediately upon return to school after an absence.

**If a student is absent for two or more days, a phone call should be made to the main office before 9:00 A.M. requesting the student's homework. Twenty-four hours notice must be given in order to allow time to gather assignments from the teachers.**

Students who are truant or skip any assigned periods will forfeit all make-up privileges. Students with internal or external suspension will receive class credit provided assigned work is satisfactorily completed. Students absent for illness or other approved reasons such as school-sponsored activities may make up class work.

### **HOMEWORK GUIDELINES**

Homework is designed to reinforce the subject matter presented within the classroom. We feel homework affords the students an excellent opportunity to review the material outside of the classroom and thus make sure that a good understanding exists. It also allows the teacher to have a better understanding of what the student has learned. The classroom teacher will decide the frequency and need for this additional reinforcement. Each subject area teacher may assign homework daily. Although homework is not necessarily assigned each evening, it is the responsibility of the student. There are times when assignments may be longer or shorter depending on the nature of the material presented to the student. If a parent or guardian has any questions regarding these guidelines, please feel free to contact your child's teacher. **Each student is given an Assignment Booklet/Planner from the school in which they are expected to record daily assignments.**

### **HOMEWORK ONLINE**

Westfield Intermediate School teachers will post assignments online each night. Assignments are recorded for the team's core subjects: Math, Science, Literacy, and Social Studies. Each teacher has their own page and will list the homework on our school website: wis.schoolsofwestfield.org

### **EXTRA-CURRICULAR ACTIVITIES**

Various school activities are offered from time to time. They may include drama, field trips, dances, field day, intramurals, and school clubs. Morning announcements given over the Public Address system will tell about specific activities and times. Assemblies and other programs may be offered during the school day. Offerings for student selection will vary throughout the year. Participation in these activities is a privilege. Students must be present in school the day of the activity in order to participate. Vandalism in school, violation of district policies, excessive absences or tardiness, disruption of classes, rude or insubordinate behavior to teachers and staff members, and repeated infractions of school rules are not acceptable forms of behavior. **SUCH BEHAVIOR MAY CAUSE THE STUDENT TO LOSE PRIVILEGES TO PARTICIPATE IN THESE ACTIVITIES.**

### **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: WHYD, 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. 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.

### **VISITORS**

The school policy is to accept those visitors who have legitimate business at school. Visitors and guests must register in the school office immediately upon entering the building and show a picture ID. 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.

### **MISCELLANEOUS**

**FIELD TRIPS:** Throughout the school year, a number of field trips are planned for students. We believe that these activities are worthwhile experiences that offer students and teachers an opportunity to interact in non-school situations. Attendance at these functions 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. The School Committee must approve all out-of-state field trips. Good citizenship by our students is encouraged and expected at all times.

**OBLIGATIONS AND RESPONSIBILITIES:** Part of the maturation and growth of a student is to be responsible for all school materials available for their use. Students who owe money for lost or damaged books, library charges, lunch charges, padlocks, school-approved activities, or who have not served an assigned detention or suspension, will be considered delinquent. Consequently, a delinquent card will be filed in the office until the fee has been paid or the detention or suspension served. Failure to fulfill obligations may result in the loss of school privileges.

**TEXTBOOKS:** In June, students will be charged for any lost or damaged books. Consequently, it is good insurance to keep lockers locked in order to protect private property as well as the books that have been issued. Lost books turned in to teachers or the office



will be returned to homerooms providing the student's NAME, HOME ROOM NUMBER, and the DATE ISSUED are included on the book label.

### **RULES AND EXPECTATIONS**

Students are expected to comply with the terms of the Student Discipline Policy of the Westfield School Committee. Students who violate any provision of that policy are subject to discipline, up to and including expulsion from school.

**BICYCLES and/or SKATEBOARDS:** Students riding bicycles to school are to place their bikes in the bike rack and lock the bike properly in the rack. Students may not park bikes lengthwise against the bike rack. BICYCLES AND SKATEBOARDS ARE NOT TO BE RIDDEN ON SCHOOL SIDEWALKS OR ON THE DRIVEWAY DIRECTLY IN FRONT OF THE BUILDING. Once on school property, skateboards must be carried and secured in a locker or in the office. Failure to follow the rules will result in loss of privileges for riding bicycles and/or skateboards to school.

**BREATH 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 breathalyzer test may be administered by school officials. The student's failure to comply is insubordination and may be treated as such. The refusal also raises the inference that the student is hiding something and further action may be taken.

**BULLETIN BOARD USE:** Displays and leaflets are subject to approval by the administration. Unauthorized use of bulletin boards, displays, or posting of leaflets may cause the material to be removed, and the person or persons who displayed or posted the materials to be subjected to disciplinary measures.

**CLASSROOM CONDUCT:** While it is impossible to list every expected behavior for the student in school, each teacher may have a more refined set of rules for their particular classroom, and the student should be aware of these expectations. Examples would be the prohibition of talking during tests, gum chewing, pass privileges, or homework procedure requirements.

**CLASS CUT POLICY:** A student's most important responsibility is to attend all scheduled classes during the school day. Cutting a class is an absence. Teachers will be notified of any unexcused absence due to a class cut and will be instructed to give a grade of ZERO (0) for that day. Students will not be allowed to make up any work due to a class cut. Students identified as having cut a class will be assigned office detention. Parents/guardians of any student identified as having cut a scheduled class will be notified and asked to meet with the Assistant Principal and Guidance Counselor.

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

**TEAM/TEACHER DETENTION:** For a prescribed period of time after school, students are required to be academically occupied under the supervision of a staff member. Students will receive 24-hours notice when assigned a team/teacher detention.

#### **RULES OF DETENTION:**

1. Detention will begin and end at specific times.
2. Credit will be granted for the time spent in detention only if the student meets all of the following requirements:
  - Remain in his/her seat.
  - Remain quiet.
  - Do school work while in detention.

At times, programs may be offered, such as after school service, in which students may have the opportunity to voluntarily participate as an alternative.

**OFFICE DETENTION:** For a period of forty-five minutes (2:35-3:20 P.M.) on any school afternoon, students may be assigned to office detention by a Principal. The student is required to be academically occupied under the supervision of a staff member. If a student fails to attend an assigned office detention, he/she will be assigned one additional detention. Subsequent truancies from detention will result in suspension. Students will receive a 24-hour notice when assigned to office detention. Students must come with schoolwork and remain working for the entire 45-minute period. Students are not allowed to converse during detention. Students who are not prepared to work, or who talk, will be asked to leave. Credit will not be given for that day and one additional day will be added. Students who are unruly will be asked to leave and receive appropriate disciplinary action. Students serving detention must leave the building following detention. EMPLOYMENT OR PARTICIPATION IN SPORTS OR CLUBS AFTER SCHOOL IS NOT AN ACCEPTABLE EXCUSE FOR MISSING DETENTION.

**LUNCH DETENTION:** Students will be assigned to lunch detention for minor disciplinary infractions. Students are escorted to detention with their lunches and are denied the outdoor recess period.

**ELECTRONIC DEVICES:** Electronic devices such as cell phones, portable music devices/video players, cameras, etc., are not to be used in school. If an electronic device is brought to school, it must be shut off and secured in the student's locker until they leave school. Electronic devices will be taken from students if they use them during the school day. After the second incident, parents/guardians will be required to pick up the electronic device. Cell phones and cameras are not to be used on the buses during school hours.

**FOOD AND BEVERAGES:** In the morning, students should throw out any food/drink prior to entry into the school building. Food and beverages will be consumed only in the cafeteria and shall not be taken out of the cafeteria. The sale of food or beverages for the purposes of fund raising may be allowed under certain conditions, but may not be sold or consumed in competition with the school lunch program as required by state law. Students in violation of this may be disciplined, including verbal/written reprimand, confiscation of food or drink, parent/guardian contact, and/or detention.

**GUM/CANDY:** The eating, chewing, or possession of gum and/or candy by students is prohibited. Gum and candy will be confiscated when found in school, and students found with either will be subject to disciplinary procedures. Any student found in possession of candy and/or gum with the intent to distribute will be given school consequences.

**INSUBORDINATION:** Students are expected to follow the reasonable directions and authority of school officials. Insubordination is the direct refusal to follow the normal, customary, and reasonable request of a school authority.

**LOCKERS:** Each student is issued a locker at the beginning of the school year. Lockers are not to be considered as a student's personal property. Lockers are the property of Westfield Intermediate School and are subject to administrative search upon reasonable grounds when it is believed that contraband or other illegal materials are present.

**LUNCH PERIOD:** The following are expectations for all students regarding behavior in the cafeteria:

1. All students are responsible for cleaning up after themselves. Failure to do so will result in students receiving disciplinary action.
2. Any student caught throwing food may be suspended from school for up to five days.
3. Students are expected to proceed to and from lunch recess in an orderly manner.
4. There will be no cutting in any lunch line.
5. During lunch period, students will only be allowed to use the office telephone with permission from one of the Principals.
6. No food or drink is to be taken outside the cafeteria.
7. When outside recess is in effect, students will be required to proceed outdoors at the designated time.
8. At the conclusion of the lunch period, students will line up at their designated meeting area and be ready to meet their teacher.

**PERSONAL CONDUCT:** Students are expected to conduct themselves in a socially acceptable manner. Displays of affection between friends should be appropriate while on school grounds, at school programs, and activities. School authorities may request students to refrain from inappropriate affectionate behavior.

**PLAGIARISM, CHEATING, WILLFUL DECEIT, OR MISREPRESENTATION:** The students of Westfield Intermediate School should exemplify truth, honesty, and integrity. Intentionally plagiarizing material or cheating on school work or tests may result in a grade of zero for that assignment. Students failing to give proper information for the purposes of personal gain and/or dishonest are subject to school discipline in accordance with the Student Discipline Policy established by the Westfield School Committee.

**PROPELLING OF/OR THROWING OBJECTS:** The propelling or throwing of objects has proven to be very dangerous by causing injuries or damages to property. Students should not participate in this type of action.

**SCHOOL-SPONSORED PROGRAMS, FUNCTIONS, OR SOCIAL ACTIVITIES:** Specific school functions or events may have certain requirements or limits. Failure to follow these requirements may affect a student's participation. An example would be the failure to attend school on the day of the function.

**TARDINESS TO CLASS:** Students must be in their classroom seat when the 2-minute tone marking the end of passing period stops ringing so that the teacher may start work immediately. Otherwise, they are tardy and teachers may assign after-school detention.

**TRUANCY:** Truancy is defined as being absent from school or class without permission. Students are responsible for being in school and may not be absent without a confirmed, valid excuse. The student in violation will be denied credit for make-up work, and after-school detention penalties will be given including detention, loss of privileges and extra-curricular activities, parent contact, loss of appropriate credit, and/or suspension. Teachers will be notified of truant students and will be instructed to give a grade of zero for that day.

**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. 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 criminal action.

## 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 (containing all district policies) can be found on the district website [www.schoolsofwestfield.org](http://www.schoolsofwestfield.org). Select District – School Committee – Policy Manual.

### SCHOOL CALENDAR FOR 2020-2021

August 26,27,28,31	Staff Development Days
September 1,2,3,4,8,9,10,11	Staff Developments Days
September 7	Labor Day Holiday/No School
September 14	Schools Open for Grades 1-12
September 21	First Day of Kindergarten & Fort Meadow Preschool
October 12	Columbus Day Holiday/No School
October 24	Early Release Day for Elementary Students Full Day for Secondary Students Elementary Parent/Teacher Conferences
November 3	Staff Development Day/No School for Students
November 11	Veterans Day Holiday/No School
November 25-27	Thanksgiving Recess/No School
December 24-31	Holiday Recess/No School (schools reopen January 4)
January 1	New Year's Day Legal Holiday/No School
January 18	Martin Luther King Day Holiday/No School
February 10	Early Release Day for Elementary Students Full Day for Secondary Students Elementary Parent/Teacher Conferences
March 12	Staff Development/No School Students
April 2	Good Friday/No School
April 19-23	Spring Vacation/No School
May 31	Memorial Day Holiday/No School
June 3	Westfield Technical Academy graduation ceremony
June 4	Westfield High School graduation ceremony
June 22	Last Day of School/Early Release Day for Students *Includes 5 emergency closing days **For every day not used, a day will be deducted from the calendar Last day will be June 15 (if no emergency closing days are used)

WESTFIELD PUBLIC SCHOOLS

A & B week calendar  
2020-2021 school year

KEY:

A week = yellow

B week = gray

Vacation weeks:

December 24-January 2, 2021

February 15-19, 2021

April 19-23, 2021

August 2020

M	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2020

M	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020

M	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2020

M	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2020

M	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30 - vacation		

January 2021

M	Tu	We	Th	Fr
				1 -vacation
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2021

M	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19 -vacation
22	23	24	25	26

March 2021

M	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2021

M	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23 -vacation
26	27	28	29	30

May 2021

M	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2021

M	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

## **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

