

## **SHANER SCHOOL PARENT HANDBOOK**

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### **ATTENDANCE**

Regular attendance is encouraged in order for all students to receive the maximum benefit from daily lessons. If a student is late to school he/she is to report to the main office to sign in before going to class. When a student is absent, parents are requested to call the school by 10:00 (476-6142) to report your child absent. Parents must follow up with a note to the school explaining the absence. A doctor's note is required for absences to be excused. Please look for a more detailed account of this policy in our September materials.

### **ARRIVAL/DROP-OFF**

Courtesy busing is provided for all of our students. We encourage you to use this means of transportation for your child each day. If you need to transport your child to school on occasion, please adhere to the following procedures. The school doors will not open until 9:00; therefore, please do not drop off your child early. Upon arrival to school, please park your car in a designated space (Farragut Avenue entrance), wait until the doors are opened, and walk your child to the front entrance. Duty staff will be available to assist the students at this point, so we ask that you not enter the building. We ask that you return to your car and exit the driveway as soon as your child proceeds into the school. Please drive slowly and cautiously at all times around our school building.

Please have your child to school on time each day. Students will be marked tardy if they arrive after 9:20. If you are late to school, please sign your child in at the main office. Any missed class time will be counted against his/her attendance.

### **DISMISSAL/PICK-UP**

Dismissal begins at 3:30 each day. Parent pick-up will open at this time and is located at the steps of the all-purpose room. Please be prepared to show a photo I.D. every day. If you are picking up your child, please park in a designated space, not along the curb as this area is used by our buses. On any day that you are planning to pick up your child from school, please send a note in the morning informing the teacher and the office. Please be sure to state the name of the person picking up your child as well as the time of pick-up.

Students must be picked up by 3:45. Parent pick up will close at 3:45 and any remaining children will be escorted to Kid's Corner (the district's after-care program) for a fee. Students who are repeatedly picked-up late will lose parent pick-up privileges.

We encourage you not to pick up your child early from school. If you need to pick-up your child early from school, please understand that all class time that is missed will be counted against his/her attendance. This includes being picked up from school prior to dismissal at 3:30. If you do need to pick-up your child early, please do so before 3:15. Anyone picking up children after 3:15 will be asked to wait until parent pick-up opens.

When your child rides the bus home from school, a parent or designated adult must be waiting outside at the bus stop for him/her. Drivers are required to return children to school when no one is present to greet them. If children are returned to school, they will be brought to Kid's Corner where a fee will be assessed. If your child is repeatedly returned to school, bus privileges may be suspended.

### **SCHOOL VISITATION**

Parents/Guardians or visitors must report directly to the main office adjacent to the main lobby. All visitors will be required to sign in upon arrival and sign out upon departure. Visitors will also be required to wear a visitor's badge while on school grounds. Prior arrangements should be made to visit the school facilities or to see a staff member.

### **DRESS/STUDENT APPEARANCE**

Students should dress appropriately for school. Shirts with inappropriate advertising are not permitted and the wearing of jewelry is discouraged. Outerwear such as coats, hats, bandanas, and sunglasses may not be worn in class. These will be stored in the students' cubbies during the school day. Midriiffs, cut-off shirts, tube and string tops are not permitted. Shorts are permitted as school attire before September 30 and after May 1. Weather permitting administrative prerogative may take precedent. The length of the shorts should come close to the knee. All students should wear sneakers or sturdy shoes to school. Flip flops are not permitted.

### **SCHOOL SUPPLIES**

Each student should have a bookbag (without wheels) that can hold a 9"x12" folder. Your child's teacher will provide you with more information regarding supplies needed in his/her classroom.

### **LOST AND FOUND**

Unclaimed or lost articles are placed in the school's lost and found. Students are encouraged to check the lost and found for any items they may be missing. Valuables such as jewelry and pocketbooks that have been found may be claimed in the main office. Children are discouraged from bringing items of value to school. The school will not be responsible for any items that are lost or stolen.

### **PROHIBITED ITEMS**

Electronic devices are not permitted in school or on the bus. Toys are not allowed in school except with special permission by the teacher. The possession of any item that could potentially jeopardize the safety of others will result in disciplinary action.

### **HEALTH SERVICES**

Please do not send your child to school if he/she is sick. If a child is sick while in school, the nurse may determine it necessary for the child to be picked up from school. It is your responsibility to make arrangements to have your child picked up from school if requested to by the school nurse.

The nurse is available to handle any emergency that arises during the day. If an accident or student illness occurs, first aid will be administered and the student's parents will be notified. No care beyond first aid (defined as immediate and temporary) will be given. If a parent cannot be contacted and the emergency warrants the assistance of a physician, the school doctor will be summoned. No medication will be administered by the school nurse without an order from the doctor.

The Hamilton Township School District's policy for administering medicine states that a certified nurse or parent are the only people permitted to administer medication in the school. Also, all medication brought to the school must be in the original container, appropriately labeled by the pharmacy or physician. The school provides a secured locked space for safe storage in the nurse's office. Please contact our school nurse with any health concerns at 476-6151.

### **PROGRESS REPORTS**

Report cards are issued three times a year with parent conferences scheduled once a year. The guidance counselor is always available to discuss the Report Card and Interim Reports with students and parents. It is encouraged that all parents monitor their child's progress throughout the year and should not hesitate to contact the guidance counselor or teacher if a concern arises.

### **BREAKFAST/LUNCH**

Each day the children have the opportunity to eat lunch at school. Students may purchase lunch each day or bring a packed lunch. If you are packing a lunch for your child, please understand that carbonated beverages as well as glass containers are prohibited. Breakfast is available for a fee each morning. If your child is not purchasing breakfast, please have your child eat at home. More information about our breakfast and lunch program is available through our food services department. Please contact food services at 476-6134 with any questions regarding the purchase of breakfast and/or lunch.

### **DISCIPLINE**

Rules exist for the purposes of maintaining a safe and orderly environment, to instruct, and to train. Students will be taught the expectations of the Shaner School and of their teachers within the school. Failure to adhere to the expectations will result in consequences in accordance with our district discipline policy. Parents will be notified when teachers or the principal assign consequences.

### **FIRE/EMERGENCY DRILLS**

Fire/Emergency drills are held periodically throughout the school year and are designed for the safety of everyone. Each classroom has an evacuation route posted by the door. Teachers will help students become familiar with the route. Students should also follow their teachers' instructions throughout a fire/emergency drill to ensure a safe and orderly environment.

### **CALENDAR**

Each month all students will receive a monthly calendar with all important dates and reminders listed on the calendar. Some examples would include: holidays, interim progress reports, end of marking periods, PTA and Board of Education meetings, report card day, etc.

### **CONTACT INFORMATION**

Please notify the school in writing of any changes in address or phone numbers. It is very important that we have current phone numbers in case of an emergency.

### **DRUG-FREE ZONE**

The Shaner School is located in a Drug-Free School Zone. The possession of drugs and alcohol on school property is not permitted. Anyone discovered in possession of drugs, alcohol or imitation drugs will be penalized to the fullest extent of the law. School grounds are by law, a drug free area.