

**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.

**Core Values:** The core values of the Swampscott Public Schools are...

- **R**espect
- **E**ffort
- **A**cademics
- **C**ompassion
- **H**onesty

**Core Beliefs:** The core beliefs of the Swampscott Public Schools are...

- We believe ALL students can learn.
- We believe EACH student can strive to achieve her/his personal best in all areas: social, emotional, physical, moral, and academic in order to attain balance.
- We believe that families and the surrounding community are our partners in the education of our children.
- We believe in respecting and embracing diversity.

**Vision:** The vision of the Swampscott Public Schools is to graduate students who are...

- Self-confident
- Self-disciplined
- Resilient
- Resourceful
- Accountable
- Respectful
- Responsible and contributing members of a global society
- Independent thinkers
- Effective communicators
- Life-long Learners

Our primary focus is to promote academic excellence for all students by ensuring a safe, secure, and supportive learning environment. Therefore, the administration reserves the right to change or amend the student handbook to meet the challenges of educating our students.

### **ACCEPTABLE USE POLICY** **COMPUTER NETWORK/INTERNET POLICY**

Acceptable Use of Networks, Internet, and School Computers:

The Swampscott Public School District has adopted an Acceptable Use Policy for student and staff access to district computers, networks, and the Internet. This policy is intended to insure students' safety through the proper conduct of computer users and requires efficient, ethical, and legal utilization of computer technology. A copy of the complete text of the policy is provided to each family and a signed parental permission form must be on file in each school. A copy of this policy is available online at [http://swampscottk12ma.us/District\\_Docs/AUP.pdf](http://swampscottk12ma.us/District_Docs/AUP.pdf).

Violation of the Acceptable Use Policy will result in disciplinary action by principals and/or teachers and may include the following consequences:

First Minor Offense	Network use suspended for ten (10) school days
Second Minor Offense	Network use suspended for thirty (30) school days
Third Minor Offense	Network use suspended for remainder of current school year
Major Offense	Network use suspended for remainder of current school year

### **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 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, based on Federal statute 17 USCA s. 101 (Copyright Act of 1976) that all tests created by staff are considered property of the District unless expressly waived by the Superintendent.

### **APPEALS PROCESS**

Staff or students may appeal a decision resulting from a violation of school rules and policies. Routine violations and punishments may not be appealed unless there are extenuating or unusual circumstances surrounding the situation. Appeals should be addressed in writing and directed to the Principal.

### **ASSAULT** **(physical and/or verbal)**

Fighting (physical assault) is not allowed under any circumstances on school grounds, at school functions, or on the bus. An **immediate out-of-school suspension** (up to five days) will result in any act of physical aggression. Subsequent infractions may result in a ten-day suspension and/or recommendation for expulsion. In addition to suspension, a report to the Swampscott Police Department and the Superintendent of Schools will be filed.

Verbal assault is any abusive language directed toward staff or students and is not acceptable under any circumstances. Use of verbal assault will result in an out-of-school suspension for up to five days.

## **ASSEMBLIES/X-BLOCK**

Student Assemblies and X-Block, which are considered an integral part of the overall education at Swampscott High School will be held throughout the school year and are considered to be part of the school day. ATTENDANCE at all mandatory assemblies will be enforced.

## **ATHLETICS AND CO-CURRICULARS**

Interscholastic athletics available:

### **FALL**

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

### **WINTER**

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

### **SPRING**

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

### **INTRAMURAL SPORTS**

Extreme Basketball  
Extreme Ping Pong  
Dance Team

**The Athletics User Fee for 2007-2008 will be \$150 per sport.**

**For further information, contact the Athletic Office at (781) 596-8843. Big Blue Sports Schedules can be accessed online at [highschoolsports.net](http://highschoolsports.net).**

**ELIGIBILITY-ACADEMIC/AGE:** 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. Student athletes must be academically eligible to participate in any interscholastic or extracurricular activities in accordance with the MIAA Academic Eligibility Policy. Students must have received a passing grade and full credit in four major classes (the equivalent of four yearlong English classes) in the previous quarter's marking period. Incomplete grades are not counted toward eligibility requirements and will not be counted until work has been completed and the grade change has been completed by the Registrar. Fall sports eligibility is based on the final average of the previous year. Freshmen are considered academically eligible after completing eighth grade.

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.

## **CODE OF CONDUCT**

### **Motto for Success**

**Be where you're supposed to be  
When you're supposed to be there  
Doing what you're supposed to be doing!**

### **General School Rules**

1. Morning entrance to school (7:00 a.m.) and afternoon exit from school is through the front door.
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 to 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, he/she will receive a consequence. Students are afforded the opportunity to discuss the incident and to plan alternative choices to minimize reoccurrence of the behavior.**

## **ATTENDANCE POLICY**

**Attendance is an integral part of the learning process—the classroom experience cannot be recreated and full participation is a critical element. A student is considered absent if he/she attends fewer than three periods Tuesday-Friday and fewer than five periods on Monday. PARENTS ARE REQUIRED TO CALL THE OFFICE IF A STUDENT IS TO BE ABSENT FROM SCHOOL.**

### **Truancy**

If a student is absent from school for part of or all of a day without parental permission, he/she will be considered truant and will be subject to disciplinary action. Truancy is considered an unapproved absence from school.

If a student is reported truant from school, the Swampscott Police Department will be notified.

1. First offense - Parent notification and one (1) Saturday detention.

2. Second offense - Parent conference with Assistant Principal and two (2) Saturday detentions.
3. Third offense – Meeting with adjustment counselor/guidance and up to five (5) days suspension.

### Attendance Procedure

Students may not exceed the following number of unapproved absences:

Four (4) absences per semester  
Nine (9) absences per year  
Quarter classes will be prorated

\*A student may be marked absent (unexcused) if he or she misses **more than ten minutes** of a class. Upon the FIFTH absence from a class within one academic semester, or the TENTH absence from a year course, the student may not receive credit in that class for that semester. The student may be required to repeat the course or engage in supplemental instruction to make up the credit (if applicable).

EXCUSED ABSENCES – Absences for the following reasons (with documentation) will not be counted toward the Attendance Policy.

1. School-sponsored activities, such as field trips, assemblies, testing, athletic activities, etc. **(no documentation required)**
2. IEP exemptions – Individual Education Plan on file with the Special Education Department. **(no documentation required)**
3. Bereavement. **(documentation due on first day returning to school)**
4. Illness, surgery, or serious injury. **(medical documentation received within three days of student's return to school)**
5. Religious holidays. **(documentation due in advance)**
6. Subpoenas and court orders. **(documentation of court appearance required)**
7. College visits. **(not to exceed two days in a school year. Arrangements need to be made prior to visit. Forms Located in Main Office)**
8. Other situations approved by the administration on an individual basis, in writing, and in advance of the absence.

A student may not participate in school functions of any kind on the day he/she is absent from regular classes, except in unusual circumstances approved by the Assistant Principal or Principal.

In the case of chronic medical conditions, written requests must be accompanied by a physician's statement indicating the nature of the condition and the possible impact of the condition on school attendance. The administration will issue guidelines to the parent based upon this information.

**Students have the responsibility of knowing the number of absences in each of their classes and whether they are in danger of violating the policy.**

### Appeals Process

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

1. The parent and/or student must indicate in writing the intent to appeal to the school administration. The dates being 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 school days after the issuance of report cards for the semester in which no credit was issued.

2. The school administration will forward the appeal to the Appeals Board for consideration, or reject the appeal for lack of substance. The individual filing the appeal will be notified of this decision in writing. Appeals will be scheduled in the order in which they are received.
3. Parents and/or students will be advised of the date of the hearing and will be expected to provide any further supporting information that may be requested.

*All decisions of the Administration and the Attendance Appeals Board maybe appealed in writing to the Superintendent of Schools and ultimately to the Swampscott School Board. The decision of the School Board shall be final.*

#### Make up Work (from an absence)

All work must be made up **after** a student's absence. No schoolwork will be pre-assigned. Makeup 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 makeup work will be relative to the amount of time missed.** A student absent for one day will have two days to make up the assignments missed (Teacher may grant extension). It should be noted that make-up work does not adequately replace the instructional time lost for a school absence. Makeup work **will not be provided** for class cuts or truancy.

#### Skiping a Class

If a student is absent from class without a legitimate reason (as determined by the administration), disciplinary measures will be taken.

- a. First cut—Saturday detention or In-House Suspension for each class cut and a letter home
- b. Second cut—2 Saturday detentions and meeting with parent and Assistant Principal/Dean
- c. Third and subsequent cuts—up to a 5-day suspension, referral to adjustment counselor and/or guidance, and possible loss of credit for course.

Meeting with a parent and assistant principal is required for re-entry after any suspension.

#### Late Arrival/Early Release

Any classes missed as a result of tardiness to school or early release from school shall be considered "unapproved absences" unless necessitated by one of the reasons listed under the section entitled "EXCUSED ABSENCES." Teachers may assign teacher detention. If class tardiness is a persistent problem, after school or Saturday detention may be assigned.

#### Extended Illness

In the case of extended illness, one that prohibits a student from attending school for more than 10 consecutive days, students may receive school approved at-home tutoring. Parents are required to contact the building principal regarding the conditions of extended illness and provide a medical statement from the attending physician prior to receiving at-home tutoring.

#### Vacations

Since the school calendar is established and published in advance, student absences due to vacations taken at times other than those prescribed by the school calendar, **will be considered unapproved absences.**

## **BUS REGULATIONS**

Students are expected to follow the direction of the bus driver. Students are expected to:

- Stay seated on the bus
- Keep aisles and emergency exits clear
- Refrain from throwing any objects in or out of the bus
- Practice quiet talking (no yelling)
- Pay for damages incurred from graffiti, breaking or destruction of bus equipment

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 and appropriate action will be taken. Consequences include, but are not limited to verbal warning, assigned seats and bus suspension.

## **CAFETERIA**

The cafeteria provides two meals a day, breakfast and lunch. Breakfast may be purchased prior to school and lunches are available during assigned times. Bottled water is accessible and allowed throughout the building all day. Snacks and other drinks are available before and after school, and during lunch times. Food and drinks (other than bottled water) are not allowed outside of the cafeteria. Students are expected to dispose of their trays and waste, leaving the tables clean for other students. Disturbances in school or cafeteria (food fights, etc) may result in after-school detention to a five-day suspension.

## **FOOD**

Food is not allowed out of cafeteria at any times during the course of the school day. Students are allowed to have only bottled water in the classroom and a snack brought from home, if allowed by the classroom teacher. There is no eating food or drinking bottled water in hallways.

## **CARD PLAYING**

Card playing, unless an integral part of the curriculum, is not allowed in school.

## **CHANGING COURSES**

The course selection process is important and requires planning and thought. It is our belief that student(s) have exercised care in making their selections and, as a result, we are reluctant to make changes in student(s) schedules.

To change student schedules, students must demonstrate a real need. Approval must be received from the student's parent or guardian, the teachers involved, the guidance counselor, and the school administration.

### **Dropping Courses**

Students may drop a course within twenty school days of the beginning of the course without penalty. Students dropping a course beyond this limit will be subject to penalties as per the table below.

<u>Drop Date*</u>	<u>Half Year Course</u>	<u>Full Year Course</u>
First 20 days	No Penalty (W)	No Penalty (WD)
After 20 days	Earned Grade for Qtr./WF for course	WF for Qtr. WF for Course
After start of 2 <sup>nd</sup> Qtr. to end of 2 <sup>nd</sup> Qtr.	Earned Grade for Qtr./Course	Earned Grade for Qtr./WF for Course
After start 3 <sup>rd</sup> Qtr.	N/A	No Drops Earned Grade for Qtr./ Course

(WD is withdrawn from a course, WF is withdrawn with a failing grade)

\*The drop date shall be defined as the date when the student submits completed paperwork to the Guidance Office.

A WF shall not be computed as part of the student's GPA nor shall it be held against a student for purposes of athletic eligibility. A grade for a quarter, however, will be calculated and will affect cumulative GPA. It also will be considered in determination of athletic eligibility.

Exceptions to this policy will be made only when it can be demonstrated by the appealing party that motivation for dropping the course is based on issues of substance. In every instance of such a request, the teacher's recommendation will be solicited and seriously considered.

### Changing Levels of Courses

No level changes may occur after the 6th school week of a yearlong course or three weeks of a semester course. There will be no parental overrides. Parents/students shall not have the opportunity to make schedule changes based upon teacher preference.

### Adding Courses

Students may add courses to an existing schedule upon the recommendation of the guidance counselor. The addition of courses after the first five days of class shall require consultation with the teacher. Any disagreements will be resolved by the Administration.

## **CHILD CUSTODY**

Students will be released to parents and information will be given to parents unless the custodial parent has notified the school that there is court order that specifically limits the rights of one of the parents. It is clearly the responsibility of the parents 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 the 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.

### **CONTROLLED SUBSTANCES**

Alcohol, tobacco, and other controlled substances will not be permitted on school property or at any school-sponsored events **AT ANY TIME**. Any student in possession of, or under the influence of alcohol, tobacco, or other controlled substances will be suspended from school.

No student shall sell or give to another student alcohol, tobacco, or a controlled substance on school property **AT ANY TIME**. The possession and/or sale of drug paraphernalia are 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 his/her 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. Student violators are subject to the following consequences:

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

### **USE OF ANY TOBACCO PRODUCT IS PROHIBITED BY LAW: CIGARETTES, CHEWING TOBACCO, ETC.** in any area of the building, on school grounds, or at school functions.

1. First offense - \$100.00 fine and meeting with adjustment counselor.
2. Second Offense - \$100.00 fine and up to a five (5) days suspension.
3. Third offense - \$100.00 fine and up to a ten (10) days suspension.

### **DANCES**

School dances are for SHS students. SHS students are allowed to bring one outside guest as their date. Guests must fall within the following age requirements: freshmen 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 dance 90 minutes after start time unless extraordinary circumstance.

Bands/DJ's etc., must be approved by the administration. All dances must be chaperoned by a minimum of four staff members. Parent chaperones are also encouraged but may not take the place of Swampscott staff. 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 11:00 p.m.

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 behavior or conduct deemed serious enough to have a negative effect on or endanger the health and safety of other students.

### **DETENTION POLICY**

After school detention will be held on Mondays and Thursdays at 2:30. Saturday detention will be held on a weekly basis. Saturday detentions are held in the cafeteria beginning at 7:50 a.m. Students will enter and leave by the cafeteria door and must be seated for a roll call attendance. No one will be admitted after 8:00 AM. Students who fail to appear for assigned Saturday detention will not be admitted to school on the next school day, unless, they are accompanied by a parent or guardian. Dates for assigned after school and Saturday detentions are not negotiable.

*Failure to attend after school/Saturday Detention will result in a **ONE-DAY SCHOOL SUSPENSION** issued by the Principal / Assistant Principal/Dean. The suspension should not be assumed by the student. The suspension will be issued after a conference with an Administrator following the detention missed.*

Monday/Thursday detentions will begin at 2:30 p.m. and run a maximum of four hours. Saturday detentions begin at 7:50 a.m. and run a maximum of four hours.

### **ALL SCHOOL RULES APPLY DURING DETENTION**

- One person to a table
- No talking
- No leaving your seat
- No communications with other students
- No CD players, headphones, radios, or other electronic devices
- No food or beverages

One 15- minute break will be allowed for those serving more than two hours of detention. The student (s) may use the bathroom at this time only.

- The student (s) must have something to do: read, homework, write, etc.
- The student (s) will not be allowed to sleep
- The student (s) will be notified when they may leave

### **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

will be counseled on an individual basis if their attire is improper. Parents will be contacted if there is a question regarding a student's attire. Clothing must always conform to safety standards of the particular class. A committee of parents, teachers, administrators and students drew up the following dress code:

- Clothing must be clean and neat without holes or tears.
- Shoulders must be covered. The bottom of the top overlaps the top of the bottoms
- Spandex and Lycra acceptable only when worn over or under less revealing garments.
- Obscene, vulgar, racist, sexist or other offensive pictures, words, or slogans are prohibited.
- Hemlines of skirts or shorts must fall below fingertips when arms are relaxed at sides.
- Shoes/sandals must be worn at all times. No slippers are to be worn.
- Hats (caps, hoods, head scarves, bandanas) may not be worn or carried in the school except when authorized. Hats may be kept for the remainder of the school year.
- 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 who are determined to be inappropriately dressed will be directed to change. Repeated dress code violations will result in parental contact and further disciplinary action.

### **DUE PROCESS**

Before any disciplinary action is taken against a student, the student has a right to due process. Students accused of an action and assigned a consequence for this action have the right to request a hearing before the Principal or the Assistant Principal. This request must be from the parent of the student to the Administration. The student's parents will be invited to attend if the student is under age 18 unless they agree not to attend. If dissatisfied with the decision, a request in writing, for a hearing before the Superintendent of Schools may be made. If not satisfied with this decision a request for hearing before the Swampscott School Committee may be made. Adult students may file appeals independent of their parents if they so choose.

### **EARLY RELEASE**

A student who is released early from school to work at a job that he/she has obtained by himself/herself must obtain an "Early Release Form" from the Guidance Office. This form must be completed prior to being released. The school gives no credit for this work and provides no supervision.

### **ELECTRONIC DEVICES**

The use of personal electronic devices (CD players, Walkmans, cell phones, pagers, ipods, laser beams, etc.) is not allowed. If these items are seen or heard, it will result in confiscation and the item will be sent to the main office. Multiple offenses may include parent notification and retention of the device until the end of the school year.

### **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**

Final exams are required for all courses. 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 make up exam only with Administrative approval.

Final exams grades will not be awarded until classroom materials (books) are returned. Lost or stolen materials are the financial responsibility of the student. Seniors with a 90% average or above may be exempt from final exams per teacher's discretion. Final exams for semester courses and full-year courses will be given during a regular exam schedule.

### **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 and are considered extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives of the school, the Principal and School Committee must authorize field trips.

After the field trip has been authorized, permission slips will be sent home to parents 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.

### **FIGHTING**

See "Assault"

### **FUND-RAISING**

School groups, organizations, clubs, classes and sports teams that wish to conduct fund-raising activities 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 confiscated, parents notified, and a consequence assigned.

### **GRADING POLICY**

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

#### **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

### **GRADUATION REQUIREMENTS**

All students are required to earn 25 credits each year in grades 9, 10, 11, and 12 to qualify for a Swampscott High School diploma. These credits must include: 4 full years of English, 3 full years of Mathematics, 3 full years of Social Studies, 3 full years of Science, 3 courses in Practical and Fine Arts (one of which must be Computer Applications-610) the others may be chosen from Career Technical and a 2 full year World Language requirement for the class of 2010 and 2011. In addition, students are required to take one semester of Physical Education during both the freshmen and sophomore year, one quarter of Health during the freshman or sophomore year, and one quarter of Lifetime Health and Fitness during the junior or senior year.

### **HARASSMENT—THREATS AND BULLYING POLICY**

No one will be subjected to harassment at Swampscott High School for any reason. Students are not to engage in verbal or physical intimidation that is based on race, religion, ethnic origin, gender, sexual orientation, or disability. Harassment also includes all unwanted, uninvited and non-reciprocal sexual attentions as well as the creation of intimidating, hostile and/or offensive school or work environment.

Students who are feeling bullied or harassed should see their guidance counselor or assistant principal. Counselors will do an intake interview and refer information to the administration for disciplinary action.

Acts of harassment, hostility, threatening behavior, defamation of character, whether verbal, written, or physical, constitute grounds for disciplinary action including suspension and/or expulsion from school. A report will be filed with the superintendent of schools as well as the Swampscott Police Department.

### **HATE CRIMES**

Students who are involved in hate crimes of a verbal or written nature will be prosecuted to the full extent of the law and reported to the District Attorney's office.

### **LEAVING THE BUILDING**

If a student needs to be excused from school, the student must bring a note, signed by the parent or 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 he/she leaves and again when he/she returns. No student, regardless of age, is to leave the building without administrative permission.

1. First offense - One (1) Saturday detention and parent notification
2. Second offense - Two (2) Saturday detentions and parent notification
3. Up to five (5) days suspension.

### **LIBRARY-MEDIA CENTER**

The library-media center, open from 7:30 AM to 2:30 PM, is available to students for quiet study and research using library references and sources. Passes to the library are required and will be issued in the library prior to the period when they are to be used. A book check will be made of all students leaving the library.

Finally, KEEP TRACK OF ALL LIBRARY MATERIALS. Report cards, transcripts, diplomas, etc are held back as a final notice for students with overdue materials.

### **LOCKERS**

Student lockers must be kept closed and locked at all times to insure 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 office immediately. Students must clean out their lockers at the end of the school year. Lockers are the property of the school system and may be inspected at any time deemed necessary. 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.

Lockers must be locked at all times. 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.

### **LUNCH EXPECTATIONS**

We expect students to be able to enjoy lunch in a comfortable environment. Students are expected to pick up and deposit rubbish in containers that are available for this purpose. Containers for recycling should be used only for those recyclable materials. There should be no running, excessively loud talking, or excessive fooling around during this time. Students are expected to comply with requests from the teachers on duty in the cafeteria. Students may not take drinks or food outside of the cafeteria. If a student fails to live up to these expectations disciplinary action will be taken.

### **MEDICATION**

In every case where a pupil is required to take prescribed medication regularly in school, the pupil must have a signed doctor's prescription stating the name, dosage, and time medication is to be dispensed. There should also be signed permission from the parent. Students requiring medication daily that is prescribed by a physician will be held responsible for reporting to the school nurse daily. Any student taking Acetaminophen, Ibuprofen, Tums or antibiotic ointment during school should have signed permission from the parent. The student will provide the school nurse with a supply of Acetaminophen or Ibuprofen. All other over the counter medications including antihistamines, etc., to be taken in school by the student, must have a signed doctors prescription stating the name, dosage and time medication is to be dispensed. There should also be signed permission from the parent. The student will provide the school nurse with a supply of the prescribed over the counter medication. Students may not carry any prescribed or over the counter medications during school unless approved by the school nurse.

### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is open to juniors and seniors. Induction into the society is held in late fall. 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. Membership, once attained, may be revoked for failure to maintain the academic standards and ideals of the Society.

### **NO SCHOOL ANNOUNCEMENTS**

A “No School” or “Delayed Opening” announcement will be broadcast if road and weather conditions are such that school cannot be held or is delayed. This decision is usually made by 6am and the announcement is carried on the following stations: WESX 1230, WBZ 1030, WEEI 850, WRKO 680, WMJX 106.7 FM. Channels 4, 5, and 7 will also carry this information. Students will receive a “Connect Ed” call.

### **PARENTAL NOTIFICATION ACT**

In accordance with Chapter 71, Section 32A of the Massachusetts General Laws, health, science, family life or inter-disciplinary curriculum involving components dealing with human sexual education and/or human sexuality issues will be made available to parents/guardians for inspection by appointment with appropriate curriculum directors. Health education curriculum materials dealing with sexuality/family life education will be made available for review, by appointment only, during regular school hours in the Health Education Office. 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.

### **PARKING FOR STUDENTS**

Parking at Swampscott High School is a privilege and it doesn’t guarantee anyone a parking spot. After registering your vehicle in the main office; there will be a lottery to determine parking in the parking lot. Seniors will be allotted the first opportunity in the lottery, then Juniors, and Sophomores. Student’s chosen may park on school grounds. They must receive a car hanger and have it visible so school personnel can see. Once spots are filled all remaining registered drivers will be put on a waiting list. All student parking spots are subject to being revoked by administration do to conduct not up to the standards put in place by Swampscott High School. **The driver of a motor vehicle and all passengers must wear seat belts while on school property.**

### **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.

### **PHYSICAL EXAMINATIONS**

Physical examinations are required before entering kindergarten, grade six, grade nine, and prior to participating in school-sponsored athletics.

### **PLAGIARISM**

Presenting as one's own words, ideas, opinions, or work of someone else without proper acknowledgment (such as footnotes or citations). For example, but not limited to: unauthorized use of another person's paper or disks, copying homework, labs, essays or projects, copying the sequence of ideas from a book, copying documents from electronic media such as Grolier's, Encarta, Internet, **CD-ROM**, foreign language translation programs, etc.

#### Rules and Regulations

First Offense: zero credit on the assignment, parental notification, and meeting with guidance.

Second Offense: failing grade for the term.

#### **PUBLIC DISPLAYS OF AFFECTION**

Inappropriate displays of affection and closeness are embarrassing for both 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.

#### **SCHOOL HOURS**

School is open from 7:00 a.m. to 2:30 p.m. Any students remaining in the building after 2:30 p.m. must be supervised by a Swampscott High School employee.

#### **SEARCH AND SEIZURE**

It is the policy of the Swampscott Public Schools that a student may be subjected to a search of his or her person and/or personal possessions including gym bag, purse, backpack, motor vehicle on school grounds or any other space if there is reasonable suspicion to believe that he/she is carrying or concealing material, the possession of which is prohibited by federal, state, or local law, or the provisions of the School Discipline Code (alcohol, drugs, illegal substances, weapons, or any other object which may result in physical injury or harm to students on the school grounds or in the school building). Lockers and desks are the property of the school and may be searched at any time. A search may be conducted only by the Principal or Assistant Principal. The administration shall keep a record of such searches detailing time, reason(s) and witness(es).

#### **SKATEBOARDING**

**SKATEBOARDING/ROLLER SKATING/BLADING** is not permitted on school grounds. Skateboards are not allowed in the school building.

#### **STUDENT RECORDS**

The following records are considered "Directory Information" and will not be treated as confidential information. Such information will be made available for publication through school district news releases:

- A. The student's name, address, date of birth
- B. Participation in officially recognized co-curricular activities
- C. Weight and height of members of athletic teams
- D. Dates of attendance in Swampscott schools
- E. Awards and honors received



Parents or guardians of Swampscott students who desire such “Directory Information” not be released for publication shall notify the principal in writing by the second Monday in October.

All other information contained in educational records cannot be released without the written consent of the parents of eligible students with certain exceptions. These include:

- A. Release to institutional officials such as teachers, counselors, and administrators.
- B. Release to other schools where the student is seeking to enroll.
- C. Release to federal and state officials for the purpose of evaluating or auditing a program receiving federal or state support.
- D. Release of information in connection with a student’s application for financial aid.
- E. Release to official accrediting organizations in conjunction with the accreditation process.
- F. Release of necessary information in cases of health or safety emergencies.
- G. Release to state and local officials if statutes or regulations requiring release were adopted prior to November 19, 1974.
- H. Release to organizations or people developing validation information or conducting predictive tests.
- I. Release of such information as tuition bills and grades to parents of dependent students.
- J. Release of information pursuant to judicial order or subpoena.

### **STUDENT SAFETY**

Any actions that compromise the safety of students, staff or school property will be considered criminal acts and the Swampscott Police Department will be notified. This includes, but is not limited to bomb threats and false alarms. Students may receive up to a ten-day suspension.

### **STUDY HALLS**

The study hall teacher shall be in the room and the students in their seats when the class begins. 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 study hall as assigned.
- 2. Literature of an obscene or objectionable nature is not allowed.
- 3. If a student has permission to go to another room during study, he/she is to:
  - a. Report to study for attendance and deliver the 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.

All students are assigned to directed study halls when not in regular classes. Students who wish to use other facilities or to confer with teachers or counselors during study hall time may do so by obtaining appointment slips or passes prior to the study period and presenting them to the study hall teacher after attendance for dismissal from the study. Students may be called from study halls by the main office, guidance office, and nurse’s office or individual staff members.

Seniors and Juniors, who are in good academically standing, may choose the classroom, library, or cafeteria for their Study Hall. All students **must arrive on time**, or risk losing this privilege.

### **SUMMER SCHOOL**

The Swampscott Summer School provides both enrichment and remedial courses. Students who have failed to meet prerequisites in sequential courses (math, foreign language), or who have failed required courses (English, U.S. History) may make up these courses in summer school, provided they are otherwise eligible.

Summer school credits are not allowed as replacements for regular class credits. It is intended only as remedial work for classes failed.

Summer school enrollment costs are the responsibility of the student.

### **SUSPENSION FROM SCHOOL**

There are two forms of 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 dining hall, 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.

If a student is being suspended from school, the administration will contact the parent by phone. For an out-of-school suspension it is expected that the parent will come for or make arrangements for the student to be picked up from school **immediately**.

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 an out of school suspension, a re-entry meeting will be scheduled prior to the student returning to school. This meeting is to be attended by the student, parent, and an administrator. The intent of this meeting is for the student to acknowledge his/her behavior and discuss options that will avoid the behavior repeating itself. If the student is felt to be unsafe to return to school, alternative education plans will be arranged by the administration.

### **PROCEDURES FOR SUSPENSION OF STUDENTS WITH DISABILITIES**

A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.

Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team convenes to develop or review a functional behavioral assessment of the student's behavior to modify a behavior intervention plan or develop an assessment plan; to identify appropriate alternative educational setting(s); and to determine the relationship between the disability and the behavior—"a manifestation decision". If the Team determines that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer an appropriate education program to the student with disabilities, which may be in some other setting. Regardless of the manifestation determination, the district may place the student in an interim alternative education setting (as determined by the Team) for up to 45 days. If the behavior involves weapons or illegal drugs or another controlled substance while at school or a school function; or if the district provides evidence that the student is "substantially likely" to injure him/herself or others and a hearing officer orders the alternative placement; and the interim

alternative education setting enables the student to continue in the general curriculum, to continue receiving services identified on the IEP, and provides services to address the problem behavior. If the Team determines that the behavior IS a manifestation of the disability, then the district takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and does not suspend the student again during the school year. The school district provides written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the placement on the last accepted IEP or the interim alternative placement, unless the parent and the school district agree otherwise.

### **TARDY PROCEDURE**

Students arriving to class/homeroom after the bell must report to the Main Office for a tardy slip. Students arriving late must bring a note from either a parent or guardian explaining their tardiness. Accepted excused tardies follow our attendance procedure.

After a student acquires three tardies he/she will be assigned an after school detention and a detention for each subsequent up to five.

If a student acquires three more subsequent tardies within the same quarter (totaling six in one quarter) he/she may be assigned a Saturday detention and will be required to have a meeting with his/her parents and the Assistant Principal or Dean of Students.

Tardiness after six will be considered as chronic and will be dealt with by the administration.

### **TELEPHONE**

Personal calls should be made only before or after school. The Main Office telephones are available for emergency student use. Cell phones are not to be used during the school day. Students are not to be dismissed from class or study hall to make personal phone calls.

### **TEXTBOOKS**

Textbooks are provided by the school district with the expectation that a certain amount of wear is inevitable, but also that the book will be handled carefully. **Students must cover all hardcover books.** Students are responsible for the return of books if they are to avoid replacement costs.

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

### **THEFT**

Any student involved in theft while under school jurisdiction will be subject to suspension from school for up to 10 days. The student will be required to return, replace, or pay for the stolen item(s). A report will 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.

### **VANDALISM**

Any willful act of defacing, damaging, or destroying 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, full restitution for damages, notification of police, and possible suspension from school. Any act of vandalism should be reported to an administrator immediately.

### **VISITORS**

All visitors must sign in and out at the main office. A visitor's pass will be issued and should be kept throughout your stay.

Students who are planning to attend Swampscott High School in the future are welcome to visit the school for one day. A host student must provide a written request from his or her parent to the administration at least one week in advance of the visit requesting approval. In addition, permission from the school that the student is currently attending must be provided.

### **WEAPONS**

#### **WEAPONS POSSESSION/ILLCIT DRUG POSSESSION/POSSESSION, SALE, USE, CONSUMPTION OF A CONTROLLED SUBSTANCE OR NON PRESCRIBED PRESCRIPTION DRUGS/STRIKING A MEMBER OF THE EDUCATIONAL STAFF**

- 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; under the influence of illicit drugs or a controlled substance or non-prescribed prescription drugs, 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 said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b). 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 (10) days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.