



Welcome, Wolves!

The start of every school year is an exciting time. Welcome to Swift Creek Middle School. We have an incredible group of students, teachers, staff, and community partners that will support your student academically, socially, and emotionally throughout the year.

This handout serves as a quick reference sheet for general school information. The student handbook, which can be found on our website, is discussed with students at the beginning of the school year and contains more detailed information regarding daily procedures, participation in extra-curricular activities, promotion, and field trips.

Specific classroom information regarding materials and policies and procedures will be shared by your student's teacher. If you have additional questions, please contact your student's teacher or the front office. I look forward to a great school year!

Jason Koerner, Principal

School Information

Main Office Number	850-414-2670
School Website	www.leonschools.net/swiftcreek
First Bell	9:25
Tardy Bell/ School begins	9:30
Dismissal Bell	3:50

Parents may drop off students in the designated student drop-off area beginning at 8:45 AM, when school supervision begins. Breakfast will be served until 9:20 every morning. Parents may pick up students at the same location before 4:20 PM. Students enrolled in our Extended Day Enrichment Program may review hours in their handbook.

After the Tardy Bell

A student who is not in the classroom by the tardy bell (9:30) must report to the main office for a tardy slip.

Bus Transportation

Bus students must obey the driver at all times, sit in their designated seat, and speak quietly. Riding the school bus is a privilege and improper conduct may result in revoking this privilege.

Breakfast and Lunch

Breakfast and lunch will be served daily. Students must pay for complete meals or a la carte items, unless registered in the free and reduced lunch program. Please visit our website for additional information regarding these programs, menus, and more.

Leaving School Early

Students leaving school early must be signed out by a parent/guardian in the main office. When signing out, you must show a form of photo identification. Students will not be permitted to check out between 3:30-3:50.

Custody of Children

School personnel are bound by law to release students to either of their natural parents unless a copy of a court order is on file. It is a parent's responsibility to provide the school with the most current, certified copy of legal documents.

Attendance Policy

Swift Creek will follow the attendance policy established by Leon County Schools. Students must arrive to school on time each day and complete the entire school day, unless there are instances which are outlined by the district. The policy and the possible consequences for excessive absences or truancy are available on the Leon County Schools website.

Absentee Procedure

Parents are asked to notify the school by e-mailing swiftcreekattendance@leonschools.net. Absences due to a doctor's appointment require a note from the doctor. Leon County policy and school administrators will determine whether the reason is excused or unexcused. Excessive absences or tardies may be reported to administration.

Interim Progress Reports and Report Cards

Progress reports and report cards will be available through FOCUS. Parents are encouraged to monitor student progress regularly through this program or the mobile application. Please contact the main office if you need assistance in logging in to this program.

Parent-Teacher Conferences

The cooperation and relationship between parents and teachers is critical for student success. You may contact Student Services if you feel a conference is necessary.

Cold or Rainy Day procedures

On cold or inclement weather days, students will report to alternative inside locations before school or after school. Otherwise, students will be outside in designated locations between 8:45-9:25 and 3:50-4:20.

Discipline

We expect all students to demonstrate the type of behavior that fosters a safe educational environment. Teachers will establish classroom rules with the students and review these rules throughout the school year. Parents should also familiarize themselves with the Swift Creek and Leon County Schools' Student Codes of Conduct.



Welcome, Wolves!

Lockers

At this time, students are not assigned lockers. Lockers should be used if a student is enrolled in a PE course.

Reporting Concerns

We encourage students to report any concerns they have or observe. Students can speak with a member of our faculty or staff, utilize our online reporting tab on their Canvas homepage, use the LCS Anonymous App, or FortifyFL.

Dress Code

Students are to be dressed in appropriate, clean, and comfortable clothing. Students arriving to school out of dress code will be referred to Student Services and a parent will be notified.

Cell Phones

Students may use their cell phones before and after school. Student phones should be off and stored between 8:45-3:50. If a student needs to communicate with family in the case of an emergency, they may request to use the school phones. School procedures regarding cell phone discipline is discussed with students at the beginning of the year and explained in our handbook.

Outside Deliveries

No outside deliveries will be accepted by our main office. Students can not have food or other items delivered to school. If a student needs breakfast or lunch, they can speak to an administrator in the cafeteria.

School Clinic

The clinic is open during school hours every day and staffed by Leon County Health Department personnel. This person is not a nurse as the clinic is only a temporary resting place for students. If a student becomes ill or injured at school, a parent will be notified by telephone to sign their student out. It is important that parents update all contact information annually for this reason.

Medication

Students are not allowed to bring medication of any kind to school. Parents of students who may require medication during the school day must complete and sign a Medication School Permission form in the clinic. All medicine will be kept locked in the school's clinic.

Volunteer Program

Volunteering is important for all of us at Swift Creek. It sends a message to everyone when you devote yourself to something that's important to you. Volunteering shows the students, teachers, and staff that you care about them and their education. Please visit our website for more information.

Parent, Teacher, Student Organization (PTSO)

All parents are encouraged to join PTSO. Your attendance and participation will keep you informed of important events occurring at school and in our community. PTSO meetings will be held throughout the year. For more information, please contact the main office.

Textbook, Chromebook, and Library Responsibility

Students are responsible for school materials loaned to them. Parents are liable for any loss, damage, or failure of a student to return these materials.

Internet

Students and employees are offered an opportunity to enhance learning through internet and computer accessibility. The use of these are a privilege and inappropriate use will result in the removal of the privilege.

List Serv

To join our list serv, please visit our website and follow the link on the right side of the page.

Lost and Found

Lost items are kept in the Cafeteria and will be donated to charity if not claimed in a timely manner.

Student Records

Policies and procedures are in place to protect your student's right to privacy. Only parents/guardians, teachers, and other district and school officials with an educational interest can see your student's educational records. The Family Education Rights and Privacy Act (FERPA) information will be shared at the beginning of the school year as well as described in the Leon County Schools' policies and procedures.

Extended Day Enrichment Program

Swift Creek offers an extended day program. This is a before and after school enrichment program for students whose parents need this service. For specific information regarding this program, please visit our website.

Contact Information

Main Office: 850-414-2670

Tina Austin, AP of Discipline: austint@leonschools.net

Sandy Clary, Athletic Director: clarys@leonschools.net

Susan Griggs, School Counselor: griggss@leonschools.net

Garret Jahn, AP of Curriculum: jahng@leonschools.net

Jason Koerner, principal: koernerj2@leonschools.net

Robin Trager, School Counselor/ Referral Coordinator: tragerr@leonschools.net

Ann Rideout, Admissions Liaison: rideouta@leonschools.net

Dea Stephens, Dean of Students: stephensd@leonschools.net