

Swift Creek Middle School 2024-2025 Student Handbook



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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 2024-2025 REGULAR CALENDAR

2024 – August	1	Teacher Report
	1-2	Teachers Planning/Inservice Days
	5-9	Teachers Planning/Inservice Days
	12	Students Report
September	2	Labor Day Holiday (Districtwide)
October	3	Fall Holiday (Districtwide)
	18	End of First Nine Weeks
	21	Teacher Planning/Inservice Days
November	11	Veterans Day Holiday (Districtwide)
	25-27	Administrative Days (District Open)
	25-27	Thanksgiving Holiday (Students and Teachers)
	28-29	Thanksgiving Holiday (Districtwide)
December	18-20	Middle and High School Exam Days
	20	End of the Second Nine Weeks/End of the First Semester
	23-31	Winter Holidays (Districtwide)
2025-January	1-3	Winter Holidays (Districtwide)
	6-7	Teacher Planning/Inservice Day
	8	Students and Staff Return
	20	Martin Luther King, Jr. Day Holiday (Districtwide)
February	17	Presidents Day Holiday (Districtwide)
March	7	End of the Third Nine Weeks
	10-14	Spring break (Students and Teachers Out)
	17	Teacher Planning/Inservice Day
	18	Students Return
April	18	Spring Holiday (Districtwide)
May	21-23	Middle and High School Exam Days/Elementary, Middle and High School Early Release
	23	Last Day of School/End of Fourth Nine Weeks/End of Second Semester
	26	Memorial Day Holiday (Districtwide)
	27-28	Teacher Planning/Inservice Days
June	6	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
	3	Fourth of July Holiday (Districtwide)
	TBD	SRA and ESE Summer Services Resume
	TBD	SRA and ESE Summer Services
	25	Last Day of Four-Day Workweek

Possible Hazardous Weather Make-up Days to be determined as needed (11/25/24-11/26/24)

LCSB APPROVED 04/26/2024

CELL PHONES AND ELECTRONIC DEVICES

Student's personal cell phones and electronic devices including wireless headphones, ear pods, and ear buds, **must be turned off, out of sight and stored in students' backpacks from 8:45AM to 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 devices.**

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 device from the front office. **Parents should not call or 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 membership or apparel that contains a message that is obscene or promotes illegal activities, 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 clothes is not available, the student will be sent to OFI for the remainder of the day. The third Dress Code violation will result in a Class 1 Discipline Referral.

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

- A. 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.
- B. No undergarments (bras, underwear, panties, tank style undershirts, boxers, compression shorts) may be exposed at any time.
- 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. Shirts should fall below the waist.
- F. Shorts, skirts, dresses are to be worn at mid-thigh or longer. Pants/shorts may not have holes that expose skin above the mid-thigh.
- G. No costume or costume like accessories (headbands with ears, tails, face/body paint).
- H. Outerwear (jackets/hoodies/etc.) may not be worn to covering up out of dress code attire.
- I. No sunglasses, caps, hats, or hoods are to be worn inside buildings at any time.
- J. No bandanas, do-rags, night caps, shower caps, or head scarves are to be worn on campus. Allowable head coverings include a Gele, hijab, yarmulke, or other religious or culturally appropriate head coverings.

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.

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, Trager, 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 arrives at the clinic with a fever (100+), a persistent cough, vomiting, or diarrhea, then 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 cannot be covered. Students will need to be symptom free for 24 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.

GRADING SYSTEM

<u>Grade</u>	<u>Percent</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

A minimum of 1 quality point (D) must be earned in each 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 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 school information through FOCUS. You may also make changes to clinic cards, contact information, addresses, immunizations, internet access, FERPA, and yearly updates.

FIELD TRIPS

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 AND GRADE LEVEL FIELD TRIPS

Academic Guidelines: Students must maintain at least a 2.0 cumulative grade point average based on reports generated by our district student management system. Students must also earn at least a final grade of a "D" or higher during the third nine weeks in all core courses, as reported by the district student management system, to attend end-of-the-year field trips.

Any student who has a cumulative grade point average below 2.0 and/or has not earned a final 3rd nine week's grade of "D" or higher in core courses will not be eligible for field trips.

Attendance Guidelines: Students must have a daily attendance rate at or above 90% based on reports generated from our district student management system. The attendance rate calculation will include excused absences, unexcused absences, excused tardies, and unexcused tardies.

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Any student below a 90% attendance rate at the time the report is generated will not be eligible for field trips. Administration may exempt students from the attendance rate requirement based on individual circumstances. These exemptions may require a meeting with the administration and the family.

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 Zero Tolerance referrals during the school year. Any student receiving more than 4 referrals in the school year will not be allowed to attend field trips. Administration may modify behavior requirements based on individual circumstances which may require a meeting with administration and the family.

* **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).

CHAPERONES

All parent chaperones are based on the need of the trip for supervision purposes and are required to complete all district volunteer paperwork prior to signing up. Chaperones will ride with the school's method of transportation both to and from the field trip destination. 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 emailing swiftcreekattendance@leonschools.net the day of the absence or before. Written documentation is required to excuse an absence. In addition, for prearranged absences parents will also email swiftcreekattendance@leonschools.net and explain how it is an educational experience.

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/text message 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.

PREARRANGED ABSENCE Attendance Notification Forms completed along with all other **supporting documents** are to be returned to the school front office or emailed to swiftcreekattendance@leonschools.net 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, with a parent/guardian's written explanation.

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, transportation, 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). Students who ride a late Leon County School bus will be excused.

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.

LATE CHECK IN/EARLY CHECK OUT 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 be submitted.

Signing out early does not excuse an absence: documentation must be submitted to swiftcreekattendance@leonschools.net. All students leaving school prior to the end of the 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 parent or guardian unless that person has the verified written or emailed authorization. **No student will be called out of class for early check out after 3:00 PM.** 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 (850)414-2670 by 3:00 PM 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 parents submit proper documentation or if the student produces a signed pass from a faculty or staff member. A teacher may issue a lunch detention after 3 or more tardies in the same class. If unexcused tardies continue in the same or other classes, further discipline may occur.

SCHOOL CHOICE/REASSIGNMENT STUDENTS

Students on reassignment 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 have their reassignment revoked.

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. 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 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; then to the Class 3 Offenses, many of which are to be implemented by the faculty, staff, and administration; and finally, Zero Tolerance Offenses, which result in a request for expulsion.

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 administrative team. Documentation of all referrals is maintained electronically using FOCUS.

BEHAVIORS AND CONSEQUENCES

***ALL DECISIONS ARE BASED ON ADMINISTRATIVE DISCRETION.

Class 1 Offenses:

- 1.1 Tardiness
- 1.2 Cell Phone/Technology Violation
- 1.3 Cheating or Plagiarism
- 1.4 Class Disruption
- 1.5 Dress Code
- 1.6 Inappropriate Behavior/Language
- 1.7 Other Minor Offenses

Consequences: (1-3 are Teacher Managed)

- 1) Warning
- 2) Phone Call and other interventions
- 3) Lunch Detention
- 4) 1-2 Days ISS
- 5) 2-3 Days ISS
- 6) 3-5 Days ISS and MTSS referral
- 7) 1-3 Days OSS, MTSS Follow Up
- 8) 3-5 Days OSS, MTSS Follow Up

Class 2 Offenses:

- 2.1 Defiance
- 2.2 Disrespect
- 2.3 Failure to follow admin. Directive
- 2.4 Horseplay or Physical Aggression
- 2.5 Skipping or Leaving class without permission
- 2.6 Profanity towards staff
- 2.7 Petty Theft (less than \$300)
- 2.8 Use/Possession of Combustibles
- 2.9 Weapons Possession
- 2.10 Violation of Detention
- 2.11 Other Offenses

Consequences:

- 1) Student Conference, Parent Contact
- 2) 1-3 days ISS
- 3) 2-4 days ISS and MTSS referral
- 4) 3-5 days ISS
- 5) 1-3 Days OSS
- 6) 3-5 Days OSS, MTSS Referral
- 7) 5-10 Days OSS, MTSS Follow Up

Class 3 Offenses:

- 3.1 Alcohol use/possession
- 3.2 Burglary
- 3.3 Bullying
- 3.4 Fighting
- 3.5 Disruption on Campus Major
- 3.6 Vandalism
- 3.7 Drug use/possession (Excludes Alcohol)
- 3.8 Harassment
- 3.9 Hazing
- 3.10 Other Major Crime/Violence
- 3.11 Simple Battery – physical use of force (hitting, striking, harming) by individual. No retaliation
- 3.12 Larceny/Theft/Criminal Mischief
- 3.13 Sexual Harassment
- 3.14 Sexual Offenses, Other - Sexual Contact, including intercourse, without force or threat of force.
- 3.15 Tobacco possession or use of tobacco products or look alike, vapes, etc.
- 3.16 Threat/Intimidation - no physical contact but threat of harm
- 3.17 Trespassing
- 3.18 Off Campus Felony

Consequences:

- 1) 1-5 Days OSS
- 2) 3-10 Days OSS, Referral to MTSS
- 3) 5-10 Days OSS, Behavior Contract with admin approval; possible recommendation for expulsion

Zero Tolerance Offenses:

- 0.1 Arson
- 0.2 Aggravated Battery
- 0.3 Homicide
- 0.4 Kidnapping
- 0.5 Weapons possession (SESIR) F.S. Chapter 790
- 0.6 Sexual Battery
- 0.7 Sexual Assault
- 0.8 Robbery
- 0.9 Threat/Intimidation
- 0.10 Drug sales/distribution

Consequences:

- Consult with SRD
- 10-Day Suspension
- Recommendation for Expulsion

ISS (In School Suspension) / OSS (Out of School Suspension)

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 or OSS.

ISS 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.

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.

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.
- 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.

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Students who have been bullied will be supported by being offered an opportunity to:

- Have a discussion, reassurance, protection, and support.
- Mediation will be provided in a safe setting, if appropriate.

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.

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.

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

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.

SUPER HOWL OUT Twice a quarter, students who are passing all core classes are invited to attend recreational time with their peers. Students who are failing one or more core classes will work on these course(s) to improve their grades.

HOWL OF FAME 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.

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 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. Bottles should not be glass and must have a cap that fastens tightly and is leak-proof.
2. Water bottle is to remain on the floor next to the student's chair.
3. Water bottles that become a classroom disruption will be confiscated.

EXTENDED DAY ENRICHMENT PROGRAM (EDEP) – 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 AM, the After-School Program operates from the last bell 3:50 - 6:00 PM. 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 the EDEP 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

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 admission liaison 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 the Dining Services website. 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 the Dining Services website.

***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.**

DELIVERIES

Outside food and other deliveries are not accepted by the front office. This includes Uber Eats and other food orders.

MEDIA CENTER AND TECHNOLOGY

Students may have up to 3 books checked out at any given time. Media materials are checked out for 2 weeks at a time. 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 9:00 AM to 9:25 AM 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. Please view the LCS Student Internet Policy for additional information

<https://www.leonschools.net/cms/lib/FL01903265/Centricity/Domain/1935/Internet%20Permission%20Form.pdf>

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

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.

TECHNOLOGY AND EDUCATION

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.

TEAMS or 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 is 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 is 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 is 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. Any student arriving before 8:45 or after 4:20, will be enrolled as a daily drop in for our EDEP Program and associated fees will be assessed.

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CAR LINE PROCEDURES

1. 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.
2. Students should only be picked up/dropped off using the right-hand lane.
3. Please do not walk across the traffic lanes and always utilize the sidewalks.
4. There is **no parking** in the car loop between 8:45 AM and 9:35 AM or after 3:30 PM.

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.

SCHOOL BUS RULES

The student expectations begin 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.

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 PM. An approved note is not a guarantee that there will be room on the bus to carry extra students.

Each school bus has specific rules for safety as outlined in the LCS Student Code of Conduct Book (pg. 40-43). Adherence to these rules are required for students to utilize bus transportation.

Bus Discipline Actions – School bus drivers will provide an initial warning to all students. Upon reoccurrence, the bus driver will contact individual parents to inform them of the problem behavior(s) and seek support. Subsequent bus infractions will result in a referral which may result in days of ISS, Bus Suspensions, and/or days of OSS.