

# Westborough Middle School

Student & Parent

Handbook



2025-2026

# Westborough Middle School Home of the Wildcats

## ***Mission Statement***

*Our mission at Westborough Middle School is to provide a healthy, safe, and positive learning environment, where we can focus on the development of academic excellence, social well-being, and personal growth that will help our students become productive members of society.*

Welcome, Wildcats! We are so excited to share this part of your education with you and your family. As a staff, we are passionate about giving you the best experience that Westborough Middle School has to offer.

We value taking the time to connect with you and to create a positive, engaging, and collaborative learning environment for you. Our goal is to help you develop into successful critical thinkers and empower you to take ownership of your learning. Our dedicated, professional staff is ready and eager to support you and all of our students in becoming the best you can be.

Our dynamic program offerings are designed to meet the needs of all middle school students. Westborough's educational philosophy considers the intellectual, physical, social, and emotional well-being of students as critical components of middle school education. While you are with us, you will have the opportunity to participate in various celebrations emphasizing academic excellence. You can also get involved in our school community through clubs, events, community service opportunities, intramural sports, as well as other extracurricular activities. We use a positive behavior intervention support program (PBIS) to help you understand how to be a respectful and responsible school citizen. Additionally, we offer supports like block scheduling, character education, and a full counseling program in order to ensure you have the support you need to be successful during your time here at Westborough.

This handbook has been carefully prepared to help you succeed at Westborough Middle School and contains information about school regulations and procedures. You and your parents should become familiar with these policies. This handbook is not inclusive of all policies and procedures. Certain situations may arise that will need to be addressed on an individual basis.

\*By enrolling at Westborough you and your family are agreeing to follow the policies and practices outlined in this handbook/planner.

The Westborough Middle School administration, faculty, and staff  
wish you a very successful school year!

**\*Funding for student planners compliments of Westborough PTSA & WMS**

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## School Overview

### Westborough Middle School Website

<https://westborough.ssfusd.org>

Our website is your primary source for finding the most up-to-date information regarding daily schedules, important dates to remember, and the school's office/campus hours. Please plan to visit our site regularly.

### Communication

Schoolwide communications can come in the form of news feeds, emails, automated phone calls, and flyers. Current platforms include the WMS website, Google Classroom, Infinite Campus, School Messenger, Remind. If you have not done so already, please make sure to register for Infinite Campus.

### Important Phone Numbers

Main Number: (650) 877-8848

Executive and Health Office: x 5600

Attendance and Discipline Office: x 5606

Counseling Office and Registrar: x 5608

Library Tech: x 5618

### Closed Campus

Once students arrive on campus in the morning, they must obtain an Off-Campus Pass to leave school early for any reason. This includes visits to the local establishments before school (e.x. 7/11). Parents or another designated adult listed on the student's Emergency Card must sign the student out through the Main Office if the student is leaving early. The South San Francisco Unified School District and Police Department work closely together to keep students in school. Students found in the community during school hours are cited by SSFPD.

### Visitor Information

Westborough Middle School welcomes parent visitors. If a parent or guardian wishes to visit the campus or a classroom, contact the Main Office at (650) 877-8848 for an appointment. Parents wishing to meet with a faculty member are advised to contact the teacher directly for an appointment. The parents may call before or after school or send the teacher an email. Please do not disturb teachers during school hours unless an appointment has been established.

All visitors must check-in with the Main Office and obtain a Visitor's Pass before going onto the campus. Students who are not enrolled at Westborough Middle School are not allowed on campus unless they have obtained prior approval from the administration.

## General Information & Procedures

### Drop Off/ Pick Up/Parking Guidelines

**The safety of all Westborough children depends on drivers following guidelines**

1. Please, never drop students off on Westborough Boulevard. This creates a safety hazard for you, your child, and other students and drivers.
2. Do not park along Westborough Boulevard in the red zone. A red zone is a "No Stopping Anytime" zone established by the city. The police may ticket cars parked in the red zone.
3. Please respect the student traffic patrol and follow the directions given by these students. The cones are placed to assist in traffic flow. Be alert – cones may be adjusted in the event of rain. Please do not run over the cones.

4. In the morning, follow the cones along the fence on the blacktop. Students walk within the designated area along the fence and through the basketball courts in a safe manner while parents can continue in a circle and exit to Westborough Boulevard.
5. Vehicles may enter the blacktop parking area 5 minutes before dismissal. Students will come down to the blacktop after the dismissal bell rings. Please do not stop at the blacktop entrance or wait on the street to pick up your child.
6. The upper parking lot near the office and the back road are for the exclusive use of school employees and official school-related transportation. Only students with special needs may be dropped off in the upper parking lot. All other students must be dropped off and picked up on the blacktop.
7. Please stay outside the dotted line when coming and going in the afternoon. Park your cars in the coned area and wait for your child to come to the vehicle.
8. Please drive carefully going no more than 5 mph. Watch for other cars, students, and staff. Everyone needs to pay attention when cars are on the blacktop at the beginning or the end of the school day.

A detailed map outlining the drop-off and pick-up procedures will be in your first-day envelope. Please study the map and share it with whoever may be dropping off or picking up your child.

### **Bicycles, Skateboards, and Scooter Policy**

Bikes, scooters, and skateboards are allowed on campus. Once you arrive through our gates, please walk your bikes, skateboards, etc. They must be stored in the rack/cage near the office when you arrive on campus. They can be collected after school at 3:15 pm and 2:00 pm on early release Wednesday. The school assumes no responsibility for damaged or stolen items. California State Law mandates that children under the age of 18 must wear a helmet when cycling. Students must also follow all traffic and safety laws.

### **Backpacks**

Students will use backpacks to transport necessary school supplies from class to class. Backpacks should remain clear of classroom aisles and set on the back of desk chairs. All students are provided with virtual textbooks (some hard copies are available as determined by student need) to use through the duration of the school year.

### **Book Lockers: *Book lockers are subject to schoolwide health policies.***

All students can request a book locker for use. Lockers are privilege and should be treated as such. If a student engages in excessive tardies as a result of using their locker or misuses the locker (fails to keep it clean, leaves inappropriate items in the locker, etc.) access to a book locker will be revoked. One personal lock will be issued for all three years of locker use. Do not share that combination information with anyone. If you lose your lock an additional lock can be purchased. You must use a school issued lock. Non-school issued locks will be confiscated. All Lockers are the property of Westborough Middle School and may be inspected by school personnel at their discretion. Westborough is not responsible for lost or damaged property.

### **PE Lockers: *Student PE lockers and locker rooms are subject to schoolwide health policies.***

All students are assigned a locker for storage of athletic clothes and shoes. They are to be kept clean, which includes not leaving food or drinks, or wet clothes in the locker for any time period. Lockers are the property of Westborough Middle School and may be inspected by school personnel at their discretion. Students will be held responsible for all contents and maintenance of lockers. Students may not share lockers or give their combinations to any other student. Students are issued locks for their PE lockers and should use them appropriately each day they have PE to protect their valuables. Westborough is not responsible for lost or damaged property.

## **Lost and Found**

Students may check the Lost and Found in the Main Office for missing items during school hours. Unclaimed items will be donated to charity the last day of each nine-week grading period.

## **Student ID Cards**

Student ID cards serve as identification for all students at Westborough Middle School. Student ID cards are needed for buying lunches and checking out library books and materials or lunchtime equipment. ID pictures are taken in September and IDs are issued free of charge to each student, so each student should carry his/her ID card at school and present it upon request. If students lose their ID cards, they may get a new one for a small fee.

## **Library**

The Library is open every day during school hours, including rainy day lunches. Students may use the Library for checking out reading or reference materials, accessing the internet, or working on the school computers. Library computer rules are posted and must be followed at all times.

## **Technology & Books Bills**

Students are responsible at all times for the Chromebooks and textbooks issued to them. If a student is issued a textbook, we recommend they write their name in it. Additionally, it is highly recommended that books are covered. That way they can be returned in the same condition they were issued. All SSFUSD adopted curriculum is also available online. If you do not want the responsibility of a hard copy textbook, online access is fine. Students who damage their Chromebooks or textbooks, or fail to return materials will be charged replacement costs.

Bills can be paid before and after school in the Main Office. All bills must be cleared at the end of each school year. Unpaid bills can render a student ineligible to participate in some school activities. Furthermore, unpaid book bills can result in a hold on a student's transcript.

## **Attendance**

### **Attendance Policy**

Westborough Middle School places high value on instructional time. We are very fortunate to have the support of families in getting students to school on time and making attendance a priority.

Parents, please call WMS Attendance Office: 650-877-8848 to report an absence. Alternatively, a parent/legal guardian may write a note.

Excuse notes should contain all of the following information:

- Student's full name
- Student's grade
- The specific reason for absence (illness, doctor/dentist appt.)
- Dates and/or times the student will be absent
- Signature of parent or legal guardian
- Parent's phone number

### **Excused Absences**

According to the California education code, 48205 acceptable excuses for absences and tardies include illness, medical/dental appointments (though it is best if you can schedule these after school), attendance at a funeral (1 day in California; no more than 3 days outside of CA), court appearance, and observance of a religious holiday or ceremony (not to exceed 4 days in a year).

## Unexcused Absences

Please note that family vacations should be scheduled during school holidays/vacations whenever possible. While it is useful for the office to be aware of these absences, they will be coded as unexcused. If you must leave during the school year for some unforeseen circumstance, please contact your child's counselor to see if your student(s) qualifies for an Independent Study Contract.

Students may be excused by parents as ill no more than 14 days in a school year according to SSFUSD board policy. Each excuse for illness after the 14 day threshold has been met must be accompanied by a note from a physician in order to be counted as excused. For support with an ongoing health concern, please contact your student's counselor.

## Truancy

During the school year, please budget extra time for traffic delays/transportation difficulties. They are not excused pursuant to the Education Code. All students must report directly to the office if they are late.

According to the California education code, "Any pupil who is absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant."

## Tardy Policy

For each class period, consequences (per quarter) for tardies are as follows:

- First tardy: students are warned and the tardy is recorded.
- Second tardy: teacher assigns a ten-minute detention.
- Third tardy: teacher assigns a ten-minute detention and contacts parent.
- Fourth tardy: teacher issues a referral, and contacts parent and sends the student to the Assistant Principal.
- Fifth tardy: teacher issues one last referral and sends student to the Assistant Principal.  
\***Chronically absent students** (< 5 tardies) will be monitored & supported through the CARE Team & SARB process and are subject to alternative discipline and intervention supports

Note: Students who have excessive attendance infractions may not be permitted to attend or participate in extracurricular activities. This includes the end of the year 8th-grade activities.

We are happy to make an appointment with you to discuss what we can do together to encourage regular attendance at school. Ultimately, it is a parent's responsibility to ensure regular attendance. By working together, we can help our Westborough students get the most out of their education.

## Make-Up Work

Excused Absences: Students who miss school work/tests/homework because of an excused absence shall be given the opportunity to complete all assignments that can be reasonably provided. This includes Independent Study Contracts. As determined by the teacher, the assignments and tests shall be equivalent to, but not necessarily identical to, those missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time (Board Policy 6154).

Unexcused Absences: Westborough Middle School follows district policy regarding credit for work done during an unexcused absence. Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work. The teacher is required to provide this work, but issuance of credit is at the discretion of the teacher (BP 6154).

It is the student/family's responsibility to contact counselor and teachers to request make-up work. This can be done by emailing or calling the counselor or teacher or meeting with them directly.



# Conduct

## Student Behavior Guidelines

Westborough Middle School seeks to provide a safe, secure, and orderly learning environment. Students are expected to be respectful of other people and their personal space.

Students are responsible for following all state, district, school, and classroom behavioral guidelines. In order for students to learn and teachers to teach, students are expected to behave appropriately in the classroom and on campus at all times. Teachers at Westborough set their own classroom standards within the guidelines of school and district policy and are encouraged to recognize positive behavior and assign consequences for misbehavior in the classroom.

First, second, and third classroom rule infractions are handled by the teacher, except in extreme situations. Possible consequences may be but are not limited to: parent/guardian contact, teacher-assigned detentions, or written reflections.

Continued misconduct or violation of classroom rules will result in a referral to the Assistant Principal for disciplinary action. Depending on the nature of the offense, the Assistant Principal will contact parents/guardians and assign the appropriate intervention or deterrent. These include but are not limited to detentions, the issuance of contracts for behavior or attendance concerns, require restitution or reparation, and/ or a referral to counseling. In the case of serious infractions, the school Principal will be involved. Please note that California Education Code and the South San Francisco Unified School District Expectations for Student Success Handbook guide and can even dictate the school administrations' response.

### Highlighted Student Behavior Guidelines:

- 1) Please walk in the halls, stairwells, classrooms, building, and patio area
- 2) Keep hands, feet, and belongings to yourself. Roughhousing, play fighting, or games involving physical contact are not allowed on campus.
- 3) Sports equipment (balls, frisbees, etc.) should be used only down on the blacktop and not on the patio or in the building. Toys should be left at home.
- 4) Public Display of Affection (PDA) such as embracing, caressing, pinching, grabbing, and kissing are not school-appropriate activities and are prohibited.
- 5) Please keep the campus clean. Use the trash cans and recycling bins. Food and drinks should only be consumed in the MUR/Cafeteria or on the patio area – not in the main building and absolutely no food and/or drinks down on the blacktop.
- 6) Gum and sunflower seeds are not allowed to be consumed on campus.
- 7) Students may not sell items or exchange money with their peers at school.

## Bullying and Cyber-Bullying Policy

Students are expected to value student differences and treat others with respect. Westborough has a zero-tolerance policy for bullying. Bullying is defined as verbal/emotional (teasing, threatening, using harsh words, and spreading rumors); physical (hitting, punching, pushing, and tripping), and cyber (texting, tagging, posting, videos or pictures on social media). We ask all students to immediately report any incidents of bullying to a trusted adult on campus. An *Incident Report* form can be found in the Office of Attendance and Discipline.

## Guest Teacher Policy

There are times when your teacher may be out of the classroom and a substitute or guest teacher is hired to take their place. While your teacher is out, you still represent your teacher and the school. For that reason, we expect you to be on your best behavior for a guest teacher. Please note that consequences issued by

your teacher and or the administration will be doubled if you receive a referral from a guest teacher (ex. One detention automatically becomes two).

## **Passes**

Students must obtain a pass from the person excusing him/her from class and have that pass clearly visible while out of class. If the student does not have a pass, he or she will be marked tardy or given an unexcused period absence. A pass is required for any student to see his or her counselor or administrator.

## **Restroom Use**

During the school day, including lunchtime, students may not “hang out” in or around the bathrooms. Hallway bathrooms are not to be used during lunch unless you have a pass from a teacher. Restrooms are available on the patio for your convenience. Please keep the bathrooms clean at all times. Please immediately report any issues with the upkeep of the restrooms on campus to a staff member.

## **Lunchtime Procedures**

Students are to form a single, orderly line in the cafeteria during lunch. Cutting in line is not allowed. Please eat in the MUR or on the patio, pick up all trash, and remain on the patio or blacktop (not on the stairs) until the bell rings. No food or drinks are permitted on the sides of the MUR, blacktop, or the stairs leading to and away from the blacktop. The blacktop is available for intramurals and other activities during lunchtime. Personal items used at lunch (i.e. Rubik’s Cubes, balls, etc.) must be stored in lockers at all other times. Students may not be in the hallways during lunch unless they have a pass. Students are to use the bathrooms on the patio.

## **Dress Code**

Clothing must completely cover skin from the top of the chest, back, and shoulders to the lower thigh.

- Pants must be worn at the waist, leggings are allowed.
- Leggings may be worn to cover skin if there are holes in pants above the knee.
- Tank top straps must cover at least 2 inches of each shoulder
- Hats are acceptable, provided they do not interfere with the ability to identify a student quickly (Student eyes and ears should be visible and unobstructed).
- Hoods of jackets or Sweatshirts may only be worn outside.
- Closed-toed shoes must be worn in lab-based classes; appropriate athletic shoes in PE (Science and PE teachers will go over class expectations in class).

*Students may NOT wear:*

- Pants with rips 2 inches above the knee and showing skin without leggings or tights.
- PE clothes outside of PE class, unless as a temporary solution to a dress code violation
- Clothing or personal items which create a hostile environment or seriously distract from the learning environment. For example, any item depicting or advocating a controlled substance (drugs, alcohol, tobacco products, etc.), gang membership, profanity, pornography, violence; racist, or containing slurs against an ethnicity, religion, sex, or sexual orientation.

*Dress Code Violation Policy:* Wearing clothing that does not follow the dress code can result in the following disciplinary actions:

- 1) First violation: Directive to change attire or allowed to change into PE clothes or wait in office for a change of clothes.
- 2) Second violation: Directive to change attire, issued **one** detention, parent or guardian notified, allowed to change into PE clothes or to wait in office for a change of clothes.

- 3) Third violation: Directive to change attire, issued **two** detention, parent or guardian notified, allowed to change into PE clothes or to wait in office for a change of clothes. Placed on the non-activities list until the end of the quarter.

## **Personal Electronic Devices and Phones**

### **SSFUSD Student Technology Responsible Use & Internet Safety Policy**

Student use of personal electronic devices is prohibited during the school day (8:35 am- 3:15 pm) unless approved by a teacher for a classroom purpose. All phones and devices should be turned off and put away.

Students may use phones on campus before and after school. During these times, students should use their phones outside and not in the hallways. The school is not responsible for damaged or lost devices. Office phones are available for emergencies. If families need to contact a student for an emergency, please call the office.

- 1) First - 3rd violation: Staff member takes the device and gives it to administration to be picked up by the student at the end of the school day.
- 2) Fourth violation: Parent/Guardian and student meet with an administrator, parent/guardian picks up the device, and the student receives a consequence.
  - Chronic violations subject to confiscation for up to 5 school days.
  - Any device used inappropriately to photograph or video record (such as recording in bathrooms, recording fights, etc.) may be subject to immediate confiscation at the discretion of the Administration. Parent/Guardian will be called. Items will be retained or returned at administrator's discretion.

## **Instructional Information**

### **Student Supplies and Online Curriculum Adoptions**

Students should bring their planners, Chromebooks, pencils, and pens to each class. Permanente markers are not allowed and will be confiscated. Teachers provide specific supply lists for desirable items at the beginning of the academic year. All District adopted curriculum is available online. Hard copy textbooks are made available to student who show a need for that mode only. Textbooks and materials must be returned at the end of a course or when withdrawing from school.

### **Counseling Services**

All students are assigned a counselor who will help with information about class schedules, grades, and managing their overall experience here at Westborough. Additionally, counselors at Westborough work with students individually or in groups, as needed, to assist them in making positive behavior and/or academic choices. They will also help them with any minor issues that can arise. The Counseling Department runs on-site counseling groups for selected students, teaches problem-solving techniques, and facilitates conflict resolution sessions as appropriate.

Parents are encouraged to contact the school counselors with any questions or concerns in regards to the academic or social-emotional well-being of their child. Please note, students must have parent permission to participate in any counseling group provided by outside agencies. By law and under certain circumstances, school authorities may excuse students from school to obtain confidential medical services without the consent of the student's parent/guardian.

## Google Classroom & Infinite Campus

These platforms will help students and parents keep track of homework, grades, and overall progress at Westborough. Your teachers will inform you of what platform they will be using via their syllabi. Teachers will also elaborate on their use of platforms at Back-to-School Night.

Please register for the Infant Campus (IC) Student/Parent Portal. It will give you access to report cards, informal transcripts, and attendance data, and assessment information.

## Academic Supports

If you or your parent feel that you are starting to struggle with your academic workload, please contact your counselor and teacher immediately. We offer many ways to address your concerns like Student/Teacher conferences, Parent/Teacher conferences, Student Study Teams (SSTs), as well as our Rtl program here at Westborough. Your success is our success!

## Academic Center

The Academic Center provides students a quiet place to do homework, receive tutoring, and have access to library and internet resources. Tutoring is provided by staff and fellow students free of charge. The Academic Center and Math Academic Center is open in the library on Mondays, Tuesdays (except on staff meeting days), and Thursdays from 3:25 pm - 4:25 pm. Students are to bring all materials and assignments, log in and out, and stay for a minimum of 30 minutes. Students may eat snacks from home during academic center; however, students attending AC may not leave campus before or during a session. Please note that students may be assigned to Academic Center by their teachers; thereby making attendance mandatory.

## Westborough Academic Honesty Policy

Academic excellence is highly valued at Westborough. As a result, students and parents/ guardians are expected to understand the importance of academic integrity. All work should be the work of the student who submits it. Acts of cheating and plagiarism are unacceptable and result in consequences. Students are expected to learn to cite sources properly in language arts and should always give credit where credit is due.

*Cheating or academic dishonesty may include, but is not limited to, the following:*

- Receiving or providing test-related information.
- Using materials on tests when the teacher has not given permission to do so.
- Violating testing rules and procedures.
- Using somebody else's words or ideas without properly citing the source.
- Using or copying another student's assignment.
- Allowing other students to copy/use your work with the exception of group, lab, or collaborative projects permitted by the teacher.
- Using AI resources to complete the work by solely feeding the engine prompts. Students must show an original draft prior to the use of AI to avoid plagiarism.

*Disciplinary Consequences for Violations:*

- 1) First Offense: Teacher contacts parent. Teacher assigns consequences of Zero credit for the test or assignment given. Teacher notifies administrator and staff in charge of Honor Society, Student Government, or office/library if the student is an aide so the student can be placed on probation.
- 2) Major or Second Offenses: Referral to administrator, Administrator notifies the parent and can request a parent/student review meeting. Consequences can result in the removal from Honor Society, Student Government, or office/library aide positions.

## **Student Activities**

### **Participation**

Westborough's events and activities are privileges. These privileges include club participation, intramural activities, select field trips, dances, movie nights, sporting events, and other extracurricular activities, and school functions.

These events are wonderful opportunities to participate in our school community. All students are welcome as long as they can maintain their academic and behavioral responsibilities. Excessive attendance concerns, lack of adequate academic progress, referrals for discipline, or suspensions may result in a loss of these privileges.

### **Eighth Grade Activity Policy**

The end of the school year presents many special activities for 8th graders, including a dance, trip, and the promotion ceremony.

During the Spring Semester, students may lose eligibility to participate in these activities if they are performing below the minimum GPA or have been suspended from school due to a Level 3 or 4 infraction. In addition, students may lose eligibility if they have excessive attendance infractions or are deemed a safety risk due to actions displayed during the school year. Unpaid bills can also impact eligibility. Please note that students who do not meet the requirements to walk in our promotion ceremony may not attend the ceremony. A letter detailing this policy further will be sent home for review.

## **Health & Wellness**

### **Illness**

Students who become ill should request a pass from a teacher and report to the Main Office. A full-time nurse is not available; however, the front office administrative assistants will assist your child and make a determination as to whether the student should rest for a few minutes or call home to be picked up by a parent or someone listed on the Emergency Card. State law prohibits school personnel from administering medication (see below).

### **Medications**

Students who need specific medications during the school day must deliver the medication in the original unopened prescription container with Pharmacy label attached along with a doctor's orders, completed, signed, and dated by both the Doctor and Parent to the Main Office; doctor's orders are also required for over the counter medications, they too, must be brought to the school office in the new unopened containers with the student's name on it. Students may take their medication as directed under the supervision of the office staff. Students are allowed to carry and self-administer inhaled asthma medication, auto-injectable epi-pen, and insulin, as long as the school office receives doctor's orders that confirm the student is able to self-administer the medication.

## **PE Medical Excuses**

All students must dress and participate in PE. A parent's note will be accepted to excuse a student for injuries or illness. If a student needs to be excused from PE for longer than 2 class periods, please contact your child's counselor and PE teacher.

## **Safety**

### **Campus Supervisor**

Westborough employs a campus supervisor whose primary responsibility is to ensure the welfare and safety of the students and staff. The campus security supervisor directs visitors to the office, and as appropriate directs them to leave school grounds. Students and adults are expected to follow all directions given by our campus supervisor.

### **School Safety**

School safety is everyone's responsibility. The administration, faculty, and staff are committed to creating a safe and effective learning environment. Students and parents can help by reporting potential concerns to any adult on campus as soon as possible. Confidentiality will be maintained; however, if the local authorities are involved, cooperation with them is necessary. Surveillance cameras around the school are an additional deterrent and serve as another way to monitor the safety of our students.

### **Disaster Safety**

In the event of an emergency, the administration, faculty, and staff have school-site plans for a number of possible scenarios. We are currently following the San Mateo Big 5 protocols. Drills are conducted monthly so all are prepared and recognize their responsibilities on site. The district has an automated alert system that will advise parents in the event of an emergency and will provide procedures to follow. Parents, in turn, should also be prepared.

In the event students may be evacuated from the building, parents should meet at Westborough Park near the baseball diamond or at the Fire Station to retrieve their students. By law, no students can be released to any adult without proper identification. Please bring a picture ID and advise any person listed on the Emergency Card who may be picking up your child to do the same. When completing the Emergency Card at the beginning of the academic year, please print neatly, list people known to your child, and provide updated contact information. Parents should speak to their children so students are aware of the names listed on the Emergency Card. Emergency Cards may be updated during the course of the year.

## **Parent Involvement**

### **PTSA (Parent-Teacher-Student Association)**

At Westborough Middle School parents *and students* are invited to join the Westborough PTSA. Meetings are on the second Wednesday of each month and begin at 6:30 p.m. We hope to see you there!

### **School Site Council (SSC)**

Support the development of Site goals, approve the school budget as it relates to those goals, and the school safety plan, etc. Positions open up annually or bi-annually.

**Other Parent Volunteer Opportunities:** We welcome parent involvement at WMS! Example parent volunteer opportunities included, before school and after school supervision/traffic directing support, lunch supervision, and help with preparing for classroom and/or schoolwide activities/event.



