

# Swallow School Student Handbook

## Our Mission

**The Swallow School District, with families and community, will inspire every child to achieve maximum potential for future success as a self-directed, problem-solving, responsible, life-long learner.**

### **DEAR SWALLOW STUDENTS:**

The entire Swallow Staff welcomes you to a new school year. We are looking forward to a very successful year for everyone. We will continue to provide you with many opportunities to learn and grow and your teachers will encourage and support you on your journey of learning.

Swallow School is a school of great character. We expect all members of our school community to practice and demonstrate Honesty, Responsibility, Respect, and Compassion every day, in all that we do.

Our academics, athletics and enrichment activities are world class. Take advantage of all the opportunities to explore and learn as much as you can throughout the year.

We need everyone's support in creating our wonderful and positive learning environment. Please carefully review and discuss the expectations outlined in this handbook with your parents. Use this handbook as a resource and assignment notebook to help you be successful throughout the year.

Have a fabulous year!

Dr. Melissa Thompson, Superintendent  
262-367-2000 x108

Mr. Kyle Moore, Principal  
262-367-2000 x103

### 2018-19 SCHOOL CALENDAR

<b>September 4</b>	First Day of School
<b>September 21</b>	Early Release at Noon
<b>October 16 &amp; 18</b>	Parent/Teacher Conferences
<b>October 19</b>	Early Release at Noon
<b>October 25-26</b>	No School
<b>November 16</b>	Early Release at Noon
<b>November 21-23</b>	Thanksgiving Break
<b>December 21</b>	Early Release at Noon
<b>December 24-January 1</b>	Winter Break
<b>January 18</b>	No School/End of 1st Semester
<b>February 15-18</b>	No School
<b>Week of March 4</b>	Parent/Teacher Conferences
<b>March 15</b>	Early Release at Noon
<b>March 25-29</b>	Spring Break
<b>April 18</b>	Early Release at Noon
<b>April 19-22</b>	No School
<b>May 17</b>	Early Release at Noon
<b>May 27</b>	No School
<b>June 6</b>	8th Grade Graduation
<b>June 7</b>	Last Day/Early Release at Noon

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## SCHOOL INFORMATION

The following is a listing of some of our basic expectations, common processes, and required notifications per state statute or law. When there is reference to Board policy, the policy may be amended during the course of the year. The full versions and most current Board policies are on the school website. [www.swallowschool.org](http://www.swallowschool.org).

## COMMUNICATIONS

Swallow School strives to keep its students, parents, staff and community members informed via various forms of communication. The following is a list of these forms:

1. Swallow School website [www.swallowschool.org](http://www.swallowschool.org) includes district information, staff contact information, calendar items and much more!
2. *Thursday Folder* - a weekly newsletter, available via email and archived on the website, that includes current events
3. Individual classroom newsletters from teachers
4. Daily morning announcements over the public address system

5. Text and Email via School Messenger sent out to families as needed for news of a more urgent or non-routine nature
6. Infinite Campus Parent Portal for grades, attendance, homework, messages about school work
7. Outdoor school sign listing upcoming events
8. The Lake Country Reporter is our official newspaper. Look for school board agendas, minutes and other required notices to be published there throughout the year.

If you have a question regarding a school issue or function, these sources may be the first steps in assisting you. We continue to pursue other means of communication and may amend this list at any time.

## SCHOOL CANCELLATIONS

Swallow School is part of a transportation consortium. Because of this partnership, Arrowhead High School and the seven area K-8 districts operate as one whenever it is necessary to cancel school or delay buses in the morning due to inclement weather. The goal is to make a decision prior to 6:00 a.m. so this information can be communicated to television and radio stations, as well as families. Parents should be alert to weather that has the potential to close school and listen for the announcement beginning at 6:00 a.m. Families will be notified through School Messenger when the decision has been made to cancel school. If you want to confirm that school is closed, you can check Swallow School's website ([www.swallowschool.org](http://www.swallowschool.org)).

If it becomes necessary to dismiss school early, parents will be notified via School Messenger. Local radio and television stations will be asked to make an announcement. It will also be posted on the school website. Please verify your information is current in Infinite Campus. We recommend you review an early dismissal plan with your children so they know where to go.

We know that canceling school or dismissing early can cause major inconveniences. Whenever we make this decision, the safety of students will be our primary consideration. Emergency routes will be reviewed with students on an annual basis. We ask for your understanding and help when these conditions develop.

## STUDENT ATTENDANCE

### **Board of Education Policy 430**

The Board of Education of the Swallow School District encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and college and career readiness. If student learning and growth are to take place, parents, students, and school personnel must recognize their responsibilities to assure regular attendance.

Wisconsin Statutes require school attendance of a child ages six to eighteen unless that child: (1) is excused, (2) has graduated, or (3) is enrolled in an alternative education program.

The Board of Education in effectuating the purposes of this policy has appointed the Principal as the school's attendance officer. The Board of Education considers the following as excused absences:

1. Illness - mental or physical. An excuse under this paragraph shall be in writing and shall state the time period for which it is valid, not to exceed 30 days.
2. Family emergency or crisis.
3. Attendance at the funeral of a relative or friend.

## STUDENT EXPECTATIONS & GUIDELINES

4. Appointments with medical specialists. Such appointments are to be made, whenever possible, when school is not in session. When emergencies arise, appointments as early or as late in the school day as possible are recommended. Verification of appointments may be required under the same conditions as set forth in paragraph 1, above.
5. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for a student to accompany their parent or guardian on a vacation, which cannot be scheduled when school is not in session. Prior to leaving on vacation, a parent or guardian shall notify the school administration in writing of the pending absence.
6. Attendance at special events of educational value as approved by the school administration.
7. Attendance at religious holidays or religious instruction. The time period, or periods, allotted for the pupil to be absent from school for the purpose of religious instruction shall be determined by the school board.

The aggregate total number of days that a student may be excused under paragraphs 2-7 shall not be more than 10 days in a school year unless such days above 10 are necessary as a religious accommodation as determined by the District. All such excused absences under paragraphs 2-7 shall be in writing and shall be provided to the District by his or her parent or guardian before the absence.

The school attendance officer may also as a consequence of a student's unexcused absences assign the student to in-school detention or to a supervised, directed study program.

If the child's truancy pattern becomes habitual and resistant to change, a referral to the appropriate social or juvenile agencies will be initiated.

### NOTES FOR SPECIAL ARRANGEMENTS

Appointments –

If a student will be leaving in the middle of the school day for an appointment, he must bring a note from his parent stating the reason he will be leaving and what time he is to be dismissed.

When a student leaves for his appointment, he must sign out in the office. In consideration of safety, all students leaving school during regular school hours need a parent to enter the building and pick them up from the office. If the student returns to school, he must sign in at the office.

Alternative Transportation –

If a student will be taking alternative transportation home from school, he must bring a note from his parent giving permission. This would include going to a friend's home and/or if staying after school.

### STUDENT PUNCTUALITY

Students begin entering school at 8:05 and go to their lockers/cubbies to get ready for school. They are to proceed to their first hour class and be ready to begin the day at 8:10 a.m. If a student arrives after 8:10 a.m., he must stop by the office to check in. If the school office receives communication (note, phone call, etc.) from the parent regarding the tardy reason, it will be counted as an *excused* tardy. Students who are tardy and do not have a note (or other form of communication) from their parent will be counted as an *unexcused* tardy.

### **Board of Education Policy 443 and 443 G Student Rights, Responsibilities, & Expectations for Conduct**

The Swallow School District strives to have a positive student culture rooted in a clear understanding of student rights and responsibilities. The success of a positive system which acknowledges rights and responsibilities and describes expected conduct requires the good faith effort of students, parents and educators working together.

The following is a listing of major responsibilities of each student at school, on school premises or at school-related functions, or under the supervision of a school authority. Furthermore, students who are active participants in co-curricular activities and athletics represent the Swallow School District and are, therefore, expected to follow these guidelines in all their actions in the community.

1. Being respectful and cooperative: Respectful students listen to all others in the school community, staff and students alike, and make sure they are adhering to the Swallow Way. Cooperative students listen to the needs of others and do their best to accommodate those needs when making decisions about conduct.

2. Being honest and making responsible decisions: Students who are honest do not unfairly advance their own academic performance or limit or impede the academic performance or intellectual pursuits of other students at Swallow. Honest and responsible students turn in work that is their own and cite relevant sources properly. Responsible students ensure that they are contributing to an overall positive school environment and tell school staff if they have a problem, concern, or need help.

3. Contributing to a safe and compassionate environment: A safe school environment is one where everyone is physically, mentally, and emotionally safe at all times. This means that a safe environment is without disorderly or disruptive conduct, fighting, foul or abusive language or the presence of weapons. Environments marked with compassion are supportive and void of harassment, bullying, and intimidation.

4. Being prepared and being on time: Prepared students have their assignments ready when they are due and are prepared with all of the things they may need to have a successful school day. Being on time shows respect for staff and other students and ensures that each student gets the most out of their academic experience.

The School Board shall direct the superintendent and principal to develop guidelines explaining student rights and responsibilities and establishing general rules for student conduct. The Swallow staff is capable of then determining when student conduct is appropriate and choosing a developmentally appropriate response when there is inappropriate conduct. The guiding philosophy in reinforcing or diminishing student conduct or behaviors is to use a positive approach, which is progressive in nature and takes into account the uniqueness of circumstances.

The guidelines shall be made available to the students and parents at the beginning of each school year. They shall conform to board policies, state and federal laws, and recognized practices of due process. Each year, the administration will review with staff, students, and parents the procedures to be followed when discipline is necessary.

### **Expectations for Conduct**

Students have the right to a safe and orderly environment where they have a positive school experience. Students are responsible

to contribute to this environment by adhering to school and classroom rules and to behave in the classroom in a manner that allows teachers to create an appropriate learning environment and to carry out their lesson plans. Student conduct that is dangerous, disruptive, unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Additionally, students are not permitted to bring or possess weapons, imitation weapons, alcohol, tobacco, or other drugs in the school building, on school grounds, on school buses, or at any school-sponsored function. Any student that engages in such behavior may be subject to removal from the classroom and placed in an alternate educational placement. Alternate educational placements may range from a short period out of the regularly assigned classroom and a conference with the teacher to suspension and expulsion depending on circumstances. Students and parents will be communicated with in all instances in which a student is removed from a classroom.

### **Interventions When Expectations Are Not Met**

Interventions and any disciplinary action should promote individual student growth, and foster future acceptance of responsibility. The goal is to eliminate behaviors and situations which interfere with the educational process. It should take place whenever possible at the most appropriate level, i.e. when or where the problem arises or occurs.

The exact nature of interventions and/or disciplinary action depends on the circumstances of each individual case. Consequences of actions which interfere with the educational process, violate the rights or safety of others, violate school or classroom rules, school board policies or state or federal laws may include, but are not limited to, any of the following:

1. Teacher or staff conference with student
2. Teacher-parent contact by phone or letter
3. Detention
4. Referral to a counselor, dean of students, etc.
5. Referral to principal
6. Administrator-parent contact by phone or letter
7. Restricted privileges including suspension from co-curricular or athletic events
8. Parental conferences at school with a teacher and/or a counselor and/or principal
9. Suspension, in-school and out-of-school
10. Recommendations for expulsion by the school board

In addition, those offenses that are violations of local ordinances or state law will be referred to law enforcement. Any student who is determined to have brought a gun to school will be brought before the Board of Education for an expulsion hearing.

If a student engages in inappropriate behavior not specifically cited in this document, the behavior shall be dealt with in a manner that reflects the spirit of this document.

### **Suspension**

An administrator may suspend a student from school for not more than five (5) consecutive school days unless a Notice of an Expulsion Hearing has been sent. If the Notice of an Expulsion Hearing has been sent, the suspension may not be for more than fifteen (15) consecutive school days. Any student with a suspected or known disability who is being recommended for expulsion shall not be suspended for more than ten (10) days or

the number of days designated in the current IEP. All procedures outlined in Wisconsin and federal law will be followed when considering a student with a disability for expulsion.

### **Expulsion**

The Board of Education may expel any pupil whenever it finds the student guilty of persistent refusal or neglect to obey the rules of the school and when it is satisfied that the interests of the school warrant the expulsion. A pupil may be expelled if the student endangers the property, health, or safety of any other pupil, employee, or school board member of the school district in which the pupil is enrolled regardless of whether the pupil's conduct takes place at school or under the supervision of a school authority. The school board may expel a pupil from school whenever it:

1. finds the pupil guilty of repeated refusal or neglect to obey the rules, or
2. finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or
3. finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or
4. finds that a pupil while not at school or while not under the supervision of a school authority endangered the property, health or safety of any other pupil, employee, or school board member of the school district in which the pupil is enrolled, and is satisfied that the interest of the school demands the pupil's expulsion.

Prior to such expulsion, the parent or guardian and student shall be offered an opportunity to be heard by the Board of Education.

Any student with a suspected or known disability shall not be expelled solely upon the basis of a special education need. All procedures outlined in Wisconsin and federal law will be followed when considering a student with a disability for expulsion.

### **Use of Law Enforcement Records for Discipline Under Athletic Code**

Law enforcement records may be used in accordance with Wisconsin Statutes and relevant laws for the purposes of discipline under the Athletic Code of Conduct.

The right of a person to be admitted to the Swallow School District and to participate fully in and enjoy the benefits of any curricular, extracurricular, student services, recreational or other programs or activities will not be abridged or impaired because of discrimination based upon the person's gender, race, age, religion, political beliefs, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Gender shall not be utilized as a determinant for participation in a program except when gender is a bona fide qualification.

## **ALCOHOL, TOBACCO, AND OTHER DRUGS**

### **Board of Education Policy 443.3 / 443.4**

In order to maintain a drug-free educational environment, the Swallow School District strictly prohibits the possession, use, distribution, sale, or being under the influence of alcohol, controlled substances or other mind altering chemicals as defined by Wisconsin Statutes and local laws by any student, staff

member, parent or citizen while on school property or during school sponsored activities.

## **BULLYING**

### **Board of Education Policy 443.71**

The Swallow School District Board of Education supports an educational environment that is free of bullying. It is the policy of the District that its students, employees, or volunteers will not be allowed to engage in any form of bullying or intimidation toward other students, employees, or volunteers.

### **Definitions**

Bullying is any deliberate or intentional behavior, either in words or actions, which involves an imbalance of power, intent to harm, threaten, intimidate, or humiliate. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, color, national origin, race, religion, gender, gender identity or expression, sexual orientation, physical attributes, physical or mental ability or disability, social status, or family status.

Bullying behavior can be:

- Between students and students, students and adults, adults and adults
- Physical – such as, but not limited to, assault, hitting, kicking, or theft
- Verbal – such as, but not limited to, threatening or intimidating language, name calling, or racial remarks
- Indirect – such as, but not limited to, spreading cruel rumors, social exclusion or isolation, using technology in a hurtful manner, which is electronic aggression commonly referred to as cyber bullying. Cyber bullying includes, but is not limited to, the use of e-mail, instant messaging, text messaging, digital pictures or images, cell phones, or website postings to threaten, harass or intimidate the victim.

NOTE: In situations in which cyber bullying originates off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day-to-day operations of the school. Such conduct includes, but is not limited to, harassment, bullying, or making a threat off school grounds through cyberspace that is intended to endanger the health, safety or property of others at school, a District employee, or a member of the Board of Education.

Bullying roles include:

One who bullies, one who is bullied, and third party witnesses. Third party witnesses are those aware of bullying behavior. Third party witnesses who join, encourage, or ignore bullying may be considered in violation of this policy.

### **Reporting Procedures**

It is the responsibility of all students, staff, and volunteers to report any bullying acts observed or experienced to an administrator or other authority. Each person concerned about bullying shall be given an opportunity to report verbally or in written form. All reports shall be taken seriously, and clearly documented. There shall be no retaliation against individuals making such reports.

### **Investigative Response and Support**

Bullying reports shall be addressed as soon as possible. The District shall keep the complaint confidential to the extent

required or permitted by law for both the accused and accuser, until such time as any misconduct is confirmed and sanctions imposed. All reports are to be investigated to determine validity and the seriousness of the incident.

When a report is received, the administrator or designee shall do the following:

- Interview all involved
- Contact teachers, as applicable, or any other staff members
- Contact parents or guardians
- Offer support services described in this policy

For the bullied:

- An opportunity to meet with a staff member, such as an administrator, teacher, counselor, or other staff member, who is chosen by the person who was bullied
- Develop a safety plan
- Inform parents or guardians
- Offer on-going support to develop self-confidence
- Inform other staff members, as needed

For those who bully:

- An opportunity to meet with a staff member, such as an administrator, teacher, counselor, or other staff member, who is chosen by the person who is bullying
- Identify the bullying behavior and develop a plan to change the behavior
- Develop a plan to make amends with the person who was bullied
- Inform parents or guardians
- Offer on-going support to assess needed behavior change

For those who witness bullying, as needed:

- An opportunity to meet with a staff member, such as an administrator, teacher, counselor, or other staff member, who is chosen by the witness of the bullying
- Education regarding the importance of reporting and the impact of bullying on all involved
- Provide support for safety from retaliation

Administrators shall be trained in appropriate responses to bullying, according to the guidelines set by the Swallow School District. Administrators shall be responsible for assuring that all personnel receive adequate training to address issues of bullying when they arise.

### **Preventive Measures**

All staff, including volunteers, shall review the definitions, prevention, and intervention strategies of this policy annually. The training should be included in orientation for all new staff and volunteers. The District will follow any Department of Public Instruction guidelines. The District will utilize only evidenced-based curriculum or research-based best practices in any prevention activities.

### **Sanctions**

When it is determined that students engaged in bullying behavior, the administration may take disciplinary action including warnings, exclusion from certain areas or activities of school, detention, suspension, expulsion, as well as the possibility of referral law enforcement or social services, as deemed appropriate. The disciplinary action shall include helping students learn accountability for their actions and to develop more appropriate responses if confronted with similar situations in the future.

When it is determined that employees participated in bullying behavior or have become aware that bullying was taking place

and failed to report the behavior, they are considered to be in violation of this policy. They shall be subject to disciplinary action consistent with the Employee Handbook or disciplinary action established by policy or practice.

### **Disclosure and Public Reporting**

Annually, this policy will be distributed to all students enrolled in the District, their parents and guardians, as well as all employees. In addition, it will be distributed to organizations in the community having cooperative agreements with the District. Also, the District will provide a copy of this policy to any person who requests it.

Records will be maintained on the number and types of reports made, as well as the sanctions imposed for incidents found to be in violation of the bullying policy.

At the end of each semester, a summary report shall be prepared and presented to the Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. This report will be available to the public upon their request, following its presentation to the Board of Education.

### **CARE OF BOOKS AND MATERIALS**

Students are expected to care for books and materials that are loaned to them by the school. Damages beyond normal wear or loss will result in the assessment of a charge to cover repair/replacement costs.

### **DRESS CODE**

Students are expected to refrain from wearing any clothing to school that could cause a classroom distraction or disruption. Examples of such clothing items would include:

- Clothing that contains advertisements, pictures, drawings, or text for alcohol, tobacco, or other drug related materials
- Clothing that contains crude, obscene, or offensive pictures, drawings, or text
- Clothing that allows undergarments to show through and that allows any portion of the mid-body to be exposed (no spaghetti straps)
- Hats/caps are not to be worn in the school building except on designated days
- Other items worn on a person that may also be distracting (jewelry, hairstyle, makeup, face paint, etc.) are not appropriate except on designated days
- No short shorts or short skirts (mid-thigh or longer is appropriate)

Students who violate the dress code will be required to wear a “cover-up” outfit or have a parent bring different clothes to wear. Students will not be allowed to be in their regular classes until the dress code problem is corrected.

### **EXTRACURRICULAR ACTIVITY PARTICIPATION**

Swallow School offers and coordinates all extra-curricular/athletic opportunities for students. The following rules/policies will be enforced:

- If a student is absent from school in the afternoon for reasons other than scheduled medical appointments, school sponsored activities, or other school approved absences, the student will not be eligible to participate in practices, games, and/or activities that same day.

- If a student is on a school imposed sanction (after school detention), the student will not be able to participate in any practices, games, and/or activities until the day after the sanction has been served.
- An activity advisor (coach) may, at his discretion, dismiss a student from an activity temporarily or permanently if in his judgment the student’s conduct is disruptive.

### **HARASSMENT – STUDENTS**

#### **Board of Education Policy 443.7**

The Swallow School District is committed to providing a safe, positive, productive, and nurturing environment for all of its students that is free from all forms of harassment. The Swallow School community insists that all students be treated with dignity, respect and courtesy. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while traveling to or from school and those occurring off school property if the student is at any school-sponsored, school approved or school-related activity or function, such as field trips or events where the students are under the school’s jurisdiction.

All students have rights, under state and federal laws, to be protected from harassment. The following definitions are provided for guidance only. If a student believes that there has been any form of harassment, regardless of whether it fits a particular definition listed below, the student should report the incident and allow the administration to determine the appropriate course of action.

#### ***Harassment***

Physical or verbal conduct, or psychological abuse, by any person that disrupts or interferes with a person’s work or school performance, or which creates an intimidating, hostile or offensive work or learning environment. Harassment may occur student to student, student to staff, staff to student, male to female, female to male, female to female, or male to male. Harassment may include but is not limited to:

- Verbal harassment - including epithets, kidding, teasing, derogatory comments, slurs, or ethnic jokes
- Physical harassment - including intentional, unwanted contact, or interference with movement, activities, or work
- Visual harassment - including derogatory cartoons, drawings, pictures, or posters

#### ***Sexual Harassment***

Any behavior between student and student, student and employee or other person(s) at the school which constitutes unwelcome sexual advances or requests for sexual favors; the display of derogatory pictures, posters, cartoons, or drawings; or uninvited letters, telephone calls, looks, gestures, teasing, jokes, remarks, or questions of a sexual nature; or other verbal or conduct of a sexual nature; or experienced any of these incidents via technological means either at school or associated with school activity, may be considered to be sexual harassment. If such conduct is determined to be deliberate, repeated or both, it will be construed as sexual harassment.

#### ***Bullying***

Anytime a person willfully and repeatedly exercises power or control over another with hostile and malicious intent; such as repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group. Bullying can be physical, verbal, psychological, or electronically transmitted,

through attacks on the property of another, or a combination of any of these.

Federal and state laws prohibit discrimination against students based upon the student's gender, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, handicap or learning disability. If a student feels that harassment has occurred, based on any of these federal and state categories, the student should report the incident to an administrator

The District will investigate complaints and take all appropriate action that may be necessary. The District will publish this policy on an annual basis.

### **LOCKER ROOM PRIVACY**

#### **Board of Education Policy 446.1**

The Swallow School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can be and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes, as well as other activity groups and individuals authorized by the district. No one, other than school personnel with an official purpose, will be permitted to enter the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies or school rules.
2. No cameras, video recorders or other devices that can be used to record or transfer images may be in the locker room at any time.
3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students or school personnel violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The school administration shall be responsible for enforcing this policy.

This policy shall be published annually and posted in each locker room of the Swallow School.

### **LUNCH ROOM RULES**

1. Walk quietly to the lunchroom.
2. Students should be courteous, polite, and act appropriately.
3. Students are responsible for the cleanliness of the area where they eat.
4. Students will follow the directions of an adult in charge.

### **STUDENT PROMOTION**

#### **Board of Education Policy 345.4**

In order for students to advance from fourth to fifth grade and graduate from eighth grade, every student must meet two of the following three criteria:

1. The student must score at the basic or above level of proficiency on at least 4 of the 5 sections tested on state standardized tests.
2. The student must achieve passing grades for each semester on their report card in 4 of the 5 (8 of 10 total for the year) core subjects. The Core subjects are: Reading, Language Arts, Mathematics, Science, and Social Studies.
3. Their classroom/homeroom teacher must recommend the student for promotion to the next grade.

Students, who qualify under IDEA or Section 504, are governed by separate procedures in compliance with state and federal regulations

All recommendations for retention will be discussed with the Principal before receiving final approval. Parents will be notified, in writing, of this decision to retain in the present grade level. If a parent desires to appeal the decision for retention, the appeal must be submitted, in writing, to the Superintendent within ten (10) calendar days following notice of the decision to retain. If the Superintendent upholds the decision to retain, any appeal to the Board of Education must be submitted, in writing, within ten (10) calendar days following receipt of the Superintendent's decision. The Board of Education decision on this will be final and binding.

This policy will be distributed to students and parents at the beginning of each school year.

### **STUDENT PROPERTY SEARCH AND SEIZURE**

#### **Board of Education Policy 446**

School officials have an affirmative duty to investigate any suspicion that conduct or materials dangerous or harmful to the health and welfare of students or school personnel or property are present within the school. School officials shall cooperate with law enforcement personnel in any such investigation.

1. Who May Conduct a Search
  - a. A school official or designee and one additional person may conduct a search.
    - (1) A school official is defined as the Superintendent or the Principal.
    - (2) A designee is defined as any school district employee designated by a school official for the purpose of conducting the search.
  - b. On a field trip, during a co-curricular activity, or on a school bus, any school official or designee may conduct a search without an additional person. Any search must be conducted within the guidelines of the regulation covered under Section 3 of this Policy.

2. Documentation

For all searches, the individual doing the search shall maintain a written record of all actions leading up to and including the search. Such documentation should contain the following information:

- Reason for the search
- Items seized
- Information relied on
- Disposition of the matter

- Person or locker searched
- Items found
- Signatures
- Date

## TECHNOLOGY ACCESS AND USE

Students are expected to abide by the District's Technology Access and Use Policy (Policy No. 363.2). In addition, each year students are required to sign and return the Acceptable Use Policy in order to use the school's network (whether via privately owned devices or school owned equipment) and computers.

### **Board of Education Policy 363.2**

Swallow School is committed to student use of technology and communication resources as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration-- a vital skill for our 21st century learners. Campus servers, laptops, and computers, as well as personal devices, are strictly for educational use consistent with the educational goals of Swallow School and in accordance with the Acceptable Use Policy (AUP) Guidelines which are to be distributed to and signed by students and parents annually.

### 3. Search of Students

In the interest of the welfare of the students and the school community, it may be necessary to search a student or the student's property. The search may be conducted if the school official or designee has a reasonable suspicion that the student has obtained or is in the possession of items in violation of school regulations that need to be returned to the rightful owner, or to protect the health and welfare of the student and student body.

No school official may conduct such a search unless there is reasonable suspicion, based on reliable information or personal observation that a student is in violation of school rules, local ordinances, or state statutes. In such cases, the following procedure will be used:

- a. The student will be informed of the reason for conducting the search, and
- b. Permission of the student will be requested to conduct the search.

- (1) Conducting the search with the student's consent  
The school official or designee who is conducting this search has the right to request a student to empty pockets, purses, backpacks, or other articles used to carry personal effects, to remove hats and shoes, or to roll down socks. The school official or designee can also request a student to remove outer garments, such as sweatshirts, sweaters, jackets, or vests, if worn over blouses, shirts, or t-shirts. No school official or school employee has the right to request the removal of any other clothing or to conduct a strip search as defined under Section 3-b(2)(c) of this Policy.

The school official or designee who conducted the search will notify the student's parent or guardian of the reason for such search.

- (2) Procedure if a student refuses to cooperate.  
If a student refuses to cooperate, the school official or designee has the authority to proceed, subject to certain limitations.
- (3) Involvement of Law Officials  
Rather than conduct a search, a school official or designee has the right to contact a law enforcement official to take appropriate action.

### 4. Search of Lockers and Storage Areas

The school has provided storage areas for the purpose of providing students with a convenient receptacle for clothing, books, and other articles necessary or convenient for a student's use during the day. Storage areas include, but are not limited to, student lockers, student desks, and tote trays. The student has no property interest in any storage area. Storage areas are subject to search by the administration or their designee to protect the health and welfare of the student body. It is recognized that all lockers are opened or inspected for housekeeping and repair purposes periodically.

## **STUDENT INFORMATION**

### BUS TRANSPORTATION

The bus ride to and from school is considered an extension of the school day. Rules and expectations regarding student conduct during the school day also apply to the bus. Students may lose their bus riding privileges for an extended period of time if behavior problems are not corrected.

### **Board of Education Policy 910**

All students, except those attending Swallow through Open Enrollment or by paying tuition, are eligible for transportation to and from school at regularly scheduled times. The District shall cooperate with other area districts to provide a coordinated student transportation system.

Student discipline issues will be handled in accordance with Policy 443. Complaints that arise will be handled in accordance with Policy 872.

### EMERGENCY DRILLS

### **Board of Education Policy 723.1**

The Principal is responsible for conducting, unless prevented by inclement weather, a minimum of one fire drill per month. An additional fire drill will be conducted during "National Fire Safety Week". Twice a year a tornado drill may be substituted for a fire drill. One of the tornado drills will be conducted in conjunction with the statewide simulation during "Tornado Awareness Week". Other safety and emergency drills may be conducted based on state statute and/or to afford reasonable effort to ensure the safety of all students at all times.

### HEALTH ROOM / STUDENT MEDICATION

If a student is not feeling well or has been injured, the student should inform his/her teacher and go to the health room. The appropriate first aid will be given and parents contacted if necessary.

Authorized school personnel may administer prescription medications when the option to administer such medication at

home is not possible. Medications should be supplied in the original pharmacy package or bottle and be labeled appropriately. Written authorization and instruction must be provided on a "Medication Administration Authorization Form" before any medication will be given and should be signed by both the parent and physician. Medications will be stored in a locked cabinet.

Authorized school personnel may administer non-prescription or over-the-counter medications when the option to administer such medication at home is not possible. Medications should be supplied in the original package or bottle. Written authorization and instruction must be provided on a "Medication Administration Authorization Form" before any medication will be given and should be signed by both the parent and physician. Medications will be stored in a locked cabinet.

While in school, at a school-sponsored activity, or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all of the following are true: the pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms, the pupil has the written approval of both the physician and parent, and the pupil has provided this written approval to the principal or school nurse.

While in school, at a school-sponsored activity, or under the supervision of a school authority, a pupil may possess and use emergency epinephrine if the following are true: the pupil uses the epinephrine auto-injector to prevent the onset or alleviate the symptoms of an emergency allergic reaction, the pupil has the written approval of both the physician and parent, and the pupil has provided this written approval to the principal or school nurse.

Swallow School Board Policy 453.4, Dispensing Medication to Students, may be referenced for more detailed information.

### **HOT LUNCH**

Hot lunch (milk included) is sold using our student information system software. Lunch activity and balances can be viewed daily in the parent portal. Assorted water and juice are available to purchase. A monthly menu is posted on the school website. Lunch must be eaten in the cafeteria.

### **LOCKERS** **(Grades 5<sup>th</sup>-8<sup>th</sup>)**

The school provides and maintains lockers for use by students in grades 5<sup>th</sup>-8<sup>th</sup> for the purpose of providing a convenient receptacle for clothing, books, and other articles necessary or convenient for a student's use during the day. Students have no property interest in any locker. Students will be assigned lockers in the hallway near their homeroom. The use of temporary shelving and/or affixing of pictures and posters are acceptable as long as such items are easily removable. Swallow School will provide a lock to all students. The replacement cost for a lock is \$10.00.

### **RELIGIOUS ACCOMMODATIONS**

The district provides, upon written request by a parent/guardian, reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. The request is to be made to the Superintendent at least five (5) school days prior to the requested accommodation.

## **STUDENT RECORDS**

### **Board of Education Policy 347**

Student records shall be maintained in the School District to assist school personnel in providing appropriate educational experiences for each student in the District.

The Board of Education recognizes the need for confidentiality of student records. Therefore, the District shall maintain the confidentiality of student records at collection, storage, disclosure, and destruction. Student records shall be available for inspection or release only with prior approval of the parent, guardian or adult student, except in situations where legal requirements specify release of records without such prior approval.

The Superintendent shall have the primary responsibility for the collection, maintenance, and dissemination of student records in accordance with state and federal laws.

## **PARENT INFORMATION**

### **DIRECTORY DATA**

#### **Board of Education Policy 821.2**

"Directory data" means those pupil records which include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the pupil prior to attending Swallow. Parents or guardians will be notified at the start of each year that they have fourteen (14) days to notify the school that all or any part of the directory data may not be released without the prior consent of the parent or guardian.

## **EDUCATIONAL PHILOSOPHY**

### **Board of Education Policy 110**

The mission of the Swallow School District is to help prepare students for their future. At Swallow we challenge students to achieve intellectual and creative excellence through a curriculum that emphasizes basic skills. To facilitate learning, the staff is committed to providing a safe and orderly environment for students where they will learn to be self-directed. We provide opportunities for students to practice being responsible members of society.

In seeking accomplishment of our mission, we recognize the interrelated role that family and school play in helping students reach their potential. The Swallow staff is committed to keeping parents informed of their child's progress and to encourage parent involvement in their child's education.

## **EQUAL EDUCATION OPPORTUNITIES**

### **Board of Education Policy 411**

The right of a student to be admitted to the Swallow School District and to participate fully in and enjoy the benefits of any curriculum, extracurricular, student services, recreational or other programs or activities will not be abridged or impaired because of discrimination based upon the person's gender, race, age, religion, political beliefs, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or

physical, mental, emotional, or learning disability. Gender shall not be utilized as a determinant for participation in a program except when gender is a bona fide qualification.

Discrimination based on any of the aforementioned characteristics is prohibited in the following areas:

1. Admission to any school, class, program, or activity.
2. Standards, rules of behavior, or pupil harassment.
3. Discipline, suspension, or expulsion of any student.
4. Acceptance or administration of gifts, bequests, scholarships, benefits, or other aids or services to pupils from private agencies, organizations, or persons.
5. Selection of instructional or library media materials.
6. Methods, practices, or materials used for testing, evaluating, and counseling students.
7. Facilities.
8. Opportunities for participation in athletic programs or activities.
9. Food service programs.

This policy is not intended to prohibit providing special programs or services based on objective standards of individual need or performance to meet the needs of students, including gifted and talented, special education, school age parents, bilingual/bicultural, at-risk, and other special programs; or programs designed to overcome the effects of past discrimination. In addition, this policy is not intended to prohibit separate locker rooms, showers, and toilets for males and females, or separate programs in interscholastic athletics for males or females, but the separate facilities or programs must be comparable.

### **SPECIAL EDUCATION POLICY & PROCEDURES**

You, as a parent, can ask the school to decide if your child needs special education. This is called a referral. A referral must be written and include the following:

- Date
- A statement such as “This is a referral for special education.”
- Child’s first and last name, date of birth and school.

- A statement regarding why you think your child might need special education.

Referral letters should be submitted to the Director of Special Education at Swallow School.

Due to its length, Special Education Policy and Procedures (Board Policy 342.1) is not displayed in this handbook but listed on the Swallow School website.

### **STUDENT EXEMPTION GUIDELINES**

#### **Board of Education Policy 330.1**

Students may be excused, on a limited basis, from particular preplanned classroom instruction or from selected portions of the established curriculum on the basis of personal, religious or ethnic considerations.

All requests for exemptions must be made, in writing, by the student’s parent or guardian. The Superintendent shall be responsible for assessing and acting upon written requests for student exemption from classroom or curriculum activities. It will be the responsibility of the parent or guardian to be familiar with the goals and objectives of the curriculum about which they are concerned. Curriculum guides are available for review upon request. Should an exemption be granted, alternate class work, if feasible, will be assigned.

Although exemptions may be made, students are strongly encouraged to participate fully in classroom and curriculum activities. The curriculum in the Swallow School District is designed to provide students with a well-rounded education. Therefore, it is important for students to be involved in all aspects of the curriculum.



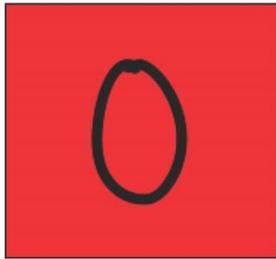
## “The Swallow Way”



### (RESPECT, RESPONSIBILITY, HONESTY, COMPASSION)

Expectations	All Settings (including bus)	Hallways and Transitions	Cafeteria	Playground	Bathroom	Classroom
<b>Be Kind</b>	<ul style="list-style-type: none"> <li>*Stay in your seat</li> <li>*Use polite language</li> <li>*Maintain personal space</li> <li>*Keep body to self</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Keep to the right</li> <li>*Use a 1 voice when necessary</li> <li>*Single file lines</li> <li>*Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>*Form single file line</li> <li>*Eat politely</li> <li>*Say please and thank you</li> <li>*Use appropriate volume</li> </ul>	<ul style="list-style-type: none"> <li>*Be fair</li> <li>*Return playground equipment</li> <li>*Share &amp; take turns</li> <li>*Include others</li> </ul>	<ul style="list-style-type: none"> <li>*Give privacy to others</li> </ul>	<ul style="list-style-type: none"> <li>*Treat others the way you want to be treated</li> <li>*Use good manners</li> <li>*Respect classroom property</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>*Follow directions</li> <li>*Be quiet and orderly</li> <li>*Be supportive of others</li> <li>*Hands off other people’s things.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hallways clean</li> <li>*Use trash bins</li> <li>*Pick up paper if you see it</li> <li>*Stay with your class</li> </ul>	<ul style="list-style-type: none"> <li>*Eat your food only</li> <li>*Use sanitizer</li> <li>*Wait your turn</li> <li>*Follow lunch supervisors’ directions</li> <li>*Raise your hand for help</li> </ul>	<ul style="list-style-type: none"> <li>*Follow recess adults’ directions</li> <li>*Line up promptly</li> <li>*Dress for weather conditions</li> <li>*Get help when needed</li> </ul>	<ul style="list-style-type: none"> <li>*Walk in and out quietly</li> <li>*Use trash bins</li> <li>*Wash hands</li> <li>*Use toilets, sinks, and paper towels correctly</li> <li>* Leave the lights On</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands and feet to yourself</li> <li>*Walk</li> <li>*Use materials the way they are meant to be used</li> </ul>
<b>Do Your Job</b>	<ul style="list-style-type: none"> <li>*Make good choices</li> <li>*Take care of your school</li> <li>*Be on time</li> <li>*Have the right materials</li> <li>*Keep areas clean</li> </ul>	<ul style="list-style-type: none"> <li>*Keep cubby/locker neat &amp; orderly</li> <li>*Go directly to your place</li> <li>*Arrive on time</li> <li>*Eyes only on displays</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up your own space</li> <li>*Use time wisely</li> <li>*Be ready for outside activities</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in places for our kids</li> <li>*Have fun with others</li> </ul>	<ul style="list-style-type: none"> <li>*Keep bathroom clean</li> <li>*Be quick</li> <li>*Report issues</li> <li>*Flush toilets</li> <li>*Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>*Follow classroom procedures</li> <li>*Be the best you can be</li> <li>*Complete your work</li> </ul>

# Swallow Way Volume Scale



Silent



Whisper



Normal



Outside  
Voice

