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SECTION II - DISTRICT POLICIES

This section of the policy manual is composed of district-wide policies. Should any provisions of Section I be in conflict with Section II, district policy prevails.

Administration of Student Medications in the Schools

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.

General Policies

The school nurse shall supervise and provide for the safe administration and documentation of all medications dispensed in schools. All medication will be administered by a school nurse whenever possible. The School Committee may approve a proposal by the school nurse to delegate the administration of medication to designated, unlicensed school personnel in accordance with the procedures outlined in the regulations.

No medication may be administered by any school personnel without proper procedures as set forth in the Regulations accompanying this policy.

- A. The Westfield Public Schools encourages collaboration between parents/guardians and the school so that students requiring medication administration during the school day may be able to attend school and medications may be safely handled and administered. Parents/guardians of students requiring medication while at school must assume responsibility for informing appropriate school personnel of any change in their child's health or medication requirements.
- B. A copy of this policy and its accompanying regulations will be provided to parents/guardians upon their request for administration of medication to their child.
- C. In accordance with standard nursing practice, the school nurse may refuse to administer, or to allow to be administered, any medication which, based on his/her individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In such cases, the school nurse will immediately notify the parents/guardians and licensed prescriber of this decision.
- D. In the event that a parent/guardian disagrees with any decision by the school with regard to the administration of medication to his/her child, the parent/guardian may appeal the decision in writing to the school principal. A meeting will be held with the Appeals Team and the parent/guardian to review the decision.
- E. Regulations shall be developed outlining the procedures to be followed regarding the administration of medication, the documentation of medication administration, the storage and safe handling of medication, the response to medication emergencies and the reporting of medication errors.

Policy File: JLCD

Administrative Regulations Regarding Physical Examinations/Assessments Screenings

The Westfield School Committee requires each student enrolled in the Westfield Public Schools to have certain physical examinations, health assessments and screenings shall be to ascertain whether a student has any physical disability tending to prevent him/her from receiving the full benefit of school work, to ascertain whether school work should be modified in order to prevent injury to the student or to secure a suitable program of education for him/her and to insure that diseases dangerous to the public health and other contagious or communicable disease are recognized whenever they occur.

The School Committee recognizes that, along with the Board of Health, it may provide for more frequent and more specialized examinations in accordance with state and federal law.

Physical Examinations

- A. Every student will be given a general physical examination:
 1. Before entering school
 2. Upon admittance to the fourth, seventh, and tenth grades.
- B. Physical examination must be conducted by a primary care provider duly registered in Massachusetts who is licensed under the state statute.
- C. Students entering school must have their physical examination within one year prior to their entrance to school or within 30 days after entrance.
- D. A student transferring from another school system shall be examined as an entering child unless school health records are transferred with the child showing that he has an adequate health appraisal in the school year of transfer.

- E. Physical examinations shall also be required under the following circumstances:
1. Children referred because of frequent absences due to unexplained illness.
 2. Children referred because of known physical defects that require repeated appraisal.
 3. Children referred from teacher-nurse conferences because the child is not making expected progress in school or because signs of illness noted by the teacher or nurse.
 4. Children under 16 and over 14 years of age requesting employment certificates.
 5. Children planning to participate in competitive athletics annually, previous to such participation.
- F. Referrals to the school physician will be made in the case of extreme hardship. Every reasonable effort shall be made to link each student with a primary care provider.

Health Screenings

All school health screenings will be conducted in accordance with the recommendations of the Massachusetts Department of Public Health and 105 CMR 200.

Procedures for Health Appraisals

Since family health care providers have a comprehensive knowledge of the health status of their student patients, the Westfield Public Schools encourages parents to have their family physician perform any required health appraisals, including physical examinations, assessments or screenings. Verifications of such out of school examinations must be received by the school nurse.

Health Record Forms

Results of any health appraisals, including physical examinations, assessments and screenings, shall be recorded in detail on health record forms provided by, or approved by, the Massachusetts Department of Public Health.

Follow-up After Appraisals

Disabilities and defects found on health appraisal of an individual child shall be brought to the attention of the family. The school or health department shall encourage the family to take the child with physical defects to the primary health care provider or other source of care.

Exemptions

In accordance with MGL c 71 §57 a student shall be exempt from physical examinations or screenings on religious grounds, upon written request of parent or legal guardian, except with respect to communicable diseases.

File: JHCA-R

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 against diphtheria, pertussis, tetanus, measles, poliomyelitis and such other communicable diseases as may be specified from time to time by the Department of Public Health.

Definitions

For purposes of this policy, the following definitions apply:

- A. Certification of Immunization is either:
1. a form or letter signed and dated by a physician or designee; or
 2. a dated report from the Massachusetts Immunization Information system which specifies the month and year of administration and the type/name of the vaccine(s) administered to the student.
- B. Preschool is a program offered by a public school system on a regular basis, whether known as day care, pre-school or other term, which provides care and custody during all or part of the day, separate from parents, for pre-kindergarten children and which is not regulated by the Department of Early Education and Care.
- C. Student is any individual attending, or enrolled or registered to attend, a pre-school program as defined in 105 CMR 220.400, or kindergarten through 12th grade in a public or private school. The term student shall also include any individual from another country attending or visiting classes or educational programs as part of a formal academic visitation or exchange program.

Required Immunizations

- A. Preschool Students

In accordance with state law, no student shall attend a preschool program in the Westfield Public Schools without a certificate of immunization documenting that the child has been successfully immunized in accordance with current Department of Public Health (DPH) recommended schedules against diphtheria, tetanus, pertussis (whooping cough), poliomyelitis, measles, mumps, rubella, Haemophilus influenza, type b (Hib) hepatitis B, varicella and other communicable diseases as specified from time to time by the Department, in accordance with the recommendations of the Advisory Committee on Immunization Practices of the Centers for Disease Control, or any successor committee serving a comparable function.

B. Kindergarten through Grade 12

In accordance with state law, no student shall attend kindergarten through 12th grade without a certificate of immunization or a copy of a school immunization record that the student has received at least the following immunizations:

1. five doses of diphtheria, tetanus, pertussis (DTP), or diphtheria, tetanus, acellular pertussis (DTaP) vaccines; unless the fourth dose has been administered after the fourth birthday, in which case only four doses are required:
 - a. where pertussis vaccine is medically contraindicated diphtheria-tetanus toxoid (DT) is to be substituted for DTP vaccine;
 - b. where the student is seven or more years of age and requires additional immunizations to satisfy 105 CMR 220.500(B)(1) (described in Part B(1) above), tetanus-diphtheria toxoid (Td) is to be substituted for DTP/DTaP or DT vaccine;
2. four doses of trivalent polio vaccine (unless the third dose of an all oral polio vaccine (OPV) or all inactivated polio vaccine (IPV) series has been administered after the fourth birthday, in which case only three doses are required);
3. one dose of measles (live), mumps, rubella (MMR) vaccine given at or after 12 months of age. In addition, a second dose of a live, measles containing a vaccine is required for all students attending grades K through 12 and all students in ungraded classrooms. Both doses of measles vaccine must be given at least one month apart beginning at or after 12 months of age.
4. Three doses of hepatitis B vaccine for students attending kindergarten. Beginning on September 1, 1999, this requirement shall apply to all students attending grade seven (or in the case of an ungraded classroom, students 12 years of age or older). Beginning on September 1, 2005, this requirement shall apply to all students attending grades K through 12 and all students in ungraded classrooms;
5. Varicella vaccine for students attending kindergarten and grade seven (or in the case of an ungraded classroom, students 12 years of age or older), as follows:
 - (a) one dose is required for all students receiving vaccine at less than 13 years of age; and
 - (b) two doses are required for students receiving their first dose of vaccine at 13 years of age or older.

After September 1, 2005, the varicella vaccination requirement shall apply to all students attending grades kindergarten through 12 and all students in ungraded classrooms; and

6. a booster of Td vaccine for student attending grades seven (or in the case of an ungraded classroom, for students 12 years of age or older), if it is five years or more since the last dose.

Exemptions

A. Exemption from the pertinent requirements of these administrative regulations shall be granted to any student who:

1. presents written documentation that he/she meets the standards for medical or religious exemption set forth in M.G.L. c. 76, § 15 (described below);
2. presents appropriate documentation, including a copy of a school immunization record, indicating receipt of the required immunizations;
3. in the case of measles, mumps, rubella and hepatitis B, presents laboratory evidence of immunity; or
4. in the case of varicella, presents laboratory evidence of immunity or a statement signed by a physician that the student has a history of chickenpox disease.

B. Enrollment of homeless children and youth may not be denied or delayed due to the lack of any document normally required for enrollment. If a homeless student cannot produce sufficient documentation regarding immunizations, the student and/or the student's parents or guardians shall be referred to the school district's Homeless Liaison who will assist in obtaining the necessary immunizations or immunization/medical records.

C. Medical exemptions:

1. To qualify for a medical exemption, a student must present certification from a physician that he/she has personally examined such student and that in his/her opinion, the physical condition of the student is such that the student's health would be endangered by the required vaccination or immunization.

2. Such certification must be submitted at the beginning of each school year to the physician in charge of the school health program.
 3. If the school physician disagrees with the opinion of the student's physician, the matter shall be referred to the DPH.
- D. Religious exemptions:
1. To qualify for a religious exemption, the parent and/or guardian of a student must present in writing a statement that the required vaccination or immunization conflicts with his/her sincere religious beliefs.
 2. No religious exemption shall be granted in the event of an emergency or epidemic of disease declared by the DPH.

Policy File: JHCB-R

Administrative Regulations Regarding Contagious Diseases

- A. The Westfield Public Schools may exclude any student infected, or in a household where a person is infected, with a disease dangerous to the public health (as determined by the Department of Public Health), or in a household exposed to contagion from any such disease. A student returning to school after having been absent due to such infection or exposure shall present a certificate from the Board of Health, or its representative, that the student no longer presents a danger of conveying such disease.
- B. If a student returns without such a certificate, the student shall immediately be referred to a school physician for examination to determine whether the student may remain at school .
- C. If any student is found to be suffering from any disease, or if the student is found to have an injury or disability requiring treatment, the Westfield Public Schools shall promptly notify the parent or guardian of such student regarding the student's illness or injury.
- D. The Westfield Public Schools shall comply with the quarantine requirements issued by the Department of Public Health with respect to contagious diseases, including, but not limited to measles, mumps, rubella, and varicella (chickenpox).

Policy File: JHCC-R

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 student, parent/guardians must notify school administration (including the school nurse) about allergies and health issues with their children. Once the school administration has been alerted to a student with a life-threatening allergy by the parent/guardian and with complete documentation from the child's physician, the school will develop a plan of care. In order to help students with LTA develop lifelong skills in maintaining individual safety, the WPS guidelines pertaining to LTA will shift as children advance through the primary, middle and high schools.

Policy File: JHE

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(1) including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians: school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and that the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum until the student grades, unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials;
2. DPH Pre-participation forms and receipt of materials;
3. DPH Report Head Injury Forms, or school based equivalents;
4. DPH Medical Clearance and Authorization Forms or school based equivalents; and
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected. Student athletes who receive concussions may appear to be "fine" on the outside, when in actuality they have a brain injury and we are not able to return to play.

(1) Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheer leading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

Policy File: JJIF

Athletic Concussion Regulations

Section I. 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. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also

disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. A MRI or CT Scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

Section II. Mechanism of Injury:

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type. Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the site of impact. Indirect forces are transmitted through the spine and jaw or blows to the thorax that whip the head while the neck muscles are relaxed. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

Section III. Signs and Symptoms:

Signs (what you see):

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)
- Loss of consciousness (any duration)

Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision/ blurry vision
- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering
- Trouble with sleeping/ excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/glassy eyed
- Nervousness
- Irritability
- Inappropriate emotions

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

Section IV. Exclusion from Play:

Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.

The student shall not return to practice or competition unless and until the student provides medical clearance. The coach or athletic trainer shall provide the necessary forms for the student to take to their medical provider. A completed medical clearance form is necessary before starting the return to play protocol.

The Coach or Athletic Trainer shall communicate the nature of the injury directly to the parent in person or by phone immediately feasible in which a student has been removed from play due to a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.

The coach or his or her designee shall communicate, by the end of the next business day, with the Athletic Director, the school athletic trainer and school nurse that the student has been removed from practice or competition for a head injury, suspected concussion, signs and symptoms of a concussion or loss of consciousness.

Section V. Return to Play:

A Westfield Public School multidisciplinary team will develop a plan for the student's return to play. This team will consist of athletic trainer, school nurse, school physician, teaching staff, guidance counselor, primary care physician or physician managing the student's recovery, parent, and other individuals as needed.

The plan shall include the academic recovery plan, any recommendations from the physician and the return to play protocol of the athletic trainer.

Students must be symptom free and medically cleared in order to return to play. The following individuals may authorize a return to play:

- A duly licensed physician
- A duly licensed certified athletic trainer in consultation with a licensed physician
- A duly licensed nurse practitioner in consultation with a licensed physician; or
- A neuropsychologist in coordination with the physician managing the student's recovery.

Final return to play in the Westfield Public Schools requires the approval of the Athletic Director and/or certified athletic trainer.

Section VI. School Nurse Responsibilities:

1. Complete the annual educational training on concussions and submit completion to the athletic office.
2. Complete symptom assessment when student athlete enters Health Office (HO) with questionable concussion during school hours.
3. If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that student must be evaluated by an MD. If symptoms are not present the student may return to class.

4. School nurse will notify guidance counselors of any students or student athletes who have academic restrictions or modifications related to their concussion.
5. If injury occurs during the school day, inform administrator and complete accident/incident form.
6. Allow students who are in recovery to rest in the HO when needed.
7. School nurse will notify teachers and guidance counselors of any students of student athletes who have academic restrictions or modifications related to their concussion.
8. Educate parents and teachers about the effects of concussion and returning to school activity.
9. If injury occurs during the school day, inform administration and complete accident/incident report.

Section VII. School Responsibilities:

1. Review and, if necessary, revise the concussion policy every 2 years.
2. Once the school is informed of the student's concussion, a contact or "point person" should be identified (e.g. the guidance counselor, athletic director, school nurse, school psychologist or teacher).
3. Point person to work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
4. Assist teachers in following the recover stage for student.
5. Convene meeting and develop rehabilitative plan.
6. Educate staff on the signs and symptoms of concussions and the educational impact concussions may have on students. Educations can included but is not limited to department meetings, professional development, handouts, etc.
7. Include concussion information in student handbooks.

Section VIII. Athletic Director Responsibilities:

1. Provide parents, athletes, coaches, band director, and volunteers with educational training and concussion materials yearly.
2. Ensure that all educational training programs are completed and recorded.
3. Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity
4. Ensure that all students participating in extracurricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.
5. Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
6. Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the school nurse.
7. Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

Section IX. Athletic Trainer Responsibilities:

1. Review in collaboration with the school nurse the Pre-participation Questionnaire and Report of Report forms.
2. Identify students with head injury or concussion that occur in practice or competition and remove them from play
3. Monitor the symptoms of students with head injuries and maintain written documentation of such monitoring.
4. Implement the individual Concussion Return-to-Play Protocol after diagnosis.
5. Collaborate with coaches to ensure that the Concussion Return-to-Play protocol is being followed.
6. Determine return to play eligibility.
7. Require, after consultation with the school physician, further medical clearance from the student's physician who is managing their recovery. This additional medical clearance may be required for students who may have repeated concussions or severe concussion and who in the opinion of the athletic trainer may be at greater risk of suffering from concussions and potential long term effects from these multiple concussions.
8. Maintain all Concussion Return-to-Play protocols for students with head injury or concussion in a secure location.

Section X. Parent/Guardian Responsibilities:

1. Complete and return concussion history form to the athletic department.
2. Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.

3. If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
4. Complete a DPH approved training course on concussions.
5. Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:
 - Loss of consciousness
 - Headache
 - Dizziness
 - Lethargy
 - Difficultly concentrating
 - Balance problems
 - Answers questions slowly
 - Cannot recall events
 - Repeating questions
 - Irritability
 - Sadness
 - Emotional
 - Very nervous
 - Difficulty with sleeping
6. Encourage your child to follow concussion protocol.
7. Enforce restrictions on rest, electronics and screen time.
8. Reinforce recovery plan.
9. Request a contact/point person from the school with whom you may communicate about your child's progress and academic needs.
10. Observe and monitor your child for any physical or emotional changes.
11. Request to extend make-up time for work if necessary.
12. Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

Section XI. Student and Student Athlete Responsibilities:

1. Return required concussion history form prior to participation in athletics.
2. Participate in all concussion training and education prior to participation in athletics.
3. Report all symptoms to athletic trainer and/ or school nurse.
4. Follow recovery plan.
5. Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
6. Report all symptoms to athletic trainer and/ or school nurse.
7. Follow recovery plan.
8. REST.
9. NO ATHLETICS.
10. BE HONEST!
11. Keep strict limits on screen time and electronics.
12. Don't carry books or backpacks that are too heavy.
13. Tell your teachers if you are having difficulty with your class work.
14. See the athletic trainer and/or school nurse for pain management.
15. Return to sports only when cleared by physician and the athletic trainer.
16. Go through Gradual Return to Play Guidelines.
17. Report any symptoms to the athletic trainer and/or school nurse and parent if any occur after return to play.
18. Return medical clearance form to athletic trainer prior to return to play.
19. Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Section XII. Coach & Band Instructor Responsibilities:

1. Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Complete certificate of completion and return to the athletic department.
2. Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
3. Complete the Report of Head Injury form upon identification of a student with a head injury or suspected concussion that occurs during practice or competition. Promptly notify athletic director, athletic trainer and

school nurse.

4. Promptly notify parent of any student removed from practice or competition and provide written notification to parent by the end of the next business day.
5. Remove from play any student athlete who exhibits signs and symptoms of a concussion.
6. Do not allow student athletes to return to play until cleared by a physician and athletic trainer.
7. Follow Gradual Return to Play Guidelines.
8. Refer any student athlete with returned signs and symptoms back to athletic trainer or school nurse.
9. Any coach, band instructor, or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.

Section XIII. Post Concussion Syndrome:

Post Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days, to a few months and even up to a full year until their neurocognitive function returns to normal. Therefore, all school personnel must listen and closely observe all student athletes for post concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus (ringing in the ears)
- Fatigue
- Irritability
- Frustration
- Difficulty in coping with daily stress
- Impaired memory or concentration
- Eating and sleeping disorders
- Behavioral changes
- Alcohol intolerance
- Decreases in academic performance
- Depression
- Visual disturbances

Section XIV. Second Impact Syndrome:

Second Impact Syndrome is a serious medical emergency and a result of an athlete returning to play and competition too soon following a concussion. Second Impact Syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury that occurs before the symptoms of a previous head injury have been resolved. The second impact that a student athlete may receive may only be a minor blow to the head or it may not even involve a hit to the head. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption of the brain's blood autoregulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation.

After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under his/her own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly, with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle Second Impact Syndrome is to prevent it from occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

Section XIV. Concussion Education:

It is extremely important to educate coaches, athletes and the community about concussions. On a yearly basis, all coaches must complete the online course called "Concussion In Sports: What You Need to Know". This course is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to know the importance of reporting a concussion to their coaches, parents, athletic trainer and other school personnel. Every year student athletes and parents will participate in an educational training on concussions and complete a certificate of completion.

- CDC Heads-Up Video Training or
- Training provided by the school district

The school district may also offer seminars, speakers, and discussion panels on the topic of Concussions. Seminars offer a chance for the certified athletic trainer, athletic director and nurse leader to speak about concussions on the field at practices and games and to discuss the protocol and policy that the district has enacted. Providing education within the community will offer the residents and parents of athletes an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone should be aware of the potential dangers and remember that a concussion is a mild brain injury. Whenever anyone has a doubt about a student athlete with a concussion, **SIT THEM OUT and have them see the appropriate healthcare professional!**

Resources:

Chapter 166 of the Acts of 2010, An Act Relative to Safety Regulations for School Athletes:

<http://www.malegislature.gov/Laws/SessionLaws/Acts/2010/Chapter166>

MA DPH Resources:

<http://www.mass.gov/eohhs/consumer/wellness/injury-prevention/sports-related-concussionsand-head-injuries.html>

MIAA Resources:

http://www.miaa.net/contentm/easy_pages/easy_page_view.php?sid=38&page_id=103

Heads Up: Concussion in Youth Sports from the Centers for Disease Control and Prevention

The first on-line course is available through the Centers for Disease Control and Prevention at:

http://www.cdc.gov/concussion/HeadsUp/online_training.html

The training uses expert interviews and interactive elements to train coaches and others on concussion. This course includes additional materials for coaches, parents, athletes and school nurses. Additional educational materials on concussion and their impact can be found at: <http://www.cdc.gov/concussion/>

CDC has information available for individuals, including parents and athletes whose first language is Spanish and may not find the on-line course accessible:

The on-line courses can be found at:

- http://www.cdc.gov/concussion/HeadsUp/online_training.htm
- <http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

The written materials can be found at:

Student athletes:

- http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet-a.pdf
- http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet_Spanish-a.pdf

Parents:

- http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf
- http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet_Spanish-a.pdf

Coaches:

- http://www.cdc.gov/concussion/pdf/Coach_Guide-a.pdf
- http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf

School nurses:

- <http://www.cdc.gov/concussion/HeadsUp/schools.html>

Concussion in Sports: What You Need to Know from the National Federation of State High School Associations. This on-line course is available through the NFHS. You will need to click the “order here” button and complete a brief registration form to take the course. However, you do not need to be a member of NFHS to access this course. Go to: <http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

How would I know if an athlete may have a concussion?

While the symptoms of concussions vary from person to person, the Centers for Disease Control and Prevention have developed helpful materials that can assist you in understanding the signs.

[file://localhost/Go to/ http://www.cdc.gov/concussion:signs_symptoms.html](file://localhost/Go%20to/http://www.cdc.gov/concussion:signs_symptoms.html)

Sports-Related Head Injury Regulations: Frequently Asked Questions

<http://www.mass.gov/eohhs/docs/dph/com-health/injury/head-injury-faq.pdf>

Policy File: JJIF-R

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.

The District shall identify students whose dominant language may not be English through home language surveys that identify a primary home language is other than English (PHLOTE), observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.

The District shall certify to the Massachusetts Department of Elementary and Secondary Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The District shall provide additional information as required by the Massachusetts Department of Elementary and Secondary Education to comply with the No Child Left Behind Act.

Policy File: IHBEA

Student Attendance, Absences and Excuses

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

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

Students in attendance at school sponsored activities (i.e., field trips) or in attendance in approved alternative educational programs (i.e., tutoring) are considered present at their school of enrollment.

The Westfield schools encourage open channels of communication between the home and school as the key to understanding and resolving problems that may occur regarding attendance.

Policy File: JH

Procedures for Attendance, Absences, and Excuses

General

1. When a student returns from an absence, the parent/guardian must provide the school with a signed, written excuse citing the date(s) and reason(s) for absence. This written excuse must be submitted even if prior notification of intended absences was provided. Parents are requested to notify the school in advance of planned absence and to make phone contact on the morning of an illness or other reasons for absence.
2. Following an absence of three consecutive days without notification from home, or anytime a questionable situation or pattern of absenteeism occurs, the principal or designee will contact the parent/guardian informing him/her of the student's absence. Parents/guardians are required by law to provide the school with a phone number at which they can be contacted or accessed during school hours.
3. Beginning with the end of the first marking period, written professional and/or verifiable documentation will be required whenever a student's absenteeism exceeds 10% of the membership days. For example, in case of illness, a physician's statement will be mandated, noting that absence was medically necessary for the dates the student was out; diagnostic information need not be provided at the discretion of the parent/student. For all other absences, written verification such as a court summons, letter from DSS or official documentation of catastrophic event will be required. When a student reaches 10% absenteeism,

no reasons for absence beyond those previously listed as legitimate will be considered acceptable.

4. Parents and/or guardians of students whose absenteeism exceeds 10% will be notified in writing of the need to supply appropriate documentation. Such documentation will continue to be mandated for all absences until the rate of absenteeism falls below 10%.
5. Should the parent/guardian fail to provide the necessary verifications or should the student subsequently be absent for a reason not listed as legitimate, the principal or designee will contact the parent/guardian to address the situation. When deemed necessary by the school personnel, a parent/guardian will be notified of the need for a conference to discuss, and mutually plan for, the resolution of an attendance problem. Upon notification, it is expected that a parent/guardian will appear for the appointed conference or contact the school to reschedule. It must be understood that participation in such conferences is viewed as a parent/guardian's responsibility. While the district will make every reasonable effort to accommodate the needs of parents who are working or facing other difficulties, we will expect parents to play an active role in problem solving both to benefit the student and to comply with the law regarding parental responsibility for regular school attendance.
6. If the problem remains unresolved, a referral will be made to the building administrator or designee who serves as attendance officer, who will assess the situation and decide on the need for formal intervention and on-going attendance related services
 - a. In situations in which non-compliance continues, the building administrator will make a determination regarding agency or court action.
 - b. Court action may include truancy proceedings against a willfully absent student or the filing of charges against a parent/guardian for failure to provide for the educational needs of his/her child.
7. Referrals to the building administrator will also be made when any acute or chronic absenteeism involving students of mandatory school age cannot be resolved at the building level. The building administrator will assess each referral and implement appropriate intervention efforts which could include court or DSS action in situations involving lack of cooperation or compliance.

Credit/Promotion Implications

When a student's absenteeism exceeds 10% of the membership days (9 absences in a semester or 18 in a full year) the school may act to deny credit or promotion:

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

Policy File: JR-R

Bullying and Cyberbullying

Bullying of any type is prohibited in the school setting or connected with the school setting as provided below. The Westfield Public Schools will endeavor to maintain a learning and working environment free of bullying. Bullying can take many forms and can occur in virtually any setting. It is unacceptable in a school or work environment. As a result, no student or employee shall be subjected to harassment, intimidation, bullying or cyberbullying in any public educational institute. It can create unnecessary and unwarranted anxiety that may affect attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending special and extra-curricular activities, or riding on the bus to and from school each day. The plan shall apply to students and members of a school staff, including, but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.

Definitions:

“Bullying” means the repeated use of a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, by one or more students directed at another student or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, that has the effect of: means unwelcome written, electronic, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) causing physical or emotional harm to the other student or damage to his or her property; a reasonable person to suffer physical or emotional harm to a student or employee, (2) placing the other student in reasonable fear of harm to him or herself or of damage to his or her property; (3) creating a hostile environment at school for the bullied student; (4) infringing on the rights of the other student at school; or (5) materially and substantially disrupting the education process or the orderly operation of a school.

“Cyberbullying” is bullying through the use of technology or any electronic communication which shall include but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system, including but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying shall also include small i) the creation of a webpage or blog in which the creator assumes the identity of another person or ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses inclusive of the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the conditions inclusive of the definition of bullying. The use of bullying throughout this policy shall include cyberbullying.

“Aggressor” means the student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation.

“Target” means a student against whom bullying or retaliation has been perpetrated. “Hostile environment” a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

“School grounds” property on which a school building or facility is located or property owned, leased or used by a school district for a school sponsored activity, function, program, instruction or training.

Bullying is prohibited:

1. On school grounds, property immediately adjacent to school grounds
2. At school sponsored or school related activity, function or program, whether on or off school grounds
3. On school buses or other vehicles owned, leased or used by a school district or school or at school bus stops;
4. Through the use of technology or an electronic device owned, leased or used by a school or school district;
5. At a location, activity, function or program that is not school related non-school related locations and through the use of technology or electronic devices that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the educational process or the orderly operation of the school.

Nothing contained herein shall require schools to staff any non-school related activities, functions or programs.

Retaliation against a person who reports bullying, who provides information during an investigation of bullying or who is a witness to or has reliable information about bullying is prohibited.

Bullying in the school building, on school grounds, on the bus or school sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students. This policy is not designed or intended to limit the school’s authority to take disciplinary action or take remedial action when such harassment occurs out of school but has a connection to school, or is disruptive to an employee’s or student’s work or participation in school related activities.

Reports of bullying or retaliation may be made anonymously, provided that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

A student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Procedure

The district will promptly and reasonably investigate allegations of harassment, including bullying. The principal of each building will be responsible for handling all complaints by students alleging harassment, including bullying.

1. Annually, principals will review with staff and students the Bullying Policy in the Westfield Public Schools.
2. Reporting obligations of staff: Staff members are required to promptly report any violations of the Bullying Policy to the principal or designee. It is a violation of this policy for any administrator, teacher or other employee or any student to engage in or condone harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of bullying or harassment. The principal or designee will fully and immediately investigate the complaint, including interviewing the violator, the target and any witnesses to the violation.
3. If the principal or designee determines that there is reasonable cause to believe that a violation of this policy has occurred:
 - a. The parent/guardian of the target and aggressor will be contacted, if possible.
 - b. The police will be notified in certain cases, at the discretion of the principal or his/her designee.
 - c. The student(s) may be referred to counseling, up to and including peer mediation and/or conflict resolution programs and/or support staff may be informed
 - d. The principal or principal's designee may issue disciplinary measures up to and including expulsion.
 - e. The principal or designee will notify the superintendent.

Policy File: JBA

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. This includes but is not limited to, clothing that:

- has wording, pictures or designs of a graphic sexual nature
- is vulgar or plainly offense
- displays, advertises or promotes the use of tobacco products, alcoholic beverages, or illegal substances
- displays, promotes or encourages overt violence or other illegal activity
- see-through clothing, barebacks or midriffs, short shorts or skirts, exceptionally soiled or torn clothing, bandannas, low slung trousers, muscle shirts

If such clothing is worn to school, students will be required to change or cover the clothing before returning to class or school activity.

The final determination of what is not appropriate is determined by the Principal and/or his/her designee.

Policy File: JICA

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. Additional rules that apply specifically to riding the school bus are:

1. Abusive language is prohibited on school buses.
2. No smoking will be permitted on a school bus.
3. Horseplay of any kind will not be allowed on the bus regardless of whether the bus is standing or moving. This means that all students will:
 - a. not kneel on bus seats and talk to persons on seats behind them;
 - b. not tamper with the bus and its equipment, especially the windows.
 - c. not put arms, legs, head or any part of their body out of the window;
 - d. not move around or change seats in the bus once it is in motion.
4. No throwing of objects, regardless of whether the bus is standing still or moving.

5. No rough or disorderly physical misbehavior will be permitted on the bus.
6. Chewing gum, eating food or drinking beverages is not allowed on the bus.
7. No items may be carried on the bus except materials that will be held by the student or placed on the floor under the seat directly in front of the student.
8. The emergency doors of school buses are for emergency use only.
9. Students, when getting on and off the bus, shall cross in front of the bus and only upon the receiving of a signal to cross from the bus driver.

Students being transported are under the authority of the bus driver. The bus driver is required to report rule violations. Continued disorderly conduct or refusal to submit to the authority of the bus driver is sufficient cause for a student to be refused transportation on school buses. A pupil may be suspended from bus transportation upon the principal's receipt of the pupil's third Bus Conduct Report and the receipt of any subsequent Bus Conduct Report could result in a subsequent suspension. BUS CONDUCT REPORTS and recommendations made with respect to students for the last day of the school year will be implemented in the following school year. Unfulfilled disciplinary assignments will be carried forward and continued in September of the following school year.

ALTERNATE BUSES: On occasion and with prior approval of the transportation company and the principal, a bus student may be eligible to ride an alternate bus.

1. No bus will be rerouted to provide transportation for any individual or group without directions from the transportation office.
2. Buses will only stop to discharge students at regularly scheduled stops. No additional stops will be scheduled without directions from the Transportation Office.
3. The principal should receive a written request from the parent for any alternative transportation. If, in the bus company's judgment, the request is valid and there is adequate room on the bus, and items #1 and #2 above are observed, the bus company may grant this request.

Policy File: JICC

Drug & Alcohol use by Students

The Westfield Public School System believes controlled substance use is a community issue necessitating the commitment of a broad range of individuals, organizations, departments and the business sector a collaborative effort at education, assistance and interdiction. Our district is committed to playing a significant role in meaningful endeavors to address substance use issues. The school system also believes that a student's involvement with drugs or alcohol constitutes a family, individual and school problem. Given that position, we commit our support and assistance to students and families whenever possible. We expect parents/guardians to cooperate with our efforts and, should a problem arise, act appropriately in a mutual effort to secure resolution that will ensure the well-being of the student.

The Westfield Public School System is dedicated to providing a tobacco, alcohol and drug free educational environment. To that end:

1. The district will not tolerate any tobacco, alcohol, or other drug related offense in school buildings, on school grounds, on school transportation or at school related events. All legal means will be utilized, as appropriate, to identify and discipline offenders.
2. The district believes that prevention is a key to ensuring substance free attitudes and behaviors. Education therefore plays a critical role in establishing lifelong health habits for its students. Major goals of the district include a comprehensive K-12 curriculum emphasizing the effects and dangers of drug and alcohol use, annual parent awareness seminars, and periodic in-service training for staff in identifying symptoms and implementing district policies and procedures.
3. The district will attempt to assist students in accessing appropriate treatment as needed. The district will also encourage and support efforts within the community to provide healthy and legal alternatives to substance use.

Substance Related Offenses

Such behaviors include, but are not limited to:

- Consuming or having consumed
- Under the influence of
- Use
- Possession
- Transfer
- Having domain over
- Sale

- Intent to sell
- Distribution
- Growing or manufacturing
- Misuse of prescription drugs or violation of the district's medication policy
- Any violation of state or federal law relating to drugs or alcohol.

Policy File: JICH

Procedures – Drug and Alcohol use by Students

General Procedures

1. The secondary school principals will hold assemblies for students during the fall of each school year. Presentations will include comprehensive overviews of the Drug and Alcohol and Student Discipline policies.
2. All school principals will provide students and families with information regarding educational and assistance efforts available through their school. Each building will maintain, or have access to, a substance related resource guide inclusive of early warning signs and community resources.
3. Staff are required to report any suspected violations of the Drug and Alcohol policy to the principal or designee. The principal or designee will investigate the suspicions/allegations. To do so, he/she may interview the potential offender, consult with appropriate staff, interview students or staff, interview any potential witnesses, conduct searches and utilize any measures allowable by law. If the principal or designee determines that there is reasonable cause to believe that a violation has occurred:
 - a. The student will be informed.
 - b. The parent/guardian will be notified.
 - c. The police will be notified.
 - d. Counseling, medical or support staff may be informed as needed.
 - e. The student will be subject to disciplinary action.
 - f. The principal or designee will notify the superintendent who will inform the school committee.
4. The superintendent will establish an internal drug and alcohol team of staff to document and report on substance related activity within the system, act as consultants to other school staff on substance use issues, meet quarterly with the Westfield Police Department for purposes of joint planning, work with the Westfield District Court regarding commission of substance related felonies, develop or secure a resource directory, and provide the superintendent with information and recommendations regarding on-going issues related to substance use.

Policy File: JICH-R

Emergency Evacuation Procedures

The Westfield Fire Department requires a standard evacuation procedure for all Westfield Public Schools. This procedure allows students to learn the evacuation procedure when they first enter the school and follow the same instructions until they leave the Westfield Public Schools. Each room will have a sign at the primary exit door to be used during an emergency. The sign will instruct students to leave the room and follow the arrows to the nearest exit. The standard procedure is as follows: **IN CASE OF EMERGENCY: EXIT ROOM THROUGH THIS DOOR AND FOLLOW RED ARROWS TO NEAREST EXIT. STAY TOGETHER AND WITH YOUR TEACHER. IF EXIT IS BLOCKED REVERSE DIRECTION AND PROCEED TO EXIT IN OPPOSITE DIRECTION. STAY IN SAFE LOCATION OUTSIDE THE BUILDING AND AWAIT FURTHER INSTRUCTIONS.**

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. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.

6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officer (Director of Human Resources, 1029 North Road, Westfield, MA, 413-572-6550).

Policy File: AC

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.

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. All users are encouraged to use technology to pursue intellectual activities, seek resources, access libraries, collaborate and engage in learning activities however, it is important to remember that access is a privilege, not a right, and the user is responsible at all times for its proper use.

Access to Online Materials

Educational Purpose: The materials accessed by students through the district's Internet system should be for class assignments or for personal research on subjects similar to that studied in a class or in the school library. A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom and teachers are responsible for and must be aware of where his/her student goes on the Internet. Use for entertainment purposes is not allowed.

Content Filtering: In order to be in compliance with the Children's Internet Protection Act (CIPA), filtering software has been installed throughout the City of Westfield's Wide Area Network. This software blocks access to visual depictions of material that is obscene or otherwise considered harmful to minors. Realizing that no filtering software is perfect, we cannot however guarantee that users will not encounter text, pictures or references that are objectionable. Students who try to access appropriate sites which are blocked, should report this to a school librarian, computer lab coordinator, principal, or teacher. Proxy sites or other technologies cannot be used to bypass the filtering software.

Students are responsible for avoiding access to inappropriate material and reporting incidents should they occur.

Prohibited Internet uses include, but are not limited to:

- a) Any violation of federal, state and local law.
- b) Accessing threatening, offensive or profane material. Offensive content includes, but is not limited to sexual comments or images, racial slurs or other comments that may offend someone on the basis of his/her age, gender, race, sexual orientation, ethnic background, religious beliefs, national origin or disability.
- c) Using a computer to provide services to others for profit.
- d) Committing plagiarism by taking the ideas or writings of others and presenting them as if they are your own.
- e) Committing copyright infringement by inappropriately reproducing a piece of work that is protected by a copyright.
- f) Committing vandalism by attempting to harm or destroy network resources, data of another user, the Internet, or other networks, including the creation of, or uploading of, computer viruses on the Internet or host site.
- g) Using another individual's network access including use of another individual's network username and password without authorization.
- h) Consuming large amounts of bandwidth, resulting in disruption of the network, including but not limited to:

- Network/Internet games
- Streaming video and audio for non-educational purposes
- Non-educational teleconferencing
- Downloading very large files without prior approval of technology staff

Electronic Communication

As part of 21st century learning, teachers and students will be using Web tools including, but not limited to email, blogs, wikis, podcasts, videocasts and virtual classrooms. These technologies improve student communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills. The following terms and conditions relate to these New Web Tools.

Privacy and Communication Safety Requirements:

- Most electronic communication is a matter of public record and should never be considered private or secure
- Students will act safely by keeping personal information about themselves or others out of Web projects. This information includes last names, personal email addresses, home addresses, phone numbers, school names or other information that could help locate someone in person. No identifying photos or videos can be posted without proper permission.
- Students will treat blog and wiki spaces as they would a classroom space, and use appropriate and respectful language. Posts, including pictures and videos, must be school-appropriate.
- When posting a link in a blog, podcast, videocast or wiki, students must first read the information carefully to be certain that it is appropriate for the school community.
- Students will promptly disclose to a teacher or other school staff member, any form of electronic communication that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.

Publishing of Photos and Student Work:

- Parental permission **must** be obtained for the publishing of student work at each grade level.
- **Unidentifiable** photos of K-12 students and teachers may be published on school websites, illustrating school projects and achievements.
- **Unidentified** photos (face clearly visible, no name) of K-12 students may be published on school websites, illustrating school projects and achievements, with parent permission.
- **Unidentified** photos (face clearly visible, no name) of district teachers and staff may be published on school websites, illustrating school projects and achievements, only with their permission.
- Student work in grades K-5 is published with student first initials only.
- Student work in grades 8-12 is published with first name only.
- Published documents cannot include any personal information of staff or students.

Unauthorized use of electronic communication includes, but is not limited to:

- a. Accessing social media or blogging sites, without prior approval of a teacher.
- b. Creating and exchanging offensive, harassing, obscene, or threatening messages.
- c. Creating and exchanging communications that use impolite, abusive, or objectionable language.
- d. Impersonating any other person, entity, or organization.
- e. Posting information that could cause damage or a danger of disruption to the student's school or any other organization or person.

Security and Safety

Privacy

All student use of the Internet will be supervised and monitored. The district's monitoring of Internet usage can reveal all activities students engage in using the district Internet system. Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

Password Protection:

Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Students must not compromise the privacy of their password by giving it to another student or exposing it to public view.

Personally-owned devices:

Users should not connect or install any personally owned computer hardware or hardware components to or in the district's technology resources without the prior approval of the appropriate school/district technology personnel.

Personally-owned devices that are connected to the network must be used in compliance with this Acceptable Use Policy.

The District is not responsible or liable for issues and/or damages caused by the connection of personal devices to the District's network.

Limitation of Liability:

The district will not guarantee that the functions or services provided through the district Internet service will be without error. The district will not be responsible for any damages suffered, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The district will not be responsible for the accuracy or quality of the information obtained through the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system. Parents can be held financially responsible for any harm that may result from their child's intentional misuse of the system.

Behaviors and Consequences

Appropriate Codes of Conduct and Disciplinary Measures are outlined in school handbooks and the Westfield School District Policy Manual. Any violation of the agreement may result in a cancellation of network privileges and/or disciplinary action. The network administrators may deny access at any time as required. The administration, faculty and staff of the Westfield Public Schools may request the network administrators to deny, revoke, or suspend specific student privileges. Any student identified as a security risk or having a history of problems with other computer systems may be denied access to the Westfield Wide Area Network/Internet.

The District has no duty to regulate or review off-campus Internet messages, statements, postings, or acts but adds that when those acts threaten violence against another student or otherwise disrupts the learning environment or orderly conduct of the school, the school can take action.

Student and Parental Consent

Student use of telecommunications and electronic information resources will be permitted upon submission of consent forms, signed by students and by parents/guardians of minor students.

Policy File: EHAA (student)

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.

Program instructional materials for this curriculum shall be made reasonably accessible to parents, guardians, educators, school administrators, and others for inspection and review in accordance with School Committee policies.

This policy will be distributed to all building principals prior to September 1 each year. Upon receipt of said policy building principals are responsible for notification to parents of their rights.

Parents will be notified of this policy on an annual basis.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, exemption for the student under this policy, or any other issue pertaining to the policy, may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision within thirty (30) days of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commission of Education for review of the issue in dispute.

Policy File: IGAI

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. The Superintendent of Schools shall develop Administrative Regulations implementing this Policy.

Definitions

Sex discrimination occurs when a person, because of his or her gender, is denied participation in or the benefits of any education program receiving federal financial assistance. **Sexual harassment** is a form of sex discrimination. Sexual harassment in the education environment and retaliation for reporting or cooperating with a sexual harassment investigation are unlawful under both state and federal law and will not be tolerated. In Massachusetts, the legal definition for sexual harassment is this: "sexual harassment" means sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or education or a basis for employment or educational decisions; or
- 2) Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or educational performance by creating an intimidating, hostile, humiliating or sexually offensive environment.

Be advised that our policy prohibits conduct or behavior of an offensive or sexual nature including that which may go beyond what is prohibited by law. The Administrative Regulations implementing this Policy provide more specific examples of conduct that is prohibited by this Policy.

Procedure

It is the express policy of the Westfield Public Schools to encourage victims of sex discrimination or sexual harassment to report such claims. Students are encouraged to promptly report complaints of sex discrimination or sexual harassment to the appropriate personnel, as set forth in the Administrative Regulations implementing this Policy. The school district will investigate such complaints promptly and will take corrective action where appropriate. The district will maintain confidentiality to the extent possible. The school district will not tolerate any reprisals or retaliation that occurs as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator. The school district will periodically provide staff development for district administrators and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sexual harassment and sex discrimination.

Policy File: ACAC

Student Progress Reports to Parents

The Westfield School Committee regards the following principals as the key to an effective system of student progress reporting.

1. Parents are entitled to a maximum amount of information concerning the progress of their child.
2. The information shall emphasize the positive aspects of a child's progress in school indicating, therefore, what he has accomplished. Every effort shall be made to prevent progress reporting from being punitive in nature.
3. Parent-teacher conferences are considered extremely important to both the teacher and the parent and must take place on a regularly scheduled basis. Special additional parent-teacher conferences should be scheduled, as the need exists.
4. Parents shall, upon request, be provided with an explanation of the source of difficulties and level of achievements of their child in school.
5. Progress reporting must be based upon a child's placement in relation to an established set of educational objectives.
6. In addition to the quarterly marking periods already in place, the committee also recognizes the need for academic updates within each marking period. These updates will be used as a means of notifying parents of difficulties and/or achievements.

Policy File: IKAB

Student Interrogations, Searches, and Arrests

Searches

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.

School Property

Lockers, desks, computers, books and other items issued to students by the district for their temporary use, remain the property of the school. As such, students should have no expectation of privacy as it relates to their use. School property may be randomly inspected without notice by school administrators or designees to insure cleanliness, safety and adherence to federal, state and local laws and regulations. School property may also be searched when an administrator or designee has reason to believe that contraband, as described above, may be stored within. Trained dogs accompanied by experienced handlers, may be used in conducting periodic sweeps of the campus including but not limited to parking areas and lockers.

Person/Personal Possessions

When an administrator or designee has reasons to believe that contraband as described above is being stored on one's person or in one's possessions, he/she may conduct a personal search appropriate to the nature of the potential violation.

Interrogations, Investigations and Arrests

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, schools have responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility school officials shall observe the following:

1. A student in school may not be interrogated by authorities without permission of the superintendent or his/her designee.
2. Any interrogation by authorities must be done in private with an official school representative present.
3. A student may not be released to the custody of persons other than the parent/legal guardian or legal authority. The district is obligated by law to release students to the custody of law enforcement officials when placed under arrest and to the custody of DCF when presented with a court order or when informed that the agency is acting upon its powers of presumptive custody.
4. When a student is removed from the school by legal authority, school officials should make every reasonable attempt to notify parents as soon as possible.

Policy File: JIH

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. Such efforts to meet the student's needs in the regular education classroom may include, but are not limited to: curriculum accommodations, alternative teaching strategies, adaptations of teaching environments or materials, support services, consultation services and building-based teams. All accommodations and their results will be documented and placed in the student's records. Those students who are clearly in need of additional services will be efficiently and effectively identified. A student with a disability may also be provided with accommodations in accordance with Section 504 of the Rehabilitation act of 1973. Section 504 is a federal law that provides for appropriate accommodations that enable students to meet with success within the general education program. Eligibility for support under Section 504 is determined through a Team process. Should a student be eligible under Section 504, the Team will develop an appropriate Section 504 Plan for the student. If the Student Assistant Team determines that a student may be in need of special education services, the student may be referred for further evaluation and consideration of eligibility under federal and state special education laws. If a student is identified as a student in need of special education, an appropriate IEP (Individualized Education Program) will be developed.

Special Services has as its aim the provision of programs which meet the needs, interests and abilities of each student, focusing on the individual's talents rather than on limitations. Whether these needs are academic, physical, emotional, psychological or sociological, all children shall be provided with an equal educational opportunity. The school district adheres to all state and federal laws with respect to the education of students with disabilities.

Policy File: IGB

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 .

A complaint alleging discrimination on the basis of disability/impairment in admission, access to services, or treatment in programs and activities shall be filed in the following manner:

I. Procedures

- A. It is the express policy of the district to provide for the prompt and equitable resolution of complaints alleging any violation of Section 504. In order to facilitate the timely resolution of such complaints, any eligible person, including any student, parent/guardian, staff member or other employee who feels that discrimination has occurred on the basis of disability should contact the district's designated Section 504 Coordinator within thirty (30) calendar days of the alleged occurrence. The complainant should provide the Section 504 Coordinator the following information:
 - 1. The name of the complainant;
 - 2. The date of the complaint;
 - 3. The date(s) of the alleged discrimination;
 - 4. The names of any witness(es) or individuals relevant to the complaint; and
 - 5. A detailed statement describing the circumstances in which the alleged discrimination occurred.
- B. If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted directly to the Superintendent, who shall investigate or appoint a designee to do so.
- C. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.
- D. Upon receipt of the complaint, the Section 504 Coordinator (or Superintendent, as outlined above), shall:
 - 1. Provide a copy of the written complaint to the Superintendent of Schools;
 - 2. Meet with the complainant within 14 calendar days of receiving the complaint, to discuss the nature of the complaint;
 - 3. Provide the complainant with a copy of the district's Section 504 Policy and applicable administrative regulations within 14 calendar days of receiving the complaint;
 - 4. Investigate the factual basis for the complaint, including interviews with individuals with information relevant to the complaint;
 - 5. Attempt to resolve the complainant's concerns, whenever possible;
 - 6. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
 - 7. Regularly update the complainant on the investigation;
 - 8. Communicate the findings of the investigation to the complainant, along with the intended remedial actions, whenever appropriate, while keeping in mind confidentiality obligations; and
 - 9. Ensure that appropriate remedial and/or disciplinary action is taken whenever allegations are verified.
- E. If, following the investigation by the Section 504 Coordinator, the complainant is not satisfied with the results of the investigation or the proposed resolution, the complainant may request, in writing, that the Superintendent reviews the findings of the Section 504 Coordinator. Upon receipt of a written request from the complainant, the Superintendent shall review the investigative results of the Section 504 Coordinator and determine if further action and/or investigation is warranted.

II. Complaints to the District

Title: Superintendent of Schools, Westfield Public Schools
Address: 1029 North Road
Tel #: (413) 572-6403

Title: Director of Curriculum and Instruction, 504 Coordinator
Address: 1029 North Road
Tel #: (413) 562-2298

III. Complaints to State and Federal Agencies

The complainant has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02100-4557 (Phone Number 617-289-0111). Any such complaints must be filed within one hundred and eighty (180) days of the date of the alleged violation of

Section 504, or within sixty (60) days of the completion of the district's internal grievance procedures or including the district's impartial hearing process.

Any employee who believes that he or she has been discriminated against on the basis of disability may also file a complaint with the Massachusetts Department of Elementary and Secondary Education (Phone Number: 617-338-3700), the Massachusetts Commission Against Discrimination (Phone Number: 617-994-6000) and/or the Equal Employment Opportunity Commission (EEOC), Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02114 (Phone Number: 617-565-3200).

Massachusetts law requires that a formal written complaint be filed with the EEOC within one hundred and eighty (180) days of the date when the alleged discrimination occurred. Remedies for discrimination include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

Policy File: ACC

SPECIAL EDUCATION SERVICES

Requirements

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

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

In Massachusetts, in order to be found eligible for special education, a student must demonstrate the presence of a disability that prevents the student from making effective progress in education and requires specially designed instruction or related services in order to access the general curriculum. Examples of a disability include autism; developmental delay; an intellectual, sensory, neurological, emotional, communication, physical, or health impairment; or specific learning disability. An initial evaluation to determine eligibility will seek sufficient evaluative information to make a fair determination that considers all of these factors. A parent, teacher, guidance counselor, administrator, or doctor may recommend a student be referred for special education evaluation. The parent must sign permission for the district to provide an evaluation of the student. The district has 45 days to complete assessments and to make a determination of eligibility. Any parent with questions or concerns should contact the Director of Special Services at (413) 572-6556.

Discipline

The Westfield Public Schools recognizes its responsibility to educate all special education eligible students from the ages of 3 through 21. All students are expected to meet the requirements for behavior as set forth in this handbook and to abide by Westfield's Code of Conduct. Chapter 71B of the Massachusetts General Laws and 20 U.S.C. §1415 et. seq. requires that certain due process discipline procedures be implemented for students who have been identified as having special needs.

Westfield will adhere to and implement the various provisions of state and federal law regarding the disciplining of students who have been identified as having special needs. Under certain circumstances disciplinary actions for special needs students may include suspension, expulsion, placement in an Alternative Interim Educational Setting (IAES), and/or notification to law enforcement officials. A student with special needs who violates disciplinary standards may be subject to suspension in excess of ten (10) days (which constitutes a change in placement) or expulsion, provided certain additional procedures are met. An Individual Education Program (IEP) for a student with special needs must indicate whether or not the student is able to follow the regular discipline code, or if required, it will be written into the IEP.

At the time of any suspension that exceeds ten (10) days in any school year the following procedures apply:

- a. A procedural due process hearing provided to a student without a disability;
- b. A review of whether a relationship exists between the child's disability and the behavior that is the subject of the disciplinary action, ("manifestation determination") which the parent has the right to participate in, the appropriateness of the current plan, and whether or not the current plan is fully implemented; and
- c. A functional behavior assessment, if one was not previously conducted, and if one was conducted, a review of that assessment to determine its adequacy.

If a finding is made that no relationship exists between the behavior and disability, relevant disciplinary procedures applicable to children without disabilities may be applied to students with disabilities. Services will be provided to identified special education students suspended for more than 10 (ten) cumulative days during any school year, or expelled, that will enable the special education student to make appropriate educational progress in the general curriculum and toward the goals of the child's IEP. A child with special needs who is suspended for less than ten (10) cumulative days will not be provided services if services are not provided to a student without disabilities similarly removed. If a parent disagrees with any of the findings of the IEP team, the parent may request a due process hearing before the Bureau of Special Education Appeals. In addition, a student with special needs may be placed unilaterally by the school district in an Interim Alternative Educational Setting for up to forty-five (45) days if the child possesses, uses, sells or solicits illegal drugs on school premises or at school events, or possesses a weapon on the school premises or at a school-sponsored event or causes serious bodily injury.

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. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parent(s)/guardian(s).

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by Department of Elementary and Secondary Education (DESE) and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

When a Principal is considering disciplinary action which falls under M.G.L. Chapter 71 Section 34H, he/she shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent/guardian in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent/guardian present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily 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 Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and

the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent/guardian as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension - not more than 10 days consecutively or cumulatively

In school suspension is the removal of a student from regular classroom activities (but not the school premises) for not more than ten (10) consecutive school days or for 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-depth suspension. During the in-school suspension, the student will be provided the opportunity to make academic progress.

On the same day as the in-school suspension decision, the Principal shall make reasonable efforts to notify the parent/guardian 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/guardian 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/guardian 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/guardian of the in-school suspension.

The Principal shall send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian 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/guardian for school communications, or by other method of delivery agreed to by the Principal and the parent/guardian.

Principal's Hearing - Short Term Suspension of up to 10 days

The hearing with the Principal shall be 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 committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and

such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

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

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be 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 committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: 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; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense; 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; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent/guardian by either hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and the parent (or other method agreed to by the Principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for

imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent/guardian shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent/guardian in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Suspension or Expulsion for Disciplinary Offense under MGL 71 §37H and 37H ½

The due process notification and hearing requirements in the preceding sections do not apply to the following disciplinary offenses: possession of a dangerous weapon, possession of a controlled substance, assault of staff member, or a felony complaint or issuance of a felony delinquency complaint.

A student may be subject to expulsion if found in possession of a dangerous weapon, possession of a controlled substance, or the student assaults a member of educational staff, and the Principal determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The Principal shall notify the student and parent(s)/guardian(s) in writing of the opportunity for a hearing, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. After said hearing a Principal may, in his/her discretion, decide to levy a suspension rather than expulsion. A student expelled for such an infraction shall have the right to appeal the decision to the Superintendent. The expelled student shall have ten (10) days from the date of expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.

Felony complaint or issuance of a felony delinquency complaint

Upon the issuance of a criminal complaint charging a student with a felony, or the issuance of a felony delinquency complaint against a student, the Principal may suspend a student for a period of time determined appropriate by the Principal 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.

The Principal shall notify the student in writing of the charges, the reasons for the suspension (prior to such suspension taking effect), and the right to appeal. The Principal will also provide the student and parent(s)/guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days. The hearing shall be held within three (3) days of the request. The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the

hearing, the student shall have the right to present oral and written testimony, and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Felony conviction or adjudication/admission in court for a felony or felony delinquency

The Principal may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a 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.

The student shall receive written notification of the charges and reasons for the proposed expulsion. The student shall also receive written notification of his right to appeal the decision to the Superintendent, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall notify the Superintendent in writing of his/her request for an appeal the decision no later than five (5) calendar days following the date of the expulsion. The Superintendent hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony, and shall have the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/guardians of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the Department of Elementary and Secondary Education (DESE) regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the Department of Elementary and Secondary Education (DESE).

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

Policy File: JIC

Physical Restraint Procedures

The use of physical restraint as a behavior management technique will be utilized only with extreme caution in emergency situations, after other less intrusive alternatives have either failed or been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, the Westfield School District has enacted the following policies and procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint.

The policies and procedures shall be annually reviewed, provided to school staff, and made available to parent upon request. None of the foregoing paragraph or the policies and procedures which follow, precludes any teacher, employee or agent of the Westfield School District from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

1. When Restraint May Be Used:

The use of physical restraint is proper only in the following circumstances:

- a. Non-physical interventions were not effective; and
- b. The student's behavior poses a threat of imminent, serious, physical harm to self and/or others.

Physical restraint is prohibited in the following circumstances:

- a. As a means of punishment; or
- b. As a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious or physical harm.

2. Staff Training:

All program staff will receive training regarding the school district's physical restraint policy within the first month of each school year, and for employees hired after the school year begins, within one month of their employment.

Required training for all staff will include review of the following:

- a. The District's Restraint Policy;
- b. Interventions that may preclude the need for restraint, including de-escalation of problematic behaviors;
- c. Types of restraints and related safety considerations, including information regarding the increased risk of injury to a student when an extended restraint (a physical restraint for more than twenty minutes) is used;
- d. Administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student; and
- e. The identity of staff members who have received in-depth training (as set forth below) in the use of physical restraint.

The principal or other administrator will designate certain staff members to participate in at least sixteen hours of in-depth training in the use of physical restraint. These designated staff members will be authorized to administer physical restraint when needed to protect a student and/or a member of the school community from imminent, serious physical harm and will serve as a school wide resource to assist in ensuring proper administration of physical restraint.

In-depth training in the proper administration of physical restraint will include, by may not be limited to:

- a. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship building, and the use of alternatives to restraint;
- b. A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- c. The simulated experience of administering and receiving physical restraint; instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- d. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- e. Demonstration of proficiency in administering physical restraint.

Only school personnel who have received required training or in-depth training pursuant to this policy shall administer physical restraint on students with, whenever possible, one adult witness who does not participate in the restraint. The training requirements, however, shall not preclude a teacher,

employee or agent of the school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

3. Administration of Physical Restraint:

When dealing with a potentially volatile student, faculty/staff will use a gradient system of de-escalation in an attempt to diffuse the situation before resorting to physical restraint. All professional staff will be properly trained in de-escalation. Staff will not physically intervene unless the student is at risk and/or is hurting self or others.

De-escalation system includes, but is not limited to:

- a) Observation and communication;
- b) Non-verbal skills;
- c) Verbal skills;
- d) Separation; and
- e) Time out

De-escalation techniques may include, but are not limited to:

- a) Time-out/Separation

Time out is a separation of a student from the mainstream environment to a controlled supervised setting, not to be secluded but monitored by faculty for up to 15 minutes with an opportunity to proceed and return to the mainstream.

Sometimes student behavior may be so inappropriate that time away from the group is necessary. Using staff supervision in a controlled setting is an effective way to avoid more serious behavior while the student regains control. The goal is to be able to make better choices by thinking before acting. Safety for the student and other students is vital, while rejoining the group is the intended outcome.

- b) Self time-out-This is a time when a student who is aware that he/she is having a difficult time needs to “cool off” may ask for a time out. The student and a staff person will go to a designated area for up to 15 minutes of quiet controlled time. The student can process with the staff member by discussing what happened and what plan can be put in place to manage the behavior in the future. Rejoining the class will follow.
- c) Staff time-out-Sometimes a student may lose control of his/her temper and his/her anger may escalate to present a safety threat to self or others. If this occurs, staff members will intervene and, if necessary, physically escort the student to a designated area for up to 15 minutes. During that time the student is expected to regain control of his/her anger and process in a controlled and reasonable calm manner so that they may return to the instructional setting. Should it be necessary, this time out can be extended an additional 15 minutes with supervision.
- d) Physical Escort- Students will be escorted from one area to another if they are non-compliant, disruptive to the school, and have been asked to take a time-out and have refused to do so. They will also be escorted from a potentially aggressive or unsafe situation if unable to follow verbal directives.

Children’s Control Transport: Transporting individual to “safe area” by slowly escorting individual from this position.

Team Control Transport: Will assist you in safely moving an individual who is beginning to regain control.

--Prior to moving an individual, assist the person into a more upright position and remove your hand from the individual’s shoulder. Reach under the individual’s arm to grab your own wrist. This “cross-grain grip” better secures the individual between staff during transport. Remove your leg from directly in front of the individual prior to transport while maintaining close body contact.

--It is not recommended to transport an individual who is struggling. If necessary, return to the CPI Team Control Position, if the individual’s and/or staff’s safety is at risk.

A student will never be escorted up or down stairs. If, alternatively, it is safer for the rest of the students to be moved from the area, staff will do so to avoid the escort.

A physical escort is not a physical restraint. A physical escort is touching or holding a student without the use of force for the purpose of directing the student.

4. Safety Requirements

If a student's behavior continues to escalate and the potential for imminent serious physical harm to self or others increases and the danger is unlikely, or has been unable, to be averted by alternatives to restraint, then a staff/faculty person may physically intervene using the least amount of force necessary to stop the aggression and to keep the student and/or others safe.

- a) If the physical restraint lasts longer than 15 minutes, approval of the administrator or his/her designee shall be obtained. Such approval will be based on the continued behavior justifying the need for continued restraint.
 - b) If a student is being restrained, staff/faculty will monitor the restrained student for any signs of distress.
 - c) If the student exhibits any signs of distress, the student will be released immediately, and medical attention will be provided.
 - d) To the extent that the student is able to communicate, he/she should be offered the opportunity to have a restraint removed at any time that he/she agrees to cease the dangerous or violent behavior. Such offer should be made periodically throughout the restraint.
 - e) The restrained student will be released at the first sign that it is safe to do so.
 - f) A person administering physical restraint shall use the safest method available and appropriate to the situation.
 - g) Additional safety requirements include:
 - 1) A restrained student shall not be prevented from breathing or speaking. A staff member will continuously monitor the physical status of the student, including skin color and respiration, during the restraint.
 - 2) If at any time during a physical restraint the student demonstrates significant physical distress, as determined by the staff member, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
 - 3) Program staff shall review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
 - h) At an appropriate time after release of a student from physical restraint, a school administrator or other appropriate school staff shall:
 - 1) Review the incident with the student to address the behavior that precipitated the restraint;
 - 2) Review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed; and
 - 3) Consider whether any follow-up is appropriate for students who witnessed the incident; and
 - 4) Notify parent/guardian of incident
5. Types of physical restraints may include, but are not limited to:
- A) Child Control Position: You should consider using this position only with individuals considerably smaller than yourself. Done only if child's shoulders are at staff's hip level...If higher... Team control position should be used.
--The auxiliary team member(s) will monitor for safety and assist, if needed.
- B) Modified Children's Control Position: To be used only when individual's (acting out individual) head is up to staff's knee/mid thigh.
- C) Team Control Position: Used to manage individuals who have become dangerous to themselves or others. Two staff members hold the individual as the auxiliary team members(s) continually assess the safety of all involved and assist, if needed.
- D) Interim Control Position: A temporary control position that allows you to maintain control of both of the individual's arms, if necessary, for a short time.
6. Chemical/Mechanical/Seclusion Restraints Prohibited
- a) **Chemical Restraint** – the administration of medication for the purpose of restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent(s) guardian(s).
 - b) **Mechanical Restraint** – the use of a physical device to restrict the movements of a student or the movement or normal function of a portion of his/her body is prohibited unless explicitly authorized by a physician and approved in writing by the parent(s)/guardian(s).
 - 1) A protective or stabilizing device, such as a harness, lap or other belts for securing a child in a chair, ordered by a physician or a therapist shall not be considered mechanical restraint.

- c) **Seclusion Restraint** – physically confining a student alone in a room or limited space without access to school staff is prohibited.

- 1) The use of “time out” procedures during which a staff member remains accessible to the student, although not necessarily present, shall not be considered seclusion restraint.

7. **Students with Disabilities**

Restraints may be administered to a student with a disability pursuant to the student’s Individual Education Plan or other written and agreed upon plan developed in accordance with state and federal law, subject to the following exceptions:

- a) The limitations on chemical, mechanical, and seclusion restraint as stated above shall apply;
- b) The training and reporting requirements described in this policy shall apply.

8. **Reporting Requirements**

Program staff shall report the use of physical restraint after administration of a physical restraint that:

- a) Results in injury to a student or staff member; or
- b) Last longer than five minutes.

The staff member who administers such a restraint shall verbally inform the principal (or program administrator) of the restraint as soon as possible and by written report no later than the next school working day.

- a) The written report shall be provided to the principal or his/her designee, except the principal shall prepare the report if the principal administered the restraint;
- b) The principal or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.

The principal or his/her designee shall verbally inform the student’s parent(s)/guardian(s) of such restraint as soon as possible, and by written report postmarked no later than three school working days following the use of such restraint. If the school customarily provides school related information to the parent(s)/guardian(s) in a language other than English, the written restraint report shall be provided in that language.

The written report required above shall include:

- a) Names and job title of the staff who administered the restraint, and observers, if any;
- b) Date of restraint and time restraint began and ended;
- c) Name of administrator who was verbally informed following the restraint;
- d) Description of the activity the student, other students, and staff in the area were engaged in immediately preceding the use of physical restraint;
- e) Student’s behavior that prompted the restraint;
- f) Efforts made to de-escalate the situation and alternatives that were attempted;
- g) Justification for initiating physical restraint;
- h) Description of administration of restraint including:
 - 1) The holds used and reasons such holds were necessary
 - 2) The student’s behavior and reactions during the restraint
 - 3) How the restraint ended; and
 - 4) Documentation of injury to the student and/or staff, in any, during the restraint and any medical care provided.
- i) For extended restraints (restraints lasting more than twenty minutes), description of the alternatives to extended restraint that were attempted, the outcome of those efforts, and the justification for administering the extended restraint.
- j) Information regarding any further action(s) that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student, and
- k) Information regarding opportunities for the student’s parent(s)/guardian(s) to discuss with school officials the administration of the restraint, any disciplinary sanctions, and/or other related matters.

The school will, within five school working days of the reported restraint, provide to the Department of Education a copy of the written report as described above and a copy of the record of physical restraints maintained by the program administrator for the thirty day period prior to the date of the reported restraint when:

- a) A restraint has resulted in a serious injury to a student or program staff member; or
- b) When an extended restraint has been administered.

Parent(s)/Guardian(s) may voluntarily waive the reporting requirements as stated above for restraints that do not result in serious injury to the student or a program staff member and do not constitute an extended restraint.

- a) The district may seek such individual waiver for students who present a high risk of frequent, dangerous behavior that may require the frequent use of restraint.
- b) The district shall not require parental consent to such a waiver as a condition of admission or provision of services.

Policy File: JKAA-R

Procedures Student Complaints and Grievances

A. Applicability

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

B. Rights of a Student

Nothing in these procedures shall be construed as limiting the rights of any student having a complaint to discuss the matter with an appropriate school administrator. No reprisals of any kind shall be taken by anyone against any student as a result of a complaint or appeal.

C. Staff

Contractual and collective bargaining provisions and procedures will not be superseded by these procedures or any process to affect them.

D. Local School Level

In implementing the policy statement at the local school level, the principal is responsible for:

1. Ensuring that procedures for considering student problems and processing complaints and appeals are cooperatively developed by students, faculty, School Council and building administrators.
2. Determining that the procedures are precise and clearly stated, afford due process and include provisions for appeal.
3. Forwarding an informational copy of the procedures to the superintendent.
4. Making such procedures available to each student.
5. Performing an annual review and revision, if appropriate, of the procedures at the local school level.

E. Appeal of the Decision of the Principal

If a student is dissatisfied with the decision rendered at the local school level, he / she may appeal the decision to the superintendent.

1. **Submitting an Appeal:** If the student is requesting an appeal, he/she must do so in writing within ten (10) school days to the superintendent. The statement should include all pertinent factual information, the remedy requested, and a request for either (a) an informal review of the principal's decision by the superintendent or (b) a hearing before the superintendent.
2. **Informal Review of an Appeal:** Upon receipt of a request for a review, the superintendent acknowledges receipt of the request and makes a decision based on the information submitted by the student, school administration and other relevant sources. Within ten (10) school days of the date the appeal is received, the superintendent notifies the student and principal, in writing, of the decision concerning the appeal.
3. **Hearing Before the Superintendent:** Upon receipt of a request for a hearing, the superintendent, (1) schedules a hearing date which must be within ten (10) school days from the date the request was received, (2) informs all individuals concerned, in writing, of the time, date, and place of the hearing, and (3) notifies the student of his right to present information, evidence, and to have witnesses. The superintendent or designee is responsible for conducting the hearing, questioning parties to the hearing, and providing an opportunity for the student to question parties to the hearing (note: a student's opportunity to question witnesses may be negated in situations in which a potential threat to health or safety is deemed to exist). Within five (5) school days after the hearing, the superintendent reviews all data and information presented at the hearing, renders a decision, and notifies the student and principal, in writing, of the finding. This is the final decision of the school district.

Policy File: JII-R

Student Privacy

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

I. Definitions

- a. "Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

- b. "Parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
- c. "Personally identifiable information" includes, but is not limited to, the name and address of the student, student's parent, or other family member, the student's personal identifier, such as social security number or student identification number, or a list of characteristics or other information that would make the student's identity easily traceable.
- d. "Personal information" means individually identifiable information including-
 - 1. a student's or parent's first and last name;
 - 2. a home or other physical address (including a street name and the name of a city or town);
 - 3. a telephone number; or
 - 4. a Social Security identification number.
- e. "Survey" includes an evaluation, but does not include a survey or evaluation administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.).

II. Student Surveys

- a. Surveys Funded in Whole or in Part by the U.S. Department of Education:
 - 1. The administration shall make available for inspection by parents all instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education.
 - 2. The administration shall obtain the prior written consent of the parent or student (if the student is an adult or an emancipated minor), prior to requiring a student to submit to a survey, analysis, or evaluation funded in whole or part by the U.S. Department of Education that reveals information concerning any of the following topics:
 - a. political affiliations or beliefs of the student or the student's parent;
 - b. mental or psychological problems of the student or the student's parent;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. religious practices, affiliations, or beliefs of the student or of the student's parent; or
 - h. income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).
- b. Surveys Funded by Sources Other than the U.S. Department of Education:
 - 1. Third Party Surveys
 - i. Prior to distributing any third party survey, the administration shall give notice to parents of the district's intent to distribute a survey on behalf of a third party.
 - ii. Upon request, the administration shall permit parents to inspect any third party survey before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the survey within a reasonable period of time after a parental request is received.
 - iii. Student responses to third party surveys that contain personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.
 - 2. Confidential Topic Surveys
 - i. The provisions of this subsection apply to any survey (sponsored by the school district or a third party) which contains questions pertaining to one or more of the following items ("Confidential Topic Surveys"):
 - political affiliations or beliefs of the student or the student's parent,
 - mental or psychological problems of the student or the student's parent, sex behavior or attitudes,
 - illegal, anti-social, self-incriminating, or demeaning behavior,
 - critical appraisals of other individuals with whom respondents have close family relationships,
 - legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
 - religious practices, affiliations, or beliefs of the student or of the student's parent,

- income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).
- ii At the beginning of the school year, the administration shall give direct notice to parents of affected students of the district's intent to distribute a Confidential Topic Survey(s). Such notice shall include the specific or approximate dates during the school year of such distribution.
- iii Upon request, the administration shall permit parents to inspect any Confidential Topic Survey before it is administered, distributed or used by a school to or with a student. The administration shall grant reasonable access to the Confidential Topic Survey within a reasonable period of time after a parental request is received.
- iv Student responses to any Confidential Topic Survey that contains personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records. Upon written request, the administration shall permit the parent or student (if an adult or emancipated minor) to opt out of participation in any Confidential Topic Survey described in this subparagraph.

III. Collection of Personal Information

- a. The provisions of this subsection apply to any instrument designed to collect personal information from a student for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose.
- b. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or to the students aged eighteen or older or emancipated minors) of the district's intent to collect, disclose or use personal information collected from students for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose. Such notice shall include the specific or approximate dates during the school year of such collection, disclosure or use of personal information.
- c. Upon written request, the administration shall permit parents to inspect an instrument designed to collect personal information of students before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the instrument within a reasonable period of time after a parental request is received.
- d. Upon written request, the administration shall permit parents (or students aged eighteen or older or emancipated minors) to opt out of participation in the collection, disclosure or use of personal information obtained from students for the purposes of marketing, selling or otherwise distributing the personal information to others.
- e. The provisions regarding the collection, disclosure and/or use of personal information do not apply to personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
 - 1. college or other post-secondary education recruitment, or military recruitment*;
 - 2. book clubs, magazines, and programs providing access to low-cost literary products;
 - 3. curriculum and instructional materials used by elementary schools and secondary schools;
 - 4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
 - 5. the sale by students of products or services to raise funds for school-related or education-related activities;
 - 6. student recognition programs.

*Note: Notwithstanding the foregoing, the district will permit parents and students over the age of eighteen or emancipated minors to prevent disclosure of secondary school students' names, addresses and telephone numbers to military recruiters and institutions of higher education, in accordance with the district's Confidentiality and Access to Student Records Policy.

IV. Non-Emergency Invasive Physical Examinations and Screenings

- A. The provisions described in this subparagraph shall apply to any non-emergency, invasive physical examinations/screenings conducted by the school district, when such examinations/ screenings meet the following conditions:
 - a. they are required as a condition of attendance;
 - b. they are administered by the school and scheduled by the school in advance;
 - c. they are not necessary to protect the immediate health and safety of the students; and
 - d. they are not required by state law.

B. At the beginning of the school year the administration shall give direct notice to parents of affected students (or the affected student if eighteen or older or an emancipated minor) of the district's intent to conduct non-emergency invasive physical examination(s) /screening(s) described above except for hearing, vision or scoliosis screenings. Such notice shall include specific or approximate dates during the school year of the administration of such non-emergency invasive physical examination(s)/screening(s).

C. Upon written request the administration shall permit parents of affected students or the affected students (if adults or emancipated minors) to opt out of participation in the non-emergency invasive physical examination(s)/screening(s) described in this subparagraph.

V. Complaint Procedure

Parents or students (if adults or emancipated minors) who believe that their rights under this policy have been violated may file a complaint with: Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

Policy File: JS

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").

As required by M.G.L. c. 71, §34H, a non-custodial parent may have access to the student record in accordance with the following provisions:

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 2. The parent has been denied visitation, or
 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5) (a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with the documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5) (a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

File: KBBA

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.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. Exceptions are noted in the Parent/Student handbook.

Policy File: JRA

Student Records - Regulations

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

Application of Rights

603 CMR 23.00 is promulgated to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of students' records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

(1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.

(2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.

(3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student's age.

(4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

(1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.

(2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student

records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(3) The evaluation team which evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School Committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record.

Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR

23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

(a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.

(b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.

(c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record *interpreted*.

(d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

(a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.

(b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the

language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

In accordance with federal law, regulations of 34 CFR §99.37, rights under FERPA, and the policy of Westfield Public Schools, parents shall be permitted access to instructional material used as part of the educational curriculum for any student.

“Instructional Material” means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).

Academic tests or academic assessments may be reviewed on site and in the presence of teachers, counselors or administrators but may not be removed, duplicated or copied. No notes may be taken when tests or assessments are being reviewed. Distribution and/or dissemination of any academic tests or assessments are strictly prohibited.

Upon request, the district shall permit parents to review any instructional material. The district shall grant reasonable period of time after a parental request is received.

Policy File: JRA-R

Summary of Westfield Public Schools Safety Policies

Criminal Offender Registration (CORI): The Human Resources Office processes all required information in this area. The CORI will be utilized only for employment purposes and not disseminated to any other party. (Contact Human Resources Office)

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: An effective 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 is to be filled out on the appropriate form.

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.

Locker and Student Search: Lockers issued to students by the school system for their temporary use remains the property of the school. 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. (Policy File: JIH)

Memorandum of Understanding (MOU): The Westfield Police Department and the Westfield Public Schools are committed to safe schools. The parties agree to meet to collaborate on the implementation of the MOU and establish lines of communication to support a safe, secure school and community.

Reporting Requirements to DCF: Section 51A of the General Laws of the Commonwealth of Massachusetts, Chapter 119, Child Welfare Statutes, requires that certain identified professionals, among them school personnel, report suspected instances of child abuse/neglect, including sexual abuse and domestic violence, to the appropriate staff of the Massachusetts Department of Social Services. (Policy Files: JLF, JLF-R)

Reporting Requirements to Law Enforcement: Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the schools, and for safeguarding all school property. The Westfield Public Schools will comply with all Federal, State and Local mandates with respect to reporting requirements. (Policy Files: JICH-R, JIH)

Student Interrogation: 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, schools have

responsibility to parents for the welfare of the students while they are in the care of the school. (Policy File: JIH)

Additional information regarding any of the information outlined in this handbook may be obtained by contacting the office of the Superintendent of Schools, 1029 North Road, Westfield, or any building principal at their respective school.

Summer Reading

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

Teacher Mailboxes

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

Visitors and Parking

VISITORS: The school's 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.

Policy Regarding Wellness

The Westfield Public Schools promotes healthy schools by supporting wellness, good nutrition, health education, and regular physical activity as part of the total learning environment. The District supports a healthy school environment for staff and students through policies and procedures that promote safety and wellness, and encourages children to participate in positive dietary and lifestyle practices. The basic health status of children is facilitated by schools through the support and promotion of good nutrition, positive mental health, physical education, and nursing and related health office services. The Westfield Public Schools also fosters public awareness of the positive relationship between physical and mental wellbeing and the capacity of students to develop and learn.

Policy File: ADF

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. This policy recognizes a distinction between school-sponsored speech, such as posters advertising the election of students to the school sponsored Student Council, which is subject to reasonable control as hereinafter defined, and school tolerated speech which is the private speech of individual students or of voluntary associations of students which is allowed provided that it conforms to the terms of this policy. This policy does not apply to the speech of, or to speech produced by, individuals or organizations that are neither students nor employees of the Westfield Public Schools. The duties and privileges of such unaffiliated individuals, including commercial enterprises, are the subjects of a separate policy.

Students are free to engage in private speech at the high school during non-instructional time so long as their speech:

- (a) is not disruptive to the normal operation of the school; or
- (b) does not infringe on the rights of other students, including the rights to be free of sexual harassment and to be free of bullying in the school, or
- (c) does not constitute an assembly.

For purposes of this policy, the following terms have the following meanings:

Speech: The term speech means “pure speech” that is, the act of communicating by unamplified voice. It also includes forms of communication used by the speech or hearing impaired in lieu of communication by voice and communication through written materials such as handbills and posters.

Non-instructional time: Before or after class hours, between class & during lunch. Homeroom & study halls are considered “classes.”

Class hours: The hours of the day when students are scheduled to be in class at the high school.

Reasonable control: In the context of school sponsored speech, reasonable control means restrictions on speech that are rationally related to the goal of teaching students. The goal of teaching students is not limited only to academic subjects but includes the promotion of conduct consistent with the shared values of a civilized social order such as civility, appreciation of different cultures, leadership skills, and the avoidance of such self destructive behaviors as the use of illegal drugs. The exercise of editorial control by the faculty advisor over articles concerning abortion rights submitted by students for publication in the high school newspaper is an example of reasonable control.

Assembly: The term “assembly” means a pre-planned gathering of six or more students for the purpose of influencing the behavior, conduct or beliefs of others.

School hours: Those hours in which the high school is open for use by high school students.

Infringes on the rights of other students: This term includes conduct that is proscribed by the criminal laws and such conduct, as that which could subject the actor of school district to civil liability.

Disruptive to the normal operation of the school: This term includes violence, but also includes any speech or associated conduct that is designed to or does unreasonably interfere with the primary goal of the school system which is to provide a positive atmosphere to foster the optimal learning of the students. Examples of speech or associated conduct that would be disruptive to the normal operation of the school are set forth, below. Students may not:

- a) interfere with, impede or cause blockage of the flow of traffic or of passage;
- b) commit any act likely to create an imminent health or safety hazard;
- c) commit any act that is likely to induce immediate breach of the peace;
- d) use sticks or other hard objects to hold up signs inside the school building;
- e) interfere with an event by blocking audience view or orally interrupting a speaker or performance;
- f) use voice amplification systems that interfere with school activities, or make loud or raucous sounds, which disturb others due to the decibel level of the sound.
- g) willfully or recklessly engage in destruction of property;
- h) attempt by force to impair classes, events or normal business operations;
- i) use language commonly understood by a reasonable person to be vulgar or lewd;
- j) use language that includes “fighting words”, which are those words, including racial or ethnic slurs, that by their very utterance inflict injury or tend to incite an immediate breach of the peace.

When engaged in written speech, students and voluntary associations of students who choose to publish, post or otherwise distribute speech shall by name identify on the writing the principal sponsor of the speech, be it an individual student name or the name of the sponsoring student organization or group. Students and voluntary associations of students engaged in private speech (“school tolerated speech” as opposed to “school sponsored speech”) are not authorized to use the words “Westfield Vocational Technical High School” in their written materials nor may they use any similar words that could mislead other high school students into reasonably concluding that the speech was school sponsored.

In the event that students wish to engage in an assembly during school hours, they shall make written request to the principal or his designee specifying the date, time, place and purpose of the assembly. On or before the end of the next school day following receipt of the request, the principal or his designee shall determine whether the assembly would be disruptive to the ordinary operation of the school or would infringe on the rights of other students. If the principal or designee denies the request, he /she will specify his/her reasons in writing. If modifying the time, place or manner of the proposed assembly would eliminate the potential for disruption, the principal or his designee must offer in the written response a reasonable alternative so as to allow the assembly to take place. If the principal or his designee does not act upon the request by the end of the next school day following receipt of the request, the request is deemed approved. Any student aggrieved by the action of a teacher, the principal or the principal’s designee may obtain review by access to the procedures set forth in this handbook under the heading “Equal Opportunity Grievance Procedure”.

Policy File: JFA

Student Speech at Elementary and Middle Schools

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

For purposes of this policy, speech includes any form of expression that communicates a message or idea, whether expressed verbally, symbolically, in writing or by other means.

The school district will not tolerate any speech that is disruptive of the normal operation of the school or that violates any other district policy, rule or regulation. Examples of such speech include, but are not limited to expressions that: 1) contain libelous, vulgar or obscene language; 2) advocate illegal actions; 3) would subject any person to hatred, ridicule, contempt; 4) advocate actions that would threaten the health or safety of others; and 5) encourages the violation of rules.

Policy File: JFAAA

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.

A class gift removes the possible conflict of interest inherent in gifts as the teacher will have no knowledge of the individual amounts contributed or by whom. For this reason, it is not necessary for the teacher to disclose a class gift to the appointing authority as would be required by the Code of Massachusetts Regulations for many gifts from individual students/parents. In addition to a class gift, the teacher may also accept a gift from an individual student or parent who did not contribute to the class gift; however, the teacher may need to disclose the individual gift. No gift – of ANY value – may be accepted in exchange for showing of favoritism toward a particular student.

Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time must be held at a minimum. Therefore, no solicitations of funds for charitable purposes will be made among staff members except with specific School Committee approval. Whenever such solicitations are made, no pressure will be exerted to obtain contributions even though the drive is one that the School Committee has specifically approved.

Policy File: GBEB

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 called that will place calls to parents notifying them of closings, delays, or an early release. In addition, such closings will be broadcast: WHYN (FM-93.1/AM-560), WAQY (FM-102), WRNX (FM-100.9), KIX (FM-97.9), Channel 40 WGGB, Channel 22 WWLP, 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.

SCHOOL CALENDAR FOR 2015-2016

August 26	New Teacher Opening Day
August 27	ALL Teachers Opening Day
August 28	Staff Development Day
August 31	Staff Development Day *Convocation TBD
September 1	First Day of School Grades 1-12/No Kindergarten
September 7	Labor Day Holiday/No School
September 8	First Day of Kindergarten (September 8 First Day of Preschool)
October 12	Columbus Day Holiday/No School
October 29	Early Release Day for Students/District Professional Development Parent/Teacher Conferences PM
November 3	Staff Development Day/No School for students
November 11	Veterans Day Holiday/No School
November 25-27	Thanksgiving Recess/No School
December 22	Early Release Day for Students/District Professional Development
December 23-31	Holiday Recess/No School (schools reopen January 4)
January 15	Early Release Day for Students/District Professional Development
January 18	Martin Luther King Day Holiday/No School
February 12	Early Release Day for Students/District Professional Development
February 15-19	Winter Vacation/No School
March 25	Good Friday/No School
April 7	Early Release Day for Students/District Professional Development Parent/Teacher Conferences PM
April 18-22	Spring Vacation/No School
May 27	Early Release Day for Students/District Professional Development
May 30	Memorial Day Holiday/No School
June 23	Last day of School/Early Release Day for Students (District Professional Development make-up day, if needed) *Includes 5 emergency closing days
	Last day will be June 16 (if no emergency closing days are used) For every day not used, a day will deducted from the calendar

Support Resources and Hotlines

Domestic Violence and Sexual Assault

Donna Suckau, Police Department: 562-5411 (beeper 263-4384)

YWCA ARCH Program: 733-7100 (hotline) Shelter, counseling and information for battered women and their children, sexual assault services

New Beginnings: 562-5739 counseling and information

Safe Link 24-hours 877-785-2020

Psychiatric Services

Westfield Crisis Intervention Program: 568-6386

24- hour service for psychiatric crisis and suicidal behavior

Individual, group and family counseling for youth and families:

The Carson Center: 572-4132

James Levine and Association: 534-7400

MSPCC, Holyoke: 532-9466

Child and Family Services, West Springfield: 737-4718

Agawam Counseling Center: 786-6410

Substance Abuse Services

Massachusetts Substance Abuse Information Helpline: 800-327-5050

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

Providence Hospital, Holyoke

- Clinical Assessment Center for outpatient services: 539-2973
- Clinical Assessment Center for inpatient services: 539-2981

Baystate Medical Center, Central Intake for inpatient and outpatient services: 794-5555

Alcoholics Anonymous meeting schedule: www.westernmassaa.org or listed in your local paper

Al-Anon and Alateen: 782-3406/ 888-425-2666

Hotlines and Other Support Services

United Way: 737-2691

AIDS information and support: 800-235-2331

Missing children: 800-843-5678

National Runaway Switchboard (24 hours): 800-RUNAWAY

Department of Children and Families, Holyoke Office: 493-2600

Parental Stress Line: 800-632-8188

Western Mass Legal Services (Legal Aid): 781-7814