Swallow School District Student Handbook



Together we will inspire each other to achieve excellence as self-directed, problem-solving, responsible, life-long learners.

Last Revised July 2026

Foreword

The entire Swallow Staff welcomes you to a new school year. We are looking forward to everyone having a very successful year. We will continue to provide you with many opportunities to learn and grow, and your teachers will encourage and support you on your learning journey.

Swallow School is a school of great character. We expect all members of our school community to practice and demonstrate Honesty, Responsibility, Respect, and Compassion every day, in all that we do.

Our academics, athletics, and enrichment activities are world-class! Take advantage of all the opportunities to explore and learn as much as you can throughout the year.

We need everyone's support in creating our wonderful and positive learning environment. Please carefully review and discuss the expectations outlined in this handbook with your parents. Use this handbook as a resource to help you be successful throughout the year.

This Student/Parent Handbook is based on policies and guidelines adopted by the School Board. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was created for this school year. If you have questions or would like more information about a specific issue, contact the Principal, Mr. Eisenbach.

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SWALLOW SCHOOL DISTRICT
2026- 2027 STUDENT CALENDAR

DATES TO REMEMBER	
Aug. 26	Strong Start Conferences 2:30-6pm
Aug. 27	Strong Start Conferences 7:30-11am
Sept. 1	First Day of School
Sept. 7	No Service/Labor Day
Sept. 25	No Service/Prof Development
Oct 14-Two Week Window	Parent-Teacher Conferences
Oct. 22	On site Conferences
Oct. 23	No Service
Nov. 24	End of 1st Trimester
Nov. 25-27	No Service/Service -Thanksgiving
Dec. 23-Jan. 1	No Service/Service - Winter Break
Jan. 22	End of 1st Semester
Jan. 25	No Service
Feb. 15	No Service
Feb. 26	End of 2nd Trimester
March 22-March 26	No Service - Spring Break
April 23	No Service
May 14	No Service
May 31	No Service - Memorial Day
June 3	8th Grade Promotion Ceremony
June 4	Last Day of School/ER Day/NO 4K

174 Student Days

SYMBOL KEY	
	No service Day
	First & Last Day

July

S	M	T	W	T	F	S
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June

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Swallow School Board approved on 12/18/2025 Amendment approved 5/7/2026

Section I - General Information

At Swallow, we want all students to be physically safe while at school, as well as enjoy an environment conducive to learning and free from any behaviors that detract from physical or emotional well-being. The following policies address our shared work to embody the Swallow Way.

Anti-Harassment

Board Policy Reference Code: po5517

All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. The District will vigorously enforce its prohibition against all types of harassment which includes but are not limited to: sexual, race, religious, ancestry, and/or disability harassment.

Bullying

Board Policy Reference Code: po5517.01

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power.

Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional wellbeing. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Hazing

Board Policy Reference Code: po5516

Students may not coerce one another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Nondiscrimination on the Basis of Sex

Board Policy Reference Code: po2266

Swallow School is committed to maintaining an education and work environment that is free from discrimination based on sex (including sexual orientation or gender identity) and sexual harassment.

Section 504/ADA Prohibition Against Discrimination

Board Policy Reference Code: po2260.01

No one otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity here at Swallow School.

Student/Parent Rights

Board Policy Reference Code: po5780

No student may be deprived of the basic right to equal access to the educational program and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District. In short, all students are expected to follow the Swallow Way, choose kindness, and to do the right thing.

Student Records

Board Policy Reference Code: po8330

In order to provide appropriate educational services and programming, Swallow School must collect, retain, and use information about individual students. Simultaneously, Swallow School recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Section II – Health Information

At Swallow, we strive to create and maintain the healthiest environment possible for all students. The following policies relate to varying elements of health and safety for all students here at Swallow School. Please be sure to contact the District Nurse with questions or concerns.

Accidents/Illness/Concussion & Sudden Cardiac Arrest

Board Policy Reference Code: po5340

We hope that all students can stay safe each day, but we also know that accidents happen! Staff here at Swallow have responsibilities to help students in case of accidents, illness, concussions, or sudden cardiac arrest that occur in school. Our responsibilities extend to the administration of first aid by staff trained to do so and the distribution of required information to parents of students in school athletic activities. If needed, we may call for medical assistance and will always notify administration, parents, and file accident reports when they're needed.

Administration of Medication/Emergency Care

Board Policy Reference Code: po5330

We can give students medicine if it's something that would put your health at risk without having it, if you wouldn't be able to attend without having it during the school day, or if you have a disability, and it requires medication to benefit you in school. No student is allowed to provide or sell any type of medication to another student.

Animals On District Property

Board Policy Reference Code: po8390

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Care of Students With Chronic Health Conditions

Board Policy Reference Code: po5335

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (i.e. the school setting) with every effort made to provide them with the same access to an education as students without disabilities. Such accommodations/modifications/ interventions will be provided pursuant to a Section 504 Plan.

Control of Casual-Contact Communicable Diseases

Board Policy Reference Code: po8450

In order to protect the health and safety of the students, Swallow School shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting. If a student exhibits symptoms of a communicable disease, the nurse will isolate the student in the building and contact the parents to come and pick up the student as soon as possible. Protocols established by the Wisconsin Department of Health Services and Waukesha County Health Department shall be followed. See additional information at po8420.01 on endemics and pandemics.

Direct Contact Communicable Diseases

Board Policy Reference Code: po8453

Swallow School seeks to provide a safe educational environment for students. To this end, students should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions. Swallow School is also committed to assuring, to the extent permitted by State communicable disease reporting requirements, the confidential status of students who may have been diagnosed with a contact communicable disease.

Emergency Nursing Services

Board Policy Reference Code: po5310.01

The District shall make available emergency student information, first aid supplies, and appropriate and accessible space for the rendering of emergency nursing services.

Immunization

Board Policy Reference Code: po5320

All students shall be required to provide written evidence establishing that they have completed the first immunization for each vaccine required for the student's grade and are on schedule for the remainder of the basic and recall (booster) immunizations, pursuant to the DHS immunization requirements, or submit a written waiver of those requirements not later than the 30th school day from the beginning of the school year or initial enrollment in the District, for students transferring into the District.

Pediculosis (Head Lice)

Board Policy Reference Code: po8451

Head lice are present in the community at all times and can be particularly prevalent among pre-school and elementary school-age children. Lice are a nuisance, but do not spread disease. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Contracting head lice is not an indicator of cleanliness or socioeconomic status. If a student is found to have head lice or untreated nits, school staff will notify the parent and ask to pick the child up at the parent's earliest convenience and administer treatment.

Section III – Dress Code

Board Policy Reference Code: po5500

The seasons in Wisconsin change rapidly and can often be found to include large temperature swings and varying elements of weather in a given day. Families should be aware of incoming weather to dress in layers when needed. The intent of the dress code is to ensure that students are dressing for success and are able to participate in their classes to the best of their ability. Tennis shoes allow for the most flexibility with physical education classes, outdoor recess, and active learning in their coursework. Whether it is a younger student rolling around on the ground, an older student diving for a ball in physical education, or anywhere in between – students should ensure that they are balancing their clothing style with functionality so that everyone can participate and be successful.

Students are expected to refrain from wearing any clothing to school that could cause a classroom distraction or disruption. Examples of such clothing items would include:

- Clothing that contains advertisements, images, or text for alcohol, tobacco, or other drug-related materials
- Clothing that contains crude, obscene, or offensive pictures, drawings, or text
- Clothing that allows undergarments to show through and that allows any portion of the mid-body to be exposed (no spaghetti straps)
- Hats are not to be worn in the school building except on designated days
- Other items worn on a person that may also be distracting (obscene hairstyles, makeup/face paint etc) are not appropriate except on designated days.

- No short shorts or short skirts (mid-thigh or longer is appropriate)
    - Shorts should cover each student's front and backsides completely
    - Undergarments should not exceed the length of the shorts

Students who violate the dress code will be required to adjust their clothing on their own if it is possible, wear a cover-up outfit supplied by the district, or have a parent bring different clothes to wear. Students will not be allowed in their classes until the dress code issue is resolved.

Section IV – Academics

At Swallow, we pride ourselves on putting forth our best effort in all we do, both from a character standpoint as well as an academic standpoint. The following policies help outline varying pieces that will help you be the best possible student you can be. We hope that we always provide a great learning environment and meet the needs of each learner to help them grow.

Accommodation of Sincerely Held Religious Beliefs - If either the class content or activities conflict with a student's religious beliefs or value system, there is a process for parents to request their child be excused; please refer to Board Policies 2270 - Religion in the Curriculum & 2240 - Controversial Issues in the Classroom.

English Learners

Board Policy Reference Code: po2260.02

There are students whose primary language is not English residing within the District. With that in mind, Swallow School shall provide appropriate identification and transition services for students who are English language learners. The purpose of these services is to develop English language skills that will enable the students to be successful in an all-English classroom and school.

Homework

Board Policy Reference Code: po2330

Homework completion and practice of foundational content and skills is considered essential to success in school. Homework shall be based upon curriculum content and serve a clear purpose toward meeting specific learning targets.

Use of the Library

Board Policy Reference Code: po2522

School libraries are a fundamental part of the educational process by providing a place to foster independent and collaborative learning as well as information-seeking skills in students. Students shall have timely access to services/resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Students may be assessed fines for the damage/loss of materials in accordance with Board Policy (po6152).

Personal Communication Devices

Board Policy Reference Code: po5136

Students may use PCDs before and after school. During school hours, PCDs should be stored with personal belongings unless a teacher has approved the use of the PCD as part of a school activity. PCDs may be used during after-school activities (e.g., extra-curricular activities) with the permission of a staff member. PCD use on school property is subject to the Acceptable Use Policy (po7540.03). PCDs with cameras or recording functionality may not be used in bathrooms or locker rooms at any time. PCDs are not allowed during state and district testing.

Per Board Policy 0100, Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, wearables, and/or other web-enabled and/or cellular data compatible devices of any type.

Programs for Students With Disabilities

Board Policy Reference Code: po2460

The District adopts the Wisconsin Department of Public Instruction Special Education Model Forms and Policies and Procedures Manual as the Board's official policy in all practices and procedures relating to the education of children with disabilities, in compliance with State and Federal laws and regulations. The Board further assures that all District employees shall comply with the procedures and responsibilities laid forth within this manual as updated periodically by the Wisconsin Department of Public Instruction.

Promotion, Placement, Retention

Board Policy Reference Code: po5410

Personal, social, physical, and educational growth of children will vary, and they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

Student Recognition

Board Policy Reference Code: po5451

Swallow School and its teachers, administration, and staff value excellence and wish to inculcate in students the desire to do their best in all things. Swallow School is committed to recognizing outstanding student accomplishment in the curricular, co-curricular, and extra-curricular areas such as the Honor Roll.

Technology Acceptable Use and Safety

Board Policy Reference Code: po7540.03

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. It is important that as students we ensure that you are using it appropriately and safely to better yourselves as learners. We should take care of our devices and our technological needs so that we can continue to use them for years to come.

Section V – Student Activities

At Swallow we pride ourselves on giving as many options as we can for students to participate in, from 4K through 8th grade. From Chess to Basketball, and Art Club to Musicals – there are plenty of options for students to get involved and have some fun outside of the school day. As you explore and participate in these varying activities, please remember to follow the Swallow Way and choose kindness in all you do.

District-Sponsored Clubs and Activities

Board Policy Reference Code: po2430

The goals and objectives of Swallow School are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom. The purpose of District-sponsored activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still related to accomplishing the educational outcomes for students.

Student Council

Board Policy Reference Code: po5500

Students have the right to establish and conduct a student council with maximum cooperation possible from the administration. Students will act as representatives of the student body and bring any information and concerns to the administrative liaison. When recommending action, the council will specify the reason the action is desired. Administration will respond in a timely manner to council recommendations, specifying reasons for the decision reached.

Student-Fundraising

Board Policy Reference Code: po5830

It may become necessary for students to conduct fund-raising activities to support the programs and activities offered in and out of the District. When fundraising takes place, the specific purpose should be clear and communicated to those being asked to support the fundraising event.

Interscholastic Athletics

Board Policy Reference Code: po2431

Since the primary purpose of the athletic program is to enhance the education of participating students, Swallow School places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition, rather than on winning. In line with this philosophy, coaches should ensure that as many students as possible have the opportunity to play so they have the opportunity to benefit from the learning experience.

Section VI – Student Conduct

Simply put… do the right thing. Follow the Swallow Way. We are a school with multiple Character Education awards because, as a system, we focus on character education and helping others.

Alcohol and Other Controlled Substances

Board Policy Reference Code: po5530

In order to maintain a drug-free educational environment, Swallow School strictly prohibits the possession, use, distribution, sale or being under the influence of alcohol, controlled substances or other mind altering chemicals as defined by Wisconsin Statutes and local laws by any student, staff member, parent, or citizen while on school property, during school-sponsored activities, and while engaged in activities under District jurisdiction and/or supervision.

Attendance

Board Policy Reference Code: po5200

Student success requires continuity of instruction and program participation; therefore, all students shall attend school regularly during the school year and be in attendance throughout the entirety of each school day. Swallow School requires from the parent of each student, who has been absent for any reason, either a written or oral notification stating the reason for the absence and the time period covered by the absence. Students are responsible for completing any course work missed during the absence. In the event of an excessive pattern of absences by a student, Swallow School will contact parents of student(s) to rectify the situation.

Code of Classroom Conduct

Board Policy Reference Code: po5500

Students have the right to a safe and orderly environment where they have a positive school experience. Students are responsible to contribute to this environment by adhering to school and classroom rules and to behave in the classroom in a manner that allows teachers to create an appropriate learning environment and to carry out their lesson plans. Student conduct that is dangerous, disruptive, unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Student responsibilities include: being respectful and cooperative, being honest and making responsible decisions, contributing to a safe and compassionate environment, and being prepared and on time.

Artificial Intelligence (AI)

Board Policy Reference Code: po7540.08

The Board recognizes the positive impact that artificial intelligence (AI) technology may have in the District's educational program and operations. Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to the following: Policy 5505 – Academic Honesty; Policy 5500 – Student Code of Classroom Conduct; Policy 5500.01 – Conduct in Virtual Classroom; Policy 5517 – Student Anti-Harassment; Policy 5517.01 – Bullying; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Policy 8330 – Student Records; Policy 2240 – Controversial Issues in the Classroom; Policy 7540.03 – Student Technology Acceptable Use and Safety; and Policy 7540.04 – Staff Technology Acceptable Use and Safety.

Use of Tobacco and Nicotine

Board Policy Reference Code: po5512

It shall be a violation of this policy for any student of the District to use, consume, display, promote, distribute or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. The Board authorizes the Superintendent to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

Weapons

Board Policy Reference Code: po5772

Students are prohibited from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

Administration will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Due Process Rights

Board Policy Reference Code: po5611

It is important to safeguard a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due process is provided a student, an established list of guidelines can be found in School Board Policy 5611 as they align to suspension and expulsion.

Search and Seizure

Board Policy Reference Code: po5771

Swallow School has the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, administration may search school property such as lockers used by students or the person or property, including vehicles, of a student if there is a reasonable suspicion that a student may have violated a particular law or rule of the school. A student search will be conducted in accordance with policy 5771.

Suspension and Expulsion

Board Policy Reference Code: po5610

The exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

Suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or Board member of the District in which the student is enrolled; or if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

Transportation

Board Policy Reference Code: po8600

The Swallow School District provides busing to its resident students per the Arrowhead District Transportation Cooperative (ADTC) policies, which can be found HERE.

School buses are an extension of the school environment. All expectations of student conduct extend to the domain of bus transportation. Transportation privileges may be revoked if the student's conduct is in violation of the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures. Additionally, the Board authorizes the Superintendent to have video cameras installed and used on buses to enhance student safety and well-being.

Field Trips

Board Policy Reference Code: po2340

Organized trips or other excursions away from the classroom are a valuable part of Swallow's educational programming and a valuable opportunity for students to obtain additional educational experiences not offered directly in the curriculum offerings. Parent permission is required for field trips off campus, and students may be charged a fee.

Field trips are an extension of the school environment; therefore, students are expected to follow the same behavior and academic expectations as in the classroom.