WEST SPRINGFIELD MIDDLE SCHOOL
31 Middle School Drive
West Springfield, MA 01089
Telephone: (413) 263-3404
http://wsms.wspso.org

2019-2020

WEST SPRINGFIELD MIDDLE SCHOOL
MISSION STATEMENT

West Springfield Middle School is a safe, diverse learning community built upon respect, responsibility and the pursuit of excellence.
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MISSION STATEMENT

West Springfield Middle School is a safe, diverse learning community built upon respect, responsibility and the pursuit of excellence.

PRINCIPAL’S MESSAGE

Welcome to West Springfield Middle School. This handbook has been prepared for your convenience by the Middle School staff and administration. The programs, rules, regulations, and procedures described in it have been established to create the best possible atmosphere for the education of all students regardless of age, race, gender identity, color, sex, religion, national original, sexual orientation, disability or immigration status. They are based on respect for the rights of others and on the individual’s responsibility to perform his/her job in the best way possible.

Since the middle school student is in a period of physical and psychological development and change, the school program is designed to accommodate this critical period of adolescence. The program offers a wide variety of subject matter as well as extracurricular activity. This, in turn, stimulates exploring minds during that period of your lives when you are still making choices for lifetime careers.

The ultimate purpose of education is to help each student to become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help you to participate in our varied activities and thus find those things within our school which will prepare you to live a better life and finally to take your place in this complex society.

We hope the information included will be of value in helping you to adjust to your school and to become an integral part of it. Good luck and remember that your success in this school will be directly proportional to your efforts.

Peter J. Gillen
Principal
**WEST SPRINGFIELD PUBLIC SCHOOLS**
**2019-2020 SCHOOL YEAR**

### S.C. APPROVED 2/14/19

#### START & DISMISSAL TIMES

- **HIGH SCHOOL**
  - 7:20 A.M. – 2:00 P.M.

- **MIDDLE SCHOOL**
  - 7:52 A.M. – 2:25 P.M.

- **ALL ELEMENTARY SCHOOLS**
  - 8:30 A.M. – 2:45 P.M.

- **KINDERGARTEN**
  - 9:00 A.M. – 3:15 P.M.

- **COWING SCHOOL**
  - EARLY CHILDHOOD
    - AM PROGRAM:  9:00  – 11:30
    - PM PROGRAM:  12:45 – 3:15

- **CAS PROGRAM**
  - 8:30 A.M. – 2:30 P.M.

#### EARLY DISMISSAL & ½ DAY TIMES

- **HIGH SCHOOL**
  - 10:00 a.m.

- **MIDDLE SCHOOL**
  - 10:30 a.m.

- **ELEMENTARY**
  - 11:00 a.m.

- **KINDERGARTEN**
  - 11:30 a.m.

- **EARLY CHILDHOOD**
  - 11:30 a.m.

#### STANDBAR TEST TESTING

- Visit DESE website @ [www.doe.mass.edu](http://www.doe.mass.edu) for specific dates

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### Calendar

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**District PD Day / No School for Students**

**No School / Holiday or Vacation**

**Early Dismissal / Parent Conferences**

**Half Day / Students & Staff**

**Last Day of School / Early Dismissal (Students only)**
AUGUST / SEPTEMBER
26-28 – No school / Professional Development
29 – First day of school (1-12 grades only)
29 – Kindergarten – Ashley & Coburn Schools - Meet & Greet (no buses)
30 – EC – Meet & Greet (no buses)
30 – Kindergarten – Ashley & Coburn School - First day of school
2 – No school / Labor Day
3 – EC – First day of school

OCTOBER
14 – No school / Columbus Day
31 – Parent conferences / EC-5 (No school for EC & Kindergarten; early dismissal for grades 1-5)

NOVEMBER
1 – Parent conferences / EC-5 (No school for EC & Kindergarten; early dismissal for grades 1-5)
5 – No school / Professional Development
11 – No school / Veterans Day (observed)
27 – ½ day / district-wide
28 & 29 – No school / Thanksgiving Break

DECEMBER
23-31 – No school / Holiday Break

JANUARY
1 – No school / New Year’s Day
20 – No school / Martin Luther King Jr. Day

FEBRUARY
5 – Parent conferences / EC-5 (No school for EC & Kindergarten; early dismissal for grades 1-5)
17-21 – No school / Winter Break

MARCH
13 – No school / Professional Development

APRIL
10 – No school / Good Friday
20-24 – No school / Spring Break **
(**May be substituted for school days if all snow days are utilized)

MAY
25 – No school / Memorial Day

JUNE
7 – High school graduation
11 – Last day / EC & KINDERGARTEN (Early dismissal/students only) - COWING EC/ASHLEY & COBURN Kindergarten
15 – Last day / Grades 1-11 (Early dismissal/students only)
~ OR ~ (If all 5 snow days are used)
18 – Last day / EC & KINDERGARTEN (Early dismissal/students only) - COWING EC/ASHLEY & COBURN Kindergarten
22 – Last day / Grades 1-11 (Early dismissal/students only)
MARKING TERMS AND REPORT CARD DATES
2019 - 2020

Schedules may be altered due to snow days. Changes will be posted on wsps.org

MIDDLE SCHOOL & HIGH SCHOOL
(45 Day Schedule)

FIRST TERM

Marking Term:
Thursday, August 29, 2019 – Friday, November 1, 2019

Report Cards Issued: Wednesday, November 13, 2019

SECOND TERM

Marking Term:
Monday, November 4, 2019 – Tuesday, January 21, 2020

Report Cards Issued: Wednesday, February 5, 2020

THIRD TERM

Marking Term:
Wednesday, January 22, 2020 – Wednesday, April 1, 2020

Report Cards Issued: Wednesday, April 29, 2020

FOURTH TERM

Marking Term:
Thursday, April 2, 2020 – Thursday, June 15, 2020

Report Cards Issued: Last day of School

We DO count conference days, early dismissal & half days
We DO NOT count Professional Development (PD) days

6/19/19/kew
DISTRICT WIDE POLICIES
For a complete list and information on West Springfield Public School District Policies, visit:
https://sites.google.com/a/wsps.org/policy-manual/

ACADEMICS

CURRICULUM AND INSTRUCTION
The curriculum in the West Springfield Middle School provides a necessary transition from the elementary program. The student meets a specific teacher within a team for each subject. Courses include: English, reading, mathematics, science, social studies, foreign language, and the unified arts. Supportive services are offered in the area of Special Education and mathematics. English as a Second Language is also available.

An accelerated program in mathematics (Algebra 1) and foreign language is provided to students who meet the following qualifications:
I. Satisfactory conduct, work habits, and attendance
II. Report card grades in mathematics, reading, and English of “B” or better for the first three marking terms of grade 7.
III. Recommendations of the student’s seventh grade English and mathematics teachers.
IV. Standardized test scores:
   a) Algebra – Based upon teacher recommendation.
   b) Foreign Language – Based upon teacher recommendation.

Students begin their day with a brief homeroom block which includes attendance-taking regulations and administrative functions within the school building. Students follow a schedule which allows for flexibility in programming to meet their individual needs.

One Alternative Secondary Program is provided by the West Springfield School Department. It is for special education students only. This program is designed for pupils who have a strong desire to complete school but, because of one or more special needs, are unable to cope with a program of studies in a traditional middle school setting. Individual or small group academic instruction is offered through a teacher/counselor approach.

The students benefit from weekly counseling and discussion groups where school/home-related problems are addressed. Counselors are available to discuss any difficulties the students are experiencing.

HONOR ROLL
Maximum Honors – “A” grade in all subjects
Honors – “B” or better grade in all subjects
Teams will recognize students each term who follow the BARK expectations: Be Responsible, Achieve Excellence, Respect Self, Others, and Property, and Keep Safe.

PROMOTION AND RETENTION OF MIDDLE SCHOOL STUDENTS
At the middle school level, promotion from grade to grade shall be granted to those completing the following:

Course Credits:
Students carry a total of thirty (30) credits in grade 6 and 7 and 35 credits in grade 8. Credits are determined by the number of times classes meet weekly.

Unified Arts
Ten (10) credits may be earned from the following exploratory subjects: Art, general music, instrumental music, math intervention, ELA 2, family and consumer science, physical education, health, and computer.

Grade 6 and 7
Academic subjects: Twenty (20) credits may be earned from English language arts, mathematics, science, and social studies.

Grade 8
Academic subjects: Twenty-five (25) credits may be earned from English, mathematics, science, social studies, and reading or foreign language.
Failure to achieve academic success will result in the following:

A. Failure of any combination of ten (10) credits = Non promotion
B. Two years in the grade, or three years above grade age level = Transfer to next grade
C. Administrator retains authority to transfer students to the next grade.

STANDARDIZED TESTING

The Massachusetts Education Reform Act of 1993 requires that all public school students take the Massachusetts Comprehensive Assessment System Test. Any student who refuses to participate in this testing requirement will be subject to disciplinary disposition, which may include suspension from school.

GUIDANCE

Counselors are available for students and parents if questions arise regarding the individual student’s academic performance or social and emotional development. They are also involved in student program scheduling and the administration of the standardized testing program. If a student wishes to see his counselor, he must obtain a pass from the counselor (e.g. emergency excepted). Appointments for conferences or concerns are arranged by the guidance counselor. Parents are asked to contact the guidance counselor first.

HOMEWORK

The assignment of regular homework to students is required as part of the standard philosophy and policy of middle school curriculum. Homework assignments serve the purpose of reinforcing classroom activities.

Academic subject teachers generally assign homework, at least four (4) nights per week. Completion for each subject ranges from fifteen (15) to twenty (20) minutes.

Parents should encourage their sons/daughters to complete assigned tasks.

HOMEWORK DURING ABSENCE FROM SCHOOL

A student who has been absent excused from school for three or more days may request homework assignments. Call the appropriate guidance counselor to make arrangements to pick up these assignments and the necessary books.

STUDENT ATTENDANCE

The West Springfield School District encourages good school attendance, since only through regular attendance can a student take full advantage of the educational opportunities offered. We believe in a direct and positive correlation between good school attendance and academic success. Therefore students are expected to be in attendance every day of the school year.

The school system does, however, recognize that occasional absence from school is unavoidable and legitimate.

Responsibility for regular attendance and adherence to district policy lies with the students and parents/guardians. The law requires that the parents/guardians of mandatory school age children (ages six through fifteen inclusive) ensure attendance of their children in accordance with district policy.

Pupils shall attend schools in the district and in accordance with district lines as approved by the School Committee.

Excessive absences, tardiness, and early dismissals have a negative effect on test scores, class participation, and other criteria used by the classroom teacher to establish satisfactory performance. Parents will receive notice when their child is absent or tardy five (5) days cumulative. When a student is absent or tardy for a total of ten (10) days, a meeting may be held with administration. Excessive absences may jeopardize a student's promotion and/or successful course completion. Work and/or educational support services will be provided for students whose absence is excused; the student is expected to complete all such work. The school reserves the right to
request a doctor's note in the case of excessive absences. Students who are absent are considered ineligible for participation in any after-school activities.

A note from a parent or guardian must accompany the student upon his/her return from any absence. Arrangements should be made with the classroom teacher to clarify when and how work needs to be completed. It is the responsibility of the student to make up class work missed during any absence. Failure to complete class work will negatively impact a student's grade.

Students may be excused temporarily from school attendance for the following reasons:

- Illness or quarantine (with a doctor's note)
- Bereavement or serious illness in family
- For Observance of major religious holidays
- Legal (with documentation from the court, lawyer etc.)
- Other - a student may be excused for other absences with approval from the school administrator

Documentation for the above absences should be provided to the school principal or designee within five (5) school days of the absence. Documentation provided after ten (10) school days may require a meeting with a principal or designee.

REF: Student Handbooks
Read, revised, approved: October 16, 2018 [Policy Subcommittee]
Approved: October 23, 2018 [School Committee]

ABSENCE FROM SCHOOL: It is expected that students will not be absent from school unless conditions or circumstances render them otherwise unable to attend.

1. Every pupil who is not present in the classroom at the start of opening session will be marked tardy. Parents/guardians must provide an excuse in person, in writing or by phone, followed by written note, to excuse student tardiness.

2. Following an absence of three (3) 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 home, work, or other emergency telephone number where they can be reached during the school day.

3. Students in grade 6-8 who exceed fourteen (14) absences in a school year, may be considered for non-promotion. The intent of this policy is not to say that a certain number of absences are acceptable or allowable. Days absent from school should be reserved for illness or emergency.

4. Referrals will be made to the Supervisor of Attendance when student absences exceed five percent (5%) and parents/guardians fail to cooperate with school attempts to resolve student attendance (i.e. conferences, medical documentation). Parents who support or enable a chronic pattern of unnecessary absence may be subject to agency or court action. The Supervisor of Attendance will file a “Failure to Cause” at Springfield juvenile Court on said parents/guardians and/or file a report with the Department of Social Services for Educational Neglect.

5. Students who appear in school or on school grounds while marked absent or dismissed from school are considered truant. In addition, students absent without legal reason/parent knowledge are also truant. Chronic truancy and excessive absenteeism will result in the Supervisor of Attendance filing a “Child in Need of Services” CHINS petition with the Springfield Juvenile Court. Students in grade 6-8 who are truant from school will be required to stay after school for 5 days of detention to make up missed work.

6. No pupil shall be dismissed from school without a request from his/her parent/guardian in person or in writing. All cases of dismissal shall be recorded. Students may not leave the building until the person receiving them has been properly identified, or by telephone if the call is verified.

7. The school nurse may dismiss students for illness with permission from the parent/guardian. Age appropriateness for entrance into school is reflected in the entrance age policy.
SCHOOL PROCEDURES

ARRIVAL/DEPARTURE TIME
School starting time is 7:52 a.m. Teachers are on duty at 7:35 a.m. There is no supervision before that time. For this reason, no student should arrive at school before 7:45 a.m. The school cannot accept responsibility for any pupil who arrives before 7:45 a.m. Students are dismissed at 2:25 pm.

Upon arrival, students are to proceed directly into the building where they will remain until the end of the school day.

REPORTING TO CLASS / EARLY DISMISSAL
1. Students must report to their homeroom in the morning BEFORE going to any other place in the building.
2. Parents are encouraged to call the school if their child is out ill. When a pupil is absent, he is expected to be at home unless the school has been notified by the parents, otherwise, the pupil is liable to be charged with truancy.
3. Early dismissal from school requires a written note from a parent which states the time, date and reason. This note must be brought to the office during homeroom period in the morning. Telephone requests to dismiss a pupil cannot be accepted. A dismissed pupil must sign out in the office and must sign in again if he returns on the same day.

HOMEROOM PERIODS
Morning homeroom is a time for the student to organize for the day’s activities. Opening exercises are conducted, which includes the Pledge of Allegiance, announcements are made and attendance taken.

TARDINESS TO SCHOOL OR CLASS
7:45 a.m. - Students enter the building
7:52 a.m.-8:00 a.m. - Homeroom/Team Time

Students are tardy after 7:52 a.m.
1. Any pupil who is tardy to school must report to the office for a tardy pass.
2. Chronic tardiness will result in disciplinary action.
3. An excused tardiness does not apply to the above notice, (i.e. doctor’s appointment etc.) (five tardies = detention)

SCHOOL CLOSINGS OR DELAYED STARTING TIMES (INCLEMENT WEATHER - NO SCHOOL)
The "NO SCHOOL" signal will be given only in cases of extreme weather conditions. Many pupils are transported to our schools, and conditions may vary in the various areas of town.

When the decision is made to keep schools open on stormy days, parents are urged to exercise their personal judgment about whether or not to send their children to school.

If there is a possibility that severe storm conditions could subside and improve later in the morning, a delayed school opening of up to 2 hours will go into effect. This means that bus pick-ups and school openings will go into effect up to 2 hours later than the regular time.

In the event that a decision is made not to open school or to delay school starting time, an announcement will be made over the following television and radio stations as close to 6:30 A.M. as possible:

Radio: WHYN, WPKX, WMAS, WAQY, WNNZ
TV: Channel 40, WGGB - Channel 22, WWLP
Automatic Phone System: (School Messenger)
Internet: wsps.org
HEALTH/WELLNESS INFORMATION

1. The Middle School has the services of the school nurse on a regular basis.
2. A student must have a pass from a teacher to go to the nurse. Students should not interrupt their subject instruction by requesting passes to the nurse for minor complaints such as blisters, splinters, band-aids, etc. unless these activities are the result of activity within that class.
3. Pupils are dismissed to the care of parents when necessary. Transportation at this time is the responsibility of the parent.
4. In the event of serious accidents or emergencies when the parent cannot be reached, medical help will be contacted.
5. Any child who is too ill to concentrate in class should remain at home until completely recovered. A child with an elevated temperature of 100 degrees or higher, vomiting, or experiencing diarrhea should be symptom free for 24 hours before returning to school.
6. Injuries suffered outside of school on weekends or in the evening cannot be effectively evaluated and treated at school, but should be reported to the school nurse. A physician should see the child for any serious injury.
7. Every attempt should be made to schedule medication outside of school hours to avoid interruption of your child’s school day. If medication has to be given at school, it will only be accepted if it is accompanied by a written order from a physician and written permission from a parent/guardian. This includes non-prescription items such as ibuprofen, cough medicine, etc.
8. Food allergies are becoming more common. In the schools we strive to create as safe an environment as we can for all students. We ask that parents and students not bring in food prepared at home to share with classmates. If parents make arrangements with a teacher to bring in pre-packed food for a special occasion, it must have clear labeling. When parents inform the school nurse of their child’s allergy, their teachers will be notified. Parents are responsible for providing an Epi-Pen, if ordered by the physician, with Parent permission/Physician orders, and work with the nurse to complete an Allergy Action Plan for their child when school starts.
9. For Parents: If you do not wish to have your child participate in any or all health screenings please notify the school nurse at the beginning of the year.

VACCINATIONS AND IMMUNIZATIONS

No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles and poliomyelitis and such other communicable diseases as may be specified from time to time by the department of public health.

A child shall be admitted to school upon certification by a physician that he has personally examined such child and that in his opinion the physical condition of the child is such that his health would be endangered by such vaccination or by any of such immunizations. Such certification shall be submitted at the beginning of each school year to the physician in charge of the school health program. If the physician in charge of the school health program does not agree with the opinion of the child's physician, the matter shall be referred to the department of public health, whose decision will be final.

In the absence of an emergency or epidemic of disease declared by the department of public health, no child whose parent or guardian states in writing that the vaccination or immunization conflicts with his sincere religious beliefs shall be required to present said physician's certificate in order to be admitted to school.

LEGAL REF.: M.G.L. 76:15 Updated 7/8/11
First Reading: July 19, 2011 (Policy Subcommittee)
Second Reading & Approval: August 9, 2011

PHYSICAL EXAMINATION OF STUDENTS

It is the policy of the school district to have spaced physical examinations in the kindergarten and grades four, seven and ten.

Since family physicians have a comprehensive knowledge of the health stature of their student patients, parents should have their doctor perform the examination. Forms may be obtained from the school. (MA DPH 105 CMR 200.000)
Students will receive screenings in school according to the guidelines and schedules developed by the Massachusetts Department of Health. Results of screenings will be reported to parents/guardians per state regulations. Parents and legal guardians may request, in writing, that their child not participate in the program. A

Updated: 10/22/15

ADMINISTERING MEDICINES TO STUDENTS

Prescription Medications
Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of Epi-pens.

The school district may, in conjunction with the school physician and the director of health services, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer Narcan to individuals experiencing a life threatening opiate overdose in a school setting.

If the school district wishes medical personnel to train non-medical staff in the administration of Narcan, the school committee shall vote to approve such training and the superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Department of Public Health.

Following consultation and approval from the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

Over the Counter Medications
With parent/guardian permission, your child’s school nurse may administer over the counter (OTC) medication to your child according to established protocols. The parent/guardian may choose which OTC medications they want the school nurse to use, if needed. No OTC medication will be given at school without a parent/guardian signature.

SOURCE: MASC (March 2016)
LEGAL REF.: M.G.L. 71: 54B; Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00
Read, reviewed & revised: May 11, 2016 Policy Subcommittee
Read & approved: June 14, 2016 School Committee

PARENTAL NOTIFICATION OF FAMILY LIFE EDUCATION

The Family Life Health curriculum includes the discussion of topics in family living which includes information about sexual reproduction and sexually transmitted disease, with an overall focus on abstinence. Each topic is designed for the appropriate grade and maturation level of our students. Additionally, the entire curriculum is reviewed and approved by the West Springfield Curriculum Steering Committee, Health Teachers, Administration and School Committee.

The curriculum is available for your review through the Health Teacher or the Health Coordinator. Please feel free to make an appointment with them to discuss any questions or concerns which you may have, and/or view the content of this curriculum. If you wish to exempt your child from any portion of this curriculum, please provide written notification to the school Principal. No child so exempted shall be penalized by reason of such exemption.
PHYSICAL EDUCATION
1. Physical Education is required for all students. Students are required to report to class with proper attire (sneakers, shorts, shirt) and are expected to participate in all scheduled activities.
2. An injury must be reported to the instructor immediately.
3. All valuables should be kept locked in the student’s hall locker, or checked in with the instructor, NOT left in the gym locker. The school is NOT responsible for any lost or stolen articles or equipment.
4. If a physician advises against a student’s taking part in physical education, it is necessary that a written excuse from the physician be presented to the school nurse. All requests for LIMITED physical activity must be accompanied by a physician’s statement which advises the school about what type of activity is to be avoided.

CODE OF CONDUCT
It is impossible to define in advance every possible situation. The administration will take appropriate action when a situation occurs that is not specifically addressed in the code.

- If, due to budgetary constraints or other prevailing circumstances, specific options or programs contained within the Student Code of Conduct are unavailable, either parallel measures or the next progressive option of discipline will be administered.
- This Code of Conduct is in effect at all school functions including athletic events.
- Parents will be contacted when deemed appropriate by the Administration.
- It may be required that a parent/guardian will accompany the student upon re-admission following a suspension.
- The discipline system is a graduated step system in which students will be assigned detention/suspension for violation of school rules and policies.
  - In extreme cases, additional and more severe measures may be applied.
    - The level of disciplinary consequence will be at the discretion of the Administration.
    - However, due consideration will be given by the Administration as to the level of severity and frequency of the infraction and the corresponding severity of the penalty imposed.
- Please be advised that some student conduct may have athletic eligibility implications that the high school must enforce. For more information, please consult the MIAA blue book which can be found at www.miaa.net.
- Field trips are a privilege not a right and student participation may be denied for academic, attendance and/or discipline related issues.
- Students attending any school sponsored events are expected to follow all applicable school rules and policies.

Disciplinary and/or corrective action will be taken as soon as possible following completion of the investigation if an incident of discrimination and/or harassment, and will have as its goal the elimination of the offensive conduct, the prevention of reoccurrence, and the re-establishment of a healthy school environment, especially for the victim(s). Such action will take into account the severity of the incident and the age and identity of the victim and harasser, and the effect upon the victim.

The Administration will consider factors such as frequency of prior infractions and the students standing in the school before rendering such decisions.

RULES & REGULATIONS REGARDING STUDENT CONDUCT
- In order to maintain a safe, orderly, healthy, and educationally sound environment, certain standards of behavior are expected. The individual student is expected to conduct himself/herself in a manner befitting a responsible young adult.
- Whenever it is deemed necessary, teachers and administrators may act to discipline students whose conduct or character is detrimental or inappropriate. Parents and students should be aware that in situations when student conduct is such that disciplinary measures are necessary, the disciplinary process will be supported by the principal, the superintendent and the School Committee. When appropriateness of such action is questioned, the student will have the right to appeal.
School principals and administrators are authorized to suspend a student. For designated offenses, the principal is authorized to expel or exclude a student. The suspension may be internal or external as determined by an administrator. Under certain circumstances the School Committee also has the authority to expel or exclude a student.

School authorities may use reasonable and prudent force and restraint for the purpose of maintaining order and safeguarding students and school employees.

### DISCIPLINE CODES

<table>
<thead>
<tr>
<th>Violation</th>
<th>1st Offense</th>
<th>Subsequent Offense(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Misconduct</td>
<td>Warning/Reprimand/Removal</td>
<td>Repeated offenses may result in suspension of riding privileges from 1 week through remainder of year.</td>
</tr>
<tr>
<td>Consumption of food or drink outside cafeteria</td>
<td>Warning/Reprimand or Office Detention</td>
<td>In-House Detention</td>
</tr>
<tr>
<td>Dangerous Acts [i.e. Shoving/throwing objects]</td>
<td>Office Detention or In-House Detention depending on the severity.</td>
<td>1-5 Days Suspension</td>
</tr>
<tr>
<td>Defiance/Insubordination Failure to follow a reasonable administrative request</td>
<td>Warning/Possible In-House Detention</td>
<td>1-5 Days Suspension</td>
</tr>
<tr>
<td>Disrespect/Insolence</td>
<td>Warning/Possible In-House Detention</td>
<td>1-5 Days Suspension</td>
</tr>
<tr>
<td>Disruptive Behavior</td>
<td>Office Detention/ Possible In-House Detention</td>
<td>In-House Detention 1-5 Days Suspension</td>
</tr>
<tr>
<td>Electronic Device Violation</td>
<td>Office Detention</td>
<td>In-House Detention: All subsequent violations require parent/guardian to pick up device.</td>
</tr>
<tr>
<td>*may include confiscation of device</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out of class without pass.</td>
<td>Office Detention</td>
<td>In-House Detention</td>
</tr>
<tr>
<td>Failure to identify/False identification/refusal to identify</td>
<td>In-House Detention</td>
<td>1-5 days Suspension</td>
</tr>
<tr>
<td>Failure to report to administration upon request</td>
<td>In-House Detention</td>
<td>1-5 Days Suspension</td>
</tr>
<tr>
<td>Failure to serve a teacher detention.</td>
<td>Office Detention</td>
<td>In-House detention</td>
</tr>
<tr>
<td>Failure to serve an office detention.</td>
<td>Additional Office Detention(s) or In-House Detention</td>
<td>In-House Detention</td>
</tr>
<tr>
<td>Violation</td>
<td>1st Offense</td>
<td>Subsequent Offense(s)</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Forgery/Alteration of school documents. (i.e. pass)</td>
<td>Office Detention or In-House Detention</td>
<td>1-5 Days Suspension</td>
</tr>
<tr>
<td>Gambling</td>
<td>In-House Detention</td>
<td>1-5 Days Suspension</td>
</tr>
<tr>
<td>Inappropriate Dress</td>
<td>Warning/Reprimand Possible change of clothes</td>
<td>Change of clothes/Parent Contact</td>
</tr>
<tr>
<td>Leaving School Grounds without Permission.</td>
<td>In-House Detention</td>
<td>1-5 Days Suspension</td>
</tr>
<tr>
<td>Possession/Distribution of inappropriate/disruptive or pornographic material.</td>
<td>In-House Detention, Possible Suspension</td>
<td>1-5 Days Suspension</td>
</tr>
<tr>
<td>Possession/Distribution of inappropriate/disruptive or pornographic material.</td>
<td>Confiscation of Material</td>
<td></td>
</tr>
<tr>
<td>Profanity, obscene language or gestures, demeaning remarks</td>
<td>Office Detention or In-House Detention</td>
<td>In House Detention</td>
</tr>
<tr>
<td>Fighting words or threats between/among students</td>
<td>In-House Detention</td>
<td>1-5 Days Suspension</td>
</tr>
<tr>
<td>Unapproved sale of food, drink or candy during school hours</td>
<td>Warning/Reprimand Confiscation of goods, returned only to parent/guardian.</td>
<td>Office Detention In-House Detention</td>
</tr>
<tr>
<td>Vandalism</td>
<td>In-House Detention or up to 3-5 Days Suspension. Restitution and contact parent/guardian.</td>
<td>5-10 Days Suspension and Restitution.</td>
</tr>
<tr>
<td>Loitering</td>
<td>Office Detention</td>
<td>In-House Detention</td>
</tr>
<tr>
<td>Continued and willful disobedience of school rules.</td>
<td>In-House Detention</td>
<td>1-5 Days Suspension</td>
</tr>
</tbody>
</table>

**UNAUTHORIZED ABSENCES / TARDY FROM SCHOOL OR CLASS**

<table>
<thead>
<tr>
<th>Violation</th>
<th>1st Offense</th>
<th>Subsequent Offense(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class/Assembly Cut</td>
<td>Office Detention</td>
<td>In-House Detention</td>
</tr>
<tr>
<td>Full/Partial day Truancy</td>
<td>In-House Detention</td>
<td>No Credit on all missed work</td>
</tr>
</tbody>
</table>

**Standardized Testing Infraction** - Any student who violates standardized testing procedures will be subject to progressive discipline up to and including external suspension.
**IMMEDIATE SUSPENSION WILL RESULT FROM THE FOLLOWING OFFENSES:**
*Additional Criminal charges may also be filed*

<table>
<thead>
<tr>
<th>Violation</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholic Beverage: use, possession, under the influence of.</td>
<td>10 Day Suspension and letter recommending expulsion to the School Committee.</td>
</tr>
<tr>
<td>Alcoholic Beverage: Selling/distribution of.</td>
<td>10 Day Suspension and letter recommending expulsion to the School Committee. Criminal Charges may be filed.</td>
</tr>
<tr>
<td>Arson</td>
<td>Suspension, restitution, and a letter recommending expulsion to the School Committee. Criminal charges may be filed.</td>
</tr>
<tr>
<td>Drugs and controlled Substances: use, possession, selling, distribution, or possession of paraphernalia</td>
<td>Suspension, restitution, and a letter recommending expulsion to the School Committee. Criminal charges may be filed.</td>
</tr>
<tr>
<td>Drugs and Controlled Substances: Under the influence of:</td>
<td>Suspension, restitution, and a letter recommending expulsion to the School Committee. Criminal charges may be filed.</td>
</tr>
<tr>
<td>Fighting/Assault:</td>
<td></td>
</tr>
<tr>
<td>Spontaneous incident: up to 30 days suspension</td>
<td></td>
</tr>
<tr>
<td>Incident with prior motivation and/or ill feelings: 5-30 days suspension</td>
<td></td>
</tr>
<tr>
<td>Incident with clear evidence of provocation: 5-30 days suspension</td>
<td></td>
</tr>
<tr>
<td>[The student provoked may be, but does not have to be, suspended]</td>
<td></td>
</tr>
<tr>
<td>Prearranged fight incident: 5-30 Days Suspension</td>
<td></td>
</tr>
<tr>
<td>Fighting on School Grounds, second offense: 10-30 Days Suspension</td>
<td></td>
</tr>
<tr>
<td>Fighting outside of School: if the problem began in school, it is considered a school matter. Discipline may result.  In all fights, the School Resource Officer will be notified for possible further action. Court action may be brought for disrupting the school.</td>
<td></td>
</tr>
<tr>
<td>Hate Crime: Any offense which results in a “hate crime” which is any criminal act coupled with overt actions motivated by bigotry and bias. 10 day suspension and a letter recommending expulsion to the School Committee.  The School Resource Officer will be notified.  Criminal charges may be filed.</td>
<td></td>
</tr>
<tr>
<td>Hazing</td>
<td>External Suspension and potentially letter recommending expulsion to the School Committee depending on circumstances.</td>
</tr>
<tr>
<td>Indecent behavior or lewd conduct or behavior</td>
<td>External Suspension and potentially letter recommending expulsion to the School Committee depending on the circumstances. School Resource Officer Notified.</td>
</tr>
<tr>
<td>Possession of dangerous devices/weapons</td>
<td>Long term suspension up to and including expulsion from the school. School Resource Officer Notified.</td>
</tr>
<tr>
<td>Profanity/verbal abuse of staff</td>
<td>Up to 10 days External Suspension</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>See sexual harassment policy (File: JICK)</td>
</tr>
</tbody>
</table>
Smoking/Tobacco use (District Policy ADC)
Including chewing tobacco, vaping, electronic cigarettes or related devices.
Up to 5 day suspension or participation in Diversion Program: MIAA Violation: mandatory parent/guardian communication.
*School Resource Officer notified; devices will be tested for THC and if present will be considered a drug offense.
*Chronic Defiance may be fined per M.G.L. ch. 270, §22(j)

Theft
Restitution and up to 10 days suspension for each offense.
School Resource Officer notified.

Threat Against School/Students: Any threat of harm against the school, faculty/staff or other students, written, verbal, on social media or other, will be considered genuine and treated accordingly. Making such a threat will result in immediate external suspension and depending on circumstances a letter recommending expulsion to the School Committee. The police department will be notified.

Use of racial, religious, ethnic, gender, or sexual orientation slurs or symbols that demean others.
Written apology and up to 10 days suspension.
School Resource Officer Notified.

The Mass ED Reform Act requires that all public students take MCAS tests.
Any student who refuses to participate in this testing requirement are subject to Disciplinary action, which may include suspension from school.

Accessory to a violation of the disciplinary code: a person who assists in the commission of a violation, but who does not actually participate in the commission of the violation as a joint principal. The accessory to the violation (before, during, or after) will face the same disciplinary penalty as the principal offender.

**STUDENT DISCIPLINE POLICY**

File: JIC

The 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 publications made available to students and parents.

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.

**Suspension**

In every case of student misconduct for which suspension may be imposed (Except for offenses referenced in the NOTE at the end of this policy) a Principal 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, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing
suspension as a consequence for misconduct. The meeting shall also focus on the student’s academic performance and behavior, strategies for student engagement, and possible responses to the behavior. The Principal shall provide both oral and written notice to the student and parent(s) 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 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 of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent 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; 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.

**Principal’s Hearing–In School Suspension–Not More Than 10 Days Consecutively or Cumulatively**

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be in-school 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, 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 of the determination and the reasons for it, and, if the student is in-school suspended, the type and duration of in-school suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of in-school suspension, 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.

**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, 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 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.

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 91 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 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, 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 by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

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, and shall include the following information: The process for appealing the decision, including that the student or parent 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 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 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 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 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.

**Expulsion**

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student alleged to have committed one of these acts shall be afforded the same due process rights as for a long term suspension. 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 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 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 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 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.
NOTE: The DESE regulations on student discipline and this policy, consistent with law, set for the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student’s continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, §37H or 37H½. The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than ninety (90) days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than ten (10) cumulative days in a school year and to make recommendations thereon.

Read, reviewed, & updated (per DESE mandate): – February 14, 2017 - Policy Subcommittee
Second reading (updates only): Approved:  February 14, 2017 – School Committee

DUE PROCESS FOR SUSPENSIONS

NOTICE OF PROPOSED SUSPENSION

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½, or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of the proposed suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

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

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

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

DUE PROCESS FOR SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

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

Principal Hearing. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student’s conduct and offer information, including mitigating circumstances.
Based on the available information, including mitigating circumstances, the principal will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal will provide notification in writing of his/her determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

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

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by 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.

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

Additionally, the student shall have the following additional rights:

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

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

i. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
   ii. Set out key facts and conclusions reached by the principal;
   iii. Identify the length and effective date of the suspension, as well as a date of return to school;
iv. Include notice of the student’s opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provided more detailed information.
v. Inform the student of the right to appeal the principal’s decision to the superintendent or his/her designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal’s determination on appeal.

If the student is in grades pre-k through grade 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

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

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

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

**EMERGENCY REMOVAL**
A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal’s judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

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

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

**IN-SCHOOL SUSPENSION UNDER 603 CMR 53:02(6) & 603 CMR 53.10**
In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions over the course of the school year.

A Principal may impose an in-school suspension as defined above according to the following procedures:
The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student’s in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

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

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

SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71 §§37H and 37H½
1. The due process procedures above do not apply to a) possession of a dangerous weapon; b) possession of a controlled substance; c) an assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony if the principal determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c.71, §§37H or 37H½.
2. The principal will inform the student of the specific charges in writing, informing the student of the right to be represented by counsel (at the student’s expense) and the right to provide evidence and question witnesses, on the proposed hearing date.
3. The student may appeal the principal’s expulsion determination to the Hatfield Superintendent of Schools within ten (10) days of notification of the expulsion.
4. The superintendent may uphold, reduce, or reverse the disciplinary action after the appeal hearing. Note that a failure to make an appeal to the superintendent within the ten (10)-day period will exhaust any further right of appeal.
5. All students who have been suspended or expelled who remain residents of the District shall have an opportunity to make academic progress during their period of suspension, expulsion, or removal from regular classroom activities.
6. If the superintendent upholds the expulsion decision, if the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan.

c.222/Attorney Duperé

GENERAL INFORMATION

REQUESTING TEACHERS AND TEAMS
Our teachers are all highly qualified and have been selected with a great deal of care. We place the students into a class or team after taking several factors into account to ensure a diverse group of students. Therefore, we do not accept requests for specific teachers or teams. We will consider requests for:
1. Siblings/twins to be placed in same class or team or to be separated (if possible)
2. Students to be separated in extenuating circumstances
3. All requests regarding items 1 and 2 above must be made directly to the Principal by May 15th.

SCHOOL INSURANCE
School insurance is available to any student. A flyer with complete information is sent home in September.
**LAVATORY**
There are regularly scheduled lavatory breaks throughout the school day. Students are encouraged to use the lavatory at these times. If it is necessary for a student to use the lavatory at any other time, he must obtain a written pass from his teacher.

**LOCKERS/PERSOAL PROPERTY**
1. Each student is issued a corridor locker. Lockers should be used for clothing and books and NOT FOR VALUABLES. After closing corridor locker doors, turn the dial of the combination to make certain that they are locked. Combinations must not be given to other people. Each student is to keep his locker neat, clean, and locked.
2. Students are not allowed to change their locker without permission, nor are they allowed to share their locker with another student.
3. There are regularly scheduled locker/lav breaks throughout the school day. Students should plan accordingly.
4. Lockers are provided for storage of books and clothing. The locker is school property; it may be inspected by school and town officials, and is provided only for the convenience of the pupil and is in no way to be considered the pupil’s personal property. Teachers and the administrative staff have the right to open lockers and to examine and inspect the contents of lockers at any time.

**PERSONAL POSSESSIONS**
Personal possessions not required for the learning process should not be brought to school. Administrators and teachers have the authority to collect and inspect personal property of students. When such articles are used so as to hinder the effectiveness of instruction or orderliness of the school, they will be taken from the individual (e.g. baseball bats, lacrosse sticks, playing cards).

Bicycles and other wheeled vehicles such as skateboards, roller-skates, motorized scooters, hover boards, or any mechanism that propels the body forward are not allowed on school grounds.

Any electronic devices such as radios, beepers, tape recorders, CD players, IPODS laser pens and musical instruments are not acceptable unless under the direct request and supervision of a staff member.

The Middle School cannot assume responsibility for stolen or damaged personal items.

**LOST AND FOUND**
Lost articles are sent to the office and placed in the lost and found cabinet.

**PASSES**
No student is allowed in the hallways during class time without a properly signed pass. If a student is late to class, he should obtain a pass from the teacher who detained him. If he was not detained by a teacher, he should not attempt to secure a pass, but should enter the class quietly and explain the circumstances of his/her tardiness to the teacher. If the tardiness cannot be justified, the student may expect that appropriate action will be taken.

Passes will not be issued by the office.

**STAYING AFTER SCHOOL**
1. Loitering is not permitted in the school building or on school grounds.
2. Students remaining after school for special help, teacher detention, or an activity program must remain with the teacher until 3:00 p.m.
3. When students leave at 3:00 p.m. they are to leave by the nearest exits.
4. Priorities for staying after school are as follows: special help, detention, and activities. If a student has conflicting obligations, it is the responsibility of the student to obtain proper documentation.
5. Students participating in extra-curricular activities, detention, or special help should report immediately to the cafeteria at late bus time.
SPECIAL HELP and SCHEDULE
Special help in specific subject areas is available Tuesday and Thursday afternoons after school. The schedule is stated on the daily notice each day. (A special help obligation has priority over a detention or extra-curricular activity.) Any pupil who is absent must assume the responsibility of making up assignments which are missed.

**Special Help Schedule:**
- **Tuesday** - English, foreign language, music, and social studies.
- **Thursday** - Reading, science, P.E., computer, health, math, and art

STUDENT VISITORS
1. All visitors must report to the office, sign in, and receive a pass.
2. West Springfield Middle School is for enrolled students only, and generally no student visitors are allowed. The principal may grant permission when special circumstances are requested and received in writing prior to the visit.

TELEPHONE
School telephones are for school use only. Students may **not** receive incoming calls unless they are from a parent and, then **only under extreme or emergency conditions**. Students will not be permitted to leave an academic subject in order to use the telephone. Before using the telephone, the student must receive permission and a pass from the teacher. He/she must stop at the office before and after using the telephone.

PHOTOGRAPHS/VIDEOS
Parents who do not want their child’s **photograph/video recording** to appear in any school publication (e.g., newsletters, press releases, the school calendar, etc.) should submit a written statement to that effect to their child’s school principal.

ASSEMBLIES
At all times a student’s behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program.

EDUCATIONAL FIELD TRIPS
Parental permission slips will include the statement “If a student becomes involved in any incident which requires separating him/her from the group, the parent(s) will be called, and will be responsible for transporting him/her home.

There will be one chaperone for every ten pupils, plus one additional chaperone for the group. Parents are encouraged to serve as chaperones.

If an incident occurs which warrants separating a pupil from the group, he will be removed from the bus, accompanied by a chaperone, at the nearest suitable stop. The parent(s) will be called to transport him to his home. The chaperone will return home also, unless other arrangements are provided.”

WEST SPRINGFIELD MIDDLE SCHOOL COUNCIL
The Commonwealth of Massachusetts has enacted legislation which calls for the establishment of a school council for each elementary, secondary and independent vocational school in the Commonwealth. Each council is to have the following categories of membership: principal, teachers, parents of students attending the school and community representatives who are not parents, teachers, or students at the school.

STUDENT COUNCIL
1. Elections are conducted each fall to select Student Council members. All students are eligible to vote.
2. There will be six representatives elected from each grade. An equal number will represent each term. If more representatives are necessary, it will be based on the discretion of the advisors.
3. Student Council officers (President, Vice-President, Treasurer, Secretary, and Sergeant-at-arms) are elected by members of the Student Council after the fall election.
4. Any student wishing to run for Student Council must obtain ten (10) different nomination signatures from his/her classmates in order to have his/her name placed on the ballot. Students may sign nomination papers for as many candidates as they wish.

5. School administration reserves the right to remove elected Student Council representatives who do not participate in Student Council meetings or activities (no more than three unexcused absences); maintain passing grades (academic help will be provided and reinstatement to Council when passing grades are achieved; or do not practice good citizenship).

6. Students removed from the Student Council are entitled to a meeting with the Student Council Review Board: Student Council president, vice-president, faculty advisor and an administrator. The decision of the board will be final.

**CELL PHONE USAGE POLICY**

Students who bring cell phones to school must follow the policy of “OFF AND AWAY”. The following restrictions will apply for all students:

- Cell phones are not to be visible, turned on, or used in any way (camera, text functions, etc.) upon entering the building and continuing throughout the school day.
- Any cell phone that is visible or in use will be confiscated by school staff and turned over to the Assistant Principals, and will be available at the end of the school day. After the first offense, parents will be notified and will be required to pick up the device in the main office.
- Refusal to turn over cell phone will be considered insubordination and may result in a suspension from school.

**STUDENT DRESS CODE**

It is expected that students will exercise good taste in dress and grooming. Dress and grooming that interferes with or disrupts the educational process or which endanger the health or safety of the individual student or student body will not be tolerated. Hats or bandannas or similar head cover may not be worn in school (except for religious or disability reasons and upon notification to the principal.) Students are expected to wear safe footwear. Revealing clothing is not acceptable. No undergarments should be exposed at any time. Articles of clothing bearing the advertising in the promoting of alcoholic beverages, tobacco products, illegal drugs, and profanities may not be worn. Consistent, willful inability to adhere to the dress code will result in disciplinary measures.

The school administration reserves the right to determine what is or is not proper attire. Students may be given the opportunity to change the inappropriate clothing if substitute clothing (i.e. a t-shirt) if available. If this is not possible, a parent/guardian may be called and requested to bring a change of clothes to school. For repeat offenders student disciplinary consequences may result.

**BULLETIN BOARD**

Any information for the bulletin boards, display or printed material to be handed out to students must be approved by the principal.

**BUS STUDENTS**

When bus arrives at school: Go immediately to your homeroom. Students are not permitted to leave the school grounds. Late buses will be provided on Tuesday and Thursday afternoons.

**CAFETERIA RULES AND REGULATIONS**

In the cafeteria we will apply the rules of good health, good manners, and common sense. You may bring lunch or buy it. Have money ready for the cashier. Free and reduced lunches are available for those who are eligible. These forms are sent home in September.

1. Will be assigned a definite seat of their choice in the cafeteria and will occupy the same seat every day.
2. Stay seated until their table is called for the lunch line. Students will wait patiently in line.
3. Use classroom voices in the cafeteria.
4. Walk in the cafeteria.
5. Use proper table manners and clean the area. Students will bring trays to the receiving windows; properly dispose of garbage, and place silverware and trays appropriately.

6. Will not place books or pocketbooks on the tables until students have finished

7. May not leave the cafeteria without a pass from a teacher.

8. No open beverage containers outside of the cafeteria

9. Students are permitted to go outside after eating, and areas are cleaned. If you remain in the cafeteria after lunch is finished, you will stay in your assigned seat until dismissal by a teacher. Tables will be dismissed individually.

10. Use good judgment at lunch recess and remain in the designated area. Rough play will not be tolerated. Students who do not adhere to lunch/recess rules and regulations will receive disciplinary action, and parents will be contacted.

**CARE OF BOOKS/EQUIPMENT/SCHOOL PROPERTY**

1. All basic texts are loaned to students for their use during the school year.

2. Please be sure your name is written on the book label in case the book is misplaced.

3. In accepting a book or equipment, pupils assume the responsibility for the proper care of the book or school equipment.

4. Any damage to a book or equipment resulting from improper care must be paid for by student.

5. The office secretary assesses all book and/or equipment damages, determines fees, and advises the teacher who, in turn, informs the pupil of the fee. When the pupil pays for the book, the teacher will issue a replacement book. Whenever possible, teachers will permit students to use a textbook during classroom instructional period until the obligation is met.

**SCHOOL SAFETY PROCEDURES**

School safety measures will be practiced throughout the year. Students are expected to follow directions from staff and take all directions seriously.

**STUDENT RECORDS**

**A. General Provisions**

The student record contains all information concerning a student that is kept by the school.

The rights outlined below may be exercised by the parent/guardian with physical custody of the student (for a student under the age of 14 years), or jointly by the student and the parent/guardian with physical custody of the student (if the student is over the age of 14 years). A student 14 years of age or older, or who has entered 9th grade is called “an eligible student”. A student 18 years or older may, in writing, deny his/her parents/guardians access to his/her student record, with the exception of transcripts, report cards and/or progress reports.

Each eligible student and parent/guardian with physical custody has the right to see his/her own student records. Copies of records may be obtained upon request and shall be provided within ten (10) days of the request.

The student’s record is available to school contracted personnel who work directly with the student. This includes administrators, teachers, counselors, administrative office, staff and clerical personnel. They do not need permission to see student records.

Information in a student’s record is not available to anyone outside the school system without written permission from the student and/or parent and/or guardian, unless the requesting party is entitled to such information through an exception as provided by the Student Records regulations. However, students and parents will generally be notified before these records are released. A written release must be signed to have any part of the student record sent outside the school when an exception does not apply. This includes, but it not limited to prospective employers, other technical schools, and colleges.
An eligible student and parent/guardian have the right to request to add relevant information to the student’s record as well as the right to request removal of information believed to be untrue or incorrect.

B. Directory Information Notice
The West Springfield Public Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 et seq.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received.

Directory information may be disclosed for any purpose in the discretion of the school system, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal on or before the 15th day of each September.

In the event that a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

C. Rights of Parents with No Physical Custody
It is necessary for divorced parents to submit a copy of the custody agreement or order so that the school system may identify which of the parents has physical custody of the child. If a parent does not have physical custody of a child, then the parent will not be allowed to access the records of his/her child unless the parent submits a written request for the student record to the school principal (this request must be submitted annually).

Upon receipt of the request, the school will 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. Such documentation prohibiting the non-custodial parent from accessing these records would need to indicate one of the following:

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;
2. The parent has been denied visitation;
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.

The school will 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.
D. Amending Your Child’s Record
1. A parent has the right to add information, comments, data, or any other relevant written material to the student’s record. The parent should submit the additional information in writing to the principal with a written request that the information be added to the student record.
2. A parent has the right to request in writing deletion or correction of any information contained in the student’s record, except for information which was inserted into that record by the TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance of the Individual Educational Plan (IEP), or, if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:
   a) If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student’s record, the parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.
   b) The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.
   c) If the principal’s decision is not satisfactory to the parent, the parent may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the principal’s decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.
   d) If the Superintendent’s decision is not satisfactory to the parent, the parent may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendent’s decision. The School Committee shall conduct a hearing on the appeal as required by 603 CMR §23.09(4).

E. Notice On Transfer To Other Schools
Pursuant to 603 CMR 23.07(g), notice is hereby given to parents and eligible students that the West Springfield Public Schools forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

F. Destruction of Records
1. Notice is hereby given that the temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates or withdraws from the school system. When the student transfers, graduates or withdraws from school, and if the eligible student or the parent/guardian want the temporary record, they must request, in writing, prior to the last day of school, that the documents be provided to them. No additional notice, other than this Notice in the handbook, will be provided to the student or his parent/guardian of such destruction.
2. In addition, each year, the principal and/or teachers and/or other service providers may destroy the following documents that are considered part of the student’s temporary record: disciplinary records (other than documentation of suspensions/expulsions/exclusions), any notes from the Parent/guardian, or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the parent/guardian want those records, they must request, in writing, prior to the last day of school that the documents be provided to them.

CUSTODY
Parents should provide the principal with a copy of a current custody decree and/or custody agreement. It is necessary for the principal to have a copy of this document in order to decide on appropriate access to records, participation in TEAM meetings, and similar situations. In addition, if there is an outstanding temporary restraining order against a parent or guardian, a copy of that should be provided to the school principal.
PARENT NOTIFICATION OF DISTRICT CURRICULUM ACCOMMODATION PLANS (DCAP)
This is to inform you of the statutory requirement for each school district to develop a District Curriculum Accommodation Plan (DCAP). The intent of this provision is to assist school leaders in planning and providing a general education program that is able to accommodate students’ diverse learning needs and avoid unnecessary referrals to special education. Enacted changes to Ch. 71 of the Massachusetts General Laws added the following section:

Section 38Q1/2. A school district shall adopt and implement a curriculum accommodation plan to assist principals in ensuring that all efforts have been made to meet students’ needs in regular education. The plan shall be designed to assist the regular classroom teacher in analyzing and accommodating diverse learning styles of all children in the regular classroom and in providing appropriate services and support within the regular education program including, but not limited to, direct and systematic instruction in reading and provision of services to address the needs of children whose behavior may interfere with learning. The curriculum accommodation plan shall include provisions encouraging teacher mentoring and collaboration and parental involvement.

The purpose of this planning is to continually strengthen and improve the general education program, for the benefits of all students. The DCAP is to address various strategies that will help to achieve that objective including:

- assistance to regular education classroom teachers, such as professional development that will help them to analyze and accommodate various students’ learning needs, including students who are English language learners, and to manage students’ behavior effectively;
- support services that are available to students through the regular education program, including services to address the needs of students whose behavior may interfere with learning;
- direct and systematic instruction in reading for all students;
- review of school policies and discipline codes;
- additional staffing or consultation on behavioral issues and on literacy development;
- after-school options such as homework assistance and peer coaching; and
- strategies for using or increasing the use of community agencies and volunteers to assist students and teachers.

The West Springfield Public Schools have incorporated pre-referral activities before students are evaluated to determine eligibility for special education as well as individual Student Success Plans for students scoring below level two on the MCAS. WSMS has a team whose purpose is to develop an intervention plan that will accommodate students’ diverse learning styles so that each student can meet success in the regular education program.

If you would like further information regarding the Building Curriculum Accommodation Plan for your child’s school, contact the school’s principal.

The contact person at the district level is Tim Connor, Director of Curriculum for the West Springfield Public Schools.

*referenced from Commissioner of Education, David P. Driscoll’s memo of February 20, 2001 re: DCAP

SECTION 504
Section 504 of the Rehabilitation Act protects the rights of individuals with disabilities within the school setting. A student with a mental or physical impairment, which substantially limits one or more major life activities, may be referred for Section 504 consideration.

PARENT(S)/GUARDIAN(S) NOTICE OF RIGHTS UNDER SECTION 504
You have the right to:
1. Have your child take part in, and receive benefits from public education programs without discrimination based on his/her disability(ies).
2. Have the school district advise you of your rights under the Federal law;
3. Receive notice with respect of identification, evaluation, or placement of your child;
4. Have your child receive free, appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided to non-disabled students;
6. Have evaluation, educational, and placement decisions based upon a variety of sources by persons who know the student, the evaluation data, and placement options;
7. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
8. Request mediation or an impartial due process hearing related to decisions or actions regarding your child’s identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you at your expense. Hearing and mediation requests may be made to: Commonwealth of Massachusetts, Department of Education, Bureau of Special Education Appeals, 350 Main Street, Malden, MA 02148-5023 Phone (781) 338-3000;
9. Appeal to the Office of Civil Rights (OCR), Region 1, Post Office and Court House Square, Room 222, Boston, MA 02700. Phone (617) 223-9662.

ADA/504 GRIEVANCE PROCEDURE

A. Definitions
1. A ‘grievance” is a complaint by a parent, student, or employee regarding any problem or conflict relating to compliance with, or any action that would be prohibited by, Section 504 of The Rehabilitation Act of 1973, 29 U.S. C. #794, and/or the Americans With Disabilities Act of 1990 (“ADA”), 42 U.S.C. 1231-1234. These laws prohibit discrimination on the basis of a disability.
2. An “aggrieved person” is the person or persons making the complaint.
3. A “party in interest” is the person or persons making the complaint and any person who might be required to take action or against whom action might be taken in order to resolve the complaint.

B. Purpose
The purpose of this procedure is to produce prompt and equitable solutions to those problems and conflicts, which from time to time may arise which are related to Section 504 and/or the ADA.

C. Procedure
1. Since it is important that the grievance be processed as rapidly as possible, every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. All time limits will be considered maximum unless extended by both parties.
3. Level One: the aggrieved person shall present the alleged grievance in writing to the Principal. Said grievance shall be presented within twenty-one (21) calendar days from the date of the occurrence of the alleged grievance.
4. Level Two: If following such presentation at Level One the alleged grievance shall not have been disposed of, the alleged grievance shall be presented in writing by the aggrieved person within fourteen (14) calendar days next following presentation at Level One to the 504/ADA Coordinator, who is also the Administrative Supervisor, who shall within fourteen (14) days thereafter meet with the aggrieved person in an effort to settle the alleged grievance.
5. Level Three: If following such presentation at Level Two the alleged grievance shall not have been disposed of, the alleged grievance shall be presented in writing by the aggrieved person with fourteen (14) calendar days next following presentation at Level Two to the Superintendent who shall with fourteen (14) calendar days thereafter meet with the aggrieved person in an effort to settle the alleged grievance.
6. Level Four: If following such presentation at Level Three the alleged grievance shall not have been disposed of, the alleged grievance shall be presented in writing by the aggrieved person within fourteen (14) calendar days next following presentation at Level Three to the School Committee and within fourteen (14) calendar days thereafter the School Committee shall meet with the aggrieved person in an effort to settle the alleged grievance.
D. **Time Limits**
Whenever action is required under Section C, and its subdivisions and Section E, 4., it shall be taken exactly as required unless it is shown that it could not be taken at the time or times specified and that it was taken as soon as practicable.

E. **Miscellaneous**
1. All meetings under the grievance procedure shall be under executive session, unless otherwise agreed by all parties in interest.
2. Any party in interest may be represented at all stages of the grievance procedure by an attorney or other person of his/her own choosing at his/her own expense.
3. Decisions rendered as a result of a grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest.
4. If the aggrieved person believes that the school official involved at any level is a part of the alleged complaint, the aggrieved person may omit and bypass said level.
5. No parent, student, or employee will be discriminated or otherwise retaliated against for filing a grievance under this procedure.

**School Discipline and Section 504**
These procedures apply to students identified as disabled only under Section 504 of the Rehabilitation Act of 1973. In addition to the requirements set forth in these procedures, the regular disciplinary procedures must also be followed.

**Short-Term Suspensions (ten days or less)**
Section 504 students may receive suspensions of ten days or less under the same disciplinary procedures applicable to all students.

**Long-Term Suspensions (greater than ten days) or Expulsion**
Prior to imposing a long-term suspension (greater than ten days) or expulsion of a student with a Section 504 plan, a 504 team must convene to determine if the misconduct giving rise to the disciplinary action was a manifestation of the student’s disability. The parent or adult student must be invited to participate in the manifestation determination meeting. If the team determines that no manifestation exists, the student may be disciplined utilizing the regular disciplinary procedures.

If the committee determines that the misconduct is a manifestation of the student’s disability, the student may not receive a long-term suspension or expulsion.

**Exception to Section 504 Discipline Procedures**
Students who have been identified as disabled under Section 504 and are recommended for discipline arising from the current use or possession of alcohol or illegal drugs may be disciplined by using the procedures applicable to regular education students. These cases do not require the use of the additional procedures outlined above. The disciplinary action taken must be consistent with the disciplinary action applied to regular education students for these same offenses. Students to whom these situations apply may not utilize the Section 504 hearing procedures.

(Dr. Russell Johnston, Director of Special Services 6/6/06)

**STUDENTS WITH SPECIAL NEEDS**
The West Springfield Public School District complies with all Massachusetts and federal laws and regulations pertaining to students with special needs. May 12, 1998.

**W.S. INCLUSION PLAN - 2000+**
(Approved by the West Springfield School Committee – June 14, 1994)
SPECIAL EDUCATION INCLUSION PROGRAMS & SERVICES
The West Springfield School Committee provides the following Special Education Programs and Related Services to assure that children in need of special education are provided with a free appropriate public education (FAPE) in the least restrictive environment.
A free appropriate public education ensures:
• that, to the maximum extent appropriate, a child in need of special education, including children in public or private institutions or other care facilities, is educated with children who are not in need of special education and that special classes, separate schooling or other removal of a child in need of special education from the regular education environments occurs only when the nature or severity of the special needs is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Related Services
• Adapted physical education, occupational therapy, physical therapy
• Speech and language therapy
• Vision services
• Vocational, career, and rehabilitation counseling
• School health services
• Orientation and mobility services (peripatology)
• Social and psychological services

Special Education Programs
• Resource Rooms • Private Day School Programs Residential School Programs • Home or Hospital Programs • Collaborative School Programs

School Discipline and Special Education Students
1. Any eligible student may be suspended up to 10 days in any school year without implementation of procedures described below. Procedural requirements applied to students not yet determined to be eligible for special education:
   a. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
      i. The parent had expressed concern in writing; or
      ii. The parent had requested an evaluation; or
      iii. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The district may not be considered to have had prior knowledge if the parent has not consented to an evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
   b. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
   c. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

2. After a student with special needs has been suspended for 10 days in any school year, during any subsequent removal the public school provides sufficient services for the student to continue to receive a free and appropriate public education. Protection in the IDEA apply to students who have been found eligible for special education and to students for whom the school is deemed to have knowledge that the child might have a disability (i.e. students who have not yet been found eligible but the school had a basis of knowledge of a disability, including students who have been referred for initial evaluation).

3. The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any
school year. The Special Education Team must convene within 10 days to review the current IEP and make any adjustments to the plan deemed necessary to meet the student’s needs.

4. Prior to a suspension that constitutes a change in placement of a WSPS student with disabilities, WSPS personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene to review all relevant information in the student’s file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district’s failure to implement the IEP—“a manifestation determination.” The Team will determine whether the student’s misconduct is a direct and substantial manifestation of the student’s disabilities, or results from an inappropriate special education program/placement or an IEP that was not fully implemented. School personnel may consider any unique circumstances on a case-by-case basis before deciding whether a change in placement is warranted. Depending on the result of the determination, exclusion may or may not be implemented.

a. Circumstances under which the student may not be suspended for more than ten (10) school days:
   i. If the Team concludes that the student’s misconduct is directly and substantially related to the student’s disability/ies, or results from an inappropriate special education program or placement or an IEP that was not fully implemented, the student shall not be excluded. Instead, the Team must convene within 10 days to revise the IEP to reflect a new program or placement designed to meet the student's needs more effectively, or, if the misconduct resulted from an appropriate IEP that was not fully implemented, all necessary steps shall be taken to ensure that the IEP is fully implemented.
   ii. If a new program or placement is designed for the student as a result of the review, the program or placement shall be implemented immediately following parental approval of the IEP. If the parent(s)/legal guardian(s) refuse consent to the IEP, the school or parent(s)/legal guardian(s) may request a hearing to determine the appropriateness of the proposed program. Alternatively the parties may seek mediation to resolve the dispute. If a hearing is requested, during the pendency of the hearing, the student shall remain in his/her last agreed upon educational placement, unless another placement is agreed upon by the school and the student’s parent(s)/guardian(s), or a court or hearing officer’s order permits the school to change the student’s placement based on a showing the student’s continued presence in school presents a substantial likelihood of injury to the student or to others.

b. Circumstances under which exclusion may be imposed for more than ten (10) school days:
   i. If the school wishes to impose a suspension/expulsion which results in more than ten (10) school days, and the Team concludes that the student’s misconduct is not a manifestation of the student’s disabilities, and/or is not the result of an inappropriate special education program/placement, the current IEP was fully implemented, the school shall: (1) conduct a Functional Behavior Assessment and develop a Behavioral Intervention Plan, (2) Provide an appropriate interim alternative educational plan for the delivery of services to the student during the period of exclusion; and (3) Present the interim alternative educational plan to the student’s parent(s)/legal guardian(s).
   ii. A copy of the interim alternative educational plan must be included in the student’s file, which shall also include documentation which demonstrates that: (1) the school has complied with all required procedures; (2) the disciplinary action is for a stated number of days; (3) the action is necessary in light of the needs of the student and others; (4) the school administrators have conferred with appropriate special education staff as to the disciplinary action and have followed all the procedures outlined herein including notice to the parent(s) or guardian(s) of their right of appeal.

5. During the manifestation determination meeting, WSPS personnel complete the manifestation determination form. All members of the Team are required to indicate in writing whether or not they agree with the determination.

6. If WSPS personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer:
   a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
   b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
7. **Interim alternative educational setting.** Regardless of the manifestation determination, WSPS may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days:
   a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or
   b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is “substantially likely” to injure him/herself or others.

**Characteristics.** In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.

8. If district personnel, the parent, and other relevant members of the Team determine that the behavior is a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise.

Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student’s current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

**Federal Requirements:** IDEA-97: 34; CFR 300.519-300.528 and .529; IDEA 2004: Section 615(k)(1)-(4)

**State Requirements:** 34 CFR 300.519-300.529

**BUS TRANSPORTATION**

**Philosophy**
The West Springfield Public School System will transport all entitled pupils safely to and from school as economically and as efficiently as possible.

**School Bus Procedures**
The following rules are considered vital for a safe bus ride to and from school for all pupils. Students must:
- Wait for the bus at the designated bus stop;
- Wait until the bus comes to a complete stop before boarding;
- Enter the bus quietly and in an orderly manner;
- Remain in their seat while the bus is moving;

In addition:
- Talking in a conversational voice is permissible, but shouting or excessive loud talking is prohibited;
- Undesirable remarks directed to the driver or to other students which are capable of precipitating adverse behavior and reaction are not allowed;
- Fighting and horseplay are not permitted;
- Eating, drinking beverages, and smoking are not permitted on school busses;
- Pupils are to remain seated at discharge points until the school bus has come to a complete stop;
- Damage to buses will not be tolerated;
- Pupils entitled to transportation may ride only on their assigned busses;

The School Department reserves the right to refuse to transport any pupil who fails to observe established rules and regulations or who exhibits unacceptable behavior. The parent will be notified promptly if this occurs.

**Enforcement of Bus Procedures**
It is the responsibility of all concerned to cooperate in every way to ensure the safe and efficient operation of the school bus program.
A pupil's failure to adhere to the school bus rules will be reported by the driver to the school principal on the day of the offense or on the morning following such an incident on a form, which will be provided. The principal will confer with the pupil. The Pupil will bring home a copy of report of violation, which must be signed by parent and returned to principal.

Additional offenses may result in suspension of bus riding privileges for a period of time to be determined by the principal. Repeated offenses may require that parents, principal, and school bus coordinator will appear at a hearing before the Superintendent of Schools and/or School Committee.

NOTE: At any stage, a principal may suspend bus-riding privileges for a period of time.

SPECIAL NEEDS TRANSPORTATION
Each School Committee shall provide or arrange for the provision of all transportation recommended by a TEAM. The TEAM shall state all reasonably available transportation, which the child (with special needs) requires in order to participate fully in all parts of the program provided to the child.

This means transportation from legal residence to and from school as well as any special needs transportation needs within the pupil's regular school day. Namely, pupils may ride only assigned busses to and from their school from their legal residence. Any deviation must be requested through and be approved by the Special Services Office.

Special needs procedure if parent/guardian is not available for discharge of pupil:
1. Bus driver will contact bus company supervisor/dispatcher.
2. Bus driver will keep pupil aboard and complete route.
3. Bus supervisor/dispatcher will contact the school principal. Bus supervisor/dispatcher will continue to attempt to contact parent. If parent contact is made, supervisor/dispatcher will direct driver to take pupil to his/her home.
4. Principal will determine course of action if no contact can be made. Principal will attempt to contact the person to be notified in case of emergency.
5. If the principal is not available, the driver should contact the Special Services Office. This office will then determine course of action.
6. If Special Services Office is not open, the pupil will be taken to the School Department office. The School Department will then determine course of action.
7. If the School Department is closed, the pupil will be taken to the Police Department. Police will call in school personnel to care for pupil. Police will assist in locating parents (police would like to know at outset of this procedure so that they may assist.)

If pupil is not dropped off at regularly scheduled time for any of the above reasons, the bus company should so notify the Special Services Department. The Special Services Department will notify the school principal who will make an investigation of the case and forward a report to the Administrator of Special Services and to the Superintendent of Schools.

The Administrator of Special Services and Superintendent of Schools will determine any future course of action.

PROHIBITION AGAINST HAZING
The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Whoever knows that another person is the victim of hazing as defined in section seventeen, and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. (M.G.L. c. 269, §§ 17-18) (Updated 5/2011)

HAZING / DISCIPLINARY ACTION FOR STUDENTS & EMPLOYEES
(See File: JICFA-E-1 in policy manual at: www.wsps.org)

HAZING / DISCIPLINARY ACTION - STUDENT ORGANIZATIONS
(See Files: JICFA-E-2 in policy manual at available at: www.wsps.org)

HAZING / FILING OF REPORTS
(See File: JICFA-E-3, in policy manual at available at: www.wsps.org)

BULLYING PREVENTION

The West Springfield Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student or school staff member shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

“Bullying” is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the educational process or the orderly operation of a school.

“Cyber-bullying” means 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.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying 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 enumerated in the definition of bullying. Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.
For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:
- on school grounds;
- on property immediately adjacent to school grounds;
- at school-sponsored or school-related activities;
- at functions or programs whether on or off school grounds;
- at school bus stops;
- on school buses or other vehicles owned, leased or used by the school district; or,
- through the use of technology or an electronic device owned, leased or used by the West Springfield Public Schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the West Springfield school district if the act or acts in question:
- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan
The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws.

The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting
Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

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

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures
The principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.
The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target’s needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school’s resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school’s obligations under law.

Retaliation
Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

Target Assistance
The West Springfield Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment
Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice
Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.
Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the West Springfield Public Schools website. Reviewed & approved: January 12, 2016 (School Committee)

INTERROGATIONS AND SEARCHES/SEARCHES BY STAFF
(See File: JIH, in policy manual at available at: www.wsps.org)

SEXUAL HARASSMENT POLICY & COMPLAINT PROCEDURE: STUDENTS
(See File: JICK in policy manual at: www.wsps.org)

PHYSICAL RESTRAINT POLICY
File: JKAA
Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Physical restraint is defined by 603 CMR 46.02 as direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Physical restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The use of mechanical restraint, medication restraint, and seclusion is prohibited. The use of prone restraint except as permitted under 603 C.M.R. 46.03, or of any physical restraint in a manner inconsistent with the regulations at 603 C.M.R. 46.00, is also prohibited. The definitions of forms of restraint shall be as defined in 603 C.M.R. 46.02.

Physical restraint shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:
- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school’s method of physical restraint for use in emergency situations;
- Descriptions of the school’s training requirements, follow-up procedures, and procedures to comply with reporting requirements including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints regarding restraint practices;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- Procedures for conducting periodic review of data and documentation on the use of restraint as required by the regulations; and
- A process for obtaining Principal approval for a time out exceeding 30 minutes.
Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school’s physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, 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 physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated, as previously documented by a licensed physician.

The use of time-out procedures during which staff continuously observe and remain immediately available to the student shall not be considered seclusion restraint.

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students.

Nothing in this policy shall be construed to preclude any teacher, employee, or agent of the West Springfield Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent serious harm. Approved: December 8, 2015 (School Committee)

ACCEPTABLE USE OF COMPUTERS POLICY

In support of the district’s mission for educational technology, the West Springfield School District is now offering internet access for student use. The use of computer system is a privilege, not a right.

Inappropriate use will result in the loss of the privilege. This document contains the Acceptable Use Policy for student’s use of the West Springfield School District’s computer system. (For the complete policy, go to: https://sites.google.com/a/wsps.org/policy-manual/wsps-policy-manual-introduction/section-i/ijndb)

An acceptable use policy release (Student Account Agreement / File: IJNDB-E) will be issued to each student and must be signed by both parent and student for access to the West Springfield District’s computer system.

STUDENT CHROMEBOOK AND ACCEPTABLE USE

Chromebooks are a tool issued to assist students in their daily academic work. Students are expected to bring their Chromebook to each class charged and in working order. Failure to do so constitutes being unprepared for class and may result in academic consequences or discipline. If a Chromebook needs repair or is lost or stolen it is the student's responsibility to report it immediately.

Mission Statement

The mission of the 1:1 program at West Springfield Middle School is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students’ engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

West Springfield Middle School endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for college and career readiness. West Springfield Public Schools demonstrate that, with a rigorous, high-quality program and the right social and emotional supports in place, all students, regardless of racial or economic background, can achieve outstanding results. The West Springfield Public Schools is implementing the Chromebook initiative to further personalize the way each student uses time, receives support to master essential skills, and deepens understanding of content.

Compliance with the Law

Students using the Internet, will follow all laws, policies, and rules set forth governing computers. This includes but is not limited to copyright laws, software publisher’s rights, license agreements, acts of terrorism, cyber bullying, assault, threats, and student right of privacy.
Students are required to follow all copyright laws around all media including text, images, programs, music and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.


The Children’s Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children’s access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program. Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors).

West Springfield Public Schools works diligently to comply with COPPA and CIPA requirements. West Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, West Springfield Public Schools will use an internal school district identification number to represent each student user.

Monitoring Student Use
West Springfield Public Schools administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. The information on the network in general files and email is not private and is subject to review by the network manager at the request of the West Springfield Public Schools’ administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations. Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or West Springfield School Committee Policies.

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

Students may be selected at unannounced and at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material contained on the device.

Network Access
The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others.

The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, government agencies, and businesses.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.
Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures.

**Noncompliance**
Failure to comply with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies and student handbooks of the West Springfield Public School.

**Content Filtering**
The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Such requests will be given consideration following administrative review.

**Improper Use/Consequences**
Violations of the Acceptable Use Policy may result in loss of Chromebook privileges, as well as other disciplinary action including detention, suspension, and/or police involvement.

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action.

The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

**Ownership**
Chromebooks are issued to individual students for educational purposes and should be used only by the student to whom it is issued. The Chromebooks are the property of West Springfield Public Schools, not the students to whom they are issued.

The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device. Manufacturer and school issued ID tags shall not be removed or marked upon.

**Warranty / Liability**
The West Springfield Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The West Springfield Public Schools will not be responsible for any damages students suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at a student’s own risk.

The West Springfield Public Schools specifically denies any responsibilities for accuracy or quality of information obtained through its services.

The West Springfield Public Schools makes no warranties of any kind, implied or expressed, that the services and functions provided through the West Springfield Public Schools technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect.

The West Springfield Public Schools, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.

The West Springfield Public Schools assumes no responsibility for any information or materials transferred or accessed from the internet. The West Springfield Public Schools cannot be responsible for inappropriate or offensive material students encounter on the Internet.

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result of their student’s inappropriate or illegal activities on the West Springfield Public Schools network. Parents and guardians agree to reimburse West Springfield Public Schools for any expenses or damages incurred in the use of district owned devices such as Chromebooks in 1:1 school deployments. Parents and guardians will have access to optional third party insurance carriers.
The West Springfield Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users.

**Insurance and Fees**

West Springfield Public Schools will offer students and their families the opportunity to purchase insurance for their Google Chromebooks which are valued at approximately $250 each. This insurance policy will cover accidental damage and theft. The insurance will not cover any damaged caused by intentional or negligent acts. The cost of the insurance is $25 per year, and multi-year prepayment is available at a discounted rate (i.e. $75 for four years or $60 for three years; there is no discount for one or two-year payments). Students who do not opt to buy the insurance offered by the school are cautioned that any damage to or loss of their Chromebook will result in an obligation being assessed to the student’s account in amount equal to the cost to repair/replace the Chromebook up to $250. Students who do not purchase insurance will not be issued more than two Chromebooks unless all Chromebook-related obligations have been paid. As a reminder, all obligations must be satisfied prior to commencement in order to participate in the ceremony.

**Acceptable Use Guidelines:**

Violations of the Acceptable Use Policy include, but are not limited to, the following conduct:

1. Using the computer/network for non-educational purposes (i.e., commercial/political purposes, financial gain, or fraud).
2. Sharing and/or using someone else's password to access the computer/network.
3. Attempting to bypass the computer/network security system, including accessing proxy servers.
4. Trespassing in, deleting or altering others' folders, work, or files.
5. Using the computer/network in any way that is disruptive to the educational process (i.e., listening to loud audio or video without headphones).
6. Engaging in any form of cyber-bullying, harassment, or other malicious behavior that would negatively affect another's ability to participate in the school community.
7. Revealing anyone's personal information, such as home address or telephone number.
8. Sharing or re-posting audio, video, or any material of or created by another student or faculty member without that individual's permission.
9. Sending massive, inappropriate and unsolicited information through "spamming," chain letters or the like.
10. Damaging or modifying the computers, computer system, or computer network in any way.
11. Intentionally wasting limited network or district resources by downloading unnecessary files or through unnecessary printing.
12. Viewing, sending, or displaying offensive images or messages.
13. Purchasing goods and services for personal use on-line through the computer/network.
14. Abusing or vandalizing system software, applications, files, or other network resources.
15. Accessing any social media networking websites for non-educational purposes during the school day.
16. Using mobile electronic devices of any kind without direct permission from a staff member for appropriate educational purposes.
17. Violating any federal, state, or local laws including, but not limited to copyright, plagiarism, libel, and slander laws.

The West Springfield Public Schools reserves the right to change these Acceptable Use Guidelines for Computer and Internet Use at any time.

**Digital Citizenship**

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself - I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, and/or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself - I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others - I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of Websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others - I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. I will not publish others’ personal details, contact details, or a schedule of their activities.
5. **Respect Intellectual Property** - I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge primary sources. I will validate information. I will use and abide by the fair use rules.

6. **Protect Intellectual Property** - I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

**Student Use**

*Educational Use*

School issued Chromebooks should be used for educational purposes, and students are to adhere to the Acceptable Use Policy at all times.

*Ownership*

Chromebooks are issued to individual students for educational purposes, and should be used only by the student to whom it is issued. The Chromebooks are the property of West Springfield Public Schools, not the student to whom it is issued.

*Charging Device*

Students are expected to bring a fully charged Chromebook to school every day.

*Personalizing the Chromebooks*

Chromebooks must remain free of any writing, drawing, stickers, paint, tape, adhesives and labels. Students may add appropriate music, photos and videos to their Chromebooks. Personalized media is subject to inspection, and must follow the West Springfield Public Schools’ Acceptable Use Policy.

*Use Outside of School*

Students are encouraged to use their Chromebooks at home and other locations for educational purposes. A WiFi internet connection will be required for the majority of Chromebook use. Students are required to abide by the WSPS Acceptable Use Policy and Student Handbooks, local, state and federal laws.

*Sound*

Sound must be muted at all times, unless permission is obtained from a teacher. Student provided headphones may be used at the discretion of the teachers.

*Printing*

Students will be encouraged to digitally publish and share their work with their teachers and peers, when appropriate. Because all student work should be stored in an Internet cloud application, students will not print directly from their Chromebooks. Printing stations will be available in the library and other locations. A print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work.

*Data Backup*

The majority of student work will be stored through Google Drive and cloud-based applications, and can be accessed from any computer with an Internet connection and most mobile devices. Students are encouraged to maintain backups of their work on portable storage devices. West Springfield Public Schools does not backup student data, and is not responsible for lost or corrupted data.

**Right of the School Committee**

The West Springfield Public School Acceptable Use Policy shall govern all use of technology devices, digital resources, and network infrastructure. Student use of technology resources, digital resources, web enabled devices, and network infrastructure will be governed by the West Springfield School Committee’s disciplinary policies as outlined in the policy manual of the district and the student’s school handbook.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the “letter” and the “spirit” of this policy and show good judgment in their use of these resources.

The West Springfield School Committee reserves the right to modify or change this policy and related implementation procedures at any time.
West Springfield Public Schools
Home - School Compact

Student
I, the student, understand that my education is important. I know that I am responsible for my own success. Therefore, I agree to carry out the following responsibilities:

- Attend school every day, on time.
- Do my best in class.
- Do my homework everyday.
- Ask for help when I need it.
- Respect myself, my classmates, teachers, and other school staff.
- Help keep my school safe.
- Share my school day with my parents/guardians.

Parent
I, the parent, understand that my involvement in my child's education will help his/her progress, attitude, and behavior. Therefore, I agree to carry out the following responsibilities:

- Provide a quiet place for my child to study and complete homework.
- Make sure my child attends school daily and arrives on time.
- Read to my child and have my child read to me.
- Attend parent-teacher conferences.
- Maintain contact with my child's teacher.
- Participate in school events.
- Have high expectations for my child.

Teacher
I, the teacher, understand the importance of the educational experience for every student and my role as teacher and model. In order to encourage learning at home, at school, and in the community, I agree to carry out the following responsibilities:

- Have high expectations for all students.
- Address each student's needs and encourage individual talents.
- Provide a safe and positive learning environment for each student.
- Communicate with all parents about their child's progress.
- Ensure that homework assignments are understood and built on classroom instruction.
- Work with families to support student progress.
- Respect cultural differences of students and their families.

Student  Parent  Teacher