

2020-2021
Swift School
Student/Parent Handbook



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Torrey Berry, Principal
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www.swiftschool.org

Swift School Staff	3
Principal’s Message	4
Mission Statement	4
Belief Statement.....	4
Important Information	
a. Book Bags	4
b. Arrival and Dismissal.....	4
c. Not Allowed at School.....	5
Conferences.....	5
Attendance Rewards	5
Academics and Attendance.....	6
Attendance Standards	6
Permissible Reasons for Absences	6
Policy for Make-up Work	7
Written Explanation for All Absences	7
Swift School Collects	7
Field Trips.....	7
Student Breakfast and Lunch	8
Student Snack/Ice Cream.....	8
Chromebook Use Contract Grades K-2	9
Chromebook Use Contract Grades 3-6	10
Gifted Referral Procedures.....	11
Response to Instruction-Rtl	11
Swift School’s Positive Behavior Plan	12
E-School Payments	13
REMIND.....	14
Baldwin County Uniform Policy	14
Title 1 School-Parent’s Right to Know	15
Swift School Student/Parent Compact	16

Principal
Kindergarten Teacher
1st Grade Teacher
2nd Grade Teacher
2nd Grade Teacher
3rd Grade Teacher
3rd/4th Grade Teacher
5th Grade Teacher
6th Grade Teacher
Special Education
Special Ed Aide
Speech/Language
Physical Ed Teacher
Instructional Coach
Library/Med Specialist
Intervention Teacher
Counselor
ELL Teacher
Gifted Teacher
Band Director
Bookkeeper
Clerk
School Nurse
Head Custodian
Cafeteria Manager
Cafeteria Worker
Cafeteria Worker
Bus Driver

Torrey Berry
Teri Waters
Samantha Dixon
Jeanette Perren
MarciaAnnaPouncey
Melissa Michaels
Heather Williams
Donis Johnston
Anna Corliss
Angie Ingraham
Tina Faulk
Kerri Steeley
Jenny Jones
Garth Smith
Kelly Garrett
Jacqueline Mills
Toni Carver
Sylvia Almeida
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Cesar Barrios
Janie Whitaker
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amcclellan@bcbe.org
cbarrios@bcbe.org
jwhitaker@bcbe.org
skleback@bcbe.org
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Principal's Message

Welcome to Swift School. I am honored to be a part of a school that provides a quality education, sets high goals and expectations, and creates a caring community for all students. I believe school should be a safe place where children are engaged in hands-on learning experiences where they are prepared for tomorrow's challenges.

Swift School Mission Statement

The mission of Swift School is to influence students in a positive and nurturing environment while empowering them with opportunities for growth and learning.

IMPORTANT INFORMATION:

Bookbags

All students attending Swift School will be required to have a backpack with a computer sleeve. You can find these book bags at local stores such as Wal-Mart and Target, and they can also be ordered on Amazon and various other web retailers. Thank you all for your understanding and cooperation with this new policy. The school does not provide bookbags.

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

Not allowed at School

Students are not allowed to bring cell phones, toys, radios, CD Players, any type of trading cards, or any other objects that interfere with the learning process. If brought to school, these items will be taken up and kept until the end of the school year.

Arrival and Dismissal

CLASSES BEGIN AT 7:45 and students are LATE AT 7:45!!!!

The gate will open for car drop off at 7:30! If your child is eating breakfast at school, they must be in the cafeteria by **7:35**. Remember students are late at 7:45!

Parents are NOT allowed to walk students to the classroom, even on the first day of school. We have an open campus and this policy is for all of our students' safety. Bus riders will be dismissed at 2:55. Car riders will be dismissed at 3:00. All car riders must be picked up by 3:10. We do not have extended day on our campus. However, if we have at least 10 students who enroll in the YMCA after-school care program, they will pick up students from Swift. Snook's Boys and Girls Club has also offered to provide after-school pick up service for Swift School.

Curriculum Resources

Reading-Scholastic Literacy and Guided Reading
Math-Go Math
Science-Stemscopes and Science Weekly
Social Studies-Studies Weekly
Digital Techbook

Intervention:

Reading-Edge, LLI, Spire, Freckle
Math-Bridges, Freckle
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>

Please see the BCBE Handbook for Grading Policy

Conferences

A conference will be scheduled during 1st and 2nd semester. Due to COVID-19 these may be held via video or phone. 1st semester conferences should take place prior to October 1st and 2nd semester conferences will be held following winter STAR and NSGRA testing. Teachers will send home sign-up times prior to the conference. We encourage and welcome parent/teacher conferences; however, for a conference to be most effective we ask that you not bring other children with you to the conference.

Teachers are more than happy to schedule an appointment with you before or after school, or during their daily planning time. Planning times for teachers for the 2020-2021 are:

Kindergarten-12:55-1:30
1st grade-12:15-12:50
2nd grade-8:55-9:30
3rd/4th grade- 9:35-10:10
5th grade-11:30-12:05
6th grade-10:05-10:40

Teachers are not available to come to the phone during the day as it will interrupt instructional time. The receptionist will be glad take a message and have her return your call at her earliest convenience.

Attendance Standards

(BOE Policy 985)

The Baldwin County Board of Education believes that attendance is a key factor in student achievement. Thus, any absence from school represents an educational loss to the student. However, the Board recognizes that absence from school is sometimes necessary. Therefore, the Baldwin County Board of Education has developed an attendance policy that is designed to minimize student absenteeism while providing students the opportunity to make-up school work missed due to absences that can reasonably be considered unavoidable.

All persons between the ages of six (6) and seventeen (17) years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education. All laws regarding school attendance shall be strictly enforced by the Baldwin County Board of Education.

Permissible Reasons for Absences (Grades K-12)

The following are permissible reasons for excused absences:

- (a) Student illness
- (b) Inclement weather, which makes it dangerous for students to attend school (only excused 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.
- (g) Please see the BCBE handbook regarding Covid-19 related absences.

Absences in Elementary School and Middle School (Grades K-8)

Students in grades K-8 schools may not exceed nine (9) unexcused absences per year. If a student misses more than half of the school day, a full absence will be accumulated.

A student and a student's parent or guardian shall be given written notice when a student's unexcused absences exceed four (4) days. The student could be retained if unexcused absences exceed nine (9) unexcused days per year. If the maximum number of unexcused absences is exceeded, the student and parent/guardian may petition the Attendance Committee for review of the reasons for the absences. Petition for review by the Attendance Committee may be filled-out at any time after notification, but in any event, no later than 30 calendar days after the final day of the semester. The Attendance Committee shall review the student's entire attendance record and documented excuses to determine whether to allow the student to pass.

Policy for Make-Up Work

Upon return to school from excused absence(s), students have up to three days to complete and turn-in make-up work to teachers.

Written Explanation for All Absences (Grades K-12)

Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church school, shall as soon as practical explain the cause of any absence of the child under his control or charge which was without permission of the teacher. (Alabama Code (1975) § 16-28-15)

Failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of the child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he had been diligent in his efforts to secure the attendance of such child. (Alabama Code (1975) § 16-28-15) A written note from parents or guardians will excuse absences for up to but not exceeding nine (9) absences in grades K-8. Future absences for illness will require a doctor's note.

Swift School Collects:

Box Tops for Education

Field Trips

**Due to Covid-19, field trips will not take place during 1st semester or until further approval by our board.

Field trips are considered an extension of classroom learning. You will always be notified in advance of the date a trip will be taken, the cost of the trip, and the deadline for payment. Often this deadline is several weeks or months before the actual date of the trip.

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.
2. Money should be paid online by deadline.
3. If paying by check, write 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. **A student's behavior at school may prevent him/her from attending a field trip.**

Student Breakfast and Lunch

The 2020-2021 Free and Reduced Meal Application are available online. Parents will need to complete a new 2020-2021 meal application for the upcoming school year even if they have recently done a 2019-2020 application. We are required by USDA to have a new application each school year. Printed copies are also available. The link for the application is www.bcbe.org/applyforlunch.

Breakfast Cost:

Paid Students: \$2.00
Reduced Students: \$0.30
Adult/Child Visitors: \$2.50
Board Employees: \$2.25

Lunch Cost:

Paid Students: \$3.00
Reduced Students: \$0.40
Adult/Child Visitors: \$4.25
Board Employees: \$3.75

Milk: \$0.50

Student Snack

Snack will be available for sale daily. Ice cream will only be sold on most Fridays starting in September. Snack money is due to your child's teacher by **8:00** each day. If your child checks in after this time and wants a snack, it will have to be brought from home. **Most snacks are \$1.00.**

Snack times vary this year due to Social Distancing due to Covid-19.

***If you have a kindergarten child or a first grade child, please send their snack money in an envelope with the student's name and what items they would like to purchase daily. (A snack list will be sent by the teacher.)**

**Chromebook Use Contract
Grades K-2**

I promise to follow the rules listed below when using my Chromebook.

1. I will take care of my Chromebook.
2. I will know where my Chromebook is at all times.
3. I am the only person who is allowed to use my Chromebook.
4. I will always carry my Chromebook closed and with two hands.
5. I will always use my Chromebook in a safe place: desk or table.
6. I will keep food and drinks away from my Chromebook.
7. I will NOT take my Chromebook home for ANY REASON!
8. I will only use my Chromebook for things my teacher tells me to do.
9. I will NOT put any decorations on my Chromebook.
10. I will only touch MY Chromebook.
11. I will only take my Chromebook out of the classroom if my teacher tells me to do so.
12. I will tell my teacher about any damage to my Chromebook.

If I do not follow the rules listed above...

1. I may not be allowed to use my Chromebook until I can prove that I can be responsible with it again.
2. I may have to visit with Mrs. Berry.

By signing below, I understand that using a Chromebook is a privilege and not my right. I will follow the above rules and will suffer any of the above consequences if I choose not to do what is expected of responsible Chromebook users. (This will be signed within the classroom during the 1st full week of school as a part of the library curriculum for all students in grades K-2. Signatures will be kept on file for the entire school year.)

Student: _____ Date: _____

Chromebook Use Contract Grades 3-6

As a responsible student using technology, I understand the following is expected of me when using my assigned Chromebook during the school year.

1. I will take care of my Chromebook.
2. I will know where my Chromebook is at all times.
3. Only I am permitted to use my Chromebook, unless my teacher assigns it to someone in my absence.
4. I will always carry my Chromebook closed and with two hands.
5. I will always use my Chromebook in a safe place: desk or table.
6. I will keep food and beverages away from my Chromebook, as they can cause damage to the device.
7. I will NOT take my Chromebook home for ANY REASON!
8. I will use my Chromebook in ways that are educationally appropriate and meet school usage requirements (This means I will NOT use Google Chat or any other method of communicating with others using technology).
9. I will use my Chromebook to complete assignments as expected. This means I will NOT use websites, games, and Google programs not approved by my teacher.
10. I will practice digital responsibility on the Internet.
11. I will NOT place any decorations on my Chromebook.
12. I will only touch MY Chromebook.
13. I will only remove my Chromebook from the classroom when given permission (ex: taking it to Special Education, Gifted or ESL Pullout as directed by those teachers).
14. I will report any damage to my Chromebook to my teacher immediately.

If I fail to follow the Chromebook rules stated above...

1. I may lose the privilege to use a Chromebook to complete schoolwork until I have proven I can be responsible.
2. I may only be allowed to use my Chromebook for State Testing purposes..
3. I may be required to complete the assignment using paper and pen.
4. Students who are repeat offenders may visit with the principal before being allowed to use a Chromebook in the future.

By signing below, I understand that using a Chromebook is a privilege and not my right. I will follow the above rules and will suffer any of the above consequences if I choose not to do what is expected of responsible Chromebook users. (This will be signed within the classroom during the 1st full week of school as a part of the library curriculum for all students in grades 3-6. Signatures will be kept on file for the entire school year

Student: _____ Date: _____

GIFTED REFERRAL PROCEDURES

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student.

Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral: Tell your child's teacher or the school's Gifted Education Program teacher you would like to refer your child for the Gifted Education Program.

The Gifted Education Program Teacher will then begin the referral process by sending a Notification and Consent for Gifted Screening home for you to sign. This gives permission for the school system to look at previous test results and achievement information. It also allows the system to administer achievement tests, vision and hearing screening, and ask the classroom teacher/s to complete an evaluation of gifted characteristics observed in the regular classroom. Next, a committee at the local school will review all data and determine if there is enough information to continue with the referral.

The referral is then sent to Loxley Satellite Office for processing. If screening scores are at the appropriate level, the referral will continue. If screening scores are not at the appropriate level, a letter will be sent to parents. After testing is completed, parents will receive information on the results and eligibility requirements for the program.

For more information on gifted referral procedures and eligibility requirements, please contact the Gifted Education Program Teacher at your child's school or Dr. Kathy Nichol, Instructional Support Supervisor at 972-6858.

Response to Instruction (Rtl)

Rtl meetings are held monthly at Swift School. When a student is placed in Rtl, an email is generated to the parents to notify them that their child has been placed in Rtl. Parents are invited to attend all Rtl meetings and will receive monthly updates on the progress of their child through their email that is on file with the school. Please contact Garth Smith (gsmith1@bcbe.org) if you have additional questions. Rtl meeting dates are on the monthly calendar. Please let us know if you would like to attend. We would love to have you!

Swift School Positive Behavior Plan

Swift School Students will CARE for ourselves, others, and our school, USE time wisely, BE responsible, and SHOW respect.

Minor Infractions:

<p><u>1. School Wide Expectations:</u> A- Respond to “High Five”. B-Keep hands, feet and objects to yourself. C-Always tell the truth.</p> <p><u>2. Classroom Expectations:</u> A-Materials ready. B-Set and work toward goals. C-Complete assignments on time. D-Always do your best. E-Stay on task. F-Raise your hand. G-Be truthful. H-Take care of school and classroom property. I-Speak kindly to others. J-Help others. K-Respect the ideas and opinions of others. L-Respect quiet work times. M-Listen before speaking.</p> <p><u>3. Class Traveling Expectations:</u> A-Respect hallway decorations. B-Keep your body and belongings off the walls. C-Use a “zero-level” voice. D-Walk on the right side in a single file line.</p>	<p><u>4. Restroom Expectations:</u> A-Use the restroom. B-Wash and dry your hands. C-Tell teacher if there is anything wrong with the restroom. D-Respect the privacy of others.</p> <p><u>5. Gym Expectations:</u> A-Walk in quietly and sit in your designated spot. B-Come to PE ready to learn. C-Tennis shoes are required. D-Listen to teacher’s directions. E-Play in a safe manner. F-Use good sportsmanship. G-Respect all PE equipment.</p> <p><u>6. Cafeteria Expectations</u> A-Come to lunch ready to eat. B-Have your lunch number or lunch card ready. C-Remember your utensils and napkins. D-Sit facing the table. E-Raise hand if you need help before eating. F-The first 10 minutes is silent time. G-Use kind words. H-Show nice manners. I-Eat first then talk to those near you. J-Use quiet voices. K-Work together to keep your area clean. L-Be respectful to cafeteria staff.</p>	<p><u>7. Recess Expectations:</u> A-Use the restroom before you play. B-Stay in the designated recess area for your grade-level. C-Report problems to the teacher. D-Follow playground rules. E-Be considerate and include others.</p> <p><u>8. Dismissal, Bus, & Car Line Expectations</u> A-Be packed up and ready to get on the bus or in the car. B-Put everything in your book bag before you leave your classroom. C-Use a “zero-level” voice. D-Walk in a single-file line with your teacher to the bus or car line. E-Sit in your designated spot. F-Keep belongings in your book bag at all times. G-Follow the rules of the bus. H-Listen for your name to be called in the car line.</p>
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Major Infractions:

Behavior Consequences:

<p>31- Profanity (teacher discretion to be used-intentional and directed at someone is an automatic U) 32- Intentional harming (hit, kick, push, bite) or threatening another student (immediate office referral) 33- Illegal Drugs or Weapons (immediate office referral) 34- Stealing and/or property damage (immediate office referral; teacher discretion should be used based on the situation) 35- Inappropriate Computer Use (automatic office referral)</p>	<p>G=100, S=75, N=50, U=0</p> <p>1st U: Parent called 2nd U: Parent Conference 3rd U: Counselor Referral 4th U: Rtl Meeting with Parent</p>
<p>Conduct Timelines for 2020-2021: August 12-September 18, September 19-October 16, October 17-November 20, November 21-December 17, January 5-February 12, February 13-March 19, March 20-April 30, May 1-May 20</p>	

e.School Payments

The preferred method of payment for all school activities is through our online service. Fees for this service have been waived due to COVID

19.

Parent Benefits:

- Access the system anytime/anywhere to make payments.
- Save time for the parent by not having to come to the school during registration.
- Eliminate the need for students to bring cash or checks to school.
- Provide electronic receipts for the parents to keep for their records.

Easy to use:

1. Log on at www.swiftschool.com
2. Click on the **Pay Fees Online** on the left side of the home page.
 - a. Complete the Student/Parent Information section.
Note: Student ID is student lunch code.
 - b. Proceed to Classroom Items and click on the fees/items you want to pay. Visa, MasterCard, Discover, and Union Pay are accepted. (A credit card processing convenience fee of \$2.95 will be added to your total.)
 - c. Now you are ready to proceed to the Payment section and follow the prompts.

Note: If you cannot find a fee or item you wish to purchase listed in under the Classroom Items section, please email the bookkeeper at whitaker@bcbe.org or call (251) 949-6422.

We gladly welcome your personal checks

In partnership with

ENVISION™
PAYMENT SOLUTIONS

www.EnvisionPayments.com



We accept checks with your:

- FULL NAME
- STREET ADDRESS (No PO Box)
- HOME PHONE # (w/Area Code)
- SECONDARY PHONE # (w/Area Code)
- DRIVER'S LICENSE # (w/State)

PLEASE NOTE

If your check is dishonored by the bank, a service fee will be assessed in accordance to state law and federal guidelines. In providing a check as payment, you authorize electronic representation if your check should return unpaid. Also, you authorize service charges and processing fees, as determined by law, to be debited (at our option) from the same account via paper draft or electronic funds transfer.

www.EnvisionPayments.com

1-877-290-5460 • 770-709-3100

REMIND

Teachers will be using REMIND to communicate with you this year! This is an easy, quick way to correspond back and forth!

Baldwin County Public Schools Elementary Uniform Policy & Compliance Code 2020-2021

Baldwin County Public Schools Elementary Uniform Policy and Compliance Code 2019-2020					
Elementary Grades K - 6	Compliance Code				
	1 st infraction: Warning and parent notified				
	2 nd infraction: Referral to office and parent notified				
	3 rd infraction: Detention				
	4 th infraction & subsequent: One day suspension and parent notified				
TOP	BOTTOM				
<u>White or Navy</u> Collared shirt with sleeves or turtleneck. School color polo as approved by the principal. Small unobtrusive logo is permitted.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">BOYS</th> <th style="text-align: center;">GIRLS</th> </tr> <tr> <td style="text-align: center;"><u>Khaki or Navy Blue</u> Pants or Shorts (corduroy fabric and "blue" denim permitted).</td> <td style="text-align: center;"><u>Khaki or Navy Blue</u> Pants, Skirts, Capris, Shorts, Jumpers or Dresses (corduroy fabric and "blue" denim permitted) Jeggings are permitted under short or skirts but not alone as bottom attire.</td> </tr> </table>	BOYS	GIRLS	<u>Khaki or Navy Blue</u> Pants or Shorts (corduroy fabric and "blue" denim permitted).	<u>Khaki or Navy Blue</u> Pants, Skirts, Capris, Shorts, Jumpers or Dresses (corduroy fabric and "blue" denim permitted) Jeggings are permitted under short or skirts but not alone as bottom attire.
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Undergarments	Footwear				
Undergarments, excluding the neckline of an undershirt, must not be visible at any time. Pajamas are prohibited.	Footwear must be worn at all times and be closed toe in nature.				
	SWEATSHIRTS AND SWEATERS				
	Must be solid: <u>Black, Brown, Navy, Tan, Gray, White</u> or school colors as published by the principal.				
	COATS and JACKETS				
	Outerwear items must not have lettering, or logo of alcohol, tobacco, and/or controlled substance, nor pictures, symbols, art work that might be offensive in nature and cause a disruption to the educational process.				
<u>ITEMS NOT ALLOWED</u> Wind Pants/Sweatpants, velour pants, tights, yoga pants, over-sized clothing, overalls, bellbottoms, un-hemmed clothing, clothing with cuts, slits, holes or slashes, sleeveless shirts, overcoats, or trench coats.					
<u>KHAKI is defined by Baldwin County Public Schools to be light tan in color.</u>					
Pupils are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. The local school principal will be the final authority for determining appropriate dress within the framework of the policy.					

**Students may also wear Yellow polos. Spirit shirts may be worn on Fridays.

Parent Notification that Swift 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, along with 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 Every Student Succeeds 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.

Swift Elementary School

SCHOOL-PARENT COMPACT

The Swift Elementary School, the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA), and the students, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2019-2020

School Responsibilities

The Swift Elementary School will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - a. Implementing research, best practices during daily instruction.
 - b. Implementing a school-wide Positive Behavior Management plan
 - c. Follow College and Career Ready standards and Baldwin County curriculum/pacing guides
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:**
 - a. Virtual Meet the Teacher-August 10, 2020 @ 2-3pm,
 - b. Title 1 Meeting-August 28, 2019 @ 8:30 A.M.
 - c. Parent Conferences-Will be held following Fall and Winter Benchmark Assessments by October and February.
 - d. Teachers are available for conferences upon parent request throughout the school year.
3. **Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**
 - a. Yellow Communication Folder as needed
 - b. Google Classroom and Remind for daily communications.
 - c. Progress reports sent home: 9/18, 11/20, 2/12, 4/30
 - d. Report cards sent home: 10/16, 1/18, 3/19, 5/25
4. **Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:** Daily grade-level planning times are- Kindergarten (12:55-1:30), 1st (12:15-12:50), 2nd (8:55-9:30), 3 combo (9:35-10:10), 3rd/4th (9:35-10:10), 5th (11:35-12:10), and 6th (10:05-10:40).
5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:** Parents are welcome to volunteer and participate in school classroom activities, including field trips and fundraisers. Guidelines for volunteers are outlined in the volunteerquestionnaire.
6. **Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. The office uses School Messenger to email the whole parent/school population about upcoming events. Parents can respond to this by email. Teachers use the REMIND app and send home a daily folder.**

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance and send an excuse within three days of an absence.
 - Making sure that homework is completed and sign conduct card.
 - Monitoring amount of television my children watch..
- Participating, as appropriate, in decisions relating to my children's education.
 - Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on advisory groups, such as Title I advisory committees and parental involvement committees.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
 - Work hard and do my best in class.
- Read or have someone read to me for at least 20 minutes every day outside of school time.
- Give to my parents, or the adult who is responsible for my welfare, all notices and information received by me from my school every day.

X _____
(Principal Signature) (Date)

X _____
(Student Signature) (Date)

X _____
(Teacher Signature) (Date)

X _____
(Parent/Guardian Signature) (Date)