

## SWALLOW SCHOOL 2018-19 GENERAL INFORMATION

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

Welcome to Swallow School and the 2018-19 school year! Please review the following information and submit the necessary paperwork during Student Registration. Additional information and forms may be found on the PARENTS tab of the school website ([www.swallowschool.org](http://www.swallowschool.org)).

**Student Registration:** Please complete the enclosed forms and bring them to Registration. Fees can be paid online or by check at Registration. For any questions, contact the front desk at 262-367-2000 x100 or [frontdesk@swallowschool.org](mailto:frontdesk@swallowschool.org)

**4K Schedule:** The Swallow School 4K program is 5 days per week (M-F) for 3 hours per day (8:10 am-11:10 am or 12:15 pm-3:15 pm). On early release days, 4K does not meet. Please refer to the 2018-2019 4K Calendar on the Swallow School website for details. 4K am students are expected to arrive at school by 8:05 am. 4K pm students should be dropped off between 12:05-12:10 pm. All 4K students will gather in the front lobby before their school day begins and will be guided to their classroom when the class period begins. Wrap-around care is available through Wisconsin Youth Company, 262-547-8770.

**Family Information/Parent Portal:** Swallow School uses the Infinite Campus Parent Portal for all family contact information (including names, addresses and emergency contacts), student schedules, homework, grades and report card information. Please see the "Parents" tab of our website for information on navigating the Parent Portal. If you are new to Swallow School, you will be emailed your Parent Portal login information, or please contact Nancy Hazelberg ([district@swallowschool.org](mailto:district@swallowschool.org) or 262-367-2000 x124) at Swallow School to obtain the information.

**Teacher Assignments and Middle School Class Schedules:** 4K-6<sup>th</sup> grade homeroom teacher assignments and Middle School (7<sup>th</sup> and 8<sup>th</sup> grade) schedules can be found online via the Infinite Campus Parent/Student Portal within each student's "Schedule." Please print middle school schedules and have your child bring their schedule with them on the first day of school.

**Staff Members:** There are approximately 60 full and part-time staff members who work at Swallow. Their names, email addresses, assignments and current voicemail numbers are posted on the school website in the About tab.

**Technology Acceptable Use/1:1 Device Program:** It is each family's responsibility to read and review the entire Acceptable Use Policy 363.2 and Guidelines which can be found on our website in the Board of Education Section under Board Policies and in the Student Handbook. **Each student and parent must sign the acceptable use agreement on the back of the registration form before s/he will be permitted to use technology at Swallow School.**

**Annual Notices:** The district publishes a list of Annual Notices on our website (Stay Informed section—Annual Notices and Student Handbook) regarding your rights, responsibilities and policies that may affect your student(s). If you need a paper copy, please contact Nancy Hazelberg at 262-367-2000 x124. By completing the registration process, you acknowledge receipt of these annual notices.

**Directory Data:** Parents/guardians have the option to restrict the release of directory data and/or authorization to publish your child's name, photograph, video/voice recording or creation internally, externally, or both. Please refer to the enclosed Registration form and select your preference. Please note that **NOT** checking a box means you are opting out in Sections VI and VII and your child will not be included in the items listed.

**School Hours:** 8:10 a.m. - 3:15 p.m. The playground is supervised beginning at 7:50 a.m. each morning. Students arriving between 7:50 a.m. and 8:05 a.m. should line up on the back playground at their designated door and wait to walk in with their class at 8:05 a.m. Students may enter the building at 8:05 a.m. and need to be in their rooms when class begins at 8:10 a.m. Students arriving late to school (after 8:10 a.m.) for any reason will be marked tardy. The front desk is staffed from 7:30 a.m. – 3:45 p.m. on school days.

**How to Report a Student Absent:** When you call the school to report an absence, please select extension #301, the attendance line extension after the main greeting. You will be asked to leave your name, your child's name and grade, and the reason s/he will be absent. If it is an illness, please state symptoms.

**School Calendar:** The 2018-19 school calendar is posted on the school website under the “District Calendars” link.

**Hot Lunch/Milk:** Hot lunch/milk information is posted on the school website under the Parents tab. To add money to your student’s lunch account, either bring in a check payable to “Swallow School” with your child(ren)’s names in the memo or pay online via the Parent Portal. White milk is free to all students this year. If your family may be eligible for free or reduced lunch, please apply online through the Wisconsin DPI or contact the Swallow School front office.

**Nut free classrooms:** All classrooms at Swallow are nut free. For more information, please see the Health section on the school’s website. To help comply with this policy, we have a new nut-free snack option for 4K-6<sup>th</sup> grade students. Also, the kitchen has nut-free classroom/birthday treats made in our nut-free kitchen available for purchase.

**Health Room:** Please submit any new immunization information to the Nurse’s office. Complete the **NEW** Annual Student Health Update form for each student. Per Swallow School Board of Education Policy 453.1, Nursing and Emergency Services, the focus of our health services at school in instances of injury or illness is to administer first aid. In situations which students may need more than first aid, the parents will be notified and/or emergency responders (911) called. The Swallow School Health Room is staffed by a registered nurse from 9am-2:30pm, and with school personnel when the nurse is not present.

**School-Home Communication:** Please see the “Get Connected, Stay Connected” link under the Stay Informed tab on the school website.

**Parents United Consortium:** We are pleased to let you know that we are members of the Parents United Consortium, which allows Swallow parents to attend these seminars and workshops for free. Throughout the year there will be timely programs on a variety of topics. Check the Community section of the Thursday Folder (Swallow’s weekly school newsletter) for upcoming program listings.

**Bus Transportation:** Swallow provides bus transportation to eligible resident students. A listing of bus routes will be provided in mid-August. The district also allows students who do not qualify for busing based on distance to school or open enrollment status to pay to ride a bus as space is available on existing bus routes (and stops). Once final bus routes for eligible resident students are set later in August, the application for this service will be shared in the Thursday Folder. Applications are considered on a first-come, first-serve basis.

**Traffic Guidelines:** In order to increase safety and traffic flow, please refer to and follow the parking lot flow map which is located under the Parents tab within the Enrollment/Registration section of the school website.

**Drop-off/Pick-up Suggestions:** Here are some HELPFUL REMINDERS regarding student pick-up and drop-off:

- Ride the bus.... Avoid the fuss! We encourage you to use bus transportation if your child is eligible.
- Pick-up and Drop-off is only allowed on the north side of the school. Do not leave your car if you are in this line.
- The front lot is used for parents who need to assist their child inside the school building; parents must park their car and walk their child into the building if using the front lot.
- **Keep students safe!** Please exercise safe driving habits and caution while in the parking lot.
- If the weather looks like students should not be outside, information will be posted by the front entrance to verify whether students will be inside or outside before school starts. During “inside days” students will wait in the cafeteria until 8:05 a.m.

**Mark your calendars for the following upcoming dates:**

- **Registration:** August 9, 7am-11am and August 14, 2pm-6pm
- **Tailgate:** August 28, 5pm-6:30pm, All Grades
- **Strong Start Conferences:** August 28, 3pm-6pm and August 29, 8am-11am. A SignUp Genius will be sent to register for specific conference times.
- **First Day of School:** September 4, 2018
- **Fall Parent / Teacher Conferences:** October 16 and 18 3:30pm- 8pm. A SignUp Genius will be sent a couple weeks prior to this date to register for specific conference times.

**Before registration day, please log in to Infinite Campus and ensure that your Parent Portal is ready for use.**