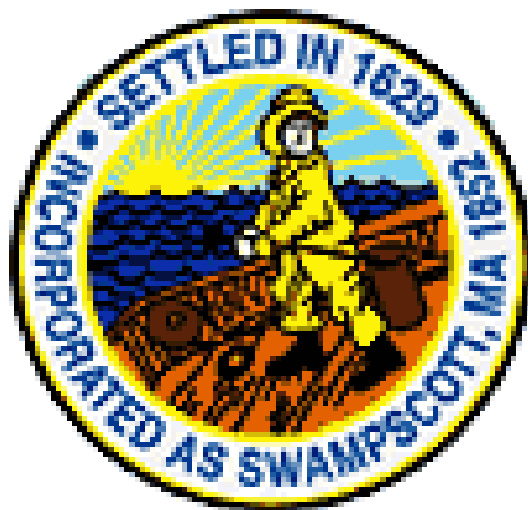


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# **SWAMPSCOTT PUBLIC SCHOOLS**



## **DISTRICT**

## **STUDENT HANDBOOK**

## **2021-2022**

## **SWAMPSCOTT PUBLIC SCHOOLS**

### **Superintendent of Schools Pamela R.H. Angelakis**

Assistant Superintendent of Student Services Martha Raymond 781 596-8800 x1383	Director of Technology, Digital Learning, and Innovation Lytania Mackey Knowles 781-596-8830 x5132	Director of Teaching and Learning Jean Bacon 781 596-8800 x1373
Director of Finance Martha Sybert 781-596-8800 x1390	Director of Human Resources Tanya Shallop 781 596-8800 x1377	
Swampscott High School 200 Essex St 781-596-8830 Principal: Dennis Kohut	School Resource Officer <b>TBD</b> 781-596-8830	Swampscott Middle School 207 Forest Avenue 781-596-8820 Principal: Jason Calichman
Clarke School 100 Middlesex Avenue 781-596-8812 Principal: Mary Beth Shea	Hadley School 24 Redington Street 781-596-8847 Principal: Ilana Bechick	Stanley School 10 Whitman Road 781-596-8837 Principal: Kathleen Huntley

## **MISSION**

The mission of the Swampscott Public Schools is to...

Promote academic excellence for ALL students by supporting teaching and learning.

Prepare ALL graduates for achieving success in college, career, and citizenship.

Build respectful, caring relationships among all members of our community.

Develop and nurture a culture of reflection, creativity, and commitment to continuous improvement.

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**The student handbook is subject to change and it is the parents/students responsibility to keep current on the student handbook.**

**This handbook applies to all students enrolled in the Swampscott Public School.**

**NON-DISCRIMINATION POLICY AND PROHIBITION AGAINST  
HARASSMENT, SEXUAL HARASSMENT,  
RETALIATION AND HATE CRIMES – STUDENTS**

Pursuant to M.G.L. c. 76, s5, every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

**Prohibited Conduct**

The Swampscott Public Schools has a commitment to maintaining an educational environment and does not discriminate or tolerate harassment against students, parents/guardians, employees, or the general public. No person shall be excluded from or discriminated against in admission to the Swampscott Public Schools, or in obtaining the advantages, privileges, and courses of study of the Swampscott Public Schools on grounds of race, color, religious creed, national origin, sex, gender identity, sexual orientation, age, pregnancy and pregnancy-related conditions, genetic information, ancestry, children, marital or civil union status, veteran status or membership in the armed services, receiving of public assistance, homeless, or disability.

The Swampscott Public Schools prohibits discrimination, including harassment, sexual harassment, and hate crimes, as well as retaliation, of/against any of its students, as such conduct is contrary to the mission of the Swampscott Public Schools and its commitment to equal opportunity in education.

Harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as race, color, religious creed, national origin, homelessness, sex, gender identity, sexual orientation, disability, or age. It is prohibited by the Swampscott Public Schools and violates the law. For purposes of this policy, “school” includes school-sponsored events, trips, sports events, and similar events connected with school or employment. Further, any retaliation against an individual who has complained about discrimination or harassment, or any retaliation against any individual who has cooperated with an investigation of a discrimination, harassment, or retaliation complaint, is similarly unlawful and will not be tolerated.

The Swampscott Public Schools takes allegations of discrimination, including harassment, sexual harassment, and hate crimes, as well as retaliation seriously and will respond promptly to complaints. Where it is determined that harassing conduct which violates the law and this policy has occurred, the Swampscott Public Schools will act

promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include school-related discipline.

The Swampscott Public Schools also prohibits bullying, as set forth in the School Committee's Bullying Policy.

### **Definitions:**

**"Harassment"** is defined as unwelcome conduct, whether verbal or physical, that is based on race, color, religious creed, national origin, homelessness, sex, gender identity, sexual orientation, age. Discrimination and or harassment include, but are not limited to:

- Display or circulation of written materials or pictures that are degrading to a person or group based upon the criteria listed above.

- Verbal abuse or insults about, directed at or made in the presence of an individual or group described above because of one of the criteria listed above.

- Any action or speech that contributes to, promotes, or results in a hostile or discriminatory environment for an individual or group described above.

- Any action or speech that is sufficiently severe, pervasive, or persistent that it either (i) interferes with or limits the ability of an individual or group (as described above) to participate in or benefit from a school program or activity of the Swampscott Public Schools; or (ii) creates an intimidating, threatening or abusive educational environment.

Harassment can be communicated in any form, including verbally, in writing, or electronically via the Internet, cell phones, text messaging, or in any other way, that shows disrespect to others based on race, color, religion, national origin, homelessness, sex, gender identity or sexual orientation, disability, or age.

What constitutes harassment is determined from the perspective of a reasonable person with the characteristics on which the harassment is based.

Many forms of harassment have been recognized as violations of the civil rights laws (including Section 504 of the Rehabilitation Act of 1973, the ADA, Title VI, Title IX, and state statutes like M.G.L. 151C) by federal courts, state courts, the U.S. Department of Education, Office for Civil Rights, and the Massachusetts Commission Against Discrimination.

**"Discrimination"** is defined as treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges, or courses of study in a public school because of an individual's actual or perceived race, color, religious creed, national origin, homelessness, sex, gender identity, sexual orientation, age, or disability (i.e., protected status). A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students because of their membership in a protected class.

Additional definitions and statements RACISM as "prejudice, discrimination, or antagonism directed against someone of a different race based on the belief that one's own race is superior." Racist acts are considered words or deeds done specifically to target another person because of their race. Racism refers to conduct involving negative stereotypes or prejudices about people on the basis of race, color, or ethnicity. Racism reinforces social barriers and attacks the dignity of the victim as an equal member of society. Some examples might include but are not limited to: making snide remarks, excluding someone from an activity or social situation on the basis of race, posting a video or comment online that puts down a student because of their race. "

ANTI-RACISM as "SHS is committed to anti-racism because research has shown that racism can have adverse

effects on people's health, physically and mentally, and can cause anxiety, depression, low self-esteem, high blood pressure, isolation, limit social cohesion, undermine civility, and negatively hinder school climate. These detriments to physical and mental health impact our students' behavioral and academic success. SHS commits to an inclusive, diverse school climate in which students and staff are aware of injustices to persons of color. SHS commits to equitable referral rates for discipline and academic needs across students of color. Students of color tend to receive harsher punishments, discipline, and limits to their education than majority-white peers via misidentification in special education, both academically and behaviorally, which can lead to short term outcomes such as low esteem and disconnect from school culture and teacher relationships, as well as long term outcomes such as lowered graduation rates, worse employment outcomes and lower-income. SHS also commits to investigating reported incidents of racism and disciplining all hate crimes."

**"Hate Crime"** is defined as a crime motivated by hatred, bias, or prejudice, or where the victim is targeted or selected for the crime at least in part because of their actual or perceived race, color, religion, national origin, homelessness, sex, gender identity or sexual orientation, disability, or age. A hate crime may involve a physical attack, the threat of bodily harm, physical intimidation, or damage to another's property.

**"Retaliation"** is defined as any form of intimidation, reprisal, or harassment by a student-directed against any student, staff, or other individuals for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this policy or the district's Comprehensive Civil Rights Policy, or for taking action consistent with the policy.

**"Sexual harassment"** is defined as unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly as a term or condition of employment, academic standing, school-related opportunities, or as a basis for employment decisions.

- Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment.

While it is not possible to list all circumstances that may be considered sexual harassment, the following are examples of conduct that violate the law and policy and which, if severe and pervasive, constitute sexual harassment. In each case, such a determination will depend upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances, whether they involve physical touching or not.

- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.

- Sexual epithets, jokes, written or verbal references to sexual conduct, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess.

- Discussions of one's own sexual activities or inquiries into others' sexual experiences.

- Displaying sexually suggestive objects, pictures, cartoons.

The definitions of discrimination, harassment, and sexual harassment are broad. In addition to the above examples, other unwelcome conduct, whether intended or not, that has the effect of creating a school environment that is hostile, offensive, intimidating, or humiliating to any student may constitute discrimination, harassment, and/or sexual harassment.

### **Reporting Complaints of Harassment, Discrimination, Hate Crimes, Retaliation & Sexual Harassment**

If any Swampscott Public Schools student believes, in good faith, that they have been subjected to sexual harassment or any other form of harassment or discrimination described above, the individual has a right to file a complaint with the Swampscott Public Schools through the Assistant Superintendent of Student Services. Students may also file a complaint with a teacher, Principal, Assistant Principal, or Dean of Students. This may be done orally or in writing. Teachers or other staff members who observe incidents of harassment involving students, or are in receipt of a complaint from a student, shall report such incidents immediately to the Assistant Superintendent of Student Services. Administrators aware of harassment involving any student or employee shall report such incidents to the Assistant Superintendent of Student Services. Parents/Guardians conferences that may include School Resource Officer.

Please note that while these procedures relate to the Swampscott Public Schools' policy of promoting an educational setting free from discrimination and harassment, including sexual harassment, as detailed further in this policy, these procedures are not designed nor intended to limit the Swampscott Public Schools' authority to discipline or take remedial action for conduct which the Swampscott Public Schools deems unacceptable.

The Swampscott Public Schools will work with an individual who files a complaint of discrimination or harassment; including conducting an investigation in accordance with the School Committee Harassment Policy and holding conferences, in order to fairly and expeditiously resolve the complaint. Whenever possible, a conference should be scheduled during a time that does not conflict with regularly scheduled work and/or school programs.

### **Permissible Disciplinary Sanctions and Corrective Actions in Response to Discrimination, Harassment, Hate Crimes and Retaliation**

Disciplinary sanctions and corrective actions may include, but are not limited to, one or more of the following:

- A written warning;

- Parent/Guardian conferences that may include the School Resource Officer;

- Classroom or school transfer;

- Limiting or denying a student access to a part or area of a school;

- Adult supervision on school premises;

- Exclusion from participation in school-sponsored functions, after-school programs, and/or extracurricular activities;

- Short-term or long-term suspension;

- Exclusion, expulsion, or discharge from school;

- An apology to the victim and/or a written reflection;

- Awareness training (to help students understand the impact of their behavior);

- Participation in empathy development, cultural diversity, anti-harassment, anti-bullying, or inter-group relations programs through restorative justice practices;

- Mandatory counseling; or

- Any other action authorized by and consistent with the disciplinary code and this handbook.



### **False Charges**

Any student who knowingly makes false charges or brings a malicious complaint may be subject to any of the disciplinary and/or corrective action(s) detailed above.

### **Student Responsibilities**

Each student is responsible for:

Complying with this policy and the district's Comprehensive Civil Rights Policy;

Ensuring that (s)he does not harass or discriminate against another person on school grounds or in a school-related function, event or activity because of that person's race, color, religion, national origin, homelessness, sex, gender identity, or sexual orientation, disability, or age;

Ensuring that (s)he does not bully another person on school grounds or at a school-related function, event, or activity;

Ensuring that (s)he does not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment, bullying, discrimination, or a hate crime; and

Cooperating in the investigation of reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime.

### **Protection Against Retaliation**

The school will take appropriate steps to protect students from retaliation when they report, file a complaint of, or cooperate in an investigation of a violation of this policy or the district's Comprehensive Civil Rights Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action, including short or long-term suspension, exclusion, or expulsion.

## **Discrimination, Harassment, Hate Crimes and Retaliation Grievance Procedures**

### **Informal Resolution of Complaints**

Before initiating the formal procedure, the student may wish, if possible, to resolve the complaint on an informal basis.

The student can raise the issue with the Assistant Superintendent of Student Services or other designees of the Superintendent, their teacher, Principal, or Assistant Principal.

The Assistant Superintendent of Student Services office is located at the Swampscott Middle School, 207 Forest Avenue, Swampscott, Massachusetts. The Assistant Superintendent of Student Services can be contacted at 781-596-8800 x1383.

The appropriate department or school administrators shall attempt, within their authority, to work with the individual to resolve the complaint fairly and expeditiously within ten (10) working days of receiving the complaint.

Whichever option is chosen, attempts will be made to resolve the matter to the satisfaction of the student who has made the complaint. If the student is not satisfied with the resolution, or if the student does not choose an informal resolution, then the student can begin the formal complaint process.

**Formal Resolution of Discrimination and Harassment Concerns:**

A student may file a complaint in writing to the Assistant Superintendent of Student Services or another designee of the Superintendent of Schools no later than twenty (20) calendar days after the alleged discriminatory practice occurred in order for an expeditious investigation to be conducted unless extenuating circumstances exist.

However, all students should know that the Swampscott Public Schools will investigate any complaint no matter when it is filed. The student shall fill out a [\*Discriminatory Practice Review Form\*](#) that will state the name of the individual and the location of the school/department where the alleged discriminatory practice occurred, the basis for the complaint, and the corrective action the student is seeking. An employee, at the request of the student, may put the complaint in writing for the student.

The Principal or other designee of the Superintendent will conduct the necessary investigation promptly after receiving the complaint. In the course of its investigation, the Assistant Superintendent of Student Services or other designees of the Superintendent shall contact those individuals that have been referred to as having pertinent information related to the complaint. This process shall include, at a minimum, contacting the complainant and the person against whom the complaint was filed and/or the Principal or appropriate authority involved. Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. For example, sometimes the employees or students that are involved in the complaint are not immediately available. The Assistant Superintendent of Student Services or other designees of the Superintendent, however, will make sure that the complaint is handled as quickly as feasible and will strive to complete the investigation within thirty (30) working days. When more than thirty (30) working days are required for the investigation, the Assistant Superintendent of Student Services or other designees of the Superintendent shall inform the student who filed the complaint that the investigation is still ongoing.

While the Swampscott Public Schools cannot guarantee complete confidentiality given the nature of the investigatory process, the investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

After completing the formal investigation of the complaint, the Assistant Superintendent of Student Services or other designees of the Superintendent shall make a decision on the complaint and shall inform the complainant and the person against whom the complaint was filed, of the results of the investigation. If the Assistant Superintendent of Student Services or other designees of the Superintendent finds that there is reasonable cause for believing that a discriminatory or harassing practice has occurred, the Assistant Superintendent of Student Services or other designees of the Superintendent will refer the matter to the Superintendent of the Swampscott Public Schools and/or their designee for appropriate action, up to and including discipline for either the employee or the student(s) who engaged in the harassing conduct.

If no satisfactory resolution can be reached through either the informal or formal resolution procedures detailed above the student or employee has the right to take the complaint to an appropriate state or federal agency. Moreover, it should be noted that using the Swampscott Public Schools' complaint process does not prohibit you from filing a complaint with these agencies. For students, complaints may be taken to the Office for Civil Rights, John W. McCormack Building, Post Office and Court House, Boston, MA 02109-4557 or to the Massachusetts Commission Against Discrimination, One Ashburton Place, Boston, Massachusetts

## Massachusetts Commission Against Discrimination (MCAD)

Boston Office  
One Ashburton Place, Rm. 601  
Boston, MA 02108  
Ph: 617-994-6000; TTY: 617-994-6196

Springfield Office  
436 Dwight St., Rm. 220  
Springfield, MA 01103  
Ph: 413-739-2145

U.S. Dept. of Education  
Office for Civil Rights  
33 Arch St., 9<sup>th</sup> Flr.  
Boston, MA 02110  
Ph: 617-289-0111; Fax: 617-289-1050

The Swampscott Public Schools does not discriminate or tolerate harassment against students, parents/guardians, employees, or the general public. No person shall be excluded from or discriminated against in admission to the Swampscott Public Schools, or in obtaining the advantages, privileges, and courses of study of the Swampscott Public Schools on grounds of race, color, religious creed, national origin, sex, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, age, genetic information, ancestry, children, marital or civil union status, veteran status or membership in the armed services, receiving of public assistance, homeless, or disability.

(Persons with discrimination or harassment concerns and/or complaints should contact the Assistant Superintendent of Student Services at 781-596-8800 x1383.)



## SWAMPSCOTT PUBLIC SCHOOLS

### HARASSMENT POLICY

The Swampscott Public Schools does not discriminate or tolerate harassment against students, parents/guardians, employees, or the general public. No person shall be excluded from or discriminated against in admission to the Swampscott Public Schools, or in obtaining the advantages, privileges, and courses of study of the Swampscott Public Schools on grounds of race, color, religious creed, national origin, sex, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, age, genetic information, ancestry, children, marital or civil union status, veteran status or membership in the armed services, receiving of public assistance, homeless, or disability.

A policy has been developed to ensure that the educational opportunities for all students, and the employment conditions for all employees, are not threatened or limited by such harassment. This policy defines prohibited conduct, the personal responsibilities of all students, employees, and agents of the school district to ensure that prohibited conduct does not occur, a referral and investigation procedure for reported violations of this policy, and defined corrective procedures if violations of this policy have been substantiated. Copies of the policy can be found in the District Student Handbook. Persons to contact regarding this issue are listed below:

Assistant Superintendent of Student Services: Martha Raymond, 781-596-8800 x1383  
207 Forest Avenue, Swampscott, MA 01907

### SCHOOLS

High School: 781-596-8830	Principal: Mr. Kohut	Nurse: Mrs. Kelley
Middle School: 781-596-8820	Principal: Mr. Calichman	Guidance: Ms. Waffle
Clarke: 781-596-8812	Principal: Ms. Shea	Adj. Couns.: Mrs. Kalpin
Hadley: 781-596-8847	Principal: Ms. Bebhick	Psychologist: Mrs. Landergan
Stanley: 781-596-8837	Principal: Mrs. Huntley	Nurse: Mrs. Cassidy

## **ANNUAL LETTER FOR ASBESTOS**

### **ANNUAL LETTER TO PARENTS/GUARDIANS, FACULTY, AND STAFF**

TO: Swampscott Public Schools parents/guardians, faculty, and staff  
FROM: Superintendent, Pamela R.H. Angelakis, M.A., M.Ed.  
DATE: **August 2021**  
RE: Asbestos Containing Material

Environmental Protection Agency issues in 1987 under the Asbestos Hazard Emergency Response Act requires public schools (K through 12) be inspected every 3 years by a licensed asbestos inspector.

For a good many years asbestos was a generally accepted building material. Over time, awareness developed of the potential hazards of asbestos fibers if released into the air. By the mid-1980s health concerns associated with airborne fibers were widely recognized.

“ESIS Health, Safety & Environmental” last performed AHERA 3-Year Re-Inspections on February 21, 2019, and AHERA 6-Month Periodic Surveillance Reports on February 16, 2021. The licensed inspector checked for the presence and conditions of all visible asbestos both friable and non-friable.

The inspector concluded that all areas frequented by students and staff throughout the Swampscott Public Schools facilities were properly maintained. ESIS Health, Safety & Environmental and the Swampscott Public Schools personnel are very confident that students, faculty, and staff are not exposed to the potential hazards of airborne asbestos fibers.

The recent A.H.E.R.A. 3-Year Re-Inspection Reports along with the AHERA 6-Month Periodic Surveillance Reports are available for reading in the main office of each building during normal business hours.

### **CODE OF CONDUCT**

Students in the Swampscott Public Schools are expected to treat all members of the school community with dignity and respect. Each person in the school must have the opportunity to grow personally, socially, and intellectually, as well as the opportunity to exercise their rights in a positive and constructive way. Thus, all members of the school community have a responsibility to conduct themselves in a way that demonstrates respect for all individuals, their rights, and their property. All members of the school community must also understand and support the standards of conduct of the school and assist in the enforcement of rules and regulations. This behavior is expected during all curricular, co-curricular, athletic, and special events of the school both on and off-campus (e.g. SHS partner Essex North Shore Technical High School, offsite SHS facilitated internships, graduation, graduation related activities, school dances and proms, SPS athletic events at another school, competitions outside of SPS, school dances or functions held outside SPS) including on buses or other school-provided transportation. school-provided transportation.

A student’s participation in a co-curricular, athletic, or extracurricular activity is a privilege, not a right or entitlement. Such activities include but are not limited to dances, proms, athletic, fine art, theater, and musical events. The SPS Code of Conduct is expected in all SPS-provided educational programming including participation

in the partnership program with Essex North Shore Agricultural and Technical High School. Failure to meet the Swampscott Public Schools social and civic expectations, both while in the school and in the community, may result in revocation of such privileges.

Because the school is interested in maintaining the quality and integrity of its programs throughout the school year, infractions of school rules. Any activity which is disruptive to individual learning or the environment of the school will not be tolerated.

### **MASSACHUSETTS GENERAL LAWS REGARDING STUDENT DISCIPLINE**

Pursuant to M.G.L. c. 71 § 37H, (a copy of which is provided in this handbook), a student may be subject to expulsion from the school or the school district for (1) possession of a dangerous weapon or controlled substance, on school premises or at school-sponsored or school-related events; (2) assaulting a Principal, Assistant Principal, teacher, teacher's aide, or other school staff on school premises or school-sponsored or school-related events. If a student is charged with violating any of the above, s/he shall receive written notice and an opportunity for a hearing before the School Principal and/or the School Principal's designee. The student may have representation and present evidence and witnesses. The School Principal has the discretion to suspend rather than expel the charged student.

If a student is suspended under the provisions of this section, the school district shall provide the student an opportunity to make academic progress during the period of suspension. If a student is suspended for more than ten (10) consecutive days or expelled under the provisions of this section, the school district shall continue to provide educational services to the student during the period of suspension or expulsion. If the student moves to another district during the period of suspension or expulsion, the new district shall either admit the student to its schools or provide educational services to the student.

Pursuant to M.G.L. c. 71 § 37H ½, (a copy of which is provided in this handbook), if a criminal or delinquency complaint for a felony has been issued against a student, the School Principal or the School Principal's designee, may suspend the student for a period of time deemed appropriate if the Principal or their designee determines that the student's continued presence in school would have a substantially detrimental effect on the general welfare of the school. Prior to the imposition of the suspension, a student shall receive written notice of the charges against them, the reasons for the suspension, and their right to appeal the suspension to the Superintendent of Schools. The suspension shall remain in effect prior to any appeal conducted by the Superintendent. A written notice of appeal shall be made to the Superintendent no later than five (5) calendar days following the effective date of the suspension. At the hearing before the Superintendent, the charged student has a right to counsel and may present oral and written testimony.

If a student is convicted of a felony or adjudicated delinquent of a felony under M.G.L. c. 71 § 37H 1/2, the student may be expelled if the Principal or their designee determines that the student's continued presence in school would have a substantially detrimental effect on the general welfare of the school. The student is entitled to the same procedural rights as above. If a student is suspended under the provisions of this section, the school district shall provide the student an opportunity to make academic progress during the period of suspension. If a student is suspended for more than ten (10) consecutive days or expelled under the provisions of this section, the school district shall continue to provide educational services to the student during the period of suspension or expulsion. If the student moves to another district during the period of suspension or expulsion, the new district shall either admit the student to its schools or provide educational services to the student.

Pursuant to M.G.L. c. 71, § 37H ¾ (a copy of which is provided in this handbook), may be subject to a suspension or expulsion for any offense that is not addressed in M.G.L. c. 71, §§ 37H and 37H ½. Prior to the imposition of a longer-term suspension (i.e. more than 10 days) or expulsion, the Principal or their designee shall consider other

remedies and consequences, and shall avoid using expulsion until other remedies and consequences have been employed. Additionally, prior to the imposition of any suspension or expulsion (except for emergency removals), a student shall receive oral and written notice of the charges against them and the right to a hearing before the suspension/expulsion takes effect. A student who has been suspended or expelled for more than ten (10) school days may appeal to the Superintendent and a written notice of appeal shall be made to the Superintendent not later than five (5) calendar days following the effective date of the suspension. The suspension shall remain in effect prior to any appeal conducted by the Superintendent.

If a student is suspended under the provisions of this section, the school district shall provide the student an opportunity to make academic progress during the period of suspension. If a student is suspended for more than ten (10) consecutive days or expelled under the provisions of this section, the school district shall continue to provide educational services to the student during the period of suspension or expulsion. If the student moves to another district during the period of suspension or expulsion, the new district shall either admit the student to its schools or provide educational services to the student.

#### **Chapter 71: Section 37H. Policies relative to the conduct of teachers or students; student handbooks**

The Superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff, and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the Principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures ensuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to the discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as the procedures used to develop such codes, shall be filed with the department of education for informational purposes only.

10In each school building containing grades nine to twelve, inclusive, the Principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

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

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

(b) Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide, or other educational staff on

school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a said hearing before the Principal. After said hearing, a Principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of their appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the Department of Elementary and Secondary Education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The Department of Elementary and Secondary Education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the Department of Elementary and Secondary Education shall make district-level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine-readable format. This report shall include district-level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

## **STUDENT SUSPENSION AND EXPULSION**

### **Chapter 71: Section 37H½. Felony complaint or conviction of student; suspension; expulsion; right to appeal**

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

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

The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of their request for an appeal no later than five calendar days following the effective date



of the suspension. The Superintendent shall hold a hearing with the student and the student's parent/guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on their behalf and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town, or regional school district with regard to the suspension.

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

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

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

**Chapter 71: Section 37H  $\frac{3}{4}$ . Suspension or Expulsion on Grounds Other Than Those Set Forth in Secs. 37H or 37H  $\frac{1}{2}$**

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H  $\frac{1}{2}$ .

(b) Any Principal, Superintendent, or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process, and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the Principal of a school in which the student is enrolled, or a designee, shall provide, to the student and the parent/guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the Principal, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The Principal, or a designee, shall ensure that the parent/guardian of the student is included in the meeting, provided that such meeting may take place without the parent/guardian only if the Principal, or a designee, can document

reasonable efforts to include the parent/guardian in that meeting. The department shall promulgate rules and regulations that address a Principal's duties under this subsection and procedures for including parents/guardians in student exclusion meetings, hearings, or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the Principal, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent/guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The Principal or designee shall notify the Superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the Superintendent. The student or a parent/guardian of the student shall notify the Superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent/guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The Superintendent or designee shall hold a hearing with the student and the parent/guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent/guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the Superintendent, or a designee, may proceed with a hearing without a parent/guardian of the student if the Superintendent, or a designee, makes a good faith effort to include the parent/guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses, and shall have the right to counsel. The Superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

### **DISCIPLINE FOR STUDENTS WITH DISABILITIES**

#### **Students identified as having special needs**

1. All students are expected to meet the requirements for behavior as set forth in this Handbook. Chapter 71B of the Mass. General Laws, formerly known as Chapter 766, require that additional provisions be made for students who have been found by an Evaluation Team to have special needs and whose individualized program is described in an Individualized Educational Plan (IEP). Students eligible for services or accommodations under Special Education Regulations or Section 504 may be entitled to additional procedural protections. Discipline procedures for special education students, and/or for students who have been referred for special education testing, and or students on 504 plans are outlined below. The Principal will ensure that all necessary procedures are implemented.

- a. Students with Special Needs may be suspended for up to ten (10) consecutive days, and may also be suspended for up to ten (10) cumulative days, as fully outlined under M.G.L. c. 71B, and the

Individuals with Disabilities Education Act. Such suspensions may be carried out without any further or additional process, except that if the student is suspended pursuant to G.L. c.71, §§37H, 37H ½, the student shall have the opportunity to make academic progress.

- b. Suspensions or exclusions in excess of ten (10) consecutive days or ten (10) cumulative days may also occur, provided that the conduct for which the student is being disciplined is not a manifestation of their disability, and the District provides educational services which will allow the student to access the general curriculum and to make progress toward their goals.
2. The IDEA and M.G.L. c. 71B allow school personnel to move a student with disabilities to an interim alternative educational setting (IAES) for up to 45 school days, if that student is in possession of a dangerous weapon at school or a school function or on school property, is in possession or uses a controlled substance or sells or solicits the sale of a controlled substance while at school or a school function or on school property, or inflicts serious bodily injury on a person, including themselves. The appropriate interim alternative educational setting shall be determined by the IEP Team.
3. The IDEA and M.G.L. c. 71B also allows school personnel the option of asking a hearing officer or a court to move children with disabilities to an interim alternative educational setting for up to 45 school days, if they are substantially likely to injure themselves or others in their current placement.
4. When a special needs student has been suspended for more than ten (10) consecutive or ten (10) cumulative days in a school year, such that a substantial change in placement is occurring or will occur, the IEP Team will meet to conduct a manifestation determination. Relevant members of the team meet for the manifestation determination, and they answer two questions, after reviewing relevant documents and the misconduct of the student:

Is the misconduct the result of failure to implement the student's IEP? And

Is the misconduct caused by, or does it have a direct and substantial relationship to the student's disability?

A summary of the manifestation determination review will be written and a copy provided to the Parent(s)/Guardian(s) as soon as possible after the review, but no later than five (5) school days after the review.

5. If the team finds that the misconduct was not a manifestation of the student's disability, then the student may be disciplined according to the discipline policy in this handbook. The student will receive educational services during this period of suspension or exclusion. If the team finds that the misconduct was a manifestation of the student's disability, then the school may still be able to implement an IAES (see ## 2 and 3 above). If the IAES is not possible, then the student will remain in their current placement, and the team will arrange for a functional behavioral assessment (if one has not been conducted on the student) and the development or modification of a behavior intervention plan.
6. The Principal (or designee) will notify the Special Education Office of the suspendable offenses of a special needs student and a record will be kept of such notices.

#### Students identified as having a disability and provided with a Section 504 plan

Students are expected to meet the expectations for behavior identified in this handbook. A student on a Section 504 plan may be disciplined like any other non-disabled student. However, if the student is going to be suspended for ten (10) or more consecutive days, expelled or suspended for more than ten (10) cumulative days (and there is a

change in placement as a result), then a manifestation determination review shall be conducted. The student's 504 team shall convene, and answer two questions, after reviewing relevant documents and the misconduct of the student:

Is the misconduct the result of failure to implement the student's 504 plan?

Is the misconduct caused by, or does it have a direct and substantial relationship to the student's disability?

A summary of the manifestation of determination review will be written and a copy provided to the Parent(s)/Guardian(s) as soon as possible after the review, but no later than five (5) school days after the review.

Students who have not yet been determined eligible for special education

Students who have not been determined to be eligible for special education and related services and who have engaged in behavior that violates the school district's code of conduct may assert any of the protections provided to students with disabilities if the school district had knowledge that the student was a student with a disability before the behavior that resulted in the disciplinary action occurred.

The school district may be considered to have prior knowledge if, before the behavior that resulted in the disciplinary action occurred:

The parent/guardian expressed concern in writing to administrative personnel of the student's school or to the student's teacher that the student is in need of special education and related services, or

The parent/guardian requested an evaluation of the student, or

District staff expressed, directly to the special education director or other supervisory personnel, specific concerns about a pattern of behavior demonstrated by the student.

The district may not be deemed to have had knowledge if a parent/guardian has not consented to an evaluation of the student or has refused special education services, or if an evaluation of the student was completed and resulted in a determination of ineligibility.

If the school does not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be subjected to the disciplinary measures applied to children without disabilities who engage in comparable behaviors.

**If the district had no knowledge that the student is a student with a disability, the student may be subjected to disciplinary measures applied to students without disabilities. However, if the parent/guardian requests an evaluation during the time period in which the student is subjected to these disciplinary measures, the district must conduct an expedited evaluation to determine whether the student is eligible for special education and related services. Until the evaluation is completed, the student remains in the educational placement determined by the district, which can include suspension or expulsion without educational services. If, after the evaluation, the student is determined to be eligible the district must provide special education and related services in accordance with the IDEA.**

## SWAMPSCOTT PUBLIC SCHOOLS

### **CHAIN OF COMMUNICATION**

#### **WHO DO I CALL WITH A QUESTION OR SUGGESTION?**

Following is the Swampscott Public School District communication protocol to promote direct, open, and respectful interactions. The protocol starts with the staff member closest to the situation. Appropriate communication channels for a variety of topics are listed below. Please refer to [www.swampscottps.org](http://www.swampscottps.org) for contact information. Please move to the next step if unresolved.

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**Classroom Issues Involving an Individual Child** (classroom procedures, behavior, grades, schedule, etc.)

OR

**Curriculum and Instruction** (subject matter being taught, teaching strategies, textbooks and materials used, etc.)

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#### ***For Preschool:***

STEP 1 – Special Education Teacher or Related Service Provider

STEP 2 – Director of Preschool

STEP 3 – Assistant Superintendent of Student Services

STEP 4 – Superintendent of Schools

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#### ***For Grades K-4:***

STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider

STEP 1b – If appropriate – School Adjustment Counselor or Psychologist

STEP 2 – School Principal

STEP 3 – Assistant Superintendent of Student Services

STEP 4 – Superintendent of Schools

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#### ***Grades 5-12:***

STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider

STEP 1b – If appropriate, School Guidance Counselor or Psychologist

STEP 2 – Curriculum Team Leader/Liaison

STEP 3 – Assistant Principal

STEP 4 – Principal

STEP 5 – Assistant Superintendent of Student Services

STEP 6 – Superintendent of Schools

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#### ***504 Plans:***

STEP 1 – Classroom Teacher

STEP 2 – Designated Building 504 Coordinator

STEP 3 – School Principal

STEP 4 – Assistant Superintendent of Student Services

STEP 5 – Superintendent of Schools

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**Special Education****For Grades K-4:**

STEP 1 – Teacher, Special Education Teacher, Related Service Provider

STEP 2 – Team Chairperson

STEP 3 – School Principal

STEP 4 – Assistant Superintendent of Student Services

STEP 5 – Superintendent of Schools

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**Special Education****For Grades 5-12:**

STEP 1 – Teacher, Special Education Teacher, Related Service Provider

STEP 2 – Team Chairperson

STEP 3 – School Principal

STEP 4 – Assistant Superintendent of Student Services

STEP 5 – Superintendent of Schools

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**Medical Concerns:**

STEP 1 – School Nurse

STEP 2 – Nurse Leader

STEP 3 – School Principal

STEP 4 – Assistant Superintendent of Student Services

STEP 5 – Superintendent of Schools

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**Guidance Department****For Grades 5-12:**

STEP 1 – Guidance Counselor

STEP 2 – Assistant Principal

STEP 3 – School Principal

STEP 4 – Assistant Superintendent of Student Services

STEP 5 – Superintendent of Schools

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**Transportation: Bus Incidents (Gr 5 - 8)**

STEP 1 – School Principal

STEP 2 – School Business Administrator

STEP 3 – Superintendent of Schools

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**Transportation: Bus Incidents (Special Education)**

STEP 1 – Transportation Coordinator – Student Services Administrative Assistant

STEP 2 – Assistant Superintendent of Student Services

STEP 3 – Superintendent of Schools

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**METCO Program and Transportation:**

STEP 1 – METCO Director

STEP 2 – School Principal

STEP 3 – Assistant Superintendent of Student Services

STEP 4 – Superintendent of Schools

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**Athletics****For Grades 5-12:**

STEP 1 – Coach

STEP 2 – Athletic Director

STEP 3 – School Principal

STEP 4 – Superintendent of Schools

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**Food Service:**

STEP 1 – Administrator of Food Services

STEP 2 – School Business Administrator

STEP 3 – Superintendent of Schools

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**Essex Tech Program:**

STEP 1 – High School Principal

STEP 2 – Assistant Superintendent of Student Services

STEP 4 – Superintendent of Schools

## **STUDENT RECORDS**

A. **Definitions**

**Authorized School Personnel** shall include but is not limited to, administrators, teachers, counselors, therapists, paraprofessionals, administrative office, staff, and clerical personnel. Authorized School Personnel includes those employed by the District or under contract with the District as an independent contractor, those under an agreement with the District to provide services to the student, and those on a special education evaluation team (“TEAM”). However, those not employed by the District shall have access to only the student record information that is required for them to perform their duties.

**An eligible student** shall mean any student who is 14 years of age or older or who has entered 9<sup>th</sup> grade.

**Parent** shall mean a student’s father or mother, or guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or guardian. A non-custodial parent is a parent who does not have physical custody of a child. Non-custodial parents may not be eligible to access their child’s student record or may have to follow certain procedures in order to access the student record. See Section D below

**The Student Record** shall consist of all information concerning a student that is kept by the school district and which personally identifies the student; it consists of the temporary record and the transcript.

B. **General Provisions**

The rights outlined below may be exercised by the parent(s)/guardian(s) for a student under the age of 14 years, or jointly by an eligible student and parent(s)/guardian(s). A student 18 years or older may, in writing, deny their parent(s)/guardian(s) access to their student record, except the right to inspect the student record, by making such request in writing to the School Principal or Superintendent of schools who shall honor such request and retain a copy of it in the student record.

Each eligible student and parent/guardian, except as limited herein for non-custodial parents/guardians, has the right to access the Student Record for that student within ten (10) days of submitting a written request to see the records. Copies of any records may be obtained upon request and shall be provided within ten (10) days of the request. The District may charge for the cost of reproducing copies.

The student's record is available to Authorized School Personnel who work directly with the student, or administrative/clerical personnel who need to have access to records in order to carry out their responsibilities. Authorized School Personnel do not need permission to see student records.

No information in the Student Record is available to anyone outside the school system without written permission from the eligible student and/or parent/guardian, unless the requesting party has listed an exception as provided by the Student Records regulations, 603 CMR 23.00, et seq. Exceptions to the requirement of written permission include, but are not limited to, a probation officer, court order, subpoena, where health or safety requires the disclosure of student information/records or upon transfer to another school district. However, eligible students and/or their parent(s)/guardian(s) will generally be notified before these records are released. A written release must be signed to have any part of the school record sent outside the school. This includes, but is not limited to prospective employers, other technical schools, and colleges.

An eligible student and parent/guardian have the right to request to add relevant information to the student's record as well as the right to request removal of information believed to be untrue or incorrect. See Section D below.

C. Directory Information Notice

The Swampscott School District has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 et seq.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received (10) post-high school plans of the student.

Directory information may be disclosed for any purpose at the discretion of the school system, without the consent of a parent/guardian of a student or an eligible student. Parents/Guardians of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information; such refusal must be in writing and made annually. In that case, this information will not be disclosed except with the consent of a parent/guardian or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq. You are hereby notified that pursuant to this notification, the school system will provide requested directory information to military recruiters unless the parent/guardian or eligible student specifically directs otherwise, as required by the Every Student Succeeds Act.

Any parent/guardian or eligible student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the Principal on or before the 15th day of each September.

In the event that a refusal is not filed, it is assumed that neither a parent/guardian of a student nor eligible student objects to the release of the directory information designated.

D. Rights of Non-Custodial Parents/Guardians

It is necessary for parents/guardians to submit a copy of any custody agreement or order, and any subsequent changes made thereto, to the District so that District personnel may identify which of the parents/guardians has physical custody of the child. The non-custodial parent/guardian may access their



child's record unless:

1. The parent/guardian has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student, and the threat is specifically noted in the order pertaining to custody or supervised visitation, or the parent/guardian has been denied visitation, or
3. The parent's/guardian's access to the student has been restricted by a temporary or permanent protective order unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. There is an order of a probate and family court judge which prohibits the distribution of Student Records to the parent/guardian.

The District shall place in the student's record any documents indicating that a non-custodial parent's/guardian's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

**Non-Custodial Parent/Guardian Access:** In the case of a non-custodial parent/guardian who is eligible to access the student record, i.e., does not fit any of the three (3) categories under 1-3 above, the non-custodial parent/guardian must submit a written request for the student record to the School Principal. Upon receipt of the request, the Principal and/or their designee shall immediately notify the custodial parent/guardian by certified and first-class mail, in English and the primary language of the custodial parent/guardian, that it will provide the non-custodial parent/guardian with access after 21 days unless the custodial parent/guardian provides the Principal with documentation that the non-custodial parent/guardian is not eligible to obtain access as set forth under 1-4 above.

When the student record is released to the non-custodial parent/guardian, the school will delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent/guardian from student records provided to non-custodial parent/guardian. In addition, such records will be marked to indicate that they shall not be used to enroll the student in another school.

Upon receipt of a court order that prohibits the distribution of information to a non-custodial parent/guardian, the school shall notify the non-custodial parent/guardian that it shall cease to provide access to the Student Record to the non-custodial parent/guardian.

E. Amending Your Child's Record

1. An eligible student or parent/guardian has the right to add information, comments, data, or any other relevant written material to the Student Record. The eligible student or parent/guardian should submit the additional information in writing to the Principal with a written request that the information is added to the student record.
2. An eligible student or parent/guardian has the right to request in writing deletion or correction of any information contained in the Student Record, except for the information that was inserted into that record by the TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance of the Individual Educational Plan ("IEP"), or, if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:

(a) If an eligible student or parent/guardian is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student's record, the eligible

student or parent/guardian shall present the objection in writing and/or have the right to have a conference with the Principal or their designee to make the objections known.

(b) The Principal or their designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such eligible student or parent/guardian a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the eligible student or parent/guardian, the Principal or their designee shall promptly take such steps as may be necessary to put the decision into effect.

(c) If the Principal's decision is not satisfactory to the parent/guardian, the eligible student or parent/guardian may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the Principal's decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.

(d) If the Superintendent's decision is not satisfactory to the eligible student or parent/guardian, the eligible student or parent/guardian may appeal to the School Committee by filing a written appeal within five (5) business days of receipt of the Superintendent's decision. The School Committee shall conduct a hearing as required on the appeal as required by 603 CMR §23.09(4).

F. Notice On Transfer To Other Schools

Pursuant to 603 CMR 23.07(g), notice is hereby given to parents/guardians and eligible students that the District forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of cumulative records takes place without the consent of the parent/guardian or eligible student. Consent is required for special education records.

G. Destruction of Records

Notice is hereby given that the temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates, or withdraws from the school system. When the student transfers, graduates, or withdraws from school, and if the eligible student or the parent/guardian wants the temporary record, they must request, in writing, that the documents be provided to them.

During the time a student is enrolled in school, the Principal or their designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that eligible students and parents/guardians are notified in writing and are given an opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary record.

H. Display/Publication of Student Work

Notice is hereby given that there will be occasions when student work is seen and is on display within the school; for example, at open houses, exhibits, fairs, on bulletin boards, etc. Unless an eligible student or parent/guardian informs the District in writing no later than September 15 of each school year, the District will assume that this publication/display of the student's work is acceptable to the eligible student or parent/guardian.

I. Complaint procedure

In addition to the appeal procedure, above, a parent/guardian/eligible student may file a complaint with the Family Policy Compliance Office (FPCO) of the federal Department of Education. The FPCO has the authority to interpret and decide issues involving student records under FERPA. FPCO's address is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
Washington D.C. 20202-5920

## TECHNOLOGY RESPONSIBLE USE POLICY

**Educational Purpose** The Swampscott Public School District has adopted the Responsible Use Policy (RUP) for staff, students, and guests who have access to school computers and devices, system network, or school accounts for Google, Aspen, Teachpoint, our website, and other software or information technology. **Network access is a privilege, not a right.** The use of the network must be consistent with, and directly related to, the educational objectives of the Swampscott Public Schools. This policy is intended to ensure safety through the proper conduct of users and requires efficient, ethical, and legal utilization of technology. **This Responsible Use Policy ALSO applies to remote use of SPS technology including use at home or other venues outside of SPS buildings.**

**SPS Responsibilities** Our policy is based on our requirement by CIPA (Children's Internet Protection Act) to ensure that our protection measures block and filter internet access to obscene pictures and sites that are harmful to minors. In addition, our internet safety policy must include the monitoring of online activities of minors, we must provide education to students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response (CIPA, 2017). As we have moved to a hybrid learning environment where students are using the district's technology at home, a web filtering system will be deployed to each device used outside the school district. This means that anything that is done on a district-issued device is on record and may be sent to building administrators for review.

### Responsible Use & Digital Safety for All Users (staff & students & public wi-fi)

**Proper safety and etiquette are expected of all users. Remember that anything you put on the internet may be attached to your digital footprint forever.**

- Users are expected to communicate in ways that are kind and respectful.
- Users will not use inappropriate language that is obscene, profane, lewd, vulgar, rude, inflammatory, or threatening in public and private messages, including but not limited to, e-mails and chats, naming of files, websites, or blogs.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- Users will not buy, sell, advertise, or otherwise conduct non-school-related business, using school email or school resources.

**Respect and protect the privacy of yourself and others.**

- Users will only log into their own account and will not attempt to gain access to another user's account.
- Users will not share passwords, view or copy data, or access networks to which they are not authorized
- Users will not post personal contact information about themselves or other people. Personal contact information includes, but is not limited to, a user's address, telephone number, credit card number, etc.

**Practice legal and ethical behavior.**

- Users will not intentionally access, transmit, copy, or create materials that violate the school's code of conduct or are illegal (such as, but not limited to, messages that are illegal copies of copyrighted works, stolen materials, obscene or sexual in nature, threatening, rude, discriminatory, or meant to harass).
- Users will not engage in any illegal act, such as but not limited to, arranging for a drug sale, the purchase of alcohol, threatening the safety of a person or persons, etc., via the school's network, Internet, computers, technology devices or information technology.
- Users will not engage in plagiarism and copyright infringement. Users will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by copyright.
- Users should promptly disclose to school authorities any inappropriate websites that have been discovered or accessed.
- Users will not make deliberate attempts to disrupt the school's computer system or network or any other computer system or network or destroy data by sending computer viruses or by any other means.

**Specific Policy for Student Use**

- Students in grades pre-kindergarten through grade 8 will access the Internet only when a recognized authority figure (i.e., staff member, administrator, parent volunteer) is in the same room.
- Students in grades 9-12 will have Internet access without an adult in the room provided they abide by the policies set forth within the RUP and by the teacher or Principal. The school district reserves the right to revoke a student's privilege at any time.
- Students will not capture, record, or distribute audio, video, or pictures of any school activity without the permission of the students and staff involved.
- Students will report threatening or discomfoting materials to a teacher or trusted school staff member.

**Free Speech**

A user's right to free speech, as set forth in the United States Constitution, applies to communication on the Internet. Internet access as provided by Swampscott Public Schools is considered a limited forum, similar to the school newspaper, and therefore **the District may restrict speech for valid educational reasons.**

**Privacy Expectations**

The District's system network, computers, technology devices, and information technology are the property of the District and are subject to inspection at any time and without prior notice. **Users have no expectation of privacy in the use of the District's system network, computers, technology devices, and information technology.**

Swampscott Public Schools reserves the right to monitor, inspect, copy, review and store any and all use of the Internet, the District's system network, computers, technology devices, and information technology, including, but not limited to, Teachpoint, Aspen, and Google, and all other software used for teaching and learning for the District.

### **Due Process**

1. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access as provided by Swampscott Public Schools.
2. In the event there is a claim that a user has violated this policy, the user will be provided with written notice of the suspected violation and an opportunity to present an explanation before the building administrator.
3. Violation of the Responsible Use policy will result in disciplinary action by the District, Principals and/or teachers and may include but are not limited to the following consequences: verbal or written warnings, parent/guardian meetings, and network use suspension.
4. If the violation also involves a violation of other provisions of the school's disciplinary code, it will be handled in a manner described in that disciplinary code.

### **Limitation of Liability**

Swampscott Public Schools makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the system network, Internet, school computers, school technology devices or information technology will be error-free or without defect. Swampscott Public Schools will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Swampscott Public Schools, along with any person or organization associated with the school district internet connectivity, will not be liable for the actions of anyone connecting to the Internet through the school network infrastructure, or for the action of anyone connecting to the District's network. Swampscott Public Schools will not be liable for the actions of anyone using school computers, technology devices, or information technology. All users shall assume full liability, legal, financial, or otherwise for their actions while using the school's network, Internet, computers, technology devices, or information technology. Swampscott Public Schools assumes no responsibility for any information or materials transferred or accessed from the Internet. Swampscott Public Schools strongly condemns the illegal distribution of software. All users should be aware that such action is illegal and is punishable under federal law by fine or imprisonment. Swampscott Public Schools reserves its right to seek restitution from any user for costs incurred by the District, including any legal fees, for the inappropriate use of the District's network.

Parents/guardians agree to accept financial responsibility for any expenses or damages incurred as a result of their student's inappropriate or illegal activities on the District's network and to reimburse Swampscott Public Schools for any expenses or damages incurred in the use of district-owned technology devices.

### **By signing the SPS Handbook, users and families consent to the following:**

- Users/families have read the Responsible Use Policy for the Swampscott Public Schools.
- Users/families understand that this access is designed for educational purposes. Families will review with children.
- SPS provides all students with a Google Suite for Education account.
  - This account offers two categories of Google services: Core Services (like Gmail, Drive, Calendar, and Classroom) that are provided under SPS's Google Suite for Education agreement, and additional services that are designed for consumer users and can be used with G Suite for Education accounts for educational purposes.
  - By signing the Student-Parent Handbook, parents/guardians are giving permission for their students under the age of 18 to use any software that is deemed appropriate for educational use at SPS.
- Users will abide by the content in the Responsible Use policy.

### Parents/guardians

- I give permission for my child to have access to the Internet that corresponds with their grade level. I have discussed with my child regarding the responsibilities with the use of the Swampscott Public Schools Internet access and materials.
- My child understands and agrees to follow the Responsible Use Policy for Swampscott Public Schools.
- **I understand that any violation by my child of the terms of the Responsible Use Policy may result in suspension or revocation of his/her email account or independent access to the internet, school disciplinary action, and, if warranted, referral to law enforcement authorities.**
- I will not hold the Swampscott Public Schools liable or responsible for any materials my child accesses, acquires, or transmits via the Swampscott Public Schools' computer network and/or the Internet.

### SPECIAL EDUCATION

A student may be referred for a special education evaluation by a parent/guardian or any person in a caregiving or professional position concerned with the student's development. The criteria for special education require that the child have a disability, as defined by law; and that s/he is unable to make effective progress in school as a result of the disability without the provision of specially designed instruction or s/he is unable to access the general curriculum without the provision of specially designed instruction.

### SCHOOL HOURS

**Preschool:** Mon., Tues., Thurs., & Fri. – 8:30am – 2:00pm

Wed. – 8:30am – 12:00pm

**Elementary:** 8:15am – 2:15 pm - Supervision is provided at 8am outside the building, weather permitting, and inside in inclement weather. If a family needs earlier drop-off, they should enroll in the Extended Day Program. Students may enter classrooms at 8:10am. **Breakfast will be provided at 7:50am.**

**Middle School:** 8:00am – 2:20pm – Students may enter the building at 7:45am.

**High School:** 8:10am – 2:30pm

See site-specific rules and procedures.

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### ACCEPTANCE & USE OF GIFTS, GRANTS & DONATIONS

#### Gifts from Students

Students and their parents/guardians are discouraged from the routine presentation of gifts to school employees on occasions such as holidays and/or the end of the school year. Students and their parents/guardians may make contributions to the school in honor of a school employee. The School Committee considers it appropriate to write letters to staff members expressing gratitude or appreciation.

Public employees may not accept any gifts worth \$50 or more in a calendar year that is given because of the position they hold, or because of some action the recipient could take or has taken in their public role which violates the conflict of interest law. Public employees may accept gifts that are worth less than \$50.00 written public disclosure is required using the "Disclosure of Appearance of Conflict of Interest Form" as required by M.G.L. c. 268A, section 23(b)(3). The law also prohibits supervisors from accepting gifts of any value from staff members.

Massachusetts General Law Reference:

M.G.L. c. 268A, section 23(b)(3) – Conduct of Public Officials, Employees

Swampscott Public Schools Policy:

GBEBC – Gifts to and Solicitations by Staff

### **ACCESSIBILITY/RETURN OF TESTS**

All tests, quizzes, papers, mid-year examinations, and final examinations will be corrected in a timely manner and returned for students to see. Parents/Guardians will have the opportunity to review tests, quizzes, and papers and in addition, upon submission of a written request, be provided a copy of the students' tests (including both answer and question sheets, scoring guides, rubrics, and other materials used to evaluate student performance) other than diagnostic and/or placement tests and other than where a publisher's copyright prevents such copying. It is the policy of the district that all tests created by staff are considered property of the District unless expressly waived by the Superintendent.

### **ALCOHOL AND DRUG SUBSTANCES**

Alcohol, tobacco, vapes, juuls, e-cigarettes, e-flavoring, vaping paraphernalia, and controlled substances, pursuant to M.G.L. 71:1;71:96, will not be permitted on school property, school busses, or at any school-sponsored events **AT ANY TIME**. Any student in possession of, or under the influence of alcohol, tobacco, or any controlled substances, pursuant to M.G.L. 71:1;71:96, will be subject to the consequences outlined below.

No student shall sell or give to another student alcohol, tobacco, or a controlled substance, pursuant to M.G.L. 71:1;71:96, on school property **AT ANY TIME**. Any student who sells or gives the above-references to substances to another student will be subject to the consequences outlined below.

The possession and/or sale of drug paraphernalia is strictly prohibited and an appropriate consequence will be assigned by the administration. Drug paraphernalia includes but is not limited to: syringes, "pot" pipes, "roach" clips, rolling papers, or handmade items commonly associated with drug use. Items considered to be look-alike or items purported to be drug-related are also included in this category.

Any student found to have violated any of the above rules may be required by the Administration to participate in an approved program of education in the abuse of alcohol or controlled substances prior to their being allowed to resume attendance at school.

School Administrators may direct qualified personnel to administer accepted physical tests to determine whether a student has ingested or is under the influence of alcohol or a controlled substance, pursuant to G.L. c.94C.

Consequences for Alcohol and Controlled Substances:

Student violators are subject to the following consequences:

1 <sup>st</sup> Offense	Up to 10 days out-of-school suspension Denial of participation in school-sponsored extracurricular activities Referral to an appropriate treatment program (Prevention Specialist) Police notification Conference with adjustment counselor Parent/Guardian Conference with school administration Superintendent notified
Subsequent Offense	Immediate dismissal from school Police notification Expulsion hearing

## **ASSESSMENT**

The Massachusetts Comprehensive Assessment System (MCAS) is given in the spring. Results are released in the fall. These tests are based on the Massachusetts Curriculum Frameworks. The state continues to revise the schedule of testing and grades to be tested. Notices will be sent home, as the information is complete.

## **ATTENDANCE**

Children are expected to be at school on time whenever school is in session. Please contact the school by 8:00 a.m. on the date of the absence or leave a message on the answering machine to report your child's absence. If we do not hear from a parent/guardian, a call will be placed to check on the whereabouts of the child. Upon returning to school, students **must** bring a note to the teacher explaining the nature of the absence.

Massachusetts General Laws Chapter 76, Section 2: *Every person in control of a child...shall cause him to attend school as therein required, and, if he fails to do so for seven-day sessions or fourteen (14) half-day sessions within any period of six months, he shall, on a complaint by a supervisor, be punished by a fine of not more than twenty dollars.*

*Excused Documented* - absence does not count against the student, make-up allowed

- Religious holiday
- Authorized field trip
- Documented medical/behavioral health care

Massachusetts General Laws Chapter 76, Section 4: *Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully therefrom, shall be punished by not more than two hundred dollars (\$200).*

1. Truancy: Unexcused absences from school without a valid excuse.
  - a. Within 3 days of any unexcused absence, the Principal's office, or the Principal's designee, shall notify the parent/guardian of the student's absence.
  - b. Following the 5<sup>th</sup> absence, the Principal's office, or the Principal's designee, shall notify the parent/guardian of the student's absence, and shall make a reasonable effort to meet with the parent/guardian to discuss the student's attendance.
  - c. At the meeting, the Principal, Assistant Principal or another designee, the parent/guardian, and the student must develop action steps to address the student's attendance. Other relevant school personnel and officials from public safety, health and human services, housing, and nonprofit agencies, may offer input into the development of action steps.
2. Absences from class: students must attend all classes and study halls to which they have been assigned.
  - a. Following the 2<sup>nd</sup> absence from any class, study hall, or another period of the school day within a 5-day period, the Principal's office, or the Principal's designee, shall notify the parent/guardian of the student's absences.

## **BREAKFAST/LUNCH**

The breakfast and lunch program for the 2021-2022 school year is free. Students can give their name or use their student ID at the cafe register and their account can be accessed.

1. **Pay by Cash:** Students are allowed to bring cash to the register to buy extra lunch items or snacks or to add to their account.



2. **Pay by Check:** Write checks out for the exact amount made payable to the **Town of Swampscott**. Please make sure to send in an envelope with your child's name and the amount due written on it. This should be delivered to the cashier at lunch.
3. **MySchoolBucks** online - The account(s) allow you to add value, view your student(s) account balance, access email reminders, etc.  
**Student lunch/breakfast accounts can be accessed through the district website:**  
**[www.swampscottps.org](http://www.swampscottps.org) - click on Resources/For Families/Food Services: click on Payment Options/mySchoolBucks**

Free/Reduced lunch applications are located on the Chartwells website (**[www.swampscottps.org](http://www.swampscottps.org) - click on Resources/For Families/Food Services**) and are also available at the Business Office, located at 207 Forest Ave. The main office may print a copy for any student and family as well.

### **CHILD CUSTODY**

Students will be released to parents/guardians and information will be given to parents/guardians unless the custodial parent/guardian has notified the school that there is a court order that specifically limits the rights of one of the parents/guardians. It is clearly the responsibility of the parents/guardians to provide copies to the school of all court documents in this regard.

One of our goals is to encourage independence and responsibility, which are characteristics of a mature person. Since an orderly atmosphere is essential for learning to take place, these guidelines are for the personal welfare of the student as well as for the common good of the entire school.

### **COMMUNICATIONS**

The Swampscott Public Schools uses the ConnectEd computerized telephone communication to relay important information relevant to the entire school system or to a specific school. Please make sure your child(ren)'s school has correct telephone information.

The school website is another source where useful information can be found and should be checked on a regular basis. <http://swampscottps.org>.

Twitter: Receive the most up-to-date information in and around the District by following us on Twitter @sps01907.

### **DRESS CODE**

Personal appearance is an individual matter. No one, however, has the privilege of disregarding the norms of reasonable dress. Attire that could interfere with the learning process is not allowed. Students who fail to abide by the guidelines listed below will be asked to either change clothes or wear garments provided by the school. Continual infractions may result in disciplinary action. Parents/Guardians will be contacted if there is a question regarding a student's attire. Clothing must always conform to the safety standards of the particular class. The dress code guidelines are as follows:

#### **Dress Code Guidelines**

- Students in grades 9-12 are required to wear their school ID on the school-issued lanyard every day.
- Clothing that causes a disruption or disorder within the school may not be worn. This includes clothing that school administrators deem inappropriate such as but not limited to references to drugs, alcohol, or profanity.
- Shoes/sandals must be worn at all times.

- Hats (caps, hoods, bandanas) may not be worn or carried in the school except when authorized. Hats may be confiscated and kept by the school administration for the remainder of the school year. This does not apply to clothing worn for religious or medical reasons.
- Bathing suits may not be worn as clothing.
- Undergarments should not be visible
- Coats/jackets should be kept in student lockers unless authorized because conditions warrant otherwise. Gloves and/or mittens are not to be worn during the school day.
- Non-prescription sunglasses should not be worn in the building.
- Students in Grades K-4 go outside for recess daily when the temperature is appropriate. Elementary students need to dress appropriately for the weather. This includes a coat, hat, mittens/gloves, boots, and snow pants when there is snow on the ground. Students should dress appropriately for the season.
- Elementary students must have and wear sneakers for Physical Education class.

## **ENGLISH LANGUAGE LEARNERS**

The Massachusetts Department of Elementary and Secondary Education definition of an English Language Learner (ELL) "as a child whose first language is a language other than English, *and* who is unable to perform ordinary classroom work in English." ELL services are available to provide direct support in speaking, listening, reading, and writing English. Massachusetts State Mandated assessments, such as ACCESS, *Assessing Comprehension and Communication in English State-to-State for English Language Learners* help determine levels of English language proficiency from Beginning, Early Intermediate and Transitioning according to the WIDA English Language Development Standards and Guiding Principles.

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities sponsored by the district are nondiscriminatory in that:

1. The school provides equal opportunity for all students to participate in intramural and interscholastic sports;
2. Extracurricular activities or clubs sponsored by the school do not exclude students on the grounds of race, color, religious creed, national origin, sex, gender identity, sexual orientation, pregnancy or pregnancy-related conditions, age, genetic information, ancestry, children, marital or civil union status, veteran status or membership in the armed services, receiving of public assistance, homeless, or disability.
3. A \$50.00 fee is charged to each student who is enrolled in a club at the High School. Those clubs performing school and/or community service are exempt from the fee.

## **HEALTH SERVICES** **MEDICATION POLICY**

In the event that it is necessary for a student to receive medication during the school day, the following must be observed, as per 105 CMR 210.000:

1. All medications must have a signed medication order from a licensed prescriber, which contains:
  - (1) student name
  - (2) name & signature of licensed prescriber and business/emergency telephone numbers
  - (3) name/route/dose/of medication
  - (4) frequency/time of medication administration
  - (5) date of order/discontinuation date
  - (6) diagnosis / other medical conditions requiring medication, if not in violation of confidentiality
  - (7) specific directions for administration, including possible side effects
2. Parent/Guardian consent must be received, in writing, giving permission for the school nurse or school personnel

designated by the school nurse to administer the medication.

3. Medication should be delivered to school by the parent/guardian or other responsible adults. Medication must be in either the prescription bottle or commercial bottle/blister pack, with the student's name clearly marked on the container. No more than a thirty-day supply should be delivered to the school.

4. A student may be responsible for taking their own medication only if deemed appropriate by the school nurse. A signed medication order and parent/guardian consent form are required. Only the daily dose should be brought to school.

***No medication will be administered without all of the above information.***

Parents/Guardians are free to come and administer medication whenever necessary. Please stop at the office, and your child will be called to the office.

The complete MEDICATION POLICY is available at each school, and parents/guardians are welcome to access this at any time.

## **SICK STUDENT PROTOCOL**

**If a student is observed to be ill or complains of illness, the student is sent to the Health Office for evaluation by the school nurse.** Should any staff members have concerns about a student's health or safety the school nurse should be consulted. The student's temperature will be taken, and upon further evaluation, the student may be dismissed if any or all of the following occur:

1. Temperature is elevated.
2. If, after consultation and/or evaluation by the school nurse, the school nurse determines dismissal is in the best interest of the student.
3. If, upon contact with the parent/guardian, the parent/guardian in consultation with the school nurse, determines it is in the best interest of the student to be dismissed.

**Students with the following contagious symptoms should be excluded from school until the illness has resolved and/or until their doctor determines that the student may return to school:**

Conjunctivitis

Severe respiratory infection

Persistent sore throat

Impetigo/staph infection

Undiagnosed rash

Vomiting- Student must be symptom-free for 24 hours before returning to school

Diarrhea- Student must be symptom-free for 24 hours before returning to school

Fever- Student must be symptom-free for 24 hours before returning to school

**Influenza-like illness:** Temperature over 100.4 degrees **with** cough or sore throat; Student is excluded until fever-free for 24 hours (without the use of fever-reducing medicines).

**A doctor's note is needed upon return to school following:**

1. Surgery
2. Broken bone or severe sprain/ crutches, cast, sling, wheelchair.
3. Concussion
4. Severe illness
5. Hospitalization

## 6. Rash of unknown origin

The note should state any limitations or accommodations necessary for class attendance, gym, and recess. The date for resumption of normal activity should also be clearly stated.

**Students are encouraged to return to school as soon as they are physically able.**

**At any time, parents/guardians are welcome to contact the school nurse with any health concerns.**

## **PHYSICAL EXAMINATIONS**

Physical examinations are required before being allowed to enter kindergarten, grade four, grade seven, grade ten, and grade eleven, and prior to participating in school-sponsored athletics. Physicals for athletics expire 13 months after the date the physical exam is given and telehealth physicals are not accepted.

## **METCO PROGRAM**

Founded in 1966, METCO is a statewide voluntary school integration program. The Swampscott Public Schools is one of thirty-three (33) participating METCO communities. Students who reside in Boston may participate in the METCO program, which stands for Metropolitan Council for Educational Opportunities. These children take a school bus to and from home daily in order to attend Swampscott schools. Since their school day is very long, Swampscott parents/guardians volunteer for the “Family Friends Program” and invite students to spend the night after special school events such as concerts. Please contact your child’s individual school if you are interested in becoming a “Host Family” with the “Family Friends Program”.

## **PARENT/GUARDIAN NOTIFICATION ACT**

In accordance with Chapter 71, Section 32A of the Massachusetts General Laws, health education curriculum materials dealing with human growth and development/sexuality education will be made available to parents/guardians for review, by appointment only, during school hours at the Health Education Office located at Swampscott High School. Curriculum materials will also be made available for review at an evening parent/guardian education program conducted yearly. A student may be exempted from any specific portion of the school curriculum dealing with human sexuality education through written notification to the School Principal. No student exempted will be penalized for such exemption and alternative curriculum content may be arranged on an individual basis with the course instructor.

## **PLAGIARISM PROCEDURE**

Teachers will discuss plagiarism in every class at the beginning of a course and discuss academic and ethical reasons for not using the work of other people without proper attribution. Teachers will make it clear that they will be vigilant about looking for plagiarism and will explain the consequences and penalties.

## **PUBLIC DISPLAYS OF AFFECTION**

Inappropriate displays of affection and closeness are embarrassing for students and faculty as well as being a distraction from the educational process. Faculty and administrators will remind students concerning the inappropriate behavior. Students who continue to demonstrate inappropriate acts will be subject to disciplinary action including detention and/or suspension.

## **SAFETY & SECURITY**

Signs are posted outside of all schools that all activities are monitored by video cameras. All visitors are required to sign in at the front lobby/main office of each school building. Visitors will be asked to wear a badge for

identification purposes.

### **SCHOOL CLOSING**

The decision for school closings (i.e. NO SCHOOL, delayed opening, power outage, etc.) will typically be made by 5:30-5:45 a.m. and the announcement will be made first through a District-Wide ConnectEd call. Announcements will also be made on various television and radio stations, the district website, Twitter, and email.

### **SCHOOL COUNCIL**

As part of the Educational Reform Act of 1993 all schools have a School Council. The purpose of the council is to act as an advisory board to the Principal regarding issues such as the school budget and the school improvement plan. The council is made up of teachers, parents/guardians, and a community member who is not a parent/guardian from our school. The meetings are always open to the general public.

### **SEARCH POLICY**

It is the policy of the Swampscott Public Schools that all lockers, desks, lab areas, and other common spaces (including bathrooms and corridors) are the property of the Swampscott Public Schools. As such, they are subject to search and inspection at any time without warning. Such inspections, searches (metal detectors and the like), or subsequent confiscations shall be conducted at the discretion of the administration.

School authorities may search a student or a student's vehicle based upon reasonable suspicion and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's refusal to permit a search will be considered grounds for disciplinary action.

Personal searches: A student's person and/or personal effects (e.g. purse, backpack, gym bag, coat, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. School authorities shall keep a record of such searches detailing time, reason(s), and witness(es). The search itself will be conducted in a reasonable manner, given the age and sex of the student as well as the nature of the infraction.

Parking a vehicle on school property during the school day or when attending or participating in school-sponsored activities is a privilege, not a right. As such, vehicles brought onto school property by students may be subject to a search by school officials.

### **SPECIAL EDUCATION OBSERVATION LAW**

In accordance with Chapter 363 of the Acts of 2008, which amended G.L. c.71B, §3, parents/guardians can participate fully and effectively with school personnel in the consideration and development of appropriate educational programs for their child, a school committee shall, upon request by a parent/guardian, provide timely access to parents/guardians and parent/guardian-designated independent evaluators and educational consultants for observations of a child's current program and of any program proposed for the child, including both academic and non-academic components of any such program. Parents/Guardians and their designees shall be afforded access of sufficient duration and extent to enable them to evaluate a child's performance in a current program and the ability of a proposed program to enable such child to make effective progress. School committees shall impose no conditions or restrictions on such observations except those necessary to ensure the safety of children in a program or the integrity of the program while under observation or to protect children in the program from disclosure by an observer of confidential and personally identifiable information in the event such information is obtained in the course of an observation by a parent/guardian or a designee.

## **SPECIAL EDUCATION EQUAL OPPORTUNITY**

All students receiving special education, regardless of placement, shall have an equal opportunity to participate in and, if appropriate, receive credit for the vocational, supportive, or remedial services that may be available as part of the general education program as well as the non-academic and extracurricular programs of the school.

Programs, services, and activities include, but are not limited to:

1. art and music;
2. vocational education, industrial arts, and consumer and homemaking education;
3. work-study and employment opportunities;
4. counseling services available at all levels in the district;
5. health services;
6. transportation;
7. recess and physical education, including adapted physical education;
8. athletics and recreational activities;
9. school sponsored groups or clubs;
10. meals.

## **VANDALISM**

The defacing, damaging, or destruction of school property or property belonging to another person is an act of vandalism. Vandalism will result in the administration taking disciplinary action such as notification of parents/guardians, full restitution for damages, notification of police, and possible suspension from school. Any act of vandalism should be reported to an administrator immediately.

## **VISITORS AND VOLUNTEERS**

Visitors, parents/guardians, and volunteers are always welcome; however, they must report to the school office upon entering the building. Volunteers are requested to sign in, obtain a visitor's tag and sign out using the form provided in the office. If there is a need to drop off something for your child, please leave it at the office (labeled with your child's name and the teacher) and a member of the office staff will deliver it to the appropriate classroom. Your cooperation will ensure the consistent delivery of a sound education in a safe, secure environment. All volunteers must fill out a CORI application and be approved prior to working with students. All field trip volunteers must get their SAFIS/Fingerprints taken. If volunteers are working in a computer room they must sign a District Technology Responsible Use Policy.

## **INTEGRATED PRE-SCHOOL**

The Swampscott Integrated Preschool educates children from age three to five and is dedicated to educating children who have varying learning styles and preparing them for Kindergarten and a lifetime of learning. Children who have varying abilities are educated alongside children who are typically developing. The program provides a structured language-based learning environment that follows the Massachusetts Frameworks curriculum. Learning takes place in one-to-one, small group, and large group settings throughout the school day utilizing a developmental teaching philosophy and the principles of Applied Behavioral Analysis. The teachers focus on promoting competence and independence for all children using components of the TEACCH program from the University of North Carolina. The staff consists of one head teacher with a Masters in Education and two Educational Support Professionals and/or ABA Tutors as well as a Speech and Language Therapist, Occupational Therapist, and Physical Therapist.

Children are exposed to self-discovery learning as well as direct teaching to gain skills in the following learning domains; social/ behavior skills, language development, cognitive development, fine motor skills, gross motor skills, and self-help skills. These skills are embedded in all learning activities such as playtime, circle time, storytime, snack, dramatic play, blocks and building, sensory tables, art, cooking, music, discovery experiments, puzzles, counting, literacy skills, and many, many more!

Parent/Guardian involvement is highly encouraged. Parents/Guardians are invited to be chefs or storytellers for the day and will receive a daily note regarding the child's activities at school for the day.

**Pre-School hours:**

Please refer to your child's IEP for school hours.

or

**Pre-School hours:**

***5 Day Program***

Monday, Tuesday, Wednesday, Thursday & Friday from 8:30 a.m. until 12:00 p.m.

***3 Day Program:***

Monday, Tuesday, & Wednesday from 8:30 a.m. until 12:00 p.m.

***2 Day Program:***

Thursday & Friday 8:30 a.m. until 12:00 p.m.

**Pre-School Fee Schedule: subject to change; contact Student Services**

*Fees can be paid using the Credit Card Secure Portal on the school district website [www.Swampscottps.org/Resources/For\\_Families/Online\\_Payments](http://www.Swampscottps.org/Resources/For_Families/Online_Payments)*

**Arrival**

Parents/Guardians will be issued a lanyard that must be worn to enter the building for safety. Please park in any of the available visitor parking spaces in the parking lot. Please bring your child directly to the classroom anytime between 8:20 a.m. and 8:40 a.m. as we wish to get started with the day as soon as possible. Your child will be greeted at the front door by a teacher and brought into the classroom. Please make sure that you directly hand off your child to a teacher. This drop-off policy will begin the second full week of school. For the first two weeks, parents/guardians are welcome to enter the classroom and assist their child at arrival time. After this time, we then ask that you drop off your child at the classroom door with the teacher. We will be beginning the classroom activities right away! The teachers and your children will be very busy with learning. Please set up a time to meet with your head teacher should you have any questions about your child's progress. We are happy to meet to give any questions or concerns our full attention.

**Departure**

Parents/Guardians will be issued a lanyard that must be worn to enter the building for safety. Please park in any of the available visitor parking spaces and pick your child up in the classroom. Please note we require notification if someone other than a parent/guardian will be picking your child up from school. Please instruct this individual to bring identification with them. Please call the Integrated Preschool at (781) 596-8800 x1385 or write a note specifying the person. The children are not allowed to play in the front of the school entrance. The teachers of the upper grades have remarked that the noise carries into their classrooms disrupting their classes. We appreciate your understanding and cooperation regarding this policy.

\*\*\*\* Please note there is no early drop-off or late pick-up.

**Lunch Bunch/Social Skills Class**

Social Skills groups follow the social thinking curriculum and follow the anti-bullying curriculum along with promoting pro-social skills. We will be running a lunch bunch program. Children will be allowed to stay until 2:00 p.m. on Mondays, Tuesdays, Thursdays, and/or Fridays for \$15.00 a day (12:00-2:00 p.m. Lunch Bunch and Social Skills Class) or (\$10.00 from 1:00 to 2:00 p.m. Social Skills Class). This program will start after Labor Day. There will be a fall session (September, October, & November), a winter session (December, January, & February), and a spring session (March, April, May, & June). Parents/Guardians will be expected to prepay for their session. There will be no refunds or make-ups for absences similar to tuition. All children are able to participate. Please see the lunch bunch sign-up sheet to participate.

\*\*\*\* Please pay on the Credit Card Secure Portal on the school district website [www.Swampscottps.org/Resources/For Families/Online Payments](http://www.Swampscottps.org/Resources/For%20Families/Online%20Payments)

\*\*\* There will be no lunch bunch on the day before holiday vacations (Thanksgiving, Winter, February, & April) as well as other marked days on the calendar.

The social skills curriculum is based upon the Social Skills Curriculum from Michelle Garcia Winner and is utilized both in the morning and afternoon social skills sessions. This curriculum focuses on positive social interactions and addresses bullying for all students in the Integrated Preschool.

### **Absence**

Please call the office when your child is going to be absent noting any illness/sickness. Please leave a message on the Integrated Preschool voicemail at 781-596-8800 x1385. If your child becomes ill at school, we will call you to come and pick up your child. Please make sure that we have the correct contact information for you and your emergency contacts so that we may reach you quickly.

### **Class List**

We will be sending home a class list with each child's name, parents'/guardians' names, addresses, emails, and phone numbers in the first week of school so that the children can have play dates. We have really found that playdates encourage social development. Please let us know if you would not like your name on this list.

### **Parent/Guardian Participation**

Parents/Guardians will be assigned a week for library and/art activity for their child. For library weeks, please send in 3-5 books to the classroom for the children. We welcome any parents/guardians to be the "Storyteller" for the day! Parents/Guardians are encouraged to make suggestions regarding preschool procedures, but it is up to the program to determine whether the suggestion is implemented or not. Please note that you as a parent/guardian have a right to make an unannounced visit to the program while your child is present. We do, however, encourage parents/guardians to make appointments for formal observations of their child to allow for minimal disruption to the other children in the program. Outside observers as evaluators/doctors will be required to make appointments to observe the Integrated Preschool Program to allow for minimal disruption of the routine and teaching of all enrolled students.

### **Big Blue Pre-School PTO**

The Integrated Preschool has a PTO run by parents/guardians of the program. They do a wonderful job fundraising providing enrichment programs for the children. Meetings will be marked on the district calendar under Pre-school.

### **Special Days**

Please refer to your child's calendar for special days as cooking days and library days. In addition, each child will be a "student of the week" during the school year. Parents/Guardians will be asked to send in family photos, special foods, etc. to share with the class. More information regarding this special day will be sent home in the fall. Other special dates will be in the form of notices.



**Clothing**

Please send your child in play clothes as we do a great deal of painting and playing. Also, please send your child in sturdy footwear as sneakers as we take walks and run around in the playground or gym. Please send in an extra set of clothes for your child to keep in the classroom.

**Toileting**

Children will be brought to the bathroom on a schedule and as needed throughout the day. Children who are not toilet trained will have an individual plan regarding their toileting procedures.

**Outdoor Play**

The children will go outside daily depending upon the weather. Please dress your child in appropriate clothing including coats, mittens, hats, and boots when necessary.

**Progress Reports**

A report will be completed by the teacher and therapists in December, March, and June regarding your child's progress in school if your child is on an Individual Education Program. At this time, each teacher completes a skill-based assessment on your child as well. Please note that we are available to meet with you as well to discuss progress. Please see the teacher to set up a time. ALL parents/guardians will receive a preschool report card in December and March and have a conference with your teacher at this time.

**Classroom Management Plan**

The Swampscott Integrated Preschool employs a behavior management plan that utilizes positive reinforcement and redirection. Children are taught on a daily basis positive social behaviors as sharing and taking turns and are praised for exhibiting these behaviors. Children may be removed from the group to a quiet area in the classroom if they are in danger of hurting another person, themselves, or property. Parents/Guardians will be notified of this type of behavior should it occur. Staff is trained in Crisis Prevention Intervention and/or Safety Care.

**Therapies**

Speech Therapy, Occupational Therapy, Physical Therapy, and Vision Therapy occur in the program weekly. Children may have a set schedule but this schedule changes depending upon classroom activities and special occasions to maximize learning opportunities. Please know that you are welcome to observe therapy sessions and carry over the techniques at home.

**Referrals**

The Integrated Preschool team will obtain written consent from parents/guardians regarding any assessment for special education services. If you or any medical professional expresses any concerns about your child's development, please do not hesitate to request a screening by the Integrated Preschool team.

**Confidentiality**

All student information is confidential and is not available to anyone not directly related to implementing the child's program without the written consent of the parent/guardian. The Integrated Preschool program functions as a team; therefore relevant student information is shared with staff on an as-needed basis to best serve your child. Please note that parents/guardians are not permitted to take photos of any children other than their own without obtaining the parents/guardians' consent.

**School Procedure for child abuse/neglect**

All staff is mandated reporters for suspected child abuse or neglect. A 51A report will be filed with the Department of Child and Families as well as notification to the DESE and superintendent of schools that a report has been filed. The program will cooperate in any investigations of abuse or neglect.

### **Home/School Communication**

Each day your child will bring home a note stating the activities that your child participated in for the day. Please read the note daily. Please use this note to prompt your child to communicate about their day at school. Any other important issues regarding your child will be noted on this sheet, verbally noted at departure, or communicated to you by telephone or email. We are eager to let you know about your child's progress and day but want to also maximize the time that we are teaching as well.

### **Parent/Guardian Training**

A clinical psychologist, a Board Certified Behavior Analyst, an occupational therapist, and a Doctorate in Speech and Language, will provide parent/guardian training during the school year as part of the home training services. Scheduled dates will be available in September. All parents/guardians are welcome to attend.

### **Preschool Registration**

Registration for preschool begins in January. Students who are currently enrolled in the program and siblings of students of the program have first preference for available placements. Children must be three years old before September 1st to be considered in the lottery.

### **Withdrawal policy**

If a student is withdrawn from the program, you must re-register upon returning to the program. Children receiving special services will access these services upon registration. Children who are role models will return only if there is an available slot open in the program. If there are no available slots, these children will be placed on a waiting list.

### **Summer Programming**

Summer programming is available for children to prevent substantial regression over the summer vacation. Summer programs, if necessary, are individualized and developed at the team meeting.

### **Sick Policy**

Please refer to the sick policy when your child is not well. In addition, please call the program and leave a message or email the director the reason that your child is absent. We like to inform all families should an illness be going around the program as many of our students are not able to accurately report their health condition. Families are then able to closely monitor their children for signs of illness.

### **Safety**

The Integrated Preschool program will participate in fire drills, lockdown drills, and evacuations with the Middle School to prepare in the unlikely event of an emergency. These drills are primarily for the staff to allow for the calm and efficient procedures to implement with the young children in our care.

### **Sunscreen/Hats**

Please put sunscreen on your child, as needed, as we spend a great deal of time outdoors. Hats are encouraged to protect your child from the sun.

### **Snow Days**

Please watch the district website and the local news for no school announcements. An email will also be sent out stating no school or late start. The district will also communicate via Twitter.

Late Starts:

- For delays (one-hour delay or two-hour delay) school will start one hour or two hours later than our normal 8:30am start time
- For a district-wide late start, for example, 10:00am, the Integrated Preschool will start 15 minutes later than the district-wide start time, for example, 10:15am
- The school day will end at your child's normal departure time

Please send your child in with a backpack, snack/drink, lunch/drink (not Wednesday), and a change of clothes as well as wipes, pull-ups (as necessary). Please write your child's name in the extra clothes, coats, hats, mittens, etc. as at times the clothing gets mixed up with someone else's.

### **Allergies**

All 4 classrooms are NUT free. If your child is on any other specific dietary restrictions, please notify the teacher. Please note that it is the parents'/guardians' responsibility to provide all meals/snacks and special treats for any child who is on a specific diet. We have plenty of storage to keep a bag of special "goodies" in the classroom. Thank you for your cooperation.

#### **Snack ideas:**

Fruit, rice cakes, mini bagels, crackers and cheese, muffins, breads, pretzels, & yogurt

#### **Lunch ideas:**

Soup, yogurt, chicken pieces, sandwiches, pizza, & tuna

### **Tissues**

We usually have many runny noses in preschool. We appreciate any donations of tissues and Clorox wipes for the classroom. Also, magazines/flyers with toys/food/pictures in them, egg cartons, etc. Thank you for all the donations we receive throughout the year. We love them for art projects. There will be a "giving tree" on the hallway bulletin board with wish list items for the preschool.

### **Communication**

Please note we are available to speak with you about your child. Staff information can be located on the district website.

### **Program for Children on the Autism Spectrum**

Children who have been diagnosed on the autism spectrum have the following program services available:

- Participation in the 5-day program from 8:30 a.m. until 1:00 p.m.; five days per week
- Integrated Social Skills Class lead by a trained special educator/ABA tutor for up to four days per week from 1 p.m. until 2 p.m.
- Consultation to the program by a Board Certified Behavior Analyst
- Consultation to the program by a Clinical Psychologist
- Consultation to the program from doctoral-level speech and language therapist, occupational therapist, and physical therapist
- Individualized teaching strategies including discrete trials, incidental teaching, and behavioral strategies utilizing the principles of applied behavioral analysis
- Use of strategies from the TEACCH program, Floor Time, & Social Thinking Theories
- Monthly Parent/Guardian Support Groups
- Parent/Guardian Training for Home Support

## **ELEMENTARY SCHOOLS**

School Hours: 8:15 a.m. – 2:15 p.m.

### **ABSENCES - PARENTS/GUARDIANS REQUEST FOR SCHOOL WORK FOR STUDENTS**

In the case of an unexcused absence, such as an extended vacation or a vacation taken at a time other than regularly scheduled school vacation dates, make-up work will be given when the child returns.

### **AFTER SCHOOL PLAY DATES**

The school office is a very busy place. We love the fact that children make play dates with one another. However, it becomes very difficult if children request calling home to make play dates and/or parent/guardians call in with reminders for their children. Therefore, students are not allowed to use the office telephone to make these types of arrangements. These should be done from home with parents/guardians and not at school.

Here are some suggestions for helping your children remember their playdates:

Remind your child at morning drop-off; write a note in their assignment notebook; send a note to the teacher; if they bring a lunch from home, place a reminder note in their lunchbox.

### **BIRTHDAY RECOGNITION**

Your child's birthday is special to them and to us. Children enjoy sharing their birthday with their classmates and each school and classroom recognize birthdays in a variety of ways, e.g. birthday pencils, stickers, names announced on the loudspeaker, etc. With a focus on promoting the health and safety of each child, we do not allow cupcakes or any shared food from home to celebrate birthdays. If you have questions about birthday recognition please contact your child's teacher.

### **BUILDING SECURITY**

The Elementary Schools Offices open at 8:00 a.m, but school doors are locked at all times. Please use the buzzer at the front door and upon entering the building, please report to the office. When you leave the building, make sure the door is locked behind you. **Please note the offices close at 3:00 p.m.**

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Cell phones and other electronic devices may be brought to school with the permission of a parent/guardian. The use of cell phones during the school day is prohibited. **Cell phones must be turned off and stored in a backpack.** Students who violate the above restrictions will lose the cell phone or electronic device and it will be held in the office until a parent/guardian picks it up.

### **CURRICULUM EXPECTATIONS**

The Swampscott Public Schools provides curricula aligned with the Massachusetts Curriculum Frameworks. A variety of curriculum materials and instructional strategies are utilized to meet and exceed these established guidelines. For more information about the Swampscott Public Schools curriculum, please visit the district website page for the [Director of Teaching & Learning](http://www.doe.mass.edu/frameworks/current.html). The Massachusetts Curriculum Frameworks can be found at <http://www.doe.mass.edu/frameworks/current.html>.

In addition, each school also hosts a Curriculum Night in the fall. Parents/guardians are invited to visit their child's classroom to review grade-level expectations, routines, and curricula.

### **DISMISSAL**

Students in grades K-4 are dismissed at 2:15 p.m. Students are not allowed to remain on school grounds unsupervised.

### **DRESS CODE**

See District Dress Code listed previously in this handbook.

### **DROP OFF AND PICK UP**

See site-specific rules and procedures.

### **EARLY DISMISSAL**

If for any reason, a student needs to be dismissed early, a parent/guardian must notify the school via note or phone call. Students will be dismissed from class when a parent/guardian has arrived at the school office to sign their child out. If a student is dismissed prior to 11:15 a.m. and does not return to school, the student will be considered absent for the day.

### **EMERGENCY CARDS**

A properly completed and updated Student Verification Form for each student should be on file in the school office. In order to be prepared to respond promptly to student-related emergencies, please notify the office of any changes of the information listed on the form.

### **HOMEWORK**

See the Homework Guide on the District website.

### **LATE ARRIVAL**

Students arriving at school after 8:15 a.m. must report to the office to sign in. This is the same case in the event a child returns to school after dismissal.

### **Breakfast**

Breakfast is served daily in the cafeteria starting at 7:50 a.m. All students who wish to purchase breakfast are to follow site-specific guidelines.

### **LUNCH**

The breakfast and lunch program for the 2021-2022 school year is free.

Students in grades K-4 have a 20-minute lunch period. Students may purchase lunch daily, by the week, or by the month. Students may purchase milk by the day or the week. A lunch calendar is available online and prices are listed on the menu. When not purchasing a school lunch, we encourage students to bring healthy lunches from home. Students may bring milk or juice; however, they may not have carbonated beverages. **Glass containers are NOT allowed.** Teachers encourage students to bring home any extra lunch food. Students are not allowed to share food at lunch.

Students can give their name at the cafe register and their account can be accessed.

1. **Pay by Cash:** Students are allowed to bring cash to the register to buy extra lunch items or snacks or to add to their account.
2. **Pay by Check:** Write checks out for the exact amount made payable to the **Town of Swampscott**. Please make sure to send in an envelope with your child's name and the amount due written on it. This should be delivered to the cashier at lunch.
3. **MySchoolBucks** online - The account(s) allow you to add value, view your student(s) account balance, access

email reminders, etc.

**Student lunch/breakfast accounts can be accessed through the district website:**

**[www.swampscottps.org](http://www.swampscottps.org) - click on Resources/For Families/Food Services: click on Payment**

**Options/mySchoolBucks**

Free/Reduced lunch applications are located on the Chartwells website ([www.swampscottps.org](http://www.swampscottps.org) - **click on Resources/For Families/Food Services**) and are also available at the Business Office, located at 207 Forest Ave. The main office may print a copy for any student and family as well.

### **LUNCHROOM BEHAVIORAL EXPECTATIONS**

Students are expected to eat lunch in an orderly manner and sit at assigned tables. They are encouraged to talk quietly with their classmates during the 20-minute lunch period. Students should not bring food out to recess. Adult supervision is provided at all times during lunch periods.

### **PARENT/GUARDIAN-TEACHER CONFERENCES**

Parent/Guardian-Teacher Conferences are held twice a year, at the end of the fall and spring terms. Conferences are scheduled on Early Release Days including two evening conference dates.

### **PTO/PTFs**

Our elementary schools are fortunate to have extremely active PTO/PTFs. These organizations play an essential role in the elementary educational experiences of our students by providing educational resources and special events from enriching Cultural Arts programs, holiday fairs, after-school enrichment classes, and book fairs.

### **REPORT CARDS**

The elementary schools use standards-based report cards. Standards are simply what students should know and be able to do by the end of the year in a particular grade. Standards-based report cards allow for the wide variation in developmental ages between students e.g. two entering kindergarten students may be almost a full year apart in age and will often be at different starting points in relation to what they know and are able to do. These differences diminish with age and instruction. Our report cards indicate whether a student is approaching, meeting, or not meeting a particular academic standard. They show the degree to which a student consistently demonstrates approaches to learning, such as using time constructively or the frequency with which a student shows the prerequisites for learning, such as following classroom rules. Although the large number and specificity of standards can be overwhelming and confusing to some families, it is hoped that a clear picture emerges of strengths and areas to strengthen. We want this picture to include the typical and expected range of abilities that elementary students exhibit to avoid labeling children too early.

### **SPECIAL EDUCATION SERVICES**

According to Chapter 766 of the Acts of 1972 created G.L. c.71B, the Special Education Law in Massachusetts, and the federal law, IDEA, special education services are provided to students who have been identified as having a learning disability that impacts their ability to make effective school progress. If special needs are suspected, a referral may be made by a parent/guardian, teacher, physician, or another professional who knows the child well. With parental/guardian consent, a multidisciplinary team conducts an evaluation to determine if special needs are present.

Students eligible for special education must have 1) an identified disability and 2) the disability must result in the student's inability to progress effectively in general education. If the eligibility criteria are met, special services are outlined on an Individualized Education Plan.

Swampscott Public Schools offers a continuum of special education services based upon the student's needs and

disability. Services and placement are developed through the team process and are individualized for each student.

### **SPECIALIST PROGRAMS**

#### **Band**

Band is available as an elective to students in Grade 4. Students will participate in weekly lessons where they learn how to assemble their instrument properly, care for it, begin reading music, and playing simple arrangements.

#### **Music**

Students attend general music classes once a week. The curriculum introduces students to a variety of music, creative movement, and an appreciation for music.

#### **Art**

The Swampscott Public Schools' visual art program starts at the kindergarten level and continues through high school. Elementary students have art class once a week, and whenever possible, art is integrated with their other classroom subjects.

#### **Chorus**

The Choral Program is offered to third and fourth graders who rehearse once a week. Chorus is an elective activity. Students are expected to regularly attend rehearsals and chorus concerts. Students are allowed to make up any classwork that was assigned during the scheduled Chorus period.

#### **Health/Physical Education**

The Swampscott School System is committed to providing a Comprehensive Health and Physical Education Program for all students Pre-K through Grade 12. Health and Wellness are integrated through the curriculum. The elementary physical education program includes a movement-based and motor skill development curriculum that is age-appropriate and sequential. Safety and fair play are stressed throughout the curriculum and assessment are conducted to screen for individual fitness and motor skill development. Elementary students have PE class twice a week.

### **SUPPORT SERVICES**

#### **Student Support Team (SST)**

The Student Support Team (SST) has been established to provide support for teachers who request assistance to develop/expand and implement strategies in the general classroom to help meet the diverse needs of students. In addition, the SST increases professional partnerships and collegiality as faculty members work together to meet the needs of students in the general education classroom.

#### **Guidance Services**

Each elementary school has an adjustment counselor/psychologist who provides the whole class, small group, and individual attention addressing social and emotional issues that may be impacting effective school performance.

#### **Title 1**

Title 1 is a federal program that provides funding to school districts to help them assist students in mastering state standards in literacy and mathematics. Funds are apportioned to individual schools within a district based on the proportion of economically disadvantaged students served in the school. Each year the Swampscott Public Schools assesses the areas in which students need additional support and designs its Title I programs accordingly. Parent/Guardian input is important to the design of our Title I programs. If you are interested in learning more or becoming involved, please contact the district's Director of Teaching and Learning.

## **MIDDLE SCHOOL**

School Hours: 8:00 a.m. – 2:20 p.m.

### **ROUTINES**

#### **School Hours**

No student is allowed to enter the building before 7:30 a.m. unless they are participating in the breakfast program, in which case students can enter the building at 7:15 a.m. The school day begins at 8:00 a.m. and ends at 2:20 p.m. Fifth and Sixth grade students who arrive between 7:30 a.m. and 7:50 a.m. should enter through the front door and report to the library. Seventh and Eighth grade students who arrive between 7:30 a.m. and 7:50 a.m. should enter through the back cafeteria doors and report to the cafeteria. Students entering the building after 7:50 a.m. should go to their lockers and then report to their homeroom.

#### **Breakfast Policy at the Middle School:**

Breakfast is served daily in the cafeteria starting at 7:15 a.m. All students who wish to purchase breakfast are to enter through the cafeteria doors located in the back driveway. After finishing breakfast, students in grades 5 and 6 are to report directly to the library. All grade 7 & 8 students will remain in the cafeteria (whether they are eating or not) until they are dismissed to their homeroom. All students are dismissed to their homeroom at 7:50 a.m., and breakfast service is stopped at this time. There is faculty supervision in the cafeteria and the library, and students are expected to follow all school rules.

### **ATTENDANCE POLICY**

**Attendance is an integral part of the learning process—the classroom experience cannot be recreated and full participation is a critical element. See the district section above in this handbook on Attendance for reference to Massachusetts General Law.**

The Swampscott Public Schools seek to promote good school attendance. Massachusetts General Laws, Chapter 76 Section 2 regarding school attendance, states that all children between the ages of six and sixteen are required to attend school regularly. In addition to the call-in system, written documentation from the parent/guardian must be presented to the homeroom teacher the day the pupil returns to school. If an absence extends for more than five consecutive days, medical documentation from a medical professional may be required. Bereavement and religious holidays are exceptions to the attendance policy.

**PARENTS/GUARDIANS ARE REQUIRED TO CALL THE OFFICE IF A STUDENT IS TO BE ABSENT FROM SCHOOL BY 8:00 a.m.**

Attendance is recorded for each individual class period, not just for the day as a whole. Therefore, a student who attends part of the school day, due to late arrival or early dismissal, will be marked present for those classes that they attend and absent for the others.

A student may not participate in school functions of any kind on the day (s)/he is absent from regular classes, except in unusual circumstances approved by the Principal/Assistant Principal. If absent on a Friday, this provision carries forward to any activities scheduled during the weekend. If attendance becomes a problem, a letter will be sent home to the parent/guardian.

#### **Absence and Tardiness Definitions**

Each absence is defined in one of three categories:

*Excused Documented* - absence does not count against the student, make-up allowed

- Illness covered by a doctor's note



- Death in the family
- Religious holiday
- Mandated court appearance
- Authorized field trip
- Some dismissals by the Nurse (discretion of the Nurse to determine whether documented), when illness or injury occurs during the school day
- Other absences arranged in advance at the Principal or their designee's discretion
- Visitation to private schools

*Unexcused* - no make-up allowed, absence counts against student

- Truancy from class or school
- Any absence that does not fall into one of the above categories
- Outside-of-School suspension

When returning from an absence, the student is expected to bring a note of explanation to the Main Office. This will help determine eligibility for making up missed classwork, quizzes, or tests. When a chronic or irregular absence occurs, reportedly due to illness, the Principal may request a physician's statement certifying that such absence was justifiable.

*Tardy* – A student is considered “Tardy” to class when they are not in the room and seated when the bell rings to begin class. Students arriving at school after 8:00 a.m. will be stopped at the front door, will sign in with the monitor, and will be issued a tardy slip to present to their teacher. The determination of whether a student is tardy to any other class throughout the day is made by the classroom teacher. A student who arrives tardy to school more than five times per marking period will be assigned detention on the fifth day and all subsequent offenses. School detention will be assigned for the day of the offense or the next available day, at the discretion of the school administrator. School detention will be held each afternoon from 2:25-2:55 p.m. A student assigned detention is expected to arrive on time and remain for the entire time. No student will be allowed to participate in extracurricular activities until the detention is served in full. Failure to attend detention will result in further consequences, up to school suspension.

### **Tardiness**

**Students are tardy to school if they are not in their homeroom seat at 8:00 am.** A student who is tardy must report to the front lobby to fill out a tardy slip. The top copy of the slip stays on file in the office and the student needs to present the second copy to their homeroom teacher.

Parents/Guardians are legally responsible for ensuring that a child under their control attends school daily and punctually. An attendance record with excessive absences or tardies may result in intervention by the school administration, school resource officer, or the juvenile court system. The Swampscott Middle School will not excuse absences/tardiness on the basis of parent/guardian requests.

### **Early Dismissal**

If a student is being dismissed on any given day, **the student must bring a note from a parent/guardian stating the time and reason for the dismissal** to the front lobby in the morning. When it is time for the student to leave, the student needs to report to the front lobby where they will be met by a parent/guardian. A parent/guardian **must sign the student out** and may be asked to show identification. Please try to limit your child's dismissals. It can be very disruptive to the classroom and can impact your child's education.

### **Vacations**

**Absence from school for vacation purposes is considered an unexcused absence.**

Vacations during the regular school session and early departures for, or late returns from scheduled vacations, are strongly discouraged by the school. Class discussion and classroom interactions often provide the main focus for learning and cannot be replicated with make-up assignments. Parents/Guardians must inform the school administration in writing two weeks ahead of time, should they choose to remove students for vacation purposes. Upon return, students will be responsible for completing missed assignments within a period of time comparable to the number of school days absent. There will be situations in which teachers cannot make up for missed class activities and assignments. When feasible and meaningful, alternative out-of-class work will be assigned upon the student's return. Teachers will not provide work ahead of time for this vacation period. The responsibility of getting the missed work lies with the student.

### **Absent for three consecutive days**

When a student has been out with an illness, on the **third day** of the absence, a parent/guardian may call the Guidance Office at 781-596-8822 and request an "absent work" packet. The call should be placed early in the day **(between 8:00 – 8:30 a.m.)** to provide teachers with the time to put together the necessary work. Upon completion, the absent work packet will be sent to the Main Office to be picked up by the parent/guardian at the close of school. If other arrangements are in place (i.e. a friend has offered to take home the materials), please communicate the arrangement when making the call. Additional resources, such as the school or teacher website and contacting a study buddy may also be available for students to access missed homework.

### **Visitors**

All visitors must sign in with identification/license at the Raptor kiosk at the security desk as they enter the school. A visitor's pass will be issued and should be kept on their person throughout their stay. Parents/Guardians who are dismissing a child must sign their child out at the front lobby.

### **Guidance Counselors**

Each student is assigned to a guidance counselor. The school counselors are very interested in getting to know students by meeting with them individually and in small groups. Counselors perform many duties and are available when a student wants a confidential place to share feelings, circumstances, or needs assistance in becoming a more effective learner. Counselors are interested in supporting and providing for each student's emotional and social well-being. Students may make appointments or seek assistance in an emergency. Swampscott Public Schools provide limited-English-proficient students with the opportunity to receive guidance and counseling in a language they understand. For assistance, please contact your School Principal.

### **Middle School Lunch**

The breakfast and lunch program for the 2021-2022 school year is free.

Students have the privilege of eating lunch in the cafeteria in a relaxed, congenial, and clean atmosphere. Students eat lunch in the cafeteria where they may order a school lunch during homeroom/period 1 or bring their own lunch from home. Snacks are available for purchase.

Students are required to give their name at the register to purchase extra food items or snacks and may pay cash or use this as a debit account, see below on how to add value to the ID.

1. **Pay by Cash:** Students are allowed to bring cash to the register to buy lunch or to add to their account.
2. **Pay by Check:** Write checks out for the exact amount made payable to the **Town of Swampscott**. Please make sure to send in an envelope with your child's name and the amount due written on it. This should be delivered to the cashier at lunch.

3. **MySchoolBucks** online - The account(s) allow you to add value, view your student(s) account balance, access email reminders, etc.

**Student lunch/breakfast accounts can be accessed through the district website:**

**[www.swampscottps.org](http://www.swampscottps.org) - click on Resources/For Families/Food Services: click on Payment Options/mySchoolBucks**

Free/Reduced lunch applications are located on the Chartwells website ([www.swampscottps.org](http://www.swampscottps.org) - **click on Resources/For Families/Food Services**) and are also available at the Business Office, located at 207 Forest Ave. The main office or the School Guidance Office may print a copy for any student and family as well.

Each year lunch procedures are outlined by the school administration and include the following rules:

Enter the cafeteria in an orderly manner.

Wait for a signal at your table to get out of your seat to purchase food.

No pushing, shoving, or cutting in front of others in the lunch line.

Students are responsible for cleaning their table and floor area.

Pick up your own trash and dispose of it in trash containers.

Students may not take food outside the cafeteria.

Students may not borrow money from other students.

Students may not throw trash or food at other students.

Students may not grab or touch other students' food.

Food may not be purchased when there is 5 minutes or less left of lunchtime.

At the end of lunch, students are to remain seated until dismissed by a teacher.

Weather permitting and at the discretion of the supervising adults, students may be allowed to go outside.

No reserved seating. No saving seats.

Common courtesy prevails and consequences for disorderly behavior may include but are not limited to, assigned seating for grade levels.

### **Extracurricular Activities and Sports**

Student interest and funding may determine the activities and sports available to students. For the most part, the following sports have been associated with Middle School:

In the fall, co-ed cross country and girls field hockey.

In the winter, intramural basketball and two eighth grade basketball teams, one for boys and one for girls.

In the spring, girls softball and co-ed outdoor track.

SMS and our PTO are always interested in exploring after-school opportunities for all students.

Please check the HS or District Athletic website for registration information.

### **Nurse**

If a student becomes ill or injured at school, the student must ask their teacher for permission to see the nurse. The student is not allowed to call their parent/guardian directly via cell phone or school phone. If the nurse is not in her office, the student is to go to the Main Office.

The school nurse will conduct health screenings throughout the year mandated by Massachusetts State Law. These screenings are hearing, vision, postural, height, and weight. These screenings are not a "diagnosis" but merely an indicator if there is a need for further evaluation by other health professionals. If the results of any screenings indicate that further evaluation is necessary, then a letter will be mailed home to the student's parent/guardian.

### **Elevator**

If a student has an injury/condition that requires the use of the elevator, then the student and parent/guardian must first check-in at the Main Office for further instructions. It is imperative that the Main Office and the nurse be aware of any student requiring crutches, a wheelchair, or has a specific condition that will require special assistance during an emergency to safely exit the building.

## **ACADEMIC INFORMATION**

### **Curriculum Expectations**

The Swampscott Public Schools provides curricula aligned with the Massachusetts Curriculum Frameworks. A variety of curriculum materials and instructional strategies are utilized to meet and exceed these established guidelines. For more information about the Swampscott Public Schools curriculum, please visit the Teaching and Learning page on the district website. The Massachusetts Curriculum Frameworks can be found at <http://www.doe.mass.edu/frameworks/current.html>. In addition, each school also hosts a Curriculum Night in the fall. Parents/Guardians are invited to visit their child's classroom to review grade-level expectations, routines, and curricula.

### **School Organization**

The Swampscott Middle School is organized around teams of teachers and is established by grade level. Teaming allows a core group of teachers to work with a set number of students creating communities for learning. Teachers have common planning and meeting time which allows them time to discuss curriculum and students. Students are assigned to a team by the Principal with consideration to reflect the student population on each team.

**Parent/Guardian requests are not taken or honored for team placement.**

### **School's Role**

The Swampscott Middle School is committed to promoting and supporting student learning. We expect every student to be educated in learning-centered classrooms where:

There is a decent and respectful classroom atmosphere.

Students are coached by teachers who have a good rapport with their students, are enthusiastic, and demonstrate a passion for their work.

There is equitable access to high-level learning for all students.

Students are learning knowledge, skills, and processes as individuals and as team members.

Instruction is deliberate, thoughtful, and standards-based.

Technology is used to support teaching and learning.

### **Student's Role**

The student has the primary responsibility for their schoolwork and performance. The Swampscott Middle School expects students to:

Complete homework regularly and pass in work on time.

Do work carefully, neatly, and with thought and care.

Be active participants in the learning process.

Obey the rules of the school.

Be in attendance and punctual when school is in session and for all classes.

Demonstrate the core values of the Swampscott Public Schools.

Demonstrate responsibility and accept consequences accordingly.

## **Homework**

See the Homework Guide on the District website.

## **Grading**

Academic excellence is a high priority at the Swampscott Middle School. The entire staff works very hard to provide the maximum number of opportunities for students to learn. Families will be informed on a regular basis as to the performance of their child in school. The present reporting system is based on 3 trimesters, every 60 days in length available via Aspen. The following methods of communication are provided:

Progress Reports – issued in the middle of each trimester. The intent of the progress reports is to advise students and their families of grades, successes, and difficulties halfway through the term.

Report Cards – issued at the end of each quarter.

High Honor Roll – All **A's** in the five core subjects (English, Math, Science, Social Studies, and World Languages or Reading) and all **A's** in specialist subjects.

Honor Roll – All **A's** and **B's** in all subjects. A grade of **C**, **D**, or **F** in any subject will disqualify a student from the honor roll.

## **National Junior Honor Society**

Membership in the National Junior Honor Society is open to students in grades seven and eight. Students eligible for induction will be notified and asked to complete an application process. The induction will take place in late March or early June. Significant achievement in four areas is required for eligibility to the Junior Honor Society as follows: character, scholarship, leadership, and service. Good character is easily recognized, scholarship requires the student to earn High Honors the first two trimesters of the year; leadership is demonstrated through active and meaningful participation in-class activities, clubs, and organizations, athletics, student council, or any other area of student life in the school; service is unselfish work and cooperation in the affairs of the school, its staff and students, as well as a wide variety of community agencies- religious and civic- which serve the people of the community. For those who meet the academic requirements, their attendance will then be checked. **Anyone having 7 or more unexcused absences will not be asked to become a member. Unexcused absences are those absences that do not have a medical excuse from a doctor.** Membership, once attained, may be revoked for failure to maintain the academic standards and ideals of the Society.

## **Incomplete Grades**

A student has three weeks FROM THE TIME THE REPORT CARDS ARE SENT HOME to determine from the classroom teacher the work to be made up and to make up the work. Failure to do so will result in the student receiving a grade based only on the completed work to date. Of course, in situations involving long-term illness or extenuating circumstances, other arrangements can be made.

## **Textbooks**

The textbooks are provided by Swampscott Public Schools. The money for the books comes from the property taxes paid by parents/guardians and other citizens of Swampscott. Students are responsible for all books issued to them. Textbooks are costly and the school system issues one set of books to each student. Teachers may suggest that some books are to remain home for the school year. Some of our textbooks are online. We are mindful of the weight of textbooks and encourage students to carry only what they need.

The expectation is that students will exercise proper care of their books. **All books are to be kept covered.** The student and their parent/guardian will be responsible for incurring the cost of damaged or lost books. Final report cards may be delayed until all book expenses have been paid.

### **Field Trips**

During the school year, teachers may schedule approved educational field trips for their classes. Before a student is allowed to attend a field trip, they must return a signed permission slip with their parent's/guardian's signature.

When representing our school and community on a field trip, students will:

- Remember to observe all school rules and behaviors.
- Respect all adults.
- Stay with their assigned group(s).
- Follow the directions of teachers and chaperones.
- Maintain a demeanor that reflects our core values.
- Follow bus rules.
- Stay focused on the learning opportunity afforded by the field trip.
- No refunds on field trips.**

### **FACTS FOR STUDENTS**

#### **Cell Phones and other Electronic Devices**

Cell phones and other electronic devices may be brought to school with the permission of a parent/guardian. The use of cell phones during the school day is prohibited. **Cell phones need to be turned off and locked in a locker.** Students who violate the above restrictions will lose the cell phone or electronic device and it will be held in the office until a parent/guardian picks it up.

**Our classes will not be interrupted by student messages.** Students and their families are asked to communicate daily schedules and appointments prior to the start of the school day. Students may not receive incoming phone calls. Only emergency messages will be delivered to a student at the end of the school day. The student will be called to the office during the afternoon announcements. It will be the student's responsibility to listen to the announcement and report to the office.

### **EMERGENCY PROCEDURE**

#### **Crisis Response Procedures**

Swampscott Middle School, with the cooperation and understanding of all staff and local emergency personnel, has a Crisis Response Manual which describes in detail the procedures to be followed in the event of unforeseen emergencies. If a crisis is occurring, the expectation for students is to listen carefully and obey intercom directives, the police, other authorized personnel, and all staff.

Students must NEVER open a school door to allow visitors into the school building even when they recognize the person on the other side of the door. Students should immediately report to an adult any situation which they believe jeopardizes the safety and security of the school community.

As in the case of fire drills, students are expected to follow the procedures for safe and orderly behavior.

#### **Fire Drill**

Students will follow the directions of their teachers and obey the posted fire drill procedure for each room. The following rules will be observed:

- Look for the fire drill instructions in every room.
- Walk in silence and at a normal pace.

Assemble in an area outside the building designated by the teacher and stay with the class at all times.  
Do not return to the building until told to do so by the teacher.  
Upon your re-entry into the building, proceed directly back to the classroom.  
If an alarm is sounded and the student is not in the classroom, they must leave by the closest exit and report to the nearest teacher.

### **STUDENT BEHAVIORS AND EXPECTATIONS**

Please refer to the district section above in this handbook on Massachusetts General Laws Regarding Student Discipline.

#### **Disciplinary Guidelines for a Respectful Environment**

All cases of student behavior will be treated individually. Our main objectives are the safety and well-being of all students and the maintenance of a productive learning environment. (See Code of Conduct outlined above). To this end, we will educate students on school-wide expectations. In certain cases, a student's behavior will require teacher and/or administrative intervention. Such behaviors include but are not limited to the following:

- Running in the building.
- Assaulting another student.
- Being part of any action which could cause injury to one's self or others.
- Being in an area of the building without permission.
- Being tardy to class.
- Loitering in or around the building.
- Bringing distracting or inappropriate articles to school.

The following list is an example of behaviors that may result in parent/guardian involvement, police involvement, suspension, and/or expulsion depending on the nature of the offense. This list is by no means exhaustive.

- Bullying or harassment of any kind.
- Vaping
- Smoking on or around the school grounds.
- Possession and or use of cigarettes, matches, or lighter.
- Possession and/or selling of firecrackers, stink bombs, or other small explosives
- Possession and or use of weapons on or off school premises. (e.g., Knives, firearms, ninja stars, scissors, laser pointers, etc.)
- Possession and or use of drugs/alcohol on or off school premises.
- Using improper language.
- Physical or verbal abuse to students or school personnel.
- Committing an assault on a student or staff member.
- Skipping school.
- Fighting or instigating a fight.
- Vandalism, defacing or destroying school property.
- Insubordination (refusal to follow directions).
- Throwing snowballs, ice, rocks, or any objects that could endanger others.
- Forging a parent's/guardian's signature.
- Card playing or gambling.
- Failing to follow a schedule.
- Stealing, cheating, giving out, or copying homework.
- Extortion (forcing a student to give up money or personal property).
- Any other inappropriate or offensive behavior.**

#### **Suspensions**

Please refer to the district section above in this handbook on Massachusetts General Laws Regarding Student Discipline.

Suspensions are very serious. Only the Principal or the Assistant Principal can suspend a student. If a suspension takes place, the student's parents/guardians will be notified first by phone, if possible, and then in writing of the offense, the length of the suspension, and the need to meet with the Principal or Assistant Principal before the student will be readmitted to school. Generally, a suspension may be imposed where a student's behavior creates a threat to the safety and welfare of themselves or to other people, such as but not limited to fighting or committing an assault on another, stealing, vandalism, possessing prohibited materials, making false alarms, lewd or threatening behavior or language or gross misconduct. In cases of repeated violations of the disciplinary rules, the suspension may be imposed after other attempts have been made to resolve the problem.

### **Level Two Category**

A student who has multiple office visits, multiple detentions, and/or multiple suspensions will enter our level 2 category. Participation in extracurricular activities, field trips, or any other special event/activity may be withheld if you are a level two student.

### **Drug and Alcohol Policy**

School is a place for learning. Drugs and alcohol interfere with a student's ability to learn. Therefore, there is no justification for them in school. The use of illicit drugs and the unlawful possession and use of drugs/alcohol is WRONG and HARMFUL.

Students are reminded that the presence of drugs and alcohol in a school building, or a school event, is in itself a criminal offense. Any person of any age, in violation of such statutes, is subject to punishment under the criminal code and will be immediately under arrest.

## **DISCIPLINE APPEALS PROCESS**

Please refer to the district section above in this handbook on Massachusetts General Laws Regarding Student Discipline.

By statute, certain suspensions can be appealed no matter the length. G.L. c.71, §37H ½. Additionally, suspensions for possession of dangerous weapons or controlled substances, and for assault of school staff, may not be appealed. See G.L. c.71, §37H.

### **Suspension or Expulsion, Pursuant to G.L. c.71, §37H**

The Principal may suspend or expel a student for the following reasons:

1. Possession of dangerous weapons at school or a school-sponsored or related event;
2. Possession of a controlled substance at school or a school-sponsored or related event; and
3. Assault on school staff at school or a school-sponsored or related event.

Where a student is expelled in accordance with G.L. c.71, §37H, the student shall have ten days from the effective date of the exclusion to file a written appeal with the Superintendent. There is no right to appeal from a suspension pursuant to G.L. c.71, §37H.

### **Suspension or Expulsion, Pursuant to G.L. c.71, §37H ½**

The Principal may suspend or expel a student who is charged with a felony or convicted of a felony for criminal offenses which occur off school grounds. The student shall have five days from the effective date of the exclusion to file a written appeal with the Superintendent.

### **Suspension or Expulsion, Pursuant to G.L. c.71, §37H ¾**

The Principal may suspend or expel a student for a reason other than those addressed in G.L. c.71, §§37H and 37H ½. A student has a right to appeal from any long-term suspension, which is a suspension for more than ten consecutive days or more than ten days cumulatively for multiple disciplinary offenses in any school year, or



expulsion. The student shall have five days from the effective date of the exclusion to file a written appeal with the Superintendent.

**Expulsion, Pursuant to G.L. c.76, §§16 and 17**

The School Committee may expel a student for misconduct. The student shall have the right to file a written request for reconsideration by the School Committee within ten days of the effective date of the exclusion.

Matters concerning co-curricular or extra-curricular activities may be appealed to the Principal. The Principal's decision shall be the final decision on the matter.

**HIGH SCHOOL**

School Hours: 8:10 a.m. – 2:30 p.m.

**NARRATIVE MISSION STATEMENT**

**Swampscott High School is a community of adult and student learners who work together to succeed in a diverse and evolving global society by promoting academic and personal excellence within an inclusive, safe, and supportive environment.**

**High School Core Values “IMAGINE”**

**I**ndividuality:

- Accept responsibility for, and consequences of their behavior and actions
- Enable all students to discover their passion
- Demonstrate respect for themselves and others

**M**utual respect amongst all community members:

- Demonstrate physical, emotional, intellectual, and social excellence
- Engage in collaboration and teamwork
- Act courteously and with dignity
- Recognize and celebrate difference and diversity
- Act responsibly with the interests of the larger community in mind

**A**cquire essential 21st-century knowledge and skills:

- Participate in relevant and rigorous academics
- Solve problems using analytical and critical thinking
- Understand and practice a balanced and healthy lifestyle through the informed decision making
- Demonstrate creativity in expression and innovation
- Use a variety of technology and informational resources to gather and synthesize data
- Demonstrate ability to work collaboratively and independently
- Communicate expectations of students' academics and behavior clearly and consistently
- Develop reasonable assessments which will be graded and returned in a timely manner

**G**enuine:

- Demonstrate honesty and integrity

**I**nvolve (high school, local, and global communities):

- Participate in community service experience
- Develop awareness of local, national, and international issues
- Serve the community and society actively through volunteerism.

**N**avigate the many risks and complexities of modern life:

- Recognize the roles of individuals and groups in a global context
- Demonstrate media literacy
- Understand the value of experience as a powerful learning medium

- Demonstrate emotional and social stability as a result of having received adequate support and guidance; understand how to manage stress, and maintain mental and physical health

Expressive: speaks, writes, and communicates

- Demonstrate the ability to communicate effectively through multiple forms of expression

### **GENERAL HIGH SCHOOL EXPECTATIONS**

1. Students arriving before 8:00 a.m. must go to the cafeteria or be supervised by an adult.
2. All students must have authorized passes to be out of classes.
3. All students are expected to be quiet, orderly, and considerate of others in the hallways.
4. All students are expected to arrive at class on time.
5. Students are expected to conduct themselves with courtesy and respect to each other and with **all staff members**. This includes teachers, office personnel, custodians, teacher associates, coaches, volunteers, cafeteria workers, etc.
6. Disrespectful behavior, including swearing, disobedience, failing to identify oneself, and disrupting class time, will not be tolerated.
7. Students are expected to care for and maintain all school property in the condition in which it was issued, or its use was permitted.

If a student is sent to the office for a violation of school rules, they will receive a consequence. Students are afforded due process and asked to plan alternative choices to minimize recurrence of the behavior.

Because all members of the school community are subject to both the laws of the Commonwealth and town ordinances, the school will report acts that may violate the law to the police when deemed appropriate. Such acts include, but are not limited to, possession and use of controlled substances and weapons, illegal use of alcohol, vandalism, the behavior of students which endangers the safety of themselves or others, etc. School administrators shall discipline progressively. This means that administrators will increase penalties for second and third offenses of similar infractions.

### **DISCIPLINE APPEALS PROCESS**

Please refer to the district section above in this handbook on Massachusetts General Laws Regarding Student Discipline.

#### **Suspension or Expulsion, Pursuant to G.L. c.71, §37H**

The Principal may suspend or expel a student for the following reasons:

1. Possession of dangerous weapons at school or a school-sponsored or related event;
2. Possession of a controlled substance at school or a school-sponsored or related event; and
3. Assault on school staff at school or a school-sponsored or related event.

Where a student is expelled in accordance with G.L. c.71, §37H, the student shall have ten days from the effective date of the exclusion to file a written appeal with the Superintendent. There is no right to appeal from a suspension pursuant to G.L. c.71, §37H.

#### **Suspension or Expulsion, Pursuant to G.L. c.71, §37H ½**

The Principal may suspend or expel a student who is charged with a felony or convicted of a felony for criminal offenses which occur off school grounds. The student shall have five days from the effective date of the exclusion to file a written appeal with the Superintendent.

#### **Suspension or Expulsion, Pursuant to G.L. c.71, §37H ¾**

The Principal may suspend or expel a student for a reason other than those addressed in G.L. c.71, §§37H and 37H ½. A student has a right to appeal from any long-term suspension, which is a suspension for more than ten consecutive days or more than ten days cumulatively for multiple disciplinary offenses in any school year, or expulsion. The student shall have five days from the effective date of the exclusion to file a written appeal with the Superintendent.

#### **Expulsion, Pursuant to G.L. c.76, §§16 and 17**

The School Committee may expel a student for misconduct. The student shall have the right to file a written request for reconsideration by the School Committee within ten days of the effective date of the exclusion.

Matters concerning co-curricular or extra-curricular activities may be appealed to the Principal. The Principal's decision shall be the final decision on the matter.

#### **ACADEMIC MISCONDUCT (PLAGIARISM/CHEATING)**

Academic misconduct is an act by a student, or by students working on a team project, which may result in the false evaluation of the student(s), or which represents a deliberate attempt to unfairly gain academic advantage.

The civic and social expectations of Swampscott High School's mission statement compel students to produce authentic work. Not only is this a community expectation, but it is vital to the educational process. Any student who copies the work of another student, or any student who allows their work to be copied, or any student who quotes from any source (including but not limited to pictures, lyrics, art, writings, cuts and pastes from the internet, etc.) without giving credit to the creator will be considered to have plagiarized.

The following behaviors are examples of cheating (this list is not exhaustive):

1. Homework/lab reports: A student is cheating when they attempt to copy or borrow another student's homework.
  2. Assessments: A student is cheating when they attempt to gain any information from another student or from any unauthorized materials, including gaining access to an assessment before it is given.
  3. Written projects/research reports: A student is cheating when they use anyone else's words or ideas without documentation (plagiarism).
  4. Grades: A student is cheating when they change a grade or answer on a paper/test or quiz.
  5. Users will not share or give out their usernames or passwords, or those of any other user.
  6. Using another Google account and sharing in Google for the purpose of others being able to copy your work.
- Students are also to be considered as having cheated if they provide the information or materials for other students for uses as identified above.

#### **First Offense**

The first offense will typically be handled by the classroom teacher and/or department head, together with the student's guidance counselor. A meeting will be arranged with the student, parents/guardians, teacher, department head, and counselor to discuss the repercussions and to counsel the student. When it has been determined, after an opportunity to be heard, that a student is guilty of cheating or plagiarism, the student will receive a zero for the assignment. The teacher will decide if the student deserves a chance to redo the work for partial or full credit.

#### **Successive Offense(s)**

- The student will be referred to the administration and guidance. An administrator will investigate the incident, giving the student the opportunity to be heard. If it is determined that the student is again guilty of cheating or plagiarism, the student may receive a zero for the work with no opportunity to resubmit the assignment for credit.
- In addition, the student may face further disciplinary action up to and including suspension. Offenses are cumulative across the student's career at SHS.

- If it is determined that a student has cheated/plagiarized more than once in the same class, that student will also be referred to guidance to discuss whether their placement is appropriate (e.g. honors as opposed to CP).
- Cheating and plagiarism are serious offenses that may affect standing in the National Honor Society, eligibility for scholarships, and may also jeopardize references.

### **“Turnitin” Information**

Teachers at SHS will be requesting that students submit papers through Turnitin, a network that allows students to submit work for review to ensure academic integrity. You can read more about this service at <http://turnitin.com>. It is important to note that teachers will NOT be using Turnitin to grade student work. English teachers will be taking students to the computer lab in the first few weeks of school to create accounts.

## **ANTI-HAZING PROCEDURE**

Pursuant to M.G.L. c 269, s 17-19:

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other people, or which subjects such student or other people to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to themselves or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization that is part of such an institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

### **ATHLETICS AND CO-CURRICULARS**

Interscholastic athletics available:

#### **FALL**

Cross Country (Boys)  
Cross Country (Girls)  
Field Hockey  
Football  
Football Cheering  
Golf  
Soccer (Boys)  
Soccer (Girls)  
Volleyball

#### **SPRING**

Baseball  
Lacrosse (Boys)  
Lacrosse (Girls)  
Outdoor Track & Field (Boys)  
Outdoor Track & Field (Girls)  
Sailing  
Softball  
Tennis (Boys)  
Tennis (Girls)

#### **WINTER**

Basketball (Boys)  
Basketball (Girls)  
Basketball Cheering  
Ice Hockey (Boys)  
Indoor Track & Field (Boys)  
Indoor Track & Field (Girls)  
Skiing  
Swimming (Co-ed)  
Co-op wrestling with Marblehead (Co-ed)  
Co-op gymnastics with Marblehead  
Co-op ice hockey w/Marblehead (Girls)

*For further information, contact the Athletic Office at (781) 596-8875.  
Big Blue Sports Schedules can be accessed online at [northeasternma.org](http://northeasternma.org).*

#### **Eligibility-Academic/Age**

Student-athletes must be academically eligible to participate in any interscholastic or extracurricular activities in accordance with the MIAA Academic Eligibility Policy. The Swampscott Athletic program is an extension of the educational program of Swampscott High School and emphasizes the importance of a strong work ethic and diligence both in the classroom and on the playing field. In order to be eligible for athletic competition, students must meet certain academic standards. Eligibility is determined by quarterly marks, not by semester grades. In order to be eligible to play during the first fall marking period, the student must have passed courses equivalent to four one-year major English courses during the preceding academic year. Thereafter, the student must have passed courses for the marking period which are equivalent in credit to four one-year major English courses. Swampscott High School adheres to the Athletic Eligibility Rules of the Massachusetts Interscholastic Athletic Association (MIAA). [http://www.miaa.net/gen/miaa\\_generated\\_bin/documents/basic\\_module/MIAAHandbook1517.pdf](http://www.miaa.net/gen/miaa_generated_bin/documents/basic_module/MIAAHandbook1517.pdf)

Athletes are eligible for four consecutive years from the start of their freshman year within the age restrictions that are set forth by MIAA regulations. Student-athletes cannot have reached the age of 19 prior to September 1<sup>st</sup> of the school year. For more information on eligibility and the appropriate waiver process, please visit the MIAA website at [www.miaa.net](http://www.miaa.net) and view Rule 58 of the Rules Affecting an Individual Student-Athlete.

## **ATTENDANCE POLICY**

**Attendance is an integral part of the learning process—the classroom experience cannot be recreated and full participation is a critical element. See the district section above in this handbook on Attendance for reference to Massachusetts General Law.**

PARENTS/GUARDIANS ARE REQUIRED TO CALL THE OFFICE IF A STUDENT IS TO BE ABSENT FROM SCHOOL BY 8:00 a.m. This does not constitute an excused absence but is for daily attendance purposes (please see below for defined absences).

Attendance is recorded for each individual class period, not just for the day as a whole. Therefore, a student who attends part of the school day, due to late arrival or early dismissal, will be marked present for those classes that they attend and absent for the others.

A student may not participate in school functions of any kind on the day (s)/he is absent from regular classes, except in unusual circumstances approved by the Principal/Assistant Principal. If absent on a Friday, this provision carries forward to any activities scheduled during the weekend.

A student with excessive absences for any class (as defined below) risks being assigned a failing grade for that class for the quarter. If attendance becomes a problem, a letter will be sent home to parents/guardians. See further details below:

### **Absence and Tardiness Definitions**

Each absence is defined in one of three categories:

*Excused Documented* - absence does not count against the student, make-up allowed

- Illness covered by a doctor's note
- Death in the family
- Religious holiday
- Mandated court appearance
- Authorized field trip
- Some dismissals by the Nurse (discretion of the Nurse to determine whether documented), when illness or injury occurs during the school day
- Other absences arranged in advance at the Principal or their designee's discretion
- 5 days allowed for college visits per year with documentation

*Reported Unexcused* - make-up allowed, absence counts against the student. This includes, but is not limited to the following:

- **Illness that is explained by parent/guardian note (must be in writing), but which does not qualify as "Documented"**
- Absence from classes for family vacations

*Unexcused* - no make-up allowed, absence counts against student

- Truancy from class or school
- Any absence that does not fall into one of the above categories
- Outside-of-School suspension

Truancy: If a student is absent from school or part of or all day without parent/guardian permission, they will be considered truant and will be subject to disciplinary action. Truancy is considered an unapproved absence from school.

First offense -- Parent/Guardian Notification and one (1) detention.

Second offense -- Parent/Guardian conference and two (2) detentions.

Subsequent offenses -- Meeting adjustment counselor, potential court involvement, and/or potential home visits.

When returning from an absence, the student is expected to bring a note of explanation to the Main Office. This will help determine eligibility for making up missed classwork, quizzes, or tests. When a chronic or irregular absence occurs, reportedly due to illness, the Principal may request a physician's statement certifying that such absence was justifiable.

*Tardy* – A student is considered “Tardy” to class when they are not in the room and seated when the bell rings to begin class. Students arriving at school after 8:10 a.m. will be stopped at the front door, will sign in with the monitor, and will be issued a tardy slip to present to their teacher. The determination of whether a student is tardy to any other class throughout the day is made by the classroom teacher. A student who arrives tardy to school more than three times per quarter will be assigned detention on the fourth day and all subsequent offenses. School detention is assigned for the day of the offense or the next available day, at the discretion of the school administrator. School detention will be held each afternoon from 2:45-3:30 p.m. or office detentions in the morning from 7:15-8:05 a.m. A student assigned detention is expected to arrive on time and remain for the entire time. No student will be allowed to participate in extracurricular activities until the detention is served in full. Failure to attend detention will result in further consequences, up to school suspension.

Students expecting to participate in extracurricular activities after the school day (athletics, theatre, music, clubs, and organizations) who are tardy past 8:25 a.m. on any morning are not allowed to participate in their after-school activity class that day. Also to be considered eligible for any activity a student must be in school until 11:00 a.m.. Please see the [athletic department website](#) for more specific athletic information.

### **Excessive Absences or Tardiness**

If a student exceeds five (5) unexcused absences in a single quarter, then the student will be assigned an “Attendance Failure” grade of 59 for that class for the quarter. If the student’s earned grade, regardless of attendance, is less than 59, then the lower, earned grade will be assigned.

The student(s) can redeem themselves and receive their full grade if they follow the attendance policy for the next academic period. Students receiving AF in two or more quarters for any one class in an academic year are at risk of earning no credit for that course.

Every four times that a student is tardy to school at the start of the day will constitute one unexcused absence for all classes each quarter. Similarly, every three times that a student is tardy to an individual class other than at the start of the day will constitute an unexcused absence for that class. Habitually tardy students face further discipline by the school up to but not limited to court referral, suspension, loss of privileges.

### **Notice to Parent/Guardians**

When a student has been absent from school (“Excused” or “Unexcused”) three times in a single quarter, parents/guardians will be notified via email that one more undocumented absence will result in an “Attendance Failure” for the quarter.

### **Make-Up Work**

Students are responsible for connecting with their teachers to make up work associated with any Documented or Excused absence.

- Work that was pre-assigned is due at the teacher's discretion (e.g. the student had a week's prior knowledge of a test that was given on the day of the absence; the student had a month's prior knowledge of the due date for a report).
- Generally, students will be given twice the amount of time to complete work that was missed during their absence (more time may be granted at the teacher's discretion).
- In certain cases, such as a long-term or chronic illness, more time may be allowed or a reduction in the amount of make-up work may be considered.

### **Vacations**

Since the school calendar is established and published in advance of the school year, absences due to vacations should be avoided when possible. Absences for once-in-a-lifetime events should be discussed with the Principal, who may authorize the absence as "Documented." Family vacations will generally not be allowed as "Documented" absences. In any case, students should pre-arrange with their teachers the make-up work to be completed prior to the absence or which will be due upon return.

### **Extended Illness**

In the case of extended illness, one that prohibits a student from attending school for more than 14 days, students may receive school-approved tutoring. Parents/Guardians are required to contact the School Principal regarding the conditions of extended illness and provide a medical statement from the attending physician prior to receiving at-home tutoring using the Home/Hospital Form. The school nurse can provide this form upon request.

### **APPEALS PROCESS**

Parents/Guardians and/or students may appeal a denial of credit by following the process outlined below:

1. The parent/guardian or student must indicate in writing the intent to appeal to the administration. The dates appealed, reasons for the appeal, and supporting documentation must be included. A written request for an appeal may be submitted to the school administration at any time during the semester but no later than five (5) school days after the issuance of report cards during the quarter in which the credit was issued.
2. The school administration will forward the appeal to the Appeals Board for consideration, or reject the appeal for lack of evidence. The individual who files the appeal will be notified of this decision in writing. Appeals will be scheduled in the order in which they are received.

**\*Administration reserves the right for the final decision on a case by case situation**

### **BUS REGULATIONS**

Riding the bus is an extension of the school day. Should a student fail to obey the driver's instructions, a warning will be given. The Administration will be notified of any warnings given to students and appropriate action will be taken. Consequences include, but are not limited to a verbal warning, assigned seats, and bus suspension.

### **CELL PHONES AND ELECTRONICS POLICY**

Students may only use electronic devices (e.g. music players, cell phones, etc.) in the cafeteria and by the discretion of the classroom teacher. Use of an electronic device at any time that is disruptive to the learning environment within the high school is prohibited. Consequences for violation follow a tiered approach.

1. Verbal Warning.
2. Confiscation until the end of class.
3. Confiscation until a parent/guardian picks up the device from the main office; a conference with the



administration may be required.

### **COURSE SCHEDULE CHANGES**

The course selection process is an important element of all students' college and career planning. . During the early months of the year, the course selection process will begin and involves careful thought and planning from each student.p It is our belief that student(s) have exercised care in making their selections and, as a result, SHS may be reluctant to make changes in student(s) schedules. Please contact your school guidance counselor to discuss potential changes once the school year has begun. The Principal or their designee may approve or deny schedule changes based on enrollment.

### **CURRICULUM EXPECTATIONS**

The Swampscott Public Schools provides curricula aligned with the Massachusetts Curriculum Frameworks. A variety of curriculum materials and instructional strategies are utilized to meet and exceed these established guidelines. For more information about the Swampscott Public Schools curriculum, please visit the [Director of Teaching and Learning](http://www.doe.mass.edu/frameworks/current.html) website. The Massachusetts Curriculum Frameworks can be found at <http://www.doe.mass.edu/frameworks/current.html>.

In addition, each school also hosts a Curriculum Night in the fall. Parents/Guardians are invited to visit their child's classroom to review grade-level expectations, routines, and curricula.

### **DANCES**

School dances are for SHS students and are considered a student privilege. Dances are considered an extension of the school day and student behavior must comply with all the expectations outlined in the Student Handbook. The Administration reserves the right to deny student attendance at school dances for student behavior or conduct that may endanger the health and safety of other students.

Bands/DJ's etc. must be approved by the administration. All dances must be chaperoned by a minimum of ten staff members, but more may be required depending on the anticipated attendance. A police officer will also be employed at the sponsoring group's expense. All dances, unless otherwise approved by the administration, will end no later than 10:00 p.m.

SHS students are allowed to bring one outside guest as their date. Guests must fall within the following age requirements: freshman year in school through age 19. The exception to this is the Senior Prom when the age limit is 20 (with the approval of the administration). SHS students wishing to bring outside guests must register them with an administrator at least **three days** before the dance and accept responsibility for the guest's behavior at the dance. No one may re-enter the dance after leaving. Students will not be allowed into a school dance 90 minutes after start time unless there are extraordinary circumstances.

### **DETENTION POLICY**

For various infractions that may occur, students may be assigned detention before or after school. School detention will be assigned for the day of the offense or the next available day, at the discretion of the school administrator. Detention is held each day from 7:15-8:05 a.m or 2:30-3:15. A student assigned detention is expected to arrive on time and remain for the entire assigned period. No student will be allowed to participate in extracurricular activities until the detention is served in full. Failure to attend detention will result in further consequences, up to school suspension.

### **DIRECTED STUDY HALLS**

Swampscott High School students are encouraged to explore and develop interests through a variety of curricular experiences and courses. In some cases, a student may have one or more "directed study" periods included in their

daily schedule. A directed study is a full period of one class (75 minutes) where students may complete homework, study for assessments, or enjoy some quiet time during the school day. Each directed study is supervised or directed by a faculty or staff member. As with any other course, attendance will be taken and monitored. An atmosphere of quiet study is expected and student movement and noise must be kept to a minimum. To guarantee all students equal opportunity to study and get as much work done as possible during school hours, the following procedures will be enforced:

1. All students will report to their study hall as assigned.
2. If a student has permission to go to another location during the study period (e.g. to collaborate with another faculty member, visit a School Guidance Counselor,) they should:
  - a. Report to study for attendance and deliver a signed pass to the study hall teacher.
  - b. Then report to the room indicated on the pass and remain in that room for the entire period.

### **EVACUATION PROCEDURES**

Exit signs are prominently displayed in every room, indicating the exit to be used during building evacuation. When the fire alarm sounds, the building will be evacuated immediately. Everyone shall exit the building quietly and follow the direction of the Administration.

If a fire should occur in our building, the person discovering it should pull the nearest alarm and then report it at once to the Principal or any teacher. Under no circumstances should any pupil or teacher try to fight a fire.

### **EXAMS**

Mid-year and final exams are required for all courses. Mid-year and final exams are an important assessment of student learning and they will have a significant impact on the final grades for courses (see grading policy for an explanation of the calculation of final grades). Attendance at these exams is mandatory and an unexcused absence from the exam period will result in the student receiving a grade of zero for that exam. Students who are tardy for an exam will only be given the remainder of time left in the exam block to take the exam. Students may schedule a makeup exam only with administrative approval.

### **FIELD TRIPS**

Field trips are not considered an absence from school. They are designed to stimulate student interest and inquiry and provide opportunities for social growth and development. They are considered extensions of the classroom to the extent that they provide the most effective means for accomplishing the general curriculum objectives of the school. Field trips are subject to all school rules. The administration will authorize local field trips. Overnight, out-of-state, or out-of-country field trips need approval from the Superintendent and the School Committee.

After the field trip has been authorized, permission slips will be sent home to parents/guardians and must be signed and returned to the school by the assigned deadline. Permission slips are directed to the school nurse for review prior to the field trip. No student may leave the school grounds on a field trip unless a signed permission slip is on file. Students must use school-approved transportation only.

### **FUND-RAISING**

Fundraising for school groups, organizations, clubs, classes, and sports teams can be a fun and spirited way of engaging the school community. SHS encourages students to develop creative ideas to help meet their fundraising goals. Students that wish to conduct fundraising activities for their group/organization/team must first receive the approval of the administration. The sale of candy or other food items will not be permitted in school unless prior authorization has been received from the administration.

### **GAMBLING**

Gambling is not allowed on school property at any time. Students who are found gambling will have their games or related gambling platforms/devices confiscated; parents/guardians will be notified. Disciplinary action may be taken.

### **GRADING POLICY**

Each teacher will develop a grading policy stating criteria to be used for evaluating student work. Copies of this policy will be distributed to all students at the beginning of a yearlong or semester course. Report cards will be issued quarterly.

*Final averages for a semester and year-long classes are calculated as follows:*

Semester class: Final Average = .4 (Quarter 1 or 3 Grade) + .4 (Quarter 2 or 4 Grade) + .2 (Midterm or Final Exam)

Year-long class: Final Average = .2 (Quarter 1 Grade) + .2 (Quarter 2 Grade) + .1 (Midterm Exam) +.2 (Quarter 3 Grade) + .2 (Quarter 4 Grade) +.1 (Final Exam)

### **Honor Roll**

Honor Roll determination is based upon the calculation of the student's unweighted Grade Point Average at the end of each marking term and is reported as follows:

High Honors	90 or above
Honors	85 to 89
Commended	80 to 84

### **Other Grades:**

A student may have chronic medical or health needs that require atypical grading procedures approved by an Administrator. Depending on the situation and in collaboration with an Administrator or designee, a teacher may assign a grade of “M” indicating the student did not complete work due to documented health needs. This grade is not included in any cumulative grade calculations.

With administrator approval, a teacher may assign a grade of “incomplete” for a quarter or exam grade due to atypical circumstances.. Students have two weeks from the time report cards are handed out to complete the missing work. After the two weeks, students will be assigned the grade they have earned up to the day the incomplete was assigned.

### **GRADUATION REQUIREMENTS**

To qualify for a Swampscott High School diploma, all students are required to earn 120 credits through coursework in grades nine through twelve. . Students must attain at least 120 credits to participate in the graduation ceremony. These credits must include the following:

- 4 full years of English
- 3 full years of social studies (one of which must be U.S. History or American Studies)
- 3 full years of mathematics
- 3 full years of lab science
- 2 full years of a world language (in the same language)
- 3 courses in fine arts and/or career technology (one of which must be Personal Financial Literacy))
- 1 semester of Physical Education during both freshman and sophomore years
- 1 quarter of Physical Education during both junior and senior year
- 1 quarter of Contemporary Adolescent Issues I during the freshman or sophomore year
- 1 quarter of Contemporary Adolescent Issues II during the junior or senior year
- 1 quarter of SHS Seminar semester of Expository Writing

The remaining credits may be earned in any courses offered at Swampscott High School or through other school-approved or school-provided programs.

### **MCAS/EPP**

In addition to satisfying the graduation requirements identified above, all students must demonstrate competency in English, mathematics, and Science/Technology Engineering (STE) by earning satisfactory scores on the MCAS exams. Students who do not satisfy MCAS requirements, either by demonstrating proficiency on the test or by satisfying an Educational Proficiency Plan (EPP), will receive a Certificate of Attendance at the graduation ceremony. Those students will then have the opportunity to continue attempting to demonstrate proficiency following graduation.

## **LANYARD PROTOCOL**

**Introduction:** School safety is a paramount concern, not only in Swampscott but across the nation. To help identify that only authorized people are in our building, students, staff, and visitors are issued ID badges or stickers.

All staff and students are expected to be wearing their ID badges, upon entering the building, on the school-issued lanyard, so that it is visible at all times around the neck. Students who fail to do so will be subject to the following protocol.

### **At the Main Entrance**

Students who do not have their ID badge worn visibly around their neck should report to the main office. They may contact someone to bring it to school. If this option is impossible, the student may be assigned a detention for that afternoon. The student will be admitted to the school and will be assigned a temporary visitor badge, which must be displayed all day.

### **All Classes**

At the start of every class period, when taking attendance, teachers will check students for ID badges. Any student without an ID badge/temporary issued by the office is to be sent to the office and will be assigned after-school detention for each offense.

### **Exceptions**

- Phys. Ed. – not required to wear ID badge or sticker while participating
- Science lab, at the teacher's discretion for safety purposes, students may remove ID badges

### **Lost ID Badge or Lanyard**

Students who lose their ID badge or school-issued lanyard must replace them as soon as possible. Lost IDs or lanyards should be reported to the main office by using the form available in the office. The form can also be found online under Resources/For Students/ ID & Lanyard Replacement Form. A replacement fee of \$10 will be charged. Replacement fees must be paid by check, made payable to the *Town of Swampscott*. The replacement ID and lanyard will be provided to the student in school as soon as possible.

## **LEAVING THE BUILDING**

If a student needs to be excused from school, the student must bring a note, signed by the parent/guardian, to the Main Office before school on that day. This note does not determine whether or not the absence is excused, it merely grants permission for the student to leave the building. The student must sign out in the office when they leave and again when they return. No student, regardless of age, is to leave the building without administrative permission, which could include senior privileges.

## **LIBRARY-MEDIA CENTER**

The library-media center will be open and available to students for quiet study and research using library references

and sources depending on the availability of librarians or other adult supervision.

### **LOCKERS**

Each student is assigned a locker each year. Student locker numbers and combinations can be printed to student schedules at the beginning of each school year. The locker number and personal combination can also be accessed either through the SHS Main Office or through the School Guidance Office. Student lockers must be kept closed and locked at all times to ensure the protection of every student's personal property. The student is responsible for textbooks and other articles stolen from an unlocked locker. Locker defects should be reported to the Main Office immediately. Students must clean out their lockers at the end of the school year. Any damage to a locker due to a student leaving it unlocked will be the responsibility of the student who is assigned that locker. If a locker has been previously damaged or cannot be locked properly, it is the student's responsibility to report this damage to the main office.

Lockers are the property of the school system and may be searched at any time for any reason, and students have no expectation of privacy in the contents of the locker. Designated officials may have access to student lockers when evidence suggests that the welfare of students and other personnel may be threatened. The decision to search must be made by the Principal or Assistant Principal. The search shall be made in the presence of at least one witness. Discovery of illegal or dangerous materials shall be reported to the office of the Superintendent of Schools and Swampscott Police Department. Please also refer to the Search Policy of this handbook.

### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is open to juniors and seniors. In order to be invited to apply as a junior, students must have earned a minimum of a 90.00 cumulative unweighted GPA after the first semester of their junior year (GPA includes the first five semesters of schoolwork at SHS). Seniors will apply for induction in September. Induction into the Society is held in March. Significant achievement in four areas is required for eligibility to the Honor Society as follows: character, scholarship, leadership, and service. Good character is easily recognized, scholarship requires an unweighted cumulative grade point average of 90; leadership is demonstrated through active and meaningful participation in class affairs, clubs, and organizations, athletics, student council, or any other area of student life in the school; service is unselfish work and cooperation in the affairs of the school, its staff and students, as well as a wide variety of community agencies - religious and civic -which serve the people of our community. Seniors will apply for induction in September. Induction into the Society is held in March. Membership, once attained, may be revoked for failure to maintain the academic standards and ideals of the Society.

### **PASSES**

Students must have a hall pass to be in hallways during class time and the pass should be readily available upon request from a faculty member. Students must identify themselves to teachers and substitute teachers.

### **RESOLUTION PROTOCOL**

Concerns that parents/guardians or students have regarding teachers must be handled according to the following protocol.

The student or parent/guardian must speak directly with the teacher.

If the situation is not resolved, the student or parent/guardian may speak with the content leader/department chair for the teacher in question.

The Assistant Principal will intervene if the conversation with the department chair did not resolve the issue.

The Principal holds the final decision-making power in all student (or parent/guardian) and teacher disputes.

### **SCHOOL MEALS and CAFETERIA**

The breakfast and lunch program for the 2021-2022 school year is free.

The cafeteria provides two meals a day, breakfast and lunch. Breakfast may be ordered prior to the start of school

and lunches are available during assigned times. Students have the privilege of eating lunch in the cafeteria in a relaxed and clean atmosphere. Students eat lunch in the cafeteria where they may order a school lunch or bring their own lunch from home.

Snacks and other drinks are available for purchase before and after school and during lunchtimes. Food and drinks (other than bottled water) are not allowed outside of the cafeteria. Bottled water is accessible and allowed throughout the building all day. Students are expected to dispose of their waste; dispose of their recycles in appropriate receptacles, and leave the tables clean for other students. Disturbances in school or cafeteria (food fights, etc) may result in disciplinary action.

Students are required to carry a student I.D. to purchase extra food items or snacks and may pay cash or use this as a debit account, see below on how to add value to the ID. Food is not allowed out of the cafeteria at any time during the course of the school day.

1. **Pay by Cash:** Students are allowed to bring cash to the register to buy additional lunch items or snacks or to add to their account.
2. **Pay by Check:** Write checks out for the exact amount made payable to the **Town of Swampscott**. Please make sure to send in an envelope with your child's name and the amount due written on it. This should be delivered to the cashier at lunch.
3. **MySchoolBucks** online - The account(s) allow you to add value, view your student(s) account balance, access email reminders, etc.  
**Student lunch/breakfast accounts can be accessed through the district website:**  
**[www.swampscottps.org](http://www.swampscottps.org) - click on Resources/For Families/Food Services: click on Payment Options/mySchoolBucks**

Free/Reduced lunch applications are located on the Chartwells website (**[www.swampscottps.org](http://www.swampscottps.org) - click on Resources/For Families/Food Services**) and are also available at the Business Office, located at 207 Forest Ave. The SHS main office or the School Guidance Office may print a copy for any student and family as well.

## **FOOD**

Food is allowed only in the cafeteria during the course of the school day; food deliveries from local establishments are not allowed. Students who have medical needs related to food and drink should contact the school nurse to develop a plan to meet their individual health needs. Students may carry water bottles to classrooms throughout the day. Drink containers must be covered/capped. Eating or drinking is not permitted in the hallways. Food is only allowed in classrooms with approval from the administration.

## **SENIOR or STUDENT OBLIGATIONS**

Towards the close of students' senior year, they will be asked to complete a checklist verifying that all obligations have been met. These obligations may include but are not limited to returning books, uniforms, or paying final class dues. Senior caps and gowns will be distributed to students once all obligations have been met. Students may contact their class advisor with any questions regarding outstanding obligations.

Senior exams: Seniors with a 90% average or above may be exempt from final exams per the teacher's discretion. Final exams for semester courses and full-year courses will be given during a regular exam schedule. Schedules for underclassmen will also not be distributed until all obligations are met. Lost or stolen materials are the financial responsibility of the student.

### STUDENT PARKING

Parking at Swampscott High School is a privilege and it does not guarantee anyone a parking spot. See Swampscott High School Parking Expectations/Regulations; click on the link above.

### SUSPENSION FROM SCHOOL

There are two forms of suspension; in-school suspension and out-of-school suspension. An in-school suspension means that the student will be assigned to the specified area in SHS. The student is removed from all social contact of the school day. Lunch may be purchased from the cafeteria, but is to be eaten in the suspension area. The student may not travel throughout the building for any reason. Schoolwork will be assigned and credit given for work completed.

Schoolwork assigned during an out-of-school suspension is the responsibility of the student. Make-up work will only be given after a student's absence. It is the student's responsibility to procure assignments from each classroom teacher. The time period for make-up work will be relative to the amount of time missed. (For special education students and/s or students on a Section 504 plan, please refer to the section entitled **DISCIPLINE FOR STUDENTS WITH DISABILITIES**).

Prior to a school administrator taking disciplinary action against a student, the school administration shall provide the student with appropriate due process.

When a student is suspended, the following procedures will be followed:

1. Except in the case of emergency situations, no student will be suspended prior to having a hearing before the Principal or designee. Prior to the hearing, the student and parents/guardians will be provided with written and oral notice of the charges and the right to a hearing. The written and oral notice shall be provided in English and the primary language of the home if other than English. In an emergency situation that requires the immediate removal of the student, reasonable efforts shall be made to orally notify the student and the parents/guardian forthwith, followed by written notice. The hearing in an emergency situation shall be held within two days of removal unless an extension is agreed upon by the Principal, student, and parent/guardian.

The Principal or designee shall send written notice to the parents/guardians confirming the suspension. Said notice will address when the hearing was held and who participated, the length of the suspension, the reasons for the suspension, the re-admittance date, and a request for a readmission conference held prior to the student's return to school, the nature of which will be at the administrator's discretion (e.g., phone conference, in-person meeting, etc.) The intent of this meeting is for the student to acknowledge their behavior and discuss options that will avoid repeat offenses. If the student feels unsafe to return to school, alternative education plans will be arranged by the administration. Additionally, this notice shall inform the student and parents/guardians of the student's right to make academic progress while suspended or expelled.

2. If the student is eighteen (18) years of age or older, copies of the suspension notice will be given to the student and the parents/guardians.
3. Students who are suspended from school are not allowed to be in school or on school property at any time during the period of suspension and are not allowed to attend any school-sponsored activities or participate in/or attend any activities throughout the entire suspension period.
4. Any student who is serving a suspension or expulsion shall have the opportunity to earn credits, as applicable, makeup assignments, tests, papers, and other school work as needed to make academic progress

during the period of their removal from the classroom or school. Any student who is expelled or suspended from school for more than ten consecutive days, whether in school or out of school, shall have the opportunity to receive education services and to make academic progress toward meeting state and local requirements.

### **EXPULSIONS**

A student may be subject to expulsion from the school or the school district pursuant to M.G.L. c. 71, §§37H, 37H ½ and 37H ¾ (copies of which are provided in this handbook).

### **TEXTBOOKS**

Typically, SHS instructors utilize a variety of educational resources and materials that may also include textbooks. When used during the school year, textbooks are provided by the school district to each student. A certain amount of wear on the book(s) is inevitable; all educational materials, including books, shall be handled with care. **Students must cover all hardcover books.** Students are responsible for the return of books at the conclusion of a course or if a student withdraws from the course or school. Students will incur a replacement cost if educational materials are not returned.

Final report cards may be withheld until the student meets all textbook obligations.

### **THEFT**

Any student involved in theft while under school jurisdiction will be subject to suspension. The student will be required to return, replace, or pay for the stolen item(s). A report may also be filed with the Swampscott Police Department.

### **VALUABLES**

Students bringing valuables or money to school do so at their own risk. Should the need arise to have items of value on campus, arrangements shall be made at the main office to keep them secure. This is the responsibility of the student.

### **VISITORS**

All visitors must sign in with identification/license at the Raptor kiosk at the security desk as they enter the school. A visitor's pass will be issued and should be kept on their person throughout their stay.



**SCHOOL COMMITTEE POLICY**  
**SWAMPSCOTT PUBLIC SCHOOLS**

File: JICFB

**BULLYING PREVENTION**

The Swampscott Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

“Bullying” is the repeated use by one or more students or school staff members 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 themselves, or of damage to their 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.

“Cyber-bullying” means 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 knowingly impersonates another person as the author of posted content or messages if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of 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 enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home, and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents/guardians and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;

- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Swampscott Public Schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupts the education process or the orderly operation of a school.

#### Prevention and Intervention Plan

The Superintendent and/or their 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/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 Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within their school.

#### Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents/Guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Each school has an incident report form that should be completed when an incident of bullying is being reported. Each school administration has access to the form. A school-specific form must be completed with every incident of reported bullying. A school-specific form must be completed with every incident of reported bullying.

#### Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or designee determines that bullying has occurred they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum, the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under the law.

#### Retaliation

Retaliation against a person who reports bullying provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

#### Target Assistance

The Swampscott 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 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 Swampscott 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

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

SOURCE: MASC August 2013

*Bullying Prevention Accepted by Swampscott School Committee – 27-Apr-2015*

## **SPS CHEMICAL HEALTH POLICY FOR STUDENT BODY**

The Chemical Health Policies for Student Body and for Student-Athletes recognize that participation in extra-curricular, and non-curricular school-sponsored events and student athletics, is not a right, and students must adhere to these policies as a condition of their eligibility to participate. These policies are independent of and supplemental to drug/alcohol policies applying to the educational program.

**File: JICHA**

### **CHEMICAL HEALTH POLICY**

The purpose of this policy is to protect the health, safety, and welfare of all students and to encourage responsible decision-making. We believe that the possession and/or use of illicit drugs, alcohol, and tobacco by minors is illegal and can be physically and/or emotionally harmful to students. We wish to empower our students with the knowledge and skills to make responsible decisions about their behaviors. Much research about alcohol, tobacco, and illicit drug use asserts that adolescents who participate in these harmful behaviors and activities have poorer academic performance, unhealthy lifestyles, and negative social relationships. Habitual use beginning in adolescence raises the risk of adverse physical and mental health outcomes.

We also believe that the choices a student also makes in the larger community have consequences that affect others in the Swampscott School community and for which the student is accountable. We believe that the most effective deterrent to alcohol, tobacco, and drug use is openness and communication among students, parents, and the school community.

#### **School Property/School Related Events**

We have zero-tolerance for drugs and alcohol in school or at school-sponsored activities, including athletic and social events that occur outside the school day.

This Swampscott Public Schools' Chemical Health Policy, which **applies to all students**, requires that from the earliest fall rehearsal/practice/tryout date to the conclusion of the academic year or final Swampscott Public School sponsored function or athletic event (whichever comes later), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, give away:

- any beverage containing alcohol;
- any tobacco products, including, but not limited to electronic cigarettes or vapor products;
- any controlled substances as defined in M.G.L. c. 94C (including, but not limited to marijuana, heroin, cocaine), as well as restricted drugs, such as prescription or over the counter drugs that are misused; CBD products; steroids; and products misused for the purpose of mind-altering effects (aerosols, solvents, etc.);
- any drug paraphernalia; or
- any steroids, on the school campus or at any activity which is sponsored by the Swampscott School System. Nor can a student be in the presence of the illegal consumption of any of these substances on school property or at school-related events.

*“Presence of illegal consumption” is defined as being or remaining at a site, or in a building, residence, or vehicle in which a controlled substance or alcohol is being used, consumed, or possessed, as such possession occurs in the locations considered regulated by the Swampscott School District as*

*provided above.*

*Violations are not limited to on-campus behaviors and activities and will include after-school events, weekend events, school activities during vacations, and school trips to any destination sponsored by the Swampscott Public Schools. "Presence of illegal consumption" shall not apply to activities that a student attends with their parent(s) or legal guardian(s) where controlled substances are legally consumed as long as the student does not personally consume those substances.*

### **Non-School Related Events**

This School Policy shall also relate to any documented violations of consumption, use, physical possession, or constructive possession under M.G.L. c.138 and/or M.G.L. c. 94C or any applicable section therein by any Swampscott District student for off-campus, non-Swampscott school sponsored events. Documentation of such violations shall include but are not limited to police reports, court records, or records associated with documentation of MGL Chapters 138 and/or 94C violations including records of the Massachusetts Registry of Motor Vehicles as they apply to Chapters 138 and/or 94C.

**A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code. In addition to the rules and regulations outlined in this policy, students will be responsible for the rules and regulations of organizations including the Massachusetts Interscholastic Athletic Association, National Honor Society, etc.**

#### **LEGAL REF:**

M.G.L. c. 71, §37H (students-controlled substances)  
M.G.L. c. 94C (controlled substances)  
M.G.L. c. 138, §§34, 34A, 34C (alcohol)  
M.G.L. c. 270, §6 (glue-toxic substances)  
M.G.L. c. 272, §40A (alcohol on school property)  
Drug-Free Workplace Act of 1988  
Drug-Free Schools and Community Act Amendments of 1989  
MIAA, Rule 62

#### **CROSS REF:**

ADC Smoking on School Premises  
JICG Tobacco Use by Students  
JICH Drug and Alcohol Use by Students  
IHAMA Teaching About Drugs, Alcohol, and Tobacco

SC Approved: 5-Nov-2015



## **SWAMPSCOTT SCHOOL DISTRICT**

**Student Verification Forms will be distributed to each student at the start of each school year. By signing and returning this form to the appropriate school, parents/guardians and students acknowledge that they have read and understood the terms of the policies & procedures within this District Student Handbook.**