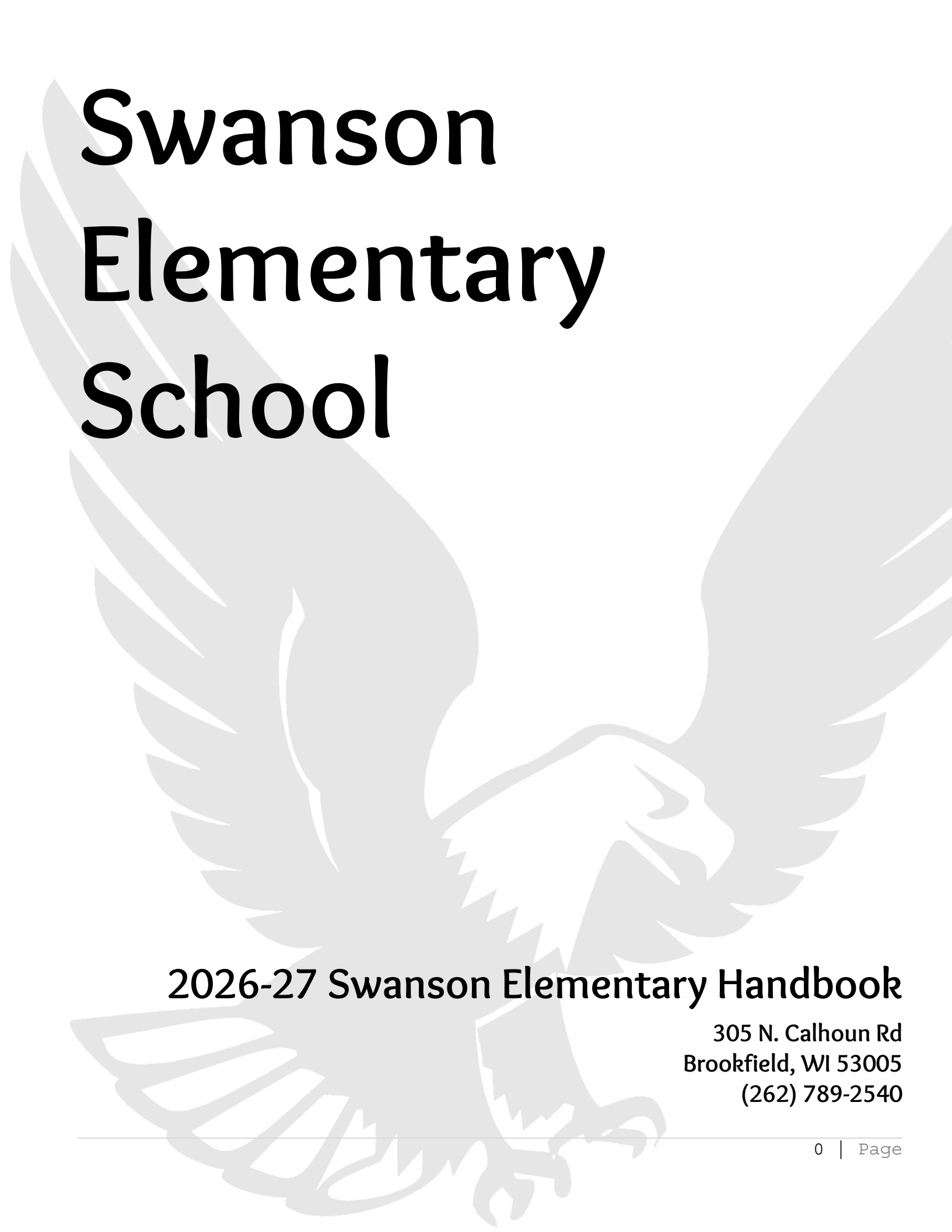




Swanson Elementary School

2026-27 Swanson Elementary Handbook

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

Welcome to a New School Year!

Welcome to Swanson Elementary School! At Swanson, we believe that all students can achieve great things in school and life. We believe that strong relationships and a sense of belonging are the foundation for student success. Our staff is committed to forming powerful connections with each student and their families. Those connections lead to classrooms where students feel safe, welcomed, and engaged. Our educators strive to foster a love of learning that will positively impact our learners throughout their lives.

The 2026-27 Swanson Elementary Handbook provides valuable information about our school, including policies and procedures. Please refer to this document throughout the year for any questions you may have.

We also emphasize the importance of the Three R's at Swanson Elementary: Being Respectful, Being Responsible, and Being Ready. These expectations help create a safe and positive learning environment. We encourage you to review and reinforce these values with your child, as they play a crucial role in their education.

School updates and information are always available on our website, located at <https://swanson.elmbrookschools.org/families/announcements>. Every Friday, we will send email blasts containing weekly news and announcements. We kindly request that you review this information regularly, as we do not often send physical copies of news home with students. Additionally, you can stay connected with Swanson happenings by visiting our [Facebook page](#), where we share pictures and videos.

The staff and I are eagerly anticipating a fantastic 2026-27 school year with your children. We are grateful for the opportunity to partner with you in their education.

Thank you for choosing Swanson!

Sincerely,

Brandon Buchmann

Brandon Buchmann
Proud Principal

ARRIVAL/DISMISSAL OF STUDENTS

School Hours:

Students are expected to be in their seats ready to learn when the bell rings at 8:50am

	START TIME	DISMISSAL
K4	am 8:50/pm 12:55	am 11:35 / pm 3:40
K5 through Fifth Grade	8:50 am	3:43 pm

All students not in their classrooms by 8:50 am will be marked as tardy. Students not riding the bus should arrive between 8:35 and 8:45 am and are dropped off at the Parent Drop Off (Car Line) area on the north side of school. Parents should enroll their children in the Before School Program if they need to be at school prior to 8:35 am.

Children are expected to go directly home after school unless they are participating in a club or activity or are under a teacher's supervision. We ask that you communicate with your child and send a note to your child's teacher if it is necessary for them to go somewhere other than home after school.

Student Late Arrival/Re-entering/Early Exit and change in dismissal plans

If your student is arriving late (after 8:50am) or returning to school after an appointment:

- Park in a designated parking spot and walk with them through the parking lot to the front office entrance (E2). No student should be entering the building alone during the school day.
- Sign them in on the office computer.

If your student needs to leave school before the scheduled end of day:

- Parents/Guardians must inform the teacher with either a dated note or an email prior to 8:30 am on the day of the early pick up. If a last minute or unplanned pick up is required, please call the school office as soon as possible. Teachers may not be able to read their emails during the school day.
- Parents/Guardians are required to come into the office and sign out their child on the office computer.

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:

- a. All students driven to school will enter the west café door/entrance N2. Note: PM K4 students are dropped at E1 (in the front of the building) at 12:50pm.

- b. Drop-off begins at 8:35 am
- c. Please follow the 10-mph speed limit
- d. Watch for people walking across the parking lot
- e. Morning drop-off students should be dropped off at the designated area on the north side of the building. Please pull forward to the designated drop off point. If you plan to park or get out of your car with your child, please park in a marked and legal parking spot. Do not use the handicap spots.
- f. Please remember that school begins every day at 8:50. Parent drop off closes at 8:45, and students need to be in their classrooms ready to learn by 8:50. For arrivals after the bell, parents will need to park in a designated parking spot and sign their student in at the office.
- g. 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. Any change in standard dismissal plans need to be made (and emailed to the teacher AND the office) before noon.

*Students are **not** allowed to ride to or from school on an unassigned bus due to limitations in bus capacity and safety protocols. Students must be rostered on a bus route by Go Riteway in order to ride that bus.

PM Car Line:

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

- a. At 3:40, students report to the Cafeteria.
- b. Cars line up around the pick-up loop.
- c. Family name card needs to be displayed in the passenger window of the vehicle.
- d. Students will meet parents at their cars as they pull up to the curb.
- e. Staff will assist students into vehicles.
- f. For daily Car Line Pick Up, no note is necessary. Please send a dated note for occasional use of Car Line Pick Up.
- g. Please be at school no later than 3:50 to pick up your child.
- h. **Students who are waiting for pick up after 3:55 p.m. will be sent to the office to call their parents.**
- i. If you are meeting with a teacher after school, please use the main entrance and check in at the office. You will be asked to wait until the teacher finishes dismissal duties.

Thank you for your cooperation! Our goal is to make arrival and dismissal time safe, routine, and efficient for all students.

Before/After School Child Care Options

The West Suburban YMCA School-Age Child Care (Y-BASE) will be available at Swanson during our 2026-27 school year. This on-site program is offered for children ages 5-12 before & after school. Hours are: 6:30 a.m.-8:40 a.m. and 3:42 p.m.-6:00 p.m. Monday through Friday. To enroll your child or for further information, please call the YMCA at 414-454-4625. Please note: On-site before/after care is not available during non-school days and holidays.

In addition to Y-BASE, the following off-site providers offer transportation to/from Swanson:

- True North 262-789-5437
- Wee-B-Kids 262-785-9474
- Children of America 262-806-7104

Absences

If your child will be absent, email the attendance office prior to 9:00am at: **SwaAttendance@elmbrooks.schools.org**. Please include in the email:

1. Student's Full Name
2. Grade & Name of Classroom Teacher
3. Reason for Absence
4. Parent Name and Phone Number

Please try to schedule appointments outside of school hours whenever possible.

Should I Send My Child To School?

When deciding whether or not to send your child to school, consider the following information: [Is My Child Sick?](#)

Communications

School and District news can be regularly viewed at www.elmbrooks.schools.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, texts and emails via 'School Messenger' which enables us to contact every family within a short period of time. Those will provide timely, relevant school information, updates, reminders and changes in school operations, schedules or activities.

Cellular Phones/Smart Watches: Students are expected to keep their phones/devices (including smart watches) in their locker, and to abide by the Student Acceptable Use of Personal Electronic Devices See District Policy 6177 for a detailed description of the use of personal electronic devices. The District is not liable for lost or stolen property. Please see the school board policies [webpage](#) for more information.

Take Home Folders are used as a means of distributing classroom specific materials on a daily basis. This information may include but is not limited to field trip permission slips, concert info, class newsletters, PTO flyers, etc. Replacement cost is \$2 if a new blue folder is needed.

E-Mail: Typically the staff members address will follow the same format of the first seven letters of their last name, followed by the initial of their first name @elmbrookschoools.org. For example: smithm@elmbrookschoools.org (Michael Smith). Please know that teachers are only able to check and answer email when they are not actively teaching. In case of an emergency or to alert a classroom teacher of different plans for student transportation please contact the school office. All changes to end of day plans must be made **before 2pm**. Email changes to: SwaAttendance@elmbrookschoools.org

Lost And Found

The lost and found is located in the lobby. Small or valuable items are turned into the school office. During fall and spring parent/teacher conferences, lost and found items will often be displayed in the lobby. Uncollected items will be removed at the end of each quarter and donated to charity. To avoid lost items, it is helpful to boldly label all clothing & personal items.

Strong Start / School Pictures

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 2026 Strong Start are August 27 & 28. Teachers will contact families to set up appointments in August after class placements are available 8/14/26. This is also the time to drop off school supplies and have student photos taken. Our photographer is Strawbridge Photography. Photo order information will be included in future email communications. Students who are absent will be photographed on the retake date 10/1/26. Student yearbooks will be available for purchase during 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. For more information, please see our page on the school [website](#).

Questions? Email: board@swansonpto.org. You can find us on Facebook here, too - hope to connect with you soon! [Swanson PTO Facebook](#) & [Parents @ Swanson Facebook](#)

Swanson Family Directory (PTO)

How do I sign up? To join the PTO sponsored Swanson Family Directory, go here to enter your contact information: [Swanson Family Directory](#)

When should I sign up? Every start of the school year! This is because we cannot carry over information from past years (and teachers/grades also change each year). Sign up will open by Strong Start Conferences each year and all families are encouraged to sign up by mid-September. Later entries will be added to the directory on an intermittent basis over the school year.

Why should I join? The Family Directory is the only community-wide way to share your contact information with other families; the school and teachers are not able to give out contact information. It's a great resource for organizing birthday parties, playdates, carpools, coffee dates, and more!

PTO works with DirectorySpot (<https://www.directoryspot.net/>) to provide a mobile app and website option for directory access.

School Spirit Days

Swanson's school colors are blue and white. Every Friday is Swanson Spirit Day! Students are encouraged to wear school colors or Swanson spirit clothing. Spiritwear is sold throughout the school year. Click here: [spiritwear link](#).

Celebrations / Birthdays

Students should not give other students gifts at school. Invitations to outside-of-school parties may be distributed at school only if all students (or all students of the same gender) in your child's class will receive one. Please refrain from sending birthday gifts, balloons or special deliveries (e.g. flowers) to your child at school.

Student Birthday Recognition: Your child's birthday (or half-birthday) is important to us! We understand the desire for children and families to celebrate their child's birthday at school. **The following change in practice began in all Elmbrook elementary schools in 2022:** Your child is welcome to bring in a pencil or other small token item to share with their classmates **or** donate a book, lego set, or game to their classroom in honor of their birthday, or you may join your child for lunch at school on their special day, but we will NOT allow food birthday treats. If you have a book or game to donate, let the office know. We have special stickers to commemorate the birthday donation. Thank you for your cooperation!

Security

We have a comprehensive set of security plans in place at Swanson that are reviewed continually with school staff. 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. Below are some important notes about our procedures:

- **Visitors may not enter the building without permission from the office staff.**
- Exterior doors are always locked during the school day. Visitors buzz for the front door entrance to be opened. Front office staff will always request the reason for your visit.
- Visitors must be signed in at the front office through "Raptor" and wear a printed badge. Driver's license/photo ID is required. Staff members will ask any visitor/volunteer who is not wearing a badge to return to the office and sign in.
- Parents are asked to sign children in and out of the office or Health Room. Parents may be asked to show identification.
- Playground supervisors carry walkie-talkies and will notify the Office or Health Room in the event of any playground emergency.

- All classroom doors are locked
- Our crisis/security plan includes procedures to secure all rooms and relocate students if necessary.
- All Swanson volunteers must be background checked before being permitted to volunteer. Please allow 2-3 weeks for completion. This includes field trip chaperones and classroom and library helpers. Please see the district [website](#) for more information:.

Raptor

All visitors to Swanson Elementary will be required to submit their driver's license or other photo identification to our electronic Raptor system. This will provide a cursory background check and will also produce a name badge for visitors to wear while in the building. Should a report arise that could compromise the health and wellbeing of our students and staff, an administrator will be called to intervene and possibly escort this individual from the building.

Student Conduct/Positive Behavior Intervention & SUPPORT (PBIS)

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 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.

Technology

Technology is a valuable tool we use to prepare our students for a global community. All technology use at the elementary school is governed by our School Board Policy 4511 Appropriate Use of Technology as well as any accompanying documents. This includes mandatory acceptable use policies which outline specific guidelines for use of district approved technology.

Children are discouraged from bringing personal technology devices to school. These include, but are not limited to, cell phones, iPads, computers, and smartwatches. Should students bring these items to school, they will be asked to store them in their backpack and locker and will not be able to access them during the school day.

Visiting Swanson Elementary

We encourage parent/school collaboration. Please call ahead of time to make an appointment with teaching staff, or to arrange a visit to your child's classroom.

Visitor(s) may not interact with student(s) other than their own under any circumstances at Swanson including on/near a Swanson bus unless the interaction has been preapproved by the instructor charged with the responsibility of the affected student(s) and that the interaction is for a specific purpose such as volunteering in a classroom or in the library. Approved interaction must relate to the specific purpose identified during the approval process and must be under the direct supervision of a Swanson staff member while on site. Visitors who come to Swanson, including on/near a Swanson bus, regarding conflict resolution must not approach or interact with someone else's child(ren) without permission from the other child(ren)'s parent(s) and/or guardian(s).