



2023

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2024

**School Colors:**  
Black, Blue, & White  
**School Mascot:**  
Snow Leopard

SWENKE ELEMENTARY SCHOOL  
22400 Fairfield Place Drive, Cypress, TX 77433  
Phone: 281-213-1200 FAX: 281-213-1210  
<http://schools.cfid.net/swenke/index.stm>

Quick Reference Card

**School Hours:**  
**8:15 a.m. – 3:40 p.m.**

**WHO CAN HELP YOU? 281-213- \_\_\_\_\_**

- Homeroom Teacher - First Contact
- Stephanie Gable – Counselor- (K, 2, 4) (1205)
- Lauren Fitzgerald - Counselor- (PK,1,3,5) (1205)
- Julie Kastor- Diagnostician (1219)
- Angie Arnett - School Librarian (1089)
- Sonia Calvo - Cafeteria Manager (1088)
- Shannon Jones - Nurse (1211)
- Shannon Auger - Admin Secretary (1206)
- Yvette Jones - Attendance Secretary (1207)
- Shelly DeLoach - School Secretary (1201)
- Katie Ford – Instr. Spec Math/Sci (1200)
- Kaci Dengler – Instr. Spec R/LA (1200)
- Sarah Millerhouse - Assistant Principal (LS, ECSE, K,2,4) (1206)
- Brandy Breaux - Assistant Principal (LS, ECSE, Pre-k,1,3,5) (1206)

**Our doors at 7:55 a.m. each morning to begin greeting our students. The school day begins at 8:15 a.m., and we highly encourage parents to make sure their child arrives with ample time to unpack and get settled. Students arriving at 8:16 are considered tardy and are required to be signed in by an adult.**

**If you need to pick up your child early, please send a note including child's first and last name, teacher name, grade, and time the child is leaving. Additionally, anyone picking up a child must show their driver's license.**

**CHANGE OF ADDRESS**

Please keep address and phone numbers up to date in the school office at all times. You may notify us of a change in information by sending a note with your child or calling the front office. In case of emergency, it is vital that we are able to contact you. If moving, please contact Yvette Jones, registrar at 1207.

**SCHOOL VISITATIONS**

For the continued safety and security of your children, **all visitors** will be asked to identify themselves, the purpose of the visit and their child's name before being buzzed into the building. Upon entry, driver's license or ID will be scanned, and you will be given a personalized nametag for the visit which includes the area in which you are to visit. Please stop by the office on your way off to drop of your sticker.

Please anticipate longer wait times when entering the building.

**Visitors must have identification to enter the building.**

**Cafeteria Visits:** Each child may have a lunch visitor 4 times a month. Grandparents with written parent approval may attend as a lunch visitor.

**Lunch Drop-Offs:** Lunches may be dropped off. Please label the lunch with the child's name, grade level and teacher. **No Door Dash, UberEATS or 3<sup>rd</sup> party deliveries are allowed.**

**Classroom Visits:** Appointments are required and must be set up with the assistant principal. Visits are limited to 15 minutes. Parents or legal guardians may observe. The principal must approve any other persons observing.

**ARRIVALS - AND - DEPARTURES**

**ARRIVAL:** Your student is welcome to enter school starting at 7:55. Please do not drop off your student any earlier as there is no adult supervision, and parents will be called to return to campus.

**DEPARTURE:** To ensure that our students get home the correct way we ask that no transportation changes be made after **2:45 p.m.**

**BUS RIDERS:** A student may not ride the bus other than their assigned bus except in emergency situations approved by the campus. Reasons for a bus change DO NOT INCLUDE scouts, sports activities, visiting a friend, birthday parties or anything for which it is the parent's responsibility to provide transportation. It is the practice of CFISD that no Pre-K or Kindergarten student will be dropped off at a bus stop unless a responsible caretaker is there to receive that student. When a caretaker is not available, the child will be brought back to the school and the parent will be called to pick up the child from school.

**CAR RIDERS:** Please refer to the car rider information handed out at the beginning of the year (BOY).

**WALKERS & BIKE RIDERS:** Walkers will enter at their designated gate. For their safety, walkers should stay on the sidewalks until they arrive at the door and never cross through the parking lot. Students riding their bikes are asked to dismount once they are on the school sidewalks and then walk their bikes to and from the bike rack on either side of the building. Please refer to hiker/biker information handed out at the BOY.

**TRANSPORTATION CHANGES:** If a child's end of day transportation changes, the parent/guardian must send a note with child's full name, grade, teacher, date, contact phone #, the necessary way of transportation change and parent/guardian signature. If a note is not received, the usual method of transportation must be followed.

For safety purposes, E-MAILED NOTES AND PHONE CALLS WILL NOT BE ACCEPTED. In the event of an emergency, please contact your child's Assistant Principal.

**MOTORIZED VEHICLES:** Golf carts, motorized scooters, four wheelers, etc. are **not allowed within the gated areas or on the sidewalks during arrival and dismissal.** If the ATV is properly licensed for street use, then they should follow car rider procedures.

## WHERE TO GET INFORMATION?

**Swenke's Website:** <https://www.cfisd.net/Swenke>  
For up-to-date information, please read the **Swenke Paw Print** which is sent each Friday via School Messenger. The Swenke Newsletter page may also be found at

<http://swenke.cfisd.net/en/news/newsletters/>

**Sign up for SchoolMessenger at**

[http://www.cfisd.net/download\\_file/view/5975/546](http://www.cfisd.net/download_file/view/5975/546)

### **\*\* BIRTHDAYS \*\***

\*Students names will be shared over the announcements, and they will receive special treat.

\*Birthdays Cookies: Contact Sonia Calvo- 281-213-1088

\*No gifts, including balloons may be delivered to students at school.

\*Marquee birthday wishes may be purchased through School Cash.

\*Parents may choose to acknowledge their child's birthday by joining the Swenke Birthday Book Club. \*Contact Mrs. Arnett, school librarian, for more information.

\*Party invitations may be dispersed at school if parents send enough invitations for all boys, all girls, or the entire class. Teachers will not be able to deliver invitations to students in other classes.

### **TRAVERSA RIDE 360**

The district new bus tracking system!

The Traversa Ride 360 mobile app provides secure access to student routing information, student scans as well as current bus location and planned bus paths. Learn more about the new Traversa Ride 360 app! and how you can download by visiting:

<https://www.cfisd.net/Page/8531>

## Elementary School I.D. Badges

Each student will receive two (2) photo ID badges at the beginning of the school year at no cost. One of the badges will be attached to backpack and will be scanned each day as the student boards and exits the bus. See the information regarding our new bus tracking system: Traversa Ride 360. The second ID will be kept at school by your child's homeroom teacher and used for lunch purchases and library checkout. Students must have the ID badge in their possession each day. If a student loses the ID, a replacement must be promptly purchased through School Cash. Students unable to pay immediately will have the replacement cost(s) placed on the fees and fines list for later payment.

Replacement costs are as follows: Plastic ID \$3.00

Lanyard \$1.00

Sleeve \$1.00

	Specials/Plan	Recess	Lunch
K	11:10-12:05	1:35-2:05	1:00-1:30
1st	10:10-11:05	1:00-1:30	12:30-1:00
2nd	9:10-10:05	11:25-11:55	12:00-12:30
3rd	12:40-1:35	12:10-12:40	1:35-2:05
4th	1:40-2:35	10:55-11:25	11:30-12:00
5th	2:40-3:35	10:30-11:00	11:00-11:30

### **CAFETERIA**

Your child may purchase breakfast and/or lunch daily.

Menu and prices may be found on the district website: <https://www.cfisd.net/domain/787>

Please set up a school café account for your student by going to the district website:

<https://www.cfisd.net/Page/1906>

Cafeteria Manager - Sonia Calvo - 281-213-1088

All parents are encouraged to set up an account!

### **FORGOTTEN ITEMS**

If you are dropping off important forgotten items (including schoolwork), you will be asked to come into the main lobby. Once admitted, you will place the item on the cart and label it with child's name, grade level and teacher name. It will be put in teacher's mailbox. You are welcome to email the teacher to let them know it is here.

### **LOST & FOUND**

Please label your child's jackets, lunch kits, water bottles etc.; they will be returned if found. Otherwise, lost & found items are donated at the end of each month.

### **Dress Code**

- Students must adhere to the district dress code found in the Student Handbook. Additionally, students must have athletic shoes to participate in PE. Shoes with heels, wheels, or cleats are not permitted.
- No midriff tops or jeans with open tears above the knee.

### **MEDICATION POLICY**

\*All medicine, prescription and over the counter, including cough drops, must be brought to the clinic in the original, sealed container by the parent/guardian or authorized adult.

\*Non-prescription medications will be given to students when necessary, only upon receiving a written request with specific instructions from the parent/guardian.

\*Prescription medication must be in the original container properly labeled with the child's name, name of medication and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the state of Texas.

\*When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school as **students may not transport medicine to or from school.**

### **PTO/VOLUNTEERS**

Please join the Swenke PTO! You may volunteer in many ways to assure the success of our children.

Please go to the PTO website for additional information [www.swenkepto.org](http://www.swenkepto.org).

District Handbook may be located on the district website: <https://www.cfisd.net/Page/1888>