

WELCOME STUDENTS AND PARENTS

Dear Parents and Students,

Joseph Case Junior High School is a school where we challenge our students to use their minds to develop skills and knowledge essential for continued success in life. Our belief is that to be successful in our goals we need family support that is consistent and proactive. The teachers, parents, and administration must work together as a partnership for the best interest of our young people.

I am proud of the staff at our school and that they always look to bring out the best in each child. Our staff will provide the instruction, assessment, and support your child needs to meet the required state standards. Your child will also have many exploratory opportunities as well as a challenging curriculum that will prepare him or her for future educational experiences.

I hope your child's junior high experience will be a positive one in which we observe the transformation of the wide-eyed sixth grader to a young adult in the eighth grade ready to face the challenges of high school.

Sincerely,
Robert F. Silveira
Principal

STATEMENT OF PHILOSOPHY

Joseph Case Junior High School is a transitional middle/junior high school serving students in grades 6, 7, and 8. We, with the support of the parent(s)/guardian(s) and community seek to provide a smooth educational transition between elementary and high school while allowing our students to experience all of the developmental, social emotional, intellectual, and physical experiences that come with adolescence and young adulthood.

Students and parents should familiarize themselves with the policies in this handbook, fill out the **emergency form located on pg. 26** and return it as soon as possible. **A parental signature on the emergency form indicates that you have reviewed the school rules and computer use policy.** Please inform the office if you change your address or telephone number so that we may keep our records up-to-date.

To the Parents-

We look forward to sharing the responsibility with parents in helping all students succeed at Joseph Case Junior High School. The following are suggestions that parents can do at home to support students and strive for a successful year.

- Maintain a positive attitude about our school, the teachers, and the educational process in general.
- If you have concerns or questions, please contact the teachers, student services, or the administration. We are here to work together to ensure success for our children.
- Encourage your child to join a club, a sports team, or an after school activity.
- Provide your child with a place to study with no distractions and necessary supplies needed to complete assignments (pens, pencils, paper, etc.)
- Assume the responsibility of checking your child's agenda book and his completed assignments.
- Limit the amount of screen time for non-academic use.
- Encourage your child to be responsible and put forth their best effort on school work.
- Be supportive and listen to your child when they have a discouraging experience, are overwhelmed, or just need to talk. This age group needs all of our support and encouragement.
- Be on time to school.

To the Students-

As a citizen of our school, you are expected to follow the rules and regulations set forth by the administration, your teachers, and the school committee. You are now a part of our school family. As a new student, you may find some things unfamiliar at first, but you will soon become accustomed to them. If you have any difficulties in adjusting to the school, please feel comfortable in meeting with an administrator, guidance counselor, or a teacher. Be proud of your school. Take good care of it and feel free to make suggestions for improving it.

I. ATTENDANCE

Morning Arrival

Students getting dropped off by a parent, walking or riding a bicycle should arrive no earlier than **7:15 a.m.** Students will not be allowed in the building until the outdoor supervisor gives them permission. Students will report to the cafeteria. Students arriving by bus will be released from the bus at **7:25 a.m.** and will proceed immediately to their lockers and then homerooms.

Tardiness

Any student who is tardy to school must report to the Main Office immediately upon entering the building. Parents will receive written notification when a student approaches ten (10) tardies in a school year. At the 10th tardy the student will receive an office detention. At the 13th tardy the student will receive an office detention. From this point, the Administration will employ progressive disciplinary action for tardiness.

- 16th – 1 Day In-School Suspension
- 19th – 2 Days In-School Suspension
- 22nd – 3 Days In-School Suspension
- Every 3 days tardy after the 22nd, s/he will receive 3 days ISS.

Parents will receive written notification when a student accumulates twenty-five (25) tardies. This letter will indicate that when a student accumulates thirty (30) tardies the Administration will file a report with the Swansea Truancy Officer for possible filing with the Juvenile Courts.

Tardiness to Class

A student is late to class if s/he is not in the room at the scheduled beginning of the class in question. Teachers are responsible for recording a student's tardiness to class, and a Progressive Disciplinary Policy also is in force as follows below:

1. Teachers will send an Office Referral to the Assistant Principal.
2. If the lateness problem continues, teachers will notify students' parents of the problem and inform the school Administration.
3. If parental contact does not solve the problem, the offender may be suspended until a parental conference can be held.

Attendance

Massachusetts General Laws, Chapter 76, Sections 1, 2, and 4 are very specific laws about students' attendance in school. A student must be present at school (or at a school related event) for at least **half the school day** to be counted as present. A student may not exceed seven (7) full days or fourteen (14) half days absence over a six-month period of time.
Part 1-First day of school through Term 2
Part 2-Term 3 through the last day of school.

Additionally, under Chapter 119 of the Acts of 2012, students who are absent for more than eight days in a quarter are considered habitually truant. Should a student be absent in excess of what is allowed by state law without an excusable reason as defined in the Student Handbook, the school is obligated to file a CRA petition for habitual truancy.

School Resource Officer (S.R.O.)

The S.R.O. is a vital link between students in school and its community. The S.R.O. will assist the Principal and Assistant Principal, who are responsible for maintaining the safety, order and discipline of the School. The S.R.O. may be present when the Administration is conducting an interview with a student. In incidents that violate State or Federal law, the S.R.O. will oversee all verbal/written police reports during school time.

Excused Absences

Excused absences include medical and legal (with professional documentation), bereavement, or any other reasons deemed acceptable by the Building Administrator. Students will have a period of time equal to the days missed, to make up all schoolwork. Any work not made up after the allotted time will receive a zero. On the day of an absence, the student is not allowed on school grounds unless accompanied by parent or guardian.

Unexcused Absences

Any other absence is considered unexcused. A note is required to confirm the absence however, it does NOT excuse the absence.

Family Vacation-Absences due to a family vacation is not an acceptable reason for a student's absence. School work will not be given before the unexcused vacation. Students will have a period of time equal to the days missed, to make up all schoolwork. Any work not made up after the allotted time will receive a zero.

Early dismissal by a Parent or Nurse

The School is legally responsible for student safety and will observe the following procedures to validate requests for early dismissal.

1. Children of estranged parents will be released only upon the request of the parent whom the court holds directly responsible for the child.
2. The **Principal, Assistant Principal, or person authorized in their absence**, are the only ones with authority to release pupils from school.
3. No student will be released from School early on the basis of an invalidated telephone call.
4. It is mandatory for parents, guardians, or any other authorized person, to report to the Main Office with proper identification. *Students will **NOT** be released without proper identification.*

II. GENERAL INFORMATION

Building Security

Video surveillance cameras are located at building entrances, hallways, congregational areas, exterior exits and parking lots. Surveillance is used to enhance and maintain the safety, order, and discipline of the building. At 7:30 a.m. all of the doors in the school are locked. **Students are not to prop open doors or unlock secured doors during the school day.**

Unannounced Visitors

All visitors are required to sign in at the main office with a valid license or picture ID. All visitors will be required to wear a visitor's pass while in the building and will be required to check out in the Main Office before leaving the building. Anyone who sees a stranger in the building without a visitors pass must notify the main office immediately.

Bicycles

Students wishing to ride their bicycles to school will need a parent signed consent form on file in the main office. Bicycles must be locked when not in use.

Fire Drills

Fire drills are required by law and are an important safety precaution. Directions and route for exiting the building are posted in each classroom. It is essential that all students follow orders promptly and exit the building quickly and silently. The classroom teacher will give specific instructions to students. Students should move at least one hundred feet from the building, stay in a single file line and remain SILENT. If a fire drill or evacuation occurs when students are in the cafeteria, gymnasium, or media center, they are to leave the building using the nearest exits under Teacher/Administrator supervision. Wait to be called to re-enter the building.

Accidents

All accidents that occur on the way to school, or on the way home from school, should be reported to the school Principal, Assistant Principal or School Nurse for the school record. If the student is enrolled in the School Accident Insurance Program, an accident form must be filled out.

Office Phone Usage

Students will be allowed to use the office phone during homeroom or lunch for emergency purposes. Permission must be obtained from a teacher or Administrator. No student shall use their personal phones during the school day.

Cell Phone Use/ Electronic Device/Headphones Policy

Cell phone usage is not permitted between 7:30 a.m. And 2:15 p.m. Cell phone/electronic device usage of any kind other than e-readers (see e-reader policy) are not permitted in the school building during school hours. Students must respect the privacy and safety of other individuals. Therefore, taking pictures or videos of others are prohibited. Cell phones and other electronic devices are to be kept in student lockers during school hours. Cell phones/electronic devices should remain off and stored away. Violation of these rules will be addressed in a progressive form of discipline. Cell phones will be permitted at after-school activities.

1st offense — Cell phone will be taken away from student and placed in the possession of the Administration. Student will be issued one (1) Office Detention. The student may retrieve the phone at the end of the school day.

2nd Offense - Cell phone will be taken away from student and placed in the possession of the Administration. The student will receive a one day of In-School Suspension. The student may retrieve the phone at the end of the school day.

3rd and Subsequent Offense - Cell phone will be taken away from the student and placed in the possession of the Administration. The student will receive a three (3) day In-School Suspension. The student will be banned from bringing a cell phone/electronic device to school for a period of five (5) school days. If the student is found to be in possession of a cell phone/electronic device during this five-day period, further disciplinary action will be taken. The student may retrieve the phone at the end of the school day.

Agenda Books

Agenda books are provided by the school for students to record homework, projects, tests, and grades.

Agendas are mandatory in all classes and will serve as a hall pass. Teachers will sign time out and time in to ensure student accountability. If the agenda is lost or damaged, it will cost \$5.00 to replace it and must be replaced within a week. Violation of this rule will be addressed in a progressive form of discipline.

Lost and Found

Lost and found articles will be placed in the green bins located in the hallway on each floor. Articles not claimed within two weeks will be donated to a local shelter.

Backpacks / Book Bags

Students are not allowed to carry large backpacks, large pocketbooks or large tote bags to class. Small cinch sacks, purses or wristlets are allowed to carry personal items or gym clothes. **Phones will remain off and in the student's locker, not in these bags.**

Lunches

Our school works collaboratively with Chartwell, our food service company to provide students with nutritious lunches. Please refer to the district web site to set up your Chartwell lunch account. No student will ever be denied a lunch regardless of funds available in their account.

Parties

As a general rule, parties for teachers and fellow students are not allowed. This includes birthday cakes and all refreshments. Under extraordinary circumstances, however, permission for a party may be granted by the School Administration.

Personal Belongings

Students should not leave their valuables unprotected; they should be safeguarded by keeping them in their locked lockers. The School is not responsible for lost or stolen personal belongings. A school lock must be kept on each student locker at all times.

Lockers

Each student will be issued a locker to store books, supplies and personal belongings. Students will have four locker breaks during the day: arrival, after 2nd period, after 4th period and at dismissal. Students are not allowed to go to their lockers at any other time without a teacher's permission. Students should not share their locker combinations with anyone. Students are not allowed to decorate the exterior of lockers and interior decorations must not be offensive in any way or permanent (stickers). Any student who loses his/her lock or takes someone else's lock must purchase a replacement from the Office at a cost of \$ 5.00 Locks from home are prohibited except in special cases approved by administration.. A student tampering another student's locker will face disciplinary action by the administration.

Lockers are school property and are subject to search without notice by School Administrators if a reasonable suspicion exists.

School Personnel

School Secretaries, Custodians, and Cafeteria Personnel play a very important role in our School Program. They are, without exception, to be afforded the same respect and consideration shown to teachers and administrators.

Substitute Teachers

Substitute Teachers are to be treated with the same respect afforded full-time teachers. Students referred to the office by a substitute teacher will get an automatic office detention and fill out a reflection form that must be signed by a parent.

III. AFTER-SCHOOL ACTIVITIES

Extra Help

Extra help is available from teachers if you do not understand an assignment, if the work is difficult, or if you have been absent. A teacher may request a student to stay after school or meet during a skills class if difficulties with his/her work. This is not to be thought of as a punishment, but rather to help the student make the progress which s/he is capable of achieving. Arrangements for transportation home from school will be made with the parent if a late bus is unavailable.

Students Remaining After School

1. No student is to remain after school unless students are under the direct supervision of a Teacher/Administrator. The following procedure will be in effect concerning students who remain after school for extracurricular activities, extra help, or detention unless other arrangements can be made with parents:
2. Detention forms should go home 24 hours in advance.
3. Students remaining after school are to remain with the Teacher-in-Charge until transportation arrives.
4. All students remaining after school will be dismissed through the East Entrance, Door #10. Students taking the Late Bus will be dismissed at the Visitor Entrance Door, #1.
5. The Teacher or Administrator-in-Charge will escort his or her student.

Attendance at After-School Activities

1. Students serving an in or out-of-school suspension are not allowed to attend any After-School Activities.
2. Students must be present in school for a minimum of three (3) academic periods on the day of the activity in order to participate in After-School, or Extracurricular Activities or Athletics, on that day.
3. Students may not leave school grounds and return for After-School Activities without permission of the Administration. Administration reserves the right to require a note from a parent or being accompanied by a parent.

IV. TRANSPORTATION AFTER SCHOOL

Late Buses

Late buses are available on Tuesdays, Wednesdays and Thursdays. Buses will depart school between 3:45 p.m. and 4:00 p.m. No student will remain after school without prior approval of a teacher. If for any reason, students remain after school on any other day; they must provide their own transportation home.

Change in Bus, Bus Stop, Mode of Transportation or Pick-Up Person

If a student needs to change a bus stop, ride on a different bus, change authorized pick-up person, or change the mode of transportation for any reason (walk/bike/walk to library), they must **present a signed consent note to their homeroom teacher in the morning.**

The note will be forwarded to the office for documentation. Students must pick up their passes from the office during their lunch period. Passes should be presented to the bus driver or teacher on parent pick-up duty, authorizing him/her to make the change. *Students will not be allowed to take the late bus if they go to the library.*

Dismissal to Buses or Pick-Up Area

At the end of the day, students will retrieve materials from their locker and proceed directly to their designated bus lines or dismissal location. While waiting in line, student must remain in their respective lines. Students will be courteous to bus line monitors and others around them. No pushing, yelling, or horseplay allowed. Cell phones and other electronic devices may be used, however taking pictures or videos of others is not allowed. When heading to the buses, pupils are to wait at designated pick-up points, keep off the road, and form a line for entering the bus. Enter and leave the bus in a single line and in a courteous and orderly manner.

Failure to follow these procedures will result in disciplinary action.

V. SCHOOL CANCELLATION/DELAYS

School Cancellation/Delay

All “No School” or “School Delay” announcements due to inclement weather or other reasons will be broadcast on WJAR/NBC – Channel 10 and posted on the Swansea School Dept. web-site [www.swanseaschools.org]. A “One-Call Now” message will be sent to all families as well.

One Hour Delay (1 hour)

HR: 8:30 – 8:40 (3 min passing)
Period 1: 8:43 – 9:24 (3 min passing)
Period 2: 9:27 – 10:08
(3 min locker break/passing)
Period 3: 10:11 – 10:47 (3 min passing)
Period 4: Resume normal schedule

One Hour 30 Minute Delay (1 ½ hour)

HR: 9:00 – 9:10 (3 min passing)
Period 1: 9:13 – 9:58 (2 min passing)
Period 2: 10:00 – 10:46
(4 min locker break/passing)
Period 3: Lunch
1st Lunch 10:50- 11:15
2nd Lunch 11:18- 11:43
3rd Lunch 11:46 - 12:11
Locker Break: 12:11-12:16
Period 4: 12:16 – 12:55
Period 5: 12:58 – 1:35
Period 6: 1:38 - 2:15

Two Hour Delay (2 hour)

HR: 9:30-9:40
Period 1: 9:43 - 10:14 (3 min passing)
Period 2: 10:17 - 10:47
Locker Break: 10:47-10:50
Period 3: Lunch
1st Lunch 10:50- 11:15
2nd Lunch 11:18- 11:43
3rd Lunch 11:46 - 12:11
(5 min locker break/passing)
Period 4: 12:16 – 12:55 (3 min passing)
Period 5: 12:58 – 1:35 (3 min passing)
Period 6: 1:38 - 2:15

Inclement Weather Early Dismissal

In the case of **early dismissal** due to inclement weather or other unforeseen reasons, parents should check www.swanseaschools.org for information. A “One-Call Now” message will also be sent to all families. Parents should have alternative arrangements for supervision of their children in these situations.

VI. GUIDANCE SERVICES/ACADEMICS

The purpose of the Student Support Center is to provide all students with any help and support they may need while in junior high school. Students are encouraged to visit the Guidance Office and to make use of counseling services for academic and personal issues. In order to visit the Guidance Office, students must make arrangements for an appointment by obtaining a pass from their classroom teacher or a guidance counselor. Counseling services and materials are free from bias and stereotypes on the basis of race, color, sex, religion, national origin, sexual orientation, gender identity, disability and/or homelessness.

CAST – Child Assistant Strategies Team-It is the policy of Case Junior High School that pre-referral screening and utilization of the Child Assistance Strategies Team precede any special education referrals.

Special Education Services/504 Plan

Parents, court officers, social workers, physicians, teachers and school officials can refer a student for a special needs evaluation. If you suspect that your child has a disability that is preventing him/her to progress effectively in regular education, please call your child’s principal. .

If your child already receives special education services, or accommodations under Section 504 of the Rehabilitation Act, you should have received a copy of the parent’s rights brochure. This brochure is designed to assist you in understanding the procedural rights of a parent and child in the special education process. Please call (508) 675-7836 if you need additional copies. Do not hesitate to call and speak to the Director of Student Services– Section 504 Coordinator.

Study/Skills

Students are expected to be working productively during study/skills centers and are not to talk without permission. All materials needed for skills should be brought to the class; student should not be going to their lockers for materials.

Quarter Final Exams

Quarter Finals will be given the last two weeks of each term. Homework during Quarter Finals will reflect the material tested in the following day's exam and only one other subject. Only students having an illness/medical excuse will be allowed to make up the Quarter Final. A physician's note may be required. Unexcused absences will result in a test grade of a zero.

Report Cards

At the end of each marking period (quarter), grades will be issued. Report Cards are available via parent portal on designated days. Anyone who would like a printed copy should make a request to the Main Office.

GRADING POLICY/EQUIVALENT

Letter Grade	Numerical Equivalent
A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69
F	0-64

Honor Roll

The Honor Roll is established and published quarterly in the local newspaper. Its purpose is to give recognition to academic excellence. The criterion for Honors is as follows:

Highest Honors:

A- or higher in all subjects.

Honors:

B- or higher in all subjects.

C, D, F, or I in ANY subject automatically excludes a student from the Honor Roll.

Parent-Teacher Conferences

Parent-Teacher Conferences are a great way to find out how a student is doing in school. Here are some hints for parents:

1. Is my child performing up to his/her ability in various subjects?
2. If not, what steps can be taken to help?
3. Are there special school programs to help my child?
4. What are my child's strengths and weaknesses?
5. Does my child get along with other students?
6. Are my child's work habits effective?
7. How much homework is assigned my child on a regular basis?
8. Share your child's interests, or other important information about your child, with the teachers.

Academic Probation/Sports/Activities

A. Students who are deemed at-risk, as determined by the Administration will be placed on a monitoring program for academics. This will require the students to have a weekly progress report completed by all of their teachers every Monday. It will be signed by their parent/guardian and returned to the Guidance Department by 8:30 a.m. the following Tuesday. This Progress Report must reflect **fair or above** in all academics and behavior. Two grades below fair will result in a one (1) week probation period in which the student will not be allowed to participate in their sport/activity.

B. A letter will be sent home to the student's parents notifying them of the student's placement in the monitoring program. The student will also meet with his/her Guidance Counselor and will be strongly encouraged to meet with those teachers in which the academic difficulty occurs.

C. Students will be given the opportunity to resume participation in the sport or activity pending the following week's progress report.

Student Records

A. Regulations:

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the students’ education records.

These rights are listed below:

1. The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.
2. The rights to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of FERPA. The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605.

B. State Law on Student Records Access (Non-Custodial Parents) General Laws, Chapter 71, Section 37H

1. General Law Chapter 71, Section 34H applies to parents who do not have physical custody and request student record information. Section 34H does not apply to “shared custody” arrangements. Under this section the school is obligated to comply with the request, absent a court order, and follow certain procedures.
2. Non-custodial parents must renew the request annually, **in writing**, to the Principal with a copy of the court’s order relative to custody and an affidavit that the order remains in effect, and that there are no protective orders in place.
3. The school must immediately notify the custodial parent of the request by **certified mail** in the primary language of the custodial parent and in English. The school may seek reimbursement for postage. The notice shall inform the custodial parent that the school will honor the request **after 21 days** unless the custodial parent produces a court order, which prohibits compliance with the request.
4. The information provided to non-custodial parent **must** be modified by:
 - a. All address and telephone information be removed;

- b. The information must be marked (stamped) that it is not to be used for purposes of admission to another school.

C. Privacy and Security of Student Records:

1. The School Principal or his/her designee shall be responsible for the privacy and security of all student records maintained in the school.
2. The Principal of the school shall insure that student records under his/her supervision are kept physically secure. At Joseph Case Junior High School student records are secured in the Main Office.
3. A log shall be kept of all student records that are accessed by authorized school personnel. This log will be kept in the Main Office.
4. Authorized school personnel include:
 - a.) Administrators, Counselors, Teachers and the Nurse who are employed by the School Committee and who are providing services for, and/or working directly with, the student.
 - b.) Administrative office staff and clerical personnel who are employed by the School Committee. Such personnel shall have access only to the student record information that is required for them to perform their duties.
 - c.) Members of an Evaluation Team who are evaluating the student.
5. Names and addresses of grade eight students are annually sent to Diman Regional Vocational Technical High School as well as Bristol County Agricultural High School as allowed by 603 CMR 23.07. Any parent or guardian that does not wish to have this information shared should contact the school prior to the end of Term 1.

Retention

The decision to retain a student at a specific grade level is the responsibility of the Building Principal. Retention of any student will be based on review of teachers’ reports, reports of support personnel, students’ records, state and national testing, medical/psychological data, attendance and their own observations as appropriate.

VII. ATHLETICS

Interscholastic sports are offered to boys and girls in basketball, soccer, baseball and softball. All teams participate in the Massasoit League of Middle Schools. Eligibility to participate in interscholastic sports is determined by the “Athletic Eligibility Policy” (see section). Intramurals (a sports program within the school) are offered during the fall and spring seasons. All programs will be offered for boys and girls.

Athletic Criteria Selection

Selection for boys or girls’ interscholastic teams will be at the discretion of Coaches of the teams. All selections will meet Massasoit League eligibility guidelines.

Eligibility for Athletics/Extracurricular Activities

To be eligible to participate in Athletics or Extracurricular Activities, a student must:

1. Be a registered student at Joseph Case Junior High School, or a resident of the district attending school at an out-of-district placement, in order to represent our school (sports, band, clubs, etc.).
2. Pass at least five (5) academic subjects in the immediately preceding quarter, with a minimum of three (3) **C**’s and two (2) **D**’s. To be eligible for fall extracurricular activities, a student must have passed five (5) academic subjects with a minimum of three (3) **C**’s and two (2) **D**’s in their final grades of the previous academic year. Grades in Reading/E-Math, STEM/Spanish-Art, and TechEd/Art-Spanish will be combined to determine the grade in the 5th academic area.
3. Students who are hospitalized and received an incomplete grade for a course may be eligible for extracurricular activities at the discretion of the Superintendent.
4. In order to participate in athletics, the student must have a current physical (less than 13 months old) on file in the Nurse’s Office. This physical documentation must state that the student **may** participate in athletics.
5. Deadlines regarding paperwork in order to be eligible to try-out must be met.

VIII. STUDENT COUNCIL/STUDENT LEADERS/HONOR SOCIETY

Student Council

The Student Council is the student governing body of Joseph Case Junior High School. It is the nucleus of our School’s activities and the connecting link between the students, Faculty, and Administration. The purpose of the Student Council is to coordinate activities throughout the school, promote school spirit, carry on school traditions, and initiate new activities. The Student Council is the official voice of the student body. The best of student-teacher relationships are developed and maintained through the Student Council.

Student Created Rules-Student Council and Student Leaders

Participation in group activities and meetings is a requirement for both groups. If the requirement is not being met to the satisfaction of the Advisor, the student’s membership will be up for review and may result in dismissal. If a student receives ISS or OSS, s/he will forfeit the privilege of being a member of the Student Council and Leadership groups. A policy of “Three strikes you’re out,” will be implemented. Three Detentions are grounds for being removed from the group—including Reflection Forms and Office Detentions. If a student has been eliminated from another club, group, or activity, s/he may be dismissed from the Council/ Leadership groups. The privilege of participation in the Student Council or Student Leadership groups may be revoked at the discretion of the Administration.

National Junior Honor Society Rules & Requirements

1. The title of the honor society is the National Junior Honor Society of Secondary Schools, Joseph Case Junior High Chapter.
2. The purpose is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character encourage citizenship in our students that will benefit our school, community and the students themselves.
3. The Principal shall reserve the right to approve all activities and decisions of the Chapter and receive appeals in cases of non-

selection of candidates, and the disciplinary action or dismissal of members.

4. The Chapter Advisor shall regularly review each member for compliance with society standards and obligations.
5. The Faculty Council shall consist of five (5) voting faculty members appointed by the Principal.
6. Membership in the Chapter is an honor bestowed upon a student. Selection is by Faculty Council and is based on outstanding scholarship, citizenship, character leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities.
7. Members who resign or are dismissed are never again eligible for membership.
8. To be eligible for membership, the candidate must be a member of the 7th or 8th grade class at Joseph Case Junior High School and have attended the School for a minimum of one (1) semester.
9. Members who fall below standards, which are the basis for their selection, shall be promptly warned in writing by the Chapter Advisor and given a reasonable amount of time to correct the deficiency. Except in the case of flagrant violation of school rules or civil laws, a member does not have to be warned. A majority vote of the Faculty Council will determine dismissal. A member shall have the right to a hearing before the Council prior to dismissal.
10. A member who is dismissed may appeal the decision under the same procedure for disciplinary appeals in the School District.

IX. HEALTH/GYM/FIELD TRIPS

Health Services

If a student becomes ill in school, s/he should report to the Nurse. Students are to obtain a pass from their Classroom Teacher in order to do this. Students are not to leave the building because of illness without authorization and they will not be able to go home unless parents are contacted. If the Nurse is not in, students are to report to the Main Office. All medication must be taken at the Nurse's Office and it must be labeled and accompanied by a Doctor's Order. Students are **NOT** allowed to possess or ingest prescription, or over-the-counter

medications. **This policy is in effect regardless of a parental or guardian's note.**

Physical Education

All students are scheduled to participate in Physical Education classes unless excused in writing by medical documentation. If a student is to be excused for the day, a note must be written to the instructors by a parent or guardian. Students must be prepared for class with appropriate clothing. Most athletic-wear is acceptable, such as sweatpants, sweatshirts, t-shirts, and shorts. Jeans are **not** acceptable. Sneakers are required. Students may bring jackets on days when class is held outdoors.

Field Trips

- 1.) All fees collected for field trips are non-refundable.
- 2.) Students who have received multiple office detentions for minor infractions or have been suspended for major infractions may be excluded from field trips. The Administration reserves the right to revoke field trip privileges at their discretion.
- 3.) Students who have been denied the privilege of attending a field trip may be allowed to go if the parent accompanies their child. (This concession may be allowed at the discretion of the Administration) Parents/guardians will be notified in writing if this situation exists.
- 4.) Cell phones and other electronic devices will be allowed at the discretion of the supervising teacher(s)

X. STUDENT BEHAVIOR/DISCIPLINE

School Committee Expectation of Student Behavior and Conduct

The Swansea School Committee expects students to respect and to obey the rules and regulations of the school. Those who enjoy the rights and privileges of attending this school must also accept the responsibilities of being a mature and respectful school member. All students are expected to conform to reasonable standards of speech, conduct, and attire appropriate for school. Students are also expected to refrain from violating or impairing the rights of other students, school employees, and persons not employed by the school. All suspensions will be dealt with in accordance to Massachusetts General Laws 37H, 37H ½, 37 H ¾, Chapter 222 of the Acts of 2012, and all other relevant Massachusetts General Laws. The School Committee, Administrators, and

Teachers expect all school community members to comply with the rules and expectations outlined in the Student Handbook.

RESTRAINT OF STUDENTS

The Swansea Public Schools has a hands-off policy with students. No student will be physically restrained in any way unless the student's behavior poses a threat of imminent, serious physical harm to self and/or others.

Policy: Every school has staff members that are trained in restraint procedures. The Swansea School Committee has adopted a student restraint policy that ensures that students are free from the unreasonable use of restraint. Physical restraint will only be used in emergency situations, after other less intrusive alternatives have failed, or have been deemed inappropriate, and will be done so with extreme caution. This full restraint policy is available in the Superintendent's Office.

Reporting: The staff member who administers the restraint will inform the Principal or his/her designee verbally as soon as possible, and in writing, no later than the next school working day. The student's parent or guardian will be informed verbally as soon as possible and by written report postmarked no later than three (3) working days following the restraint.

Student Rights

The Massachusetts Student Advisory Council has put forth legislation summarized from Sections 82-85 as follows in this section. The rights of students to freedom of expression includes: (a) expressing views through speech and symbols, (b) writing, publishing and disseminating their views, and (c) assembling peaceably on school property. Swansea Public Schools prohibits discrimination on the basis of race, color, sex, gender identity or expression, religion, national origin, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges and courses of study. No student will be discriminated against because of marriage, pregnancy, parenthood, or actions outside of school. Students have the right to dress as they wish as long as their dress adheres to proper school attire.

Regulations made by school officials must first be made known to students to allow them to express their opinions. In the case of rules being passed for

an emergency, students may later petition for a hearing if the rules are to be modified.

Due Process for Students

All students have rights given by due process. The U.S. Constitution's 14th Amendment extends protection of due process at the state level. Students are apprised of the rules, regulations and consequences of their behavior in the Student Behavior/Discipline Section of the student handbook.

Referring to "why" and "how" laws are enforced, due process in a school setting is a procedure that takes place after an alleged violation to the rules and regulations occur.

After investigating the incident, an Administrator informs the student of the allegations against him/her and the school's response in accordance with the student handbook. At this informal hearing, the student also has the opportunity to respond to the allegations against him/her. In the case of a minor (1-3 days) or a major (10-15 days) suspension from school, parents or guardians are notified by the Administrator. Parents may request an appeal within three (3) days of the disciplinary notice.

For a suspension of up to ten (10) days: The school will provide the student and parent with:

1. An oral or written notice of charges.
2. An explanation of the evidence.
3. An opportunity for student rebuttal prior to discipline.

For a suspension or expulsion longer than ten (10) days: The school will provide the student and parent with:

1. An opportunity to defend charges.
2. A written notice of charges.
3. An opportunity for witnesses and testimony.
4. Information regarding counsel.
5. A prompt decision.

XI. SCHOOL RULES & REGULATIONS

Cafeteria Rules and Regulations

In order to keep the Cafeteria clean, and at the same time provide an atmosphere conducive to dining, the following rules must be followed:

1. Find a seat quickly and quietly.
2. Students will be silent while the administrator or teacher in charge begins to speak.
3. Students will proceed to purchase their lunch when instructed to do so by the cafeteria supervisor. Do not run, push, or cut in line.
4. All food must be eaten at the table, no throwing food, utensils, or any other object.
5. When finished with trays, **each individual student** will dispose of his/her own trash.
6. Tables, chairs, and floor must be cleaned up or wiped down if needed. If you spill or drop anything, you need to clean it up. You may ask the custodian for assistance.
7. Permission is required to leave the cafeteria for any reason.
8. Students that need to make an important phone call to parents will do so at lunch and will get permission from any adult on duty.
9. Permission is required to leave the cafeteria for any reason.
10. Disrespect or insubordination of students toward teachers, cafeteria workers, custodians, and substitute teachers will not be tolerated.
11. No food, snacks, drinks are allowed outside of the cafeteria. **THE ONLY EXCEPTION IS WATER.**

Lavatory Use Guidelines

As a general rule, restroom facilities may be used at any time during the day. Students may use the restrooms during their regular passing time, but must not be late for class. It is requested that students receive permission from the Teacher of the next scheduled class to use the lavatory during passing to avoid tardy issues. Restrooms are not to be used as a "hang-out". Students, who deface, destroy, or abuse the use of the lavatory will be subject to disciplinary action.

Student Dress Code Regulations

School attire should be neat, clean and appropriate for Middle School. Students should refrain from extreme dress or appearance which is disruptive to the safety, order or discipline of the School, offensive to others, or promotes violence or substance abuse. Students' dress should not interfere with, or be

disruptive, to the educational process. Students will be asked to change clothing deemed inappropriate.

Specific Restrictions:

- No hats, head warmers, bandanas, headbands with ears, or kerchiefs.
- No tank tops, cut t-shirts for males; Tank tops with shoulder straps for females need to be a minimum width of two inches.
- No undergarments should be showing.
- No bare midriffs or torsos are allowed to be exposed.
- No beach flip flops allowed -for safety reasons athletic sandals are allowed, but must be worn with socks.
- Length of skirts and shorts should be below an extended arm and fingers.
- Pants must be worn with waistband above the waistline.
- Clothing with offensive words/messages or displaying drugs, alcohol or tobacco products are not allowed.
- Jackets or oversized sweatshirts must be kept in lockers (at the discretion of the Administration).
- Pajamas / slippers are not allowed in school.
- Exceedingly tight or transparent clothing is not allowed, unless covered by a long shirt, a skirt or shorts.

Bus Rules and Regulations

The safety of our students to and from school is of utmost importance. Any student who fails to follow bus regulations or who endangers the safety of other pupils renders himself/herself liable for disciplinary action and or removal from bus privileges. Bus drivers will have the right to inform the administrator of any misbehavior. For safety reasons, students will follow his/her instructions promptly and without question. **Buses are equipped with video equipment, which allow the Administration to address safety and behavioral issues that may arise.**

Bus Rules and Regulations Cont.

1. Be seated promptly and remain seated **at all times.**
2. Use of cell phones and/or electronic devices are permitted on the bus, but **all** students must use headphones: no loud music, videos or speaker conversations are allowed.
3. Students must respect the privacy and safety of other individuals. **Therefore, taking pictures or videos of others is not allowed.**
4. Do not open or close windows without permission of the driver.

5. Keep head, arms, and hands inside the bus and to yourself.
6. Shouting, loud noises, or vulgar language are not allowed.
7. Keep center aisle clear.
8. No throwing objects of any kind on or from the bus including paper, clothing, or trash. Students are responsible and expected to maintain the cleanliness of the bus.
9. Food of any kind may not be eaten on the school bus.
10. No horseplay (even if you are friends)
11. No smoking of anything on the bus. (Ma. General Laws, Chapter 90, Section 7B as amended by Chapter 250 of the Acts of 1973.)
12. Should any student damage the bus, s/he is responsible for payment of damages.
13. All School rules regarding behavior also apply at all bus stops.
14. NO BULLYING.

When exiting the bus, students must cross in front of the bus and use extreme caution to be sure no traffic is approaching in either direction.

School Dance Rules and Regulations

Only Joseph Case Junior High School students will be allowed to enter the dance. Hours of the 6th, 7th, and 8th grade students will be determined by the administration.

1. Students will not be allowed into the dance if they arrive thirty minutes after the dance begins. A parent/guardian must accompany the student to the dance supervisor before leaving.
2. Running, pushing, eating, drinking, and mischievous behavior will not be tolerated in the gym.
3. Snacks and refreshments may be available to purchase and must be consumed in the cafeteria ONLY.
4. Students having two or more office detentions or one or more suspensions in the month prior to a dance forfeit their right to attend the dance.
5. All school rules with regard to dress and discipline will be strictly enforced at all dances.
6. Any student who does not have his/her ride present at least 15 minutes after the dance has ended will not be allowed to attend the next scheduled dance.

Students who do not comply with these policies will subject to a disciplinary action.

XII. MINOR /MAJOR INFRACTIONS RULES & PROCEDURES

All teachers are to be on alert for any student behavior, which is in violation of school rules and policies. Students are expected to behave in a manner that is a credit to our school. Students are to refrain from the following listed minor and major infractions, including Bullying and Harassment (see policy)

Here at Joseph Case Junior High School, teachers and Administrators will use a progressive form of discipline for **minor and major infractions** which may include verbal warnings, lunch detentions, student reflections, student/ teacher conferences, parent contact, office detentions, in school suspensions, out of school suspensions and possible expulsion. All students have rights given to them by DUE PROCESS.

Minor Infractions include but are not limited to:

1. Arriving late to class without a pass
2. Excessive Talking/Blurting out answers
3. Throwing, misusing materials, or destruction of others property
4. Being unprepared for class
5. Chewing gum/candy/food
6. Getting out of seat without permission
7. Cheating/Plagiarism
8. Computer Misuse
9. Inappropriate Language/Gestures
10. Disrespecting/Insubordination
11. Having a phone in class
12. Rowdy Behavior/Running

Teacher Procedures For Minor Infractions

Teachers will use a progressive form of discipline for minor infractions. The procedure is outlined below:

1. Student will receive a verbal warning. These will be recorded by the teacher for documentation.
2. If the violation continues, the student will complete a "Behavior Reflection Form" that may include Lunch Detention. This will be signed by a parent and returned to the teacher the next scheduled school day. Failure to return the signed form the next day will result in an Office Detention.

3. The teacher will keep records of the reflection form which may include a lunch detention. If the problem continues the teacher will make parent contact and complete an Office Referral Form.
4. If the problem continues, the teacher will complete an office referral form and send to the Administration.
5. The Administration will make parental contact and issue an after school detention.
6. If the behavior continues, the Administration will again make parent contact and issue one day of ISS.
7. All disciplinary consequences will be recorded in X2 under the "Student Conduct" tab within two days.

Three (3) Issued Behavior Reflection Forms=1 Office Detention

Office Detention Policy

Students will be assigned to Office Detention by the Administration. Students may remain after school for routine, minor, major, or other disciplinary reasons. Students will report directly to the area outside of the Assistant Principal's office at 2:15 pm. Students will be brought to the detention location by the supervising teacher and complete a student reflection activity. Failure to complete the activity will result in additional after school detention. The accumulation of three (3) Office Detentions within a six (6) month period will result in one (1) day of In-School Suspension. Joseph Case Junior High School identifies this six-month period as the first day of school through Term 2 and the first day of Term 3 through the last day of school. A late bus is available Tuesday, Wednesday, and Thursday.

Failure to appear for an Office Detention is considered to be a serious offense and will be dealt with accordingly.

- 1st offense – Student will serve one (1) day of In-School Suspension and make up the detention.
- 2nd offense – Student will serve two (2) days of In-School Suspension and make up the detention.
- 3rd offense – Student will serve three (3) days of In-School Suspension and make up the detention.

If a student is removed from an Office Detention due to misconduct, the following actions will be taken:

- 1st offense – Student will serve one (1) day of In-School Suspension and will make up the detention.
- 2nd offense – Student will serve two (2) days of In-School Suspension and make up the detention.
- 3rd offense – Student will serve three (3) days of In-School Suspension and make up the detention.

Parents will be notified of the Office Detention through a written detention notice that must be signed by the parent and returned to the Assistant Principal. All office detentions will be recorded in X2 under the "Student Conduct" tab.

In-School Suspension

The In School Suspension Program is vital to the corrective and progressive behavior philosophy at Joseph Case Junior High School. It is intended to be punitive in action, academically sound and instrumental in getting students to reflect on their behavioral choices. The I.S.S. Program removes the student from the classroom but keeps them within the school during the period of suspension as an effective method in dealing with misbehavior.

Procedures:

1. Students will be placed into I.S.S. only through the approval of the Administration.
2. The rules must be clearly specified and communicated to the I.S.S. students upon entering the program:
3. Students will be required to complete a student reflection activity. This activity must be completed during the students' time in ISS.
4. All students remain completely quiet.
5. All students remain seated.
6. Students will use lavatories in the boy's and girl's locker rooms when P.E. teachers are present to supervise them. Students with medical issues and extended lavatory privileges will be escorted to the lavatory by a Hall Monitor.
7. All work not completed will be turned in to the Assistant Principal. Students will be required to complete unfinished or incomplete assignments in I.S.S. the following day or at the discretion of the Administration in Lunch Detention.
8. Communication between I.S.S. students and Supervisors may take place after the Supervisor has acknowledged the student's raised hand.

9. If lunches must be purchased, the 4th period I.S.S. Supervisor will escort those students to the Cafeteria at 11:55 AM, during 3rd lunch.
10. Students will not be permitted to leave the room unless it is a medical emergency or counseling time.
11. Students will report to their Homeroom Teacher first and then directly to the Office with all of their books.
12. Only materials necessary to complete daily academic activities will be allowed in I.S.S.

Teachers of I.S.S. duty will check in at the Office to see if any students have been assigned I.S.S. for the day and will escort the students to the I.S.S. room. All assignments are required to be checked by Teachers supervising I.S.S. Students are to be escorted to the Main Office by the period 6, I.S.S. Teacher at 2:10 PM. All completed assignments are to be placed in the appropriate teacher's mailboxes.

Major Infractions include but are not limited to:

1. Skipping Class
 - 1st offense- 1 day in ISS
 - 2nd offense-2 days in ISS
 - 3rd offense-3 days in ISS
2. Forgery of a school document
 - 1st offense- Office Detention
 - 2nd offense-1 day in ISS
 - 3rd offense-2 days in ISS
3. Taking another student's, teacher's, or school's property.
4. Disrespect, insubordination, or profanity
5. Bullying or harassment, including Cyber
6. Engaging in discriminatory acts or speech based on the race, religion, ethnic background, gender, gender identity, disability, or sexual orientation of any student, school personnel or visitor.
7. Continual public displays of affection.
8. Not adhering to dress code
9. Not adhering to phone use policy
10. Possession/distribution of any inappropriate electronic or printed materials.
11. Truancy/skipping school/excessive tardiness to school or to a particular class.
12. Leaving School Grounds without proper authorization.
13. Destruction, vandalism, or defacement of School Property
14. Excessive mischief resulting in damage to School Property, injury to others, and disruption to safety, order or discipline of the School

15. Threatening to bring a weapon to School or threatening to harm other students.
16. Smoking in the building or on school grounds or being in possession of cigarettes or any tobacco products, any smoking devices, matches or lighters. (see Tobacco and Smoking)
17. Possession or use of any illegal substances, material, or drug paraphernalia.
18. Possession or use of any object considered to be a dangerous weapon, Chapter 71, Section 37H MGL
19. Any physical altercations (fighting) or assault between students will not be tolerated in this school, en-route to school or home, including bus stops.

Progressive disciplinary action:

- 1st offense – Three (3) days I.S.S., parental contact, re-entry meeting with student and parents.
- 2nd offense – Five (5) days I.S.S., parental contact, re-entry meeting with student and parents.
- 3rd offense – Five (5)-day Out-of-School Suspension, parental contact, re-entry meeting with student and parents.
- 4th offense – Ten (10) day out-of-school suspension, parental contact, possible charges filed, re-entry meeting with student and parents.

Procedure for Major Infractions

The Administrator of Discipline will contact the parents, the school resource officer (if needed), and provide a due process hearing for the student. At the discretion of the Principal or Assistant Principal, all penalties for minor and major violations, may be increased or decreased on the severity of the action. Any offense to School order not mentioned in this handbook may be handled at the Principal's discretion.

Out of School Suspensions

Length of suspension will be determined by school administrators and will reflect the offense committed. Parents or guardians will be notified in writing of the action taken and will have complete custody and jurisdiction of their child during the suspension. A suspended student may not loiter or appear on school property, or at any school-sponsored activity at, or away, from the school. Students who receive out of school suspension will be given assignments to complete while serving their suspension. These assignments are due to the classroom teacher on the

day the student returns from suspension. Failure to complete any assignment may result in a zero from the classroom teacher.

Reinstatement Meeting

It is recommended that suspended students and their parent(s)/guardian(s) attend a Reinstatement Meeting with the School Administration before the suspended student re-enters the school. This meeting will be waived at the discretion of the School Administration.

A student will be readmitted to school after a satisfactory solution to his/her conduct is agreed upon by parents and Administration. A student may be suspended for up to ten (10) days for each offense. It is this School's Administrative Policy that suspension be used only as a last resort, or it is due to violation of the School's Disciplinary Code.

All suspensions will be dealt with in accordance to Massachusetts General Laws 37H, 37H ½, 37H ¾, Chapter 222 of the Acts of 2012, and all other relevant Massachusetts General Laws.

At the discretion of the School Administration, all penalties for violating the major or minor disciplinary codes may be increased or decreased depending on the severity of the violation.

Any offense to school order not mentioned in the Student/Parent Handbook is at the discretion of the School Administration.

Alcohol Policy

A student shall not possess, use, transmit, or be under the influence of alcoholic beverage or other substances while on school grounds at any time or at any school related activity or event. This includes any synthetic compound used illicitly which can alter one's state of mind, i.e. K2, spice, and bath salts. Violations of this regulation will result in the following:

1. Police notified immediately
2. Up to a ten (10) day suspension

Smoking and Tobacco Use

State law prohibits smoking by students on school grounds. Students caught smoking will be subject to disciplinary actions. Tobacco products are prohibited inside Joseph Case High School. Student smoking includes the possession of cigarettes. Any student caught with tobacco product in school will have it

confiscated, and the appropriate consequences issued. In addition, electronic cigarettes, hookah pens, vaping devices, **tetrahydrocannabinol (THC)** in any form, or the use of any other **smoke/vapor consuming paraphernalia** by any person will not be permitted in school or anywhere on the school campus, on buses transporting students, or at any school-sponsored event. Included in the definition of smoking are any students found attempting to light a cigarette, cigar, or pipe, or in possession of a lit cigarette, cigar, pipe, vaping device or any students exhaling **smoke/chemical vapor**. Students found in violation of the smoking policy may be subject to suspension. Cigarette lighters, matches or any device to light a fire are also prohibited from school grounds. Any student caught with any one of these devices will have it confiscated.

The Swansea School Committee is dedicated to providing a healthy, safe and productive learning environment for its students, staff and visitors to its facilities. The use of tobacco has a direct link to numerous health problems. Tobacco prevention and education play a critical role in establishing lifelong positive health habits for its students. The purpose of this policy is to comply with the requirements of Massachusetts General Law, Chapter 71, Section 37H – the Massachusetts Education reform Act of June 4, 1993 (see Appendices, Section VI).

It is the intention of this School Committee to prohibit the use of or distribution of tobacco products within school buildings, on school grounds, on school buses or school vehicles, and at all school-sponsored functions in order to improve the health of students and all personnel.

It is the policy of this School Committee to fully implement the tobacco-free law on the premise that tobacco prevention and education coupled with enforcement is the most effective way to comply with the law.

It is the intention of the Swansea School Committee to create and maintain a healthy school environment, including equitable enforcement of a tobacco-free schools policy as well as consequences for students, staff and visitors. The responsibility for adhering to this policy lies with all individuals on the school premises. Any conflict should be brought to the attention of the appropriate supervisor for the purpose of resolution.

Major Offenses Subject to Expulsion Hearing:

For a student who gets expelled from school, the school will provide the student with a DUE PROCESS hearing.

Violations in the categories listed below are subject to possible expulsion from school by the Principal. This is mandated by Chapter 71 of the Act of 1993, signed into law on June 18, 1993 (Section 37H, 37H1/2, 37H 3/4, and Chapter 222 of the Acts of 2012).

The student shall be provided with an opportunity for a hearing before the expulsion is final.

1.) “Any student who is found on school premises or at school-sponsored or school-related events 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.” [Using, in possession of, or distributing the above said materials.]

2.) “Any student who assaults a principal, assistant principal, teacher, teacher’s aide, or other educational staff on school premises or at a school-sponsored or school related event, including athletic games . . . ”

Procedures and Penalties:

1. Notification to police.
2. Immediate ten (10) day suspension from school.
3. Notification to parents and/or guardians.
4. Referred to the Principal for an expulsion hearing.
5. Written notification to the student and parents concerning the offense and notification of the time and place of the hearing, in accordance with Chapter 71, Section 37H, 37H1/2, 37H3/4, and Chapter 222 of the Acts of 2012 of the General Laws of Massachusetts.

Disciplining Students with Disabilities

1. When it is known that the suspension(s) of a student with disabilities will accumulate to ten (10) days in a school year, a review of the I.E.P., as provided in Section 333 of the C.776 Regulations, will be held to determine the appropriateness of the student placement or program. If the TEAM concludes that the student’s misconduct is related to the student’s disability, is the result of an inappropriate special education placement, or is the result of an I.E.P. that was not fully implemented, then the I.E.P. will be modified to reflect a new program designed to better meet the student’s needs. Following parental approval, the student will

be placed immediately in the new program. If the TEAM concludes that the student’s misconduct was not related to the student’s disability, or the result of an appropriate special education placement, and that the original I.E.P. was fully implemented:

- a. An amendment to the I.E.P. will be developed and implemented to provide for the delivery of special education services to the student during the period of exclusion.
 - b. The original I.E.P. will be modified to reflect a long-term plan (including discipline code expectations) designed to assure the student’s continued attendance in an educational program.
2. If suspension will result in an exclusion of more than ten (10) days in a school year, immediate written notification of the suspension and request for approval of the alternative plan must be made to the Division of Special Education through the appropriate regional Educational Center, with copy provided to the student’s parents. A copy of the alternative plan must be included, and the request for approval must demonstrate that:
- a. The school has complied with the procedures required by Goss v Lopez and by the School Committee’s Code of Conduct, a copy of which is on file with the Department.
 - b. the school has considered less restrictive disciplinary measures, including modifying the student I.E.P., to set out specific methods of discipline.
 - c. the disciplinary action is for a stated and limited number of days.
 - d. the action is necessary in light of the needs of the student and other students in school.
 - e. the School Administrators have conferred with appropriate special education staff as to the disciplinary action and they have met the requirements outlined in the above-stated procedure.

The Division of Special Education will review all the information presented by the school officials and will approve or reject the alternative plan within five (5) days of its receipt by the regional center.

In the case of a long-term suspension, or the exclusion of a student with disabilities, division staff generally will approve an alternative program for the provisions of special education services as an interim placement only, based on limited duration and consistent with the goals and objectives of the student’s I.E.P. Home tutoring is viewed as a last

resort of very limited duration to be used while an appropriate program is being determined.

The Department of Education will monitor records of suspension of students with disabilities.

Disciplining students not yet eligible for special education services. (34 CFR 300.530)

Special Education disciplinary rules also apply to some students who have not yet been found eligible for special education services. If prior to the conduct in question the parent/guardian has put his/her concern that the student has a possible disability in writing to supervisory or administrative personnel, or the student's teacher or guidance counselor, if the teacher or other supervisory personnel, or if the student has been referred for an evaluation that has not yet been completed, these special rules apply. The special education disciplinary rules do *not* apply if the parent has refused to consent to an evaluation, or if the student has previously been found to be not eligible for special education.

Disciplining Students on 504 plans

The code of conduct applies to students with and without disabilities; however, students on 504 plans must have an equal opportunity to be successful with classroom rules and behavioral regulations. Section 504 prohibits districts from disciplining students more severely than non-disabled students on the basis of disability. The free and appropriate education (FAPE) requirement of Section 504 provides that appropriate procedures for discipline are designed to meet individual educational needs of students with disabilities as Students with 504 plans may be excluded from their programs, as can students without disabilities. If students are suspended or expelled, they are entitled to oral or written notice of charges and an appeal for the opportunity to tell their side. Expulsion or suspensions of ten (10) or more days are considered a change of placement and must follow the procedures designated by the American with Disabilities Act (ADA).

When students with 504 plans are excluded from their program for more than ten (10) school days in the school year, it must be determined if the behavior was a result of the students' disability (manifestation determination). If it is determined that the behavior was related to the disability, students may not be excluded from the current educational placement until a new plan is written. The behavioral

intervention services and modifications in the plan should address the behavior violation so that it does not recur.

If the student's misconduct is determined not related to his disability then the District may discipline in the same way as other students would be disciplined. Students with a 504 plan do not have to be provided with a free and appropriate public education (FAPE) during expulsion or suspension for behavior not related to the disability. Students currently engaged in drug or alcohol abuse are not protected under Section 504.

When the placement of students with disabilities is changed for disciplinary reasons, the students and parents are entitled to the procedural protections required by Section 504 and the ADA. (A school district may employ due process procedures that meet the requirements of IDEA to comply with the Section 504 and ADA requirements for procedural safeguards.) These protections include appropriate notice to parents or guardians, an opportunity for their examination of records, an impartial hearing with the participation of parents or guardian and an opportunity for their representation by counsel and a review procedure. Thus, if after a re-evaluation of an initial placement decision, the parents disagree with the determination regarding the relationship of the behavior to the disability, or with the subsequent placement proposal in those cases where the behavior is determined to be caused by the disability, they may request an impartial hearing.

A school district is not prohibited from employing its normal, reasonable procedures short of a significant change in placement for dealing with students with a 504 plan who are endangering themselves or others. When students present an immediate threat to the safety of others, school officials may promptly adjust the placement or suspend the students for up to ten (10) school days, in accordance with rules that are applied evenhandedly to all children.

Students Pregnant

No student will be discriminated against because she is pregnant. There are no separate in-school programs available; however, cost-free academic tutoring is available if the student is unable to be present in school because of health reasons. Forms are available in the Guidance Office if this service is requested.

XIII. END OF THE YEAR ACTIVITIES

The Administration of Joseph Case Junior High School will have the authority to suspend the privilege of its students to participate in activities, particularly end of the year activities. The activities referred to include various assemblies, field days, dances, field trips, and any other related activities. Students who have become chronic disciplinary problems during the school year, or who choose to break school rules as the end of the year approaches, may have their right to participate in these special activities suspended at the discretion of the Administration. Parents or guardians will be notified in writing of the action taken by Administration.

Points Accrued

3 Reflective Forms = 1 office detention	
Office Detention	2 points per day
I.S.S.	3 points per day
O.S.S.	4 points per day

8th Grade Students:

25 points = not eligible for Grade 8 Trip

30 points = not eligible for 8th Grade Dance

35 points = not eligible for Eighth Grade Picnic

Should any students accrue 25 points in any school year, they will not be allowed to participate in any end of the year activity. Activities include, but are not limited to the last grade 6-8 school dance and field day.

Teachers having additional concerns about a student should seek out the Administration for review of such instances regarding this issue. Parents/guardians will be notified at mid-year if any their student has 12 or more points.

IV. SWANSEA SCHOOL DEPARTMENT

CONTACT PERSONNEL:

Superintendent of Schools:

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Swansea, MA 02777
(508) 675-1196

Assistant Superintendent of Schools:

Elizabeth White
504 Coordinator One Gardners Neck Road
Civil Rights Coordinator Swansea, MA 02777
(508) 675-1196

Director of Student Services:

Julie Garell
ADA Coordinator One Gardners Neck Road
Homeless Coordinator Swansea, MA 02777
(508) 675-7836

ELL Coordinator

Laurie Anderson
One Gardners Neck Road
Swansea, MA 02777
(508) 675-1195

Title I Director

Jessica Hedges
One Gardners Neck Road
Swansea, MA 02777
(508) 675-1197

Americans with Disabilities Act:

The Swansea Public School District provides students with disabilities the same opportunity to succeed in school as they provide to students without disabilities.

All school programs are accessible to people with disabilities. Reasonable adaptations and modifications are made for instructional purposes and school facilities are accessible (as in making meetings and classes accessible for wheelchair us

Policy

The Administration and the Faculty of the Swansea Public Schools shall strive to prevent bullying, harassment or discrimination within the school and its extended environment. The rights of individuals to receive a free public education devoid of bullying, harassment or discrimination are a priority of the Administration of The Swansea Public Schools. The Administration and Faculty shall respond promptly and consistently to such discrimination or harassment when they have knowledge of its occurrence. The students of the Swansea Public Schools shall be provided with a safe, nurturing educational environment and they will not be denied the “advantages and privileges” of a safe school. The Administration will do everything within its power to ensure that this environment exists. Perpetrators of harassment and/or discrimination will be disciplined consistently and effectively in compliance with the progressive disciplinary procedures employed at all Swansea Public Schools.

Prevention and Intervention Plan

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

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

Definition – Bullying:

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

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

Bullying is prohibited at non-school-related locations and through non-school technology or electronic devices when a nexus to school or work exists and it effects the school or work environment. Retaliation against a person who reports bullying, provides information during an investigation, or witnesses or has reliable information about bullying shall be prohibited.

Definition – Perpetrator:

A perpetrator is defined as a student or member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyber-bullying or retaliation.

Definition – Cyber-Bullying:

Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:

- The creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions identified in the definition of ‘Bullying’.
- Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions identified in the definition of ‘Bullying’.

Bullying causes physical and/or emotional harm to the victim, it is never justified or excusable as “kids being kids,” “just teasing,” or any other rationalization. The victim is never responsible for being the target of bullying.

Bullying - Harassment Protocol: It is the responsibility of all students and staff to recognize acts of bullying/harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented. Students and staff are expected to report incidents of bullying/harassment to Teachers, Guidance Counselors, Principals or Assistant Principals. {The School Resource Officer will be contacted by the Administration in cases of potential criminal charges}. All reports of bullying/harassment, oral or written, may be made to any professional staff member or adult in a supervisory role. The recipient of any complaint is responsible for reporting said complaint to the Building Administrator. Anonymous complaints will be reviewed but are inherently difficult to investigate and substantiate and may not be procedurally fair; as a result, no disciplinary action will be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence. A student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

- Reporting requirements: All members of the school staff, not just all teaching staff, are required to immediately report any instance of bullying or retaliation the staff member has either witnessed or become aware of, to the principal or school designee.
- Prompt, impartial, and thorough investigations of all reported bullying/harassment will be completed by the Principal, or the Assistant Principal and/or School Resource Officer.

Investigations:

- 1) Identification of problem, students and sites.
- 2) Questioning and documentation of all parties involved (witnesses, target, and perpetrator/aggressor statements).
- 3) Preservation of physical evidence.

- 4) Clear explanation of consequences for engaging in bullying/harassment to all parties.
- 5) Notification of parents / guardians of the targets and the perpetrators/aggressors.

Administrative Action:

- 1) Prompt, effective, and consistent response to all incidents of bullying/harassment.
- 2) Prompt investigation to prevent reoccurrence (complete investigation of all parties involved, documentation of all reports and interviews, students, Think About It Form, Parent Communication Form, Incident Follow-Up Report.) *see Administrator Protocol for Bullying / Harassment Form.*
- 3) Apply age-appropriated disciplinary measures that escalate with severity and reoccurrence of conduct (progressive disciplinary procedure). *see Consequences / Intervention Charts*
- 4) Parental contact made to the parents of the targets and the perpetrators/aggressors.
- 5) Appropriate support and counseling from the School Staff and the School Resource Officer for the target & perpetrator/aggressor as needed. A clear explanation of consequences and direction toward reconciliation will be provided.
- 6) Restore non-discriminatory environment for the target.
- 7) Make appropriate law enforcement referrals/reports (assist target in reporting to law enforcement). Criminal charges may be filed at the discretion of the School Resource Officer.

Harassment/Discrimination:

As a recipient of federal funds, the Swansea Public Schools are subject to the following federal regulations: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX), which prohibit discrimination on the basis of gender; Title VI of the Civil Rights Acts of 1964, and its implementing regulation at 34 C.F.R. Part 100 (Title VI), which prohibit discrimination on the basis of race, national origin and color; Section 504 of the Rehabilitation Act of 1973, and its implementing regulation at 34 C.F.R. Part 104 (Section 504), and Title II of the Americans with Disabilities Act of 1990, and its implementing regulation at 28 C.F.R. Part 35 (Title II), which prohibit discrimination on the basis of disability.

Harassment/Sexual Harassment/Discrimination:

These terms refer to unwelcome behavior of a physical, written, verbal, cyber, or electronic nature, including unwelcome sexual advances, requests for sexual favors, or physical conduct or gestures of a sexual nature which are either repeated or severe, and which create a hostile, humiliating, intimidating and offensive educational environment or workplace. Harassment is a form of discrimination as outlined in the above regulations.

School Responsibility

(M.G.L. Chap. 76.: Section 5): This section provides the guarantee of non-discrimination “in obtaining the advantages, privileges, and courses of study in a public school on account of sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity or expression, pregnancy, or veteran status.

Severe or pervasive harassment unlawfully denies a student the “advantages and privileges” of school, creating a hostile and offensive educational environment.

- When alleged harassment / discrimination has occurred directly relating to a student’s disability, the Building Principal will notify the Superintendent, John J. Robidoux at (508) 675-1195 or by email at jrobidoux@swanseaschools.org, who will address the issue with the parties involved, when applicable, notify the parent / guardian of the findings.

ref: Section 504 of The Rehabilitation Act of 1973 and Title II of the Americans With Disabilities Act of 1990.

Investigation:

- 1) Upon notice of possible harassment in the school(s), the [appropriate] Coordinator will meet with the complaining party and discuss the allegations.
- 2) The Coordinator will take notes of the conversation to capture the allegations, and will have the complaining party confirm the allegations as accurately depicted in the notes.
- 3) Within 24-48 hours, the Coordinator will meet with the alleged Perpetrator and present the allegations, allowing the perpetrator a chance to respond to the allegations. The Coordinator may interview other witnesses, review documentation or review disciplinary files as deemed necessary.
- 4) Confidentiality rights will be maintained the extent possible under the circumstances, only informing those who need to know in order to complete a thorough investigation of the allegations.
- 5) Retaliation against a person who reports bullying/harassment, provides information during an investigation, or witnesses or has reliable information about bullying/harassment shall be prohibited. Retaliation is a punishable offense.
- 6) The Swansea School District will take necessary action to protect the complaining party during the investigation.

Administrative Action:

- 1) The Coordinator will provide a written report of findings, to all parties, including parents and administrators with authority to discipline. Provide notice of outcome of investigation to all - including whether allegations were substantiated or not, and statement that appropriate action has been taken, if warranted.
- 2) Swansea School District will follow-up with the complaining party or others to ensure that harassment has stopped. District will take additional action reasonably calculated to stop harassment if it is continuing – steps will increase in severity or seriousness if previous steps are not effective.
- 3) The Swansea School District is obligated to respond in a “prompt” manner. Timeframes are flexible depending on the scope and seriousness of the allegations.

Definition Hazing:

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 any behavior or forced physical activity which is likely to affect the physical health or safety of any such student or person, or which subjects such student or person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

ref: Massachusetts General Law, Chapter 269, Section 17

Duty to Report Hazing

Any person who knew that another person is the victim of hazing as defined in M.G.L. Ch. 269, Sec. 17, 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 or School Administrator as soon as reasonably practicable. Whoever fails to report such crime is subject to criminal action by the appropriate Law Enforcement Agency.

Target Assistance

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

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms. Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Swansea Public Schools website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26.00
M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model
Bullying Prevention and Intervention Plan
Swansea Public Schools Bullying Prevention and Intervention Plan

CROSS REFS.: AC, Nondiscrimination
ACAB, Sexual Harassment
JBA, Student-to-Student Harassment
JICFA, Prohibition of Hazing
JK, Student Discipline Regulations

Revision approved: 9/12/2016

K-12 Student Computer/Network/Internet User Agreement

Introduction

We are pleased to offer students of the Swansea Public Schools access to the district computer network resources, and the Internet. These Acceptable Use Guidelines serve as a written agreement between the Swansea Public Schools and its students and staff. It outlines the appropriate uses for technology in the district as well as the consequences for failure to adhere to those guidelines. To use these resources, all students and parents must sign and return the pupil information card that was distributed by the school. Copies of the pupil information card and this document are also located on our website (swanseaschools.org). Parents, please read this document carefully, review its content with your son/daughter, and sign the pupil information card where appropriate. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's Library Media Specialist, Technology Integration Specialist, or Principal.

General Network and Technology Use

Technology in the Swansea Public Schools will be used in collaboration with curriculum. Computers and other technology equipment are tools used to support the teaching and learning process. The network is provided for students to conduct research, complete assignments, and communicate with others. Access to computers and network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access to all technology is a privilege – not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Each student and staff member are expected to take individual responsibility for his or her appropriate use of the Internet and follow all conditions and rules of technology use as presented by the Swansea Public Schools. Any violation of the conditions and rules may result in revocation of technology privileges and possible legal and/or disciplinary action.

All data storage areas including, but not limited to workstations, external drives, network storage, etc., may be treated like school lockers. Network administrators and administration may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should assume that files stored on the district owned equipment and equipment that is brought from home (i.e. laptops, CD, floppy discs, etc.) will always be public and available for anyone.

User's Privileges and Responsibilities

Users of Swansea Public Schools equipment may:

1. Use all authorized hardware and software, when available, for which they have received training to facilitate learning and enhance educational information exchange.
2. Access information from outside resources, which facilitate learning and enhance educational information exchange.
3. Access district networks and the Internet to retrieve information, facilitate learning and enhance educational information exchange.

Users are responsible for:

1. Utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the educational mission of the Swansea Public Schools.
2. Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
3. Keeping all inappropriate materials, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, and software from entering the school via the Internet, removable media, or other means.
4. Keeping hardware and software from being removed from school premises without prior consent.
5. Maintaining the integrity of the e-mail system (if applicable) and making only those e-mail contacts, which facilitate learning and enhance information exchange.
6. Keeping all food and drink away from computers, printers, etc.
7. Adhering to all copyright guidelines and avoiding plagiarism.
8. Adhering to the rules established for the use of hardware, software, labs, and networks in the school and through remote access.
9. Engaging in no harassment. The Swansea Public Schools Harassment and Discrimination Policy, which is included in the individual schools' handbooks, is applicable to Internet conduct.

Internet / World Wide Web

Access to the Internet will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed disadvantages. Ultimately, teachers, parents and guardians of minors are responsible for setting and conveying the standards that their students/children should follow when using media and information source.

Swansea Public Schools
STUDENT EMERGENCY INFORMATION AND RELEASE FORM

*Please complete **both sides** of this document and return to school **as soon as possible**. PLEASE PRINT CLEARLY*

Student's Legal Name _____ Gender _____
Last Name First Full Middle Name

Address _____ Home Phone # _____

Date of Birth _____ Grade _____ Teacher _____ Is your family homeless? Yes ☐ No ☐

Name of Parent/Guardian #1 _____ Place of Employment _____

Home Address _____

Work Phone _____ ext _____ Cell Phone _____ Email _____

Name of Parent/Guardian #2 _____ Place of Employment _____

Home Address _____

Work Phone _____ ext _____ Cell Phone _____ Email _____

Parent/Guardian(s) _____ Has any legal/court documentation been given to school? Yes ☐ No ☐

Person with whom child resides _____ Relationship _____

(if other than above)

If other, explain: _____ Phone _____ Email _____

This is an Emergency Contact List – not a daily “pick-up list”.

The following is a list of people who have agreed to care for and/or transport your **child when a parent or guardian cannot be reached in an emergency**. The name of a responsible sibling may be included if they can provide transportation. Non-family students are excluded from transporting other students. **PLEASE PRINT CLEARLY- do not add parent/guardian names here.**

Name _____ Address _____ Relationship _____

City/State _____ Phone _____ Cell _____

Name _____ Address _____ Relationship _____

City/State _____ Phone _____ Cell _____

Name _____ Address _____ Relationship _____

City/State _____ Phone _____ Cell _____

AUTOMATED “ONE-CALL Contact List

The “One Call Now” phone message service we use delivers automated phone calls for routine reminders and emergency notifications such as inclement weather issues or cancellations. In an effort to provide efficient contact, please add one telephone number per line for contact to be made. Calls will be made to all numbers listed below regardless of the type of message. Please let us know throughout the year if any of these numbers have changed.

Please add only numbers you wish to be called. (Please print clearly). Suggested numbers: home, cell, work, day care, grandparents.

Contact number _____ (preferably home telephone #)

Contact number _____ (preferably Parent/Guardian #1 cell phone #)

Contact number _____ (preferably Parent/Guardian #2 cell phone #) **SEE BACK SIDE**

Parent / guardian signature: _____

Date: _____

Student's Legal Name _____ D.O.B _____
Last Name First Full Middle Name

HIPAA NOTICE:

I give permission for necessary information related to my child _____'s
medical condition to be shared with the school nurse. Yes ☐ No ☐ (child's name)

Please notify your school nurse of any medical/health changes or needs at any time.

If your child has a serious medical issue such as an allergy to bee/wasp stings, requires medication during the school day, or requires accommodations for a medical problem, it is your responsibility to contact the nurse directly.

No medication will be given (including over the counter medicines such as aspirin, etc.) until a **written order** is received by the school nurse from a licensed physician.

In the event of an emergency your child will be transported to the medical facility determined by the responding EMTs. It is understood that the school, in arranging for transportation of your child to a hospital for emergency care, is acting as a medium and is not thereby assuming responsibility.

Student Name/Photo Release- please choose one

During the school year, photographs or videos may occasionally be taken in school or during normal school-sponsored activities outside the school. Parents have the option to choose whether or not photographs and/or their child(ren)'s names may be included in publications, presentations, or Web pages produced by the district and/or news releases sent to external media sources throughout the school year. These occasions provide wonderful opportunities to display the many achievements of our students.

☐ **Yes, I give permission for my child's name to be released and for my child to be photographed or videotaped while in school or during school-related activities outside the classroom.**

By checking "yes" means that you **give permission** for your child's **first and last name and/or photograph** to be used in publications, presentations, videos, or Web pages, or news releases produced by the Swansea Public Schools, or by agencies working with the district. My child's first and last name and/or photograph may be included in news releases distributed to newspapers and other news media.

☐ **No, I do NOT want my child's name released nor my child to be photographed or videotaped while in school or during school-related activities outside the classroom.**

Checking "No" means that your child's **first and last name and/or photograph** may **NOT** appear in any publications, presentations, videos, Web pages, or news releases produced by the Swansea Public Schools or by agencies working with the district that gets distributed outside of the school community. (Annual school yearbooks are considered internal school publications and are not subject to these restrictions. If you wish your child's name/photo not be included in the annual school yearbook (if they are done at your child's school), please notify your school principal in writing.) It also means that your child's name and/or photograph may NOT be included in news releases distributed to newspapers and other news media.

Massachusetts state reporting requires Swansea School Department to ask the following question in regard to your family military status. (MIC3)

Please check the appropriate box if this student is a child of:

- ☐ No, not a member of a military family
- ☐ Yes, child of active duty member
- ☐ Yes, child of members or veterans who are medically discharged or retired for 1 year
- ☐ Yes, child of member who died on active duty

5/17

COMPUTER / INTERNET USE AGREEMENT

☐ As a user of the Swansea Public Schools computer network, I hereby agree to comply with all of the conditions and rules outlined in the Swansea Public Schools PK- 12 Student Computer / Network / Internet User Agreement, which is included in the Student Handbook and posted on the district website at www.swanseaschools.org. As the parent or legal guardian of a student in the Swansea Public Schools, I grant permission for my child to access networked computer services. I understand that individuals and families may be held liable for violations. I understand that some materials on the internet may be objectionable, but I accept responsibility for guidance of internet use – setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

☐ I certify that my child is a legal resident of the Town of Swansea as determined by Chapter 76, Section 5 and 6 M.G.L. I further certify that my child and I have read and understood the rules and policies outlined in the Student/Parent Handbook and the Computer/Internet Use Agreement.

Student signature: _____

Date: _____

Parent / guardian signature: _____

Date: _____

The Swansea Public Schools are committed to ensuring that all of its programs and facilities are accessible to all members of the public. Swansea Public Schools prohibits discrimination on the basis of sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity or expression, pregnancy, or veteran status. The content of all Swansea School publications is available upon request in other languages other than English. 4/19

District -Wide Swansea School Health Services

Please read this communication and keep it handy so you can refer to it should the need arise.

Medication:

1. No "over the counter" medications will be given at school unless a doctor's order is obtained.
2. All medication must be kept in the Nurse's Office.
3. Only medication ordered by your doctor will be given.
4. Long Term Prescription Drugs will be dispensed only by a school nurse. Return the parent's consent form and the doctor's written order form in order for the medication to be given.
5. Short Term Prescription Drugs (for example antibiotics) need only parent's written permission and medication in the Original Prescription container.
6. **All Medication must be in the original prescription container or it will not be given.**
7. Some pharmacies will provide an extra container for school use upon request.
8. Parents/Guardians must bring the medication to the nurse – medication is not to be brought in by the students.

Reporting Illness:

If your child is ill with a contagious disease, notify your nurse.

Strep Infections, Conjunctivitis and a Diagnosis of Chickenpox: require a doctor's note to return to school.

If your child has a problem with head lice at home please be sure to notify the school nurse. This information is kept confidential.

Fever:

If your child has a fever of 100 degrees or higher, he/she **MUST remain at home** until the child is **fever-free for a period of 24 hours without the use of Tylenol or Motrin.**

Immunizations:

If your child receives any type of immunization booster, make certain the nurse is notified in writing with a note specifying date and type of immunization signed by the doctor.

Health Programs and Mandated Screenings:

1. Vision and Hearing Screening will be done in all grades. If your child fails either of these screenings, you will receive a notice and a doctor's form. Please return the doctor's form when your child has been examined.
2. Growth Screening: your child's height and weight will be measured each year. BMI will be calculated from the student's height and weight in Grades 1, 4, 7 and 10. The results are kept confidential in each student's health record. This information will not be sent home unless it is requested by the parents.
3. Postural Screening – Grades 5 –9. The nurse and/or physical education teacher will view your child's back for any curvature of the spine. Parents will be notified if their child should see a physician. Parents can choose to have the school doctor see the child or their own doctor. If you choose to have your own physician see the child, please return the completed doctor's form to the nurse.
4. SBIRT (Screening, Brief intervention, and Referral to Treatment). The nurse will ask questions that may identify high risk behavior surrounding substance use in Grades 7 and 9.
5. Physical Exams must be completed within one year prior to entrance into school or within 30 days after school entry. Thereafter, students must have a physical exam in grades Pre K, K, 3, 6 and 9.
 - a. Transfer students must have had a physical within the year of transfer.
 - b. School physicals will be scheduled two times a year, fall and spring.

***** School Health Policy for Exclusion from School due to incomplete immunization for Medical and Religious**

Reasons: If a student who is not fully immunized is exposed to a diagnosed case of a Vaccine Preventable Disease, he/she will be excluded from school according to the Massachusetts Department of Public Health Regulations. The most common diseases include, but are not limited to the following: Measles, Mumps, Rubella, Chickenpox and Pertussis. As soon as a physician confirms the diagnosis, the parent will be notified. Specifics regarding the time of exclusion vary with each illness and will be explained when pertinent.

School Health Records

Please be advised as of the 2007 school year all student health records will be distributed to all seniors at the end of the school year. **Please be advised there will no longer be copies available at the school after graduation.**

Revised: November 2003, January 2008, February 2009, Jan 2015, Jan 2017, Jan 2018

Evaluated: January 2004, May 2004, January 2008, February 2009, May 2010, Dec 2012, June 2013, November 2013, Jan 2016.

District-Wide Swansea School Health Services Continued:

Emergency Medications/Standing Orders:

In the event of an emergency the nurse can administer the following medications:

- Benadryl may be given for a mild allergic reaction.
- Epinephrine (Epipen) may be given for an unexpected allergic reaction. (This order is not meant to replace the physician's order that is required for those students with a known allergy to foods or insect bites).
- Naloxone (Narcan) can be administered for an individual experiencing a life threatening opiate overdose in a school setting.

Notice to parents regarding Religious Exemptions:

The State of Massachusetts has notified us of a change with the Policy for Religious Exemptions regarding a child immunization status. If you have this Religious Exemption on your child's health record, please note that effective with the 2018-19 school year any child that has a Religious Exemption must renew their status annually. An annual renewal means that parents/guardians must write and sign a new religious exemption. All religious exemptions should be dated by the signing parent/guardian to allow for monitoring of annual renewals each school year. Annual renewal of exemptions should occur at the start of each school year.

SEX EDUCATION:

a. General Laws of the Commonwealth, Chapter 71, Section 32A
Act Relative to Sex Education (Passed July 31, 1996)

Chapter 71 of the General Laws is hereby amended by inserting after
section 32 the following section:

Section 32A - Every city, town, regional school district or vocational school
district implementing or maintaining curriculum which primarily involves
human sexual education or human sexuality issues shall adopt a policy ensuring
parental/guardian notification. Such policy shall afford parents or guardians the
flexibility to exempt their children from any portion of said curriculum through
the written notification to the principal. No child so exempted shall be
penalized by reason of such exemption. To the extent practicable program
instruction materials for said curriculum shall be made reasonably accessible to
parents, guardians, educators, school administrators and others for inspection
and review.

b. Policy for Joseph Case Junior High School

Educators whose curriculum content would fall under Chapter 71, Section
32, will provide the principal and district health/PE coordinator with a detailed
outline of the proposed materials to be used in their curriculum. After a meeting
with the building principal and/or district health/PE coordinator, the health educator will send home in writing to
each student, notification to their parents of the pending
curriculum and the opportunity of viewing the instructional materials to be used
for the said curriculum.