

SWIFT CREEK MIDDLE SCHOOL

2022-2023 STUDENT HANDBOOK



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Tallahassee, FL 32317-1436
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"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information.

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LCS 2022-2023 REGULAR CALENDAR

2022 – August	1	Teachers Report
	1-5	Teacher Planning/Inservice Days
	8-9	Teacher Planning/Inservice Days
	10	Students Report
September	5	Labor Day Holiday (Districtwide)
	26	Fall Holiday (Districtwide)
October	14	End of First Nine Weeks
	17	Teacher Planning/Inservice Day
November	11	Veterans Day Holiday (Districtwide)
	21-23	Administrative Days (District Open)
	21-25	Thanksgiving Holidays (Students and Teachers)
	24-25	Thanksgiving Holidays (Districtwide)
December	14, 15, 16	Middle and High School Exam Days
	16	End of Second Nine Weeks/End of the First Semester
	19-30	Winter Holidays (Districtwide)
2023 - January	2	Winter Holidays (Districtwide)
	3	Teacher Planning/Inservice Day
	4	Students and Staff Return
	16	Martin Luther King, Jr. Day Holiday (Districtwide)
February	20	Presidents Day Holiday (Districtwide)
March	10	End of Third Nine Weeks
	13-17	Spring Break (Students and Teachers Out)
	20	Teacher Planning/Inservice Day
	21	Students Return
April	7	Spring Holiday (Districtwide)
May	22-24	Middle and High School Exam Days/Elementary, Middle and High Early Release
	24	Last Day of School/End of Fourth Nine Weeks/End of Second Semester
	25-26	Teacher Planning/Inservice Day
	29	Memorial Day Holiday (Districtwide)
June	5	Four-Day Workweek Begins
	TBD	Summer Reading Academy and ESE Summer Services Training
	TBD	Summer Reading Academy and ESE Summer Services Planning
	TBD	First Day of SRA and ESE Summer Services
	TBD	SRA and ESE Summer Services
	19	Juneteenth Holiday (Districtwide)
July	TBD	SRA and ESE Holiday Break
	4	Fourth of July Holiday (Districtwide)
	TBD	SRA and ESE Summer Services Resume
	TBD	SRA and ESE Summer Services
	27	Last Day of Four-Day Workweek

LCSB APPROVED: 04.12.2022

CELL PHONES AND ELECTRONIC DEVICES

Upon arrival on SCMS campus, student personal cell phones and electronic devices including wireless headphones, ear pods, and ear buds, **must be turned off, out of sight and stored in student backpacks until 3:50pm.** LCS provided laptops/Chromebooks are to be used under teacher supervision. **All students are expected to have plug-in headphones/ear buds with them at all times to use with LCS provided device.**

Students who violate this policy shall be subject to established disciplinary measures. School employees shall confiscate any cell phone or electronic device visible, heard, or used during the instructional day without teacher/staff permission. All confiscated phones or electronic devices will be turned in to the front office, labeled with the student's name. A phone call will be made to the parent to retrieve the cell phone from the front office. **Parents should not call/TEXT their child's cell phone during the school day. All contact should be made through the front office phone (850-414-2670).**

DRESS CODE POLICY

DRESS CODE AND GROOMING – LCSB POLICY 5511

A student's apparel and grooming shall be the responsibility of the individual student and his or her parents/guardians. Each student is expected to dress appropriately in such a manner that is respectful to self and others.

Dress and grooming shall be clean, healthy and safe, and shall not be permitted to disrupt the teaching and learning environment. Items of apparel that when worn together are usually indicative of gang memberships or apparel that contains a message that is obscene or promotes illegal activities, drugs, discrimination, alcohol, or tobacco products shall not be permitted on school grounds or at school sponsored functions.

The Swift Creek Dress Code is designed to promote safety and good hygiene as well as give students the convenience of dressing comfortably while at school. **Please help us by ensuring that your child's attire meets our dress code each day.**

Our school is committed to consistent and fair implementation of the Dress Code Policy. Students who dress in a manner inconsistent with the approved Dress Code Policy will be sent to the Student Services office and will be required to make the necessary change(s) to be in compliance. If a change of clothing is not available, the student will be sent to OFI for the remainder of the day. The 3rd Dress Code violation will result in a Class 1.14 Discipline Referral.

CONTINUED...

2022 – 2023 Swift Creek Dress Code

Swift Creek dress code applies to all students when on campus.

1. General:

- A. No undergarments (bras, underwear, panties, tank style undershirts, boxers, compression shorts) may be exposed at any time.
- B. Students may not wear clothing that is sexually suggestive or that features crude or vulgar messages, depicts drugs, tobacco, alcoholic beverages, racial/ethnic club or gang affiliation in words, pictures, or colors.
- C. No pajamas, boxer shorts, bedroom attire, bathrobes, or see-through clothing may be worn.
- D. No bedroom slippers or house shoes may be worn.
- E. Outerwear (jackets, sweaters, hoodies) may not be worn for the purpose of covering up out of dress code attire.
- F. No sunglasses are allowed inside any building on campus.

2. Bottoms:

- A. Shorts, skirts, dresses are to be worn at mid-thigh or longer.
- B. Pants/shorts may not have holes that expose skin above the mid-thigh.
- C. Leggings/spandex, exercise pants/shorts are allowed provided the top reaches mid-thigh or longer in both the front and back.

3. Tops:

- A. No tube tops, spaghetti straps, muscle shirts, shirts with oversized armholes may be worn.
- B. No bare mid-riffs, bare backs, see-through tops, off the shoulder, or shirts with holes may be worn
- C. No tops that expose cleavage may be worn.

4. Head Coverings:

- A. No caps, hats, hoods, are to be worn on campus at any time.
- B. No bandanas, do-rags, night caps, shower caps, or head scarves are to be worn on campus.
- C. Allowable head coverings include a Gele, hijab, yarmulke, or other religious or culturally appropriate head covering.
- D. Beanies/skullies that do not obscure or conceal the face may be worn outside on days when the temperature drops below 50 degrees.

STUDENT SERVICES

The mission of the Student Services Department is to “help students focus on academic, career, and social/emotional development so they achieve success in school and are prepared to lead fulfilling lives as responsible members of society” (school counselor.org). Counselors provide academic planning and goal setting; classroom lessons; short-term counseling to students (conflict mediation, crisis counseling); and collaboration with families/teachers/administrators/ community. Counselors work closely with the school psychologist, school social worker, behavior specialist, staffing specialist, and school resource officer. The office number is 850-414-2666.

CONFERENCES

If a student or parent has a question or concern specific to a particular teacher, they are encouraged to contact that teacher directly, via email and/or voicemail, before requesting a conference. Conferences may be requested by teachers, parents, administrators, counselors, or students. Parents should contact their child's school counselor (Griggs, A-L, Lovern, M-Z) to arrange a team conference with teachers; it is our policy to invite all teachers. Conferences are scheduled to begin at 8:30 am. Conference dates are limited so we appreciate your promptness and involvement. Students are expected to attend their conference, so they can provide valuable feedback and take part in creating their academic plan.

HEALTH/CLINIC

ILLNESS AT SCHOOL: If a student becomes ill or is injured at school they will be sent or taken to the clinic. In the event of a significant illness or injury the parent/guardian will be notified immediately. For this reason it is very important to keep contact numbers in FOCUS up to date. When necessary 911 will be called to activate EMS. If a student presents to the clinic with a fever (100+), a persistent cough, vomiting, or diarrhea a parent/guardian will be called to pick up the student within the hour for the protection of all students and the well-being of the sick student.

WHEN TO KEEP YOUR CHILD HOME: Please keep your child home if they are experiencing frequent coughing, vomiting, diarrhea, persistent pain, widespread rash or oozing skin infection that can not be covered. Students will need to be symptom free/fever free for 48 hours to return to school.

MEDICATIONS: Student are not allowed to have in their possession medications of any kind for their own safety and the safety of others. Lifesaving medications such as an EPI pen or inhaler may be carried once a “Permission to Carry” form is on file in the clinic. Appropriate forms for all medications are available in the clinic or may be found here:

<http://leon.floridahealth.gov/programs-and-services/clinical-and-nutrition-services/school-health/school-health-parent-forms/index.html>.

STUDENT PROGRESSION PLAN & PROMOTION REQUIREMENTS

A sixth grade student must have a final passing grade in 2 out of 4 courses, which must be in the areas of Language Arts, Mathematics, Science, or Social Studies, to be promoted to the seventh grade.

A seventh grade student must have a final passing grade in 2 out of 4 core seventh grade courses, which must be in the areas of Language Arts, Mathematics, Science, or Social Studies, AND the required sixth grade courses in order to be promoted to the eighth grade.

An eighth grade student must have all four core courses (Language Arts, Mathematics, Science, and Social Studies), passed in sixth, seventh and eighth grade in order to be promoted to the ninth grade.

School Board Policy 5410, Student Progression, clearly define student progression requirements. These documents can be found by visiting the following site: <http://www.neola.com/leon-fl/>

GRADING SYSTEM

<u>Grade</u>	<u>Percent</u>	<u>Qty Pts</u>
A	90 - 100	4
B	80 - 89	3
C	70 - 79	2
D	60 - 69	1
F	0 - 59	0

A minimum of 1 quality point (D) must be earned in each course during the second semester in order to pass the course.

MINIMUM COURSE REQUIREMENTS

All students take four, 50 minute classes per day of language arts, social studies, science, and math. These are called “core academic classes”. All students in sixth, seventh, and eighth grades are also required by Florida Statute to take at least one semester of physical education (PE) each year. The student can opt out of this required PE semester with another elective with parent signatures. Swift Creek students in sixth grade take one semester of Alpha Success. The other semester will be a student choice elective. Seventh and eighth graders take the four core academic courses, one elective, and PE unless a second elective is chosen to replace the PE requirement. If remediation is required (based on FSA ELA), an intensive reading class may be scheduled in lieu of an elective course.

HONOR ROLL

The school recognizes all students on the "A" and "A/B" Honor Roll. The "A" Honor Roll can only be obtained if a student earns an "A" for every course during a 9-week grading period. The "A/B" Honor Roll can be obtained by earning any combination of "A"s and "B"s, and no more than one "C".

END OF COURSE EXAMS (EOC)

Students enrolled in Civics, Algebra 1, Biology, and/or Geometry will be required to complete an end-of-course (EOC) assessment. Students will be held accountable for the content taught over the entire school year. The Algebra 1 EOC is the only one of these assessments for which students are required to pass the test in order to be awarded the credit for the course. Note that it is possible for a student to earn a passing grade in Algebra 1, leading to middle school promotion, yet not earn credit for the course. To earn the high school credit for Algebra 1, the student must then retake the assessment at a time specified by the Florida Department of Education. The Algebra 1 EOC score will account for 30% of the final grade. The EOC assessments for Biology and Geometry do not determine pass/fail status, but do also account for 30% of the final grade for each course. Civics is a required middle school course, and thus all students will take the EOC. It also accounts for 30% of the final grade.

FOCUS

FOCUS is a web-based management program that makes it possible to monitor student progress. After receiving your user name and password, go to <http://www.leonschools.net/parentportal>. If you have difficulty accessing the portal, contact PortalHelp@leonschools.net. SCMS is taking steps to move to a paperless environment. **Progress reports, report cards, and test scores will not be printed and sent home.** You can access your student's attendance, grades, test scores, school schedule, upcoming assignments, and district and schol information through FOCUS. You may also make changes to clinic cards, contact information, addresses, immunizations, internet access, FERPA, and yearly updates.

ACADEMICALLY REQUIRED FIELD TRIPS

All students will be able to attend academically required field trips for courses in which they are enrolled. These trips are based on the course standards and/or district/state mandates and are an academic requirement.

ENRICHMENT FIELD TRIPS

Academic Guidelines: Students must have earned all quality points on the previous nine weeks report card. Students in grade recovery (PLATO) for any course will not be able to attend an enrichment field trip.

Behavior Guidelines: Students will not be able to participate if they receive more than one referral during the semester the trip is occurring. Students will not participate if they receive more than one Class 2 referral or any Class 3 or Class 4 referral during the school year. Any student receiving more than 4 referrals in the school year will not be allowed to attend field trips.

***D.C. TRIP SPECIAL REQUIREMENTS:** All students must have a 2.0 GPA for the 4th nine weeks of the previous school year and the 1st nine weeks of the current school year. Students will not be able to participate if they receive more than one referral in the past two grading periods prior to the trip (includes the 4th nine weeks of the previous school year and the 1st nine weeks of the current school year)

***BRIDGE FIELD TRIP REQUIREMENTS** (in addition to behavior guidelines): Students must earn a "B" in the first quarter in each of their Bridge to AP courses or high school credit courses to be eligible for the Bridge field trip.

GRADE LEVEL TRIPS

Academic Guidelines: Students **must have** earned quality points for core classes by end of 3rd grading period (4 point in each class), 2.0 GPA from previous grading period, and must not be in PLATO grade recovery. **Students cannot have an F in any core class during the 3rd grading period.**

Behavior Guidelines: Students will not be able to participate if they receive more than one referral during the second semester. In addition, students will not be able to participate if they receive more than one Class 2 referral, any Class 3 or Class 4 referral during the school year. Any student receiving more than four referrals in the school year will not be allowed to attend field trips.

CHAPERONES

All parent chaperones are expected to ride with the school's method of transportation both to and from the field trip destination unless other arrangements have been made in advance with a school administrator. Chaperones are expected to supervise assigned students at all times during the field trip.

ATTENDANCE POLICY

ABSENCES

Absence is defined as nonattendance of a student at school or in an approved educational activity/field trip or program on days school is in session. A student who is not physically present at school or not participating in an approved school activity shall be counted absent.

The law allows absences for reasons listed below: under these circumstances, school policy regards these absences as excused. A student with an excused absence is not subject to any disciplinary or academic penalties.

Absences/tardiness shall be excused only for the following documented reasons:

1. Illness and/or medical care
2. Death in the family
3. Legal reasons
4. Approved religious holidays
5. Financial and/or other insurmountable circumstances
6. Curriculum-related field trips and/or functions approved by administration

Determination of whether an absence is excused or unexcused is the responsibility of an administrator or designee.

REPORTING AN ABSENCE

Parents are required to report a student's absence by calling 414-2670 the day of the absence. Written documentation is required to excuse an absence.

ATTENDANCE NOTIFICATION SYSTEM

It is the parent's responsibility to notify the school of any change in phone number. When a student is marked late or absent in a class, the computer system automatically generates a phone call to the phone number designated by the parent/guardian.

We believe that there is a direct correlation between student learning and consistent and prompt attendance in class. Thus, absences, whether excused or unexcused, affect academic performance and grades. Students and parents should understand that poor attendance will affect the student's opportunity to participate in any extracurricular activity or school sponsored event. If a student has an unexcused absence from school (4 or more periods) the student is then unable to participate in an after-school activity. If absences become excessive (10 or more within a nine weeks), the student may be removed from participating in extracurricular activities or school sponsored events.

EXCUSED ABSENCES PROCESS

Attendance Notification Forms are located on the Swift Creek website, in the front office and Student Services office. Complete and return to the front office with any required documentation within **five (5)** days of absence to be considered for an excused absence.

PREARRANGED ABSENCE

Attendance Notification Forms completed along with all other **supporting documents** are to be returned to the school front office at least **five (5)** school days **before** the absence. Students who anticipate an absence for an "educationally valuable experience" other than a field trip or school sponsored activity may receive an excused absence, if a parent/guardian's written explanation, following the above procedures are followed. When the student returns to school, a one-page student written summary of the educational experience must be turned in to the front office to complete the process of excusing the absence.

UNEXCUSED ABSENCES

An unexcused absence takes place any time a student is out of school for reasons not recognized in the law. In these cases, the child may be subject to academic penalties. Unexcused absenteeism sufficient enough to jeopardize academic progress is defined as a student being absent more than 5 days within a 30 calendar-day period or 15 days within a 90 calendar-day period. Examples of unexcused absences are shopping, haircut, piano lessons, missed bus, overslept, and truancy. Once the student meets the truancy level of 15 days of unexcused absences within a 90 calendar-day period, the district will be notified and the district will investigate the truancy issues (see TRUANCY below).

TRUANCY

A truant is one who is not in attendance, with or without approval of the parent or other person having charge of the student, and whose absence has not been excused. A habitual truant is a student who has fifteen (15) unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student's parent or legal guardian. Potential truancy concerns will be referred to a child study team to determine the need for further investigation. If it is determined that a pattern of truancy exists, the school will report the truancy to the Superintendent's office for further review per LCS District Policy.

ATTENDANCE POLICY CONTINUED...

LATE CHECK IN

Students who arrive after the tardy bell must report to the front office to sign in and receive an admit slip. Students may have tardies/absences excused by having parents/guardians sign them in and provide a valid excuse. Additionally, a note from a doctor's office or parent/guardian validating the tardy/absence must also be submitted.

EARLY CHECK OUT

All students leaving school prior to the end of the school day must sign out through the front office. No student shall be permitted to leave school, for the remainder of the day prior to dismissal, in the custody of a person other than a student's parents or guardian unless that person has the verified written or email authorization of one of the parents or guardian. **No student will be called out of class for early check out after 3:30 P.M.** All students leaving early must be checked out before this time unless it is a medical or legal emergency. **Parents should not call/TEXT their child's cell phone during the school day. All contact should be made through the front office phone (850-414-2670).**

EMERGENCY MESSAGES

Sometimes parents need to notify their child of unexpected changes in after school arrangements. Parents may call the front office at 414-2670 by 3:30 P.M. to leave a message for their child. Messages will also be conveyed to the teacher. We understand "emergencies" and know parents will take precautions so that the calls do not become routine. Students are allowed to call parents only if given permission by their classroom teacher. Since these requests disrupt valuable learning time, they are carefully screened and reserved for special needs or unusual circumstances only.

HOMEWORK REQUEST/EXTENDED ABSENCE

We encourage students to check teacher course Canvas pages where all teacher course information can be found. It is the student's responsibility to make up any work assigned by teachers during absences.

Pre-arranged absences for an educationally valid reason or an "educationally valuable experience" for up to 10 days may be approved or denied by an administrator. Any pre-arranged absence request exceeding 10 days must be approved by the appropriate district administrator.

TARDY POLICY

Students are considered tardy to class if they are not seated when the tardy bell rings, The tardy may be excused if the student produces a computer generated "tardy pass" from the front office or a written and signed pass from a faculty or staff member.

Unexcused Tardies:

1. Pass taken away; "**TARDY**" recorded in the "**TARDIES**" section of the student planner.
2. 2nd pass taken away; recorded same as above.
3. 3rd pass taken away; recorded same as above and highlighted; "**DETENTION**" assigned and recorded in "**TARDIES**" section of the Student Passport.
 - * Every tardy thereafter results in a detention; starts over every 9 week grading period.
 - * If student runs out of passes for 9 weeks, roll over to next nine weeks passes.
 - * 6th (and so on) detention becomes an automatic referral.

REASSIGNED/SCHOOL CHOICE STUDENTS

Students who display inappropriate behavior, who are consistently tardy, do not consistently attend school, or remain on campus after supervision has ended (4:20 PM) may be sent back to their home zone school, resulting in the revocation of their school choice status.

BEHAVIOR GUIDELINES

Swift Creek Middle School will work together to be a safe and caring learning community, where everyone is respectful of the rights of self and others. To benefit from the educational opportunities at Swift Creek, the administration, teachers, staff, parents/guardians, and students must work together to live with a consistent pattern of life as a community.

At the heart of our school family is respect for the rights of others, and the responsibility to live a life of self-discipline. In a free society, such as ours, rules and regulations must exist for the protection of everyone's rights. It is the student's individual responsibility to know and abide by these rules. It is the responsibility of parents and staff to provide guidance and direction, and enforce the rules for the good of our community.

CLASSROOM DISCIPLINE PROCEDURES AND STEPS

The purpose of classroom discipline information is to document disciplinary actions taken by the classroom teacher when a student violates Swift Creek Middle School discipline policies. In the event a student continues to break rules and regulations, the referring teacher will complete an electronic referral which will be emailed to an administrator who will issue the appropriate disciplinary action as outlined in the Swift Creek Middle School Progressive Discipline Plan.

The teacher will maintain discipline information on all their students through FOCUS. The teacher will document the behavior infraction, date, and type of disciplinary action taken at each step (a single incident may result in documentation of more than one offense) occurring within their classroom:

1st Step: Warning (Verbal warning, discipline log, Conference with student)

2nd Step: On the Phone and Other Intervention (call/email parent or guardian, discipline log, educative timeout, etc.)

3rd Step: Lunch Detention (Parent contact via phone/email, discipline log, lunch detention, educative timeout, other intervention if needed)

4th Step: Student Services (call home and a possible referral)

The Swift Creek Discipline Plan categorizes referral violations into four classes. It begins with Class 1 Offenses, the less major offenses that disrupt the school day; progresses to Class 2 Offenses, which are divided based on severity; and then to the Class 3 and 4 Offenses, many of which are to be implemented by the faculty, staff, and administration.

The offenses listed are not all inclusive and a student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the principal. Documentation of all referrals is maintained electronically using FOCUS.

OFI (Opportunity for Improvement) / OSS (Out of School Suspension)

OFI:Detention to an on-campus location may be arranged by administration or designee. Parent notification will be attempted, and the student will be permitted to continue academic progress while serving the detention. It will be up to the student to complete all assignments and return them to the appropriate teachers. Students may perform lunchroom/campus tasks under the supervision of school personnel during that time.

OSS:Suspension off-campus may be arranged by administration or designee. Parent notification will be attempted, and the student will be permitted to continue academic progress while serving the suspension. It will be up to the student to complete all assignments and return them to the appropriate teachers.

Students in OFI/OSS or pending OFI/OSS may have school privileges withheld by administration or designee. These may involve co-curricular activities, school social events, and other school functions, including, but not limited to, field trips. The consequences of not cooperating in OFI is OSS.

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORT

HOWL OUT

Howl Out is part of the SCMS Positive Behavioral Intervention and Support (PBIS) that rewards students by providing Friday recreational time with peers earned by being prepared and planner completion.

PBIS is a support system that is provided to students to increase positive behavior and to establish a positive school culture which impacts school safety and academic performance. The PBIS plan is implemented by a team of administrators, faculty and the school behavioral specialist. The team meets monthly to develop methods of encouraging positive behavior on campus and to review discipline data to identify problem areas in need of intervention.

Preparation expectations are communicated to students within the classroom.

If a student remains on the week's "No Howl Out" list by SCMS faculty or staff for failure to complete their planner or be prepared for class, the following consequences will occur per semester:

Each occurrence: The student will attend "No Howl Out". If a student is given No Howl Out 3 times or more during the 9 weeks they are not allowed to attend Super Howl Out at the end of the 9 weeks.

If a student fails to attend "No Howl Out" when assigned they will receive a discipline referral for skipping class.

HOWL OF FAME

Swift Creek started a new initiative during the 2015-16 school year that honors students for making the right choices throughout the year. Students displaying respect, responsibility and other positive character traits on campus are awarded a Howl of Fame ticket and receive a special surprise each 9 weeks. A weekly winner is also drawn and receives special recognition. Students are nominated by a teacher or staff member for their good deeds. Please be a part of the Howl of Fame this school year!

BULLYING POLICY

The goal of Swift Creek Middle School Student Bullying policy is to ensure students can learn in a supportive, caring, and safe environment without fear of being bullied.

DEFINITION:

The Florida Department of Education defines bullying as when one or more students tease, threaten, spread rumors about, hit, shove, or hurt another student over and over again. ** R.I.P. (repeated, intentional, power imbalance)

Cyberbullying is defined as sending or posting harmful, threatening or cruel text or images through electronic media of any sort.

“Bullying,” “Cyberstalking” and “Harassment,” (hereinafter referred to as **bullying**, as defined in Section (2) of the school board policy 7.13, for the purpose of this policy).

DUTY OF SWIFT CREEK MIDDLE SCHOOL:

Swift Creek Middle School's faculty and staff shall be alert to the signs of bullying and shall act promptly and firmly against it in accordance with school policy. The Student Bullying policy will be promoted and implemented consistently throughout the school and the school year per LCS Bullying and Harassment Policy 5517.01.

IMPLEMENTATION:

The LCS Bullying Policy can be found on the SCMS Canvas Tile. It will be clearly communicated that bullying in any form will not be tolerated in this school, on school grounds, or any school-related activities.

Everyone associated with Swift Creek Middle School will be expected to address all alleged incidents and follow through with established policy and procedures.

THE FOLLOWING STEPS SHALL BE TAKEN BY THE SCHOOL WHEN DEALING WITH BULLYING:

- When bullying has occurred and a report has been filed, the staff member will address the issue as soon as possible.
- The staff member will complete an intervention ie: call parent, move student to another seat, use guidance and mediation. The student will also complete a bullying report explaining his/her actions.
- The administration will be notified and will interview all parties concerned and will document findings.
- Parents of all parties involved will be informed after the incident occurrence.
- Age-appropriate disciplinary measures will be used to reinforce the policy.

STUDENTS WHO HAVE BEEN BULLIED WILL BE SUPPORTED BY:

Being offered an opportunity to:

- Have a discussion, reassurance, protection, and support.
- Confront the bully in a safe setting, if appropriate.

STUDENTS WHO INITIATED THE BULLYING WILL:

Have an opportunity to:

- Explain their reason for the bullying behavior.
- Acknowledge his/her wrongdoing.
- Change behavior.
- Meet with the victim and offer an apology if victim is willing.
- Have parents actively involved in promoting change in the offending student's attitude.

Bullying (Class 2 Offense 2.14) and Repeated Bullying (Class 3 Offense 3.4) can result in up to 3 days OFI, OSS or Expulsion per the Swift Creek Discipline Policy and Behavior Consequences.

FALSE REPORTING:

Making intentional false reports of bullying will not be tolerated and is considered a punishable offense.

ON CAMPUS CYBER-BULLYING:

Faculty and staff have a duty to address any incidents of cyber-bullying that is brought to their attention. They have a duty to educate students about the cyber-bullying policy. The school will raise the awareness of the nature of cyber-bullying in an attempt to eradicate such behavior through assemblies and within the curriculum.

Administration shall have the responsibility of tracking individual cases of cyber-bullying that have been documented and presented to the school and will keep staff updated on student cyber-bullying incidents. They will also implement programs to educate parents, faculty, and students on all pertinent issues regarding cyberbullies and cyber-bullying.

PARENTS HAVE THE RESPONSIBILITY TO MONITOR THEIR CHILDREN'S USE OF TECHNOLOGY OUTSIDE OF SCHOOL.

BEHAVIORS AND CONSEQUENCES

*****ALL DECISIONS ARE BASED ON ADMINISTRATIVE DISCRETION.**

Class 1 Offenses:

- 1.1 Bus Referrals**
- 1.2 Class, lunchroom and assembly disruptions
- 1.3 Giving false information
- 1.4 Cell Phone Policy Violations
- 1.5 Violation of campus safety rules (running, tripping, etc.)
- 1.6 Tardiness
- 1.7 Inappropriate display of affection
- 1.8 Profane, obscene or provocative language or gestures
- 1.9 Unauthorized possession or use of toys, audio or wireless communication
- 1.10 Cheating, Plagiarism
- 1.11 Internet and computer violations
- 1.12 Dress Code violations
- 1.13 Failure to comply with classroom rules
- 1.14 Students given more than 5 detentions in a within a 9-week period will receive an automatic referral
- 1.15 Other minor offenses (any offense which the administration feels fits into this class of offense)

Consequences:

- 1) Lunch Detention and/or up to 3 days OFI
- 2) Discipline Referral; up to 3 days OFI
- 3) Discipline Referral; up to 5 days OFI
- 4) Discipline Referral
- 5) Administrative Discretion

Class 2 Offenses:

- 2.1 Group disruptions
- 2.2 Unauthorized items: matches, lighters, fireworks, laser pens, etc.
- 2.3 Stealing, Larceny, Petty Theft (under \$300)
- 2.4 Skipping class, Truancy
- 2.5 Defiance of a school board employee
- 2.6 Offensive or inappropriate touching of another student
- 2.7 Possession of NON SESIR weapons
- 2.8 Profanity or obscene language to a school board employee
- 2.9 Leaving school grounds
- 2.10 Vandalism under \$1000
- 2.11 Physical aggression (slap boxing, pushing, or similar aggressive acts)
- 2.12 Verbal altercation
- 2.13 Disrespect toward any student or LCSB employee
- 2.14 Unauthorized Organization
- 2.15 Not serving detention - failure to comply or complete previously assigned intervention strategies
- 2.16 Distribution of Objects - literature or material that are obscene or inappropriate for an educational setting
- 2.14 Miscellaneous violations (any offense, which the administration feels fits into this class of offenses)

Consequences:

- 1) Up to 3 day OFI
- 2) 3 days OFI
- 3) Up to 3 day OSS
- 4) 3 day OSS
- 5) 5 days OSS
- 6) Up to 10 days OSS
- 7) Administrative Discretion

Class 3 Offenses:

- 3.1 Disruption of campus (pulling fire alarm, bomb threats, etc.)
- 3.2 Sexual harassment, written or verbal propositions, sexual touching, hate speech.
- 3.3 Alcohol consumption, possession or being under the influence
- 3.4 Physical Attack - Physical use of force, violence, assault or fear)
- 3.5 Bullying
- 3.6 Breaking and Entering/Burglary
- 3.7 Robber (taking of money or property by force, violence, assault or fear)
- 3.8 Grand theft, larceny (over \$300)
- 3.9 Sexual Offenses (includes assault and battery)
- 3.10 Major campus disruption
- 3.11 Trespassing
- 3.12 Possession of drugs (fake or real)
- 3.13 Physical altercation
- 3.14 Tobacco (includes vape pens/e-cigarettes)
- 3.15 Pornography/distribution of obscene or inappropriate materials
- 3.16 Gang related disruption (materials, bandana, hand signals, etc.)
- 3.17 Harassment
- 3.18 Hazing
- 3.19 Written or verbal proposition
- 3.20 Miscellaneous violations (any offense which the administration feels fits into this class of offenses)

Consequences:

- 1) Up to 10 days OSS and possible expulsion;
- 2) Administrative Discretion

BEHAVIORS AND CONSEQUENCES CONTINUED...

Class 4 Offenses:

- 4.1 Arson
- 4.2 Other major crime/violence
- 4.3 Possession of firearms (includes parts of, fake, or toy guns)
- 4.4 Battery/Assault upon a school board employee
- 4.5 Drug Sale/Distribution
- 4.6 Bullying
- 4.7 Aggravated Battery/Assault
- 4.8 Fighting
- 4.9 Miscellaneous violations (any offense which the administration feels fits into this class of offenses)

Consequences:

- 1) 10 Days OSS and probable expulsion
- 2) Administrative Discretion

PUBLIC DISPLAY OF AFFECTION (PDA)

Students on campus may not hold hands, kiss or walk with arms around each other. Students may not touch or hug each other for an extended period of time; no more than a brief greeting.

LOST AND FOUND

Parents are urged to label all students' personal items. If labeled, "found" items will be returned to the owner. Unlabeled items will be placed in 'Lost and Found' in the cafeteria until the end of each month, at which time they are donated to charity.

CONFISCATED ITEMS are stored in the front office and may be picked up by a parent or guardian. Confiscated items not picked up by the end of the end of each nine weeks will be donated to charity.

WATER BOTTLE POLICY

Swift Creek has adopted the following policy concerning the use of water bottles in all buildings/rooms with the parameters listed below:

1. Water only.
2. Bottle must have a cap that fastens tightly and is leak-proof.
3. Water bottle is to remain on the floor next to the student's chair.
4. Water bottles that become a classroom disruption will be confiscated.
5. Water bottles are not allowed in computer labs; exceptions are at teacher's discretion.

EXTENDED DAY PROGRAM - FEE BASED

The Extended Day Enrichment Program (EDEP) operates before and after school in the cafeteria. The Before School Program operates from 7:00 - 9:00 A.M., the After School Program operates from the last bell 3:50 - 6:00 P.M. EDEP is available full time, part time or on a drop in basis. Drop ins are only available if a registration form and fee is paid and scheduled in advance. EDEP does not accept students who do not have a registration form on file for the current year. If you need to know more about EDEP, you may go to the school website and click on EDEP under the Parent and Students tab. For more information, please contact Tamra Swain, Director, at 850-414-2668. As always, student safety is our priority.

EXTRA CURRICULAR ACTIVITIES

Students officially registered by their parent/guardian may participate in extracurricular activities. Inappropriate behavior will result in dismissal from the activity.

To be eligible to try out for and/or participate in sports, a student must have a 2.0 average through the most recent grading period and/or the prior semester, submit a completed Activity Participation Form, and have a current (good for one year) physical on file with the school. All activity/athletic forms and a comprehensive list of all extracurricular activities can be found on the Swift Creek website at <http://www.leonschools.net/swiftcreek>. It is recommended that parents keep a copy of both the physical form and completed Activity Participation Form for their records. Students are required to have medical insurance before they will be permitted to practice and participate in any co-curricular activity or field trip program.

PERTINENT INFORMATION (E.G. CURRENT ADDRESS AND TELEPHONE NUMBERS)

CHANGE OF PERTINENT INFORMATION:Please update changes in residential address, email address, phone numbers, and emergency contact information within FOCUS. In order for an address to be changed, proof of the primary residence must be provided and include one of the following documents: homestead exemption, mortgage deed, a lease or rental agreement, or property tax record; and at least one other form of appropriate documentation such as driver's license, electric bill, or homeowner's insurance bill.

LEGAL GUARDIANS – CUSTODY:In the case of separated families, pertinent custody documents must be kept on file in the student services office. School personnel must abide by court orders only. If there is shared- custody, a parenting plan in effect, or a restraining order, it must be on file with the school. Please inform the teachers and the registrar of any specific information, if needed. This is for the protection of your child so that school personnel will know to whom children may be legally released.

WITHDRAWALS:Please do the following: 1) notify the school registrar as soon as possible; 2) stop by the student services office to sign and receive a withdrawal form; 3) check in all books/school materials; and 4) take the withdrawal form to the new school upon registration and the new school will request the student's cumulative records.

CAFETERIA

The cost of a student breakfast is \$1.00; student lunch is \$2.25. Milk is included in the price of a meal; milk sold individually is \$.50. To access your child's lunch account, go to www.PayPAMS.com. At this site you may view your child's account balance and deposit money to their account. The student may bring in a paper check for any amount to be deposited in the student's account. Each student has their own personal identification number (PIN) to use for all purchases in the cafeteria. **NO CHANGE WILL BE GIVEN IN THE LUNCH LINE. ALL MONEY IS CREDITED TO THE STUDENT'S ACCOUNT.** Please make sure the student's name, pin number, and home phone number are written on the check. Students are encouraged to bring the check to the cafeteria before school to improve wait times at the registers during lunch. Students are permitted to purchase more than one (1) breakfast/lunch provided the necessary funds are available in the student's account. The cafeteria manager may be reached at 414-2662, if questions arise about meals or accounts.

FREE OR PARTIAL-PAY LUNCH AND BREAKFAST:The Leon County Schools take part in the National School Lunch Program/ School Breakfast Program. Nutritious meals are served every school day. Parents/guardians from households in need of aid may apply for free or reduced-price meals for your child. An application must be filled out and returned to the cafeteria manager. The application is also available at www.myschoolapps.com.

***It is the expectation that all food and liquid is consumed in the cafeteria. No food or liquid shall be taken/eaten outside of the cafeteria.**

LUNCH VISITORS

Parents- Parents must check into the front office to obtain a visitor's badge. Once in the cafeteria, parents and their children will be separated from other students while dining. **All other students that wish to dine with the adults must have prior written permission from their parents.**

Other Visitors- If you wish for your child to have lunch with visitors, prior written permission must be submitted to the front office. The permission slip must include all the visitors' names. All visitors must check into the front office to obtain a visitor's badge. Once in the cafeteria, only students with prior written permission will dine with visitors.

MEDIA AND TECHNOLOGY CENTER

The Swift Creek Media collections consists of more than 12,000 books, magazines, maps, globes, videos, DVDs, computer software, audio books, and reference materials. Additionally, our Media Center houses our MakerSpace with Legos, young adult coloring, and brain challenges that incorporate all areas of STEAM (science, technology, engineering, art, and math).

Students may have up to 3 books checked out at any given time. Media materials are checked out for 2 weeks at a time. We encourage students to check out books for pleasure reading as well as for class assignments and research. Students must have a pass to come to the Media Center during the school day, unless accompanied by a teacher. In addition to regular school hours, the Media Center is open before school from 9:00am to 9:25am Monday through Friday for school related work, book check-out, and MakerSpace.

Students MUST have an Internet Permission form signed by a legal guardian on file in order to access the internet while on campus. School technology is not to be used for gaming, chatrooms, personal email (unless school related), or for web surfing for anything other than school related assignments.

“**Wolf Pack News**” (WPN) is a student run daily news program supervised by the school’s Media Specialist. WPN is aired through Homeroom and can also be found on each students SCMS Canvas tile.

STUDENT INTERNET POLICY

Leon County Schools

Guidelines for Internet and Network Use

Internet Activities must support education and school operations consistent with the educational goals and policies of the Leon County School District.

The use of the Internet is not a right, but a privilege, and inappropriate use will result in cancellation of that privilege. School administrators will decide what is inappropriate use based upon guidelines, standards, policies, and prudent judgment. Student laptops/Chromebooks are the property of Leon County Schools (LCS) and under LCS supervision.

Persons Using Leon County Schools Internet or Network Must be Properly Authorized

The signed Student Internet Use form is to be completed as part of the initial registration of students. The signed forms must be maintained on file at the school or department site where the form was first completed. User accounts shall be assigned or closed at the direction of the site or program administrator. It is the site administrator’s responsibility to have a signed access use form on file or in FOCUS. **Parents are responsible for contacting their child’s school regarding updates or changes.**

Proper Use and Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Refrain from behavior or activity that damages or disrupts network performance.
- b. Maintain the security of the network by keeping information, especially passwords and account numbers, private.
- c. Use the network for approved legal activities which have educational relevance.
- d. Honor all rules of copyright and personal property.
- e. Avoid the knowing or inadvertent spread of computer viruses.
- f. Use only acceptable appropriate language. Avoid offensive or inflammatory speech.

Inappropriate Use

Inappropriate use includes, but is not limited to, those that violate the law that are specifically named as violations in this document or that violate the rules of network etiquette or that hamper the integrity or security of this or any network(s) connected to the Internet.

Violation of Law

Transmission of any material in violation of any international, U.S., or state law is prohibited. This includes, but is not limited to: copyrighted material; threatening, harassing or obscene material; or material protected by trade secret. Any attempt to break the law while using a Leon County School Internet account or while connected to the Internet through a Leon County School Internet Protocol (IP) address may result in litigation against the offender by the proper authorities. If such an event should occur, Leon County Schools will fully comply with the authorities to provide any information necessary for the litigation process.

STUDENT INTERNET POLICY CONTINUED...

Commercial Use

Use for commercial, income-generating, or for-profit activities or product advertisement is prohibited.

Vandalism/Mischief

Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any networks that are connected to the Internet. This includes, but is not limited to, the deliberate creation and/or propagation of computer viruses. Sending unsolicited junk mail or chain letters is prohibited. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

User ID Violations

Once a user ID is issued, the user is responsible for all actions taken while using that user ID. Sharing of a user ID with another person is prohibited.

File/Data Violations

Deletion, examination, copying, or modification of files and/or data belonging to other users is prohibited.

Consequences of Policy Violation

An attempt to violate the provisions of this policy may result in revocation of the user's Internet access privileges and/or account.

Additional Consequences

District and/or school disciplinary action, including suspension or expulsion, and/or appropriate legal action may be taken.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you suspect or can identify a security problem on the Internet, you must notify your building principal. Do not demonstrate the problem to other users. Do not use another individual's account at any time. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

AFTER READING THE POLICY AND LEON COUNTY GUIDELINES BOTH STUDENT AND PARENT MUST SIGN AN INTERNET USE/ACCESS AGREEMENT.

******Internet access will not be available to those students who do not have signed permission. ******

Direct questions about Internet access to Sandy Clary, Media Center Specialist, at 414-2660 or clarys@leonschools.net

SOCIAL NETWORKING SITES

Proper use of LCS devices is imperative. It should be noted that during the school day SCMS will utilize GoGuardian to monitor student device usage and activity. GoGuardian is a computer-use monitoring program provided by Leon County Schools. Any social media usage that disrupts the learning environment will be investigated by the Student Service Office and dealt with accordingly. Safety, privacy and the protection of all students, faculty, and staff of SCMS is our top priority. Please monitor your child's Internet use at home and know the rules of these sites/apps. Many students are not old enough to participate.

TECHNOLOGY AND EDUCATION

TEAMS: Microsoft Teams is a collaboration app that helps your team stay organized and have conversations—all in one place. MS Teams can be accessed through ClassLink or downloaded as an app on both iOS and Android devices.

REMIND: a communication platform that helps educators reach students and parents where they are.

EMAIL: Microsoft Outlook, or simply **Outlook,** is a personal information manager from **Microsoft,** available as a part of the **Microsoft** Office suite. Primarily an email application, it also includes a calendar, task manager, contact manager, note taking, journal, and web browsing. Every student is provided their own email account to use for school communication.

ONEDRIVE: a cloud storage service from Microsoft that allows you to store all your important files securely in one place and then access them virtually anywhere with internet capabilities.

CANVAS: a Learning Management System provided by LCS and used by all LCS teachers to aid in the facilitation of instruction.

TRANSPORTATION RULES AND GUIDELINES

SUPERVISION

1. Morning supervision does not begin until 8:45 AM. No student should be on campus before that time.
2. **All students must be picked up by 4:20 PM, any supervision required after 4:20 PM requires SCMS staff to stay after their scheduled work hours.**
3. While on reassignment, a school choice student may not exceed five (5) early parent drop-offs or late pick-ups in a calendar month, or ten (10) early parent drop-offs or late pick-ups in a ninety (90) calendar-day period.

CAR LINE PROCEDURES

1. Safety is our top priority at Swift Creek. We ask that parents do not drop off/pick up students until they reach the covered area, making sure to pull as *far forward as possible* before stopping the vehicle. This allows the car line to run efficiently by allowing the maximum number of vehicles to access the car loop.
2. Students should NEVER be dropped off/picked up using the inside left lane as this creates an *extremely dangerous situation*. Students should only be picked up/dropped off using the right hand lane which enables them to safely access the sidewalk.
3. Cars in drop off/pickup should not stop until they are directly behind the car in front of them.
4. Please do not walk across the traffic lanes (students or parents) as this creates a dangerous situation. Always utilize the sidewalks.
5. There is **no parking** in the car loop between 8:45 AM and 9:35 AM or after 3:30 PM, as this blocks the movement of traffic.
6. Students are expected to watch for their vehicles.
7. Students who are car riders are to remain on campus until picked up at the end of the day.

WALKING/CAR RIDING

In case of inclement weather, transportation for all students should be prearranged to avoid unnecessary phone calls. Walkers should exit the school from the front side walk. Car riders should wait in front of the school office for their cars to pick them up. If a student walks or is a car rider their responsibility begins and ends when they enter and leave our campus. For safety and security reasons, students are not to be dropped off or picked up in staff/faculty parking lots. **ALSO, FOR SUPERVISION AND SAFETY REASONS, STUDENTS SHOULD NOT WAIT FOR RIDES ON PEDRICK ROAD OR IN ADJACENT NEIGHBORHOODS.** Parents are asked to use the front drive.

BICYCLES

Bicycle racks are provided in front of the school. All bicycles should be locked to the racks. The school will not be responsible for stolen bicycles. Please remember to observe bicycle safety rules and wear a helmet. It is a State Law (Fl. Statute 316.2065).

SCHOOL BUS RULES

The student's responsibility begins at the bus stop in the morning and ends at that stop in the afternoon. Students are expected to follow all of the guidelines as well as the rules prescribed by the district for student safety on campus and on the buses. Students who come to school on the bus should return home on the bus unless they have a note from a parent/guardian. In order to ride a bus other than the bus assigned, the student must bring a note signed by a parent/ guardian with a phone number of the parent provided to the front office staff for approval; without an approved note, a student will not be allowed on the bus. **Notes must be brought to the front office before 12 p.m.** An approved note is not a guarantee that there will be room on the bus to carry extra students. Please read all bus rules and abide by those at all times when traveling on a bus.

1. Be respectful of the driver and others riding the bus.
2. Be on time and stand off the roadway while waiting for the bus.
3. When crossing the roadway, be sure that the road is clear of traffic in both directions--do not depend entirely on the bus stop arm.
4. If the bus is equipped with belts, wear a proper adjusted and fastened safety belt at all times.
5. Remain in the seat at all times until departure at an assigned stop.
6. Use ordinary quiet conversation and classroom conduct.
7. Do not talk to or distract the driver while the bus is in operating.
8. Refrain from foul language or racial slurs.
9. Keep hands, feet, arms and head to yourself and inside windows at all times.
10. Do not throw waste paper or other rubbish on the floor or otherwise litter, mark, deface, or damage any part of the bus.
11. Do not throw objects from the bus. Your parents will be charged for any damage you do.
12. Do not tamper with the emergency exit and do not use for ordinary boarding.

Prohibited on the school bus are: gum chewing, eating, drinking, or smoking, animals or pets, small objects or toys that are loose and that could get underfoot and cause passengers to trip or fall, and band instruments, projects and athletic equipment larger than that which can be held by the student or secured so that they do not constitute a hazard.

CONSEQUENCES OF VIOLATIONS: A bus driver can make a written referral to the school administrator about a student's behavior on the bus. Each referral, and subsequent referral, has specific consequences. Bus drivers also may issue verbal warnings for minor offenses which are recorded in the driver's log.