

FAMILY HANDBOOK



The Swain School

1100 South 24th Street

Allentown, PA 18103

610-433-4542 • Fax: 610-433-3844

To Our Swain School Families:

The home-school partnership is an important element of a successful experience for your child. The Parent-Student Handbook provides information that helps guide and inform the partnership.

If you have any questions or concerns, I encourage you to first contact your child's classroom teacher or advisor (their contact information is available at www.swain.org, in the Family Directory or call the Main Office at 610-433-4542, ext. 110).

If you have a concern that cannot be addressed by your child's classroom teacher or advisor, please contact the appropriate Division Director:

Melissa Carroll, Director of Beginning and Lower Schools (Preschool – 3rd grade)
mcarroll@swain.org
610-433-4542, ext. 113

Megan Franzysen, Director of Intermediate and Middle Schools (4th-8th grades)
mfranzysen@swain.org
610-433-4542, ext. 116

Of course I am always available to you as well.

Thank you for your continued support of The Swain School.

Sincerely,

Shannan Boyle Schuster, Ed.D.
Head of School

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The Swain School Vision

We nurture the collective joy of learning and individual spirit within each child.

– D. Esther Swain, Founder

The Swain School Mission

The Swain School is a vibrant community which inspires students to achieve academic excellence, develop a strong sense of character, and act responsibly in a changing world. We empower children to build confidence, explore knowledge, and work collaboratively in a diverse and safe environment.

Honor Pledge

As a member of the Swain community, to honor myself and my school, I pledge to be honest and show respect as I strive for academic excellence. I will take responsibility for my actions and help others to do the same.

The Swain School Alma Mater

Mighty and strong our voices raise,
Happy and proud we gather here.
Honoring thee and singing thy praise,
School we cherish, love and cheer

Hail, Swain School, red and white,
Hail Alma Mater to thee.
Student days so happy and bright,
Loyal we'll ever be.

STATEMENTS OF INCLUSION

Diversity Statement

The Swain School is an inclusive, equitable, and richly diverse community - reflective of the world at large. We value an open and welcoming intellectual environment that embraces the experiences, cultural beliefs and perspectives of all people.

Non-Discrimination Policy

It is the policy of The Swain School to maintain a learning and work community that is free from harassment, bullying, and discrimination. Prohibited discrimination and harassment is defined to include, without limiting in any respect, any harassment, bullying, and discrimination based on an individual's real

or perceived race, color, religion, creed, national origin, linguistic and language differences, disability, sex, sexual orientation, gender identity/expression, genetic information, political belief, age, socioeconomic status, height, weight, physical characteristics, marital status, or parental status in the administration of its educational policies, admission policies, financial aid, employment, or any other school program or activity.

It shall be a violation of this policy for any student, teacher, administrator, or other school personnel to harass, bully, or discriminate against any other person based upon any of the differences listed above. It also shall be a violation of this policy for any teacher, administrator or other school personnel to tolerate such harassment, bullying or discrimination of any person by a student, teacher, administrator, other school personnel, or by any third party subject to the supervision and control of The Swain School.

The Swain School does not tolerate harassment of any kind. Sexual harassment and sexual misconduct are forms of sexual discrimination and are prohibited.

I. About Swain

The Swain School is an independent coeducational college preparatory day school for Preschool-8th grade founded in 1929 by D. Esther Swain.

The Swain School is governed by a Board of Trustees and operates as a non-profit educational corporation. We are accredited by the Pennsylvania Association of Independent Schools (PAIS). We also hold memberships in the National Association of Independent Schools (NAIS) and the Association of Delaware Valley Independent Schools (ADVIS).

II. General Information

Swain's Main Office is open between 7:00 a.m. and 5:30 p.m. on school days.

Arrivals – Visitor

In the interest of safety for everyone on campus, all visitors to The Swain School (including parents and family members) are required to stop at the Main Office, sign in on the guest register, and pick up a Visitor badge. Please sign out at the Main Office when you leave.

Arrivals – Student

School begins promptly at 8:00 a.m. It is very important for academic success for students to be on time and in attendance for each school day. Students arriving after 8:00 a.m. must sign in at the Main Office; this important safety measure enables the school to maintain accurate attendance information.

Students should not arrive before 7:00 a.m. when supervision of students begins. All students arriving between 7:00 a.m. and 7:45 a.m. should report to the Small Dining Room where they will be supervised by Swain staff.

Beginning at 7:45 a.m. students should report to these designated areas where they will be supervised:

- Preschool, Prekindergarten, Kindergarten: classrooms
- Grades 1 - 4: Swain Bistro
- Grades 5 - 8: Rogers' Commons

The following procedures are established to assure the safety of students, drivers and staff. Your cooperation is greatly appreciated:

- **If you drop off your child at the front of the building:**

Pull up to the front-most space available – staff and/or members of the fifth grade Safety Patrol will assist your child(ren) in getting out of your vehicle and will make sure they have everything they need. For safety concerns, please stay in your vehicle. Backpacks, instruments and other gear should be where the Swain staff person and/or your child(ren) can readily retrieve them.

- **If you drop off your child at The McCann Center entrance:**

Please pull into a designated drop-off parking space in that lot; using the designated crosswalk, the student may cautiously cross the drive. Do not stop in the drive in front of The McCann Center entrance – that is reserved for bus traffic only.

The McCann Center doors are locked at 8:00 a.m.; after 8:00 a.m. students must enter the building through the main entrance so they can sign in at the Main Office for attendance purposes.

- **If you bring your child into the building:**

Parents who wish to walk their children into the school should park in visitor parking near the front of the building and use the main entrance. A second option is for parents to park in the designated drop-off parking spaces in The McCann Center parking lot; using the designated crosswalk, they can escort their student to the entrance or the student may cautiously cross the drive, as The McCann Center entrance is also used for bus students.

Students arriving after 8:00 a.m. must sign in at the Main Office for attendance purposes.

Departures

Preschool and Prekindergarten: Students in the half day program may be picked up at 12:30 p.m. at the Main Entrance. Students in the full program should be picked up at 3:05 p.m.

Kindergarten – grade 8: The school day ends at 3:05 p.m. Students departing in private vehicles must be picked up at the Main Entrance at 3:10 p.m.; buses will depart at 3:10 p.m. from The McCann Center.

As always, we appreciate your refraining from using your cell phones while driving, and using caution whenever you are driving on campus.

In the pick-up line: All drivers are asked to stay in their vehicles; your child(ren) will be brought to your vehicle by a faculty/staff member, who will help them into the car (and carseat, if appropriate.)

Any students not picked up by 3:25 p.m. will be directed to the Extended Care program and fees will apply.

Bus Transportation: Students who ride school buses will board and exit at the McCann Center entrance. Transportation by bus requires observing specific safety rules. We recognize and support the individual policies of each school district transporting our students. For more information see “School Bus Regulations” on page 26.

Important: All changes to your child’s end-of-day transportation routine require a note to the classroom teacher/advisor or a phone call to the Main Office on the day of the change. We cannot guarantee the smooth alteration of departure plans if the Main Office is not informed by 2 p.m.

Attendance

New state regulations require non-public schools to follow the same requirements for truancy and tardiness as public schools.

Missed days and tardies are recorded on report cards. Field trips, community service, and other non-classroom activities are all considered vital to the curriculum, and are part of The Swain School day. We discourage any absences, especially before scheduled vacations.

Tardiness

Students arriving after 8:00 a.m. must sign in at the Main Office before going to class. If a student is tardy or absent for any reason, a parent or guardian must notify the Main Office (mainoffice@swain.org) and the student’s classroom teacher or advisor no later than 8:30 a.m. – preferably by email; a phone call is acceptable as well.

Parent notification is not required if tardiness is due to a delayed school bus. In this case, the student **must** report to the Main Office before going to class so we can record his/her attendance, and the tardiness will not be noted on the student’s report card.

Absences

If a student is tardy or absent for any reason, a parent or guardian must notify the Main Office (mainoffice@swain.org) and the student’s classroom teacher or advisor no later than 8:30 a.m. – preferably by email; a phone call is acceptable as well.

In the case of illness, a written excuse and permission from a physician to return to school is required after missing five consecutive school days.

We encourage you to schedule medical and other appointments on non-school days or after school.

Make-up work: While it is certainly possible to make up assignments missed during an absence, the school knows that students cannot replace missed contact with their teachers and class discussions that supplement the written material. Parents and students must assume responsibility for not falling behind.

Teachers will make every effort to assist a student to complete work for excused absences. For unexcused or extended absences, a tutor other than the class teacher may be necessary to help students make up missed work. The school can assist you in making these arrangements should they be needed.

Activity Fee

An Activity Fee is charged to each student's account. This fee will be billed in two installments (July and January), and will cover field trips, consumable books, yearbooks, the AlertNow contact system (see page 11), administrative technology fee (grades 5 - 8 only), grade level activity fee and additional supplies that will be added in each classroom to enrich the curriculum. These fees are only intended to cover mandatory items.

Auxiliary Programs

After School Explorations: Swain offers a variety of after school program options for students, including enrichment, sports options, and private lessons taught at Swain. Contact [Scott McClary](#), Director of Auxiliary Programs, at 610-433-4542, ext. 153 for details.

Tutoring: After-school tutoring is available in all subjects and grade levels. Contact [Scott McClary](#), Director of Auxiliary Programs, at 610-433-4542, ext. 153 for details.

Music and Voice Lessons: Students may take music and/or voice lessons during, before, or after the school day. Contact [Scott McClary](#) for information or to register for lessons.

Extended Child Care Program: The Swain School offers before- and after-school supervision for all enrolled students during the school year.

Children may attend from 7:00 to 7:45 a.m. each morning (at no charge) and/or from 3:10 to 5:30 p.m. each afternoon (charges apply), and **must** be picked up by 5:30 p.m. Students must not be dropped off before 7:00 a.m. because supervision is not available.

The charge for Extended Care is \$10.50 per hour with discounted rates for siblings. There is a significant fee increase to \$83.00 per hour after 5:30 p.m. Prices will be reviewed and adjusted annually for all Extended Care programs.

Extended Care is available when school is dismissed early, either due to a holiday weekend or because of inclement weather.

Books and Supplies

Many textbooks and other educational resources used at Swain are provided to the students at no cost.

A list of necessary and recommended school supplies is provided in the summer for the following fall. This list is available on the school website or by contacting the Main Office.

Students are responsible for the proper care and maintenance of all materials including books.

Character Education

The philosophy of our founder, D. Esther Swain, was to provide “...an atmosphere which not only emphasizes knowledge and the skills of learning, but also inculcates ethical values.”

The Swain School incorporates character education through Responsive Classroom activities, Mindfulness lessons, Advisory activities, Town Meeting discussions, and in school-wide agreements. Classroom activities and assemblies establish a positive climate in which these habits are practiced. While the task of character building primarily resides with the family, it is important for the home and school to establish a close partnership in guiding each child’s moral development.

Character Education also includes a thoughtful program of community service opportunities, such as the 5th grade Safety Patrol and other initiatives including our Buddy Program (pairing older students with younger, in planned activities), Community Service Days, Birthday Group activities, and a required individual independent study project for 8th grade students.

Daily Schedule

Preschool and Prekindergarten: The Preschool and Prekindergarten half day program runs from 8:00 a.m. – 12:30 p.m. The full day program runs from 8:00 a.m. to 3:05 p.m. with students dismissed at 3:10 p.m.

Grades K-8: The school day runs from 8:00 a.m. until 3:05 p.m. and students are dismissed at 3:10 p.m.

Lunch times: Grades 6, 7, 8 11:00 a.m. Grades 4, 5 11:30 a.m. Grades PS - 3 12:00 p.m.

Emergency Weather Information

Our primary concern during emergency weather conditions is to ensure the safety of our students and employees.

Information is immediately posted to our website, www.swain.org, and to Swain’s Facebook page, facebook.com/theswainschool and Swain’s Twitter feed (twitter.com/TheSwainSchool).

We also use a system called “AlertNow”. When school is closed early or there is a delay or closing, you will immediately be notified via telephone message (up to 5 numbers you provide to us).

We also share information with WFMZ-TV (channel 69) and www.wfmz.com – however there can be a delay of up to 30 minutes or more for the information to appear on these resources.

If your child typically rides a school district bus, and the district has an unscheduled early dismissal, we will notify you by phone message and email. If we do not hear back from you with different instructions, your child will be sent to Extended Care (customary rates will apply).

If your child goes to Extended Care we ask that you pick him/her up within 2 hours of Swain's emergency dismissal time so everyone can get home safely.

NOTE: Sometimes expected bad weather does not materialize, so we do try to postpone making any decision as long as possible. If we call for a delay we may advise you to watch for a "final decision" message in case weather conditions worsen. We may also exercise the option to open school but not offer transportation (either morning only or all day.)

Field Trips

Field trips are a major part of our school curriculum and our regular school day, therefore we expect all students to attend scheduled field trips. Field trips are carefully planned to integrate into classroom education. The cost of most field trips will be covered by the student's Activity Fee or the school's Enrichment Fund. The permission form will include this information.

In general, proper attire for field trips will always be Regular Dress unless otherwise specified on the permission slip. Because field trips are an extension of the regular school day, all student guidelines as stated in this Handbook are applicable.

Permission forms will be posted in advance of each field trip. Please complete and return these important communications by the date specified on the forms; if they are not returned, your child will be unable to participate on the trip. Some field trip destinations require the signing of their own waivers; these must be signed or the student will not be allowed to participate. Please read each form carefully, as they may contain specific dress or food requirements, as well as alternative arrival or dismissal times.

Parents who serve as field trip chaperones are asked to adhere to "[The Swain School Chaperone Guidelines](#)" available in Appendix A (after page 29). Each year we will also make available the opportunity for adults in the community to secure the necessary clearances so they can be certified chaperones (i.e., eligible to directly supervise the students). Contact the Maggie Werner, Director of Strategic Initiatives for more details on this opportunity (610-433-4542, ext. 120 or mwerner@swain.org).

Fire, Security and Severe Weather Drills

Fire drills are held throughout the school year to reinforce established procedures for safe evacuation of school buildings.

Security drills and severe weather drills are scheduled during the school year.

When these alarms are sounded or announcements made, students, faculty, staff and visitors should proceed silently to the designated safe areas and remain there until the all-clear sounds, and then return silently to the building. Every classroom and office contains an Emergency Response handbook (hanging near the door) that contains all drill and emergency information.

Lunch

Swain offers an optional hot lunch to students at an annual cost. Students who choose not to purchase the school lunch should bring lunch and a snack each day. A weekly menu is posted online at swain.org/families.

Recess Weather Policy and Procedure

Students will participate in outdoor recess unless the weather or air quality is deemed unsafe by the School Nurse. The Nurse will use the following guidelines to make the determination and communicate any decisions to the faculty and staff.

Recess will be moved indoors if:

- The real feel temperature is below 25 degrees F or above 95 degrees F
- There is heavy rain, lightning, heavy snow or ice
- The air quality index (AQI) is above 150

If a child will be compromised by participating in outdoor recess, parents may send in a note asking that their child not participate. These children will spend recess supervised indoors.

Student Placement Policy

We strive to arrange well-balanced class sections that are representative of the school community. Considerable time and effort is focused on trying to achieve the best individual and group placement for each child.

Many factors are taken into account in this process. We always value information that parents give us about their child(ren). We also know your child best in the context of school. Therefore, we ask that parents do not request a particular teacher. Such requests make it difficult to create effective, balanced sections that are best for all of our students.

Decisions on placement are based on the finest professional judgment of our talented and thoughtful faculty and administration. If you have a question or concern regarding placement, please contact your division director or teacher to set a meeting.

School Communications

Swain welcomes family involvement and encourages two-way, effective communication between home and school.

We make every effort to respond promptly to all communications. The Swain School has a policy that each faculty and staff member is to check his/her email and voicemail messages at least once per day, and to respond to messages within 24 hours.

The Middle School Advisor or the classroom teacher is your primary source for information on all school matters regarding the education and well-being of your child. Please feel free to reach out at any time with concerns or questions.

Swain's **website** – www.swain.org – is the core of our communication with the Swain community and the larger world. We encourage you to check it frequently for news and updates.

AlertNow electronic messages/group emails: Swain uses an online service called “AlertNow” which allows us to contact all of our community, or subsets within it, by email or voice message for unexpected emergency messages.

E-communications: Swain uses email and social media sites to communicate with members of our community, including newsletters, invitations, announcements, and blogs.

Friday Folders are used to send written communications and notices home.

Swain Matters: Newsmagazine published three times each year for current and former Swain families, trustees, alumni, faculty, staff and friends of The Swain School within the larger community. One issue is The Swain School's Annual Report.

Family Directory: Published each fall, contains a complete listing of student and parent names and contact information, as well as class lists, Swain Association officers and faculty/staff telephone extensions and email addresses. Email addresses are included for those families wishing to share that information, for the use of Swain faculty, staff and families only.

Swain Yearbook: Photos of individual students, classes, activities and events of the school year, which is distributed in late spring. Each student receives a yearbook as part of his/her Activity Fee. Families may also purchase personal ads for students and/or ads to promote their businesses.

Swain Community

The Swain Community includes current and alumni families, faculty/staff, administrators, trustees, donors and friends. We appreciate and depend on the support of everyone!

Swain Association: Swain's parent-teacher organization is known as the Swain Association; all families, teachers, and staff are automatically members. As such, we work together throughout the year to sponsor social and fundraising activities and to present programs of special interest to families. Funds raised by the Swain Association are used to enrich our children's educational experiences in many ways.

Swain Association Board for 2018-2019:

President	Katie Criscuolo
Vice President	Nicole Yee
Secretary	Khyla Flores
Treasurer	Jake Fotopoulos
Beginning School Representative	Tara Schoeneman-Brown
Lower School Representative	Alyssa Goldberg
Intermediate/Middle School Representative	Jennifer Jankowski
Faculty Representative	Sarah Kleppinger

The Swain Association is responsible for five major events that occur within the Swain community each year -- Trunk-or-Treat, Harvest Feast, Holiday Happenings, Teacher Appreciation and Field Day. Your school calendar and the calendar on www.swain.org/calendar contain a complete list of dates.

Board of Trustees: Swain's Board of Trustees includes Swain parents and alumni as well as other community leaders in such areas as education, medicine, finance, business and law. The Head of School is an ex-officio member of the Board of Trustees. The Board officers for the 2018-19 school year are:

Chair	Lori Schoeneman
Vice Chair	Greg Scagliotti
Secretary	Diana Talsania
Treasurer	Jeff Russell

Members: Joeseeph Schellenberg, M.D., Robert G. Vidoni, Rebecca Binder, Patricia Brown, Sanjay Khindri, Joseph Landrigan, Kathie Leslie, George Allport, Christopher Milligan, Bill Wreaks, Ken Yee, and Betsy Schamberger.

Volunteerism: Volunteers are an important component of The Swain School community. The high quality of our extracurricular, athletic, fundraising and enrichment activities depends on the enthusiastic involvement of our volunteers. Although volunteering is not required, all members of The Swain School community are strongly encouraged to participate in our community.

Volunteering builds relationships among families, children, teachers, staff, grandparents, trustees, businesses, alumni and friends. These relationships add an extra dimension to independent school education. Students enjoy seeing their parents and other relatives and friends involved in their school. Many lifelong friendships have begun through family volunteer activities at Swain.

Please consider sharing some of your time with Swain as a volunteer. If you are interested, contact your child's classroom teacher or the Swain Association at swainparents@swain.org.

Fundraising: As an independent school, Swain relies on financial and volunteer contributors to supplement tuition revenue for program and facility enhancements. The Annual Giving campaign, the Cougar Society, the eighth grade graduation gift to the school, the annual Auction, Swain Association events and other specialized fund raising activities benefit the entire Swain community.

The Swain School is a 501(c)(3) nonprofit organization approved by the Internal Revenue Service. Cash contributions or donations of goods and services in-kind will be receipted by the school and may be considered charitable contributions for tax purposes.

For more information about supporting Swain, contact Dina Kovats-Bernat at 610-433-4542, ext. 128 or at dkovatsbernat@swain.org.

Technology Use

To ensure the appropriate use of computers and Internet resources, parents and students in Kindergarten through grade 8 must review and sign an “Acceptable Use Policy for Technology Resources” form each year. Students in grades 5-8 and their parents are also asked to sign an agreement specific to our [1:1 program](#) (Appendix B). Without these signed agreements, students may not use computers or access the Internet at The Swain School.

All students in grades 5-8 are required to bring an iPad to school for academic purposes (see iPad specification sheet for more information).

Cellular Phones: These devices must be put into the student’s backpack before entering the building and may not be taken out until the student has left the campus, unless specific permission has been given by the supervising adult.

- All rules that apply on school-owned computers are also in effect on personal electronic devices.
- The Swain School will not be responsible for any damage to a student’s personal electronic device(s), including but not limited to, loss of data or interruptions of service due to modification of the device(s)’ configuration to work in Swain’s environment. The Swain School is not responsible for the accuracy or quality of the information obtained through or stored on the system, and will not be responsible for financial obligations arising through the use of the system.
- Please do not call or send text messages to your child during the school day: call the Main Office and we will deliver your message to your child.
- Students may always ask the supervising adult to use a Swain landline phone; changes in school schedules for sports, after-school activities, etc. will be communicated to families via the AlertNow voice and/or email messaging system.
- Personal electronic devices that are used or displayed improperly can be confiscated and returned directly to the student’s parent.
- All cell phones must be turned off or silenced during the school day.

Personal Electronic Devices: These devices must be put into the student’s backpack before entering the building and may not be taken out until the student has left the campus, unless specific permission has been given by a supervising adult.

Social Networking Guidelines

The Swain School maintains a variety of social media accounts, and all members of the Swain community are encouraged to use them to stay connected and to get information about the school.

Swain School faculty, staff and administration are not permitted to initiate or accept social network friend requests from current students or alumni students under the age of 18 or to communicate via the internet, social media, or gaming unless it is related to academic activities.

In addition, Swain faculty, staff and administrators are discouraged from following or being followed on social networking sites by current students and alumni under the age of 18.

If these social networking sites are used for educational purposes the use must be cleared through the Division Director.

Social networking pages or sites associated with The Swain School are not to be used for commercial or solicitation purposes.

Substance Free Policy

We realize that providing a unique community for our students includes educating not only their minds but also their bodies. Considering all we know about the hazards of cigarette smoking, juuling, tobacco and other related issues, and our dedication to help improve the lives of those we touch, smoking of any kind is not permitted at The Swain School. Similarly, chewing tobacco, snuff and all other tobacco/smoking related products are forbidden on campus and on all field trips.

III. Health Information and Policy

Copies of all of the following forms are available from the Health Office; printable versions are also available at www.swain.org/families.

Physical Exam/Annual Health Update Forms

A Physical Exam or Annual Health Update Form will be required for every student at the beginning of each new school year. If a child has any significant change in health status, or has a medical condition requiring special accommodation at school (medication, severe allergy, diabetes, etc.) it is the responsibility of the parent to keep the school nurse informed and up-to-date on the condition and to provide written instructions and current doctor's orders.

Sports Clearance

All students in grades 5-8 are required to participate in our school-sponsored after school sports program and need to submit a completed Athletics Form prior to participating in pre-season camps or after-school sports.

Immunizations

Documentation of all immunizations must be on file in the Health Office for every student, unless a religious, personal or medical exemption is filed. A new Pennsylvania law requires students to have their immunizations completed before the first day of school.

For current immunization requirements, contact your family's health care professional or visit swain.org/families.

Dental Exams

As mandated by the Commonwealth of Pennsylvania, a dental examination is required upon initial school entry (Kindergarten or first grade) and grades 3 and 7. All other students new to Swain (Kindergarten – 8th grade) should check with the school nurse to determine if one is needed.

Medications

We encourage parents to administer all medications at home whenever possible. In the event that it is necessary for a student to receive medicine during the school day, specific procedures must be followed:

- Students may not transport medications; they must be delivered to the Health Office by a responsible adult.
- All medications must be kept in the Health Office, unless prior arrangements are made with the Health Office.
- Prescription medications must be in a pharmacy-labeled bottle, specifically identified for the student with specific medication name, dosage and administration time.
- Over-the-counter medicines may be in either a pharmacy-labeled bottle or in the manufacturer's packaging. Both must identify the student with specific administration instructions.
- A Physician Order for Individual Student Medications form is for students who need to receive prescription OR over-the-counter medications that are supplied by the family, specific to that student. It is signed by both the ordering physician and the parent.
- The Health Office can dispense a wide variety of over-the-counter treatments without a physician order only if a current "Health Room Treatment Authorization Form" is on file, signed by a parent.
- Students in all grades who have permission from their parents AND their physician can carry their own inhalers; the family must complete a "Permission to Carry an Inhaler" form.
- It is the responsibility of the family to monitor expiration dates on all medications, epi-pens and inhalers provided to the school, and update supplies as needed.

Major Injuries

A physician must document major injuries that prohibit full participation in all school activities. Documentation should include the type of injury and specific restrictions. Further documentation is required when restrictions are lifted and the student is allowed to return to full activity.

Communicable Diseases

It is common policy for students to be sent home from school when there is active vomiting or fever above 100 degrees. We ask that your child not attend on any day when these medical conditions are present.

Exclusion Guidelines for Common Communicable Diseases:

Chicken Pox	Six days from last outbreak of vesicles; all vesicles must be scabbed.
Measles	Four days from the onset of the rash.
Mumps	Nine days from the onset of the disease; all swelling must have subsided.
Scarlet Fever	48 hours after starting antibiotic therapy.
Pink Eye	After one dose of antibiotic eye drops, or when cleared by physician (note to the nurse required).

In order for a child to return to school before the end of the exclusionary period, a written release from your physician must be presented to the Health Office.

Head Lice

The best defense to prevent the spread of head lice is a good offense. We encourage parents to perform regular checks, to catch this common problem in its early stages. Our school nurse is happy to provide information and/or a demonstration to any parent interested in learning how to do this. She also has information about effective prevention and treatments.

Head lice does not require a student to stay home from school once treatment begins. Please consult the [CDC website here](#) for more information.

IV. Student Dress Code

For students in Kindergarten – grade 8, the Swain uniform is meant to reflect pride in oneself and in the school community. Students should be neat and well-groomed at all times.

A uniform implies a similar presentation of dress and appearance for all students. Extremes in dress or grooming are not allowed. We ask that students find individuality and choice within the rules and spirit of the Dress Code.

Enforcement: School administrators and classroom teachers will check students to be sure they conform to dress code standards. An initial violation will result in a conversation with school personnel. This will serve as a warning. Chronic violations may result in a discussion with school administrators or disciplinary action.

Special Dress Uniforms: For students in K-8, there will be announced occasions when the “Special Dress Uniform” is to be worn. See the Dress Code chart for the specific items to be worn.

General Requirements for all grades:

Footwear: Sneakers are encouraged for everyday wear and required for gym class and sports. For safety, all Swain students must wear shoes with a full back and closed toes (including for Special Dress Uniforms). Shoelaces must be kept tied.

Tights or leggings may be worn under a bottom layer; they must be a solid color.

Outerwear: Outdoor jackets are not to be worn in the building except when entering. For K-8 students: only sweaters and tops with an official Swain logo, i.e., red, navy and black Swain fleece outerwear (vests, pullovers or full-zip jackets); red, gray or navy Swain sweatshirts (hooded or crewneck); or red or dark gray jersey jackets or pullovers are permitted over the uniform.

Jewelry and Accessories: Safety is our priority regarding jewelry and accessories. Earrings and other accessories must be modest and not a distraction, as defined by the administration. Please be aware that students must remove jewelry and accessories for physical education classes and sports, so please avoid wearing valuable items to school.

Hair: Hair (length and style) and make-up should not be distractions in the classroom. Unnatural hair color (i.e., ‘neon’ colors, blue, green, etc.) may be deemed unacceptable.

Miscellaneous Provisions: Belts must be worn with uniform pants and shorts that have belt loops, and skirts, skorts, kilts and shorts must be at an appropriate length.

Cut-offs, belly shirts, tank tops, spaghetti strap tops, inappropriate T-shirts, etc. are not permitted.

Dress Down Days and Casual Dress: (for dances and specified occasions): General guidelines for shoes and grooming are still in effect. Students may wear modest shirts, sweaters, sweatshirts and T-shirts with appropriate designs and artwork; designs featuring alcohol, drugs, cigarettes or questionable designs or slogans are not allowed. Footwear guidelines for regular uniforms are in effect for Dress Down and Casual Dress occasions.

Athletic Dress: Athletes (5th-8th grades) may wear their sports uniforms to school on game days. They must wear the current sport’s T-shirt during the school day and change into their jerseys at game time. In the spirit of Swain’s dress code, student athletes should be neat and well-groomed according to Athletic Department guidelines.

General Requirements

Preschool and Prekindergarten: For both regular and special occasion dress, children in Preschool and Prekindergarten are expected to wear neat, comfortable, age-appropriate clothing suitable for both indoor and outdoor activities. All requirements noted above apply to PS and PK students.

Grades K - 8: See the dress code on the following page with specific daily and special dress guidelines.

Purchasing Uniforms

Swain uniforms must be purchased from Lands' End (800-963-4816 or www.landsend.com) or Flynn & O'Hara (610-231-3788 or <https://www.flynnohara.com>). Flynn & O'Hara also has a retail outlet in the Valley Plaza, 1876 Catasaqua Road, Allentown (in the shopping center by the Carmike Movie Theatre).

Both Lands' End and Flynn & O'Hara have lists of approved items for the Swain Dress Code, and all purchases should be made from those lists of items. (For example, select only khaki pants from the approved Swain list, not any style khaki pants available from the retailer.)

The patch for the navy blazer, and ties (optional for K-8) are available to purchase from the School Store (ties are also available from Lands End, above).

NOTE: When ordering Swain's red plaid items from Lands' End, select "Classic Navy Large Plaid".

Used uniforms are also available in the Swain House and shopping is done at our serve-yourself site, "Cougar Closet", operated by the Swain Association. Clean, gently used uniforms that you are willing to donate to the sale may be dropped off at the porch of the Swain House anytime. This is not an exchange service; you will need to pay a small fee for all items.

See the next page for the full dress code guidelines.

2018-2019 Dress Code

DAILY UNIFORM FOR K-8

On Top*	On Bottom**	Warmer Layers*	Shoes and Socks
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Swain polo shirt (red, navy, white) Swain turtleneck (red, navy, white) Swain polo-style dress (navy, red)	Pants (khaki, navy) Shorts (khaki, navy) Skort (khaki, navy, plaid) Jumper (khaki, navy, plaid) Kilt (plaid) Skirt (khaki, navy, plaid)	Swain V-neck or cardigan sweater (navy) Swain sports jacket Swain windbreaker Swain sweatshirt, fleece, vest, jacket	Sneakers Closed toe shoes Leggings and tights are OK under your bottom layer. <i>Students must be able to participate in activities throughout the school day, including gym and recess</i>
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SPECIAL DRESS UNIFORM FOR K-8

On Top*	On Bottom**	Shoes and Socks
White, long-sleeved, button-down collar shirt AND Swain V-neck or cardigan sweater (navy) OR Navy blazer** with Swain patch Ties should be purchased from Lands' End Uniform Shop or the school store	Plaid kilt or jumper OR Khaki pants with belt (brown, black or Swain belt) if pants have belt loops	Dress shoes (black, brown, navy or dark tan) – must have full back and closed toes (no boots or sneakers) <i>For jumper or kilt:</i> Knee socks or tights (navy) – no leggings or bare legs <i>For pants:</i> Dark crew-length socks (or tan if wearing dark tan shoes)

ALL UNIFORM ITEMS MUST BE PURCHASED FROM LANDS' END, FLYNN & O'HARA OR SWAIN'S COUGAR CLOSET (gently-used uniform shop)

* "Swain" means it must have an approved Swain logo; do not affix the Swain patch to plain garments (patch to be used on blazer only)

** All styles of bottoms and blazers must conform to those sold by the approved vendors on Swain's list of approved items; "Plaid" is "Classic Navy Large Plaid" from Lands' End Uniform Shop (or the only plaid choice from Flynn & O'Hara)

- Belts must be worn with uniform pants and shorts that have belt loops
- Not permitted: cargo shorts or pants, cut-offs, belly shirts, tank tops, spaghetti strap tops, inappropriate T-shirts, etc.

V. Academics and Curriculum

Critical and creative thinking skills and problem-solving techniques are an integral part of The Swain School's curriculum. Our caring environment, along with small class sizes, encourages your children to become confident, self-assured, successful young adults.

Grading Procedures: Swain uses a trimester grade report system for all grade levels. Preschool – 8th grade students receive a report card with written narratives detailing their progress and additional information is provided based on the child's coursework and grading procedures.

Interim Reports: These unofficial reports for students in grades 4-8 are sent to parents between official report cards. They convey a student's progress or any difficulties that he or she may be having. Parents are encouraged to contact individual teachers directly if they have specific questions or concerns about their child's interim report.

Conferences: Parent/teacher conferences are scheduled three times per year for all students. Other conferences may be scheduled as needed throughout the year at the request of the teacher or parents.

Course Load: All students are required to take all courses outlined in the curriculum unless exempted by the Division Director.

Grading: Course grades for students in grades 5 - 8 are represented by the letters A, B, C, D, and F. Plus (+) and minus (-) notations are used to further define letter grades. These letter grades compare to a percentage scale as follows:

A+	97-100%	B+	87-89%	C+	77-79%
A	93-96%	B	83-86%	C	73-76%
A-	90-92%	B-	80-82%	C-	70-72%

Below expectations: D+, D, D-, F

All sequential courses (Mathematics, English and Foreign Language) require a yearly average of C- or above in order to advance to the next level, unless an exception is granted by the appropriate Division Director.

Gifted Program: The Swain School provides students who qualify the opportunity to work with our Gifted Specialist to receive additional support not provided in the regular classroom. Once a child is identified, the Student Support Team will meet with the family of the student to determine how to best meet the student's needs. This could include meeting with the gifted specialist on a regular basis, participating in a parallel curriculum, or receiving extension materials in addition to the regular assignments.

Qualifications for consideration in the Swain Gifted Program:

Students need to meet one of two requirements:

Option 1: The student is tested by their home school district is identified as gifted.

Option 2: The student receives testing from a private psychologist who administers the WISC and the receives a score of at least 130.

National Junior Honor Society: Membership is open to any seventh or eighth grade student who meets

the academic requirements set forth by the NJHS. The candidate is also evaluated by faculty in the areas of scholarship, citizenship, service, leadership and character.

Homework Policy

The Swain School believes homework provides an opportunity to extend lessons, practice skills, develop independent work habits and engage in critical and creative thinking. It also provides an avenue of communication between home and school. Homework should not add stress to the child or the family life at home. If you feel your child is receiving too much or too little homework please contact your child's teacher or advisor.

The following guidelines are in place to ensure that homework assigned is in line with this philosophy:

1. Homework should be done by the student and should not require the help of an adult. If a child is struggling with an assignment, he or she should leave it incomplete and seek help the next day from the teacher.
2. Reading is one of the most fundamental skills developed in the elementary years. Students should read or be read to on a nightly basis. This is considered homework.
3. Students in grades 6 - 8 should review their world language vocabulary and verb conjugations nightly in addition to reading nightly.
4. Time spent on homework should vary by grade and by student but should not exceed 20 minutes for students in grades 1-3 and should not exceed 45-60 minutes in grades 4-8.

This policy is based on best practices in educational research on homework. To read the research please use the links below:

<https://www.edutopia.org/article/whats-right-amount-homework>

<http://www.apa.org/monitor/2016/03/homework.aspx>

<https://www.edutopia.org/blog/research-trends-is-homework-effective-youki-terada>

VI. Student Discipline

The Swain School is committed to maintaining a safe, supportive environment for everyone in the community. Each member is expected to act with integrity in accordance with the principles of responsibility and respect.

Responsive Classroom practices guide our teaching, and encourage sound decision-making and positive behavior. Students contribute to the creation of classroom and school-wide agreements that allow everyone to realize their goals by providing a supportive learning environment. Inappropriate behavior that has a negative impact on the safe, supportive community will be recognized and responded to with logical consequences that are developmentally appropriate.

Possible consequences can include:

- conversation with the student/parent and administration
- during school consequence including school community service/duties
- after school detention including school community service/duties
- loss of privilege to participate in school activities
- day(s) away from school community to reflect
- suspension
- expulsion

The school reserves the right to determine individual consequences for student actions. Our goal is to communicate consistently so logical consequences that arise from chronic inappropriate behavior do not come as a surprise.

Good character, self-discipline, responsible citizenship and respect for the rights of others are key elements of a student's development at Swain. It is expected that students will behave with courtesy toward their fellow students and instructors.

Faculty and administrators communicate often about discipline issues. Every effort is made to ensure a fair and just process for the student and family, as well as the school community. While every situation is unique, we strive for a consistent process in addressing each one.

All students and adults in The Swain School community make the following Honor Pledge and receive a special lapel pin ("Learning and Living with Honor") at a school-wide pinning ceremony.

*As a member of the Swain community,
to honor myself and my school,
I pledge to be honest
and show respect as I strive for
academic excellence.
I will take responsibility for my actions
and help others to do the same.*

Students, along with the faculty, administrators and parents, share the responsibility for maintaining a climate within the school which is conducive to maximizing the learning experience. Communication is extremely important as we work toward this goal and we encourage parents, teachers, administrators, and students to communicate with each other to help students to reach their potential.

Harassment/Bullying: The Swain School is committed to providing a safe and secure environment for all its members. All students, faculty and staff have the right to attend school in an atmosphere of tolerance and mutual respect. Bullying or harassment of any kind is unacceptable and action will be taken if it is evident that someone is being bullied.

Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, oral, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture by an adult or student that has the potential to create an intimidating, hostile, offensive or threatening educational environment.

Unacceptable behaviors include those that cause long-term damage; cause discomfort or humiliation; unreasonably interfere with an individual's school performance or participation; are unwelcome and carried out repeatedly; or are characterized by an imbalance of power. Bullying will not be tolerated within the school, on school grounds, in school vehicles, or at any activity sponsored, supervised or sanctioned by The Swain School. Cyber-bullying, even when messages are sent or received away from school, also will not be tolerated.

Response to Bullying/Harassment

- Reporting the incident:
 - An incident is reported by any of the following: student, teacher, parent, or other adult.
 - The incident is detailed in and on an incident report form (forms are available in the Division Directors' offices and in the Main office). The incident report form can be completed by a teacher, parent, or other adult witness. An adult may also aid a student in completing the report.
 - The incident report is given to the appropriate Division Director.
- Notifications:
 - Parents will be notified as soon as possible.
 - The Division Director will determine who is the initial contact with the parent(s).
 - At the discretion of the Head of School, the student(s) involved may be temporarily suspended from school until the investigation is completed.
- Investigation:
 - As soon as possible, the Division Director will investigate the incident.
 - The investigation process will take into account the age of the student(s).
 - The Division Director will talk to the student(s) involved and any adult or student witnesses and the parents of the involved student(s).
 - The Division Director will write up the results of the investigation.
 - The results will be shared with the students, parents, teachers and Head of School.
- Consequences:
 - The Head of School in consultation with the Division Director will determine the appropriate response.
 - The response will take into consideration the age of the student(s), the pattern of behavior and severity of the incident.
 - Consequences range from a warning to expulsion.

- All written documents will be kept confidential.

Weapons Policy: All students have a right to be educated in a safe environment. The possession of weapons, facsimiles, look-alikes, disruptive items or even toys (e.g., squirt guns) threatens the safety of the entire school community.

It is, therefore, the policy of The Swain School to prohibit weapons of any kind on school property, school vehicles or at school-sponsored events. This shall include but not be limited to, guns of any kind, explosives (including fireworks), knives, pocket knives, matches, lighters and implements capable of inflicting serious bodily injury or items that may replicate any of the above.

Any student in possession of a weapon at school will be referred to an administrator and parents will be notified. Violation of this policy may result in immediate suspension or expulsion from school and possible criminal prosecution.

Leaving Campus: The school must know where a student is at all times. Students must also communicate their location in the building and remain under the supervision of an adult. Students who leave campus without permission will have an immediate conference with the Division Director or Head of School.

Substance Abuse/Smoking: All prescribed medications should be on file in the nurse's office. Possessing, distributing or using any legal or illegal substances as well as the use of tobacco/smoking products of any kind is strictly prohibited and will result in disciplinary action.

Vandalism: Defacing or destroying school property is a sign of disrespect for the school and its community and will not be tolerated.

School Bus Behavior: Swain buses are considered an extension of The Swain School. Accordingly, we expect behavior on the bus to comply with school regulations. Each bus driver is responsible for maintaining order and ensuring the safety of all passengers.

Failure to comply with school or driver regulations will result in disciplinary action ranging from a warning to the loss of bus transportation privileges. Students riding on District school buses must behave in accordance with Swain regulations as well as the District's rules.

School Bus Regulations

All Swain students will be transported on a school bus at some point during the school year. Even if the student is only transported for field trips or sporting events, it is important that all students and parents/guardians follow these School Bus Rules – keeping in mind that each transportation company has its own regulations, which we must follow:

1. When riding on a school bus, students are considered to be on school property. Therefore, all rules as stated in the Parent-Student Handbook are applicable, including the Acceptable Use of Technology rules. (Personal electronic devices may be used only with specific permission from the adult in charge.)

2. Students must obey the bus driver at all times.
3. Students are expected to sit in their seats facing forward while the bus is in motion.
4. Aisles and exits must remain clear at all times. Backpacks, sports equipment, musical instruments and other carry-ons must be stored beneath the seat or on the student's lap. These areas must remain clear in case of emergency.
5. To prevent injury to students and others, no body part or other object may be extended or thrown out a bus window.
6. Bus windows are not to be lowered without the driver's permission.
7. Harassment, aggressive behavior, bullying, discriminatory/abusive/foul language or conduct towards the driver or other riders, on or off the bus, is unsafe and contrary to the school's code of conduct. Incidents will be reported immediately to the appropriate Division Director.
8. Maintain a 'conversational' tone. Avoid shouting, screaming, loud laughter or noise that may divert the attention of the driver.
9. No food or beverages may be consumed on buses without permission.

ABC's of Swain

Advisory: Middle School homeroom and academic/social support system; each 7th-8th grade student is assigned to a small group that meets on a regular basis with one teacher.

ADVIS: Association of Delaware Valley Independent Schools.

AlertNow: The notification system we use to communicate with our community; voice messages are used for emergency situations and email messages are used for general information.

Beginning School: Preschool, Prekindergarten and Kindergarten

Birthday Groups: Groupings of faculty, staff and students by the month of their birthday, for occasional gatherings and activities.

Board of Trustees: Governing body of The Swain School, made up of current and alumni Swain parents, alumni students, and community representatives.

Bradbury Award: The Margaret Bradbury Award, created by the Swain Association, recognizes a parent, grandparent or staff member who volunteers countless hours and energy to make Swain the strong and vibrant community that it is. Named in memory of Life Trustee Margaret Bradbury, this volunteer serves above and beyond the call of duty and is an unsung hero.

Buddy Program: An informal system of pairing older students with younger students for planned and spontaneous activities throughout the school year

Closing Ceremonies: Programs held on the last day of school for Preschool through 7th grade.

Division Director: Melissa Carroll is the Director of Beginning and Lower Schools, Megan Franzysen is the Director of Intermediate and Middle Schools.

Extended Child Care Program: Student supervision before and after school each weekday (from 7:30-7:45 a.m. and from 3:10-5:30 p.m.).

Family Directory: Booklet listing names and addresses of all Swain families, class lists and voicemail extensions/email addresses of Swain staff; published annually in September. Email

Founder's Day: October celebration honoring Swain's founder, D. Esther Swain.

Grandparents & Special Friends Day: Celebration honoring grandparents, parents and special friends of Swain students. Student performances, classroom visits, refreshments and special programs are included. Coincides with annual Student Art Show.

Holiday Happenings: Swain Association function that kicks off the holiday season.

Honor Pledge: A statement of honor, made by all students, faculty, and staff (see page 25).

Interims: Progress reports provided to parents in the middle of a marking period and as deemed necessary; these are accessed through our My Backpack online database.

Intermediate School: Grades 4, 5 and 6.

"Lifers": Affectionate term used for those students who attend Swain from Preschool through their eighth grade graduation.

Lower School: Grades 1, 2 and 3.

Middle School: Grades 7 and 8.

NAIS: National Association of Independent Schools.

Open Houses: Held throughout the year for families of prospective students to learn about our school.

PAIS: Pennsylvania Association of Independent Schools.

Parent-Student Handbook: Document that contains information about schedules, supplies, emergency procedures, dress code, grading, curriculum, discipline, and other items of interest to families; published annually and posted on www.swain.org. Print copies are available to view in the Main Office and Umansky Library.

Paws: Swain's friendly "cougar" mascot

Red & White: School colors; also signifies special athletic events and athletic special dress days to promote school spirit.

Special dress uniform: Formal uniform wear reserved for special ceremonies and occasions.

Summer Explorations: Enrichment and recreational programs, offered for during the summer months; open to Swain students and children in the community.

Swain Association: Parent-teacher organization of The Swain School; all family members and Swain

faculty/staff/administrators are automatically members.

Swain Bell, The: The old Swain bell was refurbished and reinstalled in the Trexler Courtyard in June, 2005; it is rung at the beginning and ending of the school year and on other special occasions.

Swain Matters: Newsmagazine published three times yearly and distributed to friends and supporters of the school, including donors, board of trustees, and alumni.

Town Meetings: Regular division-level gatherings in which they enjoy activities as well as presentations from guest speakers and fellow students.

Websites: www.swain.org (main website) and www.swainkids.com (information for students and parents).

Appendix A

THE SWAIN SCHOOL FIELD TRIPS: GUIDELINES FOR CHAPERONES

Thank you for agreeing to chaperone this field trip. Being a chaperone is an important job which involves the safety and well being of each student in your care. In order to ensure a safe and pleasant trip, we ask you to follow the guidelines below:

- A group of students will be assigned to each chaperone.
- Students who require epi-pens, inhalers, or other medications will be indicated on your list.
- Teachers will have all medications and a list of emergency phone numbers.
- Chaperones should seat themselves in the front, middle, and back of the bus to ensure supervision of all students at all times.
- If there is a serious problem, inform the teacher immediately.
- Be sure that all students assigned to you are accounted for at all times. Do not be the one who says, “I did not see where that student went,” or “I did not see what happened.”
- Keep track of students using the restroom – bathroom buddies. Students are never to be wandering around by themselves or without a chaperone.
- When you go to a new area, designate a meeting spot so students know where to go should they become separated from the group.
- Be sure the students in your group understand and follow the rules specific to your destination.
- Chaperones should use cell phones for emergencies only. Please refrain from using cell phones for personal calls.
- Chaperones may not use or carry tobacco or alcohol on school trips.
- Spending money for students is not permitted on Beginning and Lower School trips. Chaperones are not to visit the gift shop or provide spending money for students.
- Chaperones must agree to guidelines outlined by the classroom teacher.

Appendix B

ACCEPTABLE USE POLICY: 2018-2019
The Swain School Honor Pledge

As a member of the Swain community, to honor myself and my school, I pledge to be honest and show respect as I strive for academic excellence. I will take responsibility for my actions and help others to do the same.

All parents will be asked to sign the electronic form in the Magnus portal as acknowledgement of the policy. Once students have reviewed the policy in the first two weeks of school, they too will be asked to sign as well.

A. Policy Rationale

We believe that computing devices and the Internet are powerful tools that help students learn in today's connected, global world. To ensure that our students benefit from these in a safe and effective manner, The Swain School has adopted the following Acceptable Use Policy (AUP). Students (K-8), parents, faculty, and staff are asked to acknowledge, through their signatures, that they agree to abide by the spirit and letter of our expectations when using Swain's wired or wireless network resources. The Swain School Honor Pledge and general school rules for behavior and communication apply in the digital world, just as they do in the physical world. The use of the network and/or school-owned electronic devices is a privilege, not a right, and may be revoked if abused. Without the appropriate signatures on file, users may not access any Swain technology resources.

B. Responsible Use of Technology

All users of the Swain network and technology resources must conduct themselves with respect for others with regards to privacy, personal property, and respect for intellectual property as well as comply with all legal restrictions regarding the use of electronic data.

1. Students must not access the network in such a way that restricts the use of others, tampers with files of others, changes network or system settings, or involves hacking of any type.
2. All users must abide by laws pertaining to copyright and the use of intellectual property of others. No software should be installed on school owned devices without permission of the technology department and adherence to licensing terms.
3. Students must not use technology, whether school owned or personal devices, to harass, embarrass, threaten, humiliate, or demean any member of the school community. Cyberbullying of any kind will not be tolerated and will result in disciplinary, and possibly legal, consequences.
4. Students must be careful not to reveal personal information online, whether their own or that of others. Students may not transmit photos, audio, or video of classmates, faculty, or staff without their consent.
5. Passwords must remain confidential. Users are responsible for any action that takes place under their account name. If a user feels a password has been compromised the technology department should be notified immediately.

C. Privacy

The Swain School adheres to the requirements of the Children's Internet Protection Act (CIPA) by providing filtered access to the Internet over the school's wired and wireless networks. Though no content filter can be 100% accurate, this filter allows for the blocking of obscene, offensive, and inappropriate content on our network.

1. Any student who attempts to bypass the content filter by using a cellular connection or proxy server instead of accessing the Internet through the school's network resources will be subject to disciplinary action. Student personal iPads must have the cellular connection disabled before coming to school.

2. Swain reserves the right to monitor technology interactions that take place on school grounds and to investigate any reports of inappropriate action related to technology use. Any files saved to a school owned device, network drive, or school provided cloud service (such as G Suite) are also subject to monitoring.

D. Personal Electronic Devices

The Swain School will not be responsible for any damage to a student's personal electronic device(s), including but not limited to, loss of data or interruptions of service due to modification of the device(s)' configuration to work in Swain's environment. The Swain School is not responsible for the accuracy or quality of the information obtained through or stored on the system, and will not be responsible for financial obligations arising through the use of the system. All rules regarding acceptable use of technology on Swain computers apply to personal devices used on campus.

1. Student Cell phones
 - a. Phones must be put into the student's backpack before entering the building and may not be taken out until the student has left the campus, unless specific permission has been given by the supervising adult.
 - b. All cell phones must be turned off or silenced when not in use.
 - c. **Parents are requested NOT to call or send texts (via phone or iPad message) to students during the school day. Please call the Main Office and we will relay the message to your child.**
 - d. Students may always ask the supervising adult to use a Swain landline phone. Changes in school schedules for sports, after-school activities, etc. will be communicated to families via the AlertNow voice and/or email messaging system.
2. Other personal devices (e.g. iPods, headphones, iPads/tablets, MP3 players, cameras, handheld video games, etc.) must be put into the student's backpack before entering the building and may not be taken out until the student has left the campus, unless specific permission has been given by a supervising adult.
3. **Personal electronic devices that are used or displayed improperly will be confiscated and returned directly to the student's parent.**

E. Social Networking

1. The Swain School maintains Facebook, Twitter and Instagram accounts, and the Swain community is encouraged to utilize them to stay connected and to get information about the school.
2. Swain School faculty, staff and administration are not permitted to accept or initiate social network friend requests from current students or alumni students under the age of 18.
3. Swain faculty, staff and administrators are discouraged from following or being followed by current students and alumni under 18 on social networking sites.
4. The exception to the statement (above) is if these social networking sites are used for educational purposes. In this instance, the use must be cleared through the Division Director.
5. Social networking pages or sites associated with The Swain School are not to be used for commercial or solicitation purposes.
6. Students may not use social media platforms such as Snapchat, Twitter, Instagram, Facebook, iMessage, Skype, Facetime, etc. during the school day unless specifically supervised by a teacher and used for educational purposes.

F. Google Apps for Education (G Suite)

G Suite is collection of online applications that reside in the "cloud". The benefit of cloud-based computing is that school staff and students can access their documents and projects from ANY device with Internet access.

1. **G Suite for Education** is a special setup of the popular Google Apps, tailored specifically for schools. Accounts are managed by our school, not by Google, and **advertisements are all turned off**. By using G Suite for Education our students and teachers can use our established Swain domains in a free and safe environment under the control of our school. This allows us to better meet the 21st century technology standards which stress the importance of student use of digital tools to create, communicate, and collaborate across all curriculum areas. Google, along with more than 300 other educational technology service providers, has signed the [Student Privacy Pledge](#).
2. Students receive a Google account in third grade which will allow for use of documents, slides, and spreadsheets. Beginning in fifth grade students will have access to email, but email is limited to contacting faculty within the Swain community.

G. Digital Honor

We will continue to educate students regarding proper use of technology. Throughout the school year students will have opportunities to learn about and discuss digital citizenship, Internet safety, cyberbullying, and appropriate online behavior at age appropriate levels. Included in this discussion is managing screen time. Ultimately, we must educate students for the future, so instead of turning away from cultural issues surrounding technology, it is the responsibility of the school, in collaboration with families, to continuously work with students to empower them to make healthy choices. A Swain education has always been grounded by a strong sense of community, and it is imperative that this idea remains constant in our Mission; any use of technology now and in the future must support our founding ethos.

As an extension of the Honor Pledge, it is the school's expectation that students look beyond themselves in interpreting our Pledge. In other words, if a student witnesses inappropriate conduct beyond reason, whether online or in person, then we expect he or she will report this behavior to a teacher or administrator. Furthermore, living a life of honor – even when nobody is watching – is the framework for a dynamic Honor Pledge.

H. 1:1 iPad Program Grades 5-8

The Swain School has chosen to implement a BYOD iPad program in grades 5-8. As with all forms of technology, use of the iPad will be thoughtful. We know that teaching and learning must always be at the center of conversation, and any form of technology should serve to enhance the delivery of curriculum. The iPad is a powerful tool that fosters creativity, communication, mobility, and the implementation of the iPad only serves to further these bedrocks of a great education. Although all previously stated policies for Swain technology apply to iPad use, the the following policies are in place specific to the BYOD program:

1. Preparedness

- a. Students must bring iPads to school each day unless otherwise instructed.
 - b. If the iPad is left at home, students are responsible for getting coursework completed as if they had their iPad present.
 - c. If an iPad is in need of repairs, a loaner iPad may be available through the school but is not guaranteed.
 - d. iPads must be brought to school fully charged each day.
- 2.
3. Management
- a. Student iPads must have Meraki Mobile Device Management installed whenever they are used at Swain. This allows for managed distribution of apps and monitoring student access of network resources. At no time may students use their iPads with a cellular connection or in any way bypass the content filter at school.
 - b. Student iPads should be periodically backed-up on iTunes on home computers to prevent data loss.
 - c. To monitor printing costs only limited printing will be permitted from iPads and only with teacher permission.
 - d. Each student is personally responsible for his or her actions in accessing and utilizing the school's network resources and is advised never to create, access, keep, or send anything that they would not want their parents or teachers to see.
 - e. The student's Swain email account will be set up as the primary email on the iPad; other email accounts are permitted, but personal email should not be accessed at school.
4. Use during the school day
- a. Students should close iPads and cases while traveling between classes.
 - b. iPads must never be taken to the restroom or locker room.
 - c. iPads should be placed in backpacks and stored carefully during Sports.
 - d. iPads should be stored during Breaks and Lunch/Recess unless under the direct permission and supervision of a teacher. Use during these times is the exception, not the rule. The Swain School strongly believes in face-to-face interaction, free play, time outside, and particular attention will be given to ensuring that the tablet, or any other piece of technology does not interfere with the aforementioned educational goals.
 - e. iPads and other personal electronics are not permitted during dismissal (Porch, Bus, Extended Care) unless a special exception is made with the permission of the supervising adult.
 - f. iPads are to be used as learning tools while at school. This means that even during study hall and free time, any games that students play need to be educational in nature and approved by our technology staff. Students are not permitted to play any educational games against persons outside of the school environment, including any Internet gaming.
 - g. While students can keep their own music on their iPads, it should only be accessed at school with permission from a teacher or administrator.
 - h. Students should not access, upload, download, share, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials on their iPads for any reason, including pictures, videos, music, apps, games, etc.
5. Software/Apps for iPad

- a. All families need to create an Apple ID and iTunes account to be used on the student iPad.
- b. Students should keep their Apple ID or any other account information private, and should not use their Apple ID or other account information on someone else's device.
- c. Apps required for school will be deployed and synced using the mobile device management system.
- d. Students may download additional apps and content onto the iPad only when it does not interfere with required school applications.
- e. All apps installed on the iPad must be school appropriate.
- f. While on campus, students will not access or display any non-educational materials on the iPad – websites, apps, games, videos, images, music, etc. – that are inappropriate for the school environment.
- g. Personal electronic devices may be examined at any time by Swain faculty or staff, and if warranted, confiscated and returned directly to the student's parent.