

**JOSEPH CASE HIGH SCHOOL
STUDENT HANDBOOK
2022 – 2023**

70 SCHOOL STREET
SWANSEA, MASSACHUSETTS 02777

www.swanseaschools.org

Telephone – (508) 675-7483

Guidance – (508) 675-0569

Athletics – (508) 675-7400

This school agenda belongs to:

Student

Address

Telephone

The Swansea Public Schools are committed to ensuring that all of its programs and facilities are accessible to all members of the public. Swansea Public Schools strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. Swansea Public Schools prohibits discrimination on the basis of race, color, sex, age, gender identity or expression, religion, disability, marital status, national origin, sexual orientation, pregnancy, or veteran status and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges and courses of study.

REQUESTING SERVICES - Preferred Language

Parents/Guardians: If you need translation and/or interpretation services, contact the main office of your child/children(s) school. If your preferred language of communication is other than English, the District/School will make every effort to provide students and families with access to important documents relative to the education of their children in the preferred language.

طلب الخدمات
الأباء / الأوصياء: إذا كنت بحاجة إلى خدمات ترجمة و / أو ترجمة فورية ، فاتصل بالمكتب
الرئيسي لمدرسة طفلك / أطفالك (أطفالك).
إذا كانت لغتك المفضلة للاتصال بخلاف اللغة الإنجليزية ، فستبذل المنطفة / المدرسة قصارى
جهدها لتزويد الطلاب والأسر بإمكانية الوصول إلى المستندات المهمة المتعلقة بتعليم أطفالهم
باللغة المفضلة.

請求服務

家長/監護人: 如果您需要翻譯和/或口譯服務, 請聯繫您孩子/孩子學校的總辦公室。

如果您首選的交流語言不是英語, 學區/學校將盡一切努力為學生和家庭提供與以首選語言教育孩子有關的重要文件。

SOLICITANDO SERVIÇOS

Pais/responsáveis: Se você precisar de serviços de tradução e/ou interpretação, entre em contato com a secretaria da escola de seu(s) filho(s).

Se o seu idioma de comunicação preferido for diferente do inglês, o Distrito/Escola fará todos os esforços para fornecer aos alunos e famílias acesso a documentos importantes relativos à educação de seus filhos no idioma de preferência.

SOLICITUD DE SERVICIOS

Padres/Tutores: Si necesita servicios de traducción y/o interpretación, comuníquese con la oficina principal de la escuela de su hijo(s).

Si su idioma de comunicación preferido no es el inglés, el Distrito/Escola hará todo lo posible para brindarles a los estudiantes y las familias acceso a documentos importantes relacionados con la educación de sus hijos en el idioma preferido.

Approved by the Swansea School Committee, May 23, 2022 – Sonya Barbosa, James Carvalho, Eric Graham, Thomas Rodrigues, Alanna Solitro

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Section 1 –General Information

FOREWORD:

Welcome to Joseph Case High School. We hope that this next year will be interesting, enjoyable and rewarding to you.

The basic purpose of our school is to meet the needs of the high school age students in our district.

This handbook has been prepared to acquaint students with the rules and regulations, extra-curricular and co-curricular activities, as well as social functions of Joseph Case High School. In organizing the school we base all our decisions on the fact that you are a mature, responsible person. You are asked to exhibit this maturity and responsibility every day in your preparation for and conduct in class, by respecting the rights of your fellow pupils and your teachers, and by displaying manners and appearance that are socially acceptable.

It is our hope that this handbook will fulfill its purpose and inspire the students of our school to participate in school activities and to become a worthwhile school citizen.

MISSION STATEMENT:

Swansea School System

To provide opportunities and pathways in a safe, supportive and technology-rich environment that engage, challenge and inspire students to achieve college and career readiness and to contribute to our 21st century community.

Joseph Case High School

Joseph Case High School will provide a safe, diverse and nurturing environment to help students become lifelong learners with 21st century skills.

CORE VALUES (reaffirmed 6.3.15)

Communication

Authentic Learning opportunities

Shared responsibility in academic excellence and integrity

Engagement of students as active learners

Higher order thinking skills

Strong 21st century knowledge base

Beliefs about Learning via 21st Century Learning Expectations:

Visions of the Graduate

**Communicators ** Collaborators ** Innovators ** Problem-Solvers **
Digital Citizens ** Global-Minded**

Students engage as **digital citizens**, embracing technology to make inquiry robust and authentic

Students work independently and collaboratively
Students communicate clearly and effectively.
Students are active learners, demonstrating innovation , iteration and adaptability.
Students problem-solve through analysis, evaluation and creation
Students gain diverse, inclusive and global-minded perspectives that include: <ul style="list-style-type: none"> ● responsibility ● empathy ● resiliency

DISCRIMINATION:

Swansea Public Schools (Joseph Case High School) reaffirms that it does not discriminate on the basis of sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity or expression, pregnancy, or veteran status, in admission to, access to, treatment in, or employment in its program of activities. The Swansea Public Schools also affirms its commitment to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, age, disabled, or sexual orientation as referenced in MGL ch.76 s.5 harassment on the basis of sex, race, national origin, religion, age, handicap or sexual origin will not be tolerated. Students should be informed that they have equal access to admission to school, courses, extracurricular and co-curricular activities, and employment opportunities and will not be excluded for reasons of marriage or pregnancy. Any student who feels that he or she has been a victim of discrimination should contact the Principal immediately.

SCHOOL SPIRIT:

School spirit is that intangible quality which makes up the whole personality of a school. It is the determination on the part of the faculty and students to make their school “tops” in anything they undertake. It develops pride and interests in the school and improves the attitude of the students everywhere.

School spirit promotes a healthier atmosphere within the school community. It develops character and gives the student the will to do better, thereby helping his/her school’s progress. It develops greater interest in both the academic and extracurricular programs. School spirit develops good citizenship within the school as well as providing the student with proper attitude in his/her role as a junior citizen in the community.

Section 2 - Student Services

ACCIDENTS AND INSURANCE:

In the event of an accident to a pupil or a member of the faculty, the incident must be reported immediately to the office. When necessary, as determined by the office, a written report will be submitted to the office. There are forms for accidents in certain areas.

Student insurance is available at a nominal cost and, although optional, it is strongly recommended that all students participate in the program. When a student is injured, he must complete a claim form and present it to the doctor or hospital. It is up to the parent to see that the claim form is returned to the school. The school merely acts as a medium in supplying the insurance and assumes no liability either for the injury or subsequent negotiations with the company. This form can be obtained from the main office.

All athletes are covered by insurance purchased by the Swansea School Department. This is a secondary coverage policy that is utilized only after the athlete's primary insurance such as Blue Cross has been used. It is the responsibility of the athlete and the athlete's parents to make sure all forms and procedures concerning an injury are obtained from the coach or Athletic Director before seeking medical attention. If this is not possible, the very next day after the injury these forms should be filled out.

ATHLETICS:

Joseph Case High School maintains varsity teams in football, soccer, field hockey, volleyball, gymnastics, basketball, hockey, baseball, softball, tennis, spring track, winter track, and golf. Most students would benefit from participation in at least one sport or athletic activity. The success of the athletic department is largely dependent upon the number of students who try-out for each team. An athlete or cheerleader must be in school for five full periods on the day of an athletic contest or practice in order to be eligible to participate.

a. Rules and Regulations for Athletic Program Tryouts:

All students, who meet the Massachusetts Interscholastic Athletic Association (M.I.A.A.) eligibility requirements, pass a physical exam and are members in good standing at Joseph Case High School are welcome and encouraged to try out for a team. Cheerleaders fall under the same M.I.A.A. regulations as do athletes. In addition students should understand:

1. Participation in athletics is a privilege. You tryout voluntarily and risk being cut.
2. During the tryout period, a coach will provide an explanation of their expectations. It is your duty to demonstrate to the coach that you can fulfill these expectations.
3. If you are cut and seek an explanation, it is your responsibility to personally contact the coach.
4. No student will be permitted to try out for a team that has a cut policy after the sixth day of practice. No student will be allowed to try out for a team with a "no cut" policy after 20 school days, except under unusual circumstances.

b. Chemical Health:

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverages containing alcohol, any tobacco products (including e-cigarettes and vaping devices), marijuana, steroids, or any controlled substance. This policy includes products such as “NA or near beer.” It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. All doctor-prescribed drugs and over-the-counter medication should be given to the school nurse immediately upon entrance to the high school.

All athletes follow the school policy for weapons, drug-controlled substances, and assaults. When a student is charged with a violation of any of these, a ten-day suspension will be issued followed by an expulsion hearing.

The MIAA statewide minimum standard is not intended to render “guilt by association,” e.g. many student athletes might be present at a party where *only* a few violated the standard.

If a student in violation of *this rule* is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

FIRST VIOLATION: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated. (i.e. All fractional part of an event will be dropped when calculating the 25% of the season.)

SECOND AND SUBSEQUENT VIOLATIONS: When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated. (i.e. All fractional part of an event will be dropped when calculating the 60% of the season.)

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated. (i.e. All fractional part of an event will be dropped when calculating the 40% of the season.)

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the

student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

c. Parent's Permission Form:

No student will be allowed to practice without a completed parent's permission form being turned in to the coach.

d. Physical Examinations:

All athletes are required to receive medical clearance by the school physical before they can compete in a practice session.

e. Equipment Care and Financial Obligations:

Students have an obligation and responsibility for all equipment issued and for its proper care and retention from the date issued to the date of return. Students failing to turn in all issued equipment, or equipment damaged through misuse, are responsible to meet the current replacement cost of the equipment.

f. Insurance:

All athletes are covered by insurance purchased by the Swansea School Department. This is secondary coverage policy that is utilized only after the athlete's primary insurance, such as Blue Cross, has been used. It is the responsibility of the athlete's parent to make sure all forms and procedures concerning an injury are obtained from the coach or Athletic Director before seeking medical attention. If this is not possible, then forms should be completed the next day following the injury.

g. Letter Requirements:

All varsity coaches will post a list of their requirements for a letter in their particular sport before the season starts. Team rules should be passed out at this time also. Only three (3) absences from practices or games are permitted. (Unless you are absent from school you must attend a practice/game). On the 4th cut athletes on any varsity or sub varsity level will be dismissed from the team. Coaches may establish a letter and attendance requirement that is stricter than these requirements but it must be done under a contract system that is signed by the player and parent. School sponsored activities are not considered a cut.

During the Christmas, winter and spring vacation athletes are required to attend practices and games. It will be at the coach's discretion as to when the athlete is fit again to play, if athletes miss games for any reason during school vacation.

The athlete must:

1. Meet the specific level requirements set up by each head coach at the beginning of each season.
2. Return all equipment before letter will be issued.
3. Attend the athletic assembly.
 - Fall sports - first Thursday after Thanksgiving.
 - Winter sports - first Thursday following February vacation.
 - Spring sports - last Wednesday before graduation

4. Finish the year in good standing with the team.

No award will be given to an athlete who does not attend an assembly unless a doctor's note excuses the athlete. An athlete may appeal to a committee made up of two head coaches, and the athletic director if he/she feels they have special situation for not attending.

h. Massachusetts Interscholastic Athletic Association (M.I.A.A.):

Joseph Case High School belongs to the M.I.A.A. and abides by all the blue book rules.

i. Player Responsibilities:

All athletic participants:

- Should act like athletes by displaying at all times the qualities of ladies and gentlemen.
- Should display respect for opponents at all times including injured players.
- Should avoid un-sportsmanlike gestures and language.
- Should respect the judgment of game officials.
- Should concentrate on playing the game with as little regard for the spectators as possible.

j. Student Responsibilities:

Participants are required to conform to the rules and regulations of their school, the South Coast Conference, and the M.I.A.A. Students must conduct themselves in a safe and sportsmanlike manner. Violators are subject to probation, suspension, or expulsion.

k. Transfer Students:

All transfer students must contact the athletic director concerning their eligibility for a sport before attempting to try out for a team.

BUILDING SECURITY:

During the 2014-2015 school year the installation of video technology was completed at Joseph Case High School. Cameras were placed in strategic locations, such as building entrances, main hallways, congregation areas, exterior exits and parking lots. The video surveillance and monitoring are directed at enhancing and maintaining the safety, order and discipline of the building:

1. At 7:35 a.m. all of the doors in the school are locked.
2. Anyone entering the school must buzz the main office. A state issued photo ID is required for admission beyond the main office. Visitors must use visitor passes from the main office.
3. Students are not to prop open or unlock secured doors during the school day.
4. Anyone seeing a stranger in the building without a visitor pass is to notify the main office immediately.

5 A teacher is assigned a roving duty each period on the first and second floor.

This duty also includes carrying a walkie-talkie as they walk through the halls to maintain a correspondence with the office and the administrators.

CAFETERIA:

The school lunch program offers a variety of complete meals and a la carte items each school day. Monthly menus are published and distributed. The following rules serve to make lunchtime at Case High School run smoothly:

1. Students are to form orderly lines at either entrance to the kitchen. "Cutting in" is not allowed.
2. Have cash unfolded and ready for the cashier. Please refer to the District's School Lunch Account Policy for information on "charging" a lunch.
3. Applications for free or reduced price meals are distributed at the beginning of each student year to all students. Additional copies are always available in the school office. Renewal applications are due by October 1st each school year for benefits to continue. Call the School Lunch Office at (508) 646-4401, with other questions regarding the free or reduced price meals.
4. Show respect for your school and fellow students by leaving all tables and chairs neat and orderly.
5. Vending machines are available for your use and work very well when coins are deposited slowly and allowed to drop completely and selection buttons are pushed gently.
- l. The cafeteria staff is only here to serve you the best possible meals at the best prices efficiently and as friendly as possible. Please show them your respect.
- m. Students are not permitted to have businesses deliver food to the high school during the school day.
- n. Repeated violations of school rules while in the cafeteria, such as disruptive behavior, inappropriate language, throwing food, cutting in line, etc., may result in a student being assigned an alternative location to eat lunch, such as the main office, in-school suspension room, or the guidance office for an appropriately determined period of time.

CASE ALTERNATIVE CENTER FOR EDUCATION (CACE):

Joseph Case High School offers an on-campus behavioral program that offers structured academics in a supportive counseling milieu. In addition to this handbook, CACE students follow a supplementary student handbook that outlines its policies and procedures.

CHILD ABUSE/NEGLECT:

Massachusetts General Law, M.G.L. Chapter 119, Sec. 51A, identifies all school officials/employees as mandated reporters who are legally obligated to contact the Massachusetts Department of Children and Families (DCF) if they suspect the neglect or abuse of a child under the age of eighteen.

GRADING AND MARKING SYSTEM:

A+	98-100	C+	77-79
A	93-97	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	65-66
B-	80-82	F	0-64

a. Class Rank / Grade Point Average (GPA):

Class rank is determined by a weighted GPA system based on the level of difficulty. All courses with the exception of pass/fail courses are used to calculate the GPA. The rank is compiled at the end of each school year.

b. Explanation of Weighted Grades:

All courses that are used in class rank are designated by level example:

- (AP) Advanced Placement
- (H) Honors
- (1) Level One, College Prep
- (2) Level two, Junior College
- (3) Level Three, Remedial

Courses are ranked according to levels. The level is as follows:

<u>Level</u>	A+	A	A-	B+	B	B-
(AP)	5.3	5.0	4.7	4.3	4.0	3.7
(H)	4.8	4.5	4.2	3.8	3.5	3.2
(1)	4.3	4.0	3.7	3.3	3.0	2.7
(2)	3.8	3.5	3.2	2.8	2.5	2.2
(3)	3.3	3.0	2.7	2.3	2.0	1.7
<u>Level</u>	C+	C	C-	D+	D	F
(AP)	3.3	3.0	2.7	2.3	2.0	0
(H)	2.8	2.5	2.2	1.8	1.5	0
(1)	2.3	2.0	1.7	1.3	1.0	0
(2)	1.8	1.5	1.2	0.8	0.5	0
(3)	1.3	1.0	0.7	0.3	0.2	0

c. Advanced Placement Courses:

For a student to qualify for a weighted grade in an Advanced Placement class, he/she must complete all the course requirements and take the Advanced Placement examination. The Advanced Placement examination is not optional. Payment for the cost of the exam is the responsibility of the family.

d. Transfer of Grades:

Credit is awarded to courses taken at other institutions. Only courses completed at Joseph Case High School contribute to the grade point average. A student must be enrolled at Joseph Case High School for a minimum of two years to be considered in the class rank. Decision on rank may be reviewed by a committee which includes the Principal, Assistant Principal and Director of Guidance. Their decision is final.

GRADUATION REQUIREMENTS:

All students will be assigned a counselor who will try to help them in matters pertaining to their educational, occupational and social development. Students should be aware that meeting graduation requirements is their responsibility. The following information should help students meet that goal.

Listed below are the general requirements for graduation from Joseph Case High School. All students at Joseph Case High School must successfully complete and pass the following requirements:

English	4 years
Math	4 years
Science	3 years
History	3 years
Computer Science	1 year
Fine Arts	1 year
Physical Education	4 semesters

Additional requirements include:

Freshman Academy	1 year
CPR Certified	

Grade placements and, correspondingly, class placements are determined by credits as follows:

Grade 10 = 26 credits Grade 11= 52 credits Grade 12 = 70 credits
Graduation requires 105 credits

All students must carry six and one-half full-time subjects each year. At least 20 credits must be acquired during the senior year.

NOTE: Any student who has not earned the required credits will remain in the previous grade. Graduation with their entering class is doubtful.

a. Transfer Students:

Equivalencies for credits and grades transferred can be found in the Program of Studies Pamphlet in the guidance office.

GUIDANCE SERVICES:

a. Student Records Regulations:

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

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

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

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

c. Withdrawals and Transfers:

1. Withdrawal begins and ends with the student's guidance counselor.
2. A withdrawal form is given to the student. It must be signed by a parent before anything is done.
3. The form is then returned to the counselor. At this time, a phone call is made by the counselor to the parent verifying the parent's signature and permission for withdrawal.
4. The student is then given another form to take to each of his/her teachers. This form must be signed by each teacher.
5. The form is then returned to the guidance counselor. The counselor will discuss G.E.D./Diploma programs and the student will be encouraged to get his/her G.E.D. in the future.

If the student does not return a book or books, payment must be made for such before any transcripts or school records can be sent to any school or prospective employer.

6. The student and parent will be informed of the student's right to return to school.

d. Transfer Procedures:

1. Transfer begins and ends with the student's guidance counselor.
2. If the parent of the student does not come into school, the counselor will make a phone call to the parent verifying the transfer.
3. The student gives the withdrawal form to each of his/her teachers. Each teacher must sign this form.
4. The form is then returned to the counselor.
5. The student or parent signs the release form so that records can be sent to the student's new school.
6. The student is given a transfer form to take to his/her new school.

e. Somerset/Swansea Community Evening School:

The Somerset/Swansea Community Evening School is an alternative high school program that is available to students who choose to leave Joseph Case High School. Students have the opportunity to eventually earn a high school diploma from the Community Evening School upon successful completion of all requirements of the Evening School. Students must also pass all required MCAS tests.

Any Joseph Case High School student contemplating leaving school should first speak with his/her guidance counselor. If the Evening School becomes an option, a time will be arranged for a parent or guardian to meet with the Evening School Principal. The Evening School Principal will further explain the program and determine the student's status in relation to the evening school.

An additional function of the Evening School is to assist non-graduating senior students in earning their Joseph Case High School diploma during the summer following their senior year. If a Joseph Case High School student is ten (10) credits or less from meeting graduation requirements, then that student may be allowed to attend the summer session of the Evening School. Prior approval from the Joseph Case High School guidance department and administration is necessary before a senior student will be admitted for the summer semester. Upon successful completion of the required courses, seniors will be awarded a Joseph Case High School diploma in August. The Community School may be contacted at (508) 324-3146.

f. Summer School Policy and Procedure:

Policy: Joseph Case High School allows for make-up of courses to remediate failing grades ("F") to minimal passing grades ("D"). No grade will be given higher than a "D." Also, students who received no credit during the course of the year due to absences may make up an academic quarter or marking period with the full completion of a summer school course.

Procedure:

1. The student must meet with his/her guidance counselor no less than two weeks in advance of the starting date of summer school in order to develop and document a written proposal of attendance and completion.
2. Upon approval, student will enroll in approved course. Students will assume 100 percent of the costs associated with this remedial opportunity.
3. Upon completion, students must provide the guidance department with a copy of the summer school transcript within two weeks of the beginning of the next academic year. Students assume all responsibility in providing Joseph Case High School with the proper documentation.
4. The grade(s) received at summer school will be recorded on the student's permanent record card and transcript as summer school credit.

District -Wide Swansea School Health Services

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

Medication:

1. No "over the counter" medications will be given at school unless a doctor's order is obtained.
2. All medication must be kept in the Nurse's Office.
3. Only medication ordered by your doctor will be given.
4. Long Term Prescription Drugs will be dispensed only by a school nurse. Return the parent's consent form and the doctor's written order form in order for the medication to be given.

5. Short Term Prescription Drugs (for example antibiotics) need only parent's written permission and medication in the Original Prescription container.

6. **All Medication must be in the original prescription container or it will not be given.**
7. Some pharmacies will provide an extra container for school use upon request.
8. Parents/Guardians must bring the medication to the nurse – medication is not to be brought in by the students.

Reporting Illness:

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

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

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

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

Immunizations:

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

Health Programs and Mandated Screenings:

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

*** **School Health Policy for Exclusion from School due to incomplete**

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

School Health Records

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

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

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

Emergency Medications/Standing Orders:

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

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

HONOR ROLL:

Highest Honors - All A's and full credit.

High Honors - Four or more A's with B's and full credit.

Honors - All B's or better and full credit.

NOTE: All courses that students receive credit for are included when determining honor roll. In any pass/fail course, students must earn a "P" to be considered for honor roll.

INDEPENDENT STUDIES:

Joseph Case High School provides students with multiple options for independent studies through pathways such as dual enrollment, Virtual High School, Edgenuity, etc. Please see guidance for more information.

LEARNING COMMONS REGULATIONS:

The Learning Commons is an area that may be used for quiet study, research or pleasure reading. Students who fail to adhere to these purposes will not be permitted further use of the Learning Commons.

All students using this area must sign into the Learning Commons during the four-minute passing period. Passes for library bubble must be obtained in the morning.

LOST AND FOUND:

Students who find lost articles are asked to take them to the office. Lost articles that are not claimed within a reasonable time period will be given to some charitable goodwill agency.

NO SCHOOL AND SCHOOL DELAY ANNOUNCEMENTS

All “no school” and “school delay” announcements due to inclement weather or other reasons will be posted on Twitter (@superswansea16), then broadcast on WJAR/NBC – Channel 10 and posted on the Swansea School Dept. web-site [www.swanseaschools.org]

Please do not call the high school for information about school closings.

1. No School

The high school will be closed to all teaching and office personnel. That particular day in the academic cycle will be skipped.

Example: Tuesday - Day 2
Wednesday - SNOW DAY
Thursday - Day 4.

2. One- Hour Delay

The following adjustment will be made to the school day:

8:31-8:35 a.m.	Passing
8:35-9:02 a.m.	First Time Slot
9:06-9:44 a.m.	Second Time Slot

The rest of the school day will follow the regular bell schedule.

3. Ninety-Minute Delay

The following adjustment will be made to the school day:

9:01-9:05 a.m.	Passing
9:05-9:20 a.m.	First Time Slot
9:24-9:44 a.m.	Second Time Slot

The rest of the school day will follow the regular bell schedule.

4. Two-Hour Delay

The following adjustment will be made to the school day:

9:31-9:35 a.m.	Passing
9:35-9:44 a.m.	First Time Slot
9:48-10:33 a.m.	Second Time Slot

The rest of the school day will follow the regular bell schedule.

PARENT CONFERENCES:

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office.

PHOTOGRAPHY/VIDEOTAPING OF STUDENTS:

Joseph Case High School has on occasion the need to use photographs or videotape of various school activities and classes. These include local newspapers or local video programming designed for instructional or informational purposes.

Parents and guardians are notified that unless a written objection is received in the office of the Principal by September 15 of the school year, the high school and the school district will assume the right to use photographs or videotape in which students may appear or be heard.

REPORT CARDS:

Report cards are published approximately every ten (10) weeks. In the middle of each term, Progress Reports are made available to each student. Report cards and Progress Reports are available for students and parents/guardians through the Parent Portal on the school district's website.

REQUESTING USE OF BUILDING:

Anyone requesting the use of the building for a club, group or activity must fill out the building request form in the office one month in advance of such scheduled activity.

POLICY FOR PREGNANT STUDENTS:

No student at Joseph Case High School is discriminated due to pregnancy. There are no separate in-school programs available.

Free academic tutoring is available if a pregnant student is unable to be present in school because of health reasons. Forms are available in the guidance office if this service is requested.

SPECIAL EDUCATION:

The Swansea Public Schools seeks your cooperation as part of its continuous and systematic effort to identify children in need of special education. Parents, court officers, social workers, physicians, teachers and school officials can refer a student for special education evaluation.

If you suspect that your child has a disability consisting of developmental delay or an intellectual, sensory, neurological, emotional, communication, physical, specific learning or health impairment or combination thereof, is unable to progress effectively in regular education and require special

education services in order to successfully develop his/her individual educational potential, please call your child's principal.

If you would like a copy of the parents' rights brochure that is designed to assist you in understanding the procedural rights of a parent and child in the special education process, please call (508) 675-7836 and one will be mailed to you. If your child already receives special education services or accommodations under Section 504 of the Rehabilitation Act you already received a copy of your rights. If you need an additional copy, please do not hesitate to call (508) 675-7836 to speak to the Director of Student Services/Section 504 Coordinator.

WORK PERMITS:

If you are under 18 years of age, you must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work you may do, and the hours under what conditions you may work. Applications and all necessary information may be obtained at the Office of Superintendent.

Good judgment must be exercised in seeking employment. A student's first responsibility is his/her schoolwork. If a job deprives a student of study time and participation in school activities, he/she will not be able to maintain a satisfactory school record.

Section 3 - Student Conduct and Responsibilities

ARTICLES PROHIBITED IN SCHOOL:

Problems can arise when students bring articles, which are hazardous to the safety of others or interfere in some way with school procedures. Such items, (toy guns, water pistols, knives, balls, fireworks, glue, radio, laser pens, smoke bombs, weapons of any type, skateboards, etc.), if brought to school, will be impounded and returned to the parent at their request. The above items will be turned over to the Assistant Principal. Detention or suspension could result depending on the seriousness of the incident. Joseph Case High School assumes no responsibility for lost or missing personal items, such as laptop computers, iPods, cellular phones, etc.

Other articles include, but are not limited to, the following:

ELECTRONIC/DIGITAL MEDIA DEVICES:

Electronic/Digital Media Devices can be used before the official start of the school day, during a student's lunch at a designated area, and after school. Teachers may also give permission to students to utilize these devices during class time for educational purposes. Students not in compliance with classroom rules and expectations relating to the use of these devices may be subject to disciplinary action. The use of electronic/digital media devices during the school day can pose a safety threat and not be conducive to the classroom learning environment when improperly used. It can also compromise a

school's academic integrity. Electronic devices should not be used to take pictures or videos of unsuspecting staff or students.

- First Offense: device confiscated and student conference scheduled.
- Second Offense: parent/guardian will pick up device with a student detention issued.
- Third and Subsequent Offense(s): parent/guardian will pick up device with a progressive student suspension initiated, beginning with a one-day suspension.

c. Dangerous Weapons and/or Chemicals:

According to the Educational Reform Act of 1993, any student who is found on school premises or a school-sponsored or school-related events, including athletic games, in possession of dangerous weapons and or chemicals, including but not limited to a gun or a knife, or a controlled substance as defined in chapter 94C, including but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

d. Fireworks:

Fireworks are illegal and dangerous. Possession or firing will result in suspension of up to ten days and notification to the proper authorities. On the first offense, the Assistant Principal will contact parents who must come to the high school to pick up the items.

ATTENDANCE POLICY:

School attendance is required by M.G.L., Chapter 76, Sections 1, 2 and 4. Students shall attend the Swansea Public Schools during the school year as defined by the school calendar or other approved school program as required by Special Education regulations. Students arriving after 10:55 a.m. are considered absent for the day according to DOE guidelines. A student may not exceed six (6) full day sessions or thirteen (13) half day sessions over a six month period of time. Joseph Case High School identifies this six-month period as the first day of school through Term 2 and the first day of Term 3 through the last day of school.

a. Truancy:

A student being truant from school will receive one (1) unexcused absence for every class missed. This will count in each student's record as a class cut. On the third cumulative cut, a suspension will be issued.

b. Excused Absences:

Only the Principal of the high school may excuse a student from five full-period requirements in order to participate in an extracurricular event.

The following absences will be considered excused absences:

- Absences that can be verified with a doctor's excuse.
- Absences from class for school-wide or class assemblies.

- Medical excuses should be submitted to the office within five (5) school days of the student's return to school. No "grade received but no credit this term" will be changed for excused absences after a two-week start of the following term.
- Absences due to suspension.
- Bereavement of family members.
- School sponsored field trips.
- Court appearances (verification by notice of summons or statement from court officer required).
- Religious holidays.
- Pre-approved college visitation.
- Medical dismissals by the nurse are excused when the illness or injury occurs during the school day.
- DMV driver's license road test

c. Excused Absence Documentation:

Excused absence documentation should be submitted to the main office within five (5) school days of the student's return to school. Excused absence documentation NOT received in a timely manner must be submitted directly to the principal and accompanied by written rationale as to why routine deadlines were not met. In order for consideration to occur, this documentation must be received in the principal's office no later than the following dates in the 2022-2023 academic year:

- Term 1 – November 14
- Term 2 – January 27
- Term 3 – April 14
- Term 4 – five business days after the last official day of school.

Extraordinary circumstances beyond these dates will only be considered by a Faculty Committee (see "f" below).

d. Excessive Absences – Loss of Credit:

A student who exceeds the allowable unexcused absences in any term or semester will receive the grade earned that term but will not receive the credits for that term or semester. The following credits will be deducted each term:

- 6 credit course deducts 1.50 credits.
- 5 credit course deducts 1.25 credits.
- 2.5 credit course deducts .625 credits.

Rules governing the make-up work missed due to absences are according to individual department policy. No "grade received but no credit this term" will be changed for excused absences after a two-week start of the following term.

e. Senior College Visitation Protocol:

- Students are allowed a total of three (3) excused absences for college visits and tours and/or placement tests only.
- All visits must be approved by the Director of Guidance one week before the scheduled visit. One way to procure this is to have an

appointment with an admissions officer in writing. The date and time of the appointment should be clearly indicated on a written document.

- Within 24 business hours of submission, your request will be approved, rejected or modified. For example, a late morning appointment at a local college does not necessitate being excused from school for the entire day.
- If you leave school during regular hours, students still need a dismissal note from their parent or guardian. Please include a phone number where this person can be reached.
- When you return to school, please present guidance with a follow-up document from the school you visited that states the date and time you were at the college.
- During Term 4, members of the Junior Class may petition the Principal in writing for permission to have one excused college visit. This request must be received one week prior to the scheduled visit. Junior visits to colleges are intended for post-secondary schools that have non-traditional admissions timelines, prior to November.

Finally, most colleges and universities offer late afternoon tours and appointments, as well as weekend opportunities for visitation.

f. Faculty Committee:

A faculty committee will be established when necessary by the principal to deal with any exceptions to the above attendance regulations.

AUTHORITY OF SCHOOL STAFF:

Staff members have the responsibility and the authority to question any student about questionable behavior during school hours. Students so requested must identify themselves.

AUTOMOBILES:

a. Student Automobile Protocol:

All student vehicles must be parked in the rear parking lots within the parking lines. Unauthorized vehicles are prohibited. Student drivers must refrain from unnecessary noise, such as deliberate tire squealing and muffler devices. Buses have the right of way over student automobiles.

Any student who enters school property by crossing the speed bump is considered to be present for the day. Students who drop other students off in the morning are to do so only in front of the building. Leaving school grounds before the start of school is a major offense.

b. Parking Permits:

All students with vehicles must register and obtain their parking permit (at a nominal fee) from the main office prior to the end of the first week of school. All vehicles on high school property must have a visible parking permit during regular school hours. Replacements for lost parking permits will be available from the Assistant Principal for an additional fee.

c. Student Parking Lot:

Any student caught outside or in the parking lots during the school day without permission may be suspended. Any student caught in a car during the school day when he/she is supposed to be in class may be suspended.

d. Loss of Privileges:

Students who leave school grounds via a registered student vehicle may have automobile privileges revoked for the remainder of the school year. Students who accumulate ten (10) unexcused tardies to school for any one semester may lose driving privileges for the remainder of that semester.

BEFORE SCHOOL RULES:

Upon arriving at school, students are to proceed to their locker until the Time Slot I warning tone is sounded. At the sound of the warning tone, all students are to report to period 1 - ON TIME. Frequent lateness will be reported to the office, and that student will be issued the appropriate discipline. If a student arrives after 7:35 a.m., then a late form (blue slip) from the office should be filled out. Students neglecting to sign into school directly upon arrival will be issued detention or suspension.

CARE OF SCHOOL PROPERTY:

The appearance of our school and its grounds should be the concern of everyone. It is the policy of Joseph Case High that anyone defacing school property is subject to suspension. All students responsible are liable for the cost of such damages. It should be every student's responsibility to report such incidents of vandalism to the administration as soon as possible.

CHEATING AND PLAGIARISM:

Any student found cheating or committing plagiarism on an exam, essay, project or any other school assignment will receive, not an "F", but a grade of "0" for that assignment.

Cheating occurs when a student shares specific questions or obtains information before, during or after an assessment. Cheating is an illicit act. Cheating includes homework assignments as well as situations that involve accessing information via disk, external drive, calculator, MP3 player, cell/smart phone, or camera device or component.

An act of plagiarism involves one student copying from another source, in whole or in part. It compromises academic integrity by purporting to pass off something published as "original thought." In addition to submitting another's work or ideas as one's own, plagiarism includes copying from another student's work, or someone's else's intellectual property that has been previously published, including via the electronic media. All students involved in plagiarism will be held accountable. Each party will receive the grade of "0."

Students must properly cite all references. Students may not resubmit work that has already been evaluated for a grade by another teacher. Paying a third party for purported original work compromises academic integrity as well.

Any student who steals an examination, conspires to steal an exam, or is an accessory after the fact will receive a grade of "0" for any of the above infractions. The student may be suspended in some cases with the incident documented in the student's permanent disciplinary record.

In any case of cheating or plagiarism, teachers will notify parents or guardians -- in a timely manner -- of the offense and its subsequent action on the part of the teacher. Teachers will also write up the incident on a discipline referral form and send it to the office. Repeat offenses may result in parental conferences and suspension(s).

CHEMICAL HEALTH:

a. Drugs:

See "Major Offenses Subject to Expulsion Hearing."

b. "No Drinking" Policy:

The use of, serving of, or consumption of any alcoholic beverages on school property or at school-related functions is PROHIBITED.

It shall be the policy of the Swansea School committee to permit the use of a Breathalyzer to detect alcohol use at any school-related functions as deemed appropriate by the building Principal.

All students attending school dances/proms/semi-formals may be required to take a Breathalyzer before entering the event. If the results of this test are positive, a second test using a different portable unit will be administered. If this second test is failed, a third test will be administered.

If this test is positive the student will be:

- Denied admission to the event.
- Held by the school until a parent or guardian picks them up.
- Suspended from school for three days.

ALL STUDENTS, REGARDLESS OF AGE, ARE TO ADHERE TO THE "NO DRINKING" POLICY.

Students are reminded that the possession of alcohol beverages on school property violates state law and carries a penalty of "imprisonment for not more than thirty (30) days or by a fine of not more than \$100, or both."

(Chapter 272, Section 48 of General Laws of the Commonwealth)

c. Tobacco and Smoking:

State law prohibits smoking by students on school grounds. Students caught smoking will be subject to disciplinary actions.

Tobacco products are prohibited inside Joseph Case High School. Student smoking includes the possession of cigarettes. Any student caught with tobacco product in school will have it confiscated, and the appropriate consequences issued. In addition, electronic cigarettes, hookah pens, vaping devices, THC in any form, or the use of any other smoke producing paraphernalia by any person will not be permitted in school or anywhere on the school campus, on buses transporting students, or at any school-sponsored event. Included in the definition of smoking are any students found attempting

to light a cigarette, cigar, or pipe, or in possession of a lit cigarette, cigar, pipe, vaping device or any students exhaling smoke. Students found in violation of the smoking policy may be subject to suspension. Cigarette lighters, matches or any device to light a fire are also prohibited from school grounds. Any student caught with any one of these devices will have it confiscated.

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

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

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

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

1. Student Violation:

Any violation of this policy by students shall be referred to the building administration. Students who violate provisions of this policy shall be subject to student discipline procedures:

First Offense
Parental contact
3 days out-of-school suspension

Second offense
Parental contact
5 days out-of-school suspension

Third (and subsequent) offenses
Parental contact
10 days out-of-school suspension

CLASS CUTS:

The following consequences will be issued for cut classes:

FIRST OFFENSE: OD
SECOND OFFENSE: 2OD
THIRD OFFENSE: SATURDAY SCHOOL
FOURTH OFFENSE: 1 ISS
SUBSEQUENT OFFENSES 1-3 ISS

STUDENTS WHO CUT WILL RECEIVE A "0" FOR THE CUT CLASS AND WILL NOT BE GIVEN THE OPPORTUNITY TO MAKE UP THE WORK MISSED.

CLASS DUES:

A system of class dues is in effect for all students who wish to participate in various class activities. Class dues must be paid if students wish to attend events such as semi-formals, prom, senior class banquet and to order their class rings. Class dues are set at \$25.00 a year from freshman to senior year. Dues are used to defray senior expenses.

CLASS RANK:

Class rank is determined by a quality point system. Check with the Guidance Office for details.

CLASSROOM STANDARDS:

I. Be Present and on Time

- A. Good attendance is important to succeed in class. Explanation/participation in listening, reading, speaking, and writing are daily components in an academic classroom.
- B. A cut will result in a "0" for the work for that day.
- C. A pre-excused/school-related absence means the student should have work for the day completed before being excused. Teacher discretion may allow variation. The student should, however, be prepared to take a quiz or test should it fall on the day of his/her return.
- D. If a student is absent for several days, he/she should follow the assignment sheet. If there are questions regarding the work assigned, the student should call his/her teacher for clarification.
- E. Classroom teachers will enforce the tardy policy. (Teachers will assign seats at their discretion). The student is to remain in his/her seat until dismissal bell rings. - *No passes are to be given out the last 5 minutes of class.*

II. Learning Materials

- A. The student is expected to come to class with pen/pencil, paper, text, notebook, folder, lab book (if applicable).
- B. Passes to lockers for the above materials will not be issued.
- C. Students will not be allowed to leave school to go home and pick up the above materials.

III. Respect Other People and Their Property

- A. At all times the student should act with courtesy towards teachers and other students. Both their actions and words should reflect this courtesy.
 - B. The student is responsible for keeping all school property (books, classroom materials) in good condition.
 - C. The student will exhibit proper classroom behavior which includes:
 - 1. No eating in class.
 - 2. No feet on desks, book racks.
 - 3. No writing on desks or bulletin boards.
 - 4. No tossing paper on the floor.
 - 5. No work other than work for this class done during class.
 - 6. No cheating.
- IV. Be Prepared to Participate
- A. Grading
 - 1. Determination of the quarter grade
 - a. Quizzes (Department discretion).
 - b. Exams (Department discretion).
 - c. Oral (oral quizzes, participation, effort, attitude, homework - department discretion). Daily attendance is important to achieve maximum performance. Attitude and effort maximize performance as well.
 - 2. Variations of the above may occur in upper level courses. Special projects book reports, etc., may be included and assigned a value.
 - B. Homework
 - 1. The student is expected to come to class with learning materials listed under Part II. Assignment sheets will be prepared regularly by the teacher so that a student will always be informed of his/her daily responsibilities.
 - 2. If a student accumulates three missed homework assignments during the course of a quarter, the teacher may request an after-school or class conference with the student to discuss the student's problem. A call or report to parents may result for subsequent no-home works.
 - 3. The student's homework grade for the quarter will be lowered for failure to pass in homework (departmental discretion).
 - C. Tutoring/Conference after School
 - 1. The teacher or student should request a conference at least 24 hours in advance.
 - 2. The student should be present at the conference or arrange for another meeting if there is a conflict with previous plan.
 - 3. If the student does not arrive for the scheduled conference he/she will be sent from class (at the beginning of the period on the following day) to the assistant principal for disciplinary action due to insubordination.

CORRIDOR REGULATIONS / EXCESSIVE AFFECTION:

Students have four minutes to pass between classes. There should be no loitering between classes. Students are expected to act with dignity and respect

during school hours. Excessive displays of affection are not appropriate for school and will be dealt with on an individual basis.

DETENTIONS:

Office detention will be held from 2:20 p.m. to 3:00 p.m. Any detention must be recorded on a discipline slip for documentation purposes. Yellow copy must be returned to the main office. Students are to be given the white discipline slip and 24 hours notice of the detention. All school rules apply during teacher and office detentions.

Teachers Detention: Teachers may assign students to report to their classroom at the end of a school day for violation of classroom regulations, tardiness or class cutting. Failure to report to a teacher assigned detention may result in two (2) office detentions.

Office Detention: Detention may be assigned for any violation of school rules by either the Principal or Assistant Principal. Students reporting for office detention will report to the detention room at 2:20 p.m.

Failure to report for office detention may result in a Saturday School. Students may be excused from detention only with prior approval from the principal or the assistant principal.

DISMISSAL (Class and School):

- a. Class: Any student leaving class without permission must report to the office and remain there until seen by the Principal or Assistant Principal.
- b. School: High School administration does not approve of early dismissal from school except in cases of obvious necessity. All Joseph Case High School students – *regardless of age* – wishing to be dismissed from school must have a note from a parent or legal guardian stating the reason for dismissal, the time of dismissal, return time if applicable, and phone number where the parent or guardian may be reached. The high school administration recognizes its obligation to keep parents and families informed as to students' attendance, academic progress, and disciplinary status.
 - i. Dismissal by phone is not allowed except in cases of extreme emergency. All phone dismissals must be approved by the principal or his designee. Documentation must follow-up any emergency consideration.
 - ii. Doctor, Dental or Registry of Motor Vehicle appointments should be made after school hours. Appointments for driving licenses need a dismissal note.
 - iii. Parents or guardians are expected to pick up any student dismissed in the office. Exceptions include:
 1. Upperclassmen who drive to school, with permission of parent.
 2. A parent may send a taxi for the student with the cost resting with the parent.
 3. In emergency cases, the school nurse may take a student home.

- iv. All dismissal requests should be presented in the main office prior to 8:00 a.m. of the day of dismissal.

DRESS CODE:

The primary responsibility for appropriate dress lies with students and families. In the interest of maintaining a positive school climate essential to meaningful teaching and learning, the school community has reviewed standards of attire that are appropriate due to health and safety concerns or disruption to the educational process. Standards of dress for students shall comply with the following guidelines:

1. Attire must not interfere with the educational process or the rights of others to secure an appropriate education.
2. Attire should not be destructive of, or damaging to, any person or property.
3. Attire or jewelry with offensive / profane symbols, language or pictures including those that promote or advertise alcohol, drugs, and tobacco is not to be worn.
4. Headwear is prohibited. Hats and caps should be removed when entering the building and stored in a locker. Headwear includes hoods, bandanas and visors.

The administration is authorized to send offending students home to change their clothing if such clothing is determined by the principal or designee to be inappropriate for educational purposes. Only the principal or designee may allow for dress code exceptions.

ELIGIBILITY FOR ATHLETICS / EXTRACURRICULAR ACTIVITIES:

To be eligible to participate in an interscholastic contest, or an extracurricular activity at Joseph Case High School, a student must:

1. Be a registered student at Joseph Case High School in order to represent Joseph Case High School in any school activity (sports, drama, band, etc.). Out-of-district placement special needs students are eligible.
2. Be less than nineteen (19) years of age on September 1 of that school year (for athletes only).
3. Pass at least five (5) full time subjects in the immediately preceding quarter with a minimum of 3 C's, 2 D's and full credit. To be eligible for the fall extracurricular activities, a student must have passed at least five (5) full time subjects with a minimum of 3 C s, 2 D's and full credit in their final grades of the previous academic year. This policy does not include incoming freshman.
4. Eligibility status does not change until report cards are published.
5. Students who are hospitalized and received an incomplete grade for a course may be eligible for extracurricular activities that are not governed by the M.I.A.A. at the discretion of the Superintendent.

A. Academic Probation:

1. All ninth grade students maintaining a D or an F at the mid-quarter of the first marking period will receive a warning notice. Copies of all warning notices will be submitted to Guidance. This process will be implemented only during the first quarter freshman year.
2. Ninth-grade students who are failing a core subject will be placed on academic probation. Academic probation is defined as that period of time between mid-quarter and the end of the first term where a student will be allowed to participate but must raise his/her grades to the new standard. If the student does not raise his or her grades by the end of the quarter, he/she will be declared ineligible for all extra-curricular activities.
3. A letter will be sent to the student's parents notifying them of the probationary period and also informing them of the tutorial program at the high school. The student will also meet with his or her counselor. Students will be urged strongly to participate in the tutorial program.
4. All coaches and advisors will be notified of students' academic probation.

FIGHTING:

Any student fighting may be suspended for up to ten (10) days or until satisfactory parental conference is held.

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 (Ed Reform - 1993).

FINANCIAL OBLIGATIONS:

Each student is responsible for the condition of all textbooks, locks, materials and equipment issued. At the close of the school year, all issued obligations, return items, school lunch account balances, or payment for damage or loss must be met. No diplomas will be given to students who have outstanding financial commitments. All financial obligations must be met before any social events can be attended including but not limited to school sponsored dances, prom, and senior trip.

FIRE DRILL DIRECTIONS:

1. The last person out of the room closes the door. Windows should be closed.
2. Follow the posted directions in each room and move as an organized and orderly group with the teacher.

FOOD / BEVERAGE POLICY:

Food should only be consumed in the cafeteria. Students may have drinks during the school day and are responsible for their management. Teachers reserve the right not to allow drinks in their classrooms. Drinks are

never allowed in computer labs or the gymnasium. The School Administration reserves the right to screen any beverage container on school grounds.

HAZING - Chapter 269 of the General Laws of Massachusetts:

A. 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 one thousand dollars or by imprisonment in a house correctional for not more than one hundred days, or by both such fines and imprisonment.

The term "hazing" as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public grounds or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, forced consumption of food, liquor, beverages, drugs or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

B. Section 18: Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by fine of not more than five hundred dollars.

C. Section 19: Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, pledgee or applicant for membership in such group or organization, a copy of this section and sections 17 and 18. An officer of each such group or organization and each individual has received a copy of said sections 17 and 18 shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections 17 and 18.

Each secondary and each public or private school or college shall file at least annually, a report with regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provision of this section and also certifying that said school had adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution, which fails to make such report.

D. Penalties:

Any student participating in an act of hazing in the General law of Massachusetts shall be subject to the following procedures and penalties:

1. Immediate ten (10) day suspension from school.

2. Notification to the police.
3. Referral to the School Committee for an expulsion hearing.
4. Written notification to the student and parents concerning the offense and notification of the time and place of the hearing in accordance with Chapter 761, Section 17, of the General Laws of Massachusetts.

ILLNESS:

Students who are ill and cannot attend school on a particular day are requested to have their parents call the office before 8:15 a.m.

LAB SAFETY:

In order to avoid injuries to personnel or unnecessary damage to the equipment in our laboratories teacher in charge will have rules for the safe operation of equipment, handling of chemicals and specimens, and behavior. These rules will be made known to the student early in the school year, and they will be posted in the laboratory. The student and his or her parent may be asked to sign a copy of the rules. Failure to obey the safety rules may result in the student not being allowed to continue in a particular science course.

LAVATORY POLICY:

Students are requested to use the lavatory facilities during passing periods or at lunch. Students who must use the facilities during class time will be required to document each time they leave class. Students must record their names on the classroom teacher's clipboard. Abuse of time out of class may result in a meeting with an administrator and/or a more restrictive protocol. Only one student is allowed out of class at a given time.

LEAVING SCHOOL GROUNDS:

Students are not allowed to leave school grounds during school hours unless the principal or assistant principal has granted permission. Any student leaving school grounds is subject to an immediate suspension for three (3) days and will not be allowed back into school until a satisfactory parental conference is held.

On any subsequent offense, the penalty for leaving school grounds will increase incrementally.

If a student leaves school grounds via a registered student vehicle, the driver's automobile privileges may be revoked for the remainder of the school year at the discretion of the administration.

LOCKERS:

The administration reserves the right to inspect any or all student lockers. Individual lockers are assigned to pupils for books and other articles. The school will cooperate in the effort to recover lost or stolen property but does not assume responsibility for such property. We suggest that personal belongings in each student's locker have some individual marking that can be identified as a particular student's personal property.

Locker assignments are the same for all students throughout their tenure at Case High School.

Students are advised that going to their lockers between periods is not an excuse for being tardy to class.

Students should keep their locker combinations confidential and are not to share their lockers with fellow students.

If an assigned lock is lost, it is the student's responsibility to purchase a new school lock at a nominal fee. Broken lockers should be reported to the office immediately.

MAKEUP OF GRADES AND INCOMPLETE GRADES:

All term grades that are to be made up or adjusted must be done within a two-week period of the date that grades are issued to students. In the event of end-of-year grades from which credit is determined, this period would extend until two weeks from the start of school in the same calendar year. Incomplete grades will be handled under the same time line, with an incomplete reverting to "F" if the time line is not met. Under extremely unusual circumstances, the principal may extend time lines. Make up work will still be departmental policy, but students should be informed of this policy in writing the first week of school.

MASS DISRUPTION WALKOUTS -- THE SCHOOL AND THE LAW:

The school will not tolerate mass disruption by students in any form for any reason. If such a situation does occur, the individual student will obey the class teacher or any other person in authority. Failure to do so may result in suspension. There are democratic processes that can be followed and are allowed for a voice in school affairs. These are to be utilized.

SCHOOL TRANSPORTATION:

Details are available from the Central Administration Office of Swansea Public Schools.

School buses give students safe and comfortable transportation to and from school. Every student must obey the direction of the bus driver. The driver is concerned with the safety of every passenger. Do as the driver directs. A condensed version of the bus regulations is detailed below. Students not following the rules and regulations may be removed from the bus for a period of time.

A. Waiting for the Bus:

1. Be on time for the bus. Because of time schedules the driver cannot wait for you.
2. Observe all safety precautions while waiting for the bus.

B. Loading the Bus:

1. Get on your bus quickly and in an orderly fashion and be seated.
2. Listen carefully and obey any directions issued by the driver.

C. Riding the Bus:

1. Remain in your seat.
2. Keep lunch boxes, books and other equipment out of the aisles.

3. Do not throw anything on or out of the bus.
 4. Do not extend your arms or any part of your body out of the window.
 5. Do not change seats while the bus is moving.
 6. Avoid shouting and excessive noise.
 7. Use of cell phones and/or electronic devices are permitted. Students must use headphones.
 8. Help keep the bus clean.
 9. Be courteous to other students.
 10. No smoking - Chapter 90, Section 7B.
 11. No vulgarity.
 12. Cooperate with the driver for the safety of all.
 13. No horseplay.
- D. Unloading the bus:
1. Do not leave your seat until the bus has stopped.
 2. Leave the bus quickly but in a courteous manner without pushing other pupils.
 3. Pupils shall not be dropped off the bus except at their regular scheduled stop or at school.
 4. A note from home will be required if a pupil is to get off the bus at other than the regularly scheduled stop.

Your conduct on the school bus should be the same as in the classroom. Violation of the bus rules may result in the loss of bus privileges.

SEARCH AND SEIZURE OF A DANGEROUS WEAPON OR CONTROLLED SUBSTANCES:

According to Federal and State Guidelines as well as recent court decisions, when school officials have reasonable suspicion then searches of lockers, automobiles, desks, jackets, purses, briefcases, or book bags may be conducted. This includes, but is not limited to, canine searches. (Approved by the Swansea School Committee, 1998)

SENIOR PRIVILEGE:

In an attempt to alleviate some of the traffic congestion at the start and conclusion of each school day, all seniors who are scheduled for study hall in either time slot one or seven on any given school day have the option of arriving late or leaving early. Seniors will not be penalized for any tardy to school before 8:20 a.m. on a day when they have study time slot one. Students who accrue ten unexcused (10) tardies in a semester or receive a suspension from school may have this privilege revoked for the remainder of the semester. Seniors must be academically eligible in order to have Senior Privilege; a right granted as a benefit, advantage or favor. Parents or guardians will be required to sign a Senior Privilege permission form indicating an understanding and acceptance of the aforementioned privilege.

SEX EDUCATION:

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

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

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

b. Policy for Joseph Case High School

Educators whose curriculum content would fall under Chapter 71, Section 32, will provide their immediate coordinator/department head with a detailed outline of the proposed materials to be used in their curriculum. After a meeting with the building principal, the coordinator will be sure that the educator sends home in writing to each student notification to their parents of the pending curriculum and the opportunity of viewing the instruction materials to be used for the said curriculum.

SOCIAL EVENTS:

Make all arrangements for an activity through and with the approval of your class advisor and the principal. Activities must be planned two (2) weeks in advance of the scheduled date. Only Case High students will be allowed at school dances with the exception of the semi-formal and the prom. It shall be the policy of the Swansea School Committee to permit the use of Breathalyzer to detect alcohol use at any school-related functions as deemed appropriate by the building principal.

SOLICITATION IN SCHOOL:

Solicitations are not allowed on school grounds unless prior approval has been obtained from the building principal. All student fundraisers must be approved in advance by the building principal. No candy may be sold for a fundraiser during the school day.

STUDENT AND LOCKER SEARCHES:

A recent Supreme Court Decision concerning student searches stated the following:

The legality of a search of a student should depend simply on the reasonableness, under all the circumstances, of the search. Under ordinary circumstances, a search of a student by a teacher or other school official will be 'justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age or sex of the student and the nature of the infraction. New Jersey T.L.O. 53 U.S.L.W. 4083, 4087-4088.

As a result of this court opinion, students may be searched by any school official if there are reasonable grounds for suspicion. "Reasonable Grounds" for a student search may include a school official's personal observation that the student possesses contraband material on school premises, or the school official's receipt of a report to the effect by teacher, another school employee, a student, or some other reliable source. Even a report from an anonymous source may constitute reasonable grounds for a search, if all the circumstances persuade the school official that the report is reliable.

School officials retain the right to search lockers and desks periodically. Master keys and locker combinations are retained by the school. Certain items may not be stored in lockers or desks. These items include weapons, illegal drugs, alcoholic beverages, fireworks or incendiaries, stolen property or any item that is illegal or specifically banned school property. Automobiles may also be searched on school grounds.

Any student found in possession of any items specifically banned from school property will be subject to the punishment prescribed in the student handbook. Any student who fails to comply with a search as stated above will be subject to a police referral and/or a suspension of up to ten (10) days.

STUDENT RECORDS REGULATIONS:

The following significant changes have been made in the Student Records Regulations 603 CMR 23.00:

"In line with the federal regulations a school may now release "directory information" about a student to third parties without prior consent, as long as the school gives public notice of the information it may release and permits an eligible student or parent to object. (23.07(4)(A))"

Parents and guardians are notified that unless a written objection is received in the office of the Principal by September 15 of the school year, the high school and the school district will assume the right to use photographs or videotape in which students may appear or be heard.

STUDENT RIGHTS AND RESPONSIBILITIES:

Students have the right to petition the principal if they feel that their rights have been violated. It is the responsibility of each student to discuss with their teacher or the school administration any "gripes" they feel are legitimate and attempt to work out an appropriate solution.

Swansea Public Schools prohibits discrimination on the basis of race, color, sex, gender identity or expression, religion, national origin, or sexual orientation, and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges and courses of study.

STUDY HALL REGULATIONS:

Students are to report to study halls promptly and to sit in assigned seats. Passes to leave study hall must be obtained in advance from the teacher requesting the student to leave. Students should bring sufficient materials to remain busy the entire period.

TARDINESS:

Any student who comes to school tardy after Period 1 and fails to check in at the office will be considered absent for that day. All students must check in at the office if they come into school after Period 1. If a student is late more than five (5) minutes in any class, it will be considered a class absence. The tardy student can do the class work or make up the worked missed. If work is made up the student does not receive a "0" for the day. On the 5th – 7th unexcused tardy the student will receive an office detention. On the 8th and 9th unexcused tardy the student's parents/guardians will be notified and the penalty will be Saturday School. A tenth unexcused tardy will result in one (1) *day of in-school suspension, and may lose driving/parking privileges. This policy pertains to each semester.

5-7 OD
8,9 SS
10 ISS
11-13OD
14,15 SS
16-18 OD
19 SS
20 ISS

(*Detention will continue to be the primary consequence for excessive tardies. A Saturday Detention program may be offered to parents in lieu of suspension.)

TRUANCY PROCEDURE:

1. Students who have frequent absences without justification and who are 15 years, 6 months of age or younger will be referred to the truant officer. If unexcused absences continue, the student will automatically be dropped from our rolls.
2. Students who have ten or more unjustified absences per quarter will be referred to the truant officer.
3. Truant officers will be required to report to the high school at least two days per week during school hours on a regular basis to discuss truant problems with the assistant principal.
4. Students under 15 years, 6 months of age who have been referred to the truant officer for the third time will automatically be processed for court proceedings.

VISITORS TO SCHOOL:

Because the school cannot be expected to provide for persons not attending Case High, visitors to the school are generally not allowed. The Principal gives exceptions to this rule on an individual basis. This permission must be secured from the Principal the day before the planned visitation is to occur. It is

embarrassing to all concerned for a visitor to be told to leave because prior approval was not secured

Section 4 - Disciplinary Policy

BUS INFRACTIONS:

Disciplinary infractions occurring on any Swansea school bus may result in the removal of the student for a period of time from the school bus. Parents will be informed of the infraction and instructed to provide their own transportation to and from Joseph Case High School.

DISCIPLINARY FORMS:

No student should be sent to the office without a disciplinary form.

MAJOR OFFENSES SUBJECT TO EXPULSION HEARING:

Violations in the categories listed below are subject to possible expulsion from school by the Principal. This is mandated by Chapter 71 of the Act of 1993, signed into law on June 18, 1993 (Section 37H, 37H1/2, 37H3/4, and Chapter 222 of the Acts of 2012). The student shall be provided with an opportunity for a hearing before the expulsion is final.

1. "Any student who is found on school premises or at school-sponsored or school-related events, including, but not limited to a gun or a knife, or a controlled substance as defined on Chapter ninety-four C, including but not limited to marijuana, cocaine, and heroin." (Using, in possession of, or distributing the above said materials).

2. "Any student who assaults a principal, assistant principal, teacher, teacher's aid, or other educational staff on school premises or at a school-sponsored or school related event, including athletic games...."

A. Procedures and Penalties:

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

OFFENSES:

a. Minor Offenses:

The individual teachers and school administration will handle all minor offenses when necessary.

Any teacher may assign a student a teacher detention for any violation of classroom procedures. Listed below is a partial list of minor offenses.

1. Unauthorized absence from class.
2. Being in an unauthorized area without permission.

- a. Students are not allowed upstairs, at their locker, or in any area outside of the cafeteria/main lobby during their lunch period.
 - 3. Tampering with report cards, warning cards, or other school records.
 - 4. Non-report to a teacher or to office when instructed to do so.
 - 5. Sent out of class.
 - 6. Failure to report to office when sent out of class.
 - 7. Failure to return to the Assistant Principal on the day sent from class.
 - 8. Failure to return a warning card or report card.
 - 9. Routine student traffic violation.
 - 10. Excessive tardiness for class or school.
 - 11. Being in a restricted area.
 - 12. Playing cards or gambling in school.
 - 13. More than one student in a closed lavatory stall.
 - 14. Any other violation of school policy or regulations.
 - 15. Failure to report to office detention may result in suspension.
 - 16. Any willful disobedience towards any high school staff member. A student may receive a detention or detentions for any minor offense. A repeat of minor offenses may result in suspension.
- b. Major Offenses:
- 1. Physical assault on another student.
 - 2. Threats of assault to faculty members.
 - 3. Swearing at school personnel.
 - 4. Verbally, sexually, or emotionally harassing any student, school personnel or visitor.
 - 5. Engaging in discriminatory acts or language based on the race, religion, ethnic background, gender, handicap or sexual orientation or any student, school personnel or visitor.
 - 6. Posting pictures, videos, or other digital media of unsuspecting persons.
 - 7. Setting fire to school property.
 - 8. Hazing.
 - 9. Possession of firearms, incendiaries, peppers gas, mace, etc.
 - 10. Possession of drug paraphernalia.
 - 11. Engaging in verbal abusive name-calling or obscene gestures toward another student, school personnel or visitors.
 - 12. Arriving to school or a school-sponsored event under the influence of a non-prescribed controlled substance or alcohol.
 - 13. Violating another student's civil rights.
 - 14. Engaging in lewd or lascivious activities.
 - 15. Indecent exposure and /or sexualized behavior.
 - 16. Using or possessing alcoholic beverages on school property.
 - 17. Possession, use or delivery of synthetic compounds or substances such as K2, spice, and bath salts.
 - 18. Unlocking or propping open a secured door during the school day.
 - 19. Opening a secured door to allow a person to enter the building during the school day.

20. Open or continued defiant attitude toward a member of the school staff.
21. Malicious destruction of, or damage to school property.
22. Stealing school or personal property (regardless of intent to return).
23. Leaving school grounds or the building without permission.
24. Driving an automobile recklessly or in an unauthorized area on school grounds.
25. Fighting in or on school property whenever blame can be attached to one or more students; Instigating or being responsible for causing a fight to occur, or any deliberate involvement in a fight where an aggressor can be determined.
26. Insubordination - a student's deliberate refusal to follow instructions or directions of a staff member and/or administration.
27. Actively inciting disruption of the normal school routine, such as setting off fire or smoke alarms, bomb scares, violent acts, careless use of fire, chemicals or school equipment, etc. This is a ten-day major suspension. A hearing must be held in front of the principal before re-entry. This meeting must include the student's parent(s) or guardian.
28. Committing any other action not herein listed which would seriously interfere with the education of others or seriously threaten the safety of others.

1. Penalties and Procedures for Major Offenses:

1st Referral:

1. Due process meeting with student, parent(s), and school official.
2. Parent and student notification of a suspension of up to ten (10) days, from school.
3. A reinstatement meeting following the suspension may be scheduled with the student and school personnel. Parent(s) will receive notification of, and an invitation to, any scheduled meeting.
4. Restitution when applicable.

2nd Referral:

1. Due process meeting with student, parent(s), and school official.
2. Parent and student notification of a suspension of up to ten (10) days, from school.
3. A reinstatement meeting following the suspension may be scheduled with the student and school personnel. Parent(s) will receive notification of, and an invitation to, any scheduled meeting.
4. Notification to police, if necessary.
5. Restitution when applicable.

3rd Referral:

1. Due process meeting with student, parent(s), and school official.
2. Parent and student notification of a suspension of up to ten (10) days, from school.

3. A reinstatement meeting following the suspension may be scheduled with the student and school personnel. Parent(s) will receive notification of, and an invitation to, any scheduled meeting.
4. Evidence that assistance is being sought to aid the student in resolving his/her adjustment difficulties may be required as a condition for re-entry.
5. Notification to police, if necessary.
6. Restitution when applicable.

4th Referral:

1. Due process meeting with student, parent(s), and school official.
2. Immediate ten-day suspension from school.
3. If necessary, referral to the Principal for an expulsion hearing in front of the School Committee.
4. Student will not be allowed to participate in any school activities during the term of their suspension or allowed on school grounds for any reason during this time.
5. The term of their suspension is understood to mean school days and any days intervening. The term of a suspension will end at midnight on the last day of the suspension.
6. Restitution when applicable.
7. Notification to police, if necessary.

IN-SCHOOL SUSPENSION (ISS):

The In-School Suspension Program is a vital ingredient in the corrective behavior philosophy at Joseph Case High School. It is intended to be punitive in action, academically sound and instrumental in getting students to alter inappropriate behavior. Students will not be allowed to participate in any school activities during the term of their suspension and are not allowed on school grounds for any reason outside of the school day. ISS students will also be denied admission to a Case sponsored event taking place off school grounds (e.g. prom). This program will prove to be an effective alternative to out-of-school suspension. The ISS Program removes the student from the classroom, but keeps the student within the school during the period of suspension. This reduces the possibility that suspension turns into a student holiday, and demonstrates to students and parents that the school will effectively deal with misbehavior. Students, teachers and parents must understand that ISS is a better alternative than Out-of-School Suspension. Any such misbehavior as outlined below will force the administration to resort to Out-of-School Suspension. All suspensions will be dealt with in accordance with Massachusetts General Laws 37H, 37H ½, 37H ¾, Chapter 222 of the Acts of 2012, and all other relevant Massachusetts General Laws.

PROCEDURES:

1. Students will be placed into ISS only through the approval of the administration. Students that commit offenses that endanger the

welfare of students or faculty members may not be given the option of ISS.

2. The rules must be clearly specified and communicated to the ISS students upon entering the program:
 - a. All students remain completely quiet.
 - b. All students remain seated.
 - c. Students will use lavatories that are upstairs. Students with medical issues and extended lavatory privileges will be escorted to the lavatory by a hall monitor.
 - d. All work not completed will be turned in to the assistant principal. Students will be required to complete unfinished or incomplete assignments in ISS the following day.
 - e. Communication between ISS students and supervisors may take place after the supervisor has acknowledged the student's raised hand.
 - f. Students placed into the ISS program are encouraged to bring their lunches to school. If lunches must be purchased, the Time Slot 4 ISS supervisor will escort those students to the cafeteria at 11:15 a.m.
 - g. ISS students will not be permitted to leave the room unless it is a medical emergency or for counseling time.
 - h. ISS students will report to the main office with all of their books and materials needed to complete their school work.
 - i. ISS students are not permitted to bring items such as blankets, pillows, games, etc. unless otherwise approved by a school administrator.
 - j. Cell phones/electronic devices will be held in the main office and returned to the student at the end of the school day.

Teachers of ISS duty for Time Slot 1 will check in at the main office to see if any students have been assigned ISS for the day and will escort the students to the ISS room. All assignments are required to be checked by teachers supervising ISS. Students are to be escorted to the main office by Time Slot 7's ISS teacher at 2:10 p.m. All completed assignments are to be placed in the appropriate teachers' mailboxes.

OUT OF SCHOOL SUSPENSION (OSS):

No student who is excluded from school is allowed on Swansea Public School grounds for any activity during the length of the suspension. OSS students will also be denied admission to a Case sponsored event taking place off school grounds (e.g. prom). Students who violate this rule may have their number of suspended days increased or a no trespass order issued.

OSS students may make up schoolwork while on suspension. Parents or students should contact the student's guidance counselor for the work to be made up. All suspensions will be dealt with in accordance with Massachusetts General Laws 37H, 37H ½, 37H ¾, Chapter 222 of the Acts of 2012, and all other relevant Massachusetts General Laws.

SATURDAY SCHOOL:

The Saturday School program will run on selected Saturdays from 8:00 a.m. to 11:00 am. and will be supervised by certified school personnel. Students may be assigned to Saturday School for various disciplinary infractions that would have resulted in suspension in the past. These infractions include but are not limited to: being tardy to school greater than seven times in one semester, skipping office detention, truancy, accumulation of three or more office detentions, three class cuts, and repeated minor offenses. Saturday School will be assigned in place of suspension at the discretion of the high school administration. Any student who is late for or misses an assigned Saturday School will be suspended on the following school day.

Saturday School may also be used for credit recovery. Students who exceed the allowable number of unexcused absences in a class in any term may attend Saturday School to make up classes. One hour of Saturday School counts for one class period. Two Saturday School sessions count as one school day. Students are responsible for gathering work from their teachers in order to make up a missed class. Only students who report to Saturday School with work from a specific teacher or teachers will be given make-up credit.

Students are to be working on class assignments or reading throughout the entire Saturday School period. Talking or sleeping is not allowed. No food or drinks other than water are allowed during Saturday School and all other school rules apply. Any student removed from Saturday School for failing to follow the rules will be suspended the following school day.

POINT SYSTEM:

Students who are disruptive and have numerous discipline infractions will not be allowed to go to a regular school dance per the following point system.

Detention = 1 point

Saturday School = 2 points

Minor suspension (one to three days) = 4 points

Major suspension (four to ten days) = 6 points

If the total points exceed 25, the student cannot go to any school dances, proms or semi-formal.

a. Senior Disciplinary Policy:

Frequent disciplinary referrals and/or suspensions could result in a senior being suspended from the senior outing and/or graduation exercises. This will be determined by the administration that will give each senior a warning prior to the final decision.

SPECIAL EDUCATION STUDENT DISCIPLINE: Students with an IEP* or 504 Ed. Plan:

(* Included in this category are those students who are yet to be determined for special education services.)

1. A student who falls in the category "as yet to be determined" during the I.E.P. qualifying process will assume all the rights of a special

education student until the evaluation process is completed and the student is deemed not eligible. (34 CFR 300.534)

2. When it is known that the suspension(s) of a special education student will accumulate to ten (10) days in a school year, a review of the I.E.P. or 504 Ed. Plan as provided in Section 333 of the C.776 Regulations will be held to determine the appropriateness of the student placement or program.

If the TEAM concludes that the student's misconduct is related to the student's disabling condition, is the result of an inappropriate special education placement, or is the result of an I.E.P. or 504 Ed. Plan that was not fully implemented, then the I.E.P. or 504 Ed. Plan will be modified to reflect a new program designed to better meet the student's needs. Following parental approval, the student will be placed immediately in the new program.

If the TEAM concludes that the student's misconduct was not related to the student's disabling condition, or the result of an appropriate special education placement, and that the original I.E.P. or 504 Ed. Plan was fully implemented:

- a. An amendment to the I.E.P. or 504 Ed. Plan will be developed and implemented to provide for the delivery of special education services to the student during the period of exclusion.

- b. The original I.E.P. or 504 Ed. Plan will be modified to reflect a long-term plan (including discipline code expectations) designed to assure the student's continued attendance in an educational program.

4. If a suspension will result in an exclusion of more than ten (10) days in a school year, immediate written notification of the suspension and request for approval of the alternative plan must be made to the Swansea Student Services Office with a copy to the student's parents. A copy of the alternative plan must be included, and the request for approval must demonstrate that:

- a. The school has complied with the procedures required by *Goss v. Lopez* and by the school committee's Code of Conduct, a copy of which is on file with the Department.
- b. The school has considered less restrictive disciplinary measures, including modifying the student I.E.P. or 504 Ed. Plan to set out specific methods of discipline.
- c. The disciplinary action is for a stated and limited number of days.
- d. The action is necessary in light of the needs of the student and other students in the school.
- e. The school administrators have conferred with appropriate special education staff as to the disciplinary action and have met the requirements outlined in the above procedure.

The Swansea Student Services Office will review all the information presented by the school officials and will approve or reject the alternative plan within five days of its receipt by the regional center.

In the case of a long-term suspension or the exclusion of a student with special needs, division staff generally will approve an alternative program for the provisions of special education services as an interim placement only, based on limited duration and consistent with the goals and objective of the student's

I.E.P or 504 Ed. Plan. Home tutoring is viewed as a last resort of very limited duration to be used while an appropriate program is being determined.

The Swansea Student Services Office will monitor the suspension records for special education students.

Section 5 - Student Activities

ACTIVITY PARTICIPATION:

No student will be allowed to participate in any activity unless he or she is present for at least five full periods during that school day.

In the event that extenuating circumstances exist which are going to prevent an athlete, cheerleader, pep squad member, band member or theater company member from meeting the provision above, then he or she must receive an excuse from the Principal on the day immediately prior. In an extreme emergency (which arises early on the day of the event) the Principal must be contacted no later than the second period of the day.

Those students who participate in extra curricular activities will also be expected to follow the eligibility requirements stated in this handbook as well as the Academic Probation guidelines listed. All school rules apply during extracurricular activities.

AFTER SCHOOL POLICY:

Students may remain after school for detention, extra help, makeup, or if engaged in a scheduled after-school activity. Students may NOT loiter about the building. After 2:20 p.m. each day the building is reserved for those students having a specific educational reason for being in the building. Students remaining after school must be located in a specific room or activity. Students who complete an activity early must wait in the outer foyer.

ASSEMBLIES:

All students are expected to attend assembly programs unless excused by the administration, since such programs are considered to be an integral part of the educational process.

During assembly programs, students are reminded that proper respect is to be given to all speakers. Whistling and "cat calling" are signs of poor taste and are not acceptable. Improper attitude could result in disciplinary action.

Note: Students are to report to assemblies in an orderly fashion and be seated as quickly as possible. Assembly requests by students must be made, to the office, at least a week in advance. All assemblies must be approved by the school principal.

EXTRACURRICULAR ACTIVITIES:

“Cardinal” Newspaper
“The Chief” Yearbook
Case High Theatre Company
Cheerleading
Chess/Games Club
Chorus
Dance Company
DECA
Gender and Sexuality Alliance
Honor Bowl
Jazz Ensemble
Marching Band and Color Guard
Math Team
Mock Trial Team
Music Activities
National Honor Society, Kappa Tau chapter
New Media Club
School Store
Science Fair
Show Choir
Ski Club
Student Advisory Council
Student Council
World Language Club

Selection Procedure:

- Student’s academic records will be reviewed to determine scholastic eligibility. To be recommended a student must have achieved and maintained a 3.3 grade average G.P.A./87% weighted average through ten (10) terms.
- Students who are eligible scholastically will be notified and told that for further consideration for selection to Kappa Tau Chapter they must complete a Candidate Portfolio. Completion of this form does not guarantee selection.
- Faculty members will be invited to make comments on candidates however, the actual selection will be made by The National Honor Society Faculty Council. Candidates receiving a majority vote of the Faculty Council of the National Honor Society will be inducted into Kappa Tau.

Membership Requirements

National Honor Society members must maintain the standards by which they were selected for membership.

Scholarship: Student must maintain a 3.3 grade G.P.A./87% weighted average each term.

Character: Members are expected to follow school rules and civil laws. Character involves a respectful attitude toward the learning process and evidence of integrity. Cheating, plagiarism and the like will result in a dismissal hearing before the faculty council.

Leadership: Participating in extracurricular and community activities demonstrate school leadership. Members must document at least one activity (excluding N.H.S.) per year. Members must attend at least 2/3 of the chapter meetings. Meetings are held on the first Thursday of each month.

Service: Members must provide documentation of participation in at least two activities involving service to school or community per year.

Any member who falls below the standards that are the basis of selection shall have his case reviewed by the faculty council. The member may then receive a written warning or be dismissed. A report is made to the national chapter and the student is never again eligible for membership.

Section 6 - Appendices

AN ACT PROHIBITING THE USE OF TOBACCO IN THE PUBLIC SCHOOLS - CHAPTER 641, THE COMMONWEALTH OF MASSACHUSETTS, In the Year One Thousand Nine Hundred and Eighty seven

Be it enacted by the Senate and House Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Chapter 71 of the General Laws is hereby amended by inserting after section 2 the following sections:

SECTION 2A. It shall be unlawful for any student, enrolled in either primary or secondary public schools in the commonwealth, to use tobacco products of any type on school grounds during normal school hours. Each school committee shall establish a policy dealing with students who violate this law. This policy may include, but not be limited to, mandatory education classes on the hazards of tobacco use.

SECTION 2. This act shall take effect September first, nineteen hundred and eighty-nine.

House Representatives, December 14, 1987 Passes to be enacted, George Keverian, Speaker.

In Senate, December 14, 1987 Passed to be enacted, William M. Bulger, president.

December 31, 1987

Approved,

Michael Dukakis, Governor

AN ACT RELATIVE TO WEAPONS CARRIED ON SCHOOL GROUNDS - THE COMMONWEALTH OF MASSACHUSETTS, In the Year One Thousand Nine Hundred and Eighty-Nine:

Be it enacted by the Senate and House Representatives in General Court assembled, and by the authority of the same, as follows:

Section 10 of chapter 269 of the General Laws, as appearing in the 1988 Official Edition, is hereby amended by striking out paragraph (J) and inserting in place thereof the following paragraph:

(J) Whoever, not being a law enforcement officer and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For

the purpose of the paragraph, “firearm” shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.

House of Representatives, December 19, 1989. Passed to be enacted, George Keverian, Speaker.

Senate, December 20, 1989. Passed to be enacted, William M. Bulger, President.

HAZING – PENALTIES, Chapter 66S, an act increasing the penalties of hazing: Be it enacted by the Senate and House of Representatives in General court assembled, and by the authority of the, as follows:

Chapter 269 of the General Laws is hereby amended by striking out section 17 to 19, inclusive, and inserting in place thereof the following three sections:

Section 17:

Whoever is 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 food, liquor, beverages, 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 person, or which subjects such as student or other person 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 on 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 himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a 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, which is part of such 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 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 copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibilities to inform student groups, team or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

Approved January 5, 1988.

LEGISLATION AFFECTING YOUNG PEOPLE:

All students should be aware of three new laws that were passed in 1989 and which affect young people. Those three laws are:

1. The use of fake I.D. to purchase alcohol will result in the loss of your driver's license for six months to one year. Fines and a jail sentence may also be imposed.
2. Up to five (5) years loss of license for any drug conviction — including possession. If you are younger than 18, driver's license may be delayed until age 21.
3. A conviction for selling drugs within 1,000 feet of school property will result in mandatory two (2) year jail sentence plus a fine of up to \$10,000.

BULLYING / HARASSMENT / DISCRIMINATION

Policy

The Administration and the Faculty of the Swansea Public Schools shall strive to prevent bullying, harassment or discrimination within the school and its extended environment. The rights of individuals to receive a free public education devoid of bullying, harassment or discrimination are a priority of the Administration of The Swansea Public Schools. The Administration and Faculty shall respond promptly and consistently to such discrimination or harassment when they have knowledge of

its occurrence. The students of the Swansea Public Schools shall be provided with a safe, nurturing educational environment and they will not be denied the “advantages and privileges” of a safe school. The Administration will do everything within its power to ensure that this environment exists. Perpetrators of harassment and/or discrimination will be disciplined consistently and effectively in compliance with the progressive disciplinary procedures employed at all Swansea Public Schools.

Prevention and Intervention Plan

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

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

Definition – Bullying:

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

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

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

Definition – Perpetrator:

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

Definition – Cyber-Bullying:

Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature

transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:

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

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

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

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

Investigations:

1. Identification of problem, students and sites.
2. Questioning and documentation of all parties involved (witnesses, target, and perpetrator/aggressor statements).
3. Preservation of physical evidence.
4. Clear explanation of consequences for engaging in bullying/harassment to all parties.
5. Notification of parents / guardians of the targets and the perpetrators/aggressors.

Administrative Action:

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

Harassment/Discrimination:

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

Harassment/Sexual Harassment/Discrimination:

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

School Responsibility

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

- When alleged harassment / discrimination has occurred *directly relating to a student’s disability*, the Building Principal will notify the Director of Student Services, Dr. Julie Garell at (508) 675-7836 or by email at kgarell@swanseaschools.org, who will address the issue with the parties involved and, when applicable, notify the parent / guardian of the findings.
- When alleged harassment / discrimination has occurred, not directly relating to a student’s disability, the Building Principal will notify the Superintendent, John J. Robidoux at (508) 675-1195 or by email at jrobidoux@swanseaschools.org, who will address the issue with the parties involved and, when applicable, notify the parent / guardian of the findings.

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

Investigation:

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

Administrative Action:

1. The Coordinator will provide a written report of findings, to all parties, including parents and administrators with authority to discipline. Provide notice of outcome of investigation to all - including whether allegations were substantiated or not, and statement that appropriate action has been taken, if warranted.

2. Swansea School District will follow-up with the complaining party or others to ensure that harassment has stopped. District will take additional action reasonably calculated to stop harassment if it is continuing – steps will increase in severity or seriousness if previous steps are not effective.
3. The Swansea School District is obligated to respond in a “prompt” manner. Timeframes are flexible depending on the scope and seriousness of the allegations.

Definition Hazing:

Any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include any behavior or forced physical activity which is likely to affect the physical health or safety of any such student or person, or which subjects such student or person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

ref: Massachusetts General Law, Chapter 269, Section 17

Duty to Report Hazing

Any person who knew that another person is the victim of hazing as defined in M.G.L. Ch. 269, Sec. 17, and is at the scene of such crime, shall to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate Law Enforcement Official or School Administrator as soon as reasonably practicable. Whoever fails to report such crime is subject to criminal action by the appropriate Law Enforcement Agency.

ref: Massachusetts General Law, Chapter 269, Section 18

Target Assistance

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

Training and Assessment

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

Publication and Notice

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

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

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

SWANSEA PUBLIC SCHOOLS
K-12 COMPUTER/NETWORK/INTERNET USER AGREEMENT

Introduction

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

General Network and Technology Use

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

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

User's Privileges and Responsibilities

Users of Swansea Public Schools equipment may:

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

Users are responsible for:

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

Internet / World Wide Web

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

To use computers and networked resources, all students and parents must sign and return the pupil information card. The activities listed below are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Using non-educational websites that do not support teaching and learning, such as, myspace.com
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others. The Swansea Public Schools Harassment Policy is applicable to Internet use
- Participating in any communications that facilitate any illegal activities or violate any other laws
- Transferring, copying, downloading any non-educational material that does not support teaching and learning such as music or inappropriate images
- Damaging or modifying computers, computer systems or computer networks
- Removing hardware and/or software from school premises without prior consent
- Consuming food and drink near computers

- Violating copyright laws and committing plagiarism
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud
- Utilizing district resources to establish electronic mail accounts through third-party providers or any other non-standard electronic mail system. Email accounts are not provided for students
- Intentional use of software or other websites to bypass the Internet filtering technology.

Consequences

Failure to adhere to the technology conditions and rules of the Swansea Public Schools will result in disciplinary action, which could include, but not be limited to the, following:

- Revocation of access to any Swansea Public Schools computer in the building
- Revocation of network privileges and/or access
- Possible legal and/or disciplinary action
- Individuals shall reimburse the school district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care

The ultimate consequences are at the discretion of the building administrator.

Disclaimer

The Swansea Public Schools make no warranties of any kind for the technology services provided. The school system will not be responsible for repair or replacement of equipment maliciously damaged by an individual. Protection of data is the responsibility of the user. The district will not be responsible of any loss in service or data. Use of all technology and networks is at one's own risk. The school system is not responsible for verifying accuracy of any information obtained through the technology or network.

Changes in the Acceptable Use Guidelines for Computer and Internet Use

The Swansea Public Schools reserves the right to change these Guidelines at any time.

SWANSEA SCHOOL DEPARTMENT CONTACT PERSONNEL:

Civil Rights and No Child Left Behind

Superintendent of Schools

Title IX Coordinator

John J. Robidoux
One Gardners Neck Road
Swansea, MA 02777
(508) 675-1195

Assistant Supt. of Schools

504 Coordinator

Civil Rights Coordinator

Director of Student Services

ADA Coordinator

Homeless Coordinator

Early Childhood Coordinator

Elizabeth White
One Gardners Neck Road
Swansea, MA 02777 (508) 675-1195
Julie Garell
One Gardners Neck Road
Swansea, MA 02777
(508) 675-7836
Danielle M. Costa
One Gardners Neck Road
Swansea, MA 02777
(508) 675-1195

Title I Director

Jessica Hedges
70 Community Lane
Swansea, MA 02777
(508) 679-4049

ELL Coordinator

Jennifer Palmisciano
One Gardners Neck Road
Swansea, MA 02777
(508) 675-1195

STUDENT RESTRAINT POLICY:

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

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

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

EVALUATING INSTRUCTIONAL AND COUNSELING MATERIALS:

Teachers and counselors are reminded that they should be reviewing and evaluating **all** instructional materials *including supplementary materials* for simplistic and demeaning generalizations and content lacking intellectual merit on the basis of disability, race, color, sex, religion, national origin, sexual orientation and homelessness. In such cases where the decision is made to use instructional materials that contain such content, teachers and counselors are required to allow ample time for discussion of the issues identified.

NO TRESPASSING POLICY:

No student who is excluded from school is allowed on Swansea Public School grounds for any activity during the length of the suspension.

DUE PROCESS PROCEDURES:

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

The handbook is issued on or about the first day of school. A signed receipt of the handbook remains on file in the main office for the school year.

Referring to “why” and “how” laws are enforced, due process in a school setting is a procedure that takes place after an alleged violation occurs according to the student handbook. After investigating the incident, an administrator informs the student of the allegations and the school’s response in accordance with the handbook. At this informal hearing, the student also has the opportunity to respond. In the case of a minor (1-3 days) or major (5-10 days) suspension from school, parents or guardians are notified. Parents may request an appeal within three days of the disciplinary notice.

Prior to a student being suspended, the school will provide the student and parent:

A suspension of up to ten (10) days:

1. an oral or written notice of charges
2. an explanation of the evidence
3. an opportunity for rebuttal prior to discipline
a suspension or expulsion longer than ten (10) days:

1. an opportunity to defend charges
2. a written notice of charges
3. an opportunity for witnesses and testimony
4. information regarding counsel
5. a prompt decision

ELECTRONIC MONITORING:

Swansea Public Schools reserves the right to electronically monitor student well-being on school grounds and school transportation.

AMERICANS WITH DISABILITIES ACT INFORMATION:

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

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

EXPULSION: Chapter 71, Sections 37H, 37H½, 37H¾, and Chapter 222 of the Acts of 2012:

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.

Any student who assaults a principal, assistant principal, teacher, teacher’s aide or other educational staff on school premises or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

Any student who is charged with a violation of the above paragraphs 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 of the first two paragraphs. In this case the principal shall represent that, in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

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/her 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.

When a student is expelled under the provisions of this section no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the superintendent of school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion. Added by St. 1972, c467, amended by St. 1993, c430, s.5. St. 1987, c285. St. 1989, c60. St. 1992, c33, s.430. St. 1993, c71, s.36. St. 1993, c380, s.1. St. 1994, c51.

**SCHOOL CALENDAR AND ALLOWABLE ABSENCES
2022 – 2023**

First Quarter

August 29, 2022 - Teachers only
August 30 – 9th grade from 7:30 to 10:00 a.m.
(Grades 10-12 report by 10:15 a.m.)
November 4, 2022 - End of First Quarter

Second Quarter

November 7, 2022 - Second Quarter begins
January 20, 2023 - End of Second Quarter

Third Quarter

January 23, 2023 - Third Quarter begins
April 6, 2023 - End of Third Quarter

Fourth Quarter

April 10, 2023 - Fourth Quarter begins
June 14, 2023 - Last Day of School (tentative)

Massachusetts state law (M.G.L. Chapter 76, sections 1 and 2) requires regular attendance at school. Any student who has accumulated seven absences in a six-month period is subject to action by the school, including disciplinary or legal action, parent conferences with the administration, guidance counselor, school nurse, and/or the supervisor of attendance. Swansea Public Schools identifies this six-month period as the first day of school through Term II, and the first day of Term III through the last day of school.

Joseph Case High will allow up to six unexcused absences **each semester** with a loss of academic credit in the specific term when the seventh unexcused absence occurs.

Open House	Thursday, September 8 (6:30 - 8:30 p.m.)
Parent/Teacher Conferences	Thursday, November 17 (6:30 - 8:30 p.m.) Monday, November 21(6:30 - 8:30 p.m.)
Graduation	Sunday, June 4 (1:00 p.m.)

Scheduled dates are subject to change.