



PARENT GUIDE

2019-2020

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WELCOME

Welcome to the Joseph C. Shaner Elementary School! A student's education and growth is the focus of our work here at the Shaner School. To achieve our goal of providing an outstanding educational environment with excellent programs, certain guidelines and procedures need to be followed. This informational handbook has been designed to provide you with some basic information about the Shaner School that will help your family during this school year.

The Shaner School is committed to the building of a strong academic foundation for our young students. Each child will receive instruction in all domains that is suited to his or her learning needs and that is delivered in an educationally exceptional manner. We are dedicated to providing the necessary building blocks that will help our students be successful in their elementary years.

Students at the Shaner School will be immersed in a school community where, as very young learners, they will learn to problem solve through diverse social interactions, be challenged through research-based academic experiences, and grow in their understanding of what it means to be a person of character. Each day the four tenets of the Shaner School which you will see often when visiting our school – respect, responsibility, kindness, and safety - will be taught, practiced, and reinforced. It is our hope that these values, taught at home by you and here at the Shaner School by the Shaner staff, begin to become a central part of who your child is as a young learner.

Your primary point of contact at the Shaner School is of course, your child's teacher. We encourage an ongoing conversation on behalf of your child. Should you need additional assistance, your child has been assigned a counselor who would be glad to speak with you throughout the year. We hope all of your experiences in our school are both enjoyable and meaningful.

SCHOOL VISITATION

Parents/guardians or visitors must report directly to the visitor desk located at the main entrance. Visitors must have a prior arranged appointment to meet with school personnel. Prior arrangements must be made to visit the school facilities or to see a staff member. All visitors will be required to sign in upon arrival and sign out upon departure. Visitors will be required to wear a visitor's badge while on school grounds. School office hours are 8:00 am through 4:00 pm. All visitors must adhere to school policies, procedures, and to any directives given by school personnel while on campus.

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 or she is to be accompanied to the visitor desk to be signed in before going to class. When a student is absent, parents must call the school by 9:10 am (625-6600) opt. #8 to report the absence or use the Genesis app. Parents must follow up with a note to the school explaining the absence. Please look for a more detailed account of this policy in our September materials.

We encourage you to help foster and model good work habits by helping your children understand the importance of daily attendance and timely arrival.

ARRIVAL & DISMISSAL

We refer to our arrival and dismissal times as "Rush Hour" at the Shaner School. Just like any location where a high volume of people are moving into or out of that place, there are a lot of moving parts to moving nearly 750 people, consisting mostly of young children, in and out of the building each day. It is imperative that the arrival and dismissal procedures are followed by parents/guardians each day to help us maintain efficiency and safety during arrival and dismissal. We will strictly adhere to the procedures detailed on the following pages.

ARRIVAL

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 8:45 am; therefore, you may not drop off your child early.

Upon arrival to school, please pull into the Car Line (right, curbside lane). Upon reaching the drop off zone (indicated by a sign), during the arrival time period (8:45-9:05), please have your child exit the car from the passenger side. Remain in your car and have your child walk to the student entrance gate. Parents/guardians may not enter through the gate. School personnel will be available to assist the students. Since our students are young, please spend time at home teaching your child how to exit your vehicle.

If you need to exit your vehicle to conduct business at the visitor desk please park in a designated guest parking space near the Kids Corner and gym entrances. You will be asked to ring the doorbell at the main entrance to enter the building. Please drive slowly and cautiously at all times around our school building. Drop off of students from the left, pass through lane is unsafe and is prohibited.

Please have your child to school on time each day. Doors will close promptly at 9:05 am. Students will be marked tardy if they arrive at 9:05 am or later. If your child arrives late to school, an adult must sign your child in at the visitor desk. The tardy will be counted against his/her attendance.

DISMISSAL

Bus

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 at the designated stop to greet them. If children are returned to school, they will be brought to Kids' Corner where a fee will be assessed. If your child is repeatedly returned to school, bus privileges may be suspended.

Parent Pickup

Parent pickup opens at about 3:17 pm each day (1:22 on abbreviated days). For campus security reasons, do not arrive to campus before 3:05 pm (or 1:10 on abbreviated days).

To use parent pickup, parents/guardians must submit in writing using one of three options **by 2:55** (12:55 abbreviated days) each day:

- A) Use the Genesis Parent Pickup app (see Addendum 1)
- B) Email Parent Pickup at shanermofax@hamiltonschools.org
- C) Fax Parent Pickup at 609-625-8346

Whether you choose option A, B, or C, you must indicate the child's name(s) and the name of the person picking up that day in your communication. This must be done each day you are using Parent Pickup.

Please be prepared to show a photo I.D. every day.

Students must be picked up by 3:33 pm. Parent Pickup will close at 3:33 pm and any remaining children will be escorted to Kids' Corner (the district's after-care program) for a fee. Note that children who are repeatedly picked up late will be required to be registered for Kids Corner and will go directly to Kids Corner at dismissal. All changes to Parent Pickup must be made by 2:55 (12:55 on abbreviated days).

Parents/guardians may not access any other parts of the school during Parent Pickup and must proceed directly out of the gym and building once obtaining your child. Please do not remain on campus after retrieving your child from Parent Pickup.

Early Pickup

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 and will be indicated as a tardy and will accrue to absences on his/her report card. This includes being picked up from school prior to dismissal.

If you do need to pick-up your child early, you must do so before 3:00 pm. The office closes promptly at 3:00 to parents and visitors for the purpose of safe and efficient facilitation of the dismissal process. Parents/guardians do not need to email, fax a note, or use the Genesis app if you are picking up your child early (anytime before 3:00). Please be sure that the person picking up is indicated in your emergency contacts to help expedite the process. Anyone picking up children after 3:00 pm must use the Parent Pickup process indicated in the Parent Pickup section of this handbook (see above section).

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 from the start of school until Fall Daylight Savings Time begins and then again after Spring Daylight Savings Time. 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 except with express permission for special events.

SCHOOL SUPPLIES

Each student should have a book bag (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 if found and turned in. Children are discouraged from bringing items of value to school. The school will be not be responsible for any items that are lost or stolen. Lost and found items not picked up are donated to charity.

PROHIBITED ITEMS

Electronic devices, including cell phones, smart watches, tablets, gaming devices, and other technology products 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 may result in disciplinary action.

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.

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 concern at 476-6151.

STUDENT BEHAVIOR

Early elementary-aged students are learning social behaviors and expectations across different environments. The Shaner staff is committed to ongoing, clear instruction in expected behaviors in the school environment. Students will be held accountable for behaviors that aren't aligned with our expectations. The school will determine consequences deemed appropriate to help change the behavior. Should you have questions about your child's behavior in school please contact your child's teacher or assigned counselor. Staff will not discuss someone else's child with you in accordance with policy and law.

CURRICULUM & INSTRUCTION

The Shaner School maintains partnerships with leading research colleges in the development of portions of our curriculum as well as in staff development.

The Shaner School leadership continues a decade long partnership with Columbia University Teachers College in the development and enhancement of our reading and writing program. Shaner School teachers and school leadership attend regular training at Teachers College as well as lead an Atlantic County area literacy group for schools which includes providing visitation access to area schools to view our literacy practices.

The Shaner School is in its third year of a partnership with the Boggs Center at Rutgers University through the Department of Education. This partnership provides us with ongoing support and training in providing social and behavioral instruction and discipline to primary-aged students. The Shaner School staff was recognized in 2019 as a New Jersey Showcase School, one of six in the state, for its work in the area of student behavior.

In 2019 the school district adopted a new math series, Bridges Mathematics, for our students. Staff applied research and experience in determining the best approaches for teaching students foundational mathematical skills and helped to procure this new program for our school.

Working with the State of New Jersey's Department of Education, the Shaner School piloted a new assessment system from 2016-2019. Beginning in the fall of 2019 students will be assessed using Teaching Strategies Gold, funded by the state of New Jersey. Students will be assessed using this developmentally-appropriate portfolio approach that gives parents/guardians detailed information about the progress of your child.

Technology is part of our related arts program at Shaner and is intentionally used carefully in our school. Technology as a related arts class is intended to provide children with basic keyboarding and navigation skills. Its use in the classroom is limited based on the volumes of research about the negative effects of over-exposure to technology by young children. We believe in the importance of using books and paper and pencils at these grade levels to help children develop important foundational skills. We view technology as a secondary tool and instrument that can be used to support learning.

Exercise and play are foundational parts of pre-school, kindergarten, and first grade. The State of New Jersey's guidelines for these grade levels includes the expectation that outside and inside play occur daily. Children will go outside almost every day of the year, will have times of play within their classroom, and will learn about the importance of exercise in physical education class.

The arts are encouraged and celebrated in our classroom and through our music and art related arts classes. Collaborative experiences take place during the school year that include multi-cultural learning celebrations that explore the arts across genres and cultures. Students will be part of Schoolwide Enrichment the second half of the school year where they will explore science, engineering, math, and literacy through hands-on STEM experiences.

Our social studies curriculum explores portions of United States and world history, civics, geography, and world cultures. Several activities take place across each school year that are designed to teach students about our country, county, and community in connection with our social studies curriculum. Some units of study are connected with language arts units of study for an integrated learning experience.

The sciences are explored as part of physical education class and as units of study in each homeroom. Our science curriculum takes a hands-on approach to learning, engaging children in a collaborative investigation of our world. Our science curriculum is tied to mathematics and language arts learning experiences.

SCHOOL-TO-FAMILY COMMUNICATION

The Shaner School has a number of means of communication for school-related matters, events, and information. Most class level and grade level events are communicated directly through your child's teacher. School level events and information will be communicated through the monthly newsletter, school calendar, and text messages. We encourage you to opt-in to the school's text messaging service so that you can receive important announcements and reminders. Text-messaging is our primary method of communicating matters such as late buses, schedule reminders, and event reminders.

CHANGE OF ADDRESS & PHONE NUMBER

We often encounter phone numbers that are no longer connected when attempting to contact families of our students. It is of utmost importance that the school has the most current contact information for your family. Please call the Shaner office if you change your phone number so that your phone number can be updated. If you move within the district, your changed address needs to be updated at the district registration office.

If you are not residing in Hamilton Township, New Jersey law requires you to register in the school district where you reside.

Shaner Elementary School

Parent Pickup Made Easy: Using your Genesis Account for Parent Pickup

The Shaner School offers three options for getting your child’s name on the end of the day Parent Pickup list as outlined on page 5 of the Parent Handbook. The easiest, fastest way for parents is through Genesis Parent Portal. If you provided the district with an email address your account has already been created (contact the school if you need to add an email address to your account), download the app to your device or visit the web site directly from any connected device (via shaner.hamiltonschools.org, then the information tab, then the Genesis tab), and complete the steps below each day to get your child on the list.

Kevin Kline GRADE: 12

GENESIS HIGH SCHOOL | STUDENT ID: 131019 | STATE ID: 23456789

PER	COURSE	SEM	DAYS	ROOM	TEACHER	LIST	BLOCK	DAY: R (B)
1	CREAT WRITING	FY	MTWRF	150	Aaron/Aardsma			
2	SAT PREP	S1	MTWRF	148	Aardsma, David			
4-5	ENGLISH 1 AC	FY	MTWRF	143	Anderson, John			

Daily Pickup Release Daily Pickup Release Delete

Today's Date:	08/29/2014
Student Name:	Kline, Kevin Conner III
Teacher Name:	
Grade Level:	12
Authorized Adult:	
Authorized Adult Contact Telephone:	
I have reviewed all information in this form:	<input type="checkbox"/>

Releases cannot be created or changed after 2:55 pm.

Save
Cancel

BUS	ROUTE	TIME	BUS #	PICK UP / DROP OFF
AM				
PM				

Parent Portal: Student Data->Summary

- Click on the 'Daily Pickup Release' button to open up a pop up window
 - Parents will need to fill out the required fields and check off the acknowledgement box before submitting
- The ability to submit a Daily Pickup Release Form is **closed out to parents at 2:55pm.**