

Dear Parent/Guardian,

*On behalf of the entire faculty, I would like to welcome our students and families to Swift Middle School for the 2016 – 2017 school year. We believe, as you do, that your child's education is of the utmost importance. This is why we strive to create a safe, healthy, and positive environment where all students can flourish. We believe learning is a lifelong collaborative effort involving all members of the community. We will do our best to help support our students, educationally, emotionally and socially, as they move through their middle school years.*

*We believe in a strong bond between school and home and as such we foster activities and supports to that end. Open communication is one of our goals and we encourage parents and guardians to take advantage of the many ways available to get information about our school and your child's progress. The Parent Portal allows access to students' grades and assignments and our school and teacher web sites offer information about current and upcoming assignments and classroom expectations. Please note we no longer use Infinite Campus, instead our new system for student information is available on Power School. We use Blackboard Connect to call families, promote and support our Parent Teacher Student Organization (PTSO) and offer many activities for family and friends to attend (Open House, concerts, sporting events, Family STEM Night, etc.) We make daily morning announcements about sports, clubs and events. These are also posted daily on our website and can be accessed at [www.watertownps.org](http://www.watertownps.org), selecting "Select Schools" and clicking on Swift Middle School. Our office staff and support staff are available to assist you, to direct your calls or your visits and we can be reached between 7:30 AM and 4:00 PM at 860-945-4830 or you may e-mail us at [smsoffice@watertownps.org](mailto:smsoffice@watertownps.org).*

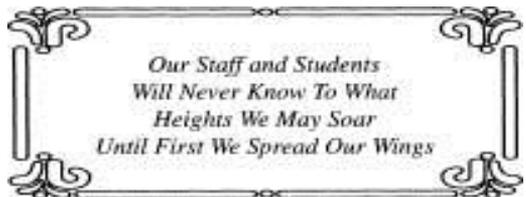
*The Swift handbook highlights academic course offerings, information about special school clubs, sports opportunities, our Code of Conduct and policies relevant to Swift Middle School. Included are also the philosophy, goals and policies of the Watertown Board of Education.*

*We have wonderful staff members at Swift who are always available to help your children make their experiences at Swift successful. Please encourage your child to take full advantage of all the opportunities Swift has to offer. The staff and I look forward to working with you to make these school years the most rewarding ever.*

*Sincerely,*

*Marylu T. Lertz*

Marylu T. Lertz, Principal





**Watertown Public School District**

***Superintendent of Schools***

Dr. Bridget Heston Carnemolla

***Director of Curriculum, Instruction,  
Assessment and Professional Development***

Dr. Janet Parlato

***Director of Student Services,***

Donnah Swaby

***Supervisor of Special Education***

Annette Miserez-Dillon

***Business Manager***

Jill Browne

***Watertown Board of Education Members***

Leslie Crotty, *Chairperson*

Cheryl Albino

Robert Makowski

Josephine Cavallo- Rosa

Cathie Rinaldi

James C. Gambardella

Victor Vicenzi, Jr.

Thomas Lambert

Janelle Wilk

**Enclosed in this handbook is a brief summary of the Board of Education policies. The complete Board of Education policy may be viewed on the district website on [www.watertownps.org](http://www.watertownps.org) or by visiting the school's main office.**

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*Part I*

**Watertown Board of Education**  
**Mission Statement**

*The mission of the Watertown School District, with determination to be world-class educational leader and a centerpiece of a dynamic and growing community is to meet the diverse needs of each student - academic, artistic, athletic, emotional, ethical, social and technological- to develop members of our community who:*

- *embrace life-long learning;*
- *are caring and responsible citizens.*

*This will be accomplished by:*

- *establishing high expectations for all students;*
- *partnering with parents and the community as a whole;*
- *providing differentiated instruction, guidance and resources necessary to achieve these high expectations set forth for our students, staff, and community.*

**GOALS OF EDUCATION**  
**WATERTOWN PUBLIC SCHOOLS**

The schools of Watertown should strive to impart to each student a mature understanding of himself, his needs, and the needs of the people around him. Education within the Watertown Public School System should enable the student to demonstrate that he can learn on his own and that he can translate his learning into worthwhile action. To this end the school system shall provide educational experiences matched to the student's capability, personal development, and interests by providing flexibility with respect to content, support of the community because education not only serves the individual but also society.

The following educational goals have been established:

1. Each student will understand and practice democratic ideas and ideas by learning of his heritage, the functioning of democratic institutions, and the habits and attitudes of responsible citizenship.
2. Each student will acquire the greatest possible understanding of himself and an appreciation of his worthiness as a member of society.
3. Each student will learn to respect and get along with people of all ages and cultures who think, dress, and act differently.
4. Each student will acquire good health habits and an understanding of the conditions necessary for the maintenance of physical and emotional well being.

5. Each student will acquire mastery of the basic skills to the fullest possible extent.
6. Each student will be helped to understand and appreciate human achievement in the sciences, humanities, and the arts.
7. Each student will be given the opportunity and encouraged to be creative in various fields of endeavor.
8. Each student will understand the opportunities available and skills needed to prepare for a productive life.
9. Each student will develop a positive attitude toward the learning process.
10. Each student will learn to make decisions and solve problems.
11. Each student will be helped to prepare for a world of rapid change and unforeseeable demands in which continuing education throughout his life should be a normal expectation.

## **WATERTOWN BOARD OF EDUCATION SCHOOL WELLNESS POLICY**

It is the policy of the Watertown Board of Education to promote the health and well-being of district students. In furtherance of this policy, the Board has created an Advisory Council on Wellness (“Advisory Council”) to review any available state or federal guidance on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students. This Advisory Council involves parents, students, representatives from the school food authority (i.e. any private company employed to provide food services), school administrators, the board of education, and members of the public and may also involve teachers of physical education and school health professionals.

### **GOALS AND GUIDELINES**

- A. Nutrition Education and Promotion;
- B. Physical Activity and Other School-Based Activities;
- C. Nutrition Guidelines for School Food

Adopted March 24, 2014

## **STUDENT ATTENDANCE AND TRUANCY**

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

A. Definitions:

1. "Absence" - any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.
2. "Truant" – any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any one month or **ten (10)** unexcused absences from school in any school year.
2. "Excused absence" - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:
  - A. Any absence before the student's 10<sup>th</sup> absence, is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
  - B. For the student's 10<sup>th</sup> absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
    - a. student illness (verified by an appropriately licensed medical professional);
    - b. religious holidays;
    - c. mandated court appearances (documentation required);
    - d. funeral or death in the family, or other emergency beyond the control of the student's family;
    - e. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
    - f. lack of transportation that is normally provided by a district other than the one the student attends.
3. "In Attendance" - any day during which a student is not considered to be absent from his/her assigned school, or from an activity sponsored by the school (e.g. field trip), for at least one half of the school day.

4. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

B. Written Documentation Requirements for Absences (see full policy distributed on first day of school)

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. An incidence of absence is considered consecutive days of absence.
2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.
3. For the student's 10<sup>th</sup> absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
4. Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in his/her own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.

Monitoring:

Parent or other persons having control of the student must notify the school by 9:00 a.m. on the day of absence. A note from the responsible person must be brought to school by the student upon his/her return to school that explains the reason for the absence even if telephone contact had been made. Whenever a student fails to report to school on a regularly scheduled school day and no contact has been made by 9:00 a.m., parents/guardians will receive an automated telephone message notifying them of their child's absence.

The determination of whether an absence meets the criteria for excused or unexcused will be made by the building principal or his/her designee. Parents or other persons having control of the student may appeal that decision to the Superintendent of Schools or his/her designee, whose decision shall be final.

## **SCHOOL DISCIPLINE**

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that **endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.**

Students may also be suspended or expelled for conduct off school grounds if such conduct **is seriously disruptive of the educational process and violative of a publicized policy of the Board.**

### Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.

9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes,

- "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
  19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
  20. Trespassing on school grounds while on out-of-school suspension or expulsion.
  21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
  22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
  23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
  24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
  25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
  26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
  27. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
  28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
  29. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
  30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
  31. Hazing.
  32. Bullying, defined as the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- a) causes physical or emotional harm to such student or damage to such student's property;
- b) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- c) creates a hostile environment at school for such student;
- d) infringes on the rights of such student at school; or
- e) substantially disrupts the education process or the orderly operation of a school.

*Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.*

- 33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- 34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
- 35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
- 36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
- 37. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
- 38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
- 39. Any action prohibited by any Federal or State law.
- 40. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

## Discretionary and Mandatory Expulsions

- A. A principal may consider recommendation of expulsion of a student in a case where he/she has reason to believe the student has engaged in any conduct described above.
- B. A principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:
  1. was in **possession on school grounds** or at a **school-sponsored activity** of a **deadly weapon, dangerous instrument, martial arts weapon, or firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or
  2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon, a dangerous instrument** or a **martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or
  3. was engaged **on or off school grounds** in **offering for sale or distribution a controlled substance** (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

Adopted: March 24, 2014

## **NON-DISCRIMINATION**

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), or gender identity or expression, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy or gender identity or expression is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its

educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability, pregnancy, gender identity or expression.

The Board designates Janet Parlato, (945-4802), Watertown School Department, 10 DeForest Street, Watertown Connecticut as compliance officer (hereinafter, "Equity/Title IX Officer").

Adopted: March 24, 2014

## **SEX DISCRIMINATION AND SEXUAL HARASSMENT**

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees or third parties subject to the control of the board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action.

### Definitions

**Sex discrimination** occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

**Sexual harassment:** In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.

5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

### Complaint Procedure

1. It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints.
2. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she should make a written complaint to Janet Parlato, (945-4802), Watertown School Department, 10 DeForest Street, Watertown Connecticut or to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.
3. The complaint should state the:
  - A. Name of the complainant,
  - B. Date of the complaint,
  - C. Date(s) of the alleged harassment/discrimination,
  - D. Name(s) of the harasser(s) or discriminator(s),
  - E. Location where such harassment/discrimination occurred,
  - F. Names of any witness(es) to the harassment/discrimination, and
  - G. *Detailed statement of the circumstances constituting the alleged harassment/discrimination.***
4. Any student who makes an oral complaint of harassment or sex discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. In appropriate circumstances, due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.
5. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.
6. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or designee. In addition, a copy of any

complaint filed under this policy shall be forwarded to the Title IX Coordinator.

7. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to investigate the complaint. The Title IX Coordinator or designee shall consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
8. The Title IX Coordinator or designee shall make a written report summarizing the results of the investigation and proposed disposition of the matter. Consistent with state and federal law and as deemed appropriate by the Title IX Coordinator or designee, the findings of the investigation shall be shared with persons involved in the investigation.
9. If the student complainant is dissatisfied with the findings of the investigation, he or she may file a written appeal to the Title IX Coordinator, or, if he or she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination. The Title IX Coordinator or Superintendent of Schools may also investigate the complaint further. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, as soon as possible.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment or sex discrimination has occurred, the district shall take appropriate corrective action in an effort to ensure that the harassment/discrimination ceases and will not recur.

## **SAFE SCHOOL CLIMATE PLAN**

The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations

for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

## **I. Prohibition Against Bullying and Retaliation**

- A. The Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- C. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

## **II. Definition of Bullying**

- A. **“Bullying”** means the repeated use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same district, or a physical act or

gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

1. causes physical or emotional harm to such student or damage to such student's property;
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on the rights of such student at school; or
5. substantially disrupts the education process or the orderly operation of a school.

***B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.***

### **III. Other Definitions**

- A. **"Cyberbullying"** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- B. **"Electronic communication"** means 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, photoelectronic or photo-optical system;
- C. **"Hostile environment"** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- D. **"Mobile electronic device"** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is

capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;

- E. **"Outside of the school setting"** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;
  
- F. **"Prevention and intervention strategy"** may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

## **STUDENT DRESS**

In order to maintain an environment conducive to the education process, the Board of Education prohibits the following from wear during the academic school day:

- a. Coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing the administration deems inappropriate. Outerwear shall not be worn, carried or kept in the classroom during regular school hours.
- b. Head coverings of any kind, including but not limited to scarves, bandannas, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps or hoods. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy.

Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours.

- c. Items a. and b. above, must be secured in the student's locker or other storage area before school starts. Items not stored will be confiscated by Principal.
- d. Footwear which mars floors or is a safety hazard.
- e. Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue
- f. "Name" or other oversized metal belt buckles and all metal belts or combination of metal and leather belts.
- g. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
- h. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
- i. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words."
- j. Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- k. Shirts and/or blouses which reveal the abdomen, chest, or undergarments.
- l. See-through clothing, tank tops or sleeveless shirts.
- m. Shorts, miniskirts, or pants which reveal the upper thigh or undergarments. Spandex garments are allowed only if they are covered by shorts or skirts.
- n. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom, or in the corridors.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

The administration reserves the right to restrict any other attire that is considered detrimental or distracting to the educational process.

Adopted: March 24, 2014

## **USE OF BEEPERS (PAGING DEVICES)/CELLULAR PHONES**

Students shall not possess or use a remotely activated paging device while on school property, or while attending a school-sponsored activity on or off school property. The school principal may grant a written permission for such possession and use of a paging device by a student if the student or his parent or guardian establishes to the satisfaction of the principal that a reasonable basis exists for the possession and use of the device.

A “paging device” is defined as a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

A staff member who discovers a student in possession of a paging device, without written permission of the principal, shall report the violation to an administrator who shall confiscate the device and take action in accordance with school disciplinary procedures.

**Middle School students** may not possess cellular phones on school property or at school sponsored events (whether held on or off school property) unless written parental permission is submitted to administration. Any middle school student who has written parental permission to possess a cell phone may only use the cell phone prior to arrival on school property in the morning or after the school office closes. Cell phones may not be turned on or used during the school day and are not to be carried by students. They are to be kept in lockers turned off.

A staff member who discovers a student in possession of or using a cellular telephone in violation of this policy will report the violation to the building administrator, who will take action in accordance with school disciplinary procedures.

## **SCHOOL BUS RULES AND REGULATIONS**

Per Watertown Board of Education

- 1. Pupils are expected to ride and board only those buses to which they are regularly assigned to ride.**
2. Pupils must take a seat when they enter the bus and remain seated while the bus is in motion.
3. Pupils shall move from one seat to another only by permission of the driver and at a time when the bus is not in motion. They should get on and off the bus only when the bus is fully stopped.

4. Conduct on the bus shall be substantially like classroom conduct, except that reasonable conversation is permissible.
1. No electronic entertainment equipment, bats, or skateboards will be allowed on the bus. Balls must be contained in a bag.
2. No indecent or profane language shall be permitted on the bus, nor shall there be any rowdyism or loud talking.
7. Unnecessary conversation with the driver is prohibited.
8. The use of tobacco on the bus is prohibited.
9. Pupils must not at any time extend their arms or head out of the bus window.
10. Pupils shall assist in keeping the bus clean, sanitary, and orderly, and shall refrain from damaging or abusing the bus, its cushions or other equipment.
11. Bus windows shall not be opened without permission of the driver.
12. Upon entering or leaving the bus, pupils shall avoid crowding or in any way disturbing others.
13. No pupil shall leave the bus without permission from the driver or proper school authorities, except at his home or at the school.
14. Pupils shall enter or leave the bus only at the front door except in cases of emergency.
15. Pupils must be on time and at all times cooperate in keeping the bus on schedule.
16. Pupils must not stand on the traveled portion of the highway while waiting for the bus.
17. After alighting from the bus, pupils shall cross in front of the bus, but shall not begin crossing the highway until signaled to do so by the driver.
18. Pupils shall, when so instructed by the driver, report promptly to school authorities.

19. Pupils shall at all times be courteous to the teacher, bus driver and all other persons along the route.
20. Pupils shall at all times keep away from buses on which they are not scheduled as passengers and shall not deface them or any other equipment.
21. Pupils and parents of pupils who damage, injure, or deface any equipment on any bus shall be held liable for such damage.

The driver is at all times, while pupils are being transported to and from school, in full charge of the bus and all pupils riding it. He/she is required to enforce all rules and regulations adopted by the school, health and police authorities for the conduct of pupils riding on the bus. Smoking, opening the rear floor, spitting, and destruction of property, profane or abusive language directed at the bus driver, fighting and similar activities are sufficient reasons for denial of bus transportation. On receipt of a written complaint from the bus driver, the principal or his/her designee shall conduct an investigation on the same school day. A student normally would be warned for the first offense, a three-day suspension assigned for the second offense, a five-day suspension assigned for the third offense, and a hearing conducted with parents present for the fourth offense. If the student's misbehavior has been severe, a student may be suspended immediately. Parents will be notified promptly.

### **WATERTOWN SCHOOL DISTRICT ASBESTOS MANAGEMENT PLAN**

The Board of Education, in compliance with federal law, has developed an asbestos management plan, concerning the presence or suspected presence of asbestos-type materials within district school buildings, and required inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, teachers and other employees, shall be permitted access to the asbestos manage plan of the Watertown Board of Education.

Upon request, the district shall permit members of the public, including parents, teachers and other employees, to inspect any asbestos management plan. The district shall grant access management plans within a reasonable period of time after a request from a member of the public is received.

### **VANDALISM**

Vandalism which is the willful and/or wanton destruction of public or private property, and an antisocial act, cannot be tolerated in our schools.

Vandalism includes the damaging or destruction of:

1. School buildings
2. School grounds
3. School buses
4. School equipment and supplies, including, but not limited to, books, AV equipment, athletic equipment, and school furnishings
5. Any other personal or public property
6. Any sites of school sponsored activities

As stated in the Connecticut General Statutes 52-572, “the parent or legal guardian of any minor/emancipated child who willfully cuts, defaces, or otherwise injures in any way real or personal property belonging to the school district shall be held liable for all such damages up to the maximum amount allowed under state law.”

Liability provided under CGS 52-572 does not relieve the minor child of any personal liability for damage or injury. This liability is in addition to any other liability which exists under the law.

The parent or guardian of a minor child is also liable for all property belonging to the school system lent to the child and not returned upon demand/returned damaged or defaced. The student may also be subject to disciplinary action.

### **SKATEBOARD/ROLLERBLADE AND OTHER RECREATIONAL EQUIPMENT USE**

Due to the inherent dangers both to participant and non-participant, combined with the potential liability assumption, the use of skateboard/rollerblade on district grounds is not allowed. Students will be informed that they are not allowed to bring their skateboards/rollerblades to school.

### **LOITERING OR CAUSING DISTURBANCE**

All visitors must register in the office of the school principal. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the Principal. Any person shall be considered loitering on school grounds when he/she loiters or remains in or about a school building or grounds, without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there.

### **DANGEROUS WEAPONS IN THE SCHOOLS**

It is the policy of the Board of Education to ensure the safety of its students and personnel by forbidding the possession or use of any dangerous weapon or any

implement that can be deemed a dangerous weapon on school property, on a school vehicle or at a school-related function.

Any student who is in possession of, threatens with, or uses any dangerous weapon or any implement that can be deemed to be a dangerous weapon will have the weapon/potential weapon confiscated by the building administrator and held as evidence.

The building administrator shall promptly conduct an informal hearing, affording the student higher rights as protected by law.

### **USE OF INTERNET**

The Watertown Board of Education permits the use of electronic information resources in the schools, under staff supervision, to permit students to reach out to human resources, to share information, learn concepts, and support research. The use of on-line services must be in support of education and consistent with the educational objectives of the Watertown School District.

It is the responsibility of the students, parents, and staffs to abide by the Board's Electronic Information Resources procedures to ensure that the resources provided by the District are not abused and potential inappropriate materials are not accessed. Failure to abide by the Board's policy and agreement signed by parents and students will lead to loss of privilege to use the Internet and disciplinary action including assessment of cost caused by willful misuse.

### **THE WATERTOWN PUBLIC SCHOOL DEPARTMENT DRUG AND ALCOHOL POLICY AND ADMINISTRATIVE GUIDELINES**

This policy including its rules, regulations and guidelines is a coordinated effort by the Watertown School District to openly and effectively respond to the potential and current uses and abuses of tobacco, drugs, alcohol and mood altering substances by students and employees.

### **CRISIS SITUATIONS**

Maintaining the safety of our schools is of paramount importance to the Watertown Board of Education and its staff. Whether caused by human actions, accidents, or natural disaster, crisis situations call for immediate planned action and long-term post crisis intervention.

Presently, a Crisis Committee, comprised of school board members, administrators, staff, parents, students, representatives of the police and fire

departments, the medical community, and First Student School Bus Transportation, is creating a School Crisis Management Plan to assure effective decision making in the event of a crises, so that chaos and trauma may be minimized. The committee is also developing a Crisis Policy which will define the initiatives that will be taken to ensure that our schools are safe and secure places. These include the identification of areas of potential concern, intervention during a crisis, response in its aftermath, and the coordination of an efficient communications network.

When the Crisis Policy and the School Crisis Management Plan are completed and approved, appropriate training for staff and students will be conducted. Pertinent information will also be shared with parents.

**W.I.S.T.  
(Watertown’s Interventions Strategies Team)**

Each Watertown Public School has a team of school personnel who meet on a regular basis to discuss, review, and develop action plans for students with demonstrated needs. The team is comprised of the building administrator the nurse, a regular and special education teacher, the school’s psychologist or social worker and other trained personnel. The goal of W.I.S.T. is to promote early identification, assistance and alternatives to student whose problems are interfering with school performance.

**ANTI-HAZING POLICY**

The district strictly prohibits students from engaging individually or collectively in any form of hazing or related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school. Any student who participates in hazing or related initiation activity, or conspires to engage in hazing, will face immediate disciplinary action up to and including suspension, expulsion, exclusion and loss of participation in extracurricular activities. In addition, students who participate in hazing may be referred to appropriate law enforcement authorities and may face subsequent prosecution.

**WATER-OAK CRIME STOPPERS, INC.**

Water-Oak Crime Stoppers, Inc. is a community-based program involving the media, local police and citizens in the fight against crime. Crime Stoppers offers anonymity and cash rewards of up to \$1,000 to people who furnish information leading to the arrest and filing of criminal charges against felony offenders and/or the capture of fugitives. Concerned citizens oversee the organization. The board of directors, which meets on the first Wednesday of each month at 7:30

a.m., is responsible for establishing policy, raising funds and overseeing the reward payments.

Officers: Sue Ponton, board chairman. Call 945-9940 to report a serious crime or the whereabouts of a fugitive. All calls will remain anonymous and each caller is assigned a secret code number used in subsequent contact. For more information: [www.crimestoppers.org](http://www.crimestoppers.org) or contact the chairman at 274-1647.



*“Here Everyone Acts with Respect and Tolerance”* 

## **Part II**

## Gordon C. Swift Middle School Staff and Faculty

**Marylu T. Lerz, Principal**  
**Mary Jean Mangione, Assistant Principal**

### 6<sup>th</sup> Grade Teams

<b>Green</b>	<b>Red</b>
<b>Jessica Cagno*</b> , Math Krisl Beres, Science Julianne Bombero, Special Education Nicholas Buzzelli, Social Studies Danielle Muir, Language Arts Kate St. John, Language Arts	<b>Margaret Germain*</b> , Language Arts Teresa Baldwin, Math Elisha Gesseck, Language Arts Beth Herrick, Special Education Janet Sweetland, Science Susan Petrok, Special Education Gregory West, Social Studies

### 7<sup>th</sup> Grade Teams

<b>Blue</b>	<b>Yellow</b>
<b>Michelle Gorski *</b> , Social Studies Rachel Brochu, Language Arts Colleen Haberern, Math Martine Lopez, Language Arts Jonathan Sales, Science Jennifer Shea, Special Education	<b>Mary Beth Gallo*</b> , Language Arts Samantha LaFlamme, Math Andrew Miceli, Language Arts Cynthia Murphy, Special Education Joseph Nappi, Social Studies Diana Wohlhieter, Science

### 8<sup>th</sup> Grade Teams

<b>Evergreen</b>	<b>Crimson</b>
<b>Alyssa Wallace*</b> , Language Arts Katherine Cunningham, Language Arts Catherine Gancher, Special Education Jenna Nixon, Math Richard Peronace, Social Studies Andrew St. John, Science	<b>Kathleen Sklanka*</b> , Science Amanda Bragg, Math Alexandra Computzzi, Social Studies June Dilella, Special Education Mark Zaborowski, Language Arts

*Special Education, Michael Simpson*

**\* Team Leader**

## Gordon C. Swift Middle School Staff and Faculty

### Resource Officer

Officer David McDonnell

### World Language

Roseceil Rader (Spanish and French)

### Unified Arts

Stephanie Goetz, *Art*  
Everett Condit, *Technology Education*  
Diane Gaulzetti, *Computer Education*  
Joseph Kuziak, *Industrial Arts*  
Tammy Porcheron, *Art*  
Maura Quatrano, *Family & Consumer Sci.*

### Support Services

Ann Terzigni, *School Nurse*  
Beth Wolf, *Speech*  
Pamela Jenusaitis, *Language Arts Support*  
Ellen Krafick, *Language Arts Support*  
Tyler Troisi, *ELL*  
Julie Ayer, *School Counselor*  
Lisa Dorso, *School Counselor*  
Karen Hosking, *School Counselor*  
Erica O'Leary, *Psychologist*  
Penny Buckman, *Psychologist*  
Kelly Spargo, *Social Worker*

### Library Media Center

Pamela Hodorski, *Media Specialist*

Cynthia Romano, *Library Clerk*

### Music

Rebecca Borbas, *Band/General Music*  
Kathleen Cummings, *Chorus/General Music*  
Anna Jedd, *Chorus/General Music*  
Seth Uricheck, *Strings*

### Physical Education/Health

Eric Dietsch  
William Leifert  
Christine Shortsleeve

### In-School Support Monitor

Larry Palladino

### Intern

Kyle Fellows

## **Gordon C. Swift Middle School Staff and Faculty**

### **Administrative Assistants**

Tanya Beach	Sharon McLaughlin
Lauren Godbout	Lucy Reardon
Diane Valunas	

### **Paraprofessionals**

Claudia Deary Gail DeFrancesco Krena DeMarest Jennifer Jalbert Val Klllobocishta	Colleen Mailhot Janet Marino Nancy Palmer	Marianne Pannoni Gina Parisi Sandra Ramponi Susan Strileckis Michele Yerger
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### **Custodians**

### **Cafeteria Staff**

Norman Elkins Rodney Clark Wayne DeMarest David Kennedy Mario Mancini Scott Pietro Naser Selimovski Scott Sturges	Marilyn DeRoehn Linda Avoletta Ceceil Campbell Anne Hanis Linda Lauder Diane Markewicz Carolyn McKenna Kelly Pannofino Betty Sheehan
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## **MISSION STATEMENT**

Swift Middle School is a learning community of students, staff, parents, and volunteers dedicated to inspiring each student to realize his or her fullest potential. We are committed to academic excellence based on common standards and expectations. We provide challenging research-based instruction that encourages creative and critical thinking. In partnership with family and community, we foster the values of integrity and respect in a diverse global society.

Together with parents and the community, Swift Middle School is committed to:

- High Academic Expectations
- Critical Thinking
- Respectful Behavior

## **SWIFT MIDDLE SCHOOL PHILOSOPHY**

Recognizing the uniqueness of this age group and the individuality of each student, the learning experiences provided at Swift are crafted to meet the needs of all students.

At Swift Middle School students are given the opportunity to develop a positive self-image, a sensitivity to others, and an awareness of the responsibilities of citizenship. The students are provided with experiences that develop their mental, physical and social potential so as to better prepare them for their future.

## **ACADEMIC EXPECTATIONS**

- Students will apply higher order critical thinking skills across the curriculum.
- Students will read critically to make thoughtful connections and relevant applications to the text.
- Students will effectively convey ideas and opinions through various forms of written expression.
- Students will present meaningful information and ideas fluently and confidently before an audience.
- Students will employ mathematical problem solving skills appropriately.
- Students will utilize technology to collect, organize and communicate information and ideas.
- Students will develop skills in the areas of fine arts, music and practical arts and express an understanding and appreciation of these arts.

- Students will apply the principles and processes of scientific inquiry to analyze phenomena and solve problems related to the natural world.
- Students will demonstrate an understanding, appreciation and acceptance of world cultures and examine their role in the local and world community.
- Students will demonstrate the knowledge and skills needed to achieve physical health and to accept responsibility for their own physical fitness.
- Students will develop skills of self-advocacy and self-reflection as it relates to their own learning.
- Students will demonstrate an understanding of the innate dignity of themselves and others and show an understanding and empathy for their peers both at school and in the world.

Adopted April 2010

## **STUDENT SUCCESS PLAN**

The Student Success Plan is a state mandated program that begins in Grade 6 and continues through high school. It provides an opportunity for students to set goals, explore career options and begin to plan for life after high school graduation. The purpose of the SSP is to help students stay connected in school, to establish an adult support team and to explore options and possible career paths. Along with support staff and teaching staff, students create an individualized plan based on their unique interests and strengths to help them to achieve postsecondary educational and career goals. Student materials will be stored electronically through the *Naviance* program, also accessible to parents and guardians as well.

## **PROGRAM OF STUDIES**

Swift Middle School offers a comprehensive academic program for all students. At each grade level, a strong focus is placed on academic studies, including instruction in Language Arts, English, Mathematics, Social Studies, and Science. In addition to the basic course of study, all students participate in the Unified Arts Program, Physical Education and Music. Students may also participate in Strings, Band, and Choral programs.

### ***Language Arts***

Language arts instruction at Swift Middle School is focused on both comprehension and written expression. The Language Arts classes follow a workshop model where students progress at their own speed with leveled texts chosen to meet their interests and abilities. Grammar, spelling and vocabulary are taught in context or as part of mini-lessons. Journal-writing, student reflection and discourse, and small group instruction are a part of daily lessons.

E-mail, content coordinators with course descriptions and ask for revisions as necessary.

Our program is centered on the Common Core of State Standards adopted by the State of Connecticut in 2011. (The full document of those standards is on the Connecticut State Department of Education's website.)

### ***Mathematics***

Mathematics instruction at Swift Middle School includes a comprehensive program that spans basic arithmetic through the concepts of Algebra. The goals of the program are to present a rigorous program of studies, to engage students to attain mastery of the concepts and to develop in students the ability to take their learning and apply it to real life situations. Skills targeted include the ability to reason abstractly and quantitatively, to attend to precision, to identify patterns and to use appropriate tools to solve problems. Standards include ratios and proportional relationships, the number system, expressions and equations, functions, geometry and statistics and probability.

Our program is centered on the Common Core of State Standards adopted by the State of Connecticut in 2011. (The full document of those standards is on the Connecticut State Department of Education's website.)

### ***Science***

Two major goals of the middle school science program are to develop the scientific literacy skills necessary to understand problems of science and make informed decisions related to science in today's and tomorrow's world, and to develop an understanding of the methods of science by utilizing hands-on activities. The areas of Earth Science, Life Science, Physical Science and the Human Body are addressed.

### ***Social Studies***

In sixth and seventh grade, students are introduced to the study of geography through the five themes which include location, place, movement, human-environment interaction, and regions. Students apply this knowledge to explore the physical, human and cultural geography of the United States, Canada, Latin America and the Middle East.

In eighth grade, students study American history beginning with exploration, through colonization, the American Revolutionary period, westward expansion, the Civil War and extending through the Twenty-first century. Students explore the social, political and economic developments and principles of the American

experience to understand how our current value system is rooted in the American past.

### ***Unified Arts (Grades 6, 7 & 8)***

At Swift Middle School, all of our students have an opportunity to take classes in the Unified Arts rotation. The classes are exploratory in nature and give students a general overview of the content of each area, as well as chance to practice the basic skills required in these classes. This year, courses offered are in the area of foods, art, tech ed-graphics, computer education, tech ed-woods and developmental guidance.

**Art** classes provide students the opportunity to explore the major concepts of art through many different types of media.

In **Computer Education** students will learn to use computer applications such as Microsoft Word, Power Point, and Excel.

**Exploring Technology** provides an opportunity for students to study topics such as energy and force, bridge building, rockets and projectile motion. In addition, students experience robot design and programming. Writing and verbal presentation skills are reinforced as students make presentations using audio and video technologies.

In **Foods Class** students will explore areas of nutrition, including adolescent diet and the new food pyramid, *MyPryamid*. Cooking labs will center around the five food groups and provide students time to practice communication skills while stressing measuring techniques, safety, sanitation, and organization. Students will learn about consumer education and how to make informative purchases. This course provides students the opportunity to utilize math and problem solving skills based on real life situations.

**Library Media** instruction will provide students with effective techniques for accessing information and avoiding plagiarism.

The **Woods Class** provides an opportunity to instruct students on the safe and proper use of basic hand tools and some machines associated with a wood shop. The curriculum will start with a review of measuring skills and move into projects that encourage creativity. This will be accomplished through technology by using the design process and problem solving process.

### *Library Media Center*

Swift has a library media center staffed with a full-time library media specialist and a library clerk. The Library Media Specialist works with students and staff to integrate technology into research, learning projects and daily lessons.

The library media center is equipped with a variety of educational materials and provides students with a comfortable, congenial atmosphere for study, research and pleasure reading. The media center is available to the students during the school day and after school daily until 3:45 PM for student use of materials (i.e. computers, reference materials and multimedia resources). In addition, subject area teachers often schedule library time for their students to work on research projects.

### *Physical Education and Health*

In Physical Education we offer a wide variety of activities designed to encourage and promote life-long fitness. All students take part in the Connecticut Fitness Test in early November and continue all year to practice the skills needed to maintain a healthy and active lifestyle.

If a student is to be excused from physical education for more than one day, a written medical excuse from a doctor indicating the problem must be submitted to the nurse. The student will be re-admitted to physical education class only when written permission from the student's **doctor** has been received by the nurse. A parent's note **will not** be sufficient in this case. **This policy also applies to our school's sports programs.**

Health education classes are taught in conjunction with both physical education and relevant curricula. The Health Education curriculum is designed to help students express their feelings, become more self-confident, and to become more assertive in making positive healthy life decisions. Topics include Decision Making Skills, Bonding, Personal Safety, Community Health, Consumer Health, Positive Self Image, Communication Skills, Peer Pressure, Refusal Skills/Assertive Behavior, Health and Wellness, Substance Abuse and AIDS education.

### *World Language*

In eighth grade, students who qualify for a World Language may study either Spanish or French for the entire year. The main objective of this course is designed to help students attain the novice level of proficiency in the five basic skills. The textbook, practice and activity book, audio, video and computer programs provide the diversity of activity necessary to stimulate and encourage

the students to use the language in natural, real life situations, thus enabling them to gain a feeling of accomplishment and success in the language. Upon successful completion, a determination may be made for the student to be enrolled in either Spanish II or French II in a high school program.

### ***Music Programs***

At Swift, all students are given the opportunity to expand their knowledge and skills in the area of music. All students take music classes two to three times weekly. We are especially proud of our Mac lab where students make use of a variety of programs to create their very own music compositions and programs. Our music program offers students the opportunity to participate in instrumental music, chorus, and string classes. General music is also offered and includes instruction in music history, composition and exploration of piano and percussion.

## **SPECIAL EDUCATION AND SUPPORT SERVICES**

Swift offers support and specialized services for students as needed. These services include psychological testing, counseling, and speech and language instruction by speech pathologists. Specific information regarding these services is available through our support staff.

### ***Planning and Placement Team***

The purpose of the Planning and Placement Team is to develop a plan for evaluation and a plan for action if a student receives support services. The parents of the student referred are automatically members of the Planning and Placement Team and must approve of the evaluation procedure and any plans developed as a result. The other participating members of the team are the school administrator, school psychologist, the student's general educational teacher, and a special education teacher. Specialists, such as the school nurse, speech pathologist, occupational therapist, etc. may be utilized as resource members. The purpose of this team approach is to bring all knowledgeable personnel together to develop an appropriate educational plan for that student to be successful.

### ***School Counselors***

The goal of our school counselors and counseling program is to guide and encourage students to strive to attain their fullest potential in order to gain personal, academic, and social success.

School counseling is a service available to all students and parents. Students may have conferences with a counselor for many reasons including: to monitor academic progress, to improve communication with teachers, parents or peers, and for other personal reasons. Each student has a designated school counselor. An important role of the counselor is to listen and clarify situations in such a way that choices are explored and final decisions are those of the student and the parent.

### ***Special Education Resource Teachers***

The goal of the special education program is to provide specialized support for students diagnosed with special needs. A specific program of study is formulated to meet the individual needs of the student in the basic areas of language arts, mathematics, behavioral control, and understanding of self. In addition, the support teachers and general classroom teachers collaborate to support the student's strengths and needs on a regular basis.

### ***Speech Pathologist***

Swift provides the services of a speech pathologist. The speech pathologist provides a variety of language related services including language, articulation, voice, stuttering, etc. This service is provided on an individualized basis.

### ***School Psychologist***

Swift provides the services of two school psychologists. The school psychologists administer psychological exams with parental approval and are also available for counseling of students. They provide support for students and families.

### ***Social Worker***

Swift students and families have a social worker available for support. The school social worker is a link between home, school and community and is available through the support services office. The role of the social worker is to help support students and their families in a variety of ways to promote academic, personal and social success through the services they provide.

.....  
***Please be advised:*** A minor student may be seen by school health or mental health professionals (e.g., school nurse, counselor, social worker, school psychologist) without parent notice or consent to ensure that the student is safe or is not a danger to others. The school psychologist routinely assists teachers in planning classroom instruction and monitoring its effectiveness and do not need to notify parents of, or seek consent for, such involvement in student support.

## SCHOOL NURSE and HEALTH POLICIES

Swift has a registered nurse available on a full time basis. The nurse oversees the administration of medications and administers emergency first-aid when accidents occur. The nurse takes care of illnesses that come up during the day and notifies parents of such events. The nurse conducts vision and hearing screening, checks height and weight of students, and notifies parents of findings. Recommendations are made when appropriate. Emergency care information is on record in the nurse's office and needs to be kept current throughout the school year.

Parents are urged to report all contagious illnesses such as strep throat, chicken pox, mononucleosis, contagious rashes, etc. to the nurse. Please remember that students often have food allergies that may be airborne as well. The School nurse may be contacted at 860-945-4835 between the hours of 8:00 AM and 2:45 PM.

***AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINE BY SCHOOL PERSONNEL and SELF-ADMINISTRATION OF MEDICATION AUTHORIZATION/APPROVAL*** form is available in the nurse's office and on our website.

### HEALTH SERVICES

Nursing services are available during school hours for illness/injuries that occur on school grounds. The school nurse functions under the auspices of the Watertown School District and follows the standing orders of the town's medical advisor. Students who feel ill or are injured in school should report to the nurse after obtaining permission from their teacher.

Emergency contact information should be kept updated. Notify the school promptly of any changes in phone/address.

Report the reason for absences via call to the nurse's office.

#### Accidents/Illness

If there is any question of your child not feeling well in the morning, please keep him/her at home. If a child has an elevated temperature, he or she should remain home until the temperature has returned to normal and is maintained at normal for 24 hours without the use of fever reducers such as Advil, Tylenol, or Ibuprofen. Children who are sent home by the nurse for illness and/or elevated temperature should remain at home an additional 24 hours to complete their recovery. Parents must sign their child out from the main office prior to picking up their child in the Health Office.

The school nurse will administer first aid if a child becomes ill or injured. No medications will be given without a physician's order. The parent will be contacted by the school nurse or office when necessary. If your child tells you that he or she received an injury at school and that it was not reported to the nurse, please inform the nurse as soon as possible.

Accident insurance is available to each student; information regarding this coverage is sent home the first week of school. The school cannot be held responsible for injuries occurring outside of school.

Students in casts, or who require crutches or wheelchairs, must have a physician's written authorization to attend school and to participate in the full program, including recess and gym. Parents requesting an indoor recess or any excuse from P.E. classes for their child must have a physician's note.

All injuries and surgery should be reported to the school nurse. After an injury or surgery, a child will be able to resume physical education classes ONLY after a WRITTEN RELEASE from his/her doctor has been received by the school. Any child with any durable medical equipment orthopedic appliances (splints, braces, and crutches) requires a physician's note. A parent's note will not be sufficient.

A parent's note is acceptable for one P.E. class/physical activity exemption due to a medical reason. A physician's note is required for missing any subsequent physical activity. A doctor's note is required for their return.

### **Emergency Forms**

Students will be given emergency forms at the beginning of each school year. It is important that this form be completely fill out and returned promptly. Three adult emergency contacts should be listed other than the parents. These contacts should be easily accessible in the parents' absence. If any change in the information occurs during the school year, please notify the school nurse or the Main Office in writing immediately.

### **Emergency Notification and Transportation**

If a severe accident or acute illness occurs, a parent or person listed on the student's emergency card will be notified. The pick-up person must provide a valid photo I.D.

### **Health Records**

A cumulative Health Record for each student will be maintained in a secure location in the Nurse's Office. Access to these records is limited to the school

nurse. The nurse will relay pertinent information to appropriate school personnel.

### **Insurance**

HUSKY Health Insurance Policy – The State of Connecticut sponsors a health insurance program for children that cover basic health and welfare needs. The cost of this program is determined on a sliding scale tied to income guidelines. If your child is not covered by any type of health insurance coverage, you might be interested in looking into the details of the HUSKY Program. Please see the school nurse for further information or call 1-800 CT Husky.

### **Medical Appointments**

Pupil medical appointments should be made outside of school hours, whenever possible, so as to avoid taking a child out of school. Physical forms are available on *Forms and Publications* on the Connecticut State Department of Education website: [www.sde.ct.gov](http://www.sde.ct.gov).

### **Physical Assessments/Immunizations**

Physical assessments shall be completed for those students entering preschool and kindergarten, entering Grade 7 and 10, and sports. The required Physical Assessments and Immunizations shall be recorded on the State of Connecticut form and ***filed with the nurse. Failure to meet the requirements will cause the student to be excluded from school.*** Sports physicals are required annually before try-outs. Please note, sports physicals do not take the place of state mandated physicals.

Prior to enrollment, **new students** to the Watertown School District must present the written results of a physical examination that is **less than one year old** on the day of entrance. Immunizations must be completed to meet the State of Connecticut requirements for school enrollment.

### **Screenings**

The school nurse conducts screenings of vision, hearing and posture according to the following schedule. Referral letters will be sent to parents/guardians of students who fail the screening according to state guidelines.

- Annual Vision screenings                      Grades K, 1, 2, 3, 4, 5, 6, and 9
- Audiometric screenings                        Grades K, 1, 2, 3, 5, and 8
- Postural screenings                              Grades 5-9 inclusive
- Color Vision screenings                      Grade K and if not done previously  
    upon entering Watertown Schools

### **Physical Education**

For an excused absence from Physical Education due to injury or illness for more than one class, a doctor's excuse **in writing** is necessary. If the doctor's

written excuse states “until further notice,” a second written note is required to return to Physical Education. The doctor’s note should state the nature and duration of restriction.

### **Policy on Medications In School**

The Watertown School District’s policy complies with the State of Connecticut’s health regulations.

1. Medications may only be administered in school with the **written** order of a qualified practitioner, **and written** authorization of the parent/guardian.
2. Written orders are needed for all medications, including Tylenol or Advil, and all other over-the –counter medications. A form can be obtained from the nurse if a medication is required during school hours.
3. Students may only self-medicate with certain emergency medications only with a doctor’s order.
4. Medications must be brought to the school nurse by a **parent or other responsible adult** and must be in the original container. Students are not permitted to transport medication unless they have an order to self-administer the medication. At the end of the school year, medications must be picked up by a parent/guardian or a responsible adult at the close of the academic day/school dismissal. Any remaining medication will be disposed of within two days.
5. New medication orders must be written for every school year and must be on file with the school nurse.
6. The use of cough drops/sore throat lozenges is allowed from grades 6 – 12.

**Notes from the Nurse:** Please follow the guidelines listed below to determine when children should return to school or attend school.

### **The following guidelines must be adhered to before returning to school:**

1. Fever 100 degrees or over – Student must be fever free for 24 hours without the use of Tylenol or Motrin before returning to school, and 48 hours during flu season.
2. Vomiting and/or Diarrhea – no further incidence for 24 hours.
3. Strep Throat – 48 hours after the first dose of an antibiotic, fever free for 24 hours and feeling well enough to participate in school.
4. Conjunctivitis – Antibiotic treatment for 24 hours.

### **Allergies**

It is important to notify the school nurse and staff if your child has an allergy such as bee stings, insect bites, foods, medication, or environmental substances. If emergency medication (ordered by a physician) is necessary, the nurse will store it.

We ask that all parents be sensitive to common childhood allergies. Some classrooms are designated “nut free zones.” It is imperative that all students in any of these classrooms not bring products with nuts into school for classroom snack. Be advised that under no circumstances is a student allowed to eat on a school bus unless a medical condition substantiated with a physician’s order warrants such activity.

**Note:** Due to latex allergies in school buildings, latex balloons, gloves, and other products are prohibited.

### **Bringing Food Into School**

Celebratory snacks may be provided to students in classrooms through the food service department in consultation with the classroom teacher, school nurse, and approval of the principal. The teacher must be consulted and a Classroom Celebration Snack Request Form must be submitted at least one week in advance of the food related activity. Forms will be sent home with each child.

Each school will have available a list of activities that will serve as alternatives to food celebrations. The alternative activities will be posted on the district website. Parents are encouraged and welcome to participate in their child’s celebration.

Healthy allergen-free foods are available through Watertown’s Food Service Department. A list of offerings is available in school offices and on the district website.

Approved – BOE June 25, 2012

### **Communicable Diseases**

If you suspect that your child has a communicable disease, please do not bring him/her to school to see the school nurse. Please schedule an appointment with your physician.

All communicable diseases should be reported to the nurse. These include:

#### **Sore Throat/Strep Throat**

The school nurse will examine a sore throat. If a sore throat persists for two days, or if there is fever with it, the child should be seen by the family physician. If a throat culture shows streptococci, the child should remain at home on medication for 24 hours and be non-symptomatic before returning to school.

#### **Head Lice**

Children with head lice are to be excluded for 24 hours following treatment. In cases of severe infestation, we may require a longer absence. No child may return to school without first being inspected by the nurse. Parent/Guardian must be present for this inspection and bring evidence of treatment, ie: medication bottle.

### Conjunctivitis/Pink Eye

The systems are a reddened eye which is usually painful and accompanied by moderate lid-swelling, mucous or discharge from the eye, and tearing. School policy states that any child with conjunctivitis/pink eye can remain in school once any indicated therapy has been implemented.

### Rashes

A child who has a rash such as impetigo, scabies, or shingles, will be excluded from school until the condition is diagnosed by a private physician and treated, if necessary. Proof of treatment must accompany the student upon return to school.

### Chicken Pox/Varicella

Chicken Pox requires a 5-6 day exclusion after the appearance of the first crop of lesions or until all scabs are dry. The child is to report to the school nurse upon return to school. A parent must accompany the child to school for re-admittance.

Any suspicious appearing skin condition should be reported to the nurse. Children with impetigo and scabies are to be excluded from school until they have a doctor's permission to return.

### Quarantine Periods (Minimum Control)

Chicken Pox	When rash has completely crusted over. Reminder to parents to avoid ASA products. Notify parents who are immuno-suppressed of an exposure so that appropriate action may be taken.
Conjunctivitis	Can remain in school once any indicated therapy has been implemented. <b>No swimming.</b>
Coxsackie	All suspected cases to M.D. for diagnosis.
Diarrhea	Twenty-four hours after symptoms are resolved.
Fever	Twenty-four hours after return of normal temperature without the use of fever reducing medications.
Hepatitis	With written permission of M.D.
Impetigo	Twenty-four hours of treatment before returning to school. May be left uncovered. <b>No swimming.</b>
Measles	Four days after appearance of rash.

Mumps	May return to school forty-eight hours after swelling of glands has subsided or nine day after symptoms began - whichever comes first.
Pediculosis Capitis (Lice)	Pediculicide per recommendation of school medical advisor. Twenty-four hours at home to remove lice. Parent/guardian must accompany child to school with treatment documentation and remain while the child is examined by the school nurse.
Pertussis	With written permission of a M.D. and no less than five days after start of antibiotic.
Pinworms	Home until treated.
Ringworm	May return twenty-four hours after treatment began. May remain uncovered if under treatment.
Rubella	One week after rash appears.
Scabies	Must contact M.D. for treatment and remain home twenty-four hours under RX.
Scarlet Fever	May return to school twenty-four after antibiotics started.
Shingles	No quarantine if affected area covered by clothing. If unable to cover (face, neck, possibly arms/legs), person excluded until lesions crusted over. Immune compromised persons should also be excluded (regardless of site) until lesions have crusted over).
Strep Throat	May return to school twenty-four hours after start of antibiotic.
Tuberculosis	May return with note from M.D.
Vomiting	Twenty-four hours since child last vomited.

Revised 12/19/14

Immunization

Connecticut law mandates that all students be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenza type B, and any other vaccine required by the schedule for active immunization adopted pursuant to state law (e.g., varicella).



**Numerical grades are given for all subjects. In some situations, letter grades listed below may be given.**

**P** = Passing    **F** = Failing (**Below 70** is Failing)    **I** = Incomplete

**ME** = Medical Excuse

We use **Blackboard Connect** to inform parents and guardians when Progress Reports and Report Cards are posted and available on **Power School Parent Portal**.

## **POWER SCHOOL PARENT PORTAL**

Access to student grades, progress reports, and report cards is now available to all students, parents, and guardians by accessing the **Power School Parent Portal**. In addition, the portal provides information on assignments, progress, attendance and upcoming events.

The **Parent Portal** is a useful tool for parents/guardians who wish to check their child's progress throughout the school year and view family information for accuracy by logging in using your child's user name and password.

Go to [www.watertownps.powerschool.com/public](http://www.watertownps.powerschool.com/public) to access the PowerSchool Parent Portal.

- **Enter User Name and Password.** (Your Username and Password is unique to your child, please keep these login's confidential so that only you can access their information.

An **Alert Now** message will be sent when Progress Reports and Report Cards are posted. As always, you may call the school at any time to make an appointment to speak with a teacher or school counselor concerning your child's progress.

## **PROGRESS REPORTS**

Progress reports are posted on the Parent Portal midway through the marking period to inform parents of academic status. These reports indicate student progress as of that date. A message is sent out at this time to inform parents that the Parent Portal is opened.

## **REPORT CARDS**

Students should make up incomplete grades within two week of the date marks close. It is the responsibility of the student to make arrangements with the teacher to complete missed assignments. Unless there are extenuating circumstances, the students must comply with the above.

## SCHOLARSHIP

Scholarship is recognized through an honor roll. The honor rolls are compiled at the close of each trimester. The criteria are as follows:

First Honors includes those students who have a Term Grade Point Average (GPA) of 90.00 or above in all academic courses (Language Arts, Math, Science, Social Studies, World Language). No other courses are calculated into the GPA, none-the-less, per Board of Education policy, students must earn a grade of 85.00 or above in **all courses** to receive First Honors.

Second Honors includes those students who have a Term GPA of 85.00 or above in all academic classes (Language Arts, Math, Science, Social Studies, World Language). No other courses are calculated into the GPA, none-the-less, per Board of Education policy, students must earn a grade of 75.00 or above in **all courses** to receive Second Honors.

Students who meet the criteria are also eligible to become members of the Swift Junior Honor Society.

### GUIDELINES FOR MEMBERSHIP INTO SWIFT JUNIOR HONOR SOCIETY

#### Honor Society Requirements

At Swift Middle School, excellence in academics is recognized through the honor roll. Those students who meet additional standards are eligible for induction into the Gordon C. Swift chapter of the National Junior Honor Society. Standards governing selection of candidates and student's responsibilities once inducted are as follows:

#### Selection

1. To be **considered for membership** a student must make **first honors** for three consecutive trimesters in seventh and/or eighth grade.
2. Beyond scholarship, inductees must also meet and maintain the standards of character, leadership, citizenship, and service that are stressed by the National Junior Honor Society.

#### Maintenance of Membership

1. **To continue membership in the Honor Society a student must achieve First Honors every subsequent trimester.** In the event a member fails to achieve honors in a given marking period he/she will be placed on probation and notified in writing thereof. The student must then achieve first honors in the next marking period in order to maintain membership. Failure to meet these standards will result in exclusion from the Honor Society.

2. Members are expected to attend all scheduled meetings unless previously excused by the advisor. Excessive absenteeism will result in the member being placed on probationary status. Failure to meet these standards will result in exclusion from the Honor Society. (A student can only serve one probation period.)
3. Members are expected to maintain appropriate behavior as well. Failure to meet those standards will result in exclusion from the Honor Society at the discretion of the administrator.

## **PROMOTION - GRADUATION POLICY**

Promotion is contingent upon academic achievement and regular attendance. A student will not be promoted to the next grade if:

- The student fails two or more of the following academic courses:  
Language Arts, Math, Science, and/or Social Studies, or
- The student is absent more than 15 days and absences are unexcused.

If at the end of the school year a 6<sup>th</sup> or 7<sup>th</sup> grade student has a final average of 69 or below in two or more academic courses, that student will not be promoted to the next grade. However, these students will have the opportunity to be promoted to the next grade upon successful completion of summer school.

If at the end of the school year, an 8<sup>th</sup> grade student has a final average of 69 or below in two or more academic courses (Language Arts, English, Math, Reading, Science, Social Studies), that student will not be promoted to ninth grade. However, these students will have the opportunity to be promoted to 9<sup>th</sup> grade AND receive their Swift Middle School diploma upon successful completion of summer school.

If an 8<sup>th</sup> grade student receives a final grade of 69 or below in **one** academic course (Language Arts, Math, Social Studies or Science) AND a final grade of 69 or below in **any other** courses, that student will be promoted to ninth grade but will **not** be permitted to take part in the graduation ceremony.”

Students promoted to 9<sup>th</sup> grade are entitled to full access to the vocational technical programs at Warren F. Kaynor Technical High School and the agriscience program at Nonnewaug High School. Swift school counselors may be contacted for further information about these programs.

## **HOMEWORK POLICY**

Homework is an integral part of student learning. Teachers at Swift assign homework on a regular basis to support learning. Failure to complete homework assignments will compromise learning and affect grade averages.

## MAKING UP MISSED ASSIGNMENTS

If students are absent for a day or two, it is their responsibility to see the teachers upon returning to school to make up missed assignments. **If students are going to be absent more than two days, parents may contact the office so that assignments can be gathered from the various teachers. The Parent Portal and teacher websites** may also be accessed to gather information about assignments.

### SCHOOL SCHEDULE

#### Daily School Hours

Students enter school for MOST (Morning Organization for Students & Teachers)	7:50 – 8:05
Homeroom	8:05 - 8:10
Dismissal	2:35

#### 90 Minute Delay

Students enter school for MOST (Morning Organization for Students & Teachers)	9:20 - 9:35
Homeroom	9:35 - 9:40
Dismissal	2:35

#### 2 Hour Delay

Students enter school for MOST (Morning Organization for Students & Teachers)	9:50 – 10:05
Homeroom	10:05 - 10:10
Dismissal	2:35

#### Single Session Day

Students enter school for MOST (Morning Organization for Students & Teachers)	7:50 – 8:05
Homeroom	8:05 - 8:10
Dismissal	12:40

### MOST

#### (Morning Organization for Students & Teachers)

MOST time occurs between a student's arrival (beginning at 7:50) and the homeroom bell at 8:05. This time is designed to help students prepare for the day. During this time students are able to: organize and access their lockers, meet with Team teachers, review their homework, make-up or complete missed assignments or projects, use the library, check-in with their school counselor or the school nurse, check-in for morning organizational help or read quietly.

## GENERAL INFORMATION

### Arrival and Dismissals

**Students are expected to arrive at school no earlier than 7:50 AM as there is no staff on duty before that time and are dismissed at 2:35 PM.**

- Students are expected to be in homeroom no later than 7:50 AM. Students will be **marked tardy** if they enter homeroom after 8:05 AM. Any student who is tardy more than three times in a marking period will earn a detention for each tardy after the third tardy *and* for each time they are tardy for the remainder of the school year.
- Students who are absent from school are asked to have a parent/guardian call the school by 9:00AM to verify the absence and to bring a note upon return. **Prior to 9:00 AM, messages regarding your child's absence can be left on the voice mail of our automated phone system.** If students do not **return with a written note, the absence will be considered unexcused.**
- Students are not permitted to leave school grounds once they have arrived on school grounds.
- **Students attending a school function after school are not permitted to leave the property and then return back to school.** This includes all after school activities. Students may not leave school at dismissal and return for an after school club or game.
- **Students who leave the school grounds at the end of the school day are not to return to catch the late bus.** Only students who have a *late bus pass* from a teacher/administrator may ride the late bus.
- Students who become ill during the school day must report to the school nurse and must obtain permission to leave school from the school nurse or an administrator. **Students are not permitted to call home for dismissal without permission from an administrator or the school nurse.**
- **Students who are absent, receive an early dismissal or are suspended out-of-school must not return to school property that day.**

Early dismissal from school is discouraged as it impacts student learning. If it does become necessary to have a student dismissed, a student must bring in a note written by the parent. The note must state the date and time of the dismissal, who is picking up the child, reason for dismissal and have the parent/guardian's signature. The parent/guardian or designee must sign the student out in the main office at the time of the dismissal. A student may not be dismissed by a phone call due to our legal responsibility to the student and parent/guardian during school hours.

## **BICYCLES**

Students who ride their bikes to and from school are expected to **walk** (not ride) their bikes on school grounds. They must walk their bikes to the bike rack once they reach the edge of the building coming from Davis Street or reach the sidewalk coming from Colonial Street. At dismissal, upon leaving school grounds, students must walk their bikes to the edge of the building going toward Davis Street or reach the sidewalk going toward Colonial Street. This policy is enforced to keep all students safe during high traffic volume.

## **SCHOOL PROPERTY**

The school building, supplies and facilities are for the use of all students. Students, who disfigure materials, break furnishings, or otherwise damage the school building, facilities or equipment will be required to pay for the damage or replace the item and are subject to disciplinary measures.

## **Agendas and Textbooks**

Agendas and textbooks are furnished by the Board of Education.

1. Agendas are for the students to use daily to record homework assignments, important due dates and school functions. They include helpful weekly planning tips and pages for hallway passes. **The students are expected to have their agenda with them at all times as it acts as the hall pass, lavatory pass, nurse's pass and office pass.**
2. Agendas are provided to each student on the first day of school at no cost. **If the student misplaces the agenda, defaces the agenda or removes pages from the agenda, a new agenda must be purchased in the office at the discretion of an administrator. The cost of a new agenda is \$4.80.**
3. Failure to carry an agenda will result in a consequence.

Each student is responsible for the textbooks issued to them at the beginning of the year. The Board of Education expects the students to exercise proper care of all textbooks.

- All books must be covered by the student.
- All books must have the student's name and homeroom number recorded on the inside front cover.
- All books must be returned to the teacher in the same condition they were issued.
- Books that are lost must be replaced by paying for the book. If the book is found, the teacher will notify the office that the found book is the one issued to the student and a refund will be mailed to the parent.
- Access to Parent Portal will be denied until the book has been paid for or the book has been found.

### **Student Lockers**

Students will be issued a locker by their homeroom teacher at the beginning of the school year. The lockers have combination locks.

- Students are expected to keep their lockers clean and in good order.
- Students may use their lockers only during the times designated by their team teachers.
- Backpacks are to be stowed in the student's locker in the morning before homeroom.

### **Forgotten Items**

Students who call for forgotten items are responsible to check the main office to see if the item has been delivered. Students will be called to the office for items only two times during the day, before first lunch and at the end of third lunch.

### **Lost and Found**

All clothing, articles and books should be labeled with the student's name. If items are lost, students should check the lost and found frequently. Periodically, articles not claimed will be donated to a local charity. Items such as glasses, calculators, and jewelry are held by the office personnel. A lost and found for Physical Education uniforms is located in the locker rooms.

## **School Lavatories**

Within the school there are designated lavatories for sixth, seventh and eighth grade students. Students may use the lavatories when the teacher gives permission and signs their agendas.

## **SWIFT MIDDLE SCHOOL CODE OF CONDUCT**

At Swift Middle School it is our goal to provide a safe and nurturing environment conducive for teaching and learning for all students and staff. As such, we have developed a set of rules and expectations designed to promote learning, encourage kindness and ensure the safety of all. We have developed a Swift Code of Conduct that has been adopted by the entire staff and student body, and upon which we have designed our discipline policy. This Code of Conduct is as follows:

- BE READY~ On Time and Prepared**
- BE RESPONSIBLE ~ For Yourself and Your Belongings**
- BE RESPECTFUL ~ Of Yourself and Others**
- BE PROUD ~ Work Hard and Always Give 100%**
- BE KIND ~ To One Another**
- BE HONEST ~ In Word and Action**
- BELIEVE IN YOURSELF ~ You CAN Do It!**

Our Swift Code of Conduct is used to promote good citizenship and character as well as to discourage inappropriate behavior. Failure to obey these rules and expectations results in a variety of consequences.

## **SWIFT MIDDLE SCHOOL SAFE SCHOOL CLIMATE**

At Swift Middle School, we believe that providing a safe environment for students and staff is a top priority. As such, we strive every day to meet the needs of all who belong to our Swift Community. Having a safe school includes a positive school climate, a secure building with reliable safety procedures, promotion of health and wellness and a strong relationship with parents, families and community.

## Current Practices and Past Initiatives Promoting a Safe School Climate

### A. Positive School Climate

Middle school is a time when students actively seek to learn more about themselves and the world around them. This pursuit of self-awareness is only possible when students feel safe emotionally and intellectually and in an environment that promotes a free exploration of ideas and relationships.

As such, we have designed and implemented **our schedule, our course selections** and our **daily procedures** with this in mind. Ways that we provide for these daily for our students are as follows:

- Team structure to create relationships between teachers and students
- SSP (Student Success Plan) meets regularly
- Support Staff associated with each Team available each day
- Schedule which provides four content classes on Team and two ‘arts’ opportunities daily
- Six Unified Arts classes over trimesters
- PE and Music offered every other day
- Daily Seminar gives opportunity for additional classroom support
- MOST- ‘Morning Organization for Students and Teachers’ –allows students to report directly to HR in AM to get organized, meet teachers, check in, meet with counselors, etc.
- ‘Soaring Eagles’ positive reward program
- Opportunities for all students to have access to all areas/classes/activities

Recognizing that as students stretch their wings, they also need structure to assist their understanding of our world, we provide a **variety of supports**:

- Student handbook with expectations laid out;
- Classroom, hallway, locker room, cafeteria expectations are posted
- Yearly full grade level meeting with behavioral expectations delineated including bullying and harassment topics
- Office referral system
- Graduated discipline
- ISS monitor and designated classroom for students receiving this consequence
- Meetings with parents, Team members and support staff to address discipline plans, attendance issues, academic concerns etc.
- Mentorship program
- School Resource Officer
- Youth Service Bureau support
- Relationship with sister schools to support transitions between schools
- Relationship with community supports (Wellmore, Watertown PD, etc.)

## **B. School Security**

Recognizing that students and staff need a **sense of physical safety**, we provide:

- School Resource Officer
- Systems for locking exterior and interior doors at all times
- Lockdown and Fire Exit practices
- Name badges for staff and visitors
- Safety plans for victims of bullying/mean teasing/harassment
- Safety plans for students engaged in bullying/ mean teasing/harassment
- Process for reporting bullying/harassment for students and staff
- Process for handling acts that violate safety of others/self
- No tolerance policy for dangerous materials/behavior
- Process for picking up students by adults
- Established procedures for DCF referrals, police engagement, 2-1-1 crisis teams, etc.
- Dissemination of information regarding process for medically fragile students
- Restraint and seclusion training yearly
- Hallways, cafeteria and bus arrivals/dismissal monitored by certified staff daily

## **C. Parent, Family and Community Engagement**

Recognizing that our Swift community is made stronger when we effectively engage families, and community, we have:

- Established parent communication processes including the Portal, Blackboard Connect, Remind and traditional letters home to address student grades, behaviors, special events, etc.
- Provide Parent Conferences for parents and families
- Provide Grade 6 Orientation for parents of in-coming students
- Establish a relationship with members of the Swift PTSO and attend monthly meetings
- Established a relationship with the Youth Service Bureau and participated in the COPS program with local police
- Support local , state and national community charities/causes with weekly staff Dress Down days (raised ~\$5000 last year)
- Promote our students and staff and special events in the local newspapers
- March in town-wide Memorial Day Parade
- Attend BOE meetings
- Support local events/organizations such as local Food bank, Lions' Club, Watertown Library Poetry Contest, DAR, Junior Achievement, etc.

## INITIATIVES TO IMPROVE SCHOOL CLIMATE

As part of the process of providing a **Safe School Climate for 2016-2017**, we have planned the following:

- Continuation of processes in place from 2015-2016 that effectively address a positive school climate and culture
- Create a **Safe School Climate Committee** and plan a timeline for meetings. Members include:
  - Administrators
  - Nurse
  - Resource Officer
  - Support Staff personnel
  - Certified teachers-classroom \*(at least one of which is SPED)
  - Certified teachers-Arts and PE
  - Non-certified staff members (secretary and para)
  - Parent
  - Community Member (Youth Service Bureau member)
  - Student (role to be defined)

## POSITIVE BEHAVIORAL SUPPORTS

We have a schoolwide positive behavior program designed to acknowledge and encourage adherence to school rules. This program, known as **Swift SOARS** (Standing **O**ut Above the **R**est), supports all students to practice kindness and tolerance towards all.

We also recognize student talents and character with our “**Student of the Month**” program which features students who are talented in the arts, show leadership by example, are kind to others, exhibit dedication to their studies, etc. In addition, members of our student clubs, including Peace Pals, WOAHA, Peer Leaders, Peer Helpers, Leo Club, Garden Club, Honor Society, etc. support and promote good citizenship, volunteer in our community and model positive behavior for their peers.

## SWIFT SCHOOL RULES

At Swift, we believe that school rules and clear expectations for students help to keep our students and staff members safe and help our students stay focused on their academics. It is our hope that with support our school will continue to provide a safe and nurturing environment for our students where they are encouraged to learn and grow to their fullest potential.

This section will review the basic rules and consequences for Swift students. It is not possible however, to cover all circumstances or events that could lead to

the need for discipline. Those individual situations are ultimately left to the judgment of both the teachers and the school administrators.

### **Conduct on the School Bus**

Students are expected to board the bus in an orderly manner at their designated bus stop. Once on the bus, they are to sit facing forward and maintain proper behavior during the ride to and from school. Students must exit the bus after school at their designated stop *only*. Specific bus regulations and consequences, as agreed upon between the Board of Education and the bus company, are outlined in the first part of this handbook. Failure to follow bus safety rules will result in a school consequence as deemed appropriate.

### **Cameras, Toys and Electronic Equipment**

Students are not to bring any cameras, electronic games, walkie-talkies or laser pens to school. If the student brings one of these items to school it will be confiscated from the student and the parent must come in to pick the item up. Disciplinary actions will also be taken. We are not responsible for any lost, stolen or damaged electronics. The buying, selling, trading, lending or borrowing of any electronics, toys, food, clothing, school supplies, etc. is forbidden.

### **Cell Phones**

Students are permitted to have cell phones on school grounds only if a signed permission slip is on file in the office. Students are NOT permitted to carry their phones on their person or with their belongings during the school day. Their phones are to be turned off and kept in their lockers. Students are also expected to follow the guidelines of the Board of Education regarding cell phone use.

Consequences:

- Students found carrying their cell phones on their person or with their personal belongings will be given a warning for the **first offense** and instructed to return the phone to their locker. Parents may be notified.
- **Subsequent offenses** will result in office detentions.
- Students found using their cell phones will have their phones confiscated for the remainder of the day. The students will receive an **office detention**. Students are permitted to pick up their phones from the office at the end of the school day. The term “using” includes talking, texting, checking messages, listening to music, checking the time, etc. whether it is visible or in the student’s pocket.

Note that depending on frequency or severity of violation, consequences may increase and could include suspension.

### **Fire Drills**

It is important to participate and follow specific directions during each fire drill to ensure each person's safety. Students therefore are *not* allowed to talk during any drill, must exit the building in an orderly manner and must remain quiet and attentive when re-entering the building.

### **Emergency Procedures for Evacuating School**

When evacuating the building, students must follow all directions given by the teachers. All students must leave the building quietly and in an orderly manner. Teachers will lead students out of the building to their assigned area. Students must stay with their homeroom. Attendance will be taken. Students must remain at the assigned area until permitted to return into the building. A signal will be given to re-enter the school. Teachers will communicate this signal and give directions as necessary.

**STUDENTS MUST ACT IN A RESPONSIBLE MANNER AT ALL TIMES FOR EVERYONE'S SAFETY. AT NO TIME IS A STUDENT TO LEAVE SCHOOL GROUNDS.**

### **Gum Chewing/ Food**

Gum chewing is *prohibited* in all areas of the school in order to keep our school clean. Eating of food and drinks is restricted to the cafeteria area for health and safety reasons. Absolutely no food or drinks are allowed in the Gymnasium.

### **Cafeteria**

The cafeteria serves a hot lunch each day during the school year. Students may, if they wish, choose from other selections rather than the hot lunch that is offered. Salads, grinders, soup, and other "specials of the day" are offered. Students may purchase a-la-carte if they prefer. At Swift, students use a Pin Number to purchase food, as they do throughout the Watertown Schools system. Student accounts may be accessed through the Parent Portal so parents and guardians may be able to check and see the amount remaining in a student's account at any time. *The Food Service Department offers on-line payment options through the Parent Portal or student's Campus Portal.*

***\*Please note: Per Board of Education policy, middle and high school students are not permitted to "Charge" their lunch or any café purchase.***

## Passes

**Students must carry their agenda with a pass line filled out in order to leave class at all times, even when called to the office.** They must also have a pass line in their agenda signed for a late arrival to class. If a student arrives late to class without a signed agenda, the teacher will accept them into class and fill out a “Tardy to Class” slip for the Assistant Principal. The Assistant Principal will record all tardies to class. Once a student has earned three tardies to class he/she will receive a warning stating that a detention for each additional tardy after that for the remainder of the school year.

## Social Activities and Field Trips

During the school year there are a variety of special activities held at Swift Middle School. Student participation is contingent upon student behavior. **To ensure the student’s safety, once a student has arrived at an event the student must stay for the entire activity including games. Once students leave the school grounds they will not be permitted to return to the school or to use the school late bus. Students must adhere to all rules that apply in school whether on or off school grounds.** If a student’s behavior becomes disruptive at an activity, a parent will be called to pick the student up from the activity.

When students participate in a field trip, it will be expected that they will be on their best behavior. As representatives of Swift Middle School, their behavior will act as a demonstration of their character outside of the middle school environment. For the safety of all field trip participants, the chaperones’ instructions will be followed. Should an occasion arise, the student may be transported back by car to the school by an administrator and another staff member. Parents will be notified upon arrival to school.

**Students cannot attend special school activities if they have an in-school suspension or an out-of-school suspension, early dismissal or are absent that day. Participation in any special event or extracurricular activity is always subject to the discretion of the administration.** When possible the student’s money for the field trip will be refunded.

## Detentions

We continue to abide by the Swift Code of Conduct that is posted in every classroom in the building and which can also be found in the Swift handbook. This Code of Conduct establishes a list of expectations for all students to follow. These behaviors make our school safe and orderly and insure the optimum

learning conditions for all students. Failure to follow these expectations may result in consequences assigned by a teacher or by an administrator in the form of teacher detentions, office detentions, in-school suspensions or out-of-school suspensions. In addition, we have a program to recognize positive behaviors of our students.

***Teacher Detentions:*** These detentions are assigned by teachers for failure to obey the rules and expectations of the classroom. These may include, but are not limited to: excessive talking or disruption of class, disrespect to teacher or others, disobedience of classroom rules, being unprepared for class, failure to complete assigned work, etc. These detentions are held after school with the classroom teacher and run from 2:40 until 3:25. Students may take the late bus home, walk or get picked up at this time. These detentions are reported to the Assistant Principal and a pattern of repetitive offenses may be cause for more serious consequences.

***Office Detentions:*** Office detentions are assigned by an administrator for failure to obey the rules and expectations of the school. They are served after school from 2:40 until 3:35. Anywhere from one to five office detentions may be given to the student at one time, depending on the offense. A record of these detentions is kept and any student who accrues an excessive number of Office Detentions may be subject to either an In-School Suspension and/or of the loss of privileges, such as attendance at special school events and field trips at the discretion of the administration. Students who receive office detention(s) are given a form to be signed by their parent or guardian and that form must be returned by 8:05 AM the day of the detention with the parent/guardian signature. On the day of the detention, these students must report directly at 2:40 to the detention area. They are given an assignment to complete and are dismissed at 3:35 PM. Failure to report to an office detention or failure to return the signed copy by 8:05 AM will result in an additional detention assigned and the student must then serve two detentions. ***If student fails to serve either one of these office detentions, or misbehaves during the detention, this will result in an in-school suspension.***

***Office detentions or In-School Suspensions*** are assigned for any one of the following reasons:

- Violation of Code of Conduct;
- Disrespect shown towards oneself or others;
- Disrespect shown towards teachers or staff members;
- Disrespect shown towards a substitute teacher;
- Disrespect or misuse of school or personal property; (agendas, lockers, textbooks, etc.);
- Violation of dress code\* (as found in the handbook, or as deemed inappropriate by administration);

- Three unexcused tardies to school (every additional tardy for the remainder of the school year results in an office detention);
- Three unexcused tardies to class (every additional tardy for the remainder of the school year results in an office detention);
- Failure to carry agenda/failure to use agenda properly/defacing agenda;
- Defiance of school/classroom expectations;
- Misuse of cell phone or Internet policy;
- Selling, buying or trading clothing, toys, electronics, etc.
- Missed teacher detention;
- Cheating, forgery, or deliberate misrepresentation (students will also receive a *zero* on the academic work);
- Knowledge of physical or verbal aggression actual or threatened between students without reporting to Swift staff,
- Or any other offense as determined by administration.

***Please Note: multiple office detentions may be assigned as a consequence for any of these infractions, as determined by the administration. In addition, based on the seriousness of the offense, an out-of-school suspension may be assigned at the discretion of the administration.***

### **Out-of-School Suspensions**

Serious acts that endanger others or show a blatant disregard for school rules will result in an ***out-of-school suspension***. This is the highest level of discipline administered by the Swift Middle School administration and is not dealt with lightly. ***Based on the severity of the violation, a student may be suspended from one to ten days with the possibility of a review for expulsion with the Superintendent of Schools.***

Parents or guardians of students who receive out-of-school suspensions will receive a letter informing them of the suspension and a date when the student will be allowed to return to school. A copy of this letter is also forwarded to the Superintendent of Schools

All students who receive out-of-school suspensions are not allowed to come onto the grounds of any Watertown public school during the suspension. In the event of an out of-school suspension, all future trips and privileges (such as the end of year activity) are in serious jeopardy and participation in these events will be discretionary for these students as well.

While suspended, students are expected to complete all classwork and homework provided.

The following offenses will receive an *out-of-school suspension* as a consequence:

- Bullying;
- Fighting, punching, hitting or inappropriate physical contact with another student;
- Threatening or posing a threat of danger to the physical well being of the students or staff whether on school grounds, in the community or online;
- Leaving the school building or school grounds without permission;
- Stealing or attempting to steal school and/or personal property or money from another student or staff member;
- Extortion;
- Smoking or chewing tobacco at any time in any place within the school building or on school grounds;
- Possession of tobacco, lighters, matches, etc.
- Possessing, selling or using illegal drugs, narcotics or alcohol within the school building or on school grounds (as per board policy);
- Possession of any kind of weapon or dangerous item within the school building or on school grounds (as per board policy);
- Verbal or written, obscene, or profane language and/or gestures towards students or staff members;
- Willful disobedience of school rules;
- Willful damage or destruction of school property;
- Any other serious offence as determined by the administration;
- Continued defiance of school rules including, but not limited to multiple detentions, continued non-compliance in the classroom or in school.
- Inciting, promoting or encouraging physical aggression as a participant or bystander.

***Please note:***

- ***Students with repeat offenses that warrant multiple office detentions will receive an out-of school suspension.***
- ***Out-of-school suspensions can last anywhere from one to ten days and may result in a recommendation by the Superintendent of expulsion.***

As always, consequences will be given for inappropriate behavior and/or infractions of the rules that disrupt or interfere with the teaching-learning process. All behaviors will be monitored, tracked and considered for any events or rewards. It is not possible, however, to cover all circumstances or events that could lead to the need for discipline. Individual situations are ultimately left to the judgment of both the teachers and the school administrators.

**Consequences for Bullying** are a serious issue especially at the middle school level. Per state law and Board of Education policy, incidents of bullying will be handled in an appropriate and timely manner.

### **DRESS CODE EXPECTATIONS**

\*Clothing that is deemed inappropriate by administration is as follows:

- Shirts with inappropriate writing or pictures,
- Outerwear including gloves, hats, oversized sweatshirts, winter vests, coats,
- Ripped jeans,
- Pocket chains,
- Spaghetti strapped shirts,
- Inappropriate footwear including flip flops, sandals and sports sandals,
- Any and all undergarments that are showing,
- Any clothing that is suggestive, revealing or otherwise inappropriate for a school setting,
- Pajama tops and bottoms,
- Clothing with writing across the back side of pants.

### **PARTICIPATION IN SPECIAL EVENTS**

Throughout the school year Swift offers many activities for students such as special assemblies and trips. **Participation in these events is only for students who cooperate fully with our school policies on behavior, schoolwork and attendance.** If a student has earned an out-of-school suspension, detentions or an in-school suspension prior to an event or a field trip, the administration may waive the student's ability to attend the function. Students who do not respect the school policies may jeopardize participation in end-of-the-year activities, the school picnic, the eighth grade dance and graduation exercises. **Participation in any special event or any extracurricular activity is always subject to the discretion of the administration.**

### **TEXTBOOKS AND SUPPLIES**

If a student loses or damages property provided by the school, (text, agenda, supplies, keys, locks, or resource materials), the student will be expected to pay for replacement. The textbook price list follows. Other information may be obtained in the office. Access to the **Parent Portal will be denied until payment is made for all lost items or if the item is found. Access to the Parent Portal will not be available until all fees are paid.**

## **TEXTBOOK PRICE LIST**

### **English Language Arts**

Classroom Library Books.....\$8.00

### **Math**

MacMillan Math in Action.....\$34.25  
Mathematics in Life.....\$42.95  
McDougal Little Algebra I.....\$75.90  
Algebra (UCSMP).....\$47.45  
Addison Wesley .....\$39.45  
Prentice Hall Mathematics .....\$56.45  
Prentice Hall Math, Course 1,2,3 .....\$65.00

### **Science**

Prentice Hall Sci. Explorer Series. \$20.00  
Globe Life Science Wrkbk.....\$12.95  
Globe Physical Science Wrkbk .....\$12.95

### **Social Studies**

The American Nation.....\$77.00  
World Geography Today .....\$54.90  
Prentice Hall Explorer Series.....\$17.50

### **World Language**

Avancemos, Level I.....\$67.00  
Cuaderno Workbook .....\$15.30  
Discovering French, Bleu.....\$50.00  
Discovering French Workbook ...\$14.85  
Discovering French Activity Bk...\$18.00  
Discovering Spanish Workbook...\$13.30

### **School Provisions**

School Agenda .....\$4.80  
Elevator Keys .....\$5.00  
Physical Ed. Lockset .....\$8.00  
Physical Ed. Shorts.....\$12.00  
Physical Ed. Shirts.....\$8.00

Revised 9/16

## **P.T.S.O. (Parent Teacher Student Organization)**

Swift has an active Parent Teacher Student Organization (P.T. S. O.) that meets the third Wednesday of each month in the Swift Library Media Center. The organization welcomes all parents, teachers and Swift students to attend and participate. Among the programs sponsored by the group are enrichment programs for students, support for field trips, a staff appreciation luncheon and a scholarship for Swift graduates at Watertown High School. More information can be found on the link on the Swift web page.

## **ENTRY INTO THE BUILDING**

In order to keep our school a safe place, we are asking all visitors to follow a designated procedure for entering our school. The procedure is as follows:

- Press the white call button on the keypad to the right of the main doors.
- The office will respond.
- The door closet to the call button will be unlocked automatically.
- All visitors **MUST** report to the main office.
- Visitors are asked to wear a visitor's badge.
- The office staff will assist in directing all visitors.

***All visitors are kindly asked  
to please turn off cell phones and pagers  
upon entering the building.***

Upper Level

