

Swanson Elementary School



2020-21 Elementary Handbook

305 N. Calhoun Rd
Brookfield, WI 53005
(262) 789-2540

WELCOME TO A NEW SCHOOL YEAR!

The 2020-21 Swanson Elementary Handbook includes both District and school information, in addition to policies and procedures. Please review and refer to this document when you have questions throughout the year.

The Swanson P.E.A.C.E. Handbook will be posted online in the fall and will also be emailed to all families within the first few weeks of school. Please review, reinforce and support our expectations for safe, responsible, and appropriate learning behaviors with your child.

School information will be published on our school website which can be found at www.elmbrookschoools.org/Swanson-elementary. You will receive Friday evening email blasts with weekly news and announcements. Please review this information weekly as we don't often send news home with students. You may also check out Swanson happenings with pictures and video on our Facebook page and Twitter@Swanson_SDE. Our website includes information about various activities, important dates, upcoming events and field trips, along with policy and program information.

The staff and I are looking forward to a fantastic 2019-20 school year with your children! We appreciate the opportunity to be your partners this year.

Thank you for choosing Swanson!

Sincerely,

Kori Hartman

Kori Hartman
Principal

ARRIVAL/DISMISSAL OF STUDENTS

AM BUS DROP OFF:

Students transported by bus will enter the east doors and go directly to class. Adult supervisors will dismiss students from the bus upon arrival, beginning at 8:35.

AM PARENT-PROVIDED TRANSPORTATION:

Parents may choose to transport children to and from school. For the safety and accountability of our students please follow these procedures:

- All students driven to school will enter the north entrance
- Drop-off begins at 8:32 am
- Please follow the 10-mph speed limit
- Watch for people walking across the parking lot
- Morning drop-off students should be dropped off at the designated area on the side of the building. Please pull forward to the designated drop off point.
- To ensure the safety of all in the parent drop off line, please wait for the cars in front of you to unload before exiting the drop off area. Pulling out around vehicles is prohibited. Students are expected to get out of the car on the passenger side of the vehicle, but in the event they don't, it's safer for our children if cars do not pass.

PM BUS PICK UP:

If you have alternative dismissal plans for your child (your child is being picked up or being transported by someone other than you), please write ***and date*** a note clearly indicating this information. *Students will not be allowed to ride to or from school on an unassigned bus due to limitations in bus capacity.*

PM PARENT PICK-UP:

Parent Pick Up is a drive-up service that is located at the side of the building (northwest doors).

- At 3:40, students report to the Cafeteria.
- Cars line up around the pick-up loop.
- Family name card needs to be displayed in passenger window of the vehicle.
- Students will meet parents at their cars as they pull up to curb.
- Staff will assist students into vehicles.
- For daily Parent Pick Up, no note is necessary. Please send a note for occasional use of Parent Pick Up.
- Please be at school no later than 3:50 to pick up your child.

Thank you for your cooperation!

Our goal is to make arrival and dismissal time safe, routine, and efficient for all students.

ABSENCES

If your child will be absent, please email the health room prior to 9:00 am at: swansonhealthroom@elmbrookschoools.org or call 262-789-3283.

COMMUNICATIONS

School and District news can be regularly viewed at www.elmbrookschoools.org. The Swanson website is updated as we receive news items and announcements for various activities. In addition, you will receive periodic automated telephone calls and emails via "School Messenger" which enables us to contact every family within a short period of time. They will provide timely, relevant school information, updates, reminders and changes in school operations, schedules or activities. Follow Swanson on Twitter for up-to-the minute information, news and student celebrations: @Swanson_SDE

LOST AND FOUND

- The lost and found is located at the west end of the lobby. Valuable items are turned into the school office.
- During fall and spring parent/teacher conferences, lost and found items will be displayed in the lobby.
- Uncollected items will be removed at the end of each semester and donated to our local Goodwill Store.

STRONG START

Again this year, Elmbrook Schools are offering teachers & students the opportunity to meet one-on-one to complete a few short academic assessments and get to know the school, teacher & classroom environment. Dates for Strong Start are August 26 & 27. Teachers will contact families to set up appointments in August after class placements are available. This is also the time to drop off school supplies.

SCHOOL PICTURES

School photos will be taken in the Fall. Our photographer is LifeTouch Photography. Photo order information will be included in future email communications. Students who are absent will be photographed on the retake date. Student yearbooks will be available for purchase at the end of the school year.

PARENT TEACHER ORGANIZATION (PTO)

Our parent teacher organization supports the school staff and students through a number of activities, programs, and fundraisers. Partnership with our parents strengthens our school and gives children the message that education matters! All parents are invited and encouraged to become active members of our PTO. Please keep informed through the school website. You may also email SwansonPTO@gmail.com or find Swanson PTO on Facebook.

SECURITY

We have a comprehensive set of security plans in place at Swanson that are reviewed continually with school staff. Exterior doors remain locked during the school day. The Swanson staff creates many opportunities for our students to feel connected and cared for. We continue to reinforce with students that we do everything possible to create a safe learning environment.

STUDENT CONDUCT/POSITIVE BEHAVIOR INTERVENTION & SUPPORT

Staff will review our expectations regarding safe and appropriate student behaviors with students during the first weeks of school. Staff will use classroom social contracts, PEACE and The Three Rs as references to promote and maintain positive behaviors throughout our school. Please read the Code of Conduct Policy 5131.1 in the District Policies and Procedures section of this handbook.