Swift Consolidated Elementary School

Parent and Student Handbook 2026-2027

Lynn Smith, Principal
6330 Bon Secour Hwy
Bon Secour, AL 36511

https://www.bcbe.org/swift
Swift Elementary Facebook Page

Principal's Message

Welcome to Swift Elementary School! As the principal of Swift Elementary School, my primary goal is to provide a safe, positive, and nurturing environment for children to learn. I want all students to expand their abilities and be able to have fun while doing it. By working together with our staff and families, I am sure we can make a significant positive impact on all students.

Swift Elementary Handbook

The Swift Elementary Handbook consists of general school information, policies, and procedures. It should be used as a resource throughout the school year. Please see the Baldwin County Student Handbook as well.

Swift School Mission Statement

At Swift School, we nurture a community where responsibility and teamwork shine. We support each child's growth with grace and create a family-like atmosphere where everyone feels valued and encouraged to achieve their best.

Swift School Motto

Learning Today, Leading Tomorrow

Beliefs

Everyone can learn.
Learning is a lifelong process.
Everyone is unique and has value.
Problem solving is essential for growth.
Everyone needs to feel safe and secure at school.
Education is a shared responsibility.

Expectations for Students

• Attend school daily and be on time.
• Apply yourself to achieve your greatest learning potential.
• Have an attitude of acceptance of fellow students and school personnel.
• Obey school rules and follow instructions from all adults.
• Respect the property of others and the school.

2026-27 Baldwin County Schools Calendar

4 Independence Day

July 2026

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3-11 Pre-Planning
5 District PD
7 Teacher Institute
12 1st Day of School

August 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7 Labor Day

September 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9 End of 1st Quarter (42)
12-13 Fall Break
14 Teacher Workday / Variance Day

October 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

11 Veteran's Day
23-27 Thanksgiving Break
26 Thanksgiving Day

November 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

18 End of Semester (41)
21-31 Christmas Break
25 Christmas Day

December 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Day
4 Teacher Workday / Variance Day
5 District PD
6 Local PD
18 MLK Jr. Day

February 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

8-10 Mardi Gras
11 District PD
12 Teacher Workday / Variance Day

March 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

17 End of 3rd Quarter (44)
26 Good Friday / E-Learning Day
28 Easter

April 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12-16 Spring Break

May 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

27 Last Day of School (46)
28 Teacher Workday
31 Memorial Day

June 2027

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

19 Juneteenth

First and Last Day of School
Holiday for Students/Teachers
End of Quarter
E-Learning
Teacher Workday/Student Holiday
Teacher PD/ Student Holiday
1/2 Teacher PD / 1/2 Workdays

Variance Days 10/14, 1/4, 2/12

Parent Notification that Swift Consolidated Elementary School is a Title I "Schoolwide" Program

Title I is a federal program designed to help students in our nation's schools. In accordance with the *Every Student Succeeds Act (ESSA)* and Title I, the goal is to help all children be successful at school. Schools in communities that meet the requirements use Title I funds to benefit the entire school. This type of program is known as a schoolwide program. Title I schoolwide programs use Title funds, along with other local, state, and federal funding to serve all students in the school. Individual students are not identified as participating in the Title I program.

Some of the benefits we may offer students is a weekly after-school math and/or reading tutorial program, tutoring during school hours, summer reading and/or math programs, a summer library program, a readiness program for incoming kindergarten students, parenting education workshops, and other educational resources.

Effective schools are the result of a dedicated faculty and staff working together with families and the community to share in the success of all students at school. Increased student self-esteem occurs when parents and teachers collaborate to ensure learning takes place at the school, in the home, and in the community.

Parent Right-to-Know

In accordance with the Title I program and the *Every Student Succeed Act* (ESSA), parents, through the Right-To-Know provisions, may request information regarding the professional qualifications of their child's teacher(s) or the qualifications of paraprofessionals providing services to their child. In addition, parents will be provided information about their child's level of achievement on any state academic assessments.

Parents Right-To-Know • Request Teacher Qualifications

Title I, Part A, Section 1112(c)(6), *Every Student Succeeds Act*, , Public Law 114-95

I am requesting the professional qualifications of _____

who teaches my child, _____ at _____
Child's Name (Please Print) School (Please Print)

My mailing address is _____
Street (Please Print) City Zip

My telephone number is _____.

My name is _____.
Name (Please Print)

_____ _____
Signature Date

This Section to be Completed by School/Central Office

Date Form Received: _____ Received by: _____

Teacher's Name: _____ Subject: _____

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches? _____ Yes _____ No

Is the teacher teaching under emergency or other provisional status?
_____ Yes _____ No

Undergraduate Degree _____ (University/College)
Major Discipline _____

Graduate Degree _____ (University/College)
Major Discipline _____

Does a paraprofessional provide instructional services to the student?
_____ Yes _____ No

If yes, what are the qualifications of the paraprofessional?

High School Graduate _____ (Year)

Undergraduate Degree _____ (University/College)
Major/Discipline _____

College/University Credit _____ (Hours)
Major/Discipline _____

_____ _____
Signature of Person Completing Form Date Returned to Parent

General School Information, Policies, and Procedures

Bell Schedule

7:20	Gate will open for car and bus drop off to begin
7:35	Students must be in cafeteria by this time to eat breakfast
7:45	Instruction begins- students should be in class by this time
7:50	Pre-K drop-off begins
7:50	Students not in classrooms are late and must report to office
2:20	Pre-K dismissal
3:00	Bus Rider Dismissal
3:00	Car Rider Dismissal (students must be picked up by 3:15)
Approx 3:15	2nd Wave Bus Rider Dismissal
5:30	All After School Care students must be picked up by this time

It is the responsibility of the parents or guardian to make sure students arrive on time each day, remain at school, and are picked up on time. Students who cannot be picked up on time will need to ride the bus home.

Other Arrival/Dismissal Information:

The gate will open for car drop off at 7:20. Do NOT drop your child off prior to 7:20 as there are no adults available for supervision before this time. If you have students in grades K-6 and Pre-K, you will need to drop off your older students and then circle back around to get in Pre-K line.

Parents are NOT allowed to walk students to the classroom. **Parents of Kindergarten students may walk their child to class on the first day of school only.** We have an open campus, and this policy is for all of our students' safety.

Students should follow all bus rules and procedures as reviewed by the driver. ***Bus transportation is a privilege and those not behaving appropriately may be suspended from the bus.***

General Bus Rules

1. *Stay off the road while waiting for the bus.*
2. *If crossing the street, cross in front of the bus after it is stopped and stop sign is out. Be sure to look both ways before crossing.*
3. *Keep all body parts and items inside the bus.*
4. *Sit in your designated seat and face the front. Remain seated until it is time to exit.*
5. *Keep voice to a whisper and use appropriate language. Avoid unnecessary conversations with driver while bus is moving.*
6. *Do not share or swap items on the bus.*
7. *Treat others as you want to be treated.*
8. *Help keep the bus neat, clean and in good condition.*
9. *No eating on the bus. Water bottles that do not squirt out water are allowed.*
10. *Be respectful and follow all rules of the driver.*
11. *No electronic devices are allowed on the bus or at school. This includes cellphones, Smartwatches, EarPods or any other device capable of calling, texting, taking photos, or recording.*

Attendance and Make-up Work: It is important that students arrive at school on time, ready to learn, and stay all day unless ill or in case of emergency. Please see the BCPS Student Handbook for attendance policies, procedures, make-up work, and what constitutes an excused/unexcused absence. Please schedule all vacations during the vacation days scheduled on the Baldwin County School System calendar. A student is allowed 9 absences with a parent note. All absences after the 9 parent excuses, will be unexcused unless a doctor's note is provided. The following reasons are permissible for absences.

Permissible Reasons for Absences (Grades K-12):

(a) Student illness
(b) Inclement weather, which makes it dangerous for students to attend school (as announced by the Superintendent)
(c) Legal quarantine
(d) Death in the immediate family
(e) Emergency condition as determined by the principal or superintendent
(f) Absence to observe traditional religious holidays of a local, national, or international origin when verified by the student's minister or religious leader

All instructional days are important. Students are encouraged to discuss missed work with teachers immediately upon return to school. If necessary, please contact your child's teacher via email or written note for the quickest response regarding makeup work. Teachers **will not** typically send make up work to the office unless there is an extended absence/illness. Work will not be sent ahead of a planned absences unless there are unusual circumstances.

Late Arrival/Tardies/Early Dismissals: Research has proven a direct correlation between school attendance and student achievement. Please make every effort to have your child at school by 7:45. The first bell sounds at 7:45 a.m. and students should be present and ready for instruction. Students not in classrooms by 7:50 will need to report to the office along with a parent or guardian. Please keep in mind that some grade levels have a long walk.

Tardiness disrupts the teacher and students and can lead to anxiety on behalf of the student entering late. Please make every effort to have your child at school on time and remain all day. Persistent problems with tardies or early dismissals may result in disciplinary action. Parental support helps establish good habits of attendance and promptness.

Students are engaged from bell to bell, and the end of the day is just as critical as mid-day. In addition, students are often getting final instructions and transitioning during this time. When necessary, a legal guardian or designee with proper I.D. may check out a student through the front office; however, students will not be called during the last few minutes of the day or during transitional times. Please arrive on campus by 2:15 if checkout is needed. Checkouts after this time should only be in case of emergency. Checkouts are counted as a tardy.

- Please remember the last hour of the day is important instructional time.
- **Appointments should be made for after school hours when possible.** We realize this is not always possible. The nature of the absence will determine if the absence is excused. Please provide documentation upon return as only excused absences will permit make up work.
- Students will only be released to those on the emergency contact list and with a valid picture I.D. Updates must be made in person in the school office. **We do not take requests or changes over the phone.**

Changes in Dismissal:

A consistent method of dismissal is very important. At this age, students cannot always remember if they are a car rider or bus rider when asked to do something different on different days. Please make every effort to make sure your child has the same departure procedure daily.
If your child has a change in his/her regular dismissal, please send a note to your child's teacher. **Changes in dismissal are not taken over the telephone, text, or via email.** With limited staff, we cannot guarantee the delivery or security of requests. Email may not be checked until after dismissal and substitutes do not have email access. Please help us by following this policy and making sure all communication is given to the student in writing to share with his/her teacher.

School Supplies and Backpacks: When you purchase a backpack for your child, it would be beneficial to purchase one with a computer sleeve. You can find these book bags at local stores such as Wal-Mart and they can also be ordered on Amazon and various other web retailers. The school provides students at the beginning of the year with needed school supplies. You are asked to purchase additional items such as lunchboxes and a backpack. If you can, please help your teachers by providing Klennex, Lysol wipes, paper towels, hand sanitizer, and/or Ziploc bags.

(Please note-Chromebooks belong to the school and are only allowed to be used at home at the Board's discretion.)

Curriculum Resources: Below is a list of county provided resources that are research based that we use here at Swift Elementary School.

Reading-Open Court, Phonics 1st, Heggerty
Math- enVision Math
Science-Elevate Science and AMSTI
Social Studies-Gallopade K-5
Cengage 6th Grade

Intervention:
Reading-Edge, LLI, Spire, Comprehension Toolkit, Phonics 1st, Freckle
Math-Bridges, MDIS, Envision, Freckle and Do the Math
Science and Social Studies-Freckle

Continuum for Literacy Development
https://www.alsde.edu/sec/ari/Parent%20Resources/Alabama%20Continuum%20of%20Literacy%20Development.pdf
The Alabama Family Guide for Student Reading Success
https://www.alsde.edu/sec/ari/Parent%20Resources/Alabama%20Family%20Guide%20for%20Student%20Reading%20Success%20-%20July%2031,%202020.pdf

Library Media Center: All students are encouraged to use the library facilities and check-out books. Students may check-out a book for a period of one week. Books should be returned on the date due. Students are responsible for the books they check–out of the library and must pay for lost or damaged books. Additional books will not be issued to students until they have paid for the lost or damaged books. All damage to books should be brought to the attention of the Library Media Specialist. Please do not attempt to repair the book at home.

Volunteers: Swift Consolidated Elementary School is a great school in Baldwin County partly because our parents and community are involved in volunteering time, resources, and talents. It takes teamwork to set and maintain the high standards of our school. We have a place for anyone who want to be a room parent, tutor, serve on a committee, help keep our campus beautiful, be a guest speaker, or assist our teachers. Please let us know how we can get you connected and involved.

Classroom volunteers are appreciated! Volunteers may be scheduled in advance through the classroom teacher and should check in through the office upon arrival. The classroom teacher will notify the front office of when to expect a classroom visitor. We ask that volunteers exit classrooms by 2:00 in order for teachers to prepare for dismissal and for parents to be able to enter car line.

Visitors: **Student Safety is our top priority.** A visitor is anyone who is not employed at Swift Elementary School. **ALL** visitors should ring the bell at the front entrance, show identification, and state the purpose for the visit. After being buzzed in, visitors should report to the office for assistance and a sticker. Visitors are expected to dress appropriately while on school grounds. All schools prohibit drugs, alcohol, tobacco, and weapons. Use of profanity is also prohibited (verbal, written, or by gestures).

Lunch Visitors: Please notify your child's teacher by 8:30 if you would like to join your child for lunch. This allows our cafeteria staff and the teacher to make sure we are better prepared to serve you and prepare seating. We ask that parents DO NOT visit the lunchroom the first two weeks of the school year.

This will allow the students, teachers, and lunchroom staff to develop a daily routine without interruption. Please be aware, there may be days we are unable to accommodate guests. Federal CNP guidelines prohibit fast food item advertisements in the lunchroom. Students may NOT bring treats for everyone in his/her classroom to eat in the lunchroom. This includes cupcakes for birthdays or treats during the holidays. These items are to be served during scheduled snack times. Each parent is required to sign-in at the school office and receive a Visitor's Pass before entering the lunchroom or any other part of the school building. Parents are only allowed to eat with their children. If it is a pretty day, parents can take their child to the pavilion area for a picnic. When lunch time has expired, parents need to exit campus. Please do not walk your student back to class. This sometimes creates delays in learning time and is a safety issue.

Parent/Teacher Conferences:

Parents, teachers, and administrators are a team! We welcome and encourage conferences to discuss student progress and other concerns; therefore, a parent-teacher conference should take place during first semester. Conferences may be scheduled before or after school, or during the teacher's daily planning time. They can be in person, by phone, or virtual. Please remember that instructional time is valuable, so teachers will not be able to meet without an appointment. The best method of setting up a conference is via email, written note, or by leaving a message at the front office. Please remember that teachers may not receive a phone message or email until the end of the school day and have 24 hours to respond.

Dress Code Policy: Please see the BCPS Student Handbook for the county dress code and discipline policy for not following proper guidelines. We are pleased to have a clothes closet available for anyone who may be in need. There is no cost to fill a Wal-Mart bag of items. Any monetary donations will be used to buy items such as socks, underwear, and belts.

Tops:

a. Tops that reveal the body in an inappropriate manner are not permitted. This includes but is not limited to mid- driffs, crop tops, bare at the sides, sundresses, "spaghetti strap" type tops, racer backs, off-the-shoulder tops, low-cut front or low-cut tops
b. No cut off/crop tops. (No midriff can be showing)
c. No sleeveless garments.
d. No see-through garments.
e. Designed so that the neckline does not reveal cleavage.
f. Designed to cover all undergarments.
g. Fit properly- no oversized or overly tight tops.
h. No tank top/undershirt can be worn as a shirt.

Shorts:

a. Length should be at fingertip/hand or mid-thigh, whichever is longer.
b. Fit properly- no oversized or tight shorts.
c. No spandex, biker, or see-through shorts.
d. Must be hemmed and not rolled up

Dresses/Skirts:

a. Length should be at fingertip or mid-thigh, whichever is longer.
b. Splits may not exceed (3) inches above the top of the knee.

Pants:

a. Proper fit- no sagging or baggy fit: worn at the waist. (No pajama bottoms)
b. No see through or spandex legging pants.
c. Pants that are too tight or allow for exposure of undergarments are not permitted.
d. Leggings, yoga pants, and other tight fitting, spandex or lycra based pants must be worn with an acceptable top that covers the private areas of the body.
e. Leggings/tights may be worn only under shirts and dresses of appropriate length so that the buttocks and private area are covered.
f. No holes in jeans in inappropriate areas (length rule); Pants or Jeans may only have holes at the knee or below. Pants or Jeans that have holes above the knee are not allowed, unless there is material beneath the holes
g. Sweatpants and warm-up suits will be allowed.

Shoes:
a. Must be worn at all times, fastened properly.
b. *Classes may require certain shoes and/or prohibit certain shoes for safety reasons. Ex. P.E., Chemistry.
c. No bedroom slippers.
d. For elementary school students, no open toed or open heeled shoes may be allowed for safety reasons (i.e. no Crocs).

Accessories:
a. Students may not wear hats or head coverings in school buildings or on school premises. This includes but is not limited to bandanas, athletic headbands, headscarves/hair wraps, hoodies, and other forms of headgear or hair covering.
b. Exceptions include:

- Head gear used as part of a uniform such as the JROTC cap, band uniform hats, and athletic headgear worn with a uniform on the playing and practice fields are allowed.
- Religious purposes, which have been approved prior to wearing.
- During extreme cold weather, students will be allowed to wear toboggans outdoors on campus.

c. Other than safety-related accessories for safety related purposes, accessories such as masks, hats, caps, sweatbands, or other head covering will not be worn in building;
d. No gang related clothing/items will be allowed.
e. Students must cover and/or conceal any court and/or law-imposed tracking and/or monitoring devices.

Medication & School Medical Information: Swift Elementary School is fortunate to have a school nurse on campus to assist with student medical needs, health education, and emergencies. Please see the BCBS for county medical information. The school nurse will be the person to contact a parent in regard to an injured or ill child.

Please do not send any type of medication (prescription or over the counter) to school with your child. All medication must be brought to the school nurse by a parent and in the original container. The nurse will work with you to complete paperwork if your child needs medicine during the school day.

Physical Education & Excused Participation: Physical Education is required and is an important part of the school experience. Students must follow the rules during Physical Education class. A written excuse must be submitted and signed by a parent or guardian for nonparticipation in P.E. for one or two days. A doctor's excuse must be submitted for 3 or more consecutive days of nonparticipation. Students will be allowed to take reading materials to the playground/gym or sit quietly if unable to participate in P.E. Because this time is the classroom teacher's planning/conference time, remaining in the classroom is not an option. Even with a doctor's excuse, students will be required to go to the gym and sit with the P.E. teacher.

Snack/Break: Please prepay on My School Bucks or send money to purchase ice cream on Fridays and popcorn on Wednesdays. These are $1.00 each. On days student is not purchasing a snack, please send a healthy snack and drink to school with your child. The school will NOT be selling snack on Monday, Tuesday, or Thursday. Students have a 15-minute break to refuel with snack, restroom, movement, and a brain break. Weather permitting, classes will go outside during break. Candy and carbonated beverages are not allowed at school for break or as part of lunches.

*If you have a younger child, please send their snack money in an envelope with the student's name.

Cafeteria: Free and Reduced Meal Applications will not need to be filled out. BCBE, through a grant program, will be able to offer all students free breakfast and lunch for this upcoming school year.

School cafeteria menus are available at www.bcbe.org. Monthly breakfast and lunch menus are also displayed on the website. Student extras can be paid for online through the MySchoolBucks link found on the Swift School website or by sending a check. Checks should include the child's lunch number.

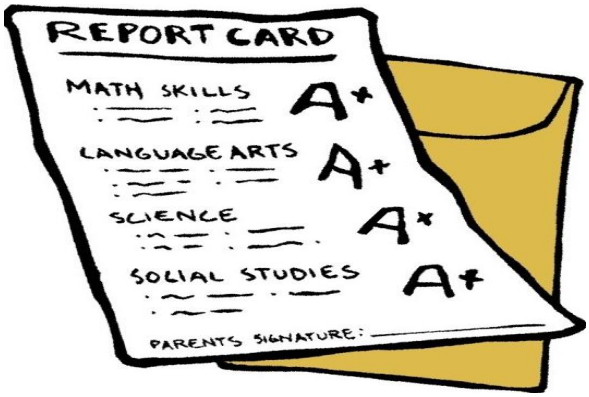
Please see the BCPSS Student Handbook for details when a student requires a special diet plan.

Forgotten Items: Please make sure that students have all necessary items in hand prior to arriving to school. Delivery of supplies, materials, paperwork, snacks, lunches and other items result in interruption of instructional time. Homework will not be delivered. Office staff will only accept non-essential items prior to 8:00 am.

Telephone Usage and Electronic Devices: **No electronic devices are allowed on campus or on the bus by students at Swift Elementary School. This includes cell phones, smart watches, games, iPads, earpods, or any other device that has texting, calling, photo, music, or recording capabilities. This is now a state law.** If a teacher believes a student needs to call home for some type of important reason or emergency, a teacher will send a note to the office, and it will be allowed on a very limited basis. The school nurse will call a parent if a student is ill. Students will only be allowed to use the school phone in an emergency situation and with approval. Students may not use the phone to call home for the delivery of forgotten items.

Homework: If homework is assigned it is to reinforce what has already been taught at school or to initiate thinking about what's ahead. As a guideline, completion time for homework should typically take about 10-30 minutes to complete and should only be assigned 2-3 days a week. Nightly reading and math

fluency practice is always encouraged. If it is taking your child longer than that to complete, please contact your child's teacher for help.



Grades

Swift's grading system follows that of Baldwin County Public Schools.

A=90-100 B=80-89 C=70=79
D=60-69 F=59-0

Kindergarten will receive a skills checklist.

In elementary school, the weights are as follows:
Summative Assessments 40%
Formative Assessments 60%

Please check your child's grades on a regular basis and communicate with your child's teacher as needed. Grades can be checked electronically through PowerSchool with your username and password.

Promotion/Retention: Promotion or retention of a student is based on the student's academic performance. Students may be retained when criteria for academics or attendance is not met. ***The decision to promote or retain is a professional one and ultimately the responsibility of the school educators. School educators will take parental input into consideration, but it is ultimately a school decision.***

Change of Address-Phone Numbers-Emergency Contacts: It is important that you inform the office **immediately** if your home address, phone numbers or emergency contact numbers change. We must be able to reach guardians when needed. *** There should be a minimum of 4 emergency contacts with phone numbers on file.**

Only students living in the Swift School District are eligible to attend Swift School unless the building principal has approved a variance. Approvals will only be valid for one school year and are based on several factors including class size. If a student is on variance but has academic or behavioral concerns, a variance may be revoked.

Students and the Media – Public Notice: Swift Elementary School has a very active Facebook page, and we love showcasing our students. Representatives of the Baldwin County Public Schools and sometimes news media seek access to school. These visits may involve filming, taping and interviewing students. ***If you object to your child being filmed, photographed, taped, or interviewed, you must notify the principal in writing.*** Be advised that while every effort will be made to honor your written request, parents should also make sure their children understand these wishes. Please be sure to like the page. The link is below.
https://www.facebook.com/profile.php?id=100057225320573chool

Paying for School Fees, Field Trips, and Other Items: See directions below.

1. Go to myschoolbuck.com or download the mobile app.
2 Create your free account and add your students using their/student ID.
3. Add school items or invoices to your cart.
4. Check out using your credit/debit card or electronic check.

A program fee may apply.

5. If you have trouble with your account or can't find an item or fee to purchase, please email our bookkeeper, Kim Randolph. Her email is krandolph@bcbe.org. Swift School will take payments by check or cash but highly encourage the usage of MySchoolBucks. Cash and checks will only be taken on specified days for field trips.

Birthdays: The school is providing an opportunity for parents to purchase a Special Birthday Ice Cream Package for the entire class this year. The birthday package will include birthday cake ice cream for every student which will be delivered during the snack time or at a time set by the teacher. Birthday party invitations may be distributed at school only if everyone in the class receives an invitation or if all boys/all girls receive an invitation.

Please see the special birthday order form on the following page.

SWIFT ELEMENTARY SCHOOL

Birthday Ice Cream Package

Celebrate your child's special day with our hassle-free
School Birthday Ice Cream Package!

Parents can easily purchase a sweet treat online (scan QR code) or with the order form below. Our school office staff will handle the rest, delivering the delicious ice cream directly to your student's classroom during their designated celebration time.
It's the perfect, stress-free way to share a cool treat with classmates and teachers without worrying about transport or storage. To ensure we have everything perfectly prepared, please place your order at least one week (preferably two) prior to the big day.

Grades Pre-K through 6th BIRTHDAY CAKE CONE $25 Package

Birthday Celebration:

Student _____

Teacher _____

Grade _____

Parent Signature _____

Date _____

My child's birthday is _____

Discipline: An orderly school environment and student discipline is extremely important to the local school program and vital to the development of citizenship. Please see the BCPS Student Handbook for additional discipline policies and procedures. Please note that alternatives to out-of-school suspension will be assigned when possible. Please notify your child's teacher or school counselor if there are discipline concerns.

Riding the bus is a privilege. Students are expected to follow all safety rules during transport and while loading and departing. Students not following procedures may be suspended from the bus.

EMERGENCY PROCEDURES

Fire, Severe Weather, Lockdown: In case of fire, severe weather or lockdown, an alarm or announcement will sound alerting appropriate procedures. An evacuation plan is posted in each classroom. Students will remain in position until an "all clear" is given. Teachers will instruct children regarding specific procedures. Practice drills will take place throughout the year. Parents will not be allowed to enter campus or check out students until after clearance has been given.

Field Trips and Activities: Field trips are considered an extension of classroom learning. Advance notification of trips will be given with the date, cost, and the deadline for payment.

Things to remember about field trips:

1. The PERMISSION form must be signed by parent or guardian and sent in by the deadline date or your child will not be able to go. Field trip permission forms must be filled out completely, including insurance information, physician name and number, etc.
2. Money should be paid online by deadline.
3. If paying by check, write the check to Swift School and pay individually for each child attending.
4. Field trips are designed and planned for school-age students. Adults (other than chaperones) or children outside that class or group cannot be transported or participate in the field trip to ensure safety of all students participating.
5. Refunds **cannot** be made if your child is absent the day of the trip. The price charged to the student is based on the number of students who are going on the trip. If your child is not going to participate in a trip, let your child's teacher know as soon as you receive information concerning a trip.
6. Students must ride to and from field trip on bus.
7. **A student's behavior at school may prevent him/her from attending a field trip.**
8. **Background checks are required to participate in school field trips per Baldwin County School Board Policy.** The fee is $17.50 and the application can be found at https://bib.com/secure-volunteer/Baldwin-County-Board-of-Education/home .

Jamari Terrell Williams Student Bullying Policy

Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited

The Baldwin County Public School System is committed to providing a safe and supportive learning environment in which all members of the school community are treated with respect. Bullying, violence, and threats of violence, and intimidation are prohibited and constitute unacceptable behavior that will not be tolerated.

No student shall engage in nor should any be subjected to bullying, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

Section 2: Definitions

In this policy, these terms shall have the following meanings:

a. *Bullying* means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

   - Place a student in reasonable fear of harm to his or her person or damage to his or her property.
   - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
   - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
   - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
   - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

b. *Hostile environment* means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

c. *Violence* means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

d. *Threat* means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

e. *Threat of violence* means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

f. *Intimidation* means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

g. *Student* as used in this policy means a person who is enrolled in the Baldwin County Public School System.

Section 3: Description of Behavior Expected of Students

a. Students are expected to treat other students with courtesy, respect, and dignity, and to comply with the Student Code of Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

b. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- The student's race;
- The student's sex;
- The student's religion;
- The student's national origin;
- The student's disability;
- The student's marital status;
- The student's sexual orientation; or
- The student's gender identity.

Section 4: Consequences for Violations

A series of graduated consequences for any violation of this policy will be those outlined in the Student Code of Conduct or any rule or standard adopted under authority of this policy.

Section 5: Reporting, Investigating, and Complaint Resolution Procedures

a. Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

   The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

b. Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the policy or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

c. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Student Code of Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Student Code of Conduct.

Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.