

## TABLE OF CONTENTS

PRINCIPAL’S LETTER	2
WESTFIELD COMMUNITY SCHOOL INFORMATION	3
DAILY BELL SCHEDULE	3
EARLY RELEASE BELL SCHEDULE	3
GENERAL SCHOOL INFORMATION	3
PBIS AND RESTORATIVE PRACTICES	4
PARENT DROP-OFF AND PICK-UP PROCEDURES	4
SCHOOL OPERATIONS	6
SCHOOL DAY	6
CONTACTING STAFF	6
VISITOR PROCEDURES	6
LOCK AND LOCKER INSTRUCTIONS	6
LOST AND FOUND	7
MEDIA CENTER	7
STUDENT ID’S	7
SAFETY DRILLS	7
TRANSPORATION INQUIRIES	8
WEATHER-RELATED SCHOOL CLOSINGS	8
SCHOOL HEALTH SERVICES	8
ACADEMICS	9
HONOR ROLL	9
GRADE REPORTING	9
PHYSICAL EDUCATION	9
STUDENT SERVICES	11
STUDENT ATTENDANCE	11
STUDENT BEHAVIOR & DISCIPLINE	11
ELECTRONIC DEVICES AT MIDDLE SCHOOLS	11
STUDENT DRESS	12
CAFETERIA GUIDELINES	12
RESTORATIVE PRACTICES	13
ATHLETICS & ACTIVITIES	14
AFTER-SCHOOL ACTIVITIES	14
ATHLETICS	14
ATHLETIC FEES	15
STUDENT ELIGIBILITY	15
CONDUCT OF ATHLETES	16
DISCLAIMER FOR NON-SCHOOL SPONSORED ACTIVITIES	16



## **PRINCIPAL'S LETTER**

Westfield Families:

The faculty, staff and I welcome you to Westfield Community School. You are attending a school with a tradition of excellence developed by a staff of highly qualified teachers willing to work with you to improve your academic achievement and become an effective citizen.

Sixth grade students will find the staff ready and willing to help you adjust during the first few weeks of school. If you have a problem, do not hesitate to ask any of your teachers for help.

We would like to extend a special welcome to all returning students. Your positive example and leadership skills are extremely important to everyone in our school.

This handbook consists of information which will be of use to all students. To be up-to-date with new policies and procedures, each student is expected to be familiar with the material contained within. You will be held responsible for all information contained in the handbook.

More information about Westfield Community School is available at our school web page:

<http://wcs.d300.org>

Please do not hesitate to contact your child's teachers throughout the school year for updates on your child's progress. Also, administrators and counselors are available to assist families when needed.

We sincerely hope you have a successful school year at Westfield Community School.

Ami J. Engel  
Principal  
Westfield Community School  
ami.engel@d300.org

**Stay true to the yellow and blue...GO WOLVES!**

For items that reference the D300 Parent Guardian Handbook: [CLICK HERE](#)



## WESTFIELD COMMUNITY SCHOOL INFORMATION

Daily Bell Schedule (8:55 am until 3:40 pm)									
Period	1	2	3	4	5	6	7	8	9
<b>Grade 6</b>	8:55-9:40	9:43-10:27	10:30-11:14	11:17-12:01	12:04-12:48	12:51-1:21 (Lunch)	1:24-2:08	2:11-2:53	2:56-3:40
<b>Grade 7</b>	8:55-9:40	9:43-10:27	10:30-11:14	11:17-12:01	12:04-12:34 (Lunch)	12:37-1:21	1:24-2:06	2:09-2:53	2:56-3:40
<b>Grade 8</b>	8:55-9:40	9:43-10:27	10:30-11:14	11:17-12:01	12:04-12:48	12:51-1:35 (Lunch)	1:38-2:08 (Lunch)	2:11-2:53	2:56-3:40

WESTFIELD MS EARLY RELEASE SCHEDULE 2017/2018 (8:55 am until 1:25 pm)								
Sixth Grade Early Release Schedule			Seventh Grade Early Release Schedule			Eighth Grade Early Release Schedule		
Period 1	8:55-9:21	26 Minutes	Period 1	8:55-9:21	26 Minutes	Period 1	8:55-9:21	26 Minutes
Period 2	9:24-9:50	26 Minutes	Period 2	9:24-9:50	26 Minutes	Period 2	9:24-9:50	26 Minutes
Period 3	9:53-10:20	27 Minutes	Period 3	9:53-10:20	27 Minutes	Period 3	9:53-10:20	27 Minutes
Period 8	10:23-10:50	27 Minutes	Period 4	10:23-10:49	26 Minutes	Period 8	10:23-10:50	27 Minutes
Period 9	10:53-11:20	27 Minutes	Period 8	10:52-11:19	27 Minutes	Period 9	10:53-11:20	27 Minutes
Period 4	11:23-11:50	27 Minutes	Period 9	11:22-11:48	26 Minutes	Period 4	11:23-11:50	27 Minutes
Period 5	11:53-12:20	27 Minutes	<b>Period 5 Lunch</b>	<b>11:51-12:21</b>	<b>30 Minutes</b>	Period 5	11:53-12:21	28 Minutes
<b>Period 6 Lunch</b>	<b>12:23-12:53</b>	<b>30 Minutes</b>	Period 6	12:24-12:53	29 Minutes	Period 6	12:24-12:52	28 Minutes
Period 7	12:56-1:25	29 Minutes	Period 7	12:56-1:25	29 Minutes	<b>Period 7 Lunch</b>	<b>12:55-1:25</b>	<b>30 Minutes</b>

### GENERAL SCHOOL INFORMATION

Principal: Mrs. Ami Engel ([ami.engel@d300.org](mailto:ami.engel@d300.org))

Assistant Principal Elementary and Operations: Dr. Angela Reincke ([angela.reincke@d300.org](mailto:angela.reincke@d300.org))

Assistant Principal Middle School A-Teams: Mrs. Jennifer Breeze ([jennifer.breeze@d300.org](mailto:jennifer.breeze@d300.org))

Assistant Principal Middle School B-Teams: Mr. John Gorby ([john.gorby@d300.org](mailto:john.gorby@d300.org))

Entire School	Elementary Office at Door #1	Middle School Office at Door #2
<b>Mascot:</b> Wolf		
<b>Website:</b> <a href="http://wcs.d300.org">http://wcs.d300.org</a>	<b>Office:</b> 847.532.7800	<b>Office:</b> 847.532.7600
<b>Facebook:</b> <a href="https://www.facebook.com/WestfieldWolves">https://www.facebook.com/WestfieldWolves</a>	<b>Attendance:</b> 847.532.7820	<b>Attendance:</b> 847.532.7620
<b>Twitter:</b> <a href="https://twitter.com/WestfieldWolves">https://twitter.com/WestfieldWolves</a>		
<b>Kitchen:</b> 847.532.7651	<b>Nurse:</b> 847.532.7608	<b>Nurse:</b> 847.532.7609
<b>Transportation:</b> 847.658.3262		

For items that reference the D300 Parent Guardian Handbook: [CLICK HERE](#)



## PBIS AND RESTORATIVE PRACTICES

Westfield Community School utilizes PBIS to reinforce and reward students for positive behaviors. We believe it is the school's responsibility to provide a safe and orderly learning environment, the student's responsibility to follow the rules, and the parent's responsibility to support the enforcement of the rules. Through positive behavior, staff will reward students with periodic incentives throughout the year. Middle school students have access to rewards through Howl-A-Grams. Our PBIS motto encompasses three main goals, and insists that students and staff meet these goals:

1. Respect Everyone
2. Respect Education
3. Respect the Environment

## PARENT DROP-OFF/PICK-UP INFORMATION

We need your help to keep the school and your children safe. EVERY child's safety is important to us. It remains our highest priority to ensure that students enter and exit cars in a safe and organized way. We ask everyone to correctly follow our pick-up and drop-off procedures. **Please avoid the bus zone!**

### General precautions:

- Be your child's best example. Please be courteous and follow all safety guidelines at all times.
- No arrivals prior to 8:40 AM. No supervision is provided prior to that time.
- Follow all directions from school safety personnel. They can see potential problems you may not.
- Students are to be picked-up promptly at dismissal 3:40. There is no supervision after school hours.
- Please drive slowly and watch for children!

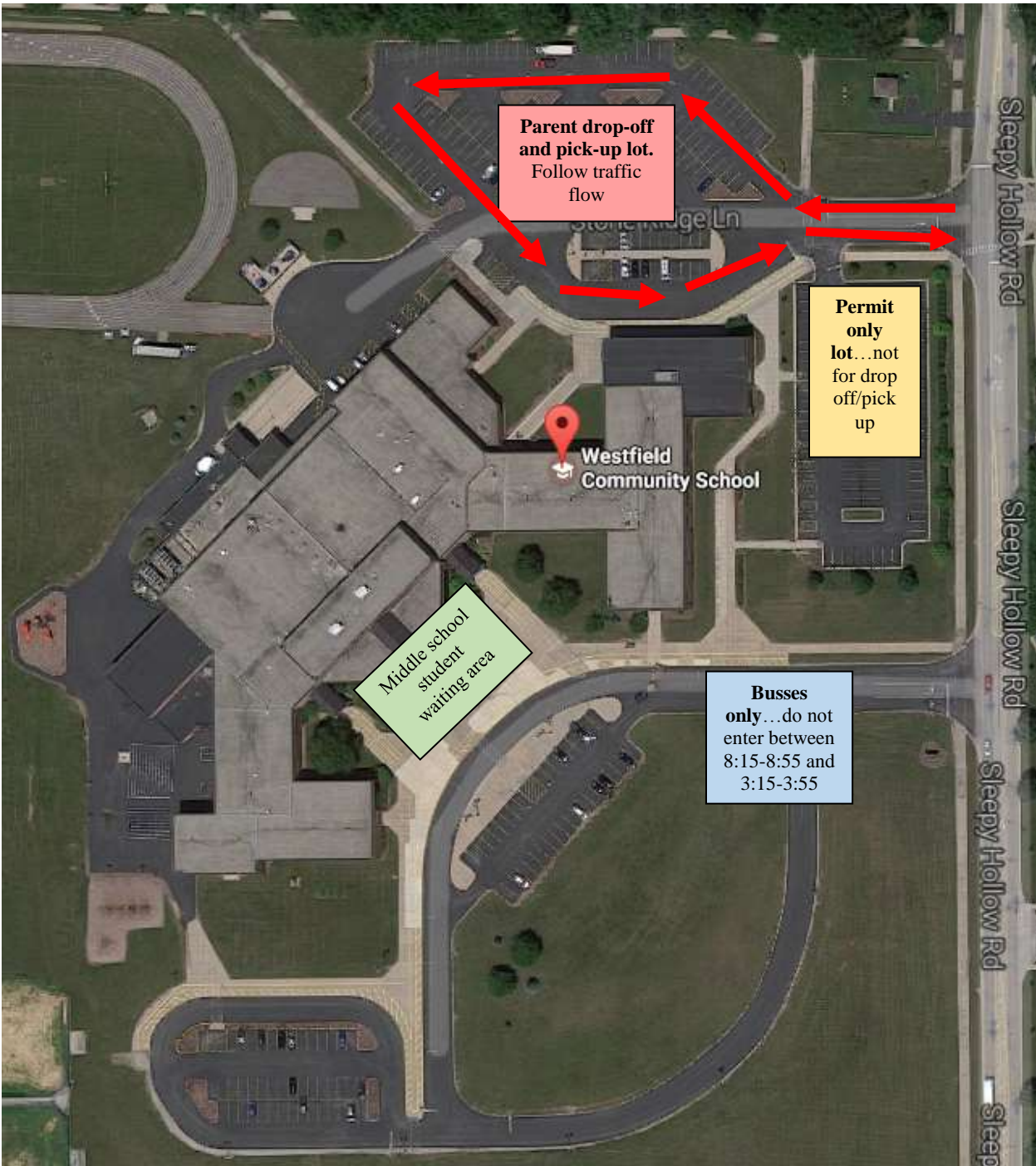
### Drop off and pick up procedures:

- Pull into Westfield Community School middle school side lot (by the sports entrance). At the start of the day the students should walk to the front of the building to wait for entrance. At the end of the day, students that are car riders will be released from door 5.
- Students can load/unload from PASSENGER SIDE of vehicle only. The driver should remain in the vehicle at all times and all driver side doors are to remain closed.
- Keep pulling forward and fill in all gaps in Loading Zone Lane.
- Have all school materials including backpack and lunch ready before student exits vehicle.
- See the map below for a graphic of the procedure

After your review, please reach out if you have additional questions or concerns.

For items that reference the D300 Parent Guardian Handbook: [CLICK HERE](#)





For items that reference the D300 Parent Guardian Handbook: [CLICK HERE](#)



# **SCHOOL OPERATIONS**

## **SCHOOL DAY**

The normal school day begins at 8:55 a.m. and ends at 3:40 p.m. Students may not enter the building before 8:45 a.m. without a pass from a teacher unless participating in an extra-curricular activity or attending school store. **Main Office Hours** are 7:30 a.m. to 4:30 p.m. during the school year.

## **CONTACTING STAFF**

Parents are encouraged to contact staff members throughout the school year with questions, concerns, and compliments. To meet with staff members, including administration, please call or email to schedule a meeting time. Staff members may not always be readily available without advance notice due to classroom and other responsibilities.

## **VISITOR PROCEDURES**

All visitors must sign in via the Raptor System at the main office and show identification (driver's license, state ID, green card, passport card, active military ID, or US issued consular card). Visitors will receive a visitor badge to be worn in the building after providing car key or ID to stay in the office. Visitors must sign out as well at which time the key or ID will be returned. All entrances and exits must occur at the main office door. Former students must pre-arrange visits with teachers prior to their arrival.

## **LOCK AND LOCKER INSTRUCTIONS**

Guidelines:

- You are not allowed to share a locker with another student.
- For your own protection, NEVER tell any other student your locker combination.
- Treat your locker carefully. If your locker shows any sign of abuse (dents, scratches, etc.) you will be responsible for the full cost of repairs, both parts and labor. Do not slam your locker door.
- Keep your locker clean.
- If you have problems with your locker door or lock, ask for help from a staff member
- A locker may be searched if there is reasonable cause to believe that it contains prohibited articles.
- Students will go to their lockers when they arrive at school, at the end of the day, and any other times designated by their team.
- Posters/Pictures that are the size of the locker are allowed.
- Items not allowed: Streamers, balloons, glitter/confetti, or writing on the locker.

For items that reference the D300 Parent Guardian Handbook: [CLICK HERE](#)



## **LOST AND FOUND**

A lost and found container will be kept in the hall outside of the middle school office. Any lost books found around the building should be turned in directly to the media center.

## **MEDIA CENTER**

The Media Center is open from 7:45 a.m. to 4:15 p.m. each school day. Students may use the media center to work collaboratively and in an urgent situation charge their chromebooks. Additionally, students may visit for the media center for general chromebook troubleshooting.

Passes are required to visit the Media Center. You must sign-in at the circulation desk.

- Your I.D. card is the only means for checking out Media materials.
- Books may be checked out for a period of 2 weeks and renewed as necessary.
- Students will be charged 10 cents per school day for overdue materials.

### **Conduct**

Students are expected to use the Media Center for reference work or in fulfilling classroom assignments. Students who persist in disturbing others will be in danger of losing their Media Center privileges. The Media Center staff reserves the right to refuse admittance to any student with or without a pass. In order to maintain an environment conducive to learning, students are expected to:

- Sign out all Media Center materials before leaving
- Be courteous to media specialists and staff
- Be respectful of the purpose of the space. Some areas are for quiet study and some are for collaborative learning. While a reasonable amount of discussion is required for collaborative learning, the volume of discussion should not disrupt others.
- Keep the Media Center free from food or drink

## **STUDENT ID'S**

Replacement student ID's are made in the elementary main office for all students (across from the cafeteria). No charge for the first replacement and \$5.00 for each replacement thereafter.

## **SAFETY DRILLS**

Our school will conduct fire, disaster, and lockdown drill as required by the Regional Office of Education. Additional drills may be added based on a variety of factors. For information on safety drills, please see the District 300 Parent/Guardian Handbook.

For items that reference the D300 Parent Guardian Handbook: [CLICK HERE](#)



## **TRANSPORTATION INQUIRIES**

Durham School Services manage all bus routes and assignments. Please contact Durham (847.658.3262) directly with questions and concerns relating to your child's bus route. Please contact a school administrator if there are student behavior concerns on your child's bus. For additional information about transportation expectations, please see the District 300 Parent/Guardian Handbook.

## **WEATHER-RELATED SCHOOL CLOSINGS**

Whenever the superintendent makes any schedule change because of weather, the information will be sent via voicemail and email. In addition, the information is also available on the District 300 web site: [www.d300.org](http://www.d300.org).

## **SCHOOL HEALTH SERVICES**

Please see the District 300 Parent/Guardian Handbook for information regarding health services and procedures. Contact the school nurse for additional information.

For items that reference the D300 Parent Guardian Handbook: [CLICK HERE](#)





## **ACADEMICS**

### **HONOR ROLL**

1. The honor roll is determined by a point system of A=4 points, B=3 points, and C=2 points.
2. All grades must be a C or better in order for a student to be on the honor roll.
3. Health grade is not part of the physical education grade and stands separately for that quarter.
4. Listed below is the point distribution for determining super honor roll, honor roll, and honorable mention.

Super Honor Roll = 3.666 – 4.000  
 Honor Roll = 3.333 – 3.665  
 Honorable Mention = 3.000 – 3.332

### **GRADE REPORTING**

All courses are nine weeks in length. Students and parents may access Infinite Campus Portal for a midterm report card and end of quarter report card. We urge you to contact any teacher who sends you a grade report update or after midterm/end of quarter report cards are published. Parents are strongly encouraged to monitor assignment and assessment completion and results via Infinite Campus Parent Portal.

### **PHYSICAL EDUCATION**

#### **LOCKERS AND PHYSICAL EDUCATION CLOTHES**

1. Students must wear the regulation P.E. uniform, socks, and athletic shoes that tie appropriately.
2. Students are to bring sweatshirts and/or sweatpants when the weather gets cold. They are to be worn over their uniform.
3. Students should report any missing P.E. apparel or locks to their teacher. They will be instructed to check for the items in the P.E. office.
4. If a student's uniform or P.E. lock is lost, the student must purchase a new one as soon as possible.
5. Students are responsible for their belongings and should keep ALL of their possessions locked at all times using the correct assigned locker with a school issued lock.
6. Students must remove jewelry prior to P.E. class.
7. No candy, drinks, gum or backpacks are allowed in P.E. class or in the locker rooms.

For items that reference the D300 Parent Guardian Handbook: [CLICK HERE](#)



### PHYSICAL EDUCATION EXCUSES

1. Parents wishing that their child be excused from physical education should write a dated note each day specifying the degree of participation possible for the child that day.
2. Parent notes will be accepted for up to **three (3) days only**. Health problems serious enough to warrant more than 3 days excused from physical education require a note from a physician.
3. All excused notes are to be given to the physical education teacher.
4. If a student's health concern prevents them from participating in physical education class on a given day, the student may not participate that same day in any type of athletic practice/event.
5. If remaining with the class would be harmful to the excused student's health (outside activities, for example) or there is a long-term doctor's excuse dating more than 2 weeks, the excused student will be assigned to a study hall/alternative location and written physical education assessments will be completed for a grade.



## **STUDENT SERVICES**

### **STUDENT ATTENDANCE**

Attending school daily is a habit that is essential for success in school. It is the mutual responsibility of parents and the school to ensure regular attendance. The school's policy regarding daily attendance recognizes the importance of regular attendance and is an effort to help students learn this habit. Studies show that there is a strong correlation between student attendance and student achievement. Since the school's ultimate goal is improved student achievement, it is important that emphasis be placed on student attendance.

To report a student absence, please contact the school office.

For information on homework, prearranged absences, early dismissal procedures, and tardy policies, please see the District 300 Parent/Guardian Handbook.

There must be parent notification for every day a student is absent. Students who are absent from school more than half the day may not attend any evening or after-school activities that day. A half day is considered 8:45 – 12:30 pm, or 12:30-3:30 p.m.

### **STUDENT BEHAVIOR & DISCIPLINE**

To help ensure that all students have a safe and orderly environment in which to learn, all schools in District 300 follow the District 300 Student Discipline guidelines and expectations for students. Please refer to the District 300 Parent/Guardian Handbook for student behavior.

### **ELECTRONIC DEVICES AT MIDDLE SCHOOLS**

The personal use or possession of electronic signaling devices, photographic and digital imaging equipment, or mobile devices by a student shall be limited according to the following procedure.

- a. Students will be allowed to use mobile devices including but not limited to cellular phones and tablet devices under the following circumstances:
  1. Before school, until the first period bell
  2. After school, after the last period bell
  3. With teacher approval during class time
  4. As defined in the student's Individual Education Plan [IEP] or 504 Plan

For items that reference the D300 Parent Guardian Handbook: [CLICK HERE](#)



- a. Students will not be allowed to use devices in the following:
1. All instructional and assessment settings
  2. During passing periods (not inside classrooms or in any instructional setting where prohibited – locker rooms, etc.)
  3. In the cafeteria during lunch periods
  4. Physical education [PE] class and PE locker rooms
  5. Library or media center
  6. Computer labs
  7. Assemblies and performances
  8. Any area designated by administration or certified staff, including any areas listed in “A” above

When not in use, electronic devices must be kept out of sight and in an inconspicuous location, such as a backpack, pocket, purse, or locker.

Disciplinary action may be taken against any student guilty of using a cellular telephone or other electronic device in any manner that disrupts the educational environment, including using the device to cheat, signal others, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent, unsolicited or inappropriate visual depiction and/or audio recording of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

The District is not responsible for the loss or theft of any electronic device brought to school. District and school administrators may confiscate electronic devices brought to school. District and school administrators may search the contents of electronic devices brought to school when there are reasonable grounds for suspecting that the search will lead to evidence that a student has violated or is violating the law or the rules of the school, or is in imminent danger of injury of him- or herself or another person on school premises.

## **STUDENT DRESS**

Students violating student dress guidelines will be referred to building administration. Please see the District 300 Parent/Guardian Handbook for information on dress code expectations.

## **CAFETERIA GUIDELINES**

[Click here](#) for a link to Food Services information from D300/Aramark.

Students are expected to behave appropriately during lunch as in all other settings and follow the direction of lunch supervisors and food service staff. Parents may not bring in food to the cafeteria during lunch hours to be shared with anyone other than their own child. In addition, if a parent chooses to have lunch with their child in the cafeteria, cafeteria guidelines must be followed.

Students and/or parents may not order food to be delivered to the school.

For items that reference the D300 Parent Guardian Handbook: [CLICK HERE](#)



## **RESTORATIVE PRACTICES**

Restorative Practices fosters healthy relationships and promotes positive discipline in schools. The fundamental hypothesis of Restorative Practices is that human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them rather than to them or for them. Restorative Practices are used to improve relationships between students, between students and educators, and even between educators whose behavior often serves as a role model for students. The aim of Restorative Practices is to develop community and manage relational conflict by repairing harm and restoring the relationship.

For items that reference the D300 Parent Guardian Handbook: [CLICK HERE](#)



## **ATHLETICS & ACTIVITIES**

### **AFTER-SCHOOL ACTIVITIES**

District 300 middle schools are dedicated to providing after-school activities for its students. All students are encouraged to be involved in these opportunities. To help ensure that these activities remain positive, students who have demonstrated unacceptable behavior during school or at such events may be excluded as determined by the administration.

District 300 officials, coaches of athletic teams and sponsors of student activities believe that those students who are selected for the privilege of membership on teams, squads, performing groups and other school organizations should conduct themselves as responsible representatives of their school. In order to assure this conduct, coaches and sponsors enforce guidelines for student behavior and specific rules for participation. Members of teams and organizations must always serve as exemplars of high ethical character which is expected from all students. The behavior of members during season or out of season, in uniform or out of uniform, is monitored by the coaches, sponsors, and other school officials. Members of teams and organizations who fail to abide by the rules for participation are subject to disciplinary action.

1. District 300 has as its primary goal the academic education of all students. Therefore, each coach or sponsor has the obligation to encourage students to perform within reasonable academic standards.
2. District 300 encourages students/athletes to maintain regular school attendance. Students absent from school are not permitted to attend an after-school activity the day of the absence. The administration reserves the right to limit the participation of students in cases of non-attendance at school.
3. Although the physical stress of athletics may not be necessary for participation in other activities, the participants must serve as exemplars of the entire student body. Therefore, all use or possession of tobacco products, alcoholic beverages and non-prescription drugs by any participant in any school activity will subject the violator to disciplinary action.
4. Students suspended from school will not be allowed to participate in activities or athletics while they are on suspension and are subject to other restrictions resulting from the violation of school rules and restrictions.
5. Team, squad, club or organization rules:
  - Each coach or sponsor has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance at practice or meetings, dress and general conduct of participants during practices, contests and trips.
  - Violations pertaining to infractions of these regulations are handled by the coach or sponsor of the activity. If the coach or sponsor feels that the nature of the violation requires suspension, appropriate school personnel must be notified.
  - Specific rules and regulations regarding athletic participation are available from each school's Activities Coordinator.

For items that reference the D300 Parent Guardian Handbook: [CLICK HERE](#)



## ATHLETICS

The athletic activities begin with cross-country and girls' volleyball in the fall. In the winter boys' basketball begins followed by girls' basketball and wrestling. The spring sport is track. We encourage any interested student to participate in our sports program. Sixth grade students are able to participate in cross-country and wrestling only.

A physical examination and insurance is required to participate in interscholastic athletics. This is the responsibility of the student and parents. The physical examination form must be completed, signed and dated by the doctor and must be filed with the school. Without the physical exam actually on file, the student will not be allowed to tryout, participate, or practice. Any student transferring from an out-of-state school must also have a physical and insurance on file.

Parental permission slips will be sent home and must be signed and returned before a student may participate in any activity.

### A. ATHLETIC FEES

#### **There is a user's fee assessed to each participant for each sport.**

- Athletic Participation Fees must be paid in full the day before the first game in order for a student to be eligible to participate in the sport/activity.
- All athletic fees are collected in the school's Main Office.
- Failure to return athletic uniforms and/or equipment within 7 calendar days following the end of the sport/activity will result in an Athletic Obligation.
- All Athletic Obligations must be paid in full to be eligible to participate in any sport/activity.

### B. STUDENT ELIGIBILITY

All students participating in interscholastic athletics as well as Pom Pons and Cheerleaders must meet the academic eligibility standards established by the Middle School Athletic Board of Control.

#### **These are:**

- Students must be passing at least 5 classes in order to be eligible for participation. All student participants must be in attendance for at least half the academic school day in order to participate in same day contests. Prearranged absences from school are an exception. Students who are ineligible for PE class for the day are also ineligible for Athletic participation for that day.
- Student athletes must provide a Sports Physical issued by a licensed medical physician, physician's asst., or nurse practitioner not more than 395 days preceding any date of participation in any sport – including tryouts.

For items that reference the D300 Parent Guardian Handbook: [CLICK HERE](#)



### **C. CONDUCT OF ATHLETES**

Students are expected to make positive behavior choices. Members of school athletic teams will be representing our school and community. Conduct expectations are outlined in the District 300 Parent/Guardian Handbook.

### **D. DISCLAIMER FOR NON-SCHOOL SPONSORED ACTIVITIES**

No event shall be an official school-sponsored event that does not have the express written approval of the Superintendent/designee. No district funds, property or facilities may be used for the event that is not so approved by the Superintendent/designee. District personnel are forbidden to represent that the event is sponsored by the school district unless such approval is obtained. Since many events may otherwise inadvertently appear to be school sponsored, all parents and students are urged to contact the school prior to participation to determine whether an event is sponsored by the school district. The school district cannot be responsible or liable for any non-school sponsored event.

For items that reference the D300 Parent Guardian Handbook: [CLICK HERE](#)

