



SWALLOW SCHOOL 2023-2024 GENERAL INFORMATION

Welcome to Swallow School and the 2023-2024 school year—we are thrilled to have your family joining us! Please review the following information and complete the Online Registration. Additional information and forms may be found on the **Parents** tab of the school website (www.swallowschool.org).

Registration Process for this Year: Swallow's registration process is completely online. This is a two-part process. The first step is to complete the **Online Registration** process (see attached directions). The second portion will be the completion of the "Additional Questions Survey" found in the Parent Portal of Infinite Campus. This survey is located in the Message Center within the Surveys Tab.

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, report card information, fee payment and lunch deposits. This is where you complete Online Registration (OLR). 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 or 262-367-2000 x124) if you need assistance.

Teacher Assignments and Middle School Class Schedules: By August 1, 4K-5th grade homeroom teacher assignments and Middle School (6th-8th grade) schedules will 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: It is each family's responsibility to read and review the entire Acceptable Use Policy 7540.03 and Guidelines, which can be found on our website in the **Board of Education** section under Board Policies and in the Student Handbook (**Parents/Students Tab**). **Each student and parent will be asked to adhere to the acceptable use agreement as part of the Additional Questions portion of registration.**

Annual Notices and Student Handbook: 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 and the Student Handbook.

Publication Authorization & 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. Internal, external and directory authorization are included in the Additional Questions Survey portion of registration.

School Day: 8:05 am - 3:15 pm. Drop off is from 7:45-8:00 am so that children can be in their classrooms ready to begin learning at 8:05 am when school begins. Pick up (and bus loading and departure) is from 3:15-3:25 pm. The front desk is staffed from 7:30 am - 3:30 pm on school days. Summer office hours are from 9 am-3 pm Monday-Thursday, or by appointment.

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 2023-2024 school calendar is posted on the school website under the “District Calendars” link.

4K Schedule: The Swallow School 4K program is 5 days per week (M-F) for 3 hours per day (8:05 am-11:05 am or 12:15 pm-3:15 pm). On early release days, 4K does not meet. Please refer to the 2023-2024 School Calendar on the Swallow School website for details. 4K am students are expected to arrive at school by 8:00 am. 4K pm students should be dropped off between 12:00-12:10 pm. Wrap-around care is available through YMCA at 262-567-7251 or <https://www.glcymca.org/y-care-and-4k-wrap-around-care>.

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. Milk is free to all students. If your family may be eligible for free or reduced lunch, contact the Swallow School front office to complete the enrollment process for this program.

Nut free classrooms: All classrooms at Swallow are nut free. For more information, please see the Health section on the school’s website within the **Departments & Services** tab. To help comply with this policy, we have a nut-free snack option for 4K-5th grade students. In addition, the kitchen has nut-free classroom/birthday treats made in our nut-free kitchen available for purchase.

Health Room: Please complete a **NEW** Annual Student Health Update form for each student each year (via Online Registration) and submit any updated immunization information to the Nurse. Per Swallow School Board of Education Policy 5310.01, Emergency Nursing 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 9 am-3 pm, 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.

Bus Transportation: Swallow provides bus transportation to eligible resident students. A listing of bus routes will be provided in mid-August. In the past the district has also allowed students who do not qualify for busing to pay to ride a bus as space is available on existing routes (and stops).

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:

- ✓ Pick-up and Drop-off is only allowed in the **north lot** of the school in the **cone zone**. Do not exit your car in this line.
- ✓ The **front lot** is used for parents who **need to assist their child getting out of the car** and across to the school building; parents must park their car and walk their child to the front walkway if using the front lot.
- ✓ **Keep students safe!** Please exercise safe driving habits and caution while in the parking lot.

Wrap Around Care: The district contracts with YMCA for wrap around care and after school care services. More information can be found on our website in the **Departments & Services** tab or by calling them at 262-567-7251.

Mark your calendars for the following upcoming dates:

- ✓ **Registration:** Online through September 1, 2023
- ✓ **Strong Start Conferences:** August 29 & 30 - A SignUp Genius will be sent to register for conference times.
- ✓ **First Day of School:** September 5, 2023
- ✓ **Fall Parent / Teacher Conferences:** October 17 & 19 - A SignUp Genius will be sent a to register for conference times.

Please log in to Infinite Campus and ensure that your Parent Portal is ready for use.