



Dear 8th Grade Swallow Families,

It is hard to believe that graduation is just around the corner. The intent of this letter is to inform you of the details regarding graduation and related activities. Below is an outline of the details concerning graduation. Please note that we are still working within the parameters of the pandemic and we have made every effort to make this event safe and fun for everyone. We have discussed, reviewed and deliberated a lot as to how best to deliver a memorable experience. Even after all the planning that has been done, we would like to reiterate that plans may change due to unforeseen circumstances. For now, fingers crossed, we'll continue as planned!

### **FEES**

\$45/graduate will be collected to cover the cost of the graduation ceremony, the teacher gifts, graduate surprise, day after party, and class gift to Swallow (tree planted with plaque). **Please make checks payable to Swallow School and return to the front desk by May 7.** Some additional donations will be requested through a master Sign Up Genius, please see link: <https://www.signupgenius.com/go/20F0549ABAB2EA3FA7-2021>

### **CODE OF CONDUCT AGREEMENTS/COVID FORM**

A signed Conduct Agreement and Covid form must be turned in for each student to be able to participate in graduation activities (enclosed). If the Conduct Agreement/Covid form is not returned signed, the student may not participate in graduation activities.

### **GRADUATION REHEARSAL**

The 8th grade class will participate in an Awards Ceremony in the morning of June 9th. The administration has mentioned that this will be student only attendance. Immediately following the Awards Ceremony, the students will rehearse for the graduation ceremony.

### **SEATING FOR GRADUATION**

A seating chart will be instituted by Mr. Scanlan and the 8th grade staff, and they will oversee this process. At this time, each graduate's will have 2 seats for their family members. If any guest needs wheelchair accessibility, please have your child share that information with Mr. Scanlan.

### **EARLY RELEASE (JUNE 9)**

8th grade students will be released from school at around 11:30am on June 9th. No bus service will be available; therefore students will need to arrange their own transportation. Please note, students will need to arrive back at school at 5:30 pm for pictures. It is advised that your child eat a bigger lunch or a snack before they come as there will be no snacks provided this year.

### **GRADUATION PICTURES**

Empire Photography will be taking the pictures of the graduates individually and as a group the night of the ceremony. All students must be at Swallow School, dressed and ready for pictures at 5:30 pm. They will be entering in the choir door entrance. While ordering pictures is optional, it is very important that each student is ready and available. Picture order forms will be forwarded to each student when they become available. Another option that we'd like to make

you aware of is Gergen Photography (Heather Gergen did Swallow Fundraiser) is available to do graduation pictures. [\(414\) 202-4880](tel:4142024880)

### **CEREMONY ATTIRE**

Graduates are asked to dress in semi-formal attire for the evening's event. We ask that no denim be worn and that each graduate dress to represent Swallow School in a dignified manner for the graduation ceremony.

### **GRADUATION VIDEO**

A big Thank You to Mr. & Mrs. Yearling who have volunteered to do this year's video as a memento for the graduates of their special time spent at Swallow. **Please see link outlining what is required from parents**. The graduation video will be viewed during the graduation ceremony. Each family will be able to have their own copy of video as outlined in this link. <https://docs.google.com/document/d/1YPpQp-Jmwl0LVTd3q16Gus9TeChNbKg7gyLPYRiewbE/edit?usp=sharing>

### **"FEATURING THE GRAD"**

This year we are featuring each graduate in the gymnasium with a display of their creations of paper mache head sculptures. A team of parents have also created a personal vintage board that displays a photo of each of the students, and each student has written some of their favorite memories to go along with the photo.

### **GRADUATION CEREMONY AND RECEPTION**

Parents may arrive at 5:30pm through the main school entrance. The graduation ceremony will begin at 6:00 pm. Typically, the graduation ceremony is completed by 8pm. There will not be a reception after the ceremony.

### **POST GRADUATION PARTY**

**There will not be a Post Graduation Party held at the school right after the ceremony this year. Please organize something special with your family.**

### **Graduate Surprise:**

Students will be given a surprise at the Day After Party. Please complete this google form by **May 1**.

[https://docs.google.com/forms/d/e/1FAIpQLScp\\_JQ8PbUbrMVK710Ey6SjATjzDCpRGOZQIElhDgVvVOUTAA/viewform?vc=0&c=0&w=1&flr=0&gxids=7628](https://docs.google.com/forms/d/e/1FAIpQLScp_JQ8PbUbrMVK710Ey6SjATjzDCpRGOZQIElhDgVvVOUTAA/viewform?vc=0&c=0&w=1&flr=0&gxids=7628)

### **DAY AFTER PARTY (JUNE 10 FROM 3pm-7pm)**

The day after party is a standing tradition for the Swallow graduates. This year we will be having the party at Fox Brook Park at the picnic area #1 (2925 N Barker Rd, Brookfield, WI 53045) **Please note you will need to pay the daily entrance fee or have an annual sticker/pass to enter the park (the entrance fee is required for every vehicle entering the park - even just to drop-off and pick-up).** We are asking parents to connect with each other prior to the event to work out carpooling ahead of time. Food will be served at the party. Please be respectful of the allotted time for the party and pick up your child on time. There will be lifeguards and parent volunteers to chaperone for the event. On the SignUp Genius we will be asking for any parent volunteers that wish to chaperone, help set up, transport food/drinks and clean up. This event is optional. Students should arrive prepared for the beach/picnic (swimsuits, sunscreen, towels, etc...)

[Fox Brook Park Information](#)

[Direction of Fox Brook Park](#)

### **QUESTIONS OR CONCERNS**

If you have any questions or concerns, please email Lisa de Vries at [ldevries17@gmail.com](mailto:ldevries17@gmail.com) and she will direct you to the person who can best answer your question.

Sincerely,  
The 8th Grade Graduation Committee



## Graduation Party Conduct Agreement & Waiver

We are very pleased to continue the tradition of the Day After Graduation Party for Swallow School students. This is a great way for the graduating class to have one last celebration as a group. Our wish is that this year's event is safe and enjoyable. To ensure that all 8th grade students and parents clearly understand the expectations, we will require all students and parents to sign and submit the following Graduation Party Conduct Agreement and Waiver by May 7, 2021 to attend the party.

**Please return the signed Agreement to the front desk by May 7, 2021.**

**Student Name** \_\_\_\_\_ **Parent Name** \_\_\_\_\_

**Parent Contact Number** \_\_\_\_\_

*(Please provide best contact information for duration of the party)*

### Drop-Off/Pick-Up Information

I will drop-off/pick-up my child \_\_\_\_\_ My child will carpool with a friend: \_\_\_\_\_

### Student please initial

\_\_\_\_\_ Once I arrive at the party, I will stay within the designated park area (picnic area #1 and beach) until the party is over.

\_\_\_\_\_ I understand if I leave the designated area without permission, I will not be able to return and my parents will be notified to pick me up.

\_\_\_\_\_ I understand that safety precautions will be of the utmost importance, and I will take responsibility for my actions and/or any injuries that may occur.

\_\_\_\_\_ I understand that I must show respect to Fox Brook Park buildings/facilities, other park patrons, the parent chaperones and other students at the event.

### Parent Initial:

\_\_\_\_\_ My child has allergies and is equipped/responsible to manage allergies. Please list the allergies and medications: \_\_\_\_\_

\_\_\_\_\_ I agree to come pick up my child from the party immediately should he/she violate the Agreement.

I understand that there are certain dangers inherent in the planning activities and acknowledge that participation is voluntary and I/we knowingly assume all risks.

In consideration of being allowed to participate, I, and/or my family member, individually and for all others who may make a claim, accept the risks and waive, release and forever discharge Waukesha County and all of its officials, officers, employees, volunteers, departments and boards from all claims, demands, causes of action, and suits including any liability for any physical injury, death, damage or loss whatsoever that may occur.

\_\_\_\_\_  
Parent's Signature                      Date

—  
\_\_\_\_\_  
Student's Signature                      Date

**Covid-19 Form**

Getting the virus is a risk that all participants and their parents/guardians must consider before attending the After Party. I/we understand that by signing the general permission form, we are assuming the responsibility for that risk. I/We understand that while Swallow will be utilizing the current guidelines, there is no guarantee that a student won't be infected with the Covid-19 virus.

**MASKS ARE REQUIRED** to attend the Ceremony. Masks must be worn appropriately, over your nose and mouth, at all times. During the After Party students will be outside and will be encouraged to wear their masks and socially distance.

\_\_\_\_\_  
Parent's Signature                      Date

—  
\_\_\_\_\_  
Student's Signature                      Date