



SWALLOW SCHOOL 2020-2021 GENERAL INFORMATION

Welcome to Swallow School and the 2020-2021 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).

Registration Process for this Year: Due to the pandemic, this year’s Registration Process will look different than years’ past. The first step is to complete the **Online Registration** process (see attached directions). Step two will be an additional online **survey to choose which instructional option you prefer** for your child the week of August 10. Finally, a **contactless form drop off for remaining paper registration materials and picture process** will be held August 19 and 20. If you are not comfortable dropping off your forms or having your child take their picture (these will be outside in tents) then please mail back your forms and your child can take pictures on the make-up day in September. Teacher assignments and middle school student schedules will be released by August 28 as staffing will be finalized based on parent preferences for instructional options. More information about instructional options and how to provide your preference will be emailed to families August 10.

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. 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 28, 4K-5th grade homeroom teacher assignments and Middle School (6-8th 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 55 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 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. **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 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.

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 Section II and your child will not be included in the items listed.

School Day: 8:05 a.m. - 3:15 p.m. Drop off is from 7:45-8:00am so that children can be in their classrooms ready to begin learning at 8:05am when school begins. Pick up (and bus loading and departure) is from 3:15-3:25pm. The front desk is staffed from 7:30 a.m. – 3:30 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 2020-2021 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 2020-2021 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 Wisconsin Youth Company, 262-547-8770.

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. 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. 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 9am-3pm, 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). Due to distancing measures needed on buses this fall, this service is on hold until bus counts can be established.

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 Wisconsin Youth 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 262-547-8770.

Mark your calendars for the following upcoming dates:

- **Online Registration:** Immediately through September 8, 2020
- **Contactless Form Drop Off and Pictures:** August 19 (7-10am) or August 20 (3-6pm)
- **Strong Start Conferences:** TBD Week of August 28- A SignUp Genius will be sent to register for conference times.
- **First Day of School:** September 8, 2020
- **Fall Parent / Teacher Conferences:** TBD in October- 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.