



Welcome, Wolves!

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

This handout serves as a quick reference sheet for general school information. Specific classroom information regarding materials and policies and procedures will be shared by your student's teachers. If you have additional questions, please contact your student's teachers 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

Drop-Off/ Pick Up

Parents may drop off students in the designated student drop-off area at the front of the school 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 at the end of the school day, no later than 4:15 PM, when supervision ends. Students enrolled in our Extended Day Enrichment Program may review hours in their handbook.

Bus Transportation

Bus student's 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.

After the Tardy Bell

A student who is not on campus by 9:30 must report to the main office for a tardy slip.

Breakfast and Lunch

Breakfast and lunch will be served daily. Please visit the Leon County Schools Nutrition webpage for additional information regarding programs, menus, and more.

Leaving School Early

Any student leaving school early must be signed out before 3:30. The parent/guardian must show a form of photo identification to our front office staff.

Absentee Procedure

Parents are asked to notify the school explaining the reason for an absence by emailing Swiftcreekattendance@leonschools.net. Leon County policy and school administrators will determine whether the reason is excused or unexcused. Excessive absences or tardies may be reported to administration.

Attendance Policy

Swift Creek follows 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.

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 appropriate legal documents.

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.

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.

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.

Interim Progress Reports and Report Cards

All 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.



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Internet

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

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.

Parent-Teacher Conferences

The cooperation and relationship between parents and teachers is critical for student success. Please contact your student's guidance counselor to schedule a teacher conference.

Last Names A-L griggss@leonschools.net

Last Names M-Z lovernk@leonschools.net

PTO Meeting for Parents and Teachers

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

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.

School Deliveries

In order to maintain a safe, secure campus, we ask that students do not receive deliveries during the school day. This include lunch, balloons, etc. If you know of a specific instance, please contact the front office in advance to make arrangements.

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.

Volunteer Program

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

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.