

Swift
Middle School
2022-2023 Scholar/Parent Handbook



Connecting, Inspiring, Empowering

Mr. Paul Gladfelter
Principal

Mr. John Dolan
Assistant Principal

Mrs. Jennifer Pearson
Counselor

TEAM LEADERS

Mrs. Dana Zuber
6th Grade

Mrs. Tara Leister
7th Grade

Mr. Joseph Pearson
8th Grade

Mrs. Melissa Tucker
Related Arts

1866 Robert Fulton Highway
Quarryville, PA 17566

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This handbook belongs to:

Name: _____

Homeroom #: _____

Swift Middle School

Connecting Inspiring Empowering



2022-2023 Handbook

Dear Scholar and Parent/Guardian

Welcome back! We hope your summer has been enjoyable. We wish you and your learner(s) the very best as we begin the 2022-2023 school year at Swift Middle School. A new year brings with it great anticipation for learners, parents, and the promise of outstanding opportunities for all.

Should questions/concerns arise throughout the year, a network of support is available. The administration, guidance counselor, facilitators, and staff may assist you. Maintaining open lines of communication with families and community members is of the utmost importance in nourishing an effective educational environment.

We set high expectations for the learners at Swift Middle School. These expectations are outlined in the Swift Middle School Handbook. Please review this necessary information with your child and sign and return this page to your child's homeroom teacher. By Tuesday September 7, 2022.

Best wishes for a successful school year!

Sincerely,

Mr. Paul Gladfelter
Principal

Mr. John Dolan
Assistant Principal

My child _____ and I have reviewed the Swift Middle School Handbook for the 2022-2023 school year.

(Parental/Guardian Signature)

(Scholar Signature)

(Date)

“BELL SCHEDULE”

Time			
7:45-8:09	HR		24 minutes
8:09-9:30	Block 1	7 th Grade Related Arts	81 minutes
9:30-10:51	Block 2	8 th Grade Related Arts	81 minutes
10:51-12:57	Block 3A 10:51-11:33	6th Grade Lunch; 7 th & 8 th Gr. Academics	126 minutes
	Block 3B 11:33-12:15	8th Grade Lunch; 6 th & 7 th Gr. Academics	
	Block 3C 12:15-12:57	7th Grade Lunch; 6 th & 8 th Gr. Academics	
12:57-2:18	Block 4	6 th Grade Related Arts	81 minutes
2:18-3:00	Block 5	Study Groups, etc.	42 minutes

2 HOUR DELAY SCHEDULE

Time			
9:45-10:09	HR		24 minutes
10:09-10:55	Block 1	7 th Grade Related Arts	46 minutes
10:55-12:55	Block 3A 10:55-11:35	6th Grade Lunch; 7 th & 8 th Gr. Academics	120 minutes
	Block 3B 11:35-12:15	8th Grade Lunch; 6 th & 7 th Gr. Academics	
	Block 3C 12:15-12:55	7th Grade Lunch; 6 th & 8 th Gr. Academics	
12:55-1:41	Block 4	6 th Grade Related Arts	46 minutes
1:41-2:27	Block 2	8 th Grade Related Arts	46 minutes
2:27-3:00	Block 5	Study Groups, etc.	33 minutes

PRINCIPAL'S WELCOME

Dear Swift Scholar and Parents,

The staff and administration of Swift Middle School is dedicated to providing the best possible education and school environment to our learners.

It is essential that the home and school work together to produce a cooperative atmosphere for the benefit of the learners, the parents, the facilitators, and the entire staff. We welcome parental involvement and will continue to foster it throughout the year.

As your principal, it is my job to make sure your years here are successful. Middle school is a time of preparation and change. In order to be successful you will need to be not only a good scholar, but also a good citizen. Read all the items in the handbook carefully. You will be responsible to know the content of these pages and will be expected to follow the rules and guidelines as they are presented here. By following directions, acting appropriately, and respecting yourself, and others, along with applying yourself to constant growth your time here at Swift will be pleasant and productive.

We look forward to welcoming all of you the first day of school and working towards producing a school environment that is a benefit to all. Please accept our best wishes for success as we begin this new school year

OUR VISION

At Swift Middle School, we envision an educational community, which strives to foster learners who value both citizenship and scholarship in an ever changing technologically advanced world. Therefore, we will endeavor to create an educational environment which meets the challenges and needs of the future.

Our school will engage in partnerships with scholars, parents, community members, and the world.

As educators who are committed to the unique needs of young adolescents, we believe that effective teaching which inspires successful learning, character-building, creativity, a value for education, a productive use of technology as a component of the educational process, and scholar/parent/community satisfaction. These are all priorities of a caring and nurturing school.

The positive educational climate we seek to create will instill in our scholars a desire to become life-long learners in a dynamic global environment.

STRATEGIC PLAN GOALS

In order to implement our shared vision for the future, the faculty and staff of Swift Middle School intend to incrementally achieve the following goals:

In order to insure a safe and secure learning environment for Swift scholars and staff, we will:

- Create and maintain a secure feeling of physical safety for all scholars and staff.
- Research and develop programs and processes, which minimize harassment and bullying.
- Provide opportunities, which promote and exhibit mutual respect and caring toward others in the school and community.

In order to raise growth levels for all scholars by making learning a top priority in all classes we will:

- Provide staff development on strategies of Personalized Learning
- Support, service, and connect with all scholars in grades six, seven and eight through the use of adaptations, accommodations, remediation and enrichment strategies across the curriculum.

In order to raise standard achievement for all scholars by continuously improving teaching and learning through the use of "Best Practice" strategies from research-based programs, we will:

- Provide opportunities for facilitators to improve their own technology competencies to ensure standardization of educational activities and quality of teaching resources and materials.
- Establish a building-wide, yearly focus for instruction, based on a known "Best Practice" which will be the basis for improved instruction across the disciplines

Solanco P.R.I.D.E.
People Respecting Individual Differences Everyday

Solanco PRIDE is based on the concept that we all play an important role in the climate of our school. PRIDE works hand in hand with our District Expectations Initiative. The core values of Respect, Responsibility, Courage and Kindness play a key role in PRIDE. We all want a safe, positive, supportive environment for our scholars in school. This program is not peer mediation, behavior modification, or a discipline program. This program is designed to equip scholars, teachers, staff and parents with the knowledge to help eliminate bullying in our schools.

P.R.I.D.E. Expectations for our school:

- Respect - We will NOT bully others.
- Courage - We will try to help scholars who are bullied.
- Kindness - We will try to include scholars who are left out.
- Responsibility - If we know that somebody is being bullied, we will tell an adult at school and at home.

P.R.I.D.E. ANTI - BULLYING PLEDGE
From: Bullying.org

This is for me... my friends today... and my friends tomorrow.
I think being mean stinks! I won't watch someone get picked on,
Because I am a do something person...not a do nothing person.

I care...I can help change things...I can be a leader!

In my world there are no bullies allowed.

Bullying is bad
Bullying belittles
Bullying bothers me.

I know sticking up for someone is the right thing to do
I am a Swift Middle School Scholar and I won't stand by...

I will stand up.
People Respecting Individual Differences Everyday

Signature: _____

Date: _____

TABLE OF CONTENTS

Handbook Procedures	8
Academic Information	8
Anti-Bullying and Harassment	8
Nondiscrimination/Discriminatory Harassment	9
Sexual Harassment	9
Discrimination	9
PRIDE Bullying Prevention Program	9
Ambassadors (PRIDE)	10
Lend A Hand Lockers	10
Bullying / Harassment Reporting Form (Swift's web page)	10
Safe2say on line form	10
Alcohol, Drugs, and Controlled Substances; Look Alike Substances, and Solvents	10
Activity Period	10
Aerosol Sprays and Other Liquids	10
Attendance	11
Backpacks	11
Breakfast Program	11
Buses	11
Bus Passes	11
Size Limit for Items Carried On Bus	11
Bus and Bus Stop Rules and Behavior	12
Cafeteria	12
Point of Sale System	12
Free and Reduced Price Lunches	13
Cafeteria Charges	13
Cafeteria Misconduct	13
Cameras	13
Child Abuse Reporting	13
Class Parties and Special School Functions	13
Containers/Drink Bottles	13
Custody or Release of Students	13
Computer Misbehavior	14
Conflict Resolution	14
Cutting Class	14
Delays/Cancellations Due to Inclement Weather	14
Discipline/Behavior Guidelines	14
Definition of Levels	15
Academic Dishonesty	15
Defiance/Insubordination	15
Disruptive Behavior	15
Inappropriate Language	15
Late to Class	16
Plagiarism	16
Public Displays of Affection	16
Terroristic Threats	16
Theft	16
Vandalism	16
Discipline Options	16
Teacher Level Discipline	16
Period 10 Detention	16
After School and Saturday Detention	16
R.I.S.E.	16
Out-of-School Suspension	16
Suspension of Bus Privileges	17
Expulsion	17
Reverse Suspension	17
Police Involvement	17
Removal of Privileges	17
SAP Referral	17

Cease and Desist Order	17
Restorative Justice	17
Detention Points	17
Examples of Level Violations	18
Dress Code	19
Drug Testing for Scholar's in Extracurricular	19
Anabolic Steroids	19
Voluntary Drug Testing	19
Early Dismissal	20
Early Morning Arrival/After School Departure	20
Educational Trip Policy	20
Electronic Devices	20
Emergency Cards/Demographic info. Sheet	20
Extra-Curricular Eligibility	21
Gambling	21
Grading System	21
Hall/Bathroom Passes	21
Health Room Procedures	21
Taking Medicine in School	21
Homework	22
Honor Roll	22
Incentives	22
Attendance	22
Behavior	22
Class Grades	22
Quarterly Incentives	22
Internet Policy	23
Lavatories	23
Laser Pointers	23
Lockers	23
Lost and Found	23
Make-Up Work	24
Money in School	24
Moving to Another Attendance Area in Solanco	24
National Junior Honor Society	24
No Excuses	24
Off-Campus Activities	24
Payment of Fines and Charges	25
Physical Education	25
Principal's Breakfast Club	25
Retention Guidelines	25
Safety Drills	25
Selling/Soliciting by Scholars	25
Smoking, Tobacco Products, E-Cigarettes, Paraphernalia	25
Sports Shuttle Bus (To High School)	26
Student Insurance Plan	26
Student Senate	26
Tardiness to School	27
Textbook/Cannon Book	27
Visitors	27
Possession and/or Use of Weapons and Dangerous Instruments	27
Please Note	28

Handbook Procedures

- The handbook is designed to assist scholars in organizing school related information such as homework and project assignments.
- The handbook provides important information related to goal setting and time management. Scholars should utilize this information to assist them in their middle school career.
- **The handbook will serve as the method for passage in the hallways. Scholars must have their handbook in their possession at all times. Teachers will conduct periodic checks to ensure the proper usage of the handbook. Any scholar found not to have a book or to be in possession of a book other than their own, or who defaces, destroys or covers over any part of the handbook section of the assignment book could be referred to the office for disciplinary action.**

PLEASE NOTE

The Swift Student Handbook is a reference of the specific policies and procedures established by the Solanco School Board as well as the state and federal governments. When it is necessary to modify or make additions to the policies and procedures the administration will inform the student body of the changes. Scholars will be held responsible for complying with the established guidelines, policies and procedures even if they are not directly stated in this handbook. All School Board policies are effective as of the date they are approved by the Solanco School

A

Academic Information

Program of Studies

Grade 6

Language Arts
Social Studies
L.E.A.D. (Literacy Enrichment Across Disciplines)
Mathematics
Science

Grade 7

Language Arts
Social Studies
L.E.A.D. (Literacy Enrichment Across Disciplines)
Mathematics
Math Extension
Science
Wellness

Grade 8

Language Arts
Social Studies
L.E.A.D. (Literacy Enrichment Across Disciplines)
Algebra I/Intro to Algebra
Integrated Geography/Innovations
Science

Grade 6,7, & 8

Art
Music
Computer Science
STEM
Family & Consumer Science
Technology Education
Fitness
Activity Period.

Scholars in each grade level will have one block of Related Arts classes which rotate on a six day cycle. Related Arts offerings include: Computers, Technology Education, Art, Music, P.E., Health, FACS, and STEM.

Anti-Bullying and Harassment

Policy #247

Schools have a responsibility to provide a safe and orderly environment for all students. Swift Middle School will not tolerate aggressive, threatening, or violent behavior, which creates and unsafe school environment.

- **Intimidation or bullying, sexual harassment, planning or threatening to harm another scholar, racial, ethnic, or religious slurs, language (written or spoken) or gestures that provide or lead to a physical confrontation are considered aggressive behaviors.**
- Cyber bullying includes, but not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another individual by sending or posting inappropriate or derogatory email messages, texts, digital pictures, or images. **All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the Solanco School District, offenders shall be subject to administrative discipline with potential police involvement.**
- Schools have a responsibility to promote a supportive environment prohibiting hazing of any type. Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following: 1.) Violate federal or state criminal law; 2.) Consume food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical

harm; 3.) Endure brutality of a physical nature; 4.) Endure brutality of a mental nature; 5.) Endure brutality of a sexual nature; 6.) Endure any other activity that creates a reasonable likelihood of bodily injury to the student. Discipline could range from detention to expulsion.

***If bullying, harassment, or hazing is suspected, please report the incident to the building principals immediately so action can be taken to protect students.**

Nondiscrimination/Discriminatory Harassment - School and Classroom Practices Policy #103

- The Board declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

Sexual Harassment

Policy #103

- The policy of the Solanco School District forbids discrimination on the basis of sex against any employee, applicant for employment, or student. The Board of Directors of the Solanco School District will not tolerate sexual harassment by any of its employees or student.
- Conduct of a Sexual Nature: Conduct of a sexual nature may include, but is not limited to the following: sexual activity, verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexually-oriented “kidding,” “teasing,” the use of double-entendre and jokes, and any harassing conduct to which an employee or student would not be subjected but for such employee’s or student’s sex.
- Sexual Harassment: Unwelcome conduct of a sexual nature constitutes prohibited sexual harassment if:
 1. Submission to the conduct is made either an explicit or implicit condition for employment, or award of grades, or other measures of student achievement; or
 2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee or any decision affecting a student; or
 3. The conduct substantially interferes with an employee’s or student’s performance, or creates an intimidating, hostile, or offensive work or school environment.
- Any sexual activity between employees and students constitutes prohibited sexual harassment under this policy (consensual sexual activity among students is covered under the Student Discipline Policy.)

DISCRIMINATION

Policy #103

- Consistent with the Pennsylvania Human Relations Act, no student shall be denied access to a free and full public education on the basis of race, religion, sex, color, national origin, or disability.
- **Notice of Non-Discrimination**
Solanco School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact the Office of the Superintendent (717-786-8401) or at the Solanco Central Office at 121 South Hess Street, Quarryville, PA 17566.
Solanco’s Title IX Coordinator is Assistant Superintendent Dr. Robert Dangler.
- **Title IX Statement**
It is the policy of the Solanco School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding the compliance with Title IX may be directed to the **Superintendent’s Office, Chief Educational Officer**, 121 S. Hess Street Quarryville, PA 17566, 717-786-8401
- **Section 504 Statement**
It is the policy of the Solanco School District not to discriminate against employees with disabilities in the employment and operation of its school, its educational programs, services and activities, and in any other area where compliance is required by Section 504 of the Rehabilitation Act of 1972. Inquiries may be directed to the **Superintendent, Chief Educational Officer, who will direct the concern to his designated 504 Compliance Coordinator**, 121 South Hess Street, Quarryville, PA or phone 717-786-8401.

PRIDE Bullying Prevention Program

Under this middle school initiative, the following actions may meet the threshold of bullying:

- Saying mean or hurtful things, make fun, or call a person mean or hurtful names more than one time.
- Completely ignore or exclude a person from your group of friends or leave a person out of things on purpose
- Hit, kick, push or shove another individual
- Tell lies or spread false rumors about a person, or send mean notes (messages, texts, or etc.)

Ambassadors (PRIDE)

- “PRIDE Ambassadors” is a group of selected scholars in grades 7 & 8 who work to make the school environment a better place. One way the group strives to do this is by leading classroom meetings once a month on Respect, Responsibility, Courage and Kindness. Additionally, scholars involved in this program are provided leadership training which will enable them to take a proactive stand on the issues and concerns of the student body.

Lend A Hand Lockers

- There are four lockers painted black for scholars to place a note in if they need help or know someone that needs help. The lockers are checked multiple times a day to ensure that if a scholar does need help they receive it in a timely fashion.

Bullying / Harassment Reporting Form (Swift's web page)

- On the Swift's website there is a place to report bullying and harassment. Look for the red **Bullying / Harassment Reporting Form**. Click on the red words and start filling out the form. Once submitted the form will be sent to Mr. Gladfelter and Mr. Dolan.

Safe2say on line form

- The state of Pennsylvania has come out with a new website to report concerns. When you fill out this report, it will be set to the state and they will inform the school district of the concern.

Alcohol, Drugs, and Controlled Substances; Look Alike Substances, and Solvents (Policy #227)

- This policy and its associated guidelines are an effort by the School District to respond effectively to the potential and current use and abuse of alcohol and drugs by members of its school population.
- For purposes of this policy, “substance” shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, and chemical, any abused substance or any medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include, but are not limited to, beer, wine liquor, marijuana, cocaine, crack, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the scholar's health record, and given in accordance with the School District's policy for the administration of medication to students in school. The School District will work through curriculum and classroom activity, administrative and faculty effort, and disciplinary procedures to prevent and intervene in the use or abuse of substances by members of the school population. As an extension of this policy, school guidelines shall be used with reasonable judgment, when responding to drug and alcohol or other substance-related situations.
- These guidelines have been created as one part of this policy. They are intended to provide a consistent means for effectively responding to alcohol, drug, and other substance related situations that may occur at school or at school sponsored events. They have been written with the consideration for the legal rights and responsibilities of administrators, faculty, scholars, and parents who may find themselves involved in such situations. Situations wherein a student demonstrates obvious symptoms of possible substance use (staggering, slurred speech, dazed appearance, incoherence, inability to respond) or possession of drugs or alcohol, shall generally be handled according to the procedures of this policy, and as a health problem and potential emergency.
- Situations regarding sale, exchange, transportation, or delivery of substances will also generally be handled according to the procedures established in this policy.
- This policy sets forth intended guidelines for dealing with drug and alcohol and other substance related problems. However, the rules set forth are merely guidelines and shall not constitute a limitation on the authority of teachers, administrators, and the school board to respond differently (or to impose additional sanctions such as exclusion from an extracurricular activity) as may be appropriate based on the facts and circumstances of any particular case.
- As required by State Law, disciplinary action, which results from possession, use, and/or abuse of alcohol, drugs, and controlled substances, is recorded in the student's cumulative folder, and becomes a part of his/her permanent record.
- White-out, glue, adhesives, nail polish remover, etc. are considered toxic and, therefore, fall under the drug and alcohol policy as noxious substances. Students may not carry these in the school and may use only under the direct supervision of a teacher.

Activity Period

- Scholar Activities are scheduled during activity period (Friday Block 5). Scholars select their Activity choices from among a list of possibilities. Because of the limited number of scholars that a faculty can supervise, and space restrictions, every scholar may not get his/her first choice. Make all Activity selections carefully.

Aerosol Sprays and Other Liquids

- Because of the potential of allergies and misuse that could result in injury to eyes, lungs, skin of others, no aerosol sprays of any kind are permitted in school. Sprays will be confiscated and discipline could occur.

Attendance

Policy #204

- To become successful in school, just as in the work place, regular attendance is extremely important. Missing school makes it difficult to make-up work and learn effectively. Help yourself achieve success by attending school regularly. School attendance will be strictly monitored for all students at all times.
- Immediately upon returning to school after having been absent, students must submit to the morning desk or the office, a written excuse signed by a parent, guardian, or doctor stating the reason for absence. Failure to submit an excuse signed by a parent or guardian within 48 hours after return to school will result in the reason for the absence being considered unlawful.
- The Pennsylvania Public School Code specifies that school attendance is mandatory between the ages of six and eighteen. More than three illegal and/or unexcused absences make a student and parent/guardian liable for a fine of up to \$300.00 and/or court-ordered community service. Generally speaking, only illness to the student or death in the immediate family is considered as lawful absences. There are some exceptions to this guideline but they are few and very rare. The principal may require a doctor's excuse for any "sick" absence regardless of duration, if he/she feels that a parent or student is misusing the legal absence law. Three consecutive days of absences will result in the need of a doctor's note to help insure the student is healthy.
- A maximum of ten days of cumulative **lawful** absences, verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days should require an excuse from a physician.
- If a pattern of unlawful absences occurs, the following procedure will be used:
 1. After three (3) unlawful absences, the parent or guardian will be served with an official FIRST NOTICE. This notice indicates that the absolute maximum number of unlawful absences has been reached.
 2. After the FIRST NOTICE has been served, any additional unlawful absences will result in a fine through District Magistrate's office.
 3. A student is responsible to meet with his or her facilitator regarding make-up work. A student may receive a grade of "F" for work missed during an unlawful absence.
- **If you are absent from school during the day, you may not participate in any after school or evening activity sponsored by the school during the same day.**

B

Backpacks

- Scholars are not permitted to carry backpacks from class to class. They should be left in the locker before homeroom and only used to transport books and assignments to and from school. Scholars are permitted to go to their locker at regular intervals throughout the school day to get the materials they need. Lockers are narrow and do not accommodate large, wheeled packs. Any pocketbook large enough to carry a book may not be carried during the school day and must be left in the scholar's locker.
- Scholars will receive a small computer bag to transport their computer around the school and back and forth to home.

Breakfast Program

- A grab-n-go breakfast is available each day in the Cafeteria. Scholars can purchase this meal and take it with them to eat in homeroom. There are free and reduced rates for those that apply and qualify.

Buses

Bus Passes

- Scholars must ride their designated bus to and from school and only use their assigned bus stop. Scholars desiring to take a bus other than their regular bus must bring a note from home to the morning lobby desk. Parents will be contacted if additional information is needed. If a scholar is to go home with another scholar **written notification will be required from each scholar's parent/guardian** before any passes are issued. Scholar phone calls to request parent permission to invite scholars to their homes will not be permitted throughout the school day. Upon dismissal, scholars are not to loiter near the buses and in the bus parking area. Parents picking up scholars at the end of the day should do at the designated parent pick-up area in the front of Swift Middle School.
- No using phones or other devices to take pictures or videos on the school bus.

Size Limit for Items Carried On Bus

- To help ensure the safety of all scholars and drivers on our buses, the Solanco School District has established a size limit for backpacks, musical instruments, sports bags and other items brought on buses by scholars. All items carried on buses must be held in the scholar's lap while the scholar is sitting in a bus seat. Bags, instruments and other items cannot be placed in the aisle and they cannot obstruct scholars when boarding or exiting a bus. Items that are too large to hold on a scholar's lap will not be permitted on the bus.

Bus and Bus Stop Rules and Behavior

Refer To Policy #810

1. All school rules apply while waiting at bus stops, during loading, riding, and unloading of buses.
 2. The bus driver enforces rules to maintain safety on the bus.
 3. Remain seated and facing forward while the bus is in motion as this may be distracting to the driver or to other motorists.
 4. Keep bus clean, no eating or drinking on the bus
 5. Be respectful of the driver and all other riders.
 6. Student are not permitted to take pictures/videos.
- Students and parents should be aware that, according to the Pennsylvania Public School Code, transportation of public school scholars is a **privilege, not a guaranteed right**. Pennsylvania school administrators have the authority to suspend bus riding privileges of disruptive and/or disorderly students for a temporary period of time, or an entire year, if necessary. Parents/guardians are then responsible for the transportation of their child to and from school. During a period of suspension of bus privileges, the Compulsory School Attendance Law of Pennsylvania is still in effect. Therefore, students who do not attend school without an excused reason for absence, will have those absences considered unlawful.

Solanco School District

School Bus Audio and Video Monitoring Policy

The Solanco School District wants to ensure the safety of its students while being transported to and from school and school-related activities on school buses. As part of its safety effort, the School District has placed surveillance cameras with video capabilities on all school buses to protect scholars, deter and detect scholar's misbehavior.

The School District affirms that scholars **should not** have an expectation of privacy when riding the School District's buses, nor should they have an expectation that school bus surveillance cameras will not record their actions or words. The School District asserts that scholars and their parents/guardians consent to the District's audio/visual monitoring through the students' use of the school buses.

C

Cafeteria

- The school cafeteria provides a nutritious lunch each day for scholars who choose to purchase one. Milk, a sandwich, and soup or salad may be purchased separately. There are three lunch groups daily:

10:51-11:33	- 1st lunch period
11:33-12:15	- 2nd lunch period
12:15-12:57	- 3rd Lunch period
- The cost of a school lunch is \$2.50 per scholar. Milk alone is \$.50. Reduced pay is \$.40 per scholar. All are subject to change.
- Cost of school breakfast is \$1.25 per scholar and \$.25 for scholars receiving reduced meals. (All meal prices are subject to change)
- **Point of Sale System**
 - The point of sale system allows parents/guardians to pre-pay for their child's meals in convenient amounts. Scholars are assigned a unique pin number which allows them to access their account and deducts the cost of their purchase. Parents/Guardians are encouraged to send a check in with their scholars, although cash is accepted. The following are the procedures for the system:
 1. A check/money should be placed in the envelope with the child's name, grade, homeroom, and amount enclosed.
 2. The scholar should deliver the envelope to the cafeteria cashier in the lobby before the start of the school.
 3. When the scholar purchases a meal, the cost of the meal will be deducted from their account. When the account is running low, the scholar will be given an envelope to indicate this.
 4. Free and reduced lunch scholars will also use the same system in order to track their meal purchases.
 5. Money for reduced meals will be collected and credited in the same manner as "full price" meals, but at the reduced rate.
 6. Note: a \$10.00 service charge for returned check will remain in effect.
 7. Scholars will not be permitted to charge a second meal until the first charge has been paid. Please check with your child to verify they have a sufficient account balance.
 8. The website to put money into your child's account is: www.lunchprepay.com
 - To help you decide how much money to send, here are some examples.

Type of meal	8 weeks	4 weeks	2 weeks
Reduced-pay (\$.40)	\$16.00	\$ 8.00	\$ 4.00
Full-pay (\$2.50)	\$100.00	\$50.00	\$25.00

- **Free and Reduced Price Lunches**

- The Solanco School District offers free and reduced price lunches to those scholars whose parents qualify based on their income level. A copy of the complete school policy on Free and Reduced Price Lunches is available in the Main Office. Scholars wishing to apply for this program or determine their eligibility, should stop in the office and ask for a copy of the policy.

- **Cafeteria Charges**

- The policy of allowing a scholar to charge lunch is available only to assist the scholar who might, on a rare occasion, forget lunch or lunch money. This program is not to provide for scholars or parents who have financial difficulties. The above-mentioned Free and Reduced Price Lunch Program is for that purpose.
- The following procedure for lunch charges will be followed:
 1. One charge may be made in an emergency situation only (as when a scholar forgets money or lunch).
 2. We ask that parents and scholars attend to charges as soon as possible and not charge a second time, until the first charge has been paid in full. Charges may only occur for the price of a lunch (no snacks or a la carte items may be charged). Charges should be paid within one week if possible.
 3. If charges become excessive a scholar may no longer be allowed to charge lunch or breakfast.

- **Cafeteria Misconduct**

- The cafeteria besides being a lunchroom is also a place where good human relationships may be developed. Each scholar is expected to practice good manners. Simple rules of behavior make the lunch period orderly and pleasant.
 1. Each scholar is responsible for what he or she brings to the table, and all the people at the table are responsible for leaving the table and floor area clean.
 2. Scholars should display respect for each other in the cafeteria by waiting in line to be served, cleaning off their tables when finished and maintaining a conversational voice level.
 3. Monitors will have lavatory passes. Scholars must obtain a pass from the monitor.
 4. Scholars are to remain seated at tables until dismissal. Discipline will range from lunch at the detention table, lunch detention, and a loss of privilege to eat in the cafeteria to out of school suspension depending on the severity and number of violations.

Cameras

- Swift Middle School uses digital technology to record and monitor activities in and outside of the school building. There is approximately 100 cameras throughout the building recording at all times.

Child Abuse Reporting

- The Pennsylvania Child Protection Service law requires school personnel to report any suspected cases of child abuse. The school is directed to cooperate with the agencies conducting the investigation. The law is very clear that the school's role is simply to report, not to conduct an investigation.

Class Parties and Special School Functions

- The regular school dress code applies.
- Only Swift scholars in the grade level holding the party may attend.
- Unless some specific outside activity is planned, no one will be permitted to leave the place where the party is held until it is over. The only exception will be upon special written request by a parent, submitted in advance, and approved by the Principal.
- Scholars must be in school during the day in order to attend any after school activities.
- All school rules apply! No personal electronic devices should be used during after school incentives.

Containers/Drink Bottles

- Scholars are permitted to carry water bottles in school containing water only. NO ENGERY DRINKS ARE PERMITTED.

Release or Custody of Students

Policy #238

- In all cases of child custody the school will make a practice of returning the student each day to the custody of the person from whom the school received custody. In situations of divorce or separation the school will release the custody of the child on any given day to the parent or guardian of record at the time of enrollment. Any parent or guardian who must seek release from school for a son or daughter by picking them up during the school day for

some urgent reason or a doctor or dental appointment must present themselves at the main office to be properly identified and to sign out the student in a log. In the event that someone unknown to the school attempts to affect the release of a student from school, that release will be prohibited unless the parent or guardian of record makes arrangements for such a release. Should an instance of this nature occur without parental contact, the school shall contact the home. Any person attempting to secure the release of a student unlawfully, without parental permission, shall be subject to prosecution.

Computer Misbehavior

- The laptops, chrome books, and classroom computers are equipped with hardware and software that are used by all the scholars in the school. In order for the equipment to be operating properly when scholars wish to use it, all scholars have a responsibility to respect the equipment and to use it in its intended manner. The following abuses of computer-related equipment will result in school discipline:
 1. Altering the condition of the equipment, including disconnecting cables, switching keyboards or disassembling of mice will result in administrative discipline.
 2. Intentional crashing of programs or rearrangement of the hard drive, damage to hardware or software is destruction of school property and will result in restitution of damages and administrative discipline.
 3. Intentional destruction of another scholar's computer, work will result in disciplinary action.
 4. The unauthorized use of a teacher/staff computer is a serious offense.
 5. The purposeful search and/or viewing of inappropriate information or pictures on the Web.

Conflict Resolution

- If a problem develops between a scholar and staff member, the scholar and parents are encouraged to first contact the school employee involved, to clarify issues and reach a solution. If a satisfactory decision cannot be reached, scholars and parents are encouraged to contact the guidance counselor, then the principal, if needed. If a problem develops between a scholar and another scholar, the scholar is encouraged to contact the guidance counselor. One of the methods for resolving conflict between scholars is Peer Mediation. Solving problems as soon as potential conflict develops with those directly involved usually ensures a higher rate of scholar/parent/staff member satisfaction.

Cutting Class

- A scholar who deliberately cuts class will be assigned administrative discipline, and will need to make up the class work or time missed in class. Parents will be notified.

D

Delays/Cancellations Due to Inclement Weather

- Phone call to homes will inform you of delays/cancellations.
- Solanco app will inform you of delays/cancellations.
- If weather conditions may cause school to be canceled, listen to one of the following stations:

WGAL-TV	-	Channel 8	WNCE-FM	-	Dial 101
WLYH-TV	-	Channel 15	WLPA-AM	-	Dial 1490
WDAC-FM	-	Dial 94.5	WIOV-FM	-	Dial 105
WGSA-AM	-	Dial 1310	WJTL-FM	-	Dial 90.3
WCOJ-AM	-	Dial 1420	WQXA-FM	-	Dial 105.7
WLAN-FM	-	Dial 97	WLAN-AM	-	Dial 1390
WBSA-AM	-	Dial 91			

During inclement weather, it is wise to continue to listen to a station even after the first report of a delay has been announced. Occasionally, a one hour delay can later be changed to a two hour delay, or even a cancellation.

DISCIPLINE/BEHAVIOR GUIDELINES

- Discipline is synonymous with teaching and learning, and if learning is to prevail, discipline is essential. Scholars have a great responsibility in being good citizens of our school. The emphasis should be on Respect, Responsibility, Kindness and Courage.
- Our Discipline code seeks to reinforce these expectations, and develop more positive, appropriate behaviors in our scholars.
- Discipline problems occur for a variety of reasons and in varying degrees of frequency and severity. The following terms are defined so that scholars, parents and school personnel understand clearly the actions that will be subject to administrative discipline.

- 1. Assault** - An unlawful physical attack on someone which results in the act of beating or the use of force upon the person is a serious offense. An assault usually results in a suspension from school. Police may be notified and charges may be filed, either by the victim or by the school.
- 2. Fighting** - Aggressive, physical conflict between two or more scholars is considered fighting. Because of the potential danger to the health and safety of the scholars involved, as well as to others who may be nearby, administrative discipline in the form of suspension may be assigned.
- 3. Altercations** - Pushing, shoving, tripping or causing a confrontation with another scholar is an altercation. Since altercations often develop into fights, they are considered serious and administrative discipline will be assigned.

DEFINITION OF LEVELS:

- Below are behaviors that are categorized as Levels 1, 2, 3, and 4 violations. Flagrant continuation of any Level 1, 2 or 3 violation may result in the administration responding to that action as a Level 4 violation.

Depending on the circumstances, a violation listed under a particular level may be treated as a higher level offense, and a scholar may be subject to suspension or expulsion for a single incident or for misconduct not specifically listed under Level 3 or 4. The recommended discipline set forth should be considered minimum penalties for designated violations.

- Level 1** – Scholar misbehavior that impedes orderly classroom environment or interferes with the orderly operation of the school
- Level 2** – Scholar misbehavior, through its frequency or seriousness that tends to disrupt the learning climate but does not directly affect the health and safety of others.
- Level 3** – Acts directed against persons or property but the consequences of which do not *necessarily* endanger the health or safety of others in the school.
- Level 4** – Acts which are violent or pose a direct threat to the safety of the scholar or others or which prove significantly disruptive to the education process

Academic Dishonesty

- Cheating in the Middle School occurs when a scholar has taken another person's thoughts, writing or work and submits this work as his own. Some examples of cheating are:
 1. Using published works bearing copyrights without giving credit to the author or publisher.
 2. Copying another scholar's answers on a test.
 3. Talking during a test.
 4. Copying another scholar's homework with or without their consent.
 5. Using written answers prepared before the test unless the test is open book or open notes.
 6. Passing answers to other scholars on a test previously taken.
 7. Making work available for someone else to copy.
 8. Changing answers on work being corrected without permission
- Anyone cheating or contributing toward cheating may receive a failing grade in the assignment. Parents will be notified of the incident by the teacher and/or administrator. The scholar will potentially receive discipline due to academic dishonesty.

Defiance/Insubordination

- Any scholar who willfully refuses either by word or action to comply with reasonable request or direction from a faculty member or adult in charge will be subject to teacher and/or administrative discipline.

Disruptive Behavior

- Language, gestures, noises or actions which distract, disturb, or seriously interfere with the effective functioning of the teacher, scholars, class or school will not be tolerated. Discipline could occur with teachers and/or administrators.

Inappropriate Language

- In order to provide a conducive climate for learning, Swift Middle School has an expectation that all scholars, visitors and staff refrain from the use of foul, inappropriate, or vulgar language. Abusive language directed toward a staff member will be considered a serious offense. Notes or written messages containing foul or inappropriate language also fall under this category. Discipline could occur with the teacher and/or administrators.

Late to Class

- Scholars are expected to report to each class in a timely manner. A maximum of three minutes to change classes is permitted. Scholars who are late are expected to have a pass from a teacher. Repeated lateness will result in parental contacts along with a possible office referral.

Plagiarism

- The acknowledgment use of words and or ideas of any published work without the author's permission is a form of academic dishonesty. Scholars who copy a writer's work without giving the author appropriate credit will be guilty of plagiarism and may receive a failing grade for the assignment and may receive discipline.

Public Displays of Affection

- Public displays of affection are not acceptable in our educational environment. These may include, but not limited to: kissing, hand holding, walking arm in arm, or other forms of physical contact.

Terroristic Threats

- An intention to harm school personnel and/or scholars either spoken or written is considered a terroristic threat. A threat against others, with or without mention of dangerous weapons, will be treated as a serious offense and is subject to administrative discipline. In some cases, police may be notified and charges filed.

Theft

- Any scholar who takes property that does not belong to him/her without the permission of the owner is subject to administrative discipline. In some cases police may be involved.

Vandalism

- When an offense involves defacement of school property, parents will be notified and restitution will be sought in the form of money and or services. The district reserves the right to press charges with local law enforcement.

Discipline Options

1. **Teacher Level Discipline** – Teachers will handle discipline at the classroom level when possible, before involving the administration. This could include: conferences, warnings, seat changes, parental contacts, teacher led lunch detentions, time-outs, along with other possible classroom management strategies.
2. **Block 5 Detention** -- (1 detention point) Forfeiture of club and study group activities.
 - a. There will be no talking, sleeping or disrespect while in detention.
 - b. Scholars will sit where the supervisor places them, without question.
 - c. Dismissal from detention or defiance will potentially result in R.I.S.E. placement.
3. **After School and Saturday Detention** – (1.5 detention points)
In certain cases a scholar may be required to remain after the conclusion of the normal school day for infractions of school regulations. After school detention is held following the regular dismissal time from 3:00 p.m. until 4:00 p.m., under supervision of a staff member and scholars will need to be picked up by 4pm, unless otherwise notified by administration. Saturday detentions could be assigned and coordinated with parents/guardians by the administrator.
 - a. The time in detention is to be spent working constructively.
 - b. If homework is complete, scholars will read appropriate material that must meet the approval of the instructor.
 - c. Scholars should be quiet, respectful, and productive while in detention.
 - d. Scholars will remain in assigned area unless granted permission.
 - e. Dismissal from detention based on defiance can result in an In-School Suspension placement.
 - g. Only in the case of an emergency will a student be allowed to leave an assigned detention.
4. **R.I.S.E.** (In-School Suspension) (1.5 detention points) Restorative Improvement for Success in Education
Scholars who are placed in In-School suspension should report immediately to the office at the start of the school day. Scholars should come prepared with texts, paper and writing instruments. Suspension scholars have lost the privilege of interacting with the student body and will eat lunch within the classroom. All assignments provided are to be completed prior to leaving the suspension room. A failure to complete assignments will potentially result in the scholar being reassigned for an additional day. Each day of RISE counts for 1.5 points per day.
5. **Out-of-School Suspension** (5 detention points)
Scholars assigned out of school suspension are to complete all course work assigned to them during their suspensions. The teachers will provide assignments but it is the scholar's responsibility to make arrangements to pick up and complete these assignments. Arrangements to pick up the assignments are to be made by contacting the office. All assigned work must be completed within three days of the return to school unless another deadline is specified on the assignment. **Scholars are not permitted on any district property during the time of suspension.**

6. **Suspension of Bus Privileges** (1 detention points)

These privileges could be withdrawn when violations of the bus code occur. Scholars will be removed from the bus for a set period of time and may be required to have a parent conference before returning to the bus.

Expulsion

Expulsion is exclusion from school by the Board of School Directors for a period of time and may be a permanent expulsion from the school rolls. All expulsions require a formal hearing. Once expelled, the person is not permitted to attend school related activities on district property or elsewhere. The following could be expellable offenses.

- drug and alcohol violations
- weapons violations
- criminal offenses
- violation of penal code
- assaults
- fights
- false alarms/bomb threats -harassment
- endangering the health and safety of oneself and others
- defiance/insubordination
- repeated violations of school rules

8. **Reverse Suspension** - (1 point)

In certain cases a parent may be asked to come in and spend the school day with their child. They would walk the scholars schedule for the day. Parent must follow all school rules when in school with their child.

9. **Police Involvement**

In the event a specific crime has occurred the district reserves the right to press charges with the local law enforcement agency. All violations of the drug, alcohol and weapons policies will involve the local law enforcement authorities.

10. **Removal of Privileges**

School privileges may be withdrawn when scholars violate provisions of the discipline code. These may include extracurricular (athletic and non-athletic) activities, school social events and/or membership or leadership positions in activities, classes or other school organizations. Also, scholars may be removed from the cafeteria for inappropriate behavior.

11. **SAP Referral**

Certain disciplinary infractions could result in scholars being assigned to participate in the Student Assistance Program

The administration reserves the right to adapt and revise the disciplinary code as necessary depending on the circumstances in order to assure a safe and secure learning environment for students and staff. Each case is judged individually.

12. **Cease and Desist Order**

Both scholars who have been involved in a bullying/harassment issue will potentially sign this order. Scholars will have no further contact with each other. If order is broken, scholars will receive some discipline.

13. **Restorative Justice**

A relational approach to building school climate and addressing scholars behavior. The approach fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment.

Discipline Points

- The teachers may assign a lunch detention as a consequence for misbehavior. The Principal may assign other options for discipline which may include club detention, After-School Detention, and R.I.S.E. Each detention is assigned a point value.

<u>Consequence</u>	<u>Points</u>
• Block 5 Detention	1
• After School Detention	1.5
• R.I.S.E.	1.5
• Bus Suspension	1
• Lunch Detention	1
• Saturday Detention	1.5
• Reverse Suspension	1
• Cease and Desist Order - Principal's Decision	
• Restorative Discipline - Principal's Decision	

- **Restorative Improvement for Success in Education** is an in-school day program, also known as **R.I.S.E.**

EXAMPLES OF LEVEL VIOLATIONS

Examples of Level I Violations	Examples of Level II Violations	Examples of Level III Violations	Examples of Level IV Violations
<ul style="list-style-type: none"> -Tardiness/unexcused lateness -Misuse of pass -Cutting Class -Failure to complete assignments or carry Out directive -Inappropriate language, not directed at any particular person - Abuse of hall privileges -Minor classroom/school misconduct -Chewing gum/food without express Permission -Public displays of affection -Minor defacing of school property -Cafeteria misconduct (for elementary students) -Dress guideline violations 	<ul style="list-style-type: none"> -Repetitions of Level I -Truancy -Leaving school grounds -Leaving class without permission -Academic Dishonesty -Use or possession of tobacco products -Inappropriate language directed at a Peer -Bus misconduct -Assembly misconduct -Cafeteria misconduct -Failure to complete assigned Level I discipline 	<ul style="list-style-type: none"> -Repetitions of Level 1 & 2 Infractions -Vandalism of School Property -Vandalism of student/staff property -Theft -Fighting -Assault -Behavior that results in bodily harm/property damage (to self or others) -Defiance/disrespect -Harassment -Intimidation of or threat against Another student/staff -Violation of Internet Policy -Inappropriate sexual behavior -Cyber bullying 	<ul style="list-style-type: none"> -Repetitions of Level 1, 2, 3 violations -Arson -Bomb threat -False Fire Alarm -Possession/use/transfer/sale of a weapon (Policy 218.1) -Physical attack of a school employee -Use/possession/transfer/sale or use of drugs, drug paraphernalia, alcohol or other controlled substance or “ look alike “ (Policy 227) -Other behaviors judged as Level 4 offences by the administration
<ul style="list-style-type: none"> Examples of Recommended Discipline for Level I: (Not limited to one) 	<ul style="list-style-type: none"> Examples of Recommended Discipline for Level II: (Not limited to one) 	<ul style="list-style-type: none"> Examples of Recommended Discipline for Level III: (Not limited to one) 	<ul style="list-style-type: none"> Examples of Recommended Discipline for Level IV: (Not limited to one)
<ul style="list-style-type: none"> -Behavior contract -Verbal reprimand -Conference -Parent contact -Apology from student -Assigned seating -Clean-up area -Detention -Suspension of privileges -Referral to guidance counselor -Restitution 	<ul style="list-style-type: none"> -Any Level I option not used -Administrative discipline ranging From detention, ISS, or Saturday Suspension -Restitution -Suspension of bus privileges -Referral SAP Instruction Support team -Loss of driving privileges -Referral to Legal Authorities -Community Service 	<ul style="list-style-type: none"> -Any previous option not used -Suspension/In-school suspension -Referral to Legal Authorities -School Board Review -Expulsion 	<ul style="list-style-type: none"> -Suspension/In/In-School -Referral to Legal Authorities -School Board Review -Expulsion

Dress Code

Policy #221

- The Swift scholars should dress for success. Clothing should reflect a pride in the school and in oneself. Neither temperature, nor style, should negate our school's emphasis on modesty and personal pride. Students are expected to dress in keeping with good taste and propriety. Any item of dress or personal style, which is disruptive to the orderly operation of the school, is not permitted.
 1. Extreme styles, including miniskirts or short dresses, halter-tops, exposure of midriff or navel, or clothes worn in an unusual or distracting manner are not permitted. Visualization of underwear is not permitted.
 2. All articles of wearing apparel displaying indecent writing, illustrations or pictures, racist statements, references to tobacco, beer, liquor, wine, drugs, sex, or graphic illustrations of violence are not permitted. Students will be asked to change immediately.
 3. Sleeveless shirts, tank tops and muscle shirts are not permitted unless they are worn with sleeved shirts, bare shoulders are not permitted.
 4. Shorts should be of modest length and material. Inseams should measure 5" or longer. Holes in pants, shorts, skirts, which go above the 5" inseam, must be patched or learners should wear something underneath.
 5. Skirts of mid-thigh length or longer, when worn properly, will be permitted. Hems must be no higher than the ends of the fingertips when arms are hanging freely by the side..
 6. Hats, caps, hoods, scarves, bandanas, nor any other distracting head wear may be worn in school without receiving prior administrative approval. (Please Note: hats should be removed as soon as you enter the building and should only be put on again as you exit the building.)
 7. Sunglasses may not be worn in the building without prior approval.
 8. Coats, jackets, and windbreakers may not be worn to class at any time. These must be placed in the locker in the morning when students arrive at school. Our school is air-conditioned and climate controlled. If students are chilly in class, they are encouraged to bring a sweater or sweatshirt and leave it in the locker throughout the year.
 9. Scholars should be aware of the messages written on clothes they wear. Students should not wear clothing, which carries a double meaning of a sexual or vulgar nature.
 10. Flip-flops are potentially dangerous and carry the risk of coming off or being stepped on by others. For safety's sake they are not recommended.
 11. No person shall attend school or class in bare feet or just socks. If the student immediately, or within a given time does not make appropriate changes, or if a scholar needs to be told twice about their inappropriate clothing, he/she will be sent to the office for potential disciplinary action.
 12. Pajamas and slippers are not considered appropriate attire for school and may not be worn.

Drug Testing for Scholar's in Extracurricular/Co-curricular Activities and Student Drivers

Policy # 227.2

- The Solanco School District recognizes that drugs have a serious and deleterious effect on students' motivation, memory, judgment, coordination, reaction time and overall performance. Long-term use of these substances can compound these problems and negatively affect scholars academically, physically, and emotionally.
- These concerns, in conjunction with the health and safety risks associated with students participating in extracurricular/co-curricular activities or operating motor vehicles while impaired, and the recognition that drug use and abuse exists throughout all facets of our secondary student population, have compelled the development of this policy.
- Participation in school-sponsored athletic activities and student use of school parking facilities is a privilege and not a right. Accordingly, students participating school-sponsored athletic activities or with parking privileges carry a responsibility to themselves, their fellow students, their parents/guardians, and their school to exercise prudent judgment, which includes avoiding the use of drugs and alcohol.

Anabolic Steroids:

Policy #227

- The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Voluntary Drug Testing:

Policy #227.1

- This policy provides from drug testing of middle school and high school students who consent to such testing, along with a parent or guardian if the student is under the age of eighteen. (18).
- Once a scholar signs a Drug Testing Consent Form, the student is enrolled in the voluntary drug testing program until the district receives written notice requesting the student's name to be removed. A dated written statement signed by both student and parent or guardian must be submitted revoking consent to participate in the program.

E

Early Dismissal

- Parents must contact the office either in writing, by telephone, or in person, when requesting early dismissal of a scholar. Anyone coming to pick up a scholar early must report to the office and identify themselves. Anyone leaving early must be signed-out on the Raptor System in the Main Office. Scholars who leave before 11:00 and do not return will be considered absent the full day. After 11:00 = 1/2 day absent.

Early Morning Arrival/After School Departure

Policy #804, #122

- Bus transportation is provided for students in the Solanco School District. Therefore, students should ride their assigned bus to and from school every day. In a situation where a student must be dropped off at Swift by a parent, arrival should not be before 7:30 a.m. without prior approval. Students who occasionally must be dropped off at school because of unusual circumstances may enter the building and remain in the lobby area until the 7:45 a.m. bell rings.
- Scholars and parents should also be aware that Swift Middle School closes to students at 3:05 p.m., following afternoon dismissal. The only students permitted to remain after school are those who have prior permission to be under the supervision of a teacher or staff member. **This policy applies to student spectators at after school athletic events or evening musical performances. Student spectators must be supervised by a staff member, parent, or other responsible adult.**
- Any student who remains unsupervised in the building after school, without prior approval by the principal, will be subject to potentially disciplinary action.

Educational Trip Policy

Policy #204

- To apply for educational trip approval, ask for a form in the Main Office, and submit it five (5) days prior to the trip. Such request may be denied based upon prior attendance, discipline and academic performance. **SPECIAL NOTE: Days missed during a properly approved educational trip will be classified as excused absences.** Any days missed during a trip which was not approved in advance, or which was marked not approved may be classified as unlawful absences.
- Students may be required to submit either a report or journal at the re-entry date, following return from an educational trip. Failure to submit required assignments could result in all missed days being designated as “unlawful absences.”
- On the educational trip form, parents should include the name, grade, and school of any child they have who attends another building within the Solanco School District. The office will coordinate trip approval with the other schools in the District. Only one form needs to be submitted per trip.

Electronic Devices

- Non-academic electronic devices including cellphones are not permitted to be in a scholar’s physical possession during the school day, and if brought to school, must be turned off and kept secured in the scholar’s locker. The district is not responsible for lost or damaged electronic items. Electronic devices that are found on a scholar will be confiscated and returned only to a parent/guardian including smartwatches when used to access the internet. Multiple offenses will result in further disciplinary action for the scholar.
- **This prohibition applies to school functions such as class parties and school dances.**
- Kindles and other such devices used for the sole purpose of reading books are permitted when proper prior permission is received. Scholars must be granted permission from the building administration prior to use through a Personal Electronic Technology form. Any abuse of such devices usage will result in rescinding permission to use such device by an individual.
- Smart Watches can be worn to school, but cannot be enabled to receive emails, text, or connect to the internet.
- No taking pictures or videos in school or on the bus without permission from administration.

Emergency Cards/Demographic Info. Sheets

- Emergency cards are required for all scholars in order to get quick information in case of emergency. It is necessary that scholars provide their home telephone number and their parents’ work phone numbers/cell number. Scholars who do not have a telephone must give an alternate number of a person who can quickly contact their parents. All scholars must provide the Main Office with a quick way to contact their parents. This procedure is for your safety and protection. Please notify the school of appropriate changes every time a change occurs.

Extra-Curricular Eligibility

Statement taken from Coaches Handbook from Solanco School District:

- Scholastic eligibility shall be determined by the pupil's grade in each subject weekly, during each semester. The pupil's grade is for all work assigned from the beginning of the semester to date. Any scholars failing two major subjects will be ineligible to participate for a minimum of one week and/or until the teacher indicates such grades have been brought up to passing, by not submitting a failure notice.
- Solanco Eligibility Rule: a scholar is ineligible to participate in interscholastic athletics for a period of one week, if he or she is earning a cumulative semester grade of F in two or more major subjects. Scholars are to be evaluated weekly.
 - **Scholars must be in school by 10:00 a.m. in order to participate in either a game or practice. If a learner has a scheduled doctor appointment and brings their note in they may arrive after 10:00. Coming in late due to sleeping or illness is not an acceptable reason to arrive late.**
 - This policy applies to interscholastic sports and does not apply to intramurals or any other extracurricular activities.

G

Gambling

- Betting or gambling of any sort, whether for money or other possessions, is not permitted.

Grading System

- The grading system for Swift Middle School is shown below. With each grade received, a comment may be given by the teacher. These comments are listed on the report card. It is the scholars' responsibility to make arrangements to complete assignments missed for any reason including absence from school. Homework hotlines are provided for your use.

A = 90%-100%	F=Below60%
B = 80%-89%	S=Satisfactory
C = 70%-79%	U=Unsatisfactory
D = 60%-69%	I=Incomplete

- Once the marking period grade is placed on the report card, point values for each grade will be used to determine the final grade.

A = 4.0	D = 1.0
B = 3.0	F = 0.0
C = 2.0	

Ex:	<u>1st marking period</u>	A = 4 points
	<u>2nd marking period</u>	B = 3 points
	<u>3rd marking period</u>	C = 2 points
	<u>4th marking period</u>	D = 1 point

Total point value equals 10 divided by 4 equals final point value of 2.5.

Final grade will be a B (.5 or higher is rounded up)

A scholar who receives "F" (0.0) in the third and fourth marking periods could receive a grade of F for the course.

H

Hall/Bathroom Passes

- Scholars must have a pass to be in the hallway during class time. Scholars must have teacher permission to sign out of the classroom. All scholars must have a pass to be out of the classroom, in the hallway, or in the bathroom. Scholars must sign-in with first and last name on the sign-in/out sheets.

Health Room Procedures

- No care beyond First Aid is provided in school. Parents are requested to make arrangements for necessary transportation when a scholar needs to go home, to the family doctor, or hospital. In cases of a serious accident, the nurse will immediately summon a physician (family physician, if possible), or an ambulance in cases when a scholar must be transported for health care immediately. All scholars incurring illness or injury must report to the school nurse.

Taking Medicine in School

Policy #210

- Students who must take required prescribed medicine while at school should follow this procedure:

1. Parents or guardians should send the medication to school in the labeled bottle, package or container in which the medication was received from the doctor or pharmacist. The label should include identification of the medication and directions for giving it. Students will not be allowed to take medication unless these rules are followed.
 2. All medication is to be left in the health room with the nurse.
 3. Report to the health room at the proper time to take your medication.
 4. **Controlled substances (such as Vicodin, Percocet, Ritalin, Adderall, Dexedrine, etc) will now require a hand written note personally signed by a licensed prescriber (no stamps or faxes will be accepted). This note must state that the specific medication may be taken while attending school. Controlled substances should be brought to the health room and picked up from the health room by a responsible adult.**
 5. All medication need to be brought to school by the parent/guardian. Medication should not be sent with the student on the bus.
- The above is the only approved procedure to be followed while taking medication at school.

Homework

- Homework is designed to help scholars retain learned information by reviewing material within 24 hours after learning. Homework may take about an hour each night, but could vary based on the number and length of assignments. We recommend scholars use their Block 5 time, request help from teachers and do their best. Requests for homework, when absent from school, must be made to the office before 8:30 a.m. by phone or email. Another scholar should be designated and pre-informed by a parent to deliver the homework in cases where the parents cannot pick-up homework personally. Homework requests should be picked-up by 4:00 p.m.

Honor Roll

- The honor roll is based on a scholar’s “quality point average.” It is divided into three parts - Highest Honors (4.0), High Honors (3.5 - 3.99), and Honors (3.0 - 3.49).
- To make High Honors or Honors, a scholar may have only one “C” in any subject area. Two or more “C’s” eliminates eligibility from honor roll status.
- Scholars have ten school days from the close of the marking period to make-up any incomplete grade in order to be considered for honor roll. All incompletes existing after the ten school day period from the close of the marking period will disqualify that scholar from being listed on the honor roll for that marking period.

I

Incentives

- Scholars are expected to be good citizens at all times. This means displaying the District’s Core Values of Respect, Responsibility, Kindness and Courage. Scholars who make the right decisions: academically, behaviorally, and attend school of a regular basis may have the opportunities to be rewarded throughout the year for their positive choices and hard work ethic.

End of Year & Quarterly Incentives

With growth in mind, our emphasis will be to focus upon academics, behavior and attendance, with a focus on a fresh start each quarter. Our learners will be able to attain a recognition level each quarter by meeting targeted goals in the areas of attendance, behavior, and academics.

Earning Incentives:

This year, once again learners will work to earn their invitations to all incentives, including end-of-year and quarterly incentive offerings, as well as other small incentives throughout the quarters. The incentives that they may participate in each quarter depend on the Level of Recognition they received for the prior quarter. A learner will need to meet the level of Bronze for at least three quarters, including the final quarter, for the End-of-Year Incentive trip. At the end of each marking period, each learner will be evaluated to determine the Level of Recognition they have earned.

The manner in which a learner earns each Level of Recognition includes:

Incentive Levels per Quarter	
Gold	Attendance: 2 or less absences, no illegal absences Behavior: no discipline points Academics: no grades below a “B”
Silver	Attendance: 3 or less absences, no illegal absences Behavior: no discipline points Academics: no grades below a “C”
Bronze	Attendance: 4 or less absences, no more than 1 illegal Behavior: no more than 1 discipline point Academics: no failing grades

**For each level, learners must satisfy each of the areas.

****For End-of-Year Incentive: Must have at least three quarters in the Bronze level or higher, including the final quarter, to qualify for the incentive.**

Attendance:

- Educational Trips will count as absences

Behavior:

- Discipline points are determined by the incident and the consequence that follows. Points are found within the Student Handbook.
- Points can be earned back through restorative practices, such as lunch groups and service to the building. Learners must apply for these opportunities. Applications are found in the office.
- If a learner receives an Out-of-School Suspension, that discipline could automatically remove them from the End-of-Year incentives.

Class Grades:

- Learners can show improvement and effort to bring grades up throughout the year in order to qualify them for levels if grades were the only deterrent. For example, if a learner earns an “F” in the second quarter, eliminating them from earning a Recognition Level, they can participate in After-School Tutoring in the 3rd quarter. Administration can recognize these efforts to count toward the end-of-year incentive.

Quarterly and Grade-level incentives:

Learners will be able to earn incentives each marking period. Learners can earn marking period incentives, even if they do not earn the End-of-Year incentive trip.

Grade Level teams and/or individual teachers will also continue to offer incentives for their specific learners.

Focus on Growth:

Learners will be recognized for moving up in levels per quarter, especially those who earn a Level of Recognition for the first time.

We feel these challenges will help to motivate our learners in the areas of academics, attendance, behavior, and responsibility, while promoting our school’s core expectations under the PRIDE 2.0 Program as well. We look forward to recognizing the achievements and efforts of our learners.

Internet Policy

Policy #815

- At the beginning of a student’s years at Swift Middle School, the student will receive a copy of the District Network/Internet Acceptable Use Policy. Parents and students must sign the Access Agreements and school personnel must certify that training has occurred before scholars will be permitted use of the internet. Parental permission to use the Internet under the rules and guidelines of the policy will be in effect for the years the student is attending Swift Middle School. New permission slips will not be issued each year. As new students enroll, they will be asked to complete the forms, which will be kept on file in the office.

L

Lavatories

- There are five (5) lavatories (boys and girls) in the building. The bathrooms closest to the 6th grade wing at the end of the lobby are for 6th grade use only. The bathrooms beside room 40 are for 8th grade scholars. The bathrooms beside the Art room are for 7th grade use only. The lavatories at the Clermont/Swift cafeteria are for emergencies only during the lunch periods. Scholars must have a pass from the cafeteria monitors to use these facilities. Scholars excused from recess in the gym during the lunch periods must use the lobby restrooms near the Swift game cafe. During 5th Block the scholars may use the bathrooms in the lobby near the Swift game cafe. Scholars must sign-in and out with first and last name on the sign-in/out sheets at ALL bathrooms.

Laser Pointers

- Scholars are not allowed to be in possession of laser pointers. Laser pointers can be disruptive and have the potential to cause injury to others and will be confiscated.

Lockers

Policy #226

- Each scholar is assigned a hall locker, which he/she will use throughout the year. These lockers have built-in combination locks. The combination locks are changed each year. The use of the locker assigned to you is a

privilege. Because lockers are the property of Swift Middle School, we reserve the right to examine the lockers at any time misuse occurs or is thought to occur. They also are monitored by our surveillance system in the building.

- Keep your locker closed and locked at all times!
 1. Do not share a locker with anyone.
 2. Don't allow another student to know your combination.
 3. Don't try to defeat the purpose of the locking mechanism.

Lost and Found

- Scholars who lose items should follow these procedures to try and locate them:
 1. Carefully search your present room and the room you just left.
 2. Inform the teacher concerning your loss. Give the teacher your name and a description of the item.
 3. Check in your locker and on the shelves in the hall.
 4. Check in the "Lost and Found" area in the office.
 5. Check in all of the classrooms that you were in during that day including your homeroom.
 6. If necessary, continue to check those areas again after several days have passed.
- Keeping track of your belongings is your responsibility and, while we will assist you in trying to locate your things, the school cannot be responsible for lost or misplaced items. If you find an item, give it to the nearest teacher immediately. **Keeping an item which is not yours is theft.**

M

Make-Up Work

- Whenever a scholar is absent for any excused reason, it is the scholar's responsibility to check with the teachers on all work that is to be made-up. The work should be made up within a number of school days equal to the number of days absent.

Money in School

- All scholars are strongly advised to bring only enough money to school to buy their lunch. Every year, there are a few scholars who lose amounts of money which should not have been brought to school.

Moving to Another Attendance Area Within the Solanco School District

- If a scholar moves into or out of the George A. Smith and/or Swift attendance areas, and wants to stay in his/her original building, the request may be granted under the following conditions:
 1. That it does not cost the School District additional expenses for transportation.
 2. If the request is made in the last marking period of the 6th or 7th grade year. At the end of the year, the scholar must attend the school in the area in which he/she resides.
 3. Any time during the 8th grade year, requests to attend a different school outside of one's attendance area should be made, in writing, to the Superintendent and the Principal.

N

National Junior Honor Society

- The Swift Chapter of the National Junior Honor Society is a service organization. The purpose of NJHS is to help Swift Middle School, the community, and to honor high standards in scholarship, leadership and behavior. Membership is gained by earning a 3.6 GPA or higher, having a clean discipline record, and being a person of good character. NJHS scholars treat all aspects of the school experience with respect, helpfulness and a positive attitude. Scholars need to show evidence of service and involvement in school and in the community. NJHS meets on a weekly basis, and scholars participate in school activities and service projects. Please visit our website to see the Bylaws.

No Excuses Club

- No Excuses Club is a program designed to help scholars with the completion of their work. This program is held during the lunch periods and scholars who owe work will be required to attend. Scholars who have excessive attendance in No Excuses may be required to stay after school in order to complete their missing assignments. Parents/guardians would be responsible for providing transportation for after school. Once a scholar has been assigned to No Excuses for 10 times in one marking period, the scholar will lose their choice of Friday activity's for the next marking period and have Homework club. Our goal in offering this extra time is scholar success. Our intent is to promote lifelong organizational skills, study skills, and work habits. A note or e-mail informing parent/guardian of missed work will be sent home. Scholars that buy a lunch will be provided a bag peanut butter

and jelly lunch that can be eaten during No Excuses. If a scholar has allergies to peanut butter and jelly an alternative would be provided.

O

Off-Campus Activities:

Policy #227

- This policy shall apply to students conduct that occurs off school property and would violate the Code of Student Conduct if:
 - a. There is a nexus between the proximity or time of the conduct in relation to the student's attendance at school or school sponsored activities.
 - b. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
 - c. Student expression or conduct materially, and substantially disruptions the operations of the school.
 - d. The conduct has a direct nexus to attendance at school or a school sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
 - e. The conduct involves the theft or vandalism of school property.

P

Payment of Fines and Charges

- All monies owed to Swift Middle School should be paid as soon as possible. They must be paid in full before the end of each marking period. This includes cafeteria charges, library book replacement fees, textbook replacement fees, outstanding fund raising proceeds, and other such charges.

Physical Education

- All scholars must wear proper gym clothes and sneakers. Every piece of the uniform must be marked with the scholar's name so that it can be returned, if lost. All scholars are required to participate in physical education classes, unless:
 1. A note is received from the parent requesting non-participation for one day due to illness or injury.
 2. A note is received from the family physician for an extended period of time whereby the scholar cannot participate in physical education.
- The physical education teacher may request a doctor's excuse if he/she believes that a parent or a scholar is abusing this policy.
- Every scholar restricted from school activities for more than one week, including physical education classes, must present a note to the nurse from a physician, describing the nature of the restriction, and expected length of time involved. A physician must renew permanent gym excuses at the beginning of each year.
- Scholars are not to wear gym clothing during other classes, except in an emergency (torn clothes).

Principal's Breakfast Club

- On a monthly basis, honors those scholars who are nominated by their teachers as models of good character. Additional criteria may be used by each grade level team. Family members are invited to a breakfast with the administration to celebrate the scholar's efforts.

R

Retention Guidelines

- The successful completion of every subject is expected of each scholar. However, the following guidelines will prevail in considering scholars for retention:
 - If a scholar fails three core subjects for the year (final grade of F), the scholar will be considered for retention.
 - If a scholar fails two core subjects and three related arts subjects for the year (final grade of F), the scholar will be considered for retention.
 - Age and social factors may be considered as each case is reviewed by teachers and administrators.
 - If a scholar fails four (4) core subjects for the year (final grade of F), he/she will be required to repeat the grade level.
 - If scholars fail two (2) out of four (4) marking periods for a full year courses, scholars could be considered failing the course for the year.
- A learner who receives "F" (0.0) in the third and fourth marking periods could receive a grade of F for the course.

S

Safety Drills

- During any emergency, scholars are to follow school protocols and directions. When the alarm sounds or drill is announced, scholars are to get quiet immediately and listen to the teacher's directions. For evacuation drills, scholars are to move quickly and quietly, in line, out the exit doors assigned to their classrooms. After lining up outside, attendance will be taken by teachers. It is important to remember that drills are practice for the "real thing." In a real emergency, carelessness or foolishness can cause the needless loss of lives. Drills will take place monthly.

Selling / Soliciting by Students

- Scholars are not permitted to sell items or to solicit pledges or donations from other students or staff during school hours, either in the building or on the bus to and from school.

Smoking, Tobacco Products, E-Cigarettes (Vape devices) and Paraphernalia

- Any utensil or item, which in the judgement of the School District, is used, intended for use or designed for use to conceal, distribute, inject, ingest, package, smoke, store, or use a controlled substance or alcohol; or
- Any electronic device that delivers nicotine or other substances via vapor for inhalation. The term includes e-cigarettes, e-cigars, e-pipes, and other similar products; and includes all components and parts, such as e-cigarette batteries, atomizers, vaporizers, replacement cartridges, and any solutions manufactured for use with such a device.
- On February 3, 1997, Act 145 of 1996, Section 6306.1, USE OF TOBACCO IN SCHOOLS PROHIBITED, went into effect. This act amends Title 18 (Crimes and Offenses and clarifies the School Tobacco Control Act as follows.
- A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense.
- A pupil who commits such an offense will be prosecuted by the school district, and shall, upon conviction, be sentenced to pay a fine of not more than \$50.00 for the benefit of the school district, and to pay court costs, or be assigned to an adjudication alternative. Conviction of this offense cannot be placed on a criminal record.
- Definitions: "Pupil" A person between the ages of 6 and 21 years who is enrolled in school
- "School" A school operated by a joint board, board of directors or school board where pupils are enrolled, including area vocational-technical schools and intermediate units.
- "Tobacco" A lighted or unlighted cigarette, cigar, pipe, other lighted smoking product and smokeless tobacco in any form.
- Scholars smoking, possessing chewing tobacco, cigarettes, snuff, or having other paraphernalia for the express purpose of smoking, and those being accessories, or those abetting anyone smoking on school property at any time will be subject to suspension. Scholars repeating the violation of the no smoking policy, and apprehended the second time, will receive a progressively longer term suspension. Admission to school after the second offense will require a parent conference.
- Any items used for smoking purposes (cigarettes, electronic smoking devices, chewing tobacco, snuff, lighters, matches, etc.) will be subject to confiscation by the teacher and/or principal.

Sports Shuttle Bus (After School to High School)

- The bus is available only for scholars who participate in after school activities.
- Scholars who are not members of an athletic team scheduled to practice must check with the office for approval to ride the shuttle bus.
- Bus space limits the number of scholars who can stay after school on any given day.
- Anyone suspended from his/her regular bus may not ride the activity bus.
- Bus misconduct on the activity bus may result in loss of privileges to ride activity bus to high school.

Student Insurance Plan

Policy #211

- Early in the school year, insurance application forms will be sent home. Students may be insured under the Student Protection Plan when their parents purchase this insurance. This insurance covers injuries students receive while in school or while participating in school activities. All injuries must be reported immediately to the school nurse or the office so that students can receive an insurance claim form and be covered under the terms of the policy. Both school time and 24 hour coverage plans are available.
- Please note that this policy is provided by an outside insurance company which will make the decision as to the payment of claims. The School District only provides sale of the insurance as a service to its students and

parents. Determination of payment of claims is negotiated between parents and the agent or company. The School District plays no role in deciding claim payments. The available policies have limits on coverage, as do most insurance policies.

- Students must be covered by some form of insurance before they can practice with any athletic team that represents the Solanco School District.

Student Senate

- Swift Middle School has an active Student Senate which coordinates various student extra-curricular activities, under the guidance of faculty advisers. Executive officers of the Council are elected by their peers. Representatives are elected by each of the homerooms at the beginning of the school year. Student Senate meets on a weekly basis, and scholars participate in school activities and service projects. Please visit our website to see the Bylaws.

T

Tardiness to School

- If scholars arrive late to school, they must report to the office. A note explaining the reason for the lateness signed by the parent or guardian is required. Chronic tardiness may result in discipline to the scholar. Accumulation of 5 tardies could result in a detention being assigned.

Textbooks/Canon Books

- Textbooks, which are issued to scholars, are not their personal property. They are loaned to scholars for one year for their learning.
- Scholars are responsible for books they receive. Scholars will be expected to repay the Solanco School District for loss or damage to any book, which has been issued to them.

V

Visitors

Policy #907

- All visitors must sign in and scan their ID into the Raptor System upon entering the building in the main office. All visitors to the building are required to wear a clearly visible “Visitor” badge. Any individual found in the building without proper identification will be brought immediately to the main office. Only those visitors who have official business at Swift Middle School will be permitted access to the building. Visitors are expected to promptly leave when their business is completed and sign out in the main office. Visitors are expected to follow the Solanco Expectations when in the building.

W

Possession and/or Use of Weapons and Dangerous Instruments

Policy #218

- Students are prohibited from possession, concealing, carrying, storing, or using weapons or dangerous instruments, including explosive and incendiary devices (fireworks and the like) while on school premises, on the way to or from school, in a school-operated or private vehicle, and while attending school sponsored activities on or off school premises.
- For purposes of this policy, a weapon is defined as anything readily capable of harmful and/or lethal use, including any firearm, knife, dagger, razor, other cutting or stabbing implement or club, any item which has been modified or adapted so that it can be used as a firearm, knife, dagger, razor, other cutting or stabbing implement or club, and any item possessed or used under circumstances not manifestly appropriate for lawful uses it may have. The term “firearm” includes an unloaded firearm and the unassembled components of a firearm.
- In accordance with the Federal Gun-Free Schools Act of 1994, violations of this policy shall result in a one-year expulsion from school. Appropriate school personnel will immediately confiscate weapons and dangerous instruments. Additionally, at the time of such violations, local police authorities shall be notified as may be appropriate, including whenever possession or use of weapons or dangerous instruments by a student appears to constitute a violation of criminal statute as a summary, misdemeanor, or felony offense. Parental or guardian notification shall also be made in timely fashion.
- All “look-a-like” weapons are prohibited on school property. Failure to comply will result in suspension from school. Any “look-a-like” weapon or other object used to scare, intimidate, or threaten anyone on school premises, on the way to or from school, and while attending school sponsored activities is also prohibited by this policy and

will result in a one-year expulsion. The use of any noxious substance, such as and including mace, is also prohibited by this policy and will result in a one-year expulsion.

- As required by State Law, disciplinary action which results from possession and/or use of weapons and dangerous instruments is recorded in the students cumulative folder, and becomes a part of his/her permanent record.
- With the prior approval of the principal of a school building, an inoperable replica of an historical weapon may be brought to school for educational purposes. The student must take the inoperable replica to the principal's office, where it will remain until the time when it will be displayed for educational purposes. The student must return the inoperable replica to the principal's office when it is not on display and must remove the inoperable replica from school premises immediately following its display. No inoperable replica may be taken aboard a school bus.
- This policy is applicable to all student in all buildings and programs of the Solanco School District. In cases which involve students covered by the Individuals with Disabilities Education Act (IDEA), the Solanco School District will continue to comply with all Federal and State laws.
- This policy shall not be construed to restrict in any manner any provision of the School District's code of student conduct (if applicable), any personnel policy, or any other policy or right of the Solanco School District.

REFERENCED POLICIES IN THIS BOOK ARE EXCERPTS FROM BOARD POLICY THAT HAVE BEEN APPROVED BY THE SOLANCO SCHOOL DISTRICT. A COMPLETE POLICY FOR EACH IS AVAILABLE ON THE DISTRICT WEBSITE (www.solancosd.org) AS WELL AS EACH DISTRICT BUILDING.

PLEASE NOTE

The Swift Student Handbook is a reference of the specific policies and procedures established by the Solanco School Board as well as the state and federal governments. When it is necessary to modify or make additions to the policies and procedures the administration will inform the student body of the changes. Scholars will be held responsible for complying with the established guidelines, policies and procedures even if they are not directly stated in this handbook. All School Board policies are effective as of the date they are approved by the Solanco School Board.