

2021 - 2022  
Swift School  
Student/Parent Handbook



Mrs. Torrey Berry,  
Principal  
School 251-949-6422, Fax 251-970-7336

[www.swiftschool.org](http://www.swiftschool.org)

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<b>5<sup>th</sup> Grade Teacher</b>	Donis Johnston	<a href="mailto:djohnston@bcbe.org">djohnston@bcbe.org</a>
<b>6<sup>th</sup> Grade Teacher</b>	Melissa Michaels	<a href="mailto:mmichaels@bcbe.org">mmichaels@bcbe.org</a>
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<b>Special Ed Aide</b>	Tina Faulk	<a href="mailto:tfaulk@bcbe.org">tfaulk@bcbe.org</a>
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<b>Physical Ed Teacher</b>	Jenny Jones	<a href="mailto:jsjones@bcbe.org">jsjones@bcbe.org</a>
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<b>Library/Med Specialist</b>	Kelly Garrett	<a href="mailto:kgarrett@bcbe.org">kgarrett@bcbe.org</a>
<b>Counselor</b>	Toni Carver	<a href="mailto:tcarver@bcbe.org">tcarver@bcbe.org</a>
<b>ELL Teacher</b>	Sylvia Almeida	<a href="mailto:salmeida@bcbe.org">salmeida@bcbe.org</a>
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<b>Registrar</b>	Sunny Kleback	<a href="mailto:skleback@bcbe.org">skleback@bcbe.org</a>
<b>School Nurse</b>	Maggie Wood	<a href="mailto:mmwood@bcbe.org">mmwood@bcbe.org</a>
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<b>Bus Driver</b>	Jenny Jones	<a href="mailto:jsjones@bcbe.org">jsjones@bcbe.org</a>

## **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.

## **Swift School Motto**

Learning Today, Leading Tomorrow

## **School Supplies and Backpacks**

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. The school does not provide backpacks. We do supply students at the beginning of the year with needed school supplies. You may be asked to purchase additional items such as headphones. ***\*(Please note-Chromebooks belong to the school and are only allowed to be used at home at the Board's discretion.)***

## **Items Not allowed at School**

Students are not allowed to bring cell phones, toys, electronic devices, 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 may be 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! Do NOT drop your child off prior to 7:30 as there are no adults available for supervision before this time.** 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. Parents of Kindergarten students may walk their child to class 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 3:00. Car riders will be dismissed at 3:05. All car riders must be picked up by 3:15. We do not offer extended day or after school care on our campus. Snook's Boys and Girls Club has offered to provide after-school pick up service for Swift School.

## **Curriculum Resources**

**Reading**-Scholastic Literacy and Guided Reading

**Math**- enVision Math

**Science**-Stemscopes

**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

## **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. No attempt should be made to repair the book at home.

## **Conferences**

A conference will be scheduled during 1<sup>st</sup> and 2<sup>nd</sup> semester. These may be held via video or phone. 1<sup>st</sup> semester conferences should take place prior to October 1<sup>st</sup> and 2<sup>nd</sup> 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	12:30 - 1:00
1st Grade	1:15 - 1:45
2nd Grade	10:30 - 11:00
3rd Grade	2:00 - 2:30
4th Grade	8:35 - 9:05
5th Grade	8:35 - 9:05
6th Grade	8:00 - 8:30

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

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

### **Make-Up Work Procedure**

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.

### **Visitors**

All persons who come to school, for any reason, must first come to the school office to sign-in and receive a Visitor's Pass. Visitors may NOT go to the classrooms without permission from the principal or school personnel. Bypassing the school office and going to a classroom is prohibited. The safety of students is always first. Visitors are not allowed to interrupt class time. Before entering the school building, a visitor must present an Id and state the reason for the visit.

### **Coming to Lunch with Your Child**

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.

### **Items Delivered to School**

In order to provide a learning environment that is relatively free of interruptions, deliveries of flowers, balloons, or etc... to our students is prohibited. If a student has forgotten an item at home, you may bring it to the door, ring the bell and leave the item on the bench. Our office staff will be sure to get the item to your child.

### **Swift School Collects**

Box Tops for Education

## **Field Trip Procedure**

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 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. **A student's behavior at school may prevent him/her from attending a field trip.**

## Student Breakfast and Lunch

The 2021-2022 Free and Reduced Meal Application are available online. Parents will need to complete a new 2021-2022 meal application for the upcoming school year even if they have recently done a 2020-2021 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](http://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. **Snacks range from .50 to 1.00**

**\*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.)**

## Physical Education

Physical education is required and is an important part of the school experience. Students must follow the rules listed below during Physical Education

- Always follow the teacher's directions concerning safety on the playground equipment.
- Fighting and rough play is prohibited at all times.
- Students will not throw rocks, sticks, or other objects on the playground.
- Students must play only in the areas designated by the teacher.
- Students should help keep the play area clean and help take care of all physical education playground equipment by using it properly.

Comfortable, practical clothing should be worn in order to enhance your child's participation in P. E. Students are encouraged to wear tennis shoes or another practical, comfortable type of play shoes. Boots, sandals, flipflops, and shoes with heels are strongly discouraged! The teacher has the right to require alternative activities to students dressed improperly for P. E. A written excuse must be submitted 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 may not be an option. Students cannot stay in the classroom unless it is cleared with the teacher or administrator. Even with a doctor's excuse, students may be required to go to the gym and sit with the P. E. teacher.

### **Bus Transportation Procedures**

Students who do not follow school bus rules may be expelled from the school bus. All students are expected to adhere to the following policies concerning bus transportation:

- Students must meet the bus and be dropped off in the same place each morning and afternoon.
- Students will not stand in the roadway while waiting for the bus.
- Students will wait until the bus has come to a complete stop before attempting to enter or leave the bus.
- Students will avoid unnecessary conversation with the bus driver while the bus is moving.
- Students are expected to help keep the bus clean.
- Students should always look both ways before crossing in front of the bus.
- Students will respect the bus driver and other students at all times.

Students who do not follow bus rules will be disciplined by the bus driver or referred to the principal or assistant principals. Students may be suspended from the bus for continued discipline issues. The school bus operates on a definite schedule and cannot wait for tardy students. Parents should make sure their child is ready for the bus at the appropriate time.

The bus is considered a moving classroom, and students are under the authority of the bus driver and principal. The bus driver is responsible to the principal for students' behavior; therefore, the following behaviors are prohibited:

- Throwing objects from the bus.
- Exchanging seats while the bus is in motion.
- Chewing gum, eating, or drinking.
- Using tobacco, striking matches, or carrying knives.
- Extending head, arms, or hands from the bus window.
- Defacing or damaging the bus in any way.
- Vulgar talking, shouting, or making loud noises.
- Using the emergency door except in an emergency.
- Leaving the bus at any place other than regular stops, except upon written notice from the office.
- Any other action not in keeping with acceptable standards of conduct.

Parents or guardians of students are held responsible for damage committed by the student. If any offense is serious enough to justify immediate action, admittance to the bus may be refused. Parents will be called immediately and plans will be made to safely transport the student home. The principal or assistant principals will decide if and when the student will again be admitted to bus service.

Students will be assigned seats on the bus if the principal, assistant principals, or bus

driver feels it is necessary. Failure to obey these rules will result in transportation privileges being suspended.

In case of a bus emergency, the following should be done by all students:

- Students should remain seated until receiving instruction from the bus driver.
- Students should not touch emergency equipment until instructed to do so by the bus driver.
- Those closest students to the exit should leave first.
- Stay quiet! Listen for instructions.

### **Student Conflict Procedures**

Conflicts or fights between two students will be resolved using this guideline:

It takes two people to have a fight. While parents might feel compelled to tell their child to defend himself/herself, parents and students must understand that fighting will not be condoned at school; therefore, both students involved will be disciplined. Previous discipline problems may result in stronger punishments or consequences for one student more than the other. Punishment of other students is never discussed with anyone other than the parent or guardian. Please know that it is never wise to encourage your child to injure another student for prevention or retaliation, as law enforcement could take action against you as the parent.

### **Tobacco**

Tobacco Products (Pro-Children's Act and 290-030-010-06 Administrative Code, Alabama State Board of Education): The use of tobacco products including electronic cigarettes (E-Cigarettes) is prohibited on school property, including buildings, vehicles, and any other property owned by the board of education. No student shall use or have in their possession any type of tobacco while on the school grounds or while under the jurisdiction of school activities.

### **Dangerous Objects/Weapons**

Weapons in Schools (Act 94-817): It is a Class C Felony for any person to knowingly carry or possess a deadly weapon on the premises of any public school or any school bus with intent to do bodily harm. Note: Deadly weapons include but are not limited to hand grenades, explosive devices, pistols, rifles, shotguns, knives, stilettos, swords, daggers, or any type of club, baton, blackjack, bludgeon, or metal knuckles. Gun Free Schools Act (GFSA): When it is determined that a student possesses a firearm at school, on school property, or at a school event/activity, the following procedures must be followed immediately: The student must be expelled and the expulsion noted on records transferred to any other school. The LEA must determine the procedures and steps needed to reach the expulsion status, including, but not limited to, the following: Report to law enforcement Contact parents Suspend from school immediately pending investigation Complete an investigation as soon as possible with documented written report(s) Expel student according to LEA policy Following the expulsion determination, the student cannot attend any regular public school for one calendar year. The LEA can modify the expulsion on a case-by-case basis as allowed by the Code of Alabama 1975

§16-1-24.3. Discipline of students with disabilities who violate the firearm possession policies shall be determined on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. GFSA and other state required disciplinary data will be reported to the SDE through the School Incident Report (SIR).

## **Chromebook Procedures**

### **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 unless permitted by the teacher.
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 only use my Chromebook for things my teacher tells me to do.
8. I will NOT put any decorations on my Chromebook.
9. I will use my Chromebook in ways that are educationally appropriate and meet school usage requirements .
10. I will practice digital responsibility on the Internet
11. I will not have my computer out in the cafeteria, on the playground, in the snack area, on the ground, or on the schoolbus.
12. 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.

## **GIFTED REFERRAL POLICY**

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 Procedures (RTI)**

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](mailto: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><b><u>1. School Wide Expectations:</u></b>  A- Respond to "High Five".  B-Keep hands, feet and objects to yourself.  C-Always tell the truth.</p> <p><b><u>2. Classroom Expectations:</u></b>  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><b><u>3. Class Traveling Expectations:</u></b>  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><b><u>4. Restroom Expectations:</u></b>  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><b><u>5. Gym Expectations:</u></b>  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><b><u>6. Cafeteria Expectations</u></b>  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><b><u>7. Recess Expectations:</u></b>  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><b><u>8. Dismissal, Bus, &amp; Car Line Expectations</u></b>  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><b>30-Profanity</b> (teacher discretion to be used-intentional and directed at someone is an automatic U)  <b>31-Intentional harming</b> (hit, kick, push, bite) or threatening another student (immediate office referral)  <b>32-Illegal Drugs or Weapons</b> (immediate office referral)  <b>33-Stealing and/or property damage</b> (immediate office referral; teacher discretion should be used based on the situation)  <b>31-34Inappropriate Computer Use</b> (automatic office referral)</p>	<p><b>G=100, S=75, N=50, U=0</b></p> <p><b>1st U:</b> Parent called  <b>2nd U:</b> Parent Conference  <b>3rd U:</b> Counselor Referral  <b>4th U:</b> Rtl Meeting with Parent</p>
<p><b>Conduct Timelines for 2020-2021:</b>  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.

### 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](http://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 [jwhitaker@bcbe.org](mailto:jwhitaker@bcbe.org) or call (251) 949-6422.

**We gladly  
welcome your  
personal  
checks**

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**ENVISION™**  
PAYMENT SOLUTIONS

[www.EnvisionPayments.com](http://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.

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## 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 <sup>st</sup> infraction: Warning and parent notified		
	2 <sup>nd</sup> infraction: Referral to office and parent notified		
	3 <sup>rd</sup> infraction: Detention		
	4 <sup>th</sup> 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="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"><u>BOYS</u> <u>Khaki or Navy Blue</u> Pants or Shorts (corduroy fabric and "blue" denim permitted).</td> <td style="width: 50%; text-align: center;"><u>GIRLS</u> <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>	<u>BOYS</u> <u>Khaki or Navy Blue</u> Pants or Shorts (corduroy fabric and "blue" denim permitted).	<u>GIRLS</u> <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.		
<b><u>ITEMS NOT ALLOWED</u></b> 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.			
<b><u>KHAKI is defined by Baldwin County Public Schools to be light tan in color.</u></b>			
<b>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.</b>			

\*\*Students may also wear Yellow polos. Spirit shirts may be worn on any school day.



## **Parent Notification that Swift School is a Title I “School wide” 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.

## Sign and Return

**Handbook: It is important to keep this handbook for reference in the future.**

The Baldwin County Public Schools Student Handbook contains valuable information for you and your child. Log onto <http://www.bcbe.org/handbook> to access the 2020-21 Student Handbook to download, read and review it with your child. The Spanish version can be accessed at: [www.bcbe.org/sp\\_handbook](http://www.bcbe.org/sp_handbook). You are required to review the Foley Elementary and BCBE Student Handbooks in order to be eligible for registration.

You and your child are responsible for knowing the contents of the student handbooks and adhering to the policies, procedures, rules, and regulations contained therein.

A copy of the Baldwin County Board of Education Policy Manual is available online at <http://www.bcbe.org/manual> and is available upon request for public viewing at each school office. Please, sign below and return this page to the student's homeroom teacher. Each child must have this signed page on file.

We, the parents or guardians, have read the Swift Elementary School Handbook and the BCBE Student Handbook and discussed the importance of following school/school system rules with our child.

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

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

X \_\_\_\_\_  
Teacher Signature