

# Swift Creek High School 2021-2022

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**WHERE REAL LIFE AND EDUCATION MEET**

# **STUDENT/PARENT HANDBOOK**

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## Staff Directory

### PRINCIPAL/COUNSELOR:

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### SECRETARY:

- Cheri Saltzman

307-885-7139  
[cheri.saltzman@lcsd2.org](mailto:cheri.saltzman@lcsd2.org)

### STAFF:

- Custodial Services - Jed Izatt
- English Teacher - Laurie Wasem
- Instructional Aide - Kim Turner
- Mathematics Teacher - Krystal Smith
- Counselor - Barbara Merritt
- Resource Officer- James Hunting
- School Nurse - Chris Simpson
- School Psychologist - Brandon Henscheid
- Science/Discovery Teacher - Drew Hathaway
- Special Education Teacher - Trish Parkinson
- Compliance Facilitator (SCHS) - Brian Toomer
- Speech /Language Pathologist - Kelsi Lund
- Social Studies/Discovery Teacher - David Saltzman
- English & Social Studies Teacher - Don McAdams

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***The Every Student Succeeds Act (ESSA) was signed into law in December 2015. Section 1112 (e)(i)(ii), addresses the parent's right to know.***

***You have the right to request information about the qualifications of your child's teacher, which includes state license status with approved subject areas, emergency/provisional status, and field of discipline.***

***You also have the right to request information about paraprofessionals if any are providing services to your child, and what their qualifications are.***

## About SCHS

The purpose of Swift Creek High School is to provide an alternative setting and instructional approach for students who have not found success in a traditional setting. As a *school of choice* any student has the option to apply for admission, and no student can be forced to apply or attend. Smaller class sizes, personalized instruction, and relationships in a family atmosphere are the hallmarks of the Swift Creek High School community that rekindle a student's desire and passion to learn.

## Mission

Swift Creek High School exists:

- to help learners of all types live the foundational principles of treating others with respect and dignity
- to help students acquire skills to achieve personal success and become responsible and productive citizens
- to provide a learning environment in which non-traditional learners can experience success, gain academic and personal momentum, and obtain a high school diploma

## Vision

Acquiring skills to face everything and rise

## Philosophy

The staff at Swift Creek High School believe that every person should be treated with dignity and respect. Our programming is designed to empower students to own their educational experiences. At SCHS, students are never forced or coerced, rather they are given choices and taught the skills to be successful. We guide every student to accept responsibility for their individual actions with relentless consistency, and we teach students to critically evaluate his/her life choices and how they impact his/her life goals. We have found that many students enter SCHS with a history of negative encounters at school and unfortunate life events that have interfered with their success. As a result, staff members at SCHS make a conscious effort to provide a consistent, productive, challenging, supportive, and caring atmosphere.

## Colors

Navy and silver

## Mascot

Bulldog

# Swift Creek High School Calendar 2021-22



## AUGUST

M	T	W	T	F
16	17	18	19	20
23	24	25	26	27
30	31			

## SEPTEMBER

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

## OCTOBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## NOVEMBER

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

## DECEMBER

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

## JANUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## FEBRUARY

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

## MARCH

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29*	30	31	

## APRIL

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## MAY

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26**	27

	First Day of the Quarter
	Finals (if 2 or more absences)
	No School staff or students
	Teacher Day- no school students
	Early Release (11:30)

\*ACT March 29th (11th grade only)

\*\*Graduation May 26 @ 7:00 PM

1st Quarter - 40 days	2nd Quarter - 39 days
3rd Quarter - 40 days	4th Quarter - 41 days

## **Swift Creek High School Bell Schedule 2021-22**

<b>Typical School Day</b>	
Period 1	8:15 - 9:40
Vale Time	9:45 - 10:05
Period 2	10:10 - 11:35
Academic Support	11:35 - 11:55
Lunch	11:55 - 12:25
Period 3	12:25 - 1:50
PE	1:55 - 2:15
Period 4	2:20 - 3:45
Night School (NS)	4:00 - 6:00 (No NS last day of week)

<b>Early Release (11/24/21, 12/23/21, 5/26/22)</b>	
Period 1	8:15 - 9:00
Period 2	9:05 - 9:50
Period 3	9:55 - 10:40
Period 4	10:45 - 11:30
Academic Support	11:30 - 11:52

<b>Friday Schedule</b>	
Period 1	8:15 - 9:30
School-Wide Circle-Up	9:35 - 10:15
Period 2	10:20 - 11:35
Academic Support	11:35 - 11:55
Lunch	11:55 - 12:25
Period 3	12:25 - 1:50
PE	1:55 - 2:15
Period 4	2:20 - 3:45

<b>Last Day of Quarter (Finals)</b>	
Period 1	8:15 - 9:00
Period 2	9:05 - 9:50
Period 3	9:55 - 10:40
Period 4	10:45 - 11:30
Academic Support	11:30 - 12:00
Lunch	12:00 - 12:25
Academic Support	12:25 - 3:45

## Admissions Process

Swift Creek High School (SCHS) is a *school of choice*, meaning that all students have the option to apply for admission. It also means that students cannot be forced to apply to or attend SCHS, rather they apply voluntarily. Due to limited resources, our enrollment is also limited. In an effort to maintain the integrity of our program, students must apply for admission.

Applications for admission are accepted throughout the year. At each enrollment window (when the introductory class “Discovery” is taught), students are selected through the process outlined below. *We will not accept or start new students in regular classes after the first day of a quarter.* Students may, however, complete an application and apply for the upcoming enrollment window (2-4 times per year). Priority for selection is given to students who have the greatest need combined with the greatest potential for success at SCHS.

### Steps in applying for admission

1. To secure a place on the waiting list and to be considered for admission students interested in attending SCHS should complete the online application found at [schs.lcsd2.org](https://schs.lcsd2.org). Students must complete the [Student Application](#), AND ask a Star Valley High School counselor to complete an online [Counselor Recommendation](#) in their behalf. **Students new to Lincoln County School District #2 will not need a Counselor Recommendation.**
2. Students that have submitted an application **AND** have a counselor recommendation completed will be contacted prior to the next enrollment window to schedule an interview at SCHS. It is preferred that both the student and a parent/guardian attend the interview. Once a student has applied they are expected to continue giving their best effort in their current classes until the next enrollment window. A student’s continued effort will be considered in the selection process.
3. Within 10 days of the interview, the student will be notified of acceptance status into SCHS. If accepted, the student will be given an enrollment packet to complete with the building secretary prior to the first day of class. A pledge card is explained to the student and the student is expected to sign the card indicating that they understand the expectations at SCHS and pledge to live by them. Students that were not accepted will be given the option to remain on the waiting list if they desire to be interviewed again at the next available window.

Priority for selection is given to *students who have the greatest need combined with the greatest potential for success at SCHS*. Students identified as those having the greatest **need** are:

- Students who are returning to school after dropping out
- Students returning from a treatment or residential facility
- Students from outside of the district who were previously attending an alternative high school setting
- Students who are parents or expecting a child
- Students who are critically behind in credits and not on track to graduate with their cohort
- Students who need a different approach to learning (smaller class sizes, more intimate setting, fewer classes at a time, shorter duration for classes, etc.)

Students identified as those with the greatest potential for **success** include:

- Students who are close to graduation and needing few credits
- Students who appear to be the most serious about earning their high school diploma
- Students with motivation that need a different approach to learning

## The Discovery Program

Every student begins their experience at Swift Creek High School with an introductory course called “Discovery,” in which they learn the skills necessary to be successful at school and life. The Discovery class is generally a full academic day over the course of the quarter (approximately 9 weeks). Through this course students develop a strong sense of community and support. They learn, practice, and receive feedback on specific positive interpersonal skills, and they learn the culture of the classroom and school to ensure that all students realize what is expected of them and what they can expect from the staff.

Students will become an official Bulldog after completing the Discovery class during their first quarter at SCHS. Following completion of the class students will be welcomed into the Swift Creek family circle by existing senior students in a Discovery graduation ceremony. During this ceremony students receive a SCHS hoodie. Students who do not successfully complete the Discovery class will receive different programming until the next Discovery class is offered. During Discovery, students will learn interpersonal skills including: Effective Groups, Anger Management, Communication Skills, Assertiveness Training, Problem Solving, and Conflict Resolution.

Beyond the interpersonal skills learned in Discovery, students also learn the expected and modeled behaviors of the school referred to as the 6 P’s and Attending Skills. These include:

### 6 P’s

1. Prompt (early is on time)
2. Prepared
3. Polite
4. P.M.A. (Positive Mental Attitude)
5. Participate
6. Produce

### Attending Skills

1. Being in the Moment
2. Appropriate Body Language
3. Appropriate Eye Contact
4. Appropriate Feedback
5. Questions to Clarify or Validate



## Graduation Requirements

Swift Creek High School fulfills all state requirements for a **standard high school diploma**. While less credits are required for a student to graduate from SCHS than a traditional high school, students will still meet all the core requirements issued by the Wyoming Department of Education.

A high school diploma opens the door to many opportunities such as a better job, higher salary, more opportunities for advancement, and a better lifestyle. To help ensure graduates are prepared for their next stage in life, the LCSD #2 Board of Trustees has approved the following graduation requirements in policy [IKF](#).

Graduation Requirements	Credits
English <ul style="list-style-type: none"><li>English 1, 2, 3, and 4 are required</li></ul>	4
Mathematics <ul style="list-style-type: none"><li>Algebra I and Geometry are required</li><li>One additional math credit (1 unit) is required</li></ul>	3
Social Studies <ul style="list-style-type: none"><li>World History (1 unit) is required</li><li>U.S Government (.5 unit) is required</li><li>American History (1 unit) is required</li><li>Economics (.5 unit) is required</li></ul>	3
Science <ul style="list-style-type: none"><li>Physical Science (1 unit) is required</li><li>Biology (1 unit) is required</li><li>One additional science credit (1 unit) is required (i.e. Anatomy, Zoology, Environmental Science, Geology, etc.)</li></ul>	3
Physical Education	.5
Health	.5
Career/Vocational	2
Discovery (may be waived or replaced at the school's discretion)	1
Total Credits	17

## Late or Early Graduation

### Late Graduation

SCHS welcomes students who have been out of school for any reason but would like to return and graduate. Students are permitted to attend and acquire a diploma until the age of 21. School professionals are willing to assist students in finding an academic plan to help them achieve their goals which may include live or online courses, internship experience, in either a night or day school setting. If students cannot acquire a diploma before age 21 or have other needs, staff will assist students in reviewing other options such as GED, HiSET, Wyoming Cowboy Challenge, Climb Wyoming, Job Corps, etc.

### Early Graduation

Students may graduate at any point during their Senior year upon completion of the graduation requirements outlined above. A graduation celebration with students and staff is held at the end of each quarter to honor graduating seniors; then all graduates, families, and friends are invited to attend a formal graduation ceremony at the end of each school year.

On occasion, students desire to graduate during their Junior year of high school. This is considered “early graduation” and would require that students follow LCSD #2 Board Policy [IKG](#). This policy requires that students “show satisfactory mastery of high school academic content skills and concepts by:

#### LCSD #2 Board Requirements:

- Completing the graduation requirements for Carnegie unit credits applicable to the school for which he/she is applying for early graduation, and
- Earn at least eight Carnegie unit credits through the Lincoln County School District #2 system. Any exception to this requirement would necessitate the approval of the building level administration and the superintendent”

#### SCHS Requirements (beginning 2020-21 school year):

- The student must produce a resumé approved by the building principal
- The student will participate in a mock job interview with a satisfactory score by the interviewer (interviewer selected by SCHS)
- The student will develop a budget with the assistance and approval of the math teacher

#### **AND one of the following**

- The student must have at least 1.5 credits (three classes) of CRT (Career Resource Training) experience. In this internship experience students connect with local employers and gain work experience. Contact the front office for more details. This must be in addition to the (2) credits earned for Career/Vocational credit.

#### **OR**

- The student must complete the Certified Nursing Assistant course and acquire certification

\*11th grade students are not permitted to take additional tech-based or virtual courses beyond the standard pace of study in an effort to graduate early unless approved by the building principal and the director of secondary education.

## Grading

Percentage	Grade
93% - 100%	A
90% - 92%	A-
87% - 89%	B+
83% - 86%	B
80% - 82%	B-
77% - 79%	C+

Percentage	Grade
73% - 76%	C
70% - 72%	C-
Below 70%	F
No Credit	NC
Incomplete	I

An “NC” is given when a student transfers to night school and credit is forfeited. On some occasions an “I” for Incomplete may be administered. Please note SCHS grading does not include the letter grade of “D.”

## Attendance Policy

Research shows that good attendance is the single most important factor in achieving academic success in school. Due to the accelerated nature of the quarter system at SCHS, attendance is crucial. When a student is absent for one day they miss 1.5 hours of instruction in each class making it much more difficult to catch-up after an absence than it might be in a traditional school setting.

### Incentives

- Finals- If students go through a quarter with one absence or less in a class they are excused from taking the final on the last day of the quarter for that class. They need not attend during the period in which the final is administered, or, if they had one or fewer absences in all four classes they do not need to attend at all that day.
- Bank of the Bulldogs- All students in day school are given access to an electronic bank account through the Bank of the Bulldogs. Students earn Bulldog Bucks by completing online modules in areas such as personal finance and alcohol prevention. Staff often award Bulldog Bucks when students are caught going above and beyond, following the 6 P’s, or demonstrating outstanding work in class. Bulldog Bucks can be used to purchase food items in the school store as well as one tardy and one absence per quarter.

### Tardies

Every 4th tardy acquired by a student counts as an unexcused absence. One excused tardy per quarter can be purchased from the Bank of the Bulldogs if the student has sufficient Bulldog Bucks in their account at the time of the tardy.

### Absences

Students are permitted 4 absences per quarter for unforeseen emergencies such as transportation difficulties, doctor appointments, or falling ill. With the exception of the few cases listed below in “Excused Absences,”

all absences will be considered “Unexcused.” A student will be transferred to night school if the following violations occur (see “Night School” for more details):

- The student exceeds 4 absences in a quarter
- The student misses the 1st day of a quarter without prior approval
- The student uses 3 absences in a 7 day period
- The student maintains a failing grade in a class for a 2 week period

### Excused Absences

One excused absence per quarter can be purchased from the Bank of the Bulldogs if the student has sufficient Bulldog Bucks in their account at the time of the absence.

Excusing absences is a very rare occurrence and will be considered on a case by case basis. Students may request in advance that the building principal consider excusing their absence if it meets one of the following criteria:

- The student is participating in a school sponsored activity (such as athletics or drama programs at SVHS) as verified by SVHS staff
- Documentation from a medical professional prohibiting attendance at school
- The student is attending the funeral of, or honoring an immediate family member that has passed away (1 day only)
- The student has an order to appear in court (documentation required). The student is only excused for the window of time they are required to be gone
- The student has a reoccurring medical appointment such as the orthodontist or counseling (documentation required). The student is only excused for the window of time they are required to be gone.
- Students are not excused for any other reason, including illness. Students are encouraged to use the three given absences per quarter when situations outside of their control arise.

It is important to remember that excusing an absence does not excuse students from the responsibility of completing the work and engaging in learning projects which they have missed. Though a student may be excused, missing too many days of school in a quarter may make it unrealistic for the student to catch up and earn credit for the course. In this case, students may be assigned to night school for the remainder of the quarter to work on an online class while they wait for the next quarter.

## **Night School**

The night school at SCHS was developed to encourage students to give their best efforts in class and demonstrate regular attendance in the day program. It also provides an avenue for students to continue earning credits towards graduation after committing one of the violations above. Occasionally, the night program services students who need to complete additional coursework for various reasons.

### Structure

Night school is held every school day with the exception of the last school day of each week. For example, if day school is held Mon-Fri in a week, night school would be held Mon-Thur. If day school is held Mon-Thur in a week, night school would be held Mon-Wed. In night school, students work independently on online courses selected by the principal and teacher. These courses are self-paced through the Swift Creek Virtual platform with the accessibility of a teacher to help guide students through the course.

Students must arrive before 4:00 p.m. (doors lock at 4:00) and stay until dismissed at 6:00 p.m. to be counted as present for that evening. Socialization is extremely limited, students must check-in with the teacher before leaving the room for any reason. Failure to comply with these structures will result in an absence for the evening. Upon parent request, parents/guardians can be added to their son/daughter's course in an observation format to observe the student's progress towards completing the course. Students in night school are not permitted to be present at the school during day program hours or attend any day program activities including graduation celebration, assemblies, etc.

### Reasons Students Attend Night School

- The student exceeds 4 absences in a quarter
- The student misses the 1st day of a quarter without prior approval
- The student uses 3 absences in a 7 day period
- The student maintains a failing grade in a class for a 2 week period
- The student is working in night school while waiting for the next enrollment window at SCHS
- The student wants to catch-up on day program coursework or accelerate their completion of an online course in which they were already enrolled

### Criteria to Exit Night School

A student that has been transferred to night school must complete the following criteria prior to the beginning of the new quarter:

1. The student must complete an essay following the problem solving contract outline.
2. The student must complete and pass an online character education course which does not count towards graduation. Once this course is completed, students may work on other courses that count towards graduation requirements.
3. The student must have 80% attendance (students will be told when they begin night school how many absences they will be permitted to equal 80%).
4. The student must demonstrate a respectful attitude and show good work ethic throughout the course as reported by the night school teacher.

### Credit Recovery

If a student is transferred to night school during the final portion of a quarter the teachers and principal may offer credit recovery. Credit recovery is not a guaranteed option, but teachers and administration will review each case looking at the following: reasons for the student's absences, if the student was passing the class, and the educational impact on the student.

## **Dress Code**

### Lincoln County School District #2 Board of Education Policy [JICA](#) Provides:

The Board of Education recognizes the effect that student dress and grooming have upon the behavior and commitment to learning of all students. In order to maintain an atmosphere conducive to learning, the Board requires all students to make good choices with regard to their personal appearance. It further recognizes the vital role parents play in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance for a successful school experience.

Recognizing that student dress styles continually evolve and change and that no specific set of standards can be expected to remain current, expectations for student dress are reviewed and published regularly, at the

building level, and may be amended. There may be special days when the expectation for student dress could be altered.

Clothing appearance or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student is considered inappropriate for school. The dress and/or grooming style of any student must not interfere with the educational process or safety of self or other students.
Students are not to wear clothing that reveals the body in an inappropriate manner. <ul style="list-style-type: none"><li>● Legs will be covered to within one inch of the knee</li><li>● Holes in pants above this line must not allow skin to show through</li><li>● Shoulders, stomachs, and cleavage will be covered while at school</li><li>● If tight pant clothing is worn, hind ends must be covered</li></ul>
<ul style="list-style-type: none"><li>● Heavy coats will not be worn in classrooms, trench coats are not allowed</li><li>● Blankets will not be allowed at school</li><li>● Sunglasses will not be allowed while at school</li><li>● Hats or hoods will be worn in a manner that permits eye contact and will remain free of the references indicated below</li></ul>
Students are not to wear excessive jewelry, ornaments, or accessories, which distract from the learning environment or could be used as an instrument to cause harm to self or others <ul style="list-style-type: none"><li>● Facial piercings will be limited to small studs while at school. (Small studs are defined as removable facial jewelry in the form of a small ball, ring, hoop, or jewel that does not run the risk of catching on objects or people).</li></ul>
T-shirts, tattoos, or any type of clothing or personal items bearing a reference to alcoholic beverages, tobacco products, drugs, drug related slogans and any other wording, drawing, pictures, symbols, etc. which in any way can be interpreted as suggestive, obscene, offensive, or depicting violence are not permitted.
Undergarments should be worn in an appropriate manner and should not be visible. <ul style="list-style-type: none"><li>● Clothing will be worn in such a way that undergarments will not be visible while at school</li><li>● Pants must be worn at the waist and not allowed to sag</li></ul>
Students are required to wear appropriate and safe footwear at all times

## Student Transportation and Parking

Students attending SCHS will have access to LCSD2 bus services. If a student is in need of school transportation they should contact the front office at least three days prior to the date transportation is needed so that bussing arrangements can be made. During the 2021-22 school year students will ride the regular bus routes to get to school. Call LCSD2 transportation department at 307-885-9858 or see [transportation.lcsd2.org](https://transportation.lcsd2.org) for specific route information. All SCHS students will then be taken home on one bus (not using the typical routes). It is expected that students are waiting at the designated pick-up location at the time notified. Buses will not wait more than 30 seconds for students, nor will they go back and pick-up a student.

Students driving to school are expected to park in the school parking lot. The school resource officer may be notified if students are parking on the street or other public locations. Students must demonstrate safe driving practices on and around the Swift Creek campus. If a student is driving in a manner that is determined to be dangerous or illegal, law enforcement will be notified and they may be required to use district transportation. Parking is at the risk of the vehicle owner and driver. SCHS and LCSD2 assume no responsibility for theft or damage to vehicles or contents within vehicles. Students are expected to follow these safety precautions to reduce the risk of criminal acts:

- **Lock your car.** Students are not to visit vehicles (their own or others) without advance permission from the office staff.
- **Do not leave valuables** openly visible in your vehicle. Remember lighters, tobacco and vaping devices, alcohol, knives, ammunition, and firearms are not permitted in your vehicle while at school.
- If your car is broken into, report this **immediately** to law enforcement and notify the office.

## Search and Seizure

Maintaining a safe and comfortable environment conducive to learning at SCHS is the top priority. As such, when there is a reasonable basis students and/or their personal property may be searched.

As outlined in LCSD #2 Board Policy [JIH](#) “Interrogations of students by school personnel and searches of their property may occur on school grounds whenever it is determined by school authorities that there is a reasonable basis for the interrogation or search. When there is reason to believe that contraband, illegal and/or prohibited items are on a student’s person, the principal and/or an assistant or designee may authorize a search of the student’s outer clothing, bag, purse, jacket, etc. for the purpose of removing such items.” Searches beyond the outer clothing are permitted based on specific circumstances outlined in Policy JIH.

Search of a student’s vehicle while located on school premises will be conducted only if there is a reasonable basis to believe that a breach of rules or a crime is being committed by the student.

## Breakfast and Lunch

### Breakfast

Breakfast is available from 7:55 -8:15 each day. There is no cost for the 2021-22 school year. Students may eat breakfast on campus prior to class starting at 8:15.

### Lunch

Multiple hot lunch choices, salads, and sack lunches are available to choose from each day. Students are expected to sign-up for a lunch choice each morning before 8:15 at the front office if they would like school lunch that day. Lunches are then ordered and brought to the school from another school kitchen. Lunch is served from 11:35 - 12:25 each day. There is no cost for the 2021-22 school year.

### Open Campus

Students may remain on campus or leave campus to eat lunch as desired. Lunch at SCHS is open campus unless this privilege is taken away due to a parent request or school disciplinary measures. Students are not to frequent Star Valley High School during lunch, walk the halls, loiter in the parking lot, or enter the building without checking-in first with the front office.

## Payment

During years when meals have a cost, money for meals can be deposited in the student's uniquely numbered account online through Infinite Campus or students can pay at the front office. Students and parents can check lunch balances online through Infinite Campus or at the front office. LCSD #2 Board Policy [EFDA](#) states that "Payment is expected in advance of the students eating each day and parents are expected to maintain a positive meal balance throughout the year."

For students whose parents meet certain financial income guidelines, the school offers a free or reduced price lunch. SCHS strongly encourages all families who may benefit from this resource to apply. Applications may be completed online [here](#), or paper applications may be picked up at the front office. You must reapply every year.

## **Personal Electronic Devices**

Personal Electronic Devices (PEDs) are permitted at SCHS. It is the belief of SCHS that in this era of advanced technology, students should learn to use PEDs properly to help advance their learning and education. Therefore, learning to balance when it is appropriate to use a PED is taught at SCHS. Each teacher will instruct students on the expectations for PEDs in their individual classrooms on the first day of each quarter. While expectations may differ slightly in each classroom, all staff will require that students use PEDs in a manner that does not distract from the learning environment. Staff will follow-through on the taught expectations by using the redirect system when violations are observed. Viewing, downloading, or sharing pornographic images at school is prohibited on any device (personal or school-owned) as per LCSD2 Board Policy [JICJ](#).

## **Harassment, Intimidation and Bullying**

SCHS operates on the foundational principles of dignity and respect. Therefore, it is expected that all students and staff treat one another in a way that demonstrates respect and allows others to keep their dignity. An environment is cultivated at SCHS in which all students feel safe to be themselves without fear of being harassed, intimidated, or bullied. Upon being made aware of any harassment, intimidation, or bullying situation the building principal will investigate the situation and determine if the incident is a conflict between individuals or if it meets the criteria below established by the LCSD #2 Board Policy [JICEA](#) which reads:

"Harassment, intimidation or bullying of students at school is prohibited. Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

1. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage; or
2. Insulting or demeaning a student or group of students, causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students."

## **Weapons**

In accordance with Federal Statute and LCSD #2 policy [JICI](#) students are prohibited from bringing onto school grounds or to any school activity, any firearm or item that by definition is a weapon (knives, clubs, martial arts implements, explosive devices, or any item intended to inflict injury on another individual).



While recreational activities in the area often include the use of weapons such as hunting rifles or pocket knives, exceptions cannot be granted for inadvertent possession of a weapon on school property, either on a student's person or in a vehicle. It is extremely important that students understand the seriousness of violating this policy. Violation of this policy may result in expulsion for up to one year.

## Behavioral Violations and Consequences

<b>SCHS PROGRESSIVE DISCIPLINE MATRIX</b> (Offenses include actions on school property or at school events or activities. The 1st, 2nd, and 3rd offenses are calculated per school year)			
<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd+ Offense</b>
<b>Minor / Classroom managed-Redirect System:</b> -Attending skills -Minor technology violation -Cell phone misuse -Minor defiance / disrespect -Insubordination -Vulgar / profane language	-Redirect given in class	-Redirect given in class	-3rd offense- hall conference  -4th offense- Redirected out of class (see below "Chronic Minor")
<b>Chronic Minor:</b> Redirected out of class (not using attending skills in class)	-Sent home for the day, 1 full absence and -Problem Solving Contract and -Parent notified by student		
<b>Profanity directed towards staff</b>			
<b>Dress Code Violation</b>	-Redirect given by staff -Student chooses to comply or take an absence for the day		
<b>Cheating or plagiarism</b>	-Loss of credit on assignment -Parent contact	-Charged with 1 absence, OSS for the remainder of the day -Loss of credit on assignment -Parent contact and possible conference with parent	-Loss of credit for the course -Parent contact -Transferred to evening program
<b>PDA beyond hand holding and brief hugs</b>	-Formal warning	\$25 fine from the Bank of the Bulldogs (account on hold until paid)	-Charged with 1 absence, OSS for the remainder of the day

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd+ Offense</b>
<b>Exceeding 3 absences in a quarter</b> (4 tardies = 1 absence)	-Transferred to evening program -Must complete and pass character ed class online to exit -80% attendance required to return to day program	-Transferred to evening program -Must complete and pass character ed class online to exit -80% attendance required to return to day program	-Transferred to evening program -Must complete and pass character ed class online to exit -80% attendance required to return to day program -School enrollment status place on probation -Parent conference regarding enrollment probation -Enrollment probationary contract developed
<b>Using 3 absences within 7 days</b>			
<b>Absent on the first day of a quarter</b> without arranged medical or emergency clearance for the absence			
<b>Carrying a failing grade (D or F) in a class for 2 weeks</b>			
<b>Technology Violations</b> a) Computer not in assigned slot at the end of the day  b) Damage to school technology  c) Viewing, downloading, or sharing pornographic or other disturbing material on a school device  d) Viewing, downloading, or sharing pornographic or other disturbing material on a personal device at school	a) Formal warning  b) -The student will be responsible for the cost of repairing or replacing the device  c) -Dismissed for the day -Parent contact -Charged with 1 absence and OSS during absence  d) -Confiscation of device to be picked up by a parent -Parent contact	a) 1 hour school service  b) -The student will be responsible for the cost of repairing or replacing the device -Can only use district technology when supervised by staff  c) -Dismissed for the day -Parent contact -Charged with 2 absences and OSS during absences -Can only use district technology when supervised by staff  d) -Confiscation of device to be picked up by a parent -Parent contact -Student may no longer bring personal devices to school	a) 1 hour of school service and closed campus lunch for 5 days  b) -The student will be responsible for the cost of repairing or replacing the device -Loss of privilege to use district technology  c) -Dismissed for the day -Parent contact -Charged with 3 absences and transferred to night school. -Loss of privilege to use district technology  d) -Confiscation of device to be picked up by a parent -Parent contact -Transfer to night school
<b>Theft</b>	-Restitution -1-3 days OSS -Parent contact	-Restitution -Transfer to evening program -Behavior contract	

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd+ Offense</b>
<b>Possession of tobacco and/or vaping devices or products</b>	-Charged with 1 full absence for the day, Out of School suspension (OSS) for the remainder of the day -Police report if applicable -All substances and devices will be confiscated	-Charged with 2 full absences. OSS for the remainder of the day and one additional day -Police report if applicable -All substances and devices will be confiscated	-Charged with 3 full absences and transferred instantly to night school -Referral to law enforcement if applicable -All substances and devices will be confiscated
<b>Possession of alcohol</b>	-Charged with 2 full absences. OSS for the remainder of the day and one additional day. -Referral to law enforcement -All substances and devices will be confiscated	-Charged with 3 full absences and transferred instantly to night school -Referral to law enforcement -All substances and devices will be confiscated	-Referral to the Superintendent -Referral to law enforcement -All substances and devices will be confiscated
<b>Possession of illegal drugs or paraphernalia /</b> including OTC drugs, prescription drugs, and misuse of everyday substances	-Charged with 3 full absences and transferred instantly to night school -Referral to law enforcement -All substances and devices will be confiscated	-Referral to the Superintendent -Referral to law enforcement -All substances and devices will be confiscated	
<b>Use of tobacco and/or vaping devices or products</b>	-Charged with 2 full absences. OSS for the remainder of the day and one additional day. -Referral to law enforcement -All substances and devices will be confiscated	-Charged with 3 full absences and transferred instantly to night school -Referral to law enforcement -All substances and devices will be confiscated	-Referral to the Superintendent -Referral to law enforcement -All substances and devices will be confiscated

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd+ Offense</b>
<b>Use of alcohol</b>	-Charged with 3 full absences and transferred instantly to night school -Referral to law enforcement -All substances and devices will be confiscated	-Referral to the Superintendent -Referral to law enforcement -All substances and devices will be confiscated	
<b>Use of illegal or misuse of legal drugs</b>	-Charged with 3 full absences and transferred to night school -Referral to law enforcement -All substances and devices will be confiscated	-Referral to the Superintendent -Referral to law enforcement -All substances and devices will be confiscated	
<b>Under the influence of substances</b> (If suspected that a student is under the influence, Student Resource Officer (SRO) may be called to evaluate student)	-Charged with 1 full absence for the day, OSS for the remainder of the day -Referral to law enforcement	-Charged with 2 full absences. OSS for the remainder of the day and one additional day. -Referral to law enforcement	-Charged with 3 full absences and transferred to night school -Referral to law enforcement
<b>Possession with intent to sell or distribute an illegal substance, OTC drug or prescription drug</b>	-Recommendation to the Superintendent for an expulsion hearing -Referral to law enforcement -All substances and devices will be confiscated		
<b>Inappropriate behavior at school activities (bus rides, field trips, community walks)</b>	-Consequence for the behavior as listed in this matrix -Student may be assigned an alternate activity on future outings -Charged with 1-3 absences and OSS during absences		
<b>Discipline referral from route bus driver</b>	-Warning and Problem Solving Contract -Parent contact	-Charged with 1-3 absences and OSS during absences -Parent contact -Bus privileges suspended for 3-5 days	-Charged with 1-3 absences and OSS during absences -Parent contact -Bus privileges suspended for the remainder of the school year

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd+ Offense</b>
<b>Property Destruction</b>	-Restore to acceptable condition -School service	-Charged with 1-2 absences and OSS during absences -Restore to acceptable condition -School service	-Charged with 2-3 absences and OSS during absences -Restore to acceptable condition -School service
<b>Harassment, intimidation or bullying/cyber bullying</b> (see school board definition above. Not including student conflict in which the Discovery Conflict Resolution model is utilized)	-Student/principal conference -Possible behavior contract	-Charged with 1-3 absences and OSS during absences -Parent contact	-Charged with 3 full absences and transferred to night school -Parent conference -Possible referral to the Superintendent
<b>Fighting / Physical Aggression</b> or promoting violence	-Dismissed for the day -Parent contact -Charged with 1-3 absences and OSS during absences -Behavior contract	-Dismissed for the day -Parent conference -Charged with 3-5 absences and OSS during absences -Transferred to night school	-Referral to the Superintendent
<b>Erroneous instigation of an emergency event</b>	-Charged with 1-3 absences and OSS during absences -Referral to law enforcement	-Charged with 3 full absences and transferred to night school -Parent conference -Referral to law enforcement -Referral to the Superintendent	
<b>Use and/or possession of weapons or explosive devices</b>	-Recommendation to the Superintendent for an expulsion hearing -Referral to law enforcement -All substances and devices will be confiscated		

## SWIFT CREEK HIGH SCHOOL STUDENT PLEDGE AGREEMENT (2021-22)

- I will not acquire more than 4 absences in a quarter, knowing that my fifth (5<sup>th</sup>) absence will place me in night school, and I will lose credit for the classes in which I am enrolled. I understand that every fourth (4<sup>th</sup>) tardy counts as an absence.
- I understand that all absences will be documented as “unexcused” with the following exceptions:
  - Participation in a school sponsored activity (athletics, CNA, music, drama, etc.)
  - Documentation from a medical professional prohibiting attendance at school
    - Attending the funeral of, or honoring an immediate family member that has passed away (1 day only)
    - An order to appear in court (documentation required). You are only excused for the window of time you are required to be gone
  - A reoccurring medical appointment such as the orthodontist or counseling (documentation required). I am only excused for the window of time I am required to be gone.
    - **Note:** excusing an absence does not excuse the expectation of staying caught up. If I cannot keep up, I may be assigned to night school for the remainder of the quarter to work on an online class while I wait for the next quarter.
- I will be present the first day of each quarter. I understand that failure to attend the first day of the quarter without one of the exceptions above will result in my transfer to night school.
- I understand that failing a class for two weeks may result in my transfer to night school.
- I understand that my school-assigned laptop must remain at school.
- I will not acquire 3 absences in 7 calendar days as such will result in placement in night school.
- I will display public affection in accordance with school policy (hand holding and brief hugs only).
- If driving to school, I will park in the school parking lot (east of the building).
- I will notify the office if I need to leave the building during the hours of class, and I understand that I may be provided an escort.
- I will stay clean, sober, and tobacco free on campus and come to school free of alcohol and other drugs or submit to school consequences and/or an intervention program.
- I will resolve conflicts using the skills I learn in Discovery. I understand that if I am involved in a physical altercation I will immediately be sent home with each day of suspension counting as an absence.
- I will filter my language while at school. SCHS is a professional environment preparing me for future employment opportunities.
- I will follow the SCHS dress code. I understand that violations to the dress code will result in the expectation that I correct the violation or go home for the day counting as an absence.
- I will apply the SIX P’s (Prompt, Polite, Prepared, Participate, Positive Mental Attitude, and Produce).
- I will treat others with dignity and respect and respect the norms and expectations of Swift Creek High School.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SWIFT CREEK HIGH SCHOOL – PARENT AGREEMENT  
2021-22**

At SCHS we are of the belief that we must work together with parents to truly make a difference in the lives of our students. As a staff, we want your son/daughter to have a wonderful experience as a Bulldog. We want to see them grow, mature, and leave us with the skills necessary to be successful in life. Before you enroll your son/daughter at SCHS this year please read the common parent questions and answers below. Please sign that you have read and understand these key components of our school policy.

**HOW MANY TARDIES CAN MY SON/DAUGHTER HAVE?**

- Every 4<sup>th</sup> tardy equals an absence. If they are more than 15 minutes late it is considered an absence.

**HOW MANY ABSENCES CAN MY SON/DAUGHTER HAVE?**

- Any student acquiring more than 4 absences in a quarter will be transferred to night school. They will lose credit for the classes in which they are enrolled. They must complete an online class in night school to get back into regular-day Swift Creek. This is not necessarily a punishment, but once a student has missed too many hours of class to be successful, it still gives them an opportunity to continue to earn credit and demonstrate their desire to return to the day program.

**WHAT IF THEY ARE SICK?**

- This is the very reason we give students 4 absences to use throughout the quarter. Please encourage your son or daughter to use their absences wisely so that when they do feel ill, they will have an absence available that they can use. We will only excuse the absence if you provide documentation from a medical professional prohibiting attendance at school.

**WHAT IF THEY HAVE A DENTIST APPOINTMENT, EYE APPOINTMENT, OR COURT ETC.?**

- Please schedule all medical appointments when your son/daughter is not in school. On the rare occasion when a student goes to a quick orthodontist appointment regularly, counseling appointments regularly, etc. or has been mandated to attend court, please request **in advance** with the building principal that the absence be considered excused. Documentation from the professional will be required. This is only for reoccurring scheduled appointments or court, not for a one-time medical appointment.

**WHAT IF THEY MISSED THEIR RIDE?**

- Any reasons of this nature are considered an absence. If there was a bussing issue please notify us and we can see if the driver came by your stop; however, cars not starting, or friends not picking them up are not excused.

**I HEARD THEY CAN BUY AN ABSENCE OR TARDY WITH BULLDOG MONEY?**

- True! At SCHS we use bulldog bucks as a currency to pay students for various things. Students can earn bulldog bucks through good behavior, helping with things around the school, following expectations, or completing voluntary online courses about personal finance, alcohol/drug awareness, etc. A student can purchase one extra absence per quarter, and one tardy per quarter. They must have the money in their account prior to the absence or tardy. Absence=\$100, Tardy=\$25 in bulldog currency.

**WHY DID MY SON/DAUGHTER CALL ME TELLING ME THEY WERE REDIRECTED OUT OF CLASS?**

- At SCHS staff teach the skills for students to attend in class, resolve conflicts, communicate, etc. If a student is not using these skills their teacher will give them a verbal redirect. If they are given 4 redirects in one class they will call you to come get them for the rest of the day, and they take an absence for the day. They must complete a problem-solving sheet with accuracy and ownership before being permitted to reenter class the following day. This process is used for more minor attending problems in class. If your son or daughter displays more serious behavior problems such as fighting or disrespectful behavior towards staff they may be redirected out of class on the first offense.

**SHOULD THEY HAVE THEIR LAPTOP AT HOME?**



- At SCHS school-issued laptops are kept at school so they are charged and ready to go for the next day. On special occasions in which a student is completing an online class, or completing a project they may be permitted to temporarily check-out a Chromebook for home use.

- **SOMEONE IS BULLYING MY SON/DAUGHTER AT SCHOOL!**

It is expected and taught that your son/daughter will treat others with respect and dignity while at SCHS, and that they are treated by others with respect and dignity. We teach students skills to work through conflicts and manage anger in an appropriate way. Please don't hesitate to contact the building principal if you feel your son/daughter is a victim of emotional, cyber, or physical bullying and the situation will be dealt with promptly.

Unlike bullying, many times students get in a conflict with one another either in person or through social media. Any physical aggression at SCHS will not be tolerated, students will be sent home immediately and possibly transferred to night school or expelled. Social media conflicts occurring outside of school that do not cause a disruption at school should be managed through parenting and local law enforcement.

**WHEN WILL MY SON/DAUGHTER GRADUATE?**

- Each student has a card in the principal's office with graduation progress. They can look at any time to see how close they are to graduating. The building principal is willing to meet with parents and students at any time to review graduation progress. Graduation requirements at SCHS meet all state requirements for a **traditional high school diploma**. The same core classes are taken at SCHS as at SVHS with the exception of fewer electives being required at SCHS. Students attempting to graduate their Junior year of high school must complete some additional requirements outlined in the handbook.

**ARE THERE ANY OTHER REASONS THAT MY SON/DAUGHTER WOULD HAVE TO ATTEND NIGHT SCHOOL?**

- Yes! It is required that all students are present on the first day of each new quarter as so many crucial items for the class are discussed on that day. If a student is absent on that day without making prior arrangements with the building principal, they will be transferred to night school. Secondly, if a student is failing a class for over 2 weeks they will need to transfer to night school. Finally, if your son or daughter misses 3 days of school in 7 calendar days, they will be transferred to night school.

I have read and understand the SCHS policies described above:

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of son or daughter attending SCHS \_\_\_\_\_