



Student and Family Handbook
Swann Middle School
2023-2024

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Guilford County Schools Handbook and Code of Conduct

Students are governed by the rules and policies set by Guilford County Schools. All students and their families should familiarize themselves with the [GCS Student and Family Handbook](#).

Attendance

Attendance is critical to student success. All students should be at school daily and on time. When your student is absent or tardy for an approved reason, please provide the doctor's notes or other documentation to the front office so their absence can be coded correctly in our system.

Early Dismissal

Only adults authorized in PowerSchool may pick up a student early from school. You can use School Mint to review your student's authorized pick-up adults.

All adults checking a student out of school must show a photo ID and sign the student out in the front office.

Early dismissal ends at 3:45. After 3:45, pick-up must occur using the car rider line. Students are dismissed at 4:20.

Visitors and Volunteers

Swann welcomes volunteers! If you are interested in volunteering, please fill out the volunteer form on [GCS's website](#) and complete Swann's interest [form](#) so that we can contact you when opportunities arise.

All visitors to campus must enter through the front doors, pass through the scanners, sign in at the front office, and wear a badge.

Grades

Class grades are one piece of data we can use to monitor and communicate a student's progress towards mastering their grade level standards. We do encourage parents to check Powerschool regularly to stay abreast of your child's progress.

Teachers will input grades weekly. If you have any questions regarding your child's grades please contact your child's teacher and set up a conference if needed.

Parent Portal

Students and families can track student grades and attendance at all times using the Student and Parent Portals in PowerSchool. See the website [here](#) for more information about how to access the Parent Portal.

Interim Reports

At the midpoint of each grading period, students and families receive a paper copy of the student's interim reports. Families are invited to attend the quarterly evening State of the School events where they can receive these reports directly from teachers, unless otherwise communicated. Families not attending the event will receive the interim report from their student the following day.

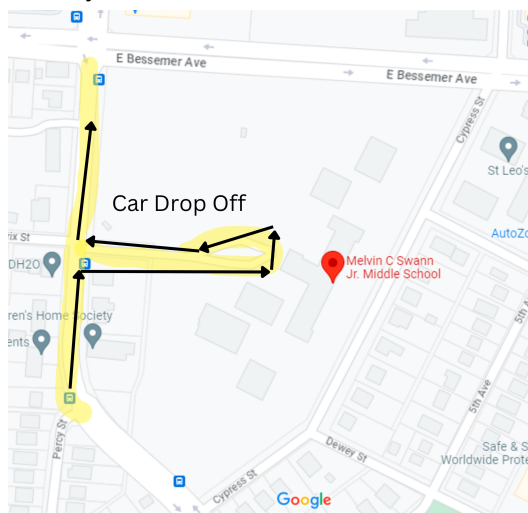
Report Cards

At the end of each grading period, students and families receive a paper copy of the student's report card. For Quarters 1-3, these are sent home with students. For Quarter 4, they are mailed to the home address on file. All report cards are also available on the Parent Portal of PowerSchool.

Arrival Procedures

Car Riders

The car rider line is behind the school. All cars turn into the circle lot via Yanceyville Street, proceed to the back of the building, let out their students, and complete the circle to exit onto Yanceyville Street.



FOR SAFETY REASONS, CAR RIDERS MAY NOT BE DROPPED OFF AT ANY OTHER LOCATION ON CAMPUS.

Students arriving by car will enter the building using the auditorium entrance. Students must report directly to their entrance. Do not linger outside the school or enter any other buildings before entering through the scanners at the car rider entrance.

Bus Riders

Students arriving by bus will be dropped off on Cypress Street. They will enter the school using the main entrance. Students must report directly to their entrance. Do not linger outside the school or enter any other buildings before entering through the scanners at the main entrance.

Walkers

Students who walk to school should approach cautiously using marked crosswalks. There are no crossing guards at any intersections around Swann. Never cross in between buses or cars in the car rider line.

Students who walk will enter the building using either the car rider or main entrance, whichever they approach first. Students must report directly to their entrance. Do not linger outside the school or enter any other buildings before entering through the scanners at either the main entrance or the car rider entrance.

Scanners

All students will pass through scanners designed to detect weapons or other dangerous objects before entering any school building. To speed up this process follow these procedures:

- Place any objects containing metal (water bottles, umbrellas, 3-ring binders, phones, keys, etc.) in the bin before walking through the scanner.
- Enter the scanner one at a time and follow all staff directions.

If you or your bag alarms, you will be searched by trained staff members before you are allowed to enter the campus.

OneCard

All students are required to present their OneCard upon entry to the school. OneCards are provided to all students at the start of the school year. These cards are also used to scan in on school buses and to obtain free rides on city buses.

Lost OneCards must be replaced. The cost is \$5.00.

Entering the School

After passing through the scanners and entering the school building, all students should follow this procedure:

- Drop off any instruments or sports equipment
- Report to Homeroom by 9:20

Students should not linger in hallways or visit bathrooms. To use the bathroom or visit the media center or another location on campus, students must report to Homeroom and get a hall pass.

Tardiness

Students arriving after 9:20 must enter the building through the main entrance. After passing through the scanners and scanning their OneCard, they will sign in at the front office and receive a late pass to class.

Daily Procedures

Hall Passes

To be out of class during class times for any reason, students must have a hall pass from their teacher of record. The following rules apply to hall passes:

- Only one student from each class may use the teacher's hall pass at a time.
- No hall passes will be given during the first ten minutes of each class.
- No student should be out of class with a hall pass for more than 10 minutes or whatever time limit has been set by the teacher.
- Hall pass limits are left to the discretion of the teacher. Teachers have the right to decline or delay giving a hall pass to a student.

Bathroom Expectations

All students must have a pass from their teacher of record to use the bathroom, including before school and during transitions. Students attending a class in the main building must also sign out and in on the log in the classroom.

During lunch, only one student at a time may use the boys or girls bathrooms. The student must have permission from their teacher of record and take the lunchroom bathroom pass.

Students should show **PRIDE** when using the bathroom:

- **Punctuality:** Travel directly to and from the bathroom and return in the expected amount of time
- **Respect:** Respect the privacy of others
- **Integrity:** Keep the bathroom clean, safe, and in good repair

- **Dedication:** Commit to reporting concerns to adults
- **Empathy:** Stay in your personal space

Failure to show **PRIDE** in the bathrooms may result in disciplinary actions, the loss of hall pass use, or the loss of unaccompanied bathroom privileges.

Transition Expectations

Transitions between classes are three minutes long. Students should move directly from one class to another.

Students should show **PRIDE** when transitioning:

- **Punctuality:** Be in your class when the bell rings
- **Respect:** Follow adults' directions, speak calmly and quietly, and keep moving
- **Integrity:** Keep the hallway clean and orderly
- **Dedication:** Commit to transitioning peacefully
- **Empathy:** Respect the personal boundaries of others

Failure to show **PRIDE** in the hallway may result in disciplinary actions and the loss of unaccompanied transition privileges.

Arriving late to class will result in lunch detention. Repeated or extreme tardiness will result in ISS.

Lunch Expectations

Swann has Community Eligibility Provision (CEP) status, meaning because of the high need in the community, all students in the school may eat for free. There are additional items available for purchase.

Students will report to lunch with their Core 2 classes. Students should follow all procedures for transitioning to lunch set by their teacher.

In the cafeteria, students getting lunch will report to the cafeteria line assigned to their class. Students who have brought their lunch will report directly to their assigned table. Students should be sure to have gotten all utensils, condiments, water, and food they need before they sit down.

All students will remain seated and at their designated class table at all times during lunch.

No refrigeration or microwaves are available for student use.

During lunch, only one student at a time may use the boys or girls bathrooms. The student must have permission from their teacher of record and take the lunchroom bathroom pass.

Students should show **PRIDE** in the cafeteria:

- **Punctuality:** Arrive and depart on time and move through the line efficiently
- **Respect:** Remain in your designated space
- **Integrity:** Clean up after yourself and, if asked, others
- **Dedication:** Commit to having a positive lunch experience
- **Empathy:** Keep peer and adult interactions kind

Failure to show **PRIDE** in the cafeteria may result in disciplinary actions or the loss of privileges.

Outside Food and Food Deliveries

Students are not permitted to receive outside food deliveries from parents, friends, or professional delivery services. If a student forgets their lunch, they can receive a free meal in the cafeteria. This rule does not apply to home assembled lunch boxes.

If a food delivery is made, the front office will hold it for the student to collect at the end of the day.

Classroom Expectations

Each teacher will create their own set of rules, procedures, and expectations for their classroom, but all students are expected to show **PRIDE** in the classroom:

- **Punctuality:** Turn in work on time
- **Respect:** Follow the teacher's instructions and use materials appropriately
- **Integrity:** Do your own and best work
- **Dedication:** Commit to giving your best effort every day
- **Empathy:** Encourage your classmates and celebrate success

Failure to show **PRIDE** in the classroom or to follow your teacher's rules may result in disciplinary actions or the loss of privileges.

Dismissal Procedures

Car Riders

The car rider line is behind the school. All cars turn into the circle lot via Yanceyville Street, proceed to the back of the building, pick up their students, and complete the circle to exit onto Yanceyville Street. **FOR SAFETY REASONS, CAR RIDERS MAY NOT BE PICKED UP ON CYPRESS STREET OR AT ANY OTHER LOCATION ON CAMPUS. ALL CAR RIDERS AT THE FRONT OF THE SCHOOL WILL BE REDIRECTED TO THE CAR RIDER LINE.**

All students must be picked up by 4:45.

Bus Riders

When announced, bus riders will exit as follows:

- 6th grade students should exit from Encore
- 7th grade students should come down the south stairs
- 8th grade students should come down the north stairs

Report directly to your bus. Do not linger outside the school.

Walkers

Students who walk to school should approach cautiously using marked crosswalks. A staff member will help escort walkers crossing Yanceyville across the street. Never cross in between buses or cars in the car rider line.

After School Activities

Students attending activities outside of school hours must follow all instructions set by their teacher, tutor, coach, or advisor. All students staying for activities must be accompanied by an adult at all times.

Athletes and those attending tutoring or after school activities should report directly to their meeting spot. No student should linger in the hallway, bus lot, or car rider area.

School rules and policies still apply to students after school. Failure to follow them may result in disciplinary actions or loss of privileges with the team or club.

Athletics

Swann offers the following sports for students. Try-outs are announced via school notices, social media, and newsletters. Team participation requirements vary and will be announced by the coaches.

- **Fall Sports**
 - Football (7th and 8th grade only)
 - Cheerleading
 - Girls' Soccer
 - Boys' Soccer
 - Girls' Volleyball
 - Boys' Volleyball
- **Winter Sports**
 - Wrestling

- Cheerleading
- Girls' Basketball
- Boys' Basketball
- **Spring Sports**
 - Golf
 - Track
 - Girls' Softball
 - Boys' Baseball

All athletes must have a valid physical form on file. This form and others applicable to various sports can be found [here](#) or in the front office.

All athletes are expected to show PRIDE at all times. Athletes are held accountable per the guidelines provided by their coach. Students who have repeated or serious discipline infractions may lose the opportunity to participate in athletic practices and/or events. Any student who is in ISS or OSS may not participate in any after school activities for the duration of their suspension.

Student athletes are also held to academic standards set by coaches and GCS. Students who have not maintained these standards may lose the opportunity to participate in athletic practices and/or events.

Attending Games

Students are invited to attend games and matches after school. All attendees must follow all procedures for attendance set by coaches and administration.

Students staying after school to attend an event must report directly to the ticketing or event location. No student may leave campus and return later to an event unchaperoned. If a student leaves campus after school, they must be accompanied by an adult to attend the event. The safety of every student is our number one priority.

Sporting events cost \$3.00 for students and \$5.00 for adults.

Due to high attendance, basketball games are no re-entry and no outside food or drink is allowed.

Students attending an event without an adult chaperone must ensure they have a ride home before attending the event. All students must be picked up within 15 minutes after the conclusion of the event. Any student picked up after the 15 minute deadline may not be permitted to attend future after school functions.

Clubs and Other Activities

Swann offers the following extracurricular activities. Participation requirements vary and will be announced by the advisors.

- Drumline and Dance Team
- Student Council
- Yearbook Club
- Battle of the Books
- Play Production (show TBA)
- And more!

Students participating in extracurricular activities must report directly to that teacher's classroom. They may not linger in the hallway or around campus. Failure to show PRIDE and follow all instructions from adults after school may result in removal from their program.

Adults must be able to pick students up on time if the student stays after school.

Tutoring

GCS offers face-to-face tutoring opportunities for students after school. Details about signing up for tutoring, dates, and times will be announced as they become available in school notices, newsletters, and on social media.

Virtual tutoring and homework help is also offered through GCS. See the websites [here](#) and [here](#) for more information.

Operation Xcel

Operation Xcel is a community organization that partners with Swann to offer academic-based after school programming. For more information, visit their website [here](#).

Dress Code

The Swann dress code is designed to allow students to express themselves through fashion while also maintaining a safe learning environment for all students. Repeated or serious dress code violations may result in ISS. See the sections below for the dress expectations and some solutions for common challenges to remaining in dress code.

Tops/Shirts

- No spaghetti strap, one strap, or strapless shirts or sleeveless undershirts
- Shirts must cover the torso

Bottoms

- Shorts, skirts, skorts, and dresses must be at least mid-thigh length
- Rips in pants or shorts must not be higher than mid-thigh

Headgear

- Hats and hoods may not be worn in the hallways. Hats and hoods are allowed in the cafeteria and outside. In the classroom, whether students may wear hats and hoods is left to teacher discretion
- No paisley print bandanas or scarves
- No durags or bonnets

Miscellaneous

- Shoes must be worn at all times
- No pajamas or bedroom slippers
- No costumes or onesies
- No blankets

Mask and Face Coverings

- Masks are optional. Students choosing to wear a face covering for health reasons should follow the [GCS guidelines](#). Masks should:
 - Be made of washable and breathable fabric that is tightly woven. Lace, bandanas, old T-shirts and stretchy knits do not provide sufficient protection.
 - Have at least two layers of material.
 - Fit snugly to the child's face and cover the nose and mouth.
 - Comply with all GCS policies and the Student Code of Conduct, as well as school dress codes.
- Students may not wear ski masks, costume masks, gaiters, or other masks that cover their head

GCS Dress Guidelines

The GCS Student Code of Conduct also prohibits:

- wearing, possessing...or displaying any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items...that shows affiliation with a

gang, or is evidence of membership or affiliation in any gang or with the purpose of promoting gang affiliation

- any action (including messages on clothing) which is insulting, abusive, harassing, profane, obscene, bullying, intimidating or seriously disrespectful and which disrupts the learning process for any student or which demeans or degrades another person based on his/her race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/expression, socioeconomic status, height, weight, physical characteristics, marital status, parental status or disability