

# HOME OF THE WOLVES

2100 Pedrick Rd.  
Tallahassee, FL 32317-1436  
www.swiftcreek.leon.k12.fl.us  
Front Office Hours: 8:30 A.M.-5:00 P.M.

Office 850-414-2670  
Office Fax 850-414-2650  
Guidance 850-414-2666  
Guidance Fax 850-414-2659

## PRINCIPAL'S NOTE

It is a wonderful time to be a Swift Creek Wolf. As your principal, I want to say that I am glad you are a wolf and explain to you what being a wolf truly means.

First, as a student here you must be an active learner. Your personal educational success requires that you become involved with each course. You have great teachers here. Take full advantage of your opportunity to grow.

Secondly, as a Swift Creek Wolf, you are part of a team. I want you to be a great team member. To do that, you have to become involved in the life of the school. There are multiple academic, athletic, service, and social organizations at Swift Creek. Find something which interests you and be a great team member. Do not wait for others to determine your level of participation and school spirit.

Lastly, you are the keeper of a strong tradition of excellence. You represent previous students as well as all other members of this school community in all you do. You also hold the future perception of this school in your hands. I ask that you take that responsibility seriously and strive to leave this school in a better state than when you first arrived.

Let's work together to make this school year the best year ever at Swift Creek Middle School.

Go Wolves!

**THIS PLANNER BELONGS TO:** \_\_\_\_\_

CLASS SCHEDULE			
<b>SEMESTER 1</b>			
Period	Subject	Teacher	Room
1			
2			
3			
4			
5			
6			
<b>SEMESTER 2</b>			
Period	Subject	Teacher	Room
1			
2			
3			
4			
5			
6			

## STUDENT HANDBOOK TABLE OF CONTENTS

Academic Opportunity .....	6
Attendance .....	6
Behavior Guidelines .....	7
Bell Schedules .....	4
Bicycles .....	9
Bus Rules .....	14
Cafeteria .....	9
Calendar .....	3
Communication Plan .....	3
Conferences .....	10
Confiscated Items .....	13
Crime Stoppers .....	3
Dress Code Policy/Violations .....	10
Electronic Devices .....	11
Extended Day Program .....	11
Extracurricular Activities .....	11
Field Trip Requirements .....	11
Grading System .....	16
Guidance .....	11
Health .....	12
Homework Request .....	12
Honor Roll .....	12
In-/Out-School Suspension .....	9
Internet Policy .....	15
Lockers .....	12
Lockouts .....	13
Lost and Found .....	13
Map .....	22
Media and Technology Center .....	13
Minimum Course Requirements .....	13
Multiplication Table .....	17
Offenses .....	8
Parent Portal .....	10
Parent/Teacher Partnership .....	13
Pertinent Information .....	14
Progress Reports .....	14
Report Card Comments .....	17
Report Cards .....	14
SIP Summary .....	5
Student Accident Insurance .....	14
Student Passport (1st 9 wks) .....	18
Student Passport (2nd 9 wks) .....	19
Student Passport (3rd 9 wks) .....	20
Student Passport (4th 9 wks) .....	21
Student Progression Plan .....	16
Sunshine State Standards .....	16
Supervision .....	16
Tardy Policy .....	6
Textbooks .....	16
Transportation .....	16
Visitors .....	16
Volunteers .....	16

## WHO DO I CALL?

Academic Concerns.....	Teacher; Counselor; Asst. Principal Curriculum
Athletics.....	Coach; Athletic Director, 414-2670
Attendance Concerns.....	Teacher; Registrar, 414-2666 ext. 3057
Bus Concerns.....	Connor Compound, 922-6701
Call-In an Absence.....	414-2670
Conferences.....	Guidance, 414-2666
Discipline Referrals	
Bus.....	Asst. Principal of Discipline, 414-2670 ext. 3002
Student.....	Asst. Principal of Discipline, 414-2670 ext. 3002
Exceptional Student Education (ESE).....	Guidance, 414-2666
Medical Concerns.....	Health Assistant, 414-2666
School Safety Crime Stoppers (Remain Anonymous)....	574-TIPS (8477)
Student Records.....	Guidance, 414-2666
Telephone Messages	
Change in Student After School Arrangements-before 3:30...	414-2670
Student Emergencies Only.....	414-2670
Teacher/Staff.....	414-2670 ext. (voicemail #)
Testing Concerns.....	Guidance, 414-2666

## NONDISCRIMINATION CONTACT INFORMATION

“No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color, or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving Federal financial assistance, except as provided by law.”

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:  
Gwendolyn Graham .Equity and Title IX Compliance Officer . Leon County School District  
2757 West Pensacola Street . Tallahassee, Florida 32304 . (850)487-7129

A student or parent alleging discrimination as it relates to  
Section 504 of the Rehabilitation Act may contact:  
Dr. Margot Palazesi, 504 Specialist . Leon County School District  
2757 West Pensacola Street . Tallahassee, Florida 32304 . (850)487-7161



Leon County School District  
Tallahassee, Florida  
Jackie Pons, Superintendent

**2011 • SCHOOL CALENDAR • 2012**

**August**

15 ..... First Teacher Day  
 19 ..... Orientation, 10:30 A.M.  
 22 ..... First Day for Students

**September**

2 ..... Individual-Photo Day  
 5 ..... Labor Day Holiday  
 15 ..... Middle School Open House  
 21 ..... Progress Reports 1st Nine Weeks

**October**

7 ..... Retake/Absentee and 8th Grade Photo Day  
 21 ..... End of First Nine Weeks (44 Days)  
 24 ..... No School for Students-Teacher Planning/Inservice

**November**

2 ..... Report Cards 1st Nine Weeks  
 11 ..... Veteran's Day Holiday  
 23-25 ..... Thanksgiving Holidays  
 28 ..... Progress Reports 2nd Nine Weeks

**December**

19-21 ..... Middle School Exam Days  
 21 ..... End of Semester (82 Days; 38 Days Nine Weeks)  
 22-30 ..... Winter Holidays

**January**

4 ..... No School for Students-Teacher Inservice  
 5 ..... Students Return After Winter Holidays  
 12 ..... Report Cards 2nd Nine Weeks  
 16 ..... Martin Luther King, Jr. Holiday

**February**

6 ..... Progress Reports 3rd Nine Weeks  
 28 ..... FCAT Writing-8th Gr/Writes Upon Request-6th & 7th Gr

**March**

16 ..... End of Third Nine Weeks (51 Days)  
 19-23 ..... Spring Break  
 26 ..... No School for Students-Teacher Planning/Inservice

**April**

4 ..... Report Cards 3rd Nine Weeks  
 16-27 ..... FCAT Testing Window  
 25 ..... Progress Reports 4th Nine Weeks

**May**

18 ..... All Library Books Due  
 25 ..... Locker Clean-Out  
 28 ..... Memorial Day Holiday  
 29-31 ..... Middle School Exam Days/Early Release-1:20 PM  
 31 ..... Last Day for Students (98 Days; 47 Days Nine Weeks)

**June**

4 ..... Last Day for Teachers  
 11 ..... Report Cards 4th Nine Weeks (mailed home)

**LCSB MEETINGS:**

6:00 P.M.; Howell Center  
 2nd & 4th Tuesdays

**SITE MEETINGS:**

8:00 A.M.; SCMS Guidance Dept.  
 1st & 3rd Wednesdays

**SAC MEETINGS:**

6:00 P.M.; SCMS Media Center  
 Thursday, August 4  
 Thursday, September 1  
 Thursday, September 22  
 Thursday, January 26  
 Thursday, April 19

**PTSO MEETINGS:**

[www.swiftcreek.leon.k12.fl.us](http://www.swiftcreek.leon.k12.fl.us), "PTSO" tab

**HOW DO WE  
 COMMUNICATE WITH YOU?**

- Check out our web page at [www.swiftcreek.leon.k12.fl.us](http://www.swiftcreek.leon.k12.fl.us)
- Join our ListServ by following directions on our web page
- Ask for handouts from child and look for listserv email on Wednesdays
- Online lunch account information [www.paypams.com](http://www.paypams.com)
- Email us at [lastnamefirstinitial@leonschools.net](mailto:lastnamefirstinitial@leonschools.net)  
 e.g. Jane Doe's email address would be: [doej@leonschools.net](mailto:doej@leonschools.net)
- Voicemail-ask for extension numbers
- Check Parent Portal
- Teacher Websites
- Progress Reports
- Report Cards
- Attend School Functions



**CASH REWARDS UP TO \$500  
 for verified information about  
 criminal activity in school, on school  
 grounds, or in our community.**

**REPORT ANONYMOUSLY:**

CALL 574-TIPS (8477)

LEARN MORE AT [www.bbcsi.org](http://www.bbcsi.org)

EMAIL [scmssafety@leonschools.net](mailto:scmssafety@leonschools.net)

SCHOOL PHONE 850-414-2670

## REGULAR BELL SCHEDULE

<u>First Lunch</u>		<u>Second Lunch</u>		<u>Third Lunch</u>	
Warning Bell	9:25	Warning Bell	9:25	Warning Bell	9:25
Tardy Bell	9:30	Tardy Bell	9:30	Tardy Bell	9:30
1 <sup>st</sup> period	9:30 - 10:20	1 <sup>st</sup> period	9:30 - 10:20	1 <sup>st</sup> period	9:30 - 10:20
2 <sup>nd</sup> period	10:24 - 11:14	2 <sup>nd</sup> period	10:24 - 11:14	2 <sup>nd</sup> period	10:24 - 11:14
3 <sup>rd</sup> period	11:18 - 11:38 (HOWL) 11:41 - 12:06 (L) 12:10 - 12:17 (N) 12:17 - 1:07 (INSTR)	3 <sup>rd</sup> period	11:18 - 12:08 (INSTR) 12:11 - 12:36 (L) 12:40 - 1:00 (HOWL) 1:00 - 1:07 (N)	3 <sup>rd</sup> period	11:18 - 12:08 (INSTR) 12:08 - 12:30 (HOWL) 12:30 - 12:37 (N) 12:42 - 1:07 (L)
4 <sup>th</sup> period	1:11 - 2:01	4 <sup>th</sup> period	1:11 - 2:01	4 <sup>th</sup> period	1:11 - 2:01
5 <sup>th</sup> period	2:05 - 2:55	5 <sup>th</sup> period	2:05 - 2:55	5 <sup>th</sup> period	2:05 - 2:55
6 <sup>th</sup> period	3:00 - 3:50	6 <sup>th</sup> period	3:00 - 3:50	6 <sup>th</sup> period	3:00 - 3:50

### W.U.R. BELL SCHEDULE

Warning Bell	9:25
Tardy Bell	9:30
1 <sup>st</sup> period	9:30 - 10:10
Testing	10:15 - 11:15
2 <sup>nd</sup> period	11:20 - 12:00
3 <sup>rd</sup> period	12:05 - 1:35
1 <sup>st</sup> lunch	12:10 - 12:35
2 <sup>nd</sup> lunch	12:40 - 1:05
3 <sup>rd</sup> lunch	1:10 - 1:35
4 <sup>th</sup> period	1:40 - 2:20
5 <sup>th</sup> period	2:25 - 3:05
6 <sup>th</sup> period	3:10 - 3:50

### RALLY BELL SCHEDULE

Warning Bell	9:25
Tardy Bell	9:30
1 <sup>st</sup> period	9:30 - 10:15
2 <sup>nd</sup> period	10:19 - 11:04
3 <sup>rd</sup> period	11:08 - 12:50
11:08 - 11:24 (HOWL)	11:08 - 11:53 (INSTR)
11:27 - 11:52 (L)	11:56 - 12:21 (L)
11:56 - 12:05 (N)	12:25 - 12:41 (HOWL)
12:05 - 12:50 (INSTR)	12:41 - 12:50 (N)
4 <sup>th</sup> period	12:54 - 1:39
5 <sup>th</sup> period	1:43 - 2:28
6 <sup>th</sup> period	2:33 - 3:18
Rally	3:18 - 3:50

### EXAM/EARLY RELEASE 3 PERIOD BELL SCHEDULE

Warning Bell	9:25
Tardy Bell	9:30
1 <sup>st</sup> period	9:30 - 10:25
2 <sup>nd</sup> period	10:30 - 11:25
3 <sup>rd</sup> period	11:30 - 1:20
11:30 - 11:46 (HOWL)	11:30 - 12:25 (INSTR)
11:49 - 12:14 (L)	12:28 - 12:53 (L)
12:18 - 12:25 (N)	12:57 - 1:13 (HOWL)
12:25 - 1:20 (INSTR)	1:13 - 1:20 (N)
Dismissal	1:20

#### KEY

L = Lunch  
 HOWL = Helpful Opportunities While Learning  
 N = News Show  
 INSTR = Instruction Time

### EXAM/EARLY RELEASE 2 PERIOD BELL SCHEDULE

Warning Bell	9:25
Tardy Bell	9:30
1 <sup>st</sup> period	9:30 - 11:00
2 <sup>nd</sup> period	11:05 - 1:20
11:05 - 11:11 (HOWL)	11:05 - 12:22 (INSTR)
11:14 - 11:39 (L)	12:25 - 12:50 (L)
11:43 - 11:50 (N)	12:54 - 1:13 (HOWL)
11:50 - 1:20 (INSTR)	1:13 - 1:20 (N)
Dismissal	1:20

### EXAM/EARLY RELEASE 6 PERIOD BELL SCHEDULE

Warning Bell	9:25
Tardy Bell	9:30
1 <sup>st</sup> period	9:30 - 9:55
2 <sup>nd</sup> period	9:59 - 10:24
3 <sup>rd</sup> period	10:28 - 10:53
4 <sup>th</sup> period	10:57 - 11:22
5 <sup>th</sup> period	11:26 - 12:51
1 <sup>st</sup> lunch	11:32 - 11:55
2 <sup>nd</sup> lunch	12:00 - 12:23
3 <sup>rd</sup> lunch	12:28 - 12:51
6 <sup>th</sup> period	12:55 - 1:20
Dismissal	1:20

## PLANNER IMPLEMENTATION PLAN

Through implementation of this planner S.C.M.S. hopes to teach students lifetime organizational skills. All pages of this planner are expected to stay intact. Loss or removal of pages will result in loss of privileges and the worst may be assumed.

### Our Objectives

- improve home-school communication • track homework • improve academic performance

### Our Expectations

- students will carry their planner to every class • students will record all homework, activities, and appointments

### The Plan

- 1<sup>st</sup> period teachers will distribute planners • all teachers will ask students to record homework in their planners

### The Rewards

- students will learn organizational skills and improve academic performance

### Parental Involvement

- parents are asked to bring their child's planner to Open House • parents are asked to check their child's planner regularly

## SCHOOL IMPROVEMENT PLAN (SIP) 2011-2012

**VISION:** Swift Creek students will be provided instruction that supports a rigorous and relevant curriculum. Swift Creek continues to be a place of excellence where children can achieve their full potential in academic, creative, personal, physical, and moral development through curriculum, instruction, assessment, and support.

**MISSION:** Swift Creek Middle School is equipping its students with the appropriate tools necessary for them to thrive and compete in our 21st century global communities. They are provided with the curriculum, instruction, assessment, support, and time needed to meet rigorous academic standards and explore their talents and skills as they are shaped into life-long learners.

**BELIEF STATEMENTS:** The Swift Creek Community promotes excellence by encouraging goal setting, development of talents, risk-taking, and growth in every endeavor.

The curriculum allows for the exploration of new and challenging opportunities where individuality and the ability to function well within social groups are encouraged and accepted.

Swift Creek citizens are responsible, respectful of self and others, and instilled with a desire to learn over a lifetime.

**EXECUTIVE SUMMARY:** Once final directions from the Florida Department of Education (DOE) are received, the multi-year Swift Creek SIP will be completed. It is then to be reviewed by the SAC, a group of parents, teachers, administrators, school staff, and community representatives. Revisions of the plan will be considered with final adoption and submittal to the DOE scheduled for October of 2011.

In developing the plan, the committee decided to focus on four academic areas: reading, writing, math, and science. Those goals stress student performance, the resources needed to implement effective instructional programs, and the learning environment of the school. It is the SAC's sincere hope that this plan will set Swift Creek's students and the school on the path to excellence.

Swift Creek students will successfully compete at the highest academic levels nationally and internationally and will be prepared to make well-reasoned and thoughtful lifelong decisions. To achieve that goal, the SIP stresses improvement in reading, writing, math, and science. Additionally, the SIP focuses on increasing meaningful parental involvement, improving student attendance, and reducing out-of-school suspensions.

This plan sets high standards for performance on statewide assessment tests including the FCAT and Florida Writes. It also emphasizes involving students in school, local, state, and national academic competitions. Swift Creek will continue to provide academic resources to those students identified as at-risk of failing or dropping out of school. Based on the success of our recent test scores, additional emphasis will be placed on strategies that provide a challenging learning environment for those students scoring in the middle or high range of the scale.

Once approved by the LCSB and submitted to the DOE the 2011-2012 School Improvement Plan will be posted to the SCMS homepage.

**ACCESS ON INTERNET:** Access our plan at <http://www.swiftcreek.leon.k12.fl.us/>, "SAC" tab.

## ACADEMIC OPPORTUNITY FOR IMPROVEMENT POLICY

Students are expected to receive a "C" or better on tests, assessments, and projects.

- Students are given an opportunity to redo/revise assessments where their score is below 70%. This may include tests, major assessments, and classroom projects. No redo/revision on quizzes, History Fair, Science Fair, and final or end of course exams will be allowed.
- Teachers have discretion on all opportunities.
- Students will receive an "Academic Opportunity for Improvement Form," choose two methods/actions on the form to complete, and return the signed form to teacher.
- Students are allowed one "redo" per test, assessment, or project.
- Students will receive the higher of the two scores, but the final grade cannot exceed a 70%.
- This policy and form will be included on all syllabi.

## ATTENDANCE/TARDY

To receive an excused absence, the student must bring a doctor's note, if they went to the doctor, or a written note signed by a parent/guardian explaining the valid reason for the absence to the front office. This note must be received within five days of absence in order to receive an excused absence. Examples of excused absences are: illness or medical care, death in the family, approved religious holidays, financial and certain other special circumstances, or insurmountable conditions. If a student is absent due to a religious holiday, a RELIGIOUS HOLIDAY(S) EXEMPTION REQUEST form must be completed in order to receive an excused absence; obtain this form from the front office or on the Leon County website. Students will not be penalized for excused absences. However, it is the student's responsibility to obtain and complete all required assignments. Failure to complete assignments will affect their grade. Unexcused absenteeism sufficient enough to jeopardize academic progress is defined as a student being absent or tardy five times per grading period or ten times per semester. Examples of unexcused absences are: shopping, haircut, piano lessons, missed bus, overslept, and truancy. **Remember: A written document is required for all absences even when students are sent home from the clinic or class due to illness or accident.**

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 may also be submitted.

Students who leave school before the end of the day also have their learning interrupted. If a student needs to leave early, a parent/guardian must sign the student out at the front office. If the parent/guardian wants the student to be ready to go in the front office, the parent/guardian may either send in a note with the student to the front office or call in advance. Students are not allowed to wait outside the front office to be picked up. No student will be called out of class after 3:45 P.M.

**REPORTING AN ABSENCE:** Parents are required to report a student's absence by calling 414-2670 the day of the absence. The student's name and reason for absence from calls received by 9:30 A.M. will be reported via email to all Swift Creek employees. A written note, explaining why the student missed school, is required upon the student's return to school and must be submitted to the front office within five days of student absence in order to receive an excused absence. Please print the Attendance Notification Form from the Swift Creek website or pick up from the front office and complete. If a written note is not received in this timely manner (five days), the absence will remain unexcused.

**PRE-APPROVED 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 of the absence is pre-approved by the principal or designee at least one week in advance of absence. It is the student's responsibility to make up any work assigned by teachers and/or administrators during that absence.

**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. In order to protect instructional time, these messages are put on the scroll at the end of the day. It is the student's responsibility to read the scroll daily, especially at the end of the day. 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.

## TARDY POLICY

1. Pass taken away; "TARDY" recorded in "DESTINATION-OTHER" section.
2. 2nd pass taken away; recorded same as above.
3. 3rd pass taken away; recorded same as above and highlighted; "DETENTION" recorded in "DEPARTURE TIME/INITIAL" sections.
  - \* Every tardy thereafter results in detention; start over every 9 weeks.
  - \* IF student runs out of passes for 9 weeks, roll over to next 9 weeks passes.
  - \* 4th (and so on) detention becomes automatic referral.

## 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 community life 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 to 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.

### SO WHAT DOES ALL THIS MEAN FOR ME?

At the heart of all community life is a very simple rule: Treat others as you want to be treated. Some examples of BEHAVIORS THAT ARE GOOD FOR YOU AND YOUR COMMUNITY are:

- Wearing clothes that reflect self-confidence and pride
- Including others in groups and activities
- Being polite and having good manners
- Keeping your school clean
- Telling the truth
- Participating positively
- Respecting cultures, beliefs, and opinions of others
- Coming to school on time and prepared
- Following all rules in all areas of school
- Solving conflicts in appropriate ways
- Taking turns and encouraging others
- Acting kindly

Some examples of BEHAVIORS THAT ARE BAD FOR YOU AND YOUR COMMUNITY are:

- Getting attention or showing off an attitude through cruel behaviors, clothing, hats, or make-up
- Using violence, drugs, tobacco, or alcohol
- Being absent, tardy, or unprepared
- Ignoring school rules
- Harassing, intimidating others, or bullying
- Wearing clothes with designs or words that are offensive, mean-spirited, or suggestive
- Being disrespectful to adults or students
- Participating in cliques or gangs
- Stealing and telling an untruth
- Texting inappropriate messages

If you and all other students contribute in a positive way to Swift Creek, you will be able to learn in a stimulating environment, where you can focus without distractions and teachers can teach without interruptions. You will also learn in an environment that is safe, clean, ecologically conscious, healthy, drug-free, and where you will be respected as an individual.

## CLASSROOM DISCIPLINE PROCEDURE 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 Class 1 Offenses and classroom rules/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 Prescriptive Discipline Plan.

The teacher will maintain Discipline Information on all their students. 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).

- 1st Step: When a student fails to comply with the rules, the teacher will proceed through the steps listed in the classroom/team plan. For example, consequences may include withholding a privilege, seat change, time out in another teacher's room, counseling, detention, additional assignment, or parent contact.
- 2nd Step: If misconduct continues, the teacher will document attempts to notify the parent. The teacher may also contact the school social worker, guidance counselor, or schedule a parent conference on behalf of the student to seek positive intervention.
- 3rd Step: Morning Detention may be served prior to the written Disciplinary Referral. Failure to serve the detention will result in a referral to the office.
- 4th Step: If misconduct continues, the teacher will complete a Leon County Schools Disciplinary Referral Form and refer the student to administration.

The Swift Creek Discipline Plan groups violations into three classes--minor, intermediate, and major. 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 Offenses, many of which are violations of state and local laws. Each classification is followed by a disciplinary procedure which is 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 Educator's Handbook.**

## CLASS 1 OFFENSES

- 1.1 Bus Referrals - any referral issues on the bus or at the bus stop (Refer to page 14)
- \*1.2 Class, Lunchroom, and Assembly Disruptions - any behavior that interferes with or prohibits instruction or direction
- 1.3 Dress Code Violations - any violation of the Dress Code as stated in the Student Code of Conduct book or planner and refusal to comply when advised of the violation (Refer to Dress Code Policy, page 10)
- \*1.4 Giving False Information - lying, not disclosing all information, forgery, or misuse of planner
- 1.5 Gambling - pitching coins, dice, or any activity of this nature (card playing is not permitted during breakfast or lunch in the cafeteria)
- 1.6 Illegal Organization - all groups or clubs will be authorized
- 1.7 Tardiness - coming to class after the tardy bell or designated time by the teacher
- \*1.8 Inappropriate Display of Affection
- \*1.9 Profanity - using curse words or other obscene words when addressing another person
- 1.10 Failure to Return Required Forms
- 1.11 Failure to Bring Necessary Materials for Class
- 1.12 Chewing Gum - gum is not allowed on school grounds
- 1.13 Eating Food or Candy During School Hours Except at Lunch or During Time Authorized by Teacher
- 1.14 Unauthorized Selling of Items on Campus - food, baseball cards, etc.
- 1.15 Carrying Backpacks or Bags/Purses Large Enough to Hold a Planner, Books, or Folders During School Hours (allowed before last period only)
- 1.16 Any Behavior That Puts Safety at Risk - may include but not limited to running, sliding in mud, using wheeled shoes
- 1.17 Inappropriate Items During School Hours - cell phones, iPods, laser pointers, toys, games, skateboards, beepers, CD players, other electronic devices, etc. will be confiscated and held for parent or guardian pickup
- \*1.18 Cheating
- \*1.19 Internet and Computer Violations (Refer to Internet Policy, page 15)
- 1.20 Littering
- 1.21 Display or Drawings of Suggestive, Offensive, Inappropriate, or Gang-Related Symbols (i.e. sexual nature, weapons, drugs, tobacco, racial, or alcohol related)
- 1.22 Other

## CLASS 2 OFFENSES

- 2.1a Not Serving a Detention or After Fourth Detention
- 2.2a Repeated or Constant Disruption or Misconduct
- \*\*2.3a/b Verbal or Written Threats - threat of bodily harm or violence
- 2.4a/b Stealing, Larceny, Petty Theft - taking anything that does not belong to you
- 2.5a/b Skipping - not being in the designated place at the designated time, while on school grounds during school hours
- 2.6a/b Threats, Intimidation, Putdowns, Teasing or Harassment, Personal/Racial Slurs, Disrespect - may include but not limited to bullying, cyberbullying, or verbal confrontation with another person, pushing, shoving, horseplay, slap-boxing, or pantsing
- 2.7a/b Miscellaneous Violations - any offense which the administration feels fits into this class of offenses
- 2.8b Defiance of School Board Employee's Authority/Gross Insubordination, Disrespect
- 2.9b Possession or Control of Tobacco Substances
- 2.10b Simple Assault on a School Board Employee - threatening to do harm that instills fear
- 2.11b Offensive and/or Inappropriate Touching of Another Student
- 2.12b Possession or Use of Fireworks and/or Incendiary Devices, and/or Any Prank Item
- 2.13b Sexual Harassment - written or verbal propositions of a sexual nature
- 2.14b Use of Obscene or Profane Language to a School Board Employee
- 2.15b Leaving School Grounds Without Permission - all students must stay on campus once they have entered school grounds
- 2.16b Group Disruptions - crowding around causing a disturbance and/or not allowing adults to break up the crowd
- 2.17b Intentional or Intent to Damage Property (public or personal) under \$200.00

## CLASS 3 OFFENSES

- 3.1 Drugs (fake or real)
  - 3.1.1 Alcohol
  - 3.1.2 Marijuana
  - 3.1.3 Other Drugs (crack, speed, uppers, etc., prescription or over-the-counter)
- 3.2 Arson - purposeful burning of anything on school grounds
- 3.3 Battery Upon a School Board Employee - intentional touching, slapping, hitting, pushing, or shoving of an employee
- 3.4 Robbery - taking of money or property by force, violence, assault, or fear
- 3.5 Stealing, Larceny, Petty Theft - taking anything that does not belong to you valued at \$200.00 or more
- 3.6 Burglary, Breaking and Entering of School Property - breaking, entering, or remaining inside school property without permission or authorization during the hours the premises are closed to the public
- 3.7 Criminal Mischief - damage to property (public or personal) in excess of \$200.00
- 3.8 Possession of Firearms - includes the firearm itself or any of its parts (frame, receiver, muffler, or silencer), or facsimile of a gun including toy guns
- 3.9 Discharging of a Firearm
- 3.10 Possession of Weapons - having a knife or similar instrument that can be considered or used as a weapon
- 3.11 Bomb Threats
- 3.12 Explosives - preparing, possessing, or igniting explosives
- 3.13 Sexual Acts - acts of a sexual nature including, but not limited to battery, intercourse, attempted rape or rape
- 3.14 Aggravated Battery - intentionally causing bodily harm, disability, permanent disfigurement, or use of a deadly weapon
- 3.15 Inciting or Participating in a Major Student Disorder - leading, encouraging, and/or assisting in disruption which result in destruction or damage to property or cause personal injury
- 3.16 Unjustified Activation of a Fire Alarm System
- 3.17 Miscellaneous Violation - any offense which the administration feels fits into this class of offenses
- 3.18 Possession of Lighters or Matches
- 3.19 Fighting or Battery Upon a Student

\*An automatic referral may be written on the first occurrence, if in the teacher's professional judgment it is deemed necessary.

\*\*Threats of a serious nature may require student exclusion from school until a psychiatric evaluation deems the student is not a danger to self or others.

## BEHAVIOR CONSEQUENCES CONTINUED...

### MORNING DETENTION / ISD (IN-SCHOOL DETENTION) / OSS (OUT-OF-SCHOOL SUSPENSION)

**Morning Detention:** Morning Detention is held before school beginning promptly at 8:25 until 9:25 A.M. daily. The consequence for most Class 1 offenses is morning detention. Late arrivals will be rescheduled by the referring teacher. Failure to serve a morning detention will result in a referral. **ISD:** 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. Temporary assignment to work detail during the school day and/or before or after school may be imposed by administration or designee. The student will perform minor custodial and lunchroom tasks under the supervision of school personnel. **OSS:** Suspension off-campus may be arranged by administration or designee. Parent notification will be made, 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 ISD/OSS or pending ISD/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 consequence of not cooperating in ISD is OSS.

### PRESCRIPTIVE DISCIPLINE PLAN

<u>Offense</u>		<u>Consequence</u>
Disciplinary referrals of Class 1 Offenses by students who exhaust all three steps of the classroom teacher's Discipline Plan.	1st Offense	morning detention
	2nd Offense	morning detention
	3rd Offense	morning detention
	4th Offense	referral; up to 3 days ISD
	5th Offense	referral; up to 5 days ISD
	6th Offense	administrative discretion
<b>Class 1 Offenses</b> warranting immediate discipline referral (i.e. 1.2, 1.4, 1.8, 1.9, 1.18, and 1.19)	1st Offense	referral; up to 5 days ISD
<b>Class 2 Offenses</b>	1st Offense	up to 3 days ISD with possible referral to SRO
	2nd Offense	3 days ISD with possible referral to SRO
	3rd Offense	3 days OSS with possible referral to SRO
	4th Offense	5 days OSS with possible referral to SRO
	5th Offense	10 days OSS with possible referral to SRO
<b>Class 3 Offenses</b>	Minimum consequence is up to 10 days OSS and possible expulsion NOTE: STUDENTS THAT ARE ARRESTED FOR CRIMES ON OR OFF CAMPUS MAY HAVE THEIR PRIVILEGES (e.g. FIELD TRIPS) AT SCHOOL REVOKED AND MAY BE RECOMMENDED FOR EXPULSION!	

### SPECIAL PROCEDURES

Classes may be scheduled to take field trips. Only students who demonstrate appropriate behavior prior to the trip will be allowed to attend. See Field Trip Requirements on page 11. Policies for each grade level are established and will be shared with students and parents prior to trips.

*The following applies two weeks before the winter holiday, one week before spring break, and two weeks before the end of school:*

1. Any student who has two Class 1 Offenses may be sent home for the rest of the week.
2. Any student who has one Class 2 Offense may be sent home for the rest of the week.
3. Any student who has a Class 3 Offense may be dealt with by the Judicial System.

NOTE: BACKPACKS WILL NOT BE ALLOWED ON CAMPUS THE LAST WEEK OF SCHOOL.

### 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 to wear a helmet. It is a State law. (Fl. Statute 316.2065)

### CAFETERIA

The cost of a student breakfast is \$1.00; student lunch is \$2.00. Milk is included in the price of a meal; milk sold individually is \$.50. To access your child's lunch account go to 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. 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. There is a NO CHARGE policy for breakfast and lunch. The full amount of the cost for food or beverage must be in the student's account at the time of purchase. 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.



## ELECTRONIC DEVICES

Electronic devices (e.g. cell phones, iPods, mp3's, CD players, beepers, hand-held games) are allowed on campus before and after school. All devices must be turned off and placed in locker during the school day. Devices that ring, are displayed, or are used on campus during school hours are subject to confiscation. The confiscated item(s) will be held in the main office (Refer to page 8, Class 1 Offenses, item 1.17).

## EXTENDED DAY PROGRAM - FEE BASED

A fee-based Extended Day Program is available in room 510. The Before School Program operates from 7:00 A.M. to 9:15 A.M.; the After School Program operates from 3:50 P.M. to 6:00 P.M. For more information, call 850-414-2667. Any student on campus before or after the approved supervision hours that is not involved in a school activity will be sent to our Extended Day Program. After a warning notice is sent home, parents will be sent an invoice requiring monetary compensation for child care. Student safety is the priority.

## EXTRACURRICULAR ACTIVITIES

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

### CLUBS

Band  
Brain Bowl  
BH&C Brain Bowl  
Chorus  
FCA  
Foreign Language

Green Club  
History Club  
Math Counts/Mu Alpha Theta  
National Jr. Honors Society  
Outdoor Club  
Sign Language

S.W.A.T.  
Student Government  
Wolfettes-Majorettes/Dance  
Wolfpack Runners  
Wrestling  
Youth Crime Watch

### SPORTS

Basketball  
Cheerleading  
Cross Country  
Football  
Soccer  
Softball  
Track  
Volleyball

To be eligible to tryout for and/or participate in sports, a student must maintain a 2.0 average with no more than one "F" in the most recent grading period, submit a completed Activity Participation Form, and have a current (good for one year) physical on file with the school. An Activity Participation Form may be found on our web site at <http://www.swiftcreek.leon.k12.fl.us/>; scroll to Athletic Forms; click on Activity Participation Form. It is recommended that parents keep a copy of both the physical form and completed Activity Participation Form in addition to turning the original into the school.

## FIELD TRIP REQUIREMENTS (BASIC)

Behavioral Guidelines: Students will not be able to participate if they receive more than one Class 1 or Class 2a referral during the semester the trip is occurring. In addition, students will not be able to participate if they receive any Class 2b or Class 3 referrals during the school year.

Academic Guidelines: Students may attend if they have earned a cumulative 2.0 GPA based on the report card preceding the trip.

End-of-the-Year Field Trip: Students may attend if they have a cumulative 2.0 GPA for the year based on the preceding report card and have earned the necessary quality points for promotion at the time of the trip.

\*Appeals may be made for special consideration to administration.

## GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest growth academically, mentally, emotionally, and socially. A few of the activities that facilitate this are: 1) helping new students make adjustments to our school in the various routines, academic expectations, and establishing healthy relationships with teachers and peers, 2) conducting individual conferences whenever a student, parent, teacher, or the counselor deems necessary, 3) facilitating a testing program designed to identify academic strengths/weaknesses, 4) conducting individual and occasionally group counseling, 5) scheduling special programs and speakers that address character education, and 6) facilitating character education through classroom activities.

The counselors welcome the opportunity to meet with students, parents, or teachers. Everyone is welcome in the guidance office before, during, and after school. If possible, please make an appointment in advance. If a student has an immediate urgent need to see a counselor, he/she should get a pass from his/her teacher to go to the guidance office.

For individual counseling, students may self-refer or referrals may be initiated by teachers or parents. Conflict mediation, peer group counseling, bullying prevention, relationship counseling, self-concept building, academic counseling, and career exploration are also a part of our guidance program. Please check our website on the school home page for additional information and resources.

Our School Resource Officer is highly trained in delivering workshops to students through a content class. Some of the topics addressed are: Cyber Bullying/Internet Guidelines, Substance Abuse, Bullying, and Harassment.

## HEALTH

**ILLNESS AT SCHOOL:** If a student is hurt or becomes ill at school, the student will be sent to the clinic located in the guidance office. In the event of a significant injury or illness, the parent will be notified immediately. If a student has a serious accident, fever, or symptoms of a contagious illness, a parent must sign the student out of school. If a student's complaint is mild in nature (e.g. tiredness, slight stomach ache), their temperature will be taken. If the student does not have an elevated temperature (100+ degrees), the student will return to class unless a parent wishes to sign the student out of school. Students in need of monitoring for acute illness will remain in the clinic until a parent signs the student out of school. For the protection of all students and the well being of the sick student, those who are sick must go home. Students who leave early due to an accident or illness must be signed out at the front office by their parent or designee.

**MEDICATION:** Medications must be transported to and from school by a parent/guardian. All medications (nonprescription and prescription) require a Medication Permission Form signed by a parent. These forms are available in the clinic when the medication is delivered. The prescription bottle instructions must match the information on the Medication Permission Form. Nonprescription medication cannot be given to a student, if the age of the student does not match the recommended age/dose on the label. Changes in the medication times or dosage can only be made by written permission from the physician, which may be faxed (850-414-2650) to the school. Parent phone calls are insufficient to change the dosage or times. The medication is kept in the clinic during the day, and the student is to go to the clinic at the designated time. Medication can only be administered by school staff. Students are not authorized to keep medication on them unless it is deemed necessary by a physician; physician's written orders must be on file along with a signed Medication Permission Form.

**IMMUNIZATION:** Students entering the seventh grade are required to have completed the Hepatitis B Series, Tetanus-Diphtheria-Pertussis (Tdap), and a second dose of Measles vaccine (preferably MMR vaccine). A DH 680 Card needs to be completed and signed by a physician and kept on file in the guidance office.

Part A: Is for fully immunized Hepatitis B Series, Tdap, and second MMR.

Part B: Temporary Medical Exemption for students needing to complete Hepatitis B Series, and an expiration date when second Hepatitis B shot is due.

Part C: Permanent Exemption

*Students will be excluded from school until immunizations are up to date and proper documentation is on file in the guidance office.*

## HOMEWORK REQUEST/EXTENDED ABSENCE

We encourage students to check teacher websites for assignment calendars or email teachers. If a prolonged absence of more than three days is anticipated, homework may be requested by a parent/guardian from the guidance or front office. Please note teachers are allowed 24 hours to process requests. Requests should be picked up from the front office before returning to school. Teachers give excused students ample, yet specific, time to make up missed work. 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 of the absence is pre-approved by the principal at least one week in advance of absence. It is the student's responsibility to make up any work assigned by teachers and principal during that absence.

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

## HONOR ROLL

The school recognizes all students on the A and A/B Honor Roll.

## LOCKERS

Lockers and locks will be assigned to students at the beginning of the school year. Students will be issued a lock for a \$5.00 rental fee. The purpose of this lock rental is to: 1) provide a safe climate, 2) allow for staff to identify and return lost locks, and 3) keep staff from having to cut off locks. *All lockers and locks are the property of the school; school staff has the right to open any locker.*

### How to Operate a Lock

#### Step 1



Turn the lock dial twice in a clockwise direction. After the second full turn, stop when you get to your first number.

#### Step 2



Next, turn the dial in the opposite direction (counterclockwise) one full turn. After a full turn, stop when you get to your second number.

#### Step 3



Finally, turn the dial slowly clockwise until you get to your third number.

#### Step 4

Pull the lock open.

**Note:** If the lock fails to open, repeat the process. If you accidentally go past a number in one of the steps above, you must start over.

## LOCKOUTS

Lockouts may be called at any time during the school day. **Students must have their planner with them at all times.** Lockouts are called when the tardy bell rings. Any student that is not in the classroom or that does not have a hall pass is subject to disciplinary action. If a lockout is called and the student does not have their planner in his/her possession, the consequence is a Morning Detention.

## LOST AND FOUND

Parents are urged to label all students' personal items. If labeled, "found" items are quickly returned to the owner. Unlabeled items are stored until the end of each nine weeks or until midterm, at which time they are donated to charities. Turn "found" items into the front office.

CONFISCATED ITEMS are stored in our front office vault and may be picked up by a parent or guardian. Any item not picked up by June 10, 2012 will be donated to charity.

## MEDIA AND TECHNOLOGY CENTER

The Swift Creek Media collection consists of over 12,000 books, magazines, maps, globes, videos, computer software, audio books, and reference materials. Up to five books may be checked out at one time. We encourage students to check out books for leisure reading as well as for class assignments. Students must have a pass to come into the Media Center during the school day, unless accompanied by a teacher. The Media Center is open before school two days a week. Specific days and times for extended hours will be announced.

The Media Center houses 30 Dell computers with another 60 in adjoining computer labs and 25 in the Pearson Lab. Students must have an Internet Use/Access Permission form on file, signed by a parent or guardian, in order to use the Internet. Students may not use computers for games, email, chat rooms, instant messaging, or for searching anything other than school assignments. We encourage all students to have a flash drive to transport files from school to home.

"Wolf Pack News," our daily news show, operates out of the Media Center. It is student run and supervised by the Media Specialist. Along with the scroll, which runs throughout the day in all of the classrooms, Wolf Pack News is one of our main communication tools to help students stay informed. Parents are welcome to visit anytime after signing-in at the front office.

## MINIMUM COURSE REQUIREMENTS

All students take four, fifty 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. Swift Creek students in sixth grade take one semester each of creative writing (Exploratory Wheel), computer applications, art and required PE. The PE and Art courses can be replaced with an elective such as chorus or band. 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 FCAT or other standardized tests), intensive classes will be scheduled in lieu of elective courses and, possibly, PE.

## PARENT/TEACHER POSITIVE PARTNERSHIP

Parents and teachers who have high expectations for their children/students usually end up having those expectations fulfilled. Below are several tips to assist you as parents in assuring that your child has a productive year:

- ✓ Establish respectful communication with the school early in the year by: attending Open House, getting on the school's listserv, initiating calls or emails to teachers to check on progress, calling for a team conference, checking your child's planner and backpack weekly (especially on Wednesdays), and monitoring grades on-line.
- ✓ Expect and enforce respect for others in conversation and action. When parents speak in a supportive way of the school, it models respect for authority. Teach and model respect, and your child will be more respectful.
- ✓ Allow your child to experience the consequences of bad decisions - academically and behaviorally. Students need to take responsibility for their decisions in order to learn to make better choices.
- ✓ Know your PIN and password, and use it regularly to monitor your child's grades on-line via Parent Portal.
- ✓ Call the school (teacher first - then administrator or guidance) when you want clarification on an incident. Many times it is a misunderstanding that can be cleared up with a phone call.
- ✓ Understand the large number of students a teacher may instruct may restrict immediate or daily communication.
- ✓ Celebrate successes!!!! Help your child set goals, monitor their progress with them and celebrate little steps made toward those goals!

Swift Creek Staff looks forward to a positive partnership with our parents!

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

**CHANGE OF PERTINENT INFORMATION DURING THE SCHOOL YEAR:** Please notify the school registrar and the teachers with the updated address, phone and work numbers, and emergency contact information. In order for an address to be changed, proof of the primary residence must 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, voter registration card, electric bill, or insurance bill.

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

**MOVING:** Please do the following: 1) notify the school registrar and teachers as soon as possible, 2) check in all books/school materials, 3) stop by the guidance office to complete and receive a Withdrawal Form, and 4) as you enroll (taking your Withdrawal Form to the new school upon registration), the new school will request the student's cumulative records.

## PROGRESS REPORTS/REPORT CARDS

Progress reports will be sent home by way of the student following the midpoint of each nine-week period. Report cards will be sent home by way of the student at the end of the first three nine-week periods. The final report card will be mailed home. Distribution notice will go out on listserv. Parents of students in danger of failing a course will receive notice following the second and/or third nine-weeks. Parents are strongly encouraged to regularly monitor grades on-line via the "Parent Portal".

## RULES FOR PUPILS RIDING SCHOOL BUS

The student's responsibility begins at the bus stop in the morning and ends at that stop in the afternoon. If a student walks or is a car rider their responsibility begins and ends when they enter and leave our campus. 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. 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 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 operation.
  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 and alighting.
- 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.

<b>Violation</b>	<b>1st Referral</b>	<b>2nd Referral</b>	<b>3rd Referral</b>	<b>4th Referral</b>	<b>5th Referral</b>
Out of seat:	parent notification	1-day suspension	3-day suspension	5-day suspension	suspend off bus
Disrespect:	parent notification	1-day suspension	3-day suspension	5-day suspension	suspend off bus
Shouting:	parent notification	1-day suspension	3-day suspension	5-day suspension	suspend off bus
Eating or drinking:	parent notification	3-day suspension	5-day suspension	10-day suspension	suspend off bus
Foul language:	1-day suspension	3-day suspension	5-day suspension	10-day suspension	suspend off bus
Throwing objects:	1-day suspension	3-day suspension	5-day suspension	10-day suspension	suspend off bus
Tobacco or alcohol:	3-day suspension	5-day suspension	10-day suspension	suspend off bus	
Fighting:	5-day suspension	10-day suspension	suspend off bus		
Threatening driver:	5-day suspension	10-day suspension*	suspend off bus		
Weapons:	suspend off bus				
Drugs:	**				

\*Immediate suspension from the bus pending meeting with driver, parent, student, and administration.

\*\*District policies regarding use of drugs will be entered.

## STUDENT ACCIDENT INSURANCE

School insurance information is available at the beginning of the school year from the school office. It is the parent's responsibility to provide health and accident insurance on their children. Students are required to show proof of insurance to participate in field trips and other activities.

## STUDENT INTERNET POLICY

Internet access is coordinated through a complex association of government agencies and regional and state networks. It is the school district's intent that the Internet and our telecommunications network be used in a responsible, efficient, ethical, and legal manner. The operation of the Internet relies heavily on proper conduct of the users who must adhere to strict guidelines. Students and their parents need to sign an Internet Use/Access Agreement in order to gain Internet use. The signature(s) on the agreement indicate that the user(s) have read the Terms and Conditions carefully and understand their significance. If a district user violates any of these provisions, their account will be terminated and future access will be denied. Serious violations may result in school disciplinary action or legal action.

**STUDENT:** I have read and will abide by the **TERMS AND CONDITIONS FOR USE OF INTERNET IN LEON COUNTY SCHOOLS. I understand that this access is designed solely for educational purposes. The use of chat rooms, email, instant messaging, and surfing for non-educational purposes is a Class 1 Offense (See page 8-1.19), which carries up to 5 days in ISD for the first offense. Repeat offenders will be denied access to all SCMS computers. Further action will be taken, if a student prints anything other than curriculum related material.** I further understand that any violation of the Terms and Conditions of Leon County District policies may constitute a criminal offense. **Violations will result in loss of access privileges.** In addition, violations may result in school disciplinary action and/or legal action being initiated against me.

**PARENT OR GUARDIAN:** As the parent or guardian of this student, I have read the **TERMS AND CONDITIONS FOR USE OF INTERNET IN LEON COUNTY SCHOOLS** and reviewed the student section above. The Leon County School District has taken reasonable precautions to supervise Internet usage. However, I recognize that it is impossible for the district to restrict unsupervised access to all information or materials and I will not hold them responsible for materials acquired or contacts made on the network. I also accept full responsibility for supervision of my child outside the school setting. I hereby give permission to establish an account for my child.

### **RULES OF USE: Students must:**

1. Only use the Internet at Swift Creek Middle School for educational purposes.
2. Read and sign the Internet Use/Access Agreement.
3. Protect their privacy by never revealing personal information such as phone number or address.
4. Immediately get out of an accidentally accessed objectionable site and inform the supervising teacher.

### **HOW WILL STUDENTS BE PROTECTED FROM INAPPROPRIATE MATERIAL:**

1. They will be supervised by an adult.
2. Computers are arranged so student use can be monitored.
3. Blocking software is provided by Leon County Schools and is on all of the SCMS computers.
4. Students are encouraged to monitor each other and report misuse.

### **PARENTAL RESPONSIBILITIES:**

1. To read and sign the Internet Use/Access Agreement.
2. To hold your student to high standards of on-line behavior.
3. To express interest in their on-line research activities.

### **TERMS AND CONDITIONS - Leon County Schools: Guidelines for Telecommunications Use**

1. 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 and automated systems (mainframe, network, or workstation-based) **is not a right, but a privilege**, and inappropriate use will result in cancellation of that privilege.
  - School and district administrators will decide what is inappropriate use based upon guidelines, standards, policies and prudent judgment. User accounts shall be assigned or closed at the direction of the site or program administrator.
2. The person in whose name an account is issued is responsible at all times for its proper use. **Unacceptable uses of the network include:**
  - violating student or staff rights to privacy.
  - using profane, obscene, threatening, hateful, or offensive language, graphics or other forms of communication.
  - use of school system technology resources in support of private or personal businesses.
  - misuse or sharing of passwords.
  - reporting personal communications, e-mail or faxes, or using personally identifiable information or individually owned or copyrighted material (this includes pictures, artwork, and products) without the author's (or parent/guardian's) prior consent.
3. Persons using Leon County Schools Internet or automated systems connections must be properly authorized. They must have completed the necessary district authorization forms and agreements; and these must be maintained on file at the school or department site. For students or staff (employees) under 18 years of age, a parent's signature will be required for Internet or automated systems use.
4. Any breach in security where confidential records may have been accessed or secure information altered is a very serious problem and must be reported to the school or department administrator, to Information Services, and to the site Tech Contact immediately. This is necessary to secure systems which may be at risk, and to track access records to resolve any access or data change problem. The site or program administrator will be notified of suspected access or distribution violations. It will be the responsibility of the respective administrator to follow up in investigating such reports and taking appropriate action, which may include criminal litigation.
5. Use of another individual's account (password) is a security violation. Attempts to log on as another user will result in cancellation of privileges and notification of the responsible administrators. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to all or part of the network.

### **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 Mike Eto, Technology Coordinator, at 414-2670 or etom@leonschools.net

## STUDENT PROGRESSION PLAN

A sixth grade student must have a final passing grade in 5 out of 6 courses, three of 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 5 out of 6 courses, three of which must be in the areas of Language Arts, Mathematics, Science, or Social Studies, and have a final passing grade in all core academic courses failed in the sixth grade to be promoted to the eighth grade.

An eighth grade student must have a final passing grade in 3 Language Arts, 3 Mathematics, 3 Science, 3 Social Studies, and 1 Career and Educational Planning course (part of American History course) to be promoted to the ninth grade.

A student shall not be enrolled in a middle school core academic course previously passed. Minimum competency criteria, including minimum scores on state and district wide assessments, are also considered.

These are minimum requirements. Swift Creek Middle School students should never settle for "the minimum."

GRADING SYSTEM		
Grade	Percent	Quality Pts.
A	90 - 100	4
B	80 - 89	3
C	70 - 79	2
D	60 - 69	1
F	0 - 59	0

## NEXT GENERATION SUNSHINE STATE STANDARDS

The most recent performance standards, called the "Next Generation Sunshine State Standards" (NGSSS), were approved by the State Board of Education between 2007 and 2010. THE NGSSS form the basis of curriculum taught in all Florida schools. For middle schools, NGSSS were developed for Language Arts, Mathematics, Science, Social Studies, Physical Education, World Languages, and Health courses. NGSSS are also the basis for FCAT. They will also be used to develop end-of-course exams for most academic courses over the next several years. For more specific information you can access the NGSSS at <http://www.fldoe.org/bii/curriculum/sss/>

## SUPERVISION

Supervision is provided for students 45 minutes before school and 30 minutes after school, between 8:45 A.M. and 4:20 P.M. Students are expected to be picked up and delivered within these time frames per Leon County Schools Policy 3.13. Any student on campus before or after the approved hours that is not involved in a school activity (e.g. club, sports) will be sent to our Extended Day Program. *After a warning notice is sent home, parents will be sent an invoice requiring monetary compensation for child care.* Student safety is the priority.

## TEXTBOOKS

Textbooks issued to students are their responsibility and should be maintained with care. There is a textbook available to each student in the core academic classes, but it is up to the teacher's discretion as to how it will be used and distributed. In some cases, a book is issued to students to remain at home as a resource and a class set is available for use at school. Some textbooks are also available on-line or on CD; check with the teacher. Modern textbooks are extremely expensive. *Damaged or lost texts must be paid for by the students. Students will not receive a fourth nine weeks report card, and eighth grade students will not participate in promotional ceremonies unless overdue balances are paid.*

## TRANSPORTATION/WALKING/CAR RIDING

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-noon.** Please note that an approved note is not a guarantee that there will be room on the bus to carry extra students. 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. 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.

## VISITORS/VOLUNTEERS

Visitors and volunteers are warmly welcomed! However, classroom visitors need to make appointments 24 hours in advance per the union contract for teachers. All visitors and volunteers are required to sign-in at the front office and present a valid state issued ID for entering into our V-soft system. This system has the ability to search a data base to identify people who may jeopardize the safety of the campus. Staff will alert law enforcement and school administrators, if a person is not cleared to have access to the campus or students.

Volunteers enrich the educational experiences of students by working in the classrooms, media center, guidance, office, home, or at special school-wide activities and events during the year. However, all volunteers must be cleared by the county office before working on campus or as a chaperone on a school sponsored field trip. Contact our volunteer coordinator about volunteer opportunities. Everyone has something to offer, and every effort is greatly appreciated! The V-soft system will automatically record your volunteer hours.

## REPORT CARD GRADE COMMENT CODES

- |  |  |
|--|--|
| 01 = MAKES EXTRA EFFORT<br>02 = MAKING PROGRESS<br>03 = EXCESSIVELY TARDY<br>04 = EXCESSIVELY ABSENT<br>05 = WORK NOT MADE UP WHEN ABSENT<br>06 = OFTEN UNPREPARED<br>07 = DISRUPTIVE IN CLASS<br>08 = FAILS TO DRESS OUT<br>09 = ACADEMIC WARNING SENT HOME<br>10 = LOW TEST GRADES<br>11 = ASSIGNMENTS INCOMPLETE<br>12 = DOES NOT HAND IN ASSIGNMENTS<br>13 = DOES NOT WORK IN CLASS<br>14 = INATTENTIVE IN CLASS<br>15 = NOT WORKING UP TO ABILITY<br>16 = DOES NOT STAY ON TASK | 17 = NEEDS TO APPLY HIMSELF/HERSELF<br>18 = IEP GOAL OBTAINABLE BY END OF YEAR<br>19 = CONTACT INSTRUCTOR FOR CONFERENCE<br>20 = DIDN'T MEET MINIMUM STANDARDS<br>21 = A PLEASURE TO HAVE IN CLASS<br>22 = NEW STUDENT-GRADE NOT ASSIGNED<br>23 = RECOMMEND HOMEWORK CENTER<br>24 = HANDWRITING NEEDS IMPROVEMENT<br>25 = LOST TEXTBOOK<br>26 = IEP PROGRESS INADEQUATE<br>27 = PERFORMING BELOW GRADE LEVEL<br>28 = MODIFICATIONS IMPLEMENTED<br>29 = DID NOT MEET ATTENDANCE CRITERIA<br>30 = HOME SCHOOLED - MISSING GRADES OKAY<br>31 = MS GRADE RECOVERY<br>32 = GRADE EARNED OUT OF COUNTY |
|--|--|

### ADDITIONAL STUDENT INFORMATION

LOCKER #S:

School \_\_\_\_\_

Gym \_\_\_\_\_

Elective \_\_\_\_\_

TEXTBOOK #S:

Language Arts \_\_\_\_\_

Math \_\_\_\_\_

Science \_\_\_\_\_

Social Studies \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

BUS # \_\_\_\_\_

PARENT PORTAL USER NAME \_\_\_\_\_

PARENT PORTAL PASSWORD \_\_\_\_\_

PEARSON ID # \_\_\_\_\_

PEARSON PASSWORD \_\_\_\_\_

FCAT EXPLORER SIGN IN NAME \_\_\_\_\_

FCAT EXPLORER PASSWORD \_\_\_\_\_

PERSONAL EMAIL ADDRESS \_\_\_\_\_

### MULTIPLICATION TABLE

X	0	1	2	3	4	5	6	7	8	9	10	11	12
0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	1	2	3	4	5	6	7	8	9	10	11	12
2	0	2	4	6	8	10	12	14	16	18	20	22	24
3	0	3	6	9	12	15	18	21	24	27	30	33	36
4	0	4	8	12	16	20	24	28	32	36	40	44	48
5	0	5	10	15	20	25	30	35	40	45	50	55	60
6	0	6	12	18	24	30	36	42	48	54	60	66	72
7	0	7	14	21	28	35	42	49	56	63	70	77	84
8	0	8	16	24	32	40	48	56	64	72	80	88	96
9	0	9	18	27	36	45	54	63	72	81	90	99	108
10	0	10	20	30	40	50	60	70	80	90	100	110	120
11	0	11	22	33	44	55	66	77	88	99	110	121	132
12	0	12	24	36	48	60	72	84	96	108	120	132	144

Library Code

# STUDENT PASSPORT

FIRST NINE WEEKS GRADING PERIOD  
AUGUST 22 - OCTOBER 21, 2011  
HALL PASSES AND TARDIES

STUDENT NAME \_\_\_\_\_

GRADE \_\_\_\_\_

GRANTED AT TEACHER'S DISCRETION

	DATE	TIME OUT	TEACHER	INITIAL	DESTINATION	L-Locker R=Restroom	W=Water O=Office	MC=Media Center	DEPARTURE TIME	INITIAL
LANGUAGE/ARTS					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
SOCIAL STUDIES					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
SCIENCE					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
MATH					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
ELECTIVE 1					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
ELECTIVE 2					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
OTHER					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					

LOSS OR REMOVAL OF STUDENT PASSPORT PAGE FROM YOUR PLANNER  
WILL RESULT IN LOSS OF **ALL** HALL PRIVILEGES

# STUDENT PASSPORT

SECOND NINE WEEKS GRADING PERIOD  
 OCTOBER 25 - DECEMBER 21, 2011  
 HALL PASSES AND TARDIES

STUDENT NAME \_\_\_\_\_  
 GRADE \_\_\_\_\_

GRANTED AT TEACHER'S DISCRETION

	DATE	TIME OUT	TEACHER	INITIAL	DESTINATION	L-Locker R=Restroom	W=Water O=Office	MC=Media Center	DEPARTURE TIME	INITIAL
LANGUAGE/ARTS					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
SOCIAL STUDIES					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
SCIENCE					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
MATH					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
ELECTIVE 1					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
ELECTIVE 2					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
OTHER					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					

LOSS OR REMOVAL OF STUDENT PASSPORT PAGE FROM YOUR PLANNER  
 WILL RESULT IN LOSS OF **ALL** HALL PRIVILEGES

# STUDENT PASSPORT

THIRD NINE WEEKS GRADING PERIOD  
 JANUARY 5 - MARCH 16, 2012  
 HALL PASSES AND TARDIES

STUDENT NAME \_\_\_\_\_

GRADE \_\_\_\_\_

GRANTED AT TEACHER'S DISCRETION

	DATE	TIME OUT	TEACHER	INITIAL	DESTINATION	L-Locker R=Restroom	W=Water O=Office	MC=Media Center	DEPARTURE TIME	INITIAL
LANGUAGE ARTS					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
SOCIAL STUDIES					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
SCIENCE					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
MATH					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
ELECTIVE 1					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
ELECTIVE 2					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
OTHER					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					

LOSS OR REMOVAL OF STUDENT PASSPORT PAGE FROM YOUR PLANNER  
 WILL RESULT IN LOSS OF **ALL** HALL PRIVILEGES

# STUDENT PASSPORT

FOURTH NINE WEEKS GRADING PERIOD  
MARCH 27 - MAY 31, 2012  
HALL PASSES AND TARDIES

STUDENT NAME \_\_\_\_\_

GRADE \_\_\_\_\_

GRANTED AT TEACHER'S DISCRETION

	DATE	TIME OUT	TEACHER	INITIAL	DESTINATION	L=Locker R=Restroom	W=Water O=Office	MC=Media Center	DEPARTURE TIME	INITIAL
LANGUAGE ARTS					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
SOCIAL STUDIES					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
SCIENCE					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
MATH					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
ELECTIVE 1					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
ELECTIVE 2					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
OTHER					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					
					L R W O MC OTHER _____					

LOSS OR REMOVAL OF STUDENT PASSPORT PAGE FROM YOUR PLANNER  
WILL RESULT IN LOSS OF **ALL** HALL PRIVILEGES

Bldg. 06 - Resource

609	611	610	612
605	602	601	

Bldg. 07 - Gymnasium

	Girls' Lockers	709-C
704 Health	701 Gym	
704 Weights		
	Boys' Lockers	713-C

Bldg. 05 - 8th Grade Wing

510	511	517	518	519 Teacher Planning	520	521
507	506B	506A	505B	505A	503B	503A

Bldg. 10 - Maintenance

Bldg. 04 - 7th Grade Wing

412	413	414 Teacher Planning	415	416	422	425
407B	407A	405B	405A	404	403B	403A

Bus Ramp

Bldg. 03 - 6th Grade Wing

312	313	314 Teacher Planning	315	316	322	325
307B	307A	305B	305A	304	303B	303A

Bldg. 08

	Counselor	Registrar
802-Guidance		Clinic
	Counselor	Psychologist
801-Media	801-J	
801-W	801-S	801-R

P1  
ISD

Bldg. 02

212-P Cafeteria Manager	212 Cafeteria	206 Chorus
212-F		205 Band

Bldg. 01 - Administration

AP	Sec	Dean	storage
Bkpr	101-Office Sec		
AP	Conf. Rm.	Principal	

### STUDENT HANDBOOK VERIFICATIONS

I have read the 2011-2012 Swift Creek Student Handbook. I understand and agree to abide by all policies stated herein.

Student Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_