



**WEST
SPRINGFIELD
HIGH SCHOOL**

STUDENT HANDBOOK

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLACEMENT: This book is available to all students in the district.

Printed on recycled paper.



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Principal's Welcome

Let me be the first to welcome you back. I hope everyone had a great summer break and is ready to start off the new school year. The faculty and staff at West Springfield High School are eager and ready to help you in anyway they can. However, you must remember that your success is greatly affected by your attitude, attendance, and effort.

This handbook contains information for both students and parents. It is important to be familiar with the different rules contained in the handbook. Although the handbook is lengthy, it is what we use for guidelines to operate this campus. Please pay close attention to the "Student Code of Conduct". In most cases confusion and misunderstandings can be avoided by being familiar with the rules and procedures under which our school operates.

As we progress through the year, you should expect to see many changes around the West Springfield High School campus. Sometime in the fall we are hopeful that construction on the new high school will begin. Of course, this will mean that the campus will take on a new look for the next few years; please be patient and cooperative as this inconvenience will pass and we will soon have a state of the art, 21st century educational facility!

We look forward to working closely with parents and students to create a positive learning environment. I welcome any comment or suggestions you might have to help improve the quality of education at West Springfield High School.

Best,

Michael J. Richard

Principal

413-263-3400

mrichard@wsps.org

CITED DISTRICT POLICIES AVAILABLE @

<http://sites.google.com/a/wsps.org/policy-manual/>

Hazing /Disciplinary Action for Students & Employees (See File: JICFA-E-2)

Hazing/Disciplinary Action/Student Organizations (See Files: JICFA-E-2, JICFA-E-3 & JICF)

Administering Medicines to Students (See File: JLCD)

Interrogations & searches (See File: JIH)

Breathe Alcohol Testing/Passive Alcohol Screening (PAS) (See File: JICH)

Sexual Harassment Policy & Complaint Procedures: Students (See File: JICK)

GENERAL SCHOOL INFORMATION

- The school address is 425 Piper Road, West Springfield, MA 01089.
- Telephone [413] 263-3400. Office hours 7:00 A.M. – 4:00 P.M.
- Teachers' hours: 7:10 A.M. - 2:15 P.M.
- Students' hours: 7:20 A.M. - 2:00 P.M. unless under the direct supervision of a staff member.
- The office telephones may be used only in the case of an emergency. Students may receive incoming calls/messages only from a parent.
- Students in Work Experience must leave the building immediately after signing out. Work Experience students are expected to serve their detentions at 2:05P.M.
- **School closings** or delayed starting: announcements are made on radio/television stations, online and through our automated telephone service.
- **Transcripts**: All requests for transcripts should be addressed to the Guidance Office at 263-3478.
- **School Insurance**: It is recommended that all students subscribe to the school health insurance plan, especially those who plan to participate in athletic programs.
- **Student records**: The Massachusetts Board of Education has issued certain regulations concerning student records and access to them. Copies of these regulations are available in the guidance office.
- **Visitors**: The school policy is to accept only those visitors who have legitimate business to conduct at West Springfield High School. Although parents/guardians and other visitors are welcome, they must obtain approval prior to their visit to the school and, upon entering the school, must register in the office. Students who wish to bring a guest to school must obtain prior approval. Anyone on school property for sales or fund raising purposes must have prior written approval from the administration. Visitors are expected to leave promptly when they have completed their business. CORI checks are required for any non district employee who will have direct student contact.

WEST SPRINGFIELD HIGH SCHOOL BELL SCHEDULE

Bells	Monday	Tuesday	Wednesday	Thursday	Friday
7:20 – 8:06	1	2	3	4	1
8:10 – 8:56	2	3	4	1	2
9:00 – 9:46	3	4	1	2	3
9:50 – 10:36	4	1	2	3	4
10:40 – 12:20	5	5	XX	5	5
12:24 – 1:10	6	6	6	6	6
1:14 – 2:00	7	7	7	7	7

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 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.

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.***
- 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 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.

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

EXPLANATION OF DISCIPLINARY MEASURES

Teacher Detention is assigned by a teacher for disciplinary reasons within the class room. Times and length of the detention are determined by the teacher. Failure to serve teacher detention will result in a referral to the administration.

Office detention Students are required to arrive at 2:05 p.m. in the large cafeteria of the high school and remain until 2:50. Students must remain in the cafeteria for the entire detention in order to receive credit. Sleeping, talking, using headphones or other electronic devices will not be allowed during detention. Failure to serve assigned office detention will result in additional discipline. If a student does not serve detention due to dismissal or absence they will serve the next school day the student is present.

In-House Detention (IHD) is held in a specially designated area for the length of the school day. Academic work will be provided by the student's teachers. If a student does not serve the entire day due to illness or dismissal, or is absent on the assigned day they will serve IHD the next school day the student is

present. Sleeping, talking, using headphones or other electronic devices will not be allowed during IHD.

Transitional Alternative Program (TAP) is a full day educational program held off campus at the West Springfield Boys' and Girls' Club. This program is used in special circumstances instead of, or in combination with external suspension, at the discretion of the administration. A student who is assigned TAP will not be allowed to return to school until the required number of days has been served.

External Suspension forbids students from attending school or any school related function/activity on the day it is assigned.

Chronic Defiance is the willful and repeated violation of any rule. Students who are repeatedly and or chronically in violation of the student handbook as determined by the frequency and/or severity of infractions will be considered chronically defiant. The administration will notify parents when a student's behavior is deemed chronically defiant. Chronic defiance may result in suspension for all subsequent infractions.

Expulsion is a permanent or long-term exclusion from school after a due process hearing.

DISCIPLINE CODE

Violation	1st Offense	Subsequent Offense(s)
Failure to properly display student identification card.	Office Detention	In-House Detention <i>Pay replacement cost if lost.</i>
Failure to Return Temp ID	Office Detention	In-House Detention <i>Pay replacement cost if lost.</i>
Bus misconduct	Warning/reprimand/ Removal	Repeated offenses may result in the suspension of riding privileges from 1 week through remainder of year.
Consumption of food or drink outside cafeteria.	Warning /reprimand or Office Detention	In-House Detention

Public Displays of Affection.	Warning/reprimand and contact parent/guardian.	Office Detention In-House Detention
Dangerous acts [i.e.-Shoving/throwing objects] Throwing of objects in cafeteria.	In-House Detention	1-5 Days Suspension
Defiance/Insubordination Failure to follow a reasonable administrative request	In-House Detention	1-5 Days Suspension
Disrespect/insolence	In-House Detention	1-5 Days Suspension
Disruptive behavior	Office Detention	In-House Detention 1-5 Days Suspension
Electronic Device Violation The use or perceived use, including the wearing of earbuds/headphones (cell phone, iPod, etc)	Confiscation till end of day. Refusal to surrender device is considered insubordination.	All subsequent violations require parent/guardian to pick up device.
Out of class without pass.	Office Detention	In-House Detention
Failure to identify/false identification/refusal to identify.	In-House Detention	1-5 Days Suspension
Failure to report to administration upon request.	In-House Detention	1-5 Days Suspension
Failure to serve a teacher detention.	Office Detention	In-House Detention

Failure to serve office detention.	Additional Office Detention or In House Detention	In-House Detention
Forgery/alteration of school documents. (ie Pass)	In-House Detention	1-5 Days Suspension
Gambling	In-House Detention	1-5 Days Suspension
Inappropriate dress	Warning/reprimand. Change of clothes required. Contact parent /guardian and/or sent home.	Office Detention In-House Detention
Leaving school grounds without permission.	In-House Detention NHS advisor notified. Loss of driving privileges as determined by Administration.	1-5 Days Suspension
Possession/distribution of inappropriate/disruptive or pornographic material.	In-House Detention Confiscation of material.	1-5 days suspension
Profanity, obscene language or gestures, demeaning remarks.	Office Detention	In-House Detention
Fighting words, threats between / among students.	In-House Detention	1-5 Days Suspension
Unapproved sale of food, drink or candy during school hours.	Warning/reprimand. Confiscation of goods, returned only to parent /guardian.	Office Detention In-House Detention

Vandalism	In-house detention. Restitution and contact parent / guardian.	1-5 Days Suspension and restitution.
Cheating/copying	Zero credit for assignment. Parent and admin notified by teacher. NHS advisor notified if applicable.	In-House detention. Zero for assignments. Parent and admin. notified by teacher.
On campus motor vehicle violation.	In house detention. Loss of driving privileges to be determined by administration. In severe cases driving privileges will be revoked. Resource officer informed.	Loss of driving privileges. 1-5 Days Suspension Resource officer will be informed.
Loitering	Office Detention	In-House Detention
UNAUTHORIZED ABSENCES FROM SCHOOL OR CLASS		
Violation	First Offense	Subsequent Offense(s)
Class/Assembly Cut	Office Detention	In-House detention
Full/Partial day truancy	In-house detention <i>No credit on all missed work</i>	
IMMEDIATE SUSPENSION WILL RESULT FROM THE FOLLOWING OFFENSES: <i>Additional criminal charges may also be filed</i>		
Violation		

Alcoholic Beverage: use, possession, under the influence of.	10 Day Suspension and letter recommending expulsion to the School Committee.
Alcoholic Beverage: Selling/distribution of.	10 Day Suspension and letter recommending expulsion to the School Committee.
Arson	Suspension, restitution, and a letter recommending expulsion to the School Committee. <i>Criminal charges may be filed</i>
Drugs and Controlled Substances: use, possession, selling, distribution, or possession of paraphernalia	Suspension, restitution, and a letter recommending expulsion to the School Committee. <i>Criminal charges may be filed</i>
Drugs and Controlled Substances: Under the influence of.	Suspension, restitution, and a letter recommending expulsion to the School Committee. <i>Criminal charges may be filed</i>
Fighting/Assault: Spontaneous incident: up to 30 Days Suspension Incident with prior motivation and/or ill feelings: 5-30 Days Suspension Incident with clear evidence of provocation: 5-30 Days Suspension [The student provoked may be, but does not have to be, suspended] Prearranged fight incident: 5-30 Days Suspension Fighting on school grounds, second offense: 10-30 Days Suspension Fighting outside of school: If the problem began in school, it is considered a school matter. <i>In all fights, the police department will be notified for possible further action. Court action may be brought for disrupting the school.</i>	
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 days suspension and a letter recommending expulsion to the School Committee. <i>Criminal charges may be filed.</i>	

Hazing	10 Days Suspension and letter recommending expulsion to the School Committee.
Indecent exposure or lewd conduct or behavior	10 Days Suspension and letter recommending expulsion to the School Committee.
Possession of dangerous devices/weapons	Long term suspension up to and including expulsion from the school.
Profanity/verbal abuse of staff.	5-10 Days Suspension
Sexual Harassment	See sexual harassment policy (File: JICK)
Smoking/Tobacco Use	3 -5 day suspension.
Theft	Parent conference, restitution, & up to 10 days suspension for each offense. <i>Criminal charges may be filed</i>
Use of racial, religious, ethnic, gender, or sexual orientation slurs or symbols that demean others.	Written apology and up to 10 days suspension.
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.	
<i>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.</i>	

Massachusetts General Laws - Chapter 71: Section 37H.

Section 37H. The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by

any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of other student's civil rights. The policies shall also prohibit bullying as defined in Section 37O and shall include the student – related sections of the bullying prevention and intervention plan required by said section 37O. Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Department of Education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school LPVEC by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a

hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Section 37H1/2. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the

superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

PROHIBITION AGAINST HAZING

File: JICFA

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.

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.

(M.G.L. c. 269, §§ 17 -18) (Updated 5/2011)

HAZING / DISCIPLINARY ACTION FOR STUDENTS & EMPLOYEES

(See File: JICFA-E-2 available in policy manual at: www.wsps.org)

HAZING / DISCIPLINARY ACTION - STUDENT ORGANIZATIONS- FILING OF REPORTS

(See Files: JICFA-E-2, JICFA-E-3, and JICF in policy manual at available at:
www.wsps.org)

STUDENT CONDUCT / MISCELLANEOUS INFORMATION

Students Identification Cards: Student Identification Cards must be worn on a lanyard, around the neck, and on top of the outermost clothing layer while in the school building:

- Students without their identification card are required to report to the main office immediately for a temporary identification card and lanyard. The temporary identification cards must be returned at the end of the school day. Failure to return the temporary identification will result in disciplinary action.
- Student will not be allowed to purchase lunch from the school cafeteria without their student identification card or a temporary identification card.
- Students will be charged the replacement cost of any lost or damaged identification cards and lanyards.

Restricted areas: Students must remain in the building and on school grounds unless under the supervision of a teacher or staff member. During lunch periods, students are restricted to the cafeterias and the corridor outside the cafeterias (Hall of Flags). Locker rooms are restricted to all students during the day except during regularly scheduled physical education classes.

Loitering: Students should NOT be on school campus after 2:30pm without academic, athletic, or extracurricular involvement and under the direct supervision of an authorized staff member or designee.

Student visitors are not allowed without permission of the administration. All school visitors must sign in and receive a visitor pass. A visitor pass must be displayed at all times.

Dress and Grooming: It is expected that students will exercise good taste in dress and in 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. Clothing and footwear that do not meet the above standards include: slippers, pajamas/lingerie, clothing with spaghetti straps, halter, off-the shoulder, or backless shirts, muscle shirts, tube tops, short shorts, short skirts, and chains. **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.

School-sponsored dances: School dances are held throughout the year. All applicable rules of student conduct and dress code apply to dances. Students may not attend until all discipline is served. Students who are absent or tardy unexcused on the day of a dance may not attend.

Senior/Junior Proms are formal events. Black tie or Sunday Best required. The **Senior Prom** is the only dance that students are permitted to bring an outside guest. All outside guests must be approved by administration **before** purchasing tickets. Underclassmen may attend the Senior Prom only as a guest of a senior. Students may not bring a guest who is 21 years of age or older.

Cell Phone Usage Policy: The following restrictions apply to those students in possession of a cell phone while in the school building:

- **Cell Phones** must remain ***Off and Away*** upon entering the building.
- Any cell phone that is visible or in use may be confiscated by school staff, turned over to the administration, and be available for return at the end of the school day. Parents/guardians will be required to pick up the device in the main office on subsequent offenses.
- Refusal to relinquish cell phone will be considered insubordination and may result in external suspension.

All Electronic Devices including Cell Phones, iPods, MP3 players, personal videogame consoles or music players, etc. may be disruptive to the educational process and must remain ***Off and Away*** at all times.

- *The loss or theft of electronic devices is not the responsibility of the school and will not be investigated.*

Bulletin Board Usage: displays, posting and distribution of leaflets must be approved by the administration and posted only on approved areas.

Health Screening: 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.

ADMINISTERING MEDICINES TO STUDENTS (See File: JLCD in policy manual available at: www.wsps.org)

All injuries/accidents must be reported to the health office and a report must be filed.

Illness in school: If a student becomes ill while in school, he/she must secure a pass from the teacher and report to the nurse's office. If the nurse is out, the student must report to the main office. Under no circumstances are students to stay in the lavatory or leave school for home. Parents/guardians are responsible for taking their student home if he/she becomes ill at school or making appropriate arrangements with the school nurse to have them dismissed.

Passes: Students are *not* to be out of an assigned class or assembly without a pass.

Mediation/Conflict Resolution: Mediation is a process used to resolve conflict by bringing students together to talk about their problems. It is an option that would precede and hopefully eliminate the need to take disciplinary action. Mediation does not circumvent the discipline code but assists in solving problems before they escalate.

INTERROGATIONS AND SEARCHES (See File: JIH in policy manual at www.wsps.org)

BREATH ALCOHOL TESTING/PASSIVE ALCOHOL SCREENING (PAS) (See File: JICH in policy manual at www.wsps.org)

STUDENT-TO-STUDENT HARASSMENT File: JBA

Harassment by students by other students will not be tolerated in the West Springfield Public Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;

- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter;
- Demeaning jokes, stories, or activities directed at the student.

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

Retaliation against a student because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The superintendent will develop administrative guidelines and procedures for the implementation of this policy. *(For guidelines and procedures, see below)*

S.C. Approval: 8/10/05

STUDENT-TO-STUDENT HARASSMENT

File: JBA-R

(PROCEDURE FOR COMPLAINTS)

1. Any student who believes that he/she has been subjected to harassment will report the incident(s) to the building principal or his/her designee. **All complaints shall be investigated promptly and resolved as soon as possible.**
2. The principal/designee will attempt to resolve the problem in an informal manner through the following process:
 - a. The principal/designee will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, **and may interview any witnesses.**
 - b. The principal/designee will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
 - c. The principal/designee will hold as many meetings with the parties as is necessary to obtain the facts.
 - d. On the basis of the principal/designee's perception of the situation, he/she may:

- (1) Attempt to resolve the matter informally through reconciliation.
 - (2) Report the incident and transfer the record to the superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the principal/designee, the superintendent/designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, up to and including expulsion. At this stage of the proceedings, the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, prompt action will be taken to eliminate the offending conduct.

S.C. Approval: 08/10/05

BULLYING: Overview of District Policy

Summary for High School: West Springfield Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying or retaliation; in our school buildings, on school grounds, at school sponsored events or activities, on buses or at bus stops, through use of school technology or electronic devices. We will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take immediate action to restore the target's sense of safety.

- The West Springfield Public Schools have created the Bullying Prevention and Intervention Plan in order to address bullying as we continue to collaborate with staff, students, families, law enforcement and other resources to provide a safe learning environment for all students.
- School adjustment counselors, guidance counselors, ELL parent liaisons, and additional service providers as applicable, are available to provide direct services to targets, aggressors, and their families.
- Anti-Bullying and cyberbullying and internet safety curriculum is in place at WSHS in both 9th and 11th grade health classes.

● **Bullying Definitions:** An *aggressor* is a student who engages in bullying, cyberbullying, or retaliation. The *target* is the victim of bullying. *Bullying* is defined as a repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture directed at a target, whether at school, at a school sanctioned event, or outside school, that:

- Causes physical harm.
- Places the target in fear of harm, or fear of harm to their property.
- Creates a hostile environment at school for the target.

- Disrupt the educational process or orderly operation of the school.

Retaliation is any form of intimidation, reprisal, or harassment direct against a student who reports bullying or provides information during an investigation.

Reporting Bullying: In order for bullying or retaliation to be addressed it is essential that it be reported. Reports of bullying or retaliation may be made by staff, students, parents/guardians, or others, and may be verbal or written. Incident Reporting Forms are available in the main office, in the guidance office and online. Oral reports to staff shall be recorded in writing and reported immediately to the administration. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor based solely on the basis of an anonymous report.

Responding to Bullying/Retaliation Report: Before fully investigating allegations of bullying or retaliation, the administration or a designee will take steps to assess the need to restore a sense of safety to the alleged target and/or protect the alleged target from possible further incidents.

- Upon determining that bullying or retaliation has occurred the school will take steps to notify parents/guardians of the target and the aggressor of the finding, and the procedures to follow.
- If the reported incident involves students from more than one school or district the administration will promptly notify the administration of the other school of the incident.
- If at any point in an investigation of bullying or retaliation the administration has reason to believe that criminal charges be pursued against the aggressor, the appropriate law enforcement agency will be notified.
- Procedures for investigating reports of bullying and retaliation will be consistent with school and district policies and procedures regarding investigations, obligations to report findings to outside agencies and appropriateness of confidentiality.

Dated: April 2011

Sexual Harassment Policy & Complaint Procedure: Students

(See File: JICK in policy manual at www.wsps.org)

School Council: The School Council consists of the principal, who co-chairs the Council; parents, teachers, and students who are elected; and community representatives who are appointed by the principal. The School Council meets regularly with the principal to identify the educational needs of the students attending the school, to review the school budget, and to formulate and monitor a school improvement plan.

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

- If a student is absent **five days** from a semester course or **ten days** from a year-long course, based upon *unexcused* absences, **the student may not receive course credit.**
 - **Students who exceed this limit may file an attendance appeal with the high school administration.**
 - **First Semester Appeals will be heard in December. Second Semester and Year-Long Appeals will be heard in May (for Seniors) and June for all other students**
- **Excused absence** from class will not be counted in the total number of days that a student can be absent without losing credit for a course as long as proper documentation is presented to the administration.

Excused reasons for absence from class/school:

- Long-term medical illness or disability or intermittent chronic illness or disability documented by a physician.
- Bereavement-immediate family member.
- College visits.
- School related field trips or events.
- DYS commitment.
- DCF placement.
- Court appearance.
- Religious Holidays.
- Family or catastrophic emergency (i.e. flood, fire)
- External Suspension.

Students must be in school all day (7:20am – 2:00pm) in order to participate in any school activity, including athletics, on or off campus. Unless permission is granted by the Principal or Assistant Principal, students who are tardy, dismissed, absent, or suspended from school may not be on school property or participate in any after-school activity.

Absences for Family Trips/Vacations: Parents are encouraged to make vacation plans that coincide with school vacations. Family trips/vacations are *unexcused* absences.

Procedures for Excused Absence from School: When a student returns from an absence, he/she must present documentation to the attendance clerk in the main office in order for the absence to be excused. Parent/guardians are requested to make phone contact on the morning of an illness, and to notify the school in advance of any planned absence. When a student is absent/tardy an automated telephone message is sent to the student's home telephone that

evening. Students will have one day for each day of an excused absence to arrange for **make-up work** with teachers. Responsibility for completing work missed because of family trips rests with the individual student. It is expected that the work be obtained from the teachers ahead of the date[s] of absence and due upon the date of return to school.

Tardiness to Class: When a student is tardy (less than 20 minutes) to the same class 3 times, it will be counted as one absence by the classroom teacher. If the student is tardy to said class more than 20 minutes, the student will be considered absent from that class.

Tardiness to School: When students enter the building tardy they are required to sign in the main office. If a student is tardy unexcused **Students who are late to school (unexcused) will not be able to participate in any after-school activities on that day.**

Dismissal from School:

- Request for dismissal must be brought to the main office by 7:20 a.m.
- The request must state the student's name, grade, telephone number, and reason for dismissal and time of dismissal.
- Telephone dismissals will be allowed only by a parent/guardian.
- The school nurse may dismiss students for illness with permission from parent/guardian.

Truancy: Unnecessary absence due either to a student's willful decision or a parent/guardian's inability or unwillingness to ensure attendance is a violation of law and district policy. A parent/guardian who supports or enables a chronic pattern of unnecessary absences for children under the age of 16 may be subject to agency or court action. Chronic truancy and excessive absenteeism will result in the filing of a CHINS petition in Juvenile Court by the Supervisor of Attendance.

Motor Vehicle Policy

Parking Fee Policy - The West Springfield School District has authorized a parking fee for all eligible students who drive to and park at West Springfield High School. A **\$30.00** fee for the year or a **\$15.00** fee for second semester will be assessed to any student driving to and parking at West Springfield High School.

- The right to bring a car to and from school is a *privilege*. Only **Juniors and Seniors without** obligations may drive to school. All school obligations must be satisfied prior to the student receiving their parking pass.

- There are limited parking spaces available. Only 170 passes will be distributed to students. Seniors and juniors on an early-release program (such as work-based learning or dual enrollment) will be given first priority with regards to purchasing parking stickers. Remaining passes will be distributed on a “first come, first served” basis. Parking during the school day without a decal or parking privileges may result in a ticket.
- After graduation, Juniors who have not already done so, may purchase a parking pass for the remaining weeks for \$5.00.

Proof of motor vehicle registration is required to obtain a parking pass.

All cars must display the authorized decal by the end of the second full week of school. Students may only park in the student parking lot. Any vehicle, which is not properly registered or does not display the proper parking decal, is subject to being ticketed and/or towed at the owner’s expense. **All towing fees will be paid by and are the responsibility of the car owner directly to the towing company.**

No refunds will be given for any reason, including loss of the driving privileges.

Emergency situations and/or other circumstances requiring short-term parking should be brought to the attention of the school resource officer where special arrangements may be made to accommodate the student’s need if space is available.

NO CHILD LEFT BEHIND ACT OF 2001

The Federal *No Child Left Behind Act* of 2001 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, Ashley, Coburn, Memorial, Mittineague, and Middle Schools will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child’s classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher’s college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

The *No Child Left Behind* law also requires that any school in receipt of Title I funding must now inform parents if their child is assigned a teacher for four or more consecutive weeks who is not yet “highly qualified” under the terms and criteria outlined in the Act.

According to the *No Child Left Behind* law, a “highly qualified” teacher is one who:

1. Has obtained a Bachelor’s degree or higher;
2. Has obtained full State certification – in Massachusetts this means that the teacher has either a preliminary, initial or professional teaching license; and
3. Has demonstrated competency in the core academic subject area(s) that he/she teaches.

The West Springfield Public Schools are committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above concerning your child’s teacher(s), please contact your school principal.

ACADEMIC REQUIREMENTS AND INFORMATION

Student Performance Expectations: The level descriptors below represent an attempt to match the student’s needs, interest, and performance level with course expectations. All courses provide the opportunity for challenge, intellectual stimulation, and developmental progress. Teachers, counselors, and administrators are available to recommend a specific instructional placement.

Note: The level of courses for students new to West Springfield High School will be determined by an analysis of official records (transcripts) submitted as part of the enrollment process.

Advanced Placement

Intensive and rigorous college-level course of instruction delivering content that has been determined by national standards as prescribed by the College Board. Students must make a strong commitment in terms of time spent on an Advanced Placement course because these courses go into greater depth than any other high school course. Students must accept responsibility for independent, outside preparations, including homework and long-term projects.

Since the course curricula are very extensive and the exams are given in May, some Advanced Placement courses require students to complete summer reading and writing assignments. Failure to complete these summer assignments will mean exclusion from the course. Students who are successful on the Advanced Placement Examination may be awarded college credit or advanced standing by the college they attend.

Students are expected to sign up for the Advanced Placement Examination by November 1st for the May exam period. Students must take the Advanced Placement Exam in order to receive Advanced Placement credit. The cost of the exam will be borne by the student. Students choosing not to take the exam will receive Honors level credit for the course.

Honors

- Requirements for placement in Honors courses can be found in the course description.
- Students must accept responsibility for independent, outside preparations including homework and long-term projects.
- Students must demonstrate organizational and time management skills because of the depth and pace of the course.

All non-honors courses are designed to prepare students for college unless otherwise indicated in the course description.

Rank-In-Class Defined: Rank-in-class is a number which compares the academic success of any member of the graduating class with the success of all of the other members of the class. Any student who avails themselves of early graduation or who is placed at an Out of District School will not receive a rank nor will they be included in any rank in class. Rank-in-class at West Springfield High School is calculated in the fall of the senior year, or two (2) semesters before graduation, and is based on the grades earned during Grades 9, 10, and 11. It is calculated one (1) semester before graduation for inclusion with college applications and finally at the end of the school year to determine Valedictorian and Salutatorian.

Courses Exempted When Calculating Rank-In-Class: Physical Education/Health and all pass/fail courses are excluded when calculating rank-in-class. Student enrolled in the dual-enrollment program will not be included in class rank or rank with their class.

FOR THE PURPOSE OF CALCULATING RANK-IN-CLASS, COURSES ARE WEIGHTED ACCORDING TO THEIR ACADEMIC LEVEL. FAILING GRADES FROM 0 – 59 DO NOT RECEIVE ANY QUALITY POINTS.

A student who transfers into West Springfield High School will need to have completed at least three (3) semesters at **West Springfield High School** in order to earn a rank in class. Five year graduates do not receive class rank.

Graduation Requirements for Classes of 2013, and 2014: It is the responsibility of each student to see that he or she fulfills all the requirements for graduation.

- 110 Credits
- Pass English 9, 10, and the equivalent of two full years of English 11 and English 12.

- Pass two semesters of Physical Education 9/10, two semesters of Physical Education 11/12.
- Pass one semester of Health Education during grade 9 or 10 and one semester during grade 11 or 12.
- Pass Modern World History and the equivalent of 2 full years of U.S. History.
- Pass three full years of Science courses including Biology.
- Pass Algebra, Geometry, and two additional Mathematics courses.

Graduation requirements for the class of 2015 and beyond will include:

- 110 Credits
- Pass English 9, 10 and the equivalent of two full years of English 11 & 12
- Pass four years of Math of which must include Algebra I, Geometry, and Algebra II or its Integrated Math equivalent
- Pass three years of a lab-based Science
- Pass Modern World History and the equivalent of 2 US History courses
- Pass two years of the same Foreign Language
[This requirement will be phased in beginning with the Class of 2017]
- Pass four semesters of PE/Health
- Pass the equivalency of one full year course in Fine or Applied Art

GUIDELINES FOR MID-TERM AND FINAL EXAMS:

- Final examinations will be given in all courses and taken by all students, unless exempted.
- Examination grades will count as 20% of the semester average. Students who do not take the mid term/final examination (unless exempted) will receive a “0” for the exam.
- Students may not leave the room upon completion of the final examinations; students must remain for the entire period.
- During the half-day exam period, students will come to school only for the examinations scheduled.
- If for any reason school is cancelled during the test dates, the tests scheduled for that day would be administered the next day school is in session.

Who Must Take Finals?

- **All students** are required to take semester/final examinations with the following exceptions:
 - Students who hold a valid Renaissance Gold Card may be exempt from two (2) exams

- Students who take the AP exam in a course are exempt from the spring final in that course.
- Delegates to Boys' and Girls' State are excused from all Final Exams

MCAS Graduation Requirements and Educational Proficiency Plan (EPP)

The Massachusetts Education Reform Law of 1993 requires that all students who are seeking to earn a high school diploma, in a public school, must meet the Competency Determination (CD) standard, in addition to meeting all local graduation requirements. The following examinations in the following areas are mandated by the state:

- **Science**
- **English**
- **Mathematics**

All students are required to either meet or exceed a scaled score of 240 on both grade 10 MCAS English Language Arts and Mathematics tests, OR meet or exceed a scaled score of 220 on both tests AND fulfill the requirements of an Educational Proficiency Plan (EPP). All students must additionally meet or exceed the minimum needs improvement score (a scaled score of 220 or higher) on the Science and Technology/Engineering MCAS Test. *In February 2009 due to budget constraints, the Department of Elementary and Secondary Education voted to waive the history and social science requirement for a CD for students in the class of 2013. The Board intends to establish a timeline for reinstating the history and social science requirement for the CD as expeditiously as possible.*

The school district will develop an Educational Proficiency Plan (EPP) for every student who does not meet the above requirements. This plan will guide the student toward reaching proficiency in specific academic areas and meet the requirements for graduation. For most students, an Educational Proficiency Plan will simply be a continuation of the rigorous course of study they are planning to complete. Students who earn between a 220 and a 238 in either English Language Arts and/or Mathematics will have an opportunity to participate in a Department of Elementary and Secondary Education designed test. If students pass this test, they will fulfill proficiency requirements.

This Educational Proficiency Plan will include:

- a. A review of the student's strengths and areas to improve based on MCAS results, coursework, grades, and teacher input.
- b. The courses the student will take and complete in grades 11 and 12.
- c. A description of the assessments that the school will administer on a regular basis to determine and document progress toward proficiency.

For more information regarding MCAS please visit the DESE website:
www.doe.mass.edu/mcas/

Grades and Academic Honors

Marking System: The West Springfield High School marking system is based on a 0 – 100 numerical scale

- 60-100 = Passing, credits awarded.
- 59 and below = Failing, no credit.
- 60- [minus] working to the best of ability, credits awarded.

*If a student withdraws from a class, he/she will receive WP (withdraw passing) or WF (withdraw failing) as a grade.

Honor Roll Requirements:

- **First Honors:** Average of all courses 93 or above
- **Second Honors:** Average of all courses 85 - 92
- **Third Honors:** Average of all courses 80 - 84
- **Pro-Merito:** Seniors not already members of the National Honor Society are selected to Pro Merito if they have a 90 average or higher for the first three terms of their senior year.
- *All Honors distinctions require NO grade of less than 70 in any course. Additionally, no withdraw fail (WF) in any course is permitted.*
- *Pass/Fail courses are not considered when determining Honor Roll.*

Differentiated Diplomas

Academic Diploma

The basis for receiving an Academic Diploma in the West Springfield Public Schools is the earning of the required units of credit, in a prescribed course of study. This includes all requirements established by the Department of Elementary and Secondary Education as it pertains to MCAS and EPP.

Certificate of Attainment

The basis for receiving a Certificate of Attainment in the West Springfield Public Schools is the earning of the required units of credit, in a prescribed course of study. This does not include meeting the minimum requirements established by the Department of Elementary and Secondary Education as it pertains to MCAS and EPP. These students will have the opportunity to participate in all graduation activities and will be allowed to participate in future MCAS testing at the High School.

Certificate of Completion

The basis for receiving a Certificate of Completion for certain Special Education students in the West Springfield Public Schools is the completion of a prescribed course of study involving Fundamental Academic Skills, Social Skills, and Vocational Skills. Students who receive this course of study are not required to complete the prescribed unit of credit but are required to complete requirements established by the school district and by the Department of Elementary and Secondary Education as it pertains to MCAS, typically in the form of an Alternative Assessment.

PLEASE NOTE:

- Students new to the United States must be in attendance for at least two years and meet all graduation requirements in order to be eligible to receive a West Springfield High School diploma.
- All students who transfer into West Springfield High School must submit an official transcript from their sending school. If a student does not present an official transcript at the time of enrollment, their courses will be chosen by their counselors to the best of the counselor's ability. The school shall not be held responsible for lack of a transcript in the event that it is later revealed that a student was scheduled incorrectly. The Guidance Department Chair is responsible for determining the level of transfer credit applicable to scheduling and graduation. Unless otherwise approved by the Principal, and regardless of the anticipated graduation date, all transfer students must meet all local and state graduation requirements.
- The Principal or the Principal's designee can award elective credit for courses or activities outside of the high school under special circumstances. Any course or activity that will be awarded credit must be added to the student's transcript.

***Students entering grade 9 having completed any course(s) at the high school will have the course entered on their transcript after they are officially enrolled at the high school. All course(s) will count towards graduation requirements.**

Beginning with the class of 2015, WSHS will be implementing the MASSCORE. As such and until then, students and parents are encouraged to consider enrolling in courses that are recommended by the Commonwealth in order to be best prepared for college and a career.

Promotion: Grade 9 students must successfully complete their English and Math courses in order to be promoted to Grade 10

Credit Recovery: Students have many opportunities to recover the lost credits that they need for promotion and graduation. On an individual basis, students may be allowed to participate in summer school or other programs that will

allow them to continue on their path to graduate in four years. The high school has designed a course called Natural Connections to assist in the recovery of credits. Students are encouraged to apply in order to enroll in the class. This course will be assigned to students during the school day.

SUGGESTED PROGRAM FOR ADMISSION TO A FOUR-YEAR COLLEGE OR UNIVERSITY:

As entrance requirements may vary at different colleges and universities, it behooves the student to study admission requirements closely and plan his/her schedule accordingly. The student's counselor will help you discover specific requirements for any college you may choose.

MASSACHUSETTS STATE COLLEGES AND UNIVERSITY MINIMUM ADMISSIONS STANDARDS

Admission standards for Massachusetts State Colleges and UMASS are subject to change. The student and his or her parent(s)/guardian(s) should learn about the requirements and start now to take the classes you need to be accepted into college.

Required Courses: To be considered for acceptance to a Massachusetts State College or any of the four University campuses, you need to take the following 16 courses in high school. A course is equal to one full school year of study.

1. English 4 courses
2. Mathematics 4 courses
(Algebra I, II, Geometry, Trigonometry, or comparable course)
3. Sciences: including 2 labs 3 courses
4. Social Studies: including 1 in U.S. History 2 courses
5. Foreign Languages (in same lang.) 2 courses
6. Electives 2 courses
(from the above subjects or from the Arts and Humanities or Computer Sciences)

Required Grades

You also need to do well in your college preparatory courses. Admission standards at state colleges and universities continue to rise, please plan accordingly.

Test Scores

If your grades are lower than required, you may be able to make up for them by achieving high scores on the SAT or ACT tests. If you think this might apply to you, see your guidance counselor for more information about required test scores. If you earn the required grades, you still need to take the SAT or

ACT tests and have your scores sent to the college or colleges to which you are applying. There are no minimum scores you need to earn.

Exceptions

Students who do not meet these requirements still should apply, since the State Colleges and Universities may admit some students based on factors other than those outlined here.

Virtual High School (VHS): Virtual High School is a non-profit collaborative of more than 200 partner schools throughout the U.S. and around the world that expand learning opportunities for teachers and students through online education. VHS is an award-winning collaborative model among online providers and features nearly 150 innovative, student-centered courses that enhance curricula and meet nationally accepted standards. Coursework can be completed anywhere that online access is available and can help students with scheduling challenges. VHS offers courses in the following disciplines: Arts, Foreign Language, Language Arts, Life Skills, Math, Science, Social Studies, Technology, and Advanced Placement Studies. Examples of courses offered through VHS that are not offered in the traditional West Springfield High School Program of Studies are Pre-Veterinary Medicine, AP Economics, 20th Century Women Authors, Screenwriting, Astronomy, American Popular Music, World Conflict: A Model United Nations Simulation Using the Internet, and more. All VHS courses are designed to meet diverse learning needs and interests.

West Springfield High School follows the following policies in regard to any student taking VHS courses:

- Only grade 11 and 12 students are eligible for VHS enrollment. Guidance and Administration approval are required.
- Students have no restriction as to the courses offered (VHS classes can meet graduation requirements with the stipulation that a full-year graduation requirement is replaced by a full-year VHS course or two (2) semester courses).
- Students must obtain and return a completed application to the Guidance Department.
- Any student enrolled in a VHS course must obtain a parent/guardian/student agreement, complete, and return it to the Guidance Department.
- Students must meet with an administrator for online enrollment.
- Semester courses are 2.5 credits and year long courses are 5 credits.

FOR A DETAILED DESCRIPTION OF COURSE OUTLINES AND OBJECTIVES VISIT THE VHS CATALOG AT WWW.GOVHS.ORG. THE CATALOG IS FOUND IN THE “ACADEMIC” TAB AT THE TOP OF THE VIRTUAL HIGH SCHOOL HOMEPAGE. THE VHS CATALOG LINK IS BOTH IN THE BLUE SECTION ON THE LEFT SIDE OF THE PAGE AND THE BODY OF THE PAGE.

West Springfield High School participates in Virtual High School subject to available funding and student interest.

Dual Enrollment: Students at West Springfield High School may elect to enroll at a local college or university through a Dual Enrollment (DUA) Program. To be eligible for such a program, a student must be in good academic standing at WSHS and have been accepted by the college/university of his/her choice for the upcoming or current semester or year. In addition, students must complete the appropriate (full day or per class) Dual Enrollment Contract with their guidance counselor. A DUA course Approval Form must be completed and signed by all necessary parties prior to the students’ enrollment in *any* DUA course. Copies of the contracts and approval form can be found in the WSHS Guidance Office. **Student who choose dual enrollment will not be included class rank calculations or ranked.**

No Penalty ADD-DROP Period:

- In order to affect schedule changes without penalty, all schedule changes must be resolved no later than the tenth day of school or the Friday following Open House, whichever is later.
- Schedule changes for Semester 2 only courses must be resolved no later than the tenth day of school during that semester.
- After the no penalty add/drop period ends, all withdrawals will be recorded as a Withdraw Pass (WP) or Withdraw Fail (WF) on the transcript. Grades of WP or WF are not calculated in the GPA. Unless there are extenuating/special circumstances, any student entering a class after the first 10 days of class will be graded as an Audit (AU) for that semester.
- Grade Policy Regarding Class Level Changes – If a student is allowed a class level change, after the 10 day no penalty add/drop period, teachers will factor in grades earned by students who change course levels in a specific subject area.

GENERAL INFORMATION FOR STUDENTS

Guidance Services: Students and parents are encouraged to use the services of the Guidance Department. Students may visit the Guidance Office before or after school. During the school day, passes are required.

Working Papers: Working papers are available through the main office or the Superintendent's office.

Summer School: A student must achieve a final average of at least 50% in order to attend summer school. In addition, the student must have taken the final examination and met all attendance requirements. No change in grade will be recorded; however, credits for the course will be added to the credits successfully completed on the student's transcript. Students may only use two (2) courses to earn credit in summer school per summer. A course taken for credit in Summer/Evening School must have the identical title of the course previously taken and failed at West Springfield High School.

Sports Physicals: A physical exam is required yearly for all students who wish to tryout/participate in a school sport. *It must be on file in the Nurse's office prior to tryouts or practice.*

STUDENT GOVERNMENT, ORGANIZATIONS, COMMITTEES, AND ACTIVITIES

Student Government: Students interested in participating in student government should see their class advisor(s).

Student Activities/Clubs: West Springfield High School supports a wide variety of clubs and student organizations.

Springfield Regional Advisory Council: Two students are elected at large each spring to represent the students at West Springfield High School with the State Department of Education's Student Affairs Office. By virtue of their election, these two students are voting members of the Senate.

Student Representatives to the School Committee: Any student wishing to run for representative to the School Committee must obtain seventy-five [75] different, valid signatures from the members of the student body in order to have his/her name placed on the ballot. Next to each signature on the nomination paper will be space for the student's home address. These representatives are elected in the spring. Because their candidacy is voted on by the entire student body, their names appear on the ballots of each class. The five [5] elected representatives communicate the business of the Student Senate to the School Committee and the School Committee business to the Senate. By virtue of their election these five students are voting members of the Senate.

Student Representatives to the City Council: Any student wishing to run for representative to the City Council must obtain seventy five (75) different, valid signatures from the members of the student body (excluding seniors)

in order to have his/her name placed on the ballot. Next to each signature on the nomination paper will be space for the student's home address. These representatives are elected in the spring. Because their candidacy is voted on by the entire student body (excluding seniors), their names appear on the ballots of each class. The one elected representative communicates the business of the High School to the City Council and the City Council's business to the Student Senate. By virtue of this election, this representative is a voting member of the Student Senate.

HONOR SOCIETIES

The following organizations are societies designed to honor students who have shown outstanding achievement in academic areas.

NATIONAL HONOR SOCIETY

The Via Veritatis Chapter of the National Honor Society was established at West Springfield High School in 1958. Members are chosen from the Junior and Senior classes on the basis of scholarship, leadership, character, and service. Any junior or senior who has a non-weighted average of ninety (90.0) or better for the previous four (4) or six (6) semesters, respectively is a candidate for selection. **No rounding will be applied to the cumulative averages reported by guidance. For example a student whose cumulative is 89.999 will not be eligible for admission to NHS.** From these candidates the NHS Faculty Council chooses those who qualify on the basis of leadership, character, and service. All members of the National Honor Society receive certain special privileges which are effective as soon as a member is inducted. Graduating seniors will receive a dictionary and a thesaurus. Members are also eligible for certain national scholarships. Members must maintain the same standards at all times, or they may be asked to forfeit their membership after a probationary period of one marking term. The date of induction of members is the third week of November in any academic year. The selection procedure is listed:

- Students' academic records are reviewed to determine scholastic eligibility.
- Students who are eligible scholastically are notified in writing and are told that for further consideration for selection to the National Honor Society Chapter they must complete the Student Activity information form.
- Because additional faculty input is beneficial, all faculty members are invited to make comments on candidates. However, the actual selections are made by the five appointed members of the Faculty Council.
- The Student Activity Information Form is reviewed by the Faculty Council, along with any other verifiable information about each candidate. Candidates receiving a majority vote of the Faculty Council will be inducted in the Chapter.

- Candidates not selected may bring additional information to the Faculty Council for further consideration.

If there are any questions concerning the above information, they may be addressed to the chapter advisor who will personally explain the procedure.

PRO MERITO SOCIETY

This society is comprised of seniors who have achieved a non-weighted average of ninety [90.0] or better through the first three [3] terms of their senior year. **No rounding will be applied to the cumulative averages reported by guidance. For example a student whose cumulative average is 89.999 will not be eligible for admission to Pro Merito.** The senior must be carrying at least twenty-eight [28] academic credits during that school year. The purpose of this society is recognition of the scholastic achievement of seniors who meet this standard.

RENAISSANCE PROGRAM

GUIDELINES:

1. Students must be enrolled for a full term before being eligible for Renaissance privileges.
2. Community service forms are due no later than two weeks after the close of grades and by the end of the school year for term four.
3. Any suspension results in immediate loss of card.
4. Misuse of card, cheating, plagiarism or other acts of academic dishonesty, or any disciplinary problems will result in the loss of the card for that term.
5. Only one card issued per term. Lost cards will be replaced for one dollar.
6. Eligibility will be determined at the end of each term. Privileges will continue until report cards are issued for each subsequent term
7. Any problems or questions of eligibility, attendance, or disciplinary actions need to be resolved within two weeks of issuance of cards each term.
8. Determination of absences and tardies are made based on school records. Only documented medical absence for an extended period of time may receive special consideration for receiving a Renaissance Card for that term.

GOLD CARD

A. REQUIREMENTS

- Must carry minimum course load of 28 credits for full term; no withdrawals beyond the time allowed by school policy

- Term average of 85 or higher with no failures
- No more than three tardies or 5 absences per term
- No administrative disciplinary action (points assigned, suspension, detention)
- Participation in a community service or an extracurricular school activity

B. PRIVILEGES:

Cards must be presented with your picture I.D. to receive the benefits.

- Discount admission [\$1.00] to home athletic events, excluding playoffs/tournaments.
- **Exam Exemption:** 1st term holder will be exempt from two mid-year exams, provided that the student maintains a 90 average in those courses for the semester. *Also requires teacher permission.* 3rd term holder will be exempt from two end of the year exams, which cannot be in the same courses where an exemption was taken at mid-term. The student must also maintain a 90 average for the semester and have the *permission of the teacher.*

FOREIGN LANGUAGE HONOR SOCIETIES

The Foreign Language Honor Societies have been established at West Springfield High School to honor those students who demonstrated outstanding ability in any given foreign language. The societies are the Latin, French, German, Italian, and Spanish National Honor Societies. The societies abide by the minimum requirements established by each National Charter. The Foreign Language Department chairperson and the teacher/advisor have available a complete list of the membership criteria.

ATHLETICS

The Interscholastic Athletic Program is an integral component of the total educational curriculum of the school system. Participants are expected to govern themselves in a manner which will bring honor to all members of the sport and to the school. Participants are expected to train consistently, to abide by all training rules as directed by the coach, and to abide by the rules and regulations of the student body. In order to participate in sports, pupils must meet all standards set forth by the Massachusetts Interscholastic Athletic Association.

Physicals – A physical exam is required for all students who wish to tryout/participate in a school sport. It must be on file in the Nurse's office prior to tryouts or practice. Sports physicals are required yearly. It is recommended that schedule a physical exam during the summer if possible so that the student will

have a valid exam for the entire school year.

Interscholastic Athletic Eligibility: West Springfield High School is a member of the Massachusetts Interscholastic Athletic Association (MIAA). In order to be eligible, a student athlete must have received a passing grade (60% or higher) in six of the seven courses in which the student is enrolled and maintained an overall term average of 65% or higher on his/her most recent report card. For fall sports only, each student athlete must have received a passing grade (60% or higher) in six of the seven courses in which the student is enrolled and maintained an overall final grade average of 65% or higher from the previous school year's final grades. The violation of any eligibility rule may result in forfeiture of a game won or the elimination of a player from participation for up to one year. A mistake could spoil a season. If there is any doubt concerning eligibility, consult the principal. The rules apply to all teams [varsity, junior varsity, and freshman], to all grades, and to both girls' and boys' sports.

*To allow for a fair and equitable transition regarding rules of eligibility, for the fall 2012 season ONLY, West Springfield High School will follow the MIAA minimum as established in the MIAA policies.

WSHS Athletics Teams:

FALL	WINTER	SPRING
Soccer	Basketball	Baseball
Cross Country	Swimming	Track
Football	Wrestling	Tennis
Field Hockey	Cheerleading	Volleyball
Golf	Skiing	Lacrosse
Cheerleading	Ice Hockey	Softball
Volleyball	Indoor Track	

ATHLETIC CONCUSSION POLICY

File: JJIF

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding student who incur head injuries while involved in extracurricular athletic activities¹ including, but not limited to, interscholastic sports, in order to protect their health and safety as required¹ by Massachusetts law and regulations.

The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band;

employees or volunteers; and students who participate in an extracurricular activity and their parents.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two (2) years thereafter upon review or revision of its policies.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three (3) years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Verification of completion of annual training and receipt of materials
2. DPH pre-participation forms and receipt of materials;
3. DPH report of head injury forms, or school based equivalents;
4. DPH medical clearance and authorization forms, or school based equivalents; and
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

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

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

Student athletes who receive concussions may appear to be "fine" on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The protocol (ATHLETIC CONCUSSION REGULATIONS/File: JJIF-R) will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and past concussion syndrome.

Lastly, this policy will discuss the importance of education for our athletes, coaches and parents and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. Any changes in this document will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing.

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

**Athletic Concussion Regulations (File: JJIF-R) are available on high school website (<http://wsps.org/web>) under “extra-curricular”/athletics along with Athletic Concussion Policy (File JJIF) (listed above)

SCHOOL LIBRARY

The library is open from 7:20 - 3:30 p.m. Students may visit the library without a pass before and after school and during their lunch period. The library will follow the school’s computer and Internet policies. The use of the computer system is a privilege, not a right. Inappropriate use will result in the loss of this privilege. Books are borrowed for a maximum of two weeks. They may be renewed if not requested. It is the student’s responsibility to return materials when due or pay a fine. (see librarian for details)

- Student Expectations: Students are expected to be responsible and respectful while using the library. Failure to follow library rules may result in loss of privilege.
- Admission: Students may visit the library before or after school or during their lunch without a pass. Students may visit during class time with a valid pass and agenda book signed by a teacher, guidance counselor, administrator, paraprofessional or other staff member.
- Computer: The library will follow the school’s computer and internet policies as they are developed. The use of the computer system is a privilege, not a right. Inappropriate use will result in the loss of this privilege. This document contains the Acceptable Use Policy for students’ use of the West Springfield School District’s computer system. An acceptable use policy will be issued to each student and must be signed

by both parent and student for access to the West Springfield School District's computer system.

- Circulation: Books are normally borrowed for a maximum of four weeks. They may be renewed if not requested by someone else. Reference materials do not circulate but are available for use in the library.
- Overdue Policy: It is the student's responsibility to return materials when due. A fine of \$.05 per school day (holiday and weekends excluded) is charged for overdue materials. The maximum fine per item is \$2.00. Failure to return materials on time or pay fines will result in the filing of an obligation with the main office. Notices will be sent regarding overdue materials.
- Lost or Damaged Materials: Students who lose or damage any library items will have to pay for the repair or replacement of that item. If a lost item is found and returned in good condition, a refund will be made less outstanding fines. In order to obtain a refund, you must have your paid receipt.

COMPUTER USE POLICY

File: IJND

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. **An acceptable use policy release (IJND-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 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(s) with physical custody of a child/guardian (for a student under the age of 14 years), or jointly by the parent with physical custody of the child/guardian (if the child is over the age of 14 years. A student over the age of 14 is called "an eligible student". A student 18 years or older may, in writing, deny his parents/guardian 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 their own student records. Copies of any record 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.

No information in the student's record is available to anyone outside the school system without written permission from the student and/or parent and/or guardian, unless the requesting party is an exception as provided by the Student Records regulations. Exceptions to this would be a probation officer, court order, subpoena, where health or safety requires the disclosure or upon transfer to another school district. 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 school record sent outside the school. This includes, but is not limited to prospective employers, other technical school, 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, (10) post high school plans of the student.

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.

You are hereby notified that pursuant to this notification, the school system will provide requested directory information to military recruiters unless the parent or eligible student specifically directs otherwise, as required by the No Child Left Behind Act.

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 has submitted three documents to the principal:

1. A written request submitted annually to the principal to access the records of his/her child;
2. A certified copy of the probate court order or judgment which must indicate that the parent has not sought or been denied shared legal custody and is entitled to unsupervised visitation with the child, or a certified order of the probate court which specifically orders the parent receive school records of the child. That order must state that it is being made after a review of any court records, including criminal records of the non-custodial parent, that giving the information will not pose a safety risk to the custodial parent or child and it is in the best interests of the child to provide the information to the non-custodial parent; and
3. An affidavit of the non-custodial parent that no temporary or permanent protective order is in effect restricting access to the custodial parent. After the school system receives these documents, the school can allow the non custodial parent to have access to the child's records only after the school has notified the custodial parent and twenty-one days has elapsed from this notification. During that twenty-one day period, the custodial parent can obtain a court order restricting access to the child's records or can submit a copy of any outstanding protective orders; if such orders are provided to the school system, then the school cannot release records.

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 as required 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

Every parent 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. Each elementary school has an Instructional Support 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.

Referenced from Commissioner of Education, David P. Driscoll's memo of February 20, 2001 re: DCAP

SECTION 504 AND ADA POLICY

File: ACE

No qualified disabled student shall be discriminated against because of a disability. In addition, parents/guardians who have a qualifying disability may request the District to provide appropriate accommodations necessary for them to participate in events which allow them to participate in the essential activities of their children. When requesting such accommodations, the parents/guardians must submit evidence sufficient to the administrator to determine the existence of the disability; an interactive process may occur to determine the appropriate accommodation(s). Students who are at least eighteen (18) years of age may submit their own requests.

It is the policy of the West Springfield Public Schools to provide a free appropriate public education to each qualified student with a disability within its jurisdiction. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act.

Under Section 504 and the Americans with Disabilities Act, due process rights of qualified students with disabilities and their parents are guaranteed in the West Springfield Public Schools. The Administrator of Special Services is the District Coordinator for Section 504. He may be contacted at the West Springfield Public Schools Central Office, 26 Central Street, 4th floor, West Springfield, MA 01089-2777; (413)263-3276, between the hours of 8:00 and 4:00; Monday through Friday. Principals, or a designee, are the school 504 Coordinators, and may be contacted at their respective buildings.

SC Approved: January 11, 2011 (written by Attorney Tate) File: ACE-R

ALLEGED VIOLATION OF SECTION 504 OF THE REHABILITATION ACTS OF 1973 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

Any student, parent/guardian of a minor student or employee of the West Springfield Public Schools who believes that he/she has been discriminated against or excluded from participation in or denied the benefits of any program, activity or service of the West Springfield Public Schools because he/she is an otherwise qualified disabled individual may file a written grievance giving the factual basis of the grievance, and the requested remedy, with the school principal when such grievance arises from an alleged discriminatory practice occurring in a school or related to a school program or policy. The principal or the principal's designee will investigate the grievance and respond, in writing, within seven (7) school working days. The investigation will include an interview of the grievance. If the grievance alleges discrimination which is based upon a policy or district-wide procedure or event, then the grievant should file the grievance with the Section 504/ADA coordinator for the system. See the second paragraph below.

If the complaint is not satisfactorily resolved at the principal's level, the written complaint may be forwarded to the West Springfield Public Schools' Section 504/ADA Coordinator who is the Administrator of Special Services. The written grievance must fully set out the circumstances that gave rise to the alleged grievance and must be filed within seven (7) school working days of the receipt of a response from the school principal or designee.

The Section 504/ADA Coordinator will conduct a hearing, and respond in writing within fourteen (14) school working days.

If the parent/guardian, student, or employee disagrees with the decision or proposed resolution made by the Coordinator, the grievant may appeal, in writing, to the Superintendent of Schools. Such appeal must be received by the Superintendent within seven (7) school working days of the response from the Section 504/ADA Coordinator. The Superintendent will provide the grievant with the opportunity to present evidence supporting the grievant's position that the response of the Coordinator was wrong. The Superintendent will issue a written response to the appeal within fourteen (14) school working days of the final submission of written or oral information provided by the grievant.

If the grievant is still not satisfied with the response of the District, he/she must notify the Superintendent within seven (7) school working days of the Superintendent's determination, and the Superintendent shall arrange for a due process hearing with an impartial hearing officer who shall be an individual knowledgeable about Section 504 and the ADA, and who shall not be an employee of the district. The impartial hearing officer shall conduct a hearing as soon as practicable, and shall issue a decision writing on the grievance. The complainant has the right to opt for a hearing before the BSEA if the complainant is bringing a grievance on behalf of a student. Rules for the conduct of the hearing shall be generally consistent with the BSEA rules for due process hearings, but may be modified as determined appropriate by the hearing officer.

SC Approved: January 11, 2011 (Attorney Tate)

PARENT OBSERVATIONS IN CLASSROOMS

File: IKA

The West Springfield Public Schools believes parents are important partners in educating students and welcomes parental participation in determining a child's appropriate educational program. To that end, we open our classrooms to parents or a parent representative* who want to observe a child in the school setting.

* For the purposes herein, "parent representative" means an independent evaluator, educational consultant, or an individual who preferably holds certification or licensure from the Commonwealth of Massachusetts in a field directly related to the child's educational program.

The following procedures shall be followed when an observation is requested:

1. All requests to observe a child in school shall be responded to in a timely manner;
2. All observations must be scheduled through the building principal;
3. Observations during MCAS testing or the first or last several weeks of school are highly discouraged and will generally not be scheduled;
4. The parent and/or parent representative will discuss the purpose(s) of the observation with the principal prior to the observation being scheduled;
5. The observation will be scheduled at a mutually agreed-upon time and date after consultation with the classroom teacher(s);
6. The principal and parent/parent representative shall determine the parameters (date, time, length) of the observation;
7. The duration and extent of the observation shall be determined on an individual basis;
8. The parent/parent representative must report to the school office, as do all visitors (see policy IKA "Visitor Passes and Sign In"). The parent/parent representative will then be directed to the classroom by the administration. The principal or his/her designee(s) may accompany the parent/parent representative during the observation;
9. The parent/parent representative must sign the **Observation Agreement** available at <https://sites.google.com/a/wsps.org/policy-manual/wsps-policy-manual-introduction/section-i/ika-1> so that both the School district and classroom parents have assurance that information concerning other students' education remains in the classroom and is not discussed publicly;
10. The parent/parent representative may only observe a classroom in which the parent's child is enrolled and in attendance that day or in a specific program proposed by the School District for the child;
11. The parent/parent representative must be a silent observer at all times and not interrupt or disrupt the educational process in the classroom;
12. The parent/parent representative must refrain from using the observation to critique or evaluate teacher performance;

13. The parent/parent representative may schedule a time to meet with the teacher(s) or administrator(s). The principal or his/her designee(s) has a right to be present at all parent/teacher meetings;
14. When observing interferes with the educational process, the school committee recognizes the administration has the right to refuse any request.
15. The principal has the right to limit the number of parent observations in a school setting.

SC Approved: February 9, 2010

OBSERVATIONS OF SPECIAL EDUCATION PROGRAM File: IHBA

1. Parents' request to observe their child(ren), current program, or a potential placement must be made at least five (5) days in advance with the Special Education director or designee and Principal.
2. The Special Education Director or designee shall contact the parent(s) for initial scheduling conversation within five (5) days of receipt of the request.
3. When a parent requests an observation of a special needs student or program, the Special Education Director or designee will seek approval from the building principal before it is processed. Such approval may only be withheld for those reasons outlined within the law and DESE regulations. When possible or appropriate, the specific teacher(s) will be notified of observation.
4. The principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom).
5. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with law and regulation. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption, the length of individual observation periods may be limited.
6. If the observer is not the parent, the parent must sign a release for the individual to observe.
7. The number of observers at any one time may be limited.
8. The observer will be informed that he/she is not to interfere with the educational environment of the classroom. If the observer's presence presents a problem, he/she will be asked to leave. This notice is particularly important, since the presence of parents can influence both the performance of their child(ren) and those of others.
9. The observer will be asked to submit a report of the observation to the Educational Team Facilitator at least three (3) days in advance of any follow-up TEAM meeting.
10. The observer will be informed that he/she is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she is not there to evaluate a teacher's ability to perform his/her contractual job duties.

11. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials which may be part of a student's records from plain view.
12. A school administrator or designee will also observe at the same time and take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period. This observation summary will be placed in the student's file and provided to the parent(s) at least three (3) days in advance to any follow-up TEAM meeting.
13. When observing interferes with the educational process, the school committee recognizes the administration has the right to refuse any request.
14. The parent or parent representative must sign the attached **Observation Agreement** available at <https://sites.google.com/a/wsps.org/policy-manual/wsps-policy-manual-introduction/section-i/ihbaa> so that both the School District and classroom parents have assurance that information concerning other students' education remains in the classroom and is not discussed publicly.
15. The amount of observation time will be determined by the Special Education Director in conjunction with the building principal.

SC Approved: February 9, 2010

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)

Mission & Vision

To provide the personnel, in-service training, common planning time, curriculum development, organizational modifications, and continuum of services required to assure that all pupils are educated in the least restrictive environment.

Anticipated Outcomes

All pupils educated and provided support services (Special Education, Gifted, Ch. 1, ESL, Bilingual) in the least restrictive environment. 100% of staff trained to accommodate all pupils appropriately placed in their classrooms.

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 (766:104.0a) are provided with a free appropriate public education (FAPE) (766:110.0) 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.
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.
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.

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."
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.
8. 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.
9. 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

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

PHYSICAL RESTRAINT POLICY

File: JKAA

Physical restraint is defined as the use of bodily force to limit a student's freedom of movement.¹ Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or have been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, the West Springfield School District has enacted procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. These procedures shall be annually reviewed, provided to school staff, and made available to parents of enrolled students.

None of this policy or the following procedures (JKAA-R) precludes any teacher, employee or agent of the West Springfield School District from using reasonable force to protect students, other persons or themselves from assault or imminent, serious harm. (603 C.M.R. 46.00 and M.G.L. ch. 69, sec. 1B and ch. 71, sec. 37G)

¹ Physical escort is defined as the touching or holding of a student without the use of force for the purpose of directing the student. Physical escort is not physical restraint and is not covered by this policy.

SC Approved: 8/10/05

SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION:

ACCESS TO STUDENT RECRUITING INFORMATION – Notwithstanding section 444-(a) (5) (B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings.

CONSENT – A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

SAME ACCESS TO STUDENTS- Each local educational agency receiving assistance under this ACT shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

NOTIFICATION – The Secretary of Education, in consultation with the Secretary of Defense, shall, not later than 120 days after the date of enactment of the No Child Left Behind Act of 2001, notify principals, school

administrators, and other educators about the requirements of this section.

EXCEPTION – The requirements of this section do not apply to a private secondary school that maintains a religious objection to service in the Armed Forces if the objection is verifiable through the corporate or other organizational documents or materials of that school.

SPECIAL RULE- A local educational agency prohibited by Massachusetts State Law (either explicitly by statute or through statutory interpretation by the Supreme Judicial Court or State Attorney General) from providing military recruiters with information or access as required by this section shall have until May 31, 2002, to comply with that requirement. www.ed.gov/legislation/ESE02/pg112.html

INOCULATIONS OF STUDENTS POLICY

File: JLCB

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.

LEGAL REF.: M.G.L. 76:15

Model Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that West Springfield High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, West Springfield High School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the West Springfield High School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and Sports activity sheets, such as for wrestling, show weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories- names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.* If you do not want West Springfield High School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by [October 1st.] West Springfield High School has designated the following information as directory information: [Note an LEA may, but does not have to, include all the information listed below.]

- Student's name - Participation in officially
- Address recognized activities and sports
- Telephone listing - Weight and height of members of
- Electronic mail address athletic teams
- Photograph - Degrees, honors, and awards
- Date and place of birth received
- Major field of study - The most recent educational
- Dates of attendance agency or institution attended
- Grade level

* These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002. (P.L. 107-107), the legislation that provides funding for the National's armed forces.

PARENTAL NOTIFICATION OF FAMILY LIFE EDUCATION

The Family Life Health curriculum includes the discussion of topics in family living which includes limited information about sexual reproduction, pregnancy prevention, 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 Review Team, 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.

RELEASE OF STUDENT HEALTH RECORDS TO SCHOOL PERSONNEL & CONTRACTORS

All authorized school personnel employed by the school district who have a need to know may obtain access* to student's health records without parental consent (e.g., administrators, teachers, nurses, speech therapists, occupational therapists, physical therapists, adapted physical education teachers, psychologists, and the like). The exception is the special confidentiality protections for certain health records, e.g., information about a student's AIDS/HIV status.

Professionals who are not employed by the school district but who work directly with a student under an agreement between the school committee and a service provider and who have a need to know may also obtain access* to a student's health records without parental consent (e.g., administrators, teachers, nurses, speech therapists, occupational therapists, physical therapists, adapted physical education teachers, psychologists, and the like).

*Note: Access to student health records shall be controlled by the school principal.

HEALTH SURVEYS

Periodically throughout the year, there may be youth risk behavior type surveys conducted at the high school. If you want to exclude your child from participating in these surveys, contact the Principal at the beginning of the school year.

HEALTH HOTLINES

AIDS/HIV 1-800-235-2331	ALATEEN 782-3406
Alcoholics Anonymous 532-2111	Ambulance/Emergency 911
Cocaine Hotline 1-800-262-2463	Drug Abuse 731-7417
DSS Hotline 1-800-792-5200	Eating Disorders 1-617-738-7917
Narcotics Anonymous 538-7479	Overeaters Anonymous 783-4198
Parental Stress 1-800-632-8188	Pregnancy Counseling 733-6639
Runaway Hotline 1-800-621-4000	Westfield Crisis 568-6386
National Suicide Prevention Lifeline 1-800- 273- 8255	
COMPANERAS [Teen Dating Violence] 536-1628	

