

# STUDENT-PARENT HANDBOOK 2018-2019



## WESTFIELD MIDDLE SCHOOL

*Home of the Wolves!*

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### SECTION 2- District Policies

**In addition to the individual school information, please review the “District Policy” section that applies to each school.**

#### WESTFIELD MIDDLE SCHOOL PHONE NUMBERS

Main Office	568-1900
Health Office	572-4520

Web Page <http://wms.schoolsofwestfield.org>

## **WELCOME TO WESTFIELD MIDDLE SCHOOL**

**Please Note:** The information contained in this section is reflective of the previous vision and mission statements and the previous core values. It is our intent to engage all of our constituents (parents, students, and staff) in the revision of these important guiding principles during the 2018 – 2019 school year.

### **VISION STATEMENT**

Westfield Middle School's vision is that all students will become critical thinkers and be prepared for their secondary education as independent and successful learners. The climate of WMS will foster mutual respect and support students in setting high aspirations for the future and inspiring them to achieve their goals.

### **MISSION STATEMENT**

At Westfield Middle School, all students will be provided high quality educational opportunities in a school climate that fosters positive relationships and mutual respect among students, staff, and families. All learning experiences must be relevant to our students and focus on higher order thinking skills. Building upon these learning experiences, students will be able to generate original ideas, evaluate information, and communicate their thoughts effectively through Listening, Reading, Writing, Speaking, and Critical Thinking.

### **WMS CORE VALUES**

The core values of Westfield Middle School lay the foundation for the development and implementation of student-centered course offerings and co-curricular programs. Furthermore, these core values define who we are and what we are about. At Westfield Middle School, we believe that:

1. Our primary focus is on all students' academic achievement and equipping them with skills to be critical thinkers and successful learners.
2. All students can and will learn educational skills to be successful in the 21<sup>st</sup> Century.
3. To reach their fullest potential, children and adults need to have high aspirations for their future and be inspired in the present to achieve them.
4. Our school climate must be child-centered and support the physical, emotional, social, and intellectual development of middle school children.
5. Families are our partners in their child's education.
6. The use and integration of current technologies and media should enhance learning and extend it beyond the school day.
7. Learning and professional growth is an on-going process.
8. All programs and educational services at WMS need to be aligned with our Vision, Mission, and Core Values.

Westfield Middle School's structure, programs, and activities are intentionally designed for the developmental needs of children in grades seven and eight. Both students and teachers are divided into teaching "teams" that consist of approximately 110 - 125 students and five academic area teachers. Educational programs expand upon skills acquired at the elementary level by emphasizing the core academic areas. Within each grade level, the academic areas of math (including Algebra for high achieving eighth grade students), language arts (reading and writing), social studies, and science are explored. These core subjects are enriched through exploratory experiences in Spanish, art, music, physical education, health, technology education, applied science and engineering, band, and chorus. These special subject classes are a part of each student's total education program at Westfield Middle School.

It is important for parents/guardians and families to remain active in their child's middle school education. We encourage open communication between school and home. We invite you to keep abreast of your

child's education and what's going on at WMS. Our daily bulletin, monthly newsletters, and daily homework assignments are posted on our web page at (<http://wms.schoolsofwestfield.org> ) along with information on school programs and our events calendar. You may want to join the Parent-Teacher Advisory Committee. The WMS P-TAC meets every month on the first Thursday of the month in the school's Library/Media Center. This group sponsors numerous activities throughout the year in support of our students and staff including Spirit Night Athletic Events, Book Fairs, and MCAS celebrations. Your involvement in any way is important to your child's education. Families are always welcome at the Westfield Middle School!

### **STUDENT SUPPORT SERVICES**

Guidance counselors and adjustment counselors follow the progress of all students closely and conduct activities designed to help them learn more about themselves and their potential. Psychologists, reading and writing consultants, special education teachers, and tutors all comprise an important part of the total staff, specially trained and selected to serve the needs of emerging adolescents. The middle school years are challenging times at best. Physical, psychological and social/emotional pressures are greater during this period than any other time in students' lives. The middle school itself is organized and operated to make this growing period as rewarding and successful as possible. All counselors and support staff can be contacted by calling the school's office at 568-1900.

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

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

### **GRADING SYSTEM**

**Westfield Middle School's** grading system is designed to measure the level of students' attainment of our curricula objectives. The school year is divided into four marking terms. Students receive grades each term for every course taken. Students receive a numerical grade of 50 and above, a P for passing, or an F for grades of 49 and lower. A grade of 60 or above is considered passing.

Our numerical grades represent the following level of achievement:

<b><u>Grade</u></b>	<b><u>Meaning</u></b>
90 - 100	Demonstrated Advanced Mastery of the Curriculum
80 - 89	Demonstrated Mastery/Proficiency of the Curriculum
70 - 79	Demonstrated Understanding of the Curriculum
60 - 69	Demonstrated Partial Understanding of the Curriculum
50 - 59 or F	Failed to Demonstrate an Understanding of the Curriculum

***Advanced Mastery*** – At this level, students are able to apply the curriculum objectives and provide sophisticated solutions to complex problems.

***Mastery/Proficiency*** – Students demonstrated a solid understanding of the curriculum objectives and can use them to solve a wide variety of problems.

***Understanding*** – Students demonstrated a basic understanding of the course objectives and are able to use them in solving simple problems.

**Partial Understanding** – At this level, students have demonstrated a partial understanding of the objectives and are beginning to use them to solve problems.

**Failing** – Students failed to demonstrate an understanding of the course objectives and cannot use them to solve simple problems.

At the end of each course, the teacher will calculate a final grade. This numerical grade represents the student's final grade and is transferred into his/her school record. Comments on effort and conduct are also recorded on

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each student's report card. The following are examples of comments regarding student conduct, effort, and achievement that are used on progress reports and report cards:

Commendable effort progress	Needs to attend help class	Absences affected
Commendable conduct	Accommodations made	Low test results
Grade reflects effort	Fails to participate	Satisfactory effort
Participates in class	Missing assignments	Unsatisfactory effort
Superior work	Unprepared for class	Satisfactory conduct
Working to potential	Fails to follow directions	Unsatisfactory conduct
Inconsistent work improvement	Wastes class time	Conduct needs
Unsatisfactory work	Negative attitude	Uses class time wisely
Works well with others incomplete	Showing improvement	Projects late or
Considerable talent improvement	Showing no improvement	Effort needs
Organization needs improvement skills	Strong organizational skills	Showing leadership
Asks good questions requirements	Participation needs improvement	Projects exceed

### **MARKING PERIODS**

Westfield Middle School operates on a quarterly grading system. This consists of four, 45-day marking periods where students receive a report card each term and a mid-term progress report for terms 2, 3, and 4. Over the course of the year, students will receive four report cards and have three progress reports listed on the PowerSchool Parent Portal. Students' final grades will consist of calculating the grades from each of the four quarters. The following are tentative timelines for our quarters and mid-term progress reports.

1 <sup>st</sup> Quarter: September 4 <sup>th</sup> to November 7 <sup>th</sup>	(45 days)
2 <sup>nd</sup> Quarter: November 8 <sup>th</sup> to January 28 <sup>th</sup>	(45 days)
Mid Term: December 14 <sup>th</sup>	
3 <sup>rd</sup> Quarter: January 29 <sup>th</sup> to April 8 <sup>th</sup>	(45 days)
Mid Term: March 18 <sup>th</sup>	

4<sup>th</sup> Quarter: April 9<sup>th</sup> to June 18<sup>th</sup>  
Mid Term: May 15<sup>th</sup>

(45 days)

The above dates are tentative. The marking periods average 45 school days in length. Report cards indicating student progress and achievement are issued at the end of each marking period.

### **PROGRESS REPORTS**

Progress reports will be available on the PowerSchool Parent Portal at the mid-term of quarters 2, 3, and 4. These reports are designed to inform families of their child's academic progress mid way through each marking period. Parents are encouraged to review these progress reports. Please let the school know if you would prefer a hard copy.

### **POWERSCHOOL PARENT PORTAL**

Parents/Guardians may track their child's academic progress from any location that has internet access. If parents/guardians do not have internet access, the public library has computers available to access your child's records. Please keep your passwords confidential so only you can access the information. The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student, and the School Bulletin tab has current announcements for our school. PowerSchool for Parents and PowerSchool for Students apps are now available for download from the Apple iTunes App Store and the Google Play Store. These apps provide real-time access to attendance, grades, assignments, scores and more to users with an Apple iPhone, iPod Touch or iPad running

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iOS version 4.0 or later or an Android device. Westfield Public Schools values your privacy and will never share your data with any third parties. If you have any questions regarding the use of PowerSchool, please refer to the PowerSchool User Guide for Parents located on the district's webpage at <http://www.schoolsofwestfield.org>.

### **HOMEWORK POLICY**

Homework is designed to reinforce the subject matter presented within the classroom and allow students to begin using and applying their knowledge and skills. We believe it affords the students an opportunity to review the material outside of the classroom and thus make sure that a good understanding exists. It also allows the teacher to have a better understanding of what the student has learned. If you, as a parent or guardian, have any questions regarding this policy, please feel free to contact your child's teacher. There are times when assignments may be longer or shorter depending upon the nature of the material presented to the student. Homework is the responsibility of the student. Homework assignments are posted daily on each team's web-page. **Each student is given an assignment book/planner from the school in which they are expected to record daily assignments.**

**MAKE-UP WORK:** Students are responsible for making up missed work. It is recommended that students arrange for makeup work immediately upon return to school after an absence. Students should check their team's Homework page on our web-site or contact our Homework Hotline daily, for any makeup work.

**If a student is absent for two or more days, a phone call should be made to the office (568-1900) before 9:00 am requesting the student's homework. Twenty-four hour notice should be given in order to allow time to gather assignments from your student's teachers.**

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

### **HONOR ROLL**

At the end of each marking period, Westfield Middle School recognizes students who have attained Honor Roll status. The Honor Roll is divided into two levels: Maximum Honors and Honor Roll. Students not earning Honor Roll status may also be recognized for Honorable Mention. Requirements for achieving either Honor Roll or Honorable Mention are listed below:

**Maximum Honors:** 1) An overall grade point average of 92 or higher and no grade less than an 80. All conduct comments on report cards should reflect positive behavior and conduct. “Unsatisfactory Conduct”, “Unsatisfactory Work” and “Negative Attitude” comments may make students ineligible for Maximum Honors.

**Honor Roll:** 1) An overall grade point average of 85 or higher and no grade lower than a 77. All conduct comments on report cards should reflect positive behavior and conduct. “Unsatisfactory Conduct”, “Unsatisfactory Work” and “Negative Attitude” comments may make students ineligible for Honor Roll.

**Honorable Mention:** At the end of each marking period, the middle school recognizes students who have not attained Honor Roll status but who have achieved academic growth and success. Requirements for achieving Honorable Mention are: 1) A overall grade point average of 80 and no grade lower than a 73. All conduct comments on report cards should reflect positive behavior and conduct. “Unsatisfactory Conduct”, “Unsatisfactory Work” and “Negative Attitude” comments may make students ineligible for Honorable Mention.

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### **NATIONAL JUNIOR HONOR SOCIETY**

Westfield Middle School participates in the National Junior Honor Society program to recognize the academic and civic accomplishments of our students. All inductees into the NJHS are selected on the basis of outstanding performance in all five criteria of **scholarship, leadership, service, citizenship and character**.

Students fulfill the Scholarship component for NJHS candidacy by attaining Honor Roll status for all marking terms in both 7<sup>th</sup> and 8<sup>th</sup> grades. Candidates must also achieve Maximum Honors once during their 7<sup>th</sup> and 8<sup>th</sup> grade terms. Due to the Citizenship component, an unsatisfactory conduct mark, or suspension from school may prevent a student from becoming a member of the NJHS. Requirements for the Service, Character and Leadership components must be fulfilled during the 8<sup>th</sup> grade year. Additional information is available by calling the school’s guidance office.

### **SPECIAL SUBJECT CLASSES**

**APPLIED SCIENCE & ENGINEERING:** This problem-solving lab integrates technology into the sciences and provides 7<sup>th</sup> and 8<sup>th</sup> grade students with an introduction to technology and associated applications in today’s world. Students work in a combination of classroom settings, including modular components and



formal lectures. These lessons focus on topics such as the environment and ecology, structural engineering, robotics, research and development, virtual architecture, and mechanisms. Students also study bridge construction and problem-solving models for vehicle design. Students use a variety of learning tools including computer software, small engines, and an interactive robot. Seventh grade students will be introduced to computer based analytical and problem solving techniques with a strong emphasis in the areas of science and mathematics. The focus is to apply the concepts of mathematics in the design start-up and implementation of business practices and problem solving. Students will learn to use computer programs to calculate profit, expenses and projects in business-like settings.

**ART:** Art class provides students in grades 7 and 8 with opportunities to develop their creative ability. The 7<sup>th</sup> grade art class introduces students to the language and principles of art and design. Sculpturing activities focus on balance, variety, harmony, movement and rhythm. Through multicultural art, the art of advertising, graphic arts and crafts, 8<sup>th</sup> grade classes introduce students to graphic arts and explore how art impacts their lives.

**CONCERT CHORUS:** Chorus is available to any 7<sup>th</sup> and 8<sup>th</sup> grade student. Students will continue with techniques taught during 6<sup>th</sup> grade chorus, although students are not required to take 6<sup>th</sup> grade chorus in order to join. Students will study and learn to sing three-part music in addition to two-part harmony and single-part vocal pieces. Students will participate in regional festivals in addition to school performances.

**CLASSROOM MUSIC:** Students in grades 7 and 8 are scheduled into a general music course to expose them to a variety of musical activities. Music appreciation is covered with attention to music history and the lives of composers. Students develop performance and listening skills on electric keyboards and guitars.

**CONCERT BAND:** Any 7<sup>th</sup> and 8<sup>th</sup> grade student who plays a band instrument may join the concert band. Both the 7<sup>th</sup> and 8<sup>th</sup> grade bands meet every day as a class period. Concert performances are conducted throughout the year.

**FOREIGN LANGUAGE:** We have expanded our Spanish course offerings so that most interested students can begin taking Spanish in middle school. Spanish I classes are available to 8<sup>th</sup> grade students and those who receive a grade of 80 or higher will receive high school credit for the course. Students in 7<sup>th</sup> grade will take Spanish 1A and will begin to learn Spanish at a slower pace. We are spreading the former Spanish I curriculum over two years to allow for better mastery of the language before high school. Next year students who took Spanish 1A this year will take Spanish 1B. Those students will receive a high school credit and proceed to Spanish 2 at the high school.

**HEALTH:** All grade 7 and 8 students will be scheduled into a course dealing with the issues of social and emotional well-being, drug awareness, alcohol abuse, sexual awareness and disease education.

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**PHYSICAL EDUCATION:** Physical Education is considered an integral part of a student's education at the middle school. 7<sup>th</sup> and 8<sup>th</sup> grade students will take two quarters of PE each year (they are not necessarily sequential quarters). The intent is to have all students develop and maintain physical fitness and health and body movement while learning about the following:

- |                  |                |                    |                    |
|------------------|----------------|--------------------|--------------------|
| 1. Sports Skills | 4. Teamwork    | 7. Self-expression | 10. Responsibility |
| 2. Competition   | 5. Cooperation | 8. Confidence      |                    |
| 3. Sportsmanship | 6. Discipline  | 9. Participation   |                    |

For good practice of personal hygiene, each student will change into and out of gym clothes. Respectable shorts (no cut offs) or loose-fitting pants are recommended. Shirts must be loose-fitting and non-revealing. No half shirts are allowed. Please expect “wear and tear”. We prefer sneakers to be of athletic nature since they offer the most support and safety for students. They must be laced and tied during PE class. Students should dress appropriately for the weather since some classes are held outside in colder weather. Students must provide their own lock for gym lockers. Every child will change and participate in each class. Medical excuses for prolonged illness or medical reasons must be signed by a physician and given to the PE instructor and the nurse. A parent or guardian must write any other excuses so that PE activities may be modified according to the situation. Phone calls occasionally will be made to verify excuses. Parents and guardians will be notified when students fail to participate in physical education classes.

**TECHNOLOGY EDUCATION (WOODSHOP):** This low-technology course exposes 7<sup>th</sup> and 8<sup>th</sup> grade students to the basic use of wood-working, hand tools and machines. Students design and construct projects with the use of wood products. Students will learn simple woodworking and finishing skills with a great emphasis on safety.

### **EXTRA-CURRICULAR ACTIVITIES**

Westfield Middle School sponsors a variety of after-school activities offered throughout the year. These regularly include drama presentations, sports, dances, intramurals, talent shows and other school clubs. Activities are announced each day during homeroom and are printed in the daily bulletin which is posted on the school’s web page. Participation in extracurricular activities is a privilege. Failure of students to adhere to the WMS behavior expectations such as excessive absences/tardiness, disruption of classes, insubordinate behavior to teachers and staff, as well as repeated infractions of school rules may result in the loss of privileges to participate. The following are examples of WMS school activities and clubs:

**DRAMA CLUB:** The Drama Club produces an annual production such as a play, musical or talent show. Under the direction of middle school staff members, students audition for positions in the club’s production and they attend after school practices. Students can also participate in technical and behind-the-scene activities. These students will be able to help produce set designs and props.

**INTRAMURAL PROGRAM:** Intramurals meet after-school throughout the school year. Intramural activities may include basketball, volleyball, flag football, softball, wiffle ball and soccer. Activities vary based upon the desires of student participants.

**JAZZ BAND:** Jazz Band is an extension of Concert Band. Membership in the Concert Band is a prerequisite for membership in the Jazz Band. Exceptions may be made at the discretion of the director. Membership in the Jazz Band may be achieved through recommendation, audition, or the discretion of the director. This group rehearses after regular school hours.

**LITERARY MAGAZINE:** Students will create and submit for peer review, a collection of work including short stories, poetry, art work and illustrations.

**PEER MEDIATION:** Peer Mediation is a group of students trained in conflict resolution. This process uses a neutral third party to help people work together to create a resolution to their dispute. The mediators encourage constructive communication, helping students take responsibility for their actions and clarify their needs and feelings. The goal is to arrive at an agreement that can be written down and signed by all parties.

**STUDENT COUNCIL:** The Student Council is chartered through the national council of Student Councils. The primary function of the student council is to facilitate positive educational growth through planning,

organizing and carrying out student-sponsored activities. Throughout the year, students acquire and utilize leadership skills to plan and implement school activities such as the talent show, dances, and fund raisers for local causes.

**YEARBOOK:** The students of the middle school publish a creative, professional-quality yearbook. The yearbook includes student and staff portraits as well as candid photographs from the year's activities. The staff includes photographers, artists, layout (design) personnel, and sales representatives. All students are eligible for staff membership. Patience, attention to detail, and creativity are necessary characteristics of successful staff members. A faculty advisor assists the student staff with the production of the yearbook.

**OTHER ACTIVITIES:** Throughout the school year, WMS teachers volunteer to run afterschool programs and clubs for our students. These activities have included the Fit Club, Future Cities, Chess Club, Museum Club, Robotics Club, History Club, Ping Pong Club, Math Counts, and the Wright Flight program. The activities will be announced to students and families on our daily bulletin and the school's web page.

### **MEDIA CENTER/LIBRARY**

Westfield Middle School's Media Center/Library is available to students throughout the school day. This facility has the resources to meet both the learning styles of students and the teaching methodologies of the faculty that are appropriate to the curriculum. The Media Center/Library contains print, non-print, hardware, software and on-line networking to not only support the curriculum, but also meet the needs of the individuals who will use them. The library is for the use of all students who attend the middle school. All books are checked out for a one-week period. Although there are no fines for overdue books, students with books that are more than one month overdue may lose school privileges which include all trips and end-of-year activities. Lost or damaged books must be paid for. There are books and magazines to enrich classroom studies or to assist in writing reports. We also have books and magazines for recreational reading or to find out more about your favorite hobby or sport.

### **ATTENDANCE**

Students are expected to adhere to the attendance policy of the Westfield School Committee. The following highlights WMS morning procedures. School officially starts each day at Westfield Middle School at 8:00 a.m. **PUPILS ARE NOT ALLOWED TO ENTER THE BUILDING BEFORE 7:50 a.m.** Pupils arriving before 7:50 a.m are to wait outside of the building at their assigned entrance. Pupils arriving after 8:00 AM should enter through the main entrance. Once students have arrived on school grounds, they may not leave unless they have a dismissal pass or a parent comes into the school's main office to dismiss their child. Upon arrival, or at the 7:50 am tone, students are expected to go to their lockers and then report to their homeroom by 8:00 a.m. Any student who needs to leave their homeroom must have a pass. Attendance is taken at 8:00 a.m.

### **TARDINESS TO SCHOOL/HOMEROOM**

Students are expected to arrive to school and to classes on time. Time missed from class constitutes absenteeism, whether in part or in whole. Students who demonstrate a pattern of unexcused tardiness may be subject to disciplinary measures including morning detention, which is served daily from 7:25 to 7:50 a.m.

If for any reason a child cannot be on time to school, a parent/guardian should bring them to the main office and sign them in. If there is no parent/guardian with the child when they arrive to school after the 8:00 a.m. start, a phone call may be made to the family informing them when their child arrived at school.

Students must be in their homeroom seat when the 8:00 a.m. tone stops ringing, otherwise students are tardy. If a student reports to school after homeroom period is over (8:05 a.m.), he/she must report to the office and sign the late sheet. The student will be given an admit slip which must be given to the first

teacher to whom he/she reports. A pupil tardy to school or homeroom a third time in any term will be assigned one (1) office detention. Parents of students who are chronically tardy will be contacted to inform them of the office detention and the consequences of further tardiness.

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### **DISMISSAL FROM SCHOOL**

If a dismissal from school is necessary, a written request from a parent/guardian must be submitted to the office. Whenever possible, doctor and dentist appointments should be made after-school hours. A parent/guardian must come into the office to pick up their child. Unless authorized in writing, students will only be dismissed to individuals identified on the emergency card.

### **CANCELLATION OF SCHOOL**

There may be days when schools will be delayed or closed because of inclement weather or hazardous driving conditions. Families who subscribe to the Westfield Public Schools' automated telephone service School Messenger will be notified by a phone call. School delays and closings are also announced on radio stations WNNZ (AM-640), WHYN (FM-93.1), WACE (AM-730), WMAS (FM-94.7/AM-1450), WTIC (FM-1080), WPIX (FM-97.9), and WAQY (FM-102), as well as on TV Channels 22 and 40 and on the Community Access Cable Channel 15. During periods of potential and actual storms, the school administration is in contact with all relevant public safety and municipal agencies. The decision to close or not close school is made as early as possible, in order to cancel all school transportation and lunch programs and to notify the media, traffic, and school personnel.

On occasion, it may be wiser to have a two-hour delayed opening of school instead of closing for the full day. On these days, the starting time for Westfield Middle School will be 10:00 a.m., and bus students will board buses two hours later than their normal schedule. Dismissal will be at the normal time. There may also be weather conditions that would necessitate the closing of school during normal school hours. Every child should know what to do and where to go in case of an early dismissal. If there is school during bad weather, the final decision concerning school attendance must rest with the individual parent. Announcements of bus breakdowns or other delays will be broadcast on the same outlets whenever possible.

### **WESTFIELD MIDDLE SCHOOL RULES AND EXPECTATIONS**

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

**BICYCLES & WHEELED VEHICLES:** The use of bicycles and wheeled vehicles are not allowed after arrival on school property. These include motored cycles, bicycles, skates, skateboards, "heelies" or any such vehicle that may cause a dangerous condition. Wheeled vehicles must be "walked" on the sidewalks while on school property. Once on school property, skateboards and scooters must be carried and secured in a locker. Students riding a bicycle to school should properly lock it to the bike rack. Failure to follow the rules will result in disciplinary action and loss of privileges.

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

**CARE OF SCHOOL PROPERTY BY STUDENTS:** Students are responsible for ensuring that books, technology and other materials belonging to the Westfield Public Schools are returned in acceptable condition. Lost, damaged or defaced property must be paid for by the responsible student. Any student deemed responsible for willful destruction of school property will be subject to the financial cost of repair or replacement and may also be subject to suspension from the school and potential criminal action.

**CELL PHONE/ELECTRONIC DEVICES:** Use of cell phones and other electronic devices is prohibited in the school building. Cell phones must be turned off and secured in the student's locker until they leave school unless they are being used for an educational purpose under the direction of a teacher. If a student is seen with a cell phone, teachers will give the student verbal instructions to put the cell phone away. On the second offence, cell phones and electronic devices will be taken from the student by an administrator and a parent/guardian will

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be required to pick up the confiscated device. There is no payphone available for students or visitors use at Westfield Middle School. In the case of emergency, students should report to the main office and a call home will be placed.

**CLASSROOM CONDUCT:** While it is impossible to list every expected behavior for the student in school, each teacher may have a more refined set of rules for their particular classroom, and the student should be aware of these expectations. Our classes focus on learning experiences and students are expected to be actively engaged in learning and demonstrate respect for the learning environment. Students must refrain from distracting the learning environment, cheating, and showing disrespect to the teacher or other students.

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

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

**TEAM/TEACHER DETENTION:** If a student is assigned a team/teacher detention, they will be required to be academically occupied under the supervision of a staff member for a prescribed period of time after school. Students will receive 24-hour notice when assigned a detention.

**OFFICE DETENTION:** Students will be assigned to office detention by one of the building administrators. When possible, students will receive 24-hour notice when assigned to office detention. If a student fails to attend an assigned office detention, he/she will be assigned an additional detention. Subsequent truancies from detention may result in suspension. Students must come to detention with schoolwork or reading materials, and be prepared to keep busy for the entire period. Students are not allowed to talk during detention. Students who are not prepared to work or who talk, will be asked to leave. Credit will not be given for that day, and one additional detention will be added. Office detention ends at 3:25 p.m. All

students must leave the building at that time. Parents are responsible for making transportation arrangements after detention. In order to receive credit for detention, students MUST be:

1. On time (2:35 p.m.) to the detention room and sign in when they arrive.
2. Prepared to do independent work (school-work or a reflection assignment).
3. Respectful to adults and students present.
4. Remain quiet and working until detention ends at 3:25 p.m.

At times approved by the administration, alternative services/programs may be offered, such as after school help or a counseling/skills group in which students may have the opportunity to voluntarily participate in activities as an alternative to detention. **EMPLOYMENT OR PARTICIPATION IN SPORTS, AFTER SCHOOL ACTIVITIES OR OTHER SCHEDULED ACTIVITIES DO NOT CONSTITUTE LEGITIMATE EXCUSES FOR MISSING DETENTION.**

**LUNCH DETENTION:** Students may be assigned to lunch detention for minor disciplinary infractions. Lunch detention is served in a designated area. Students are escorted to detention with their lunches and are denied the outdoor recess period. A 24-hour notice is not required for lunch detention.

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**MORNING DETENTION:** Students may be assigned a morning detention which is served in the main office from 7:25 to 7:50 a.m. each day. Students should report to the office before 7:25 a.m. and check in with an administrator or secretary.

**FOOD AND BEVERAGES:** Prior to entering the building in the morning, students must dispose of all food and drinks in the trash receptacles located near each entrance. Food and beverages should be consumed in the cafeteria only and shall not be taken out of the cafeteria. The dispensing or sale of food or beverages for the purposes of fund raising may be allowed under certain conditions, but these may not be sold or consumed in competition with the school lunch program. Students in violation of this may be disciplined, including verbal/written reprimand, confiscation of food or drink, parent contact, and/or detention.

**NUTS AND GUM:** All peanuts and nut products are prohibited in all classrooms. Students are also discouraged from bringing nuts and nut products to school. Chewing gum is not allowed at Westfield Middle School. Students chewing gum subject themselves to disciplinary consequences.

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

**LOCKERS:** Each student is issued a locker and padlock at the beginning of the school year. Lockers are not considered a student's personal property. Lockers are the property of Westfield Middle School and are subject to administrative search upon reasonable grounds regarding safety and security.

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

1. Students are expected to proceed to and from lunch recess in an orderly manner.
2. All students are responsible to clean up after themselves; failure to clean up will result in students receiving disciplinary action.

3. Any student caught throwing food will receive consequences for their actions.
4. There will be no cutting of any lunch line.
5. No food or drink is to be taken out of the cafeteria.
6. When outside recess is in effect, students shall be required to proceed outdoors at the designated time. There are a limited number of library passes available for students at each lunch period.
7. On days when it is unsafe to be outside, students will remain seated in the cafeteria until directed to line up to report to their next class.
8. At the conclusion of the lunch period, students will line up at their designated meeting area and be ready to meet their teacher. This includes students on library passes or who have elected to remain seated in the cafeteria.

**PERSONAL CONDUCT:** Students are expected to conduct themselves in a positive and socially acceptable manner. This includes demonstrating respect for themselves and others and refraining from putdowns, name calling, intimidation and/or other bullying behaviors. Displays of affection between friends is not appropriate while on school grounds or at school programs and activities.

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

**PROGRAMS, FUNCTIONS OR SOCIAL ACTIVITIES:** Participation in after-school functions, school sponsored programs or events are a privilege. Failure to follow Westfield Middle School's code of conduct and rules and regulations may result in the loss of privileges to attend these functions/events.

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

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

### **MISCELLANEOUS**

**FIELD TRIPS:** Throughout the school year, a number of field trips are planned for middle school students. Attendance at these functions is not automatic, and eligibility to attend will be determined by the principal with recommendations from faculty and staff members. Permission slips are required for all field trips. The School Committee must approve all overnight and out-of-state field trips. Westfield Middle School, believes that these activities are worthwhile experiences giving students and teachers an opportunity to interact in non-school situations. In order to participate, students must adhere to our behavioral expectations and exhibit good citizenship at all times.

**OBLIGATIONS AND RESPONSIBILITIES:** Students are responsible for all school materials available for their use. Students who owe money for lost or damaged books, library fines, lunches, padlocks, etc. are obligated to pay for these materials by the end of the school year. Failure to fulfill these obligations may

result in the loss of privileges to participate in certain school trips, end-of-the year activities, and extracurricular activities.

**TEXTBOOKS:** In June, students will be charged for any lost or damaged books. Consequently, it is good insurance to keep lockers locked so as to protect private property as well as the books that have been issued. Lost books turned in to teachers or the office will be returned to homerooms, providing the student's **NAME AND HOMEROOM NUMBER** and the **DATE ISSUED** are included on the book label.

**TEACHER MAILBOXES:** Teacher mailboxes are off limits to students and visitors and under no circumstances should students or parents remove or put anything in a teacher's mailbox.

**VISITORS:** The school's policy is to accept those visitors who have legitimate business at WMS. As a safety precaution, our doors are locked during the school day. Admission to Westfield Middle School is only through the main entrance near the office. Visitors and guests must ring the bell and introduce themselves and state their business through the intercom to gain access to the building. Visitors must then report directly to the main office to register and receive a visitor badge. All visitors and guests must display, at all times, an appropriate identification badge assigned by the school office. Upon completion of their business, all visitors and guests must sign out in the school office, return their badge and promptly leave the building.

**PARKING REGULATIONS:** Parents and visitors should familiarize themselves with the parking regulations of the school and park only in legal parking spaces. This applies to morning drop-off and after school pick-up. In the morning, students can be dropped off in the semi-circle drive in front of the school. However, after school, students can only be picked up in the parking lot as the front and side semi-circles are reserved for our school buses and vans.