

## ATTENDANCE

Students are tardy if they are not **in the school** when the bell rings at 7:40 am. If tardy, parents must walk their student into the front office.

Early leave is counted if a student leaves school **after** 9:30 am and **before** school is dismissed.

When a student is absent from school, the student upon returning must bring a note within 3 days, signed by the parent, that describes the reason for the absence.

A doctor's note is required for absences more than three consecutive days.

See the student handbook for more information concerning absences.

## VISITING

We highly encourage and welcome parents and community members to visit Shackelford throughout the year for various activities!

For the continued safety and security of everyone during the instructional day, you may park in the front large parking lot and use the main secured front entrance.

All other doors will be locked during school hours.

You will enter the main office where you will present your ID to scan through the RaptorWare program, and receive a stickered badge to wear while on campus.

**\*\*Please complete the required volunteer application located online if you (or other adults in your family) plan to volunteer in classrooms or attend school-sponsored field trips as an official chaperone.**

As you leave our campus, please return through the front lobby and return your sticker badge to the receptionist.

## IMPORTANT CONTACTS

Receptionist— Rita Aguirre  
972-923-4666

Secretary— Betty Elizarraraz  
belizarraraz@wisd.org  
Ext. 46415

Attendance/Registrar— Christie Farr  
cfarr@wisd.org  
Ext. 46421

Nurse— Jennifer Pietrzyk  
jpietrzyk@wisd.org  
Ext. 46404

Counselor—Laura Northcutt  
lnorthcutt@wisd.org

Transportation  
972-923-4632

Child Nutrition  
972-923-4630

WISD Administration Building  
972-923-4631

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## Welcome to Shackelford Elementary



Principal:  
Veronica Schaeffer

Assistant Principal:  
Paige Davis

1001 Butcher Road  
Waxahachie, TX 75165  
Phone: 972-923-4666

## SCHOOL HOURS

7:10 am School open for students

7:35 am Students go to class

7:40 am Tardy Bell

3:10 pm Dismissal

## ARRIVAL

Drop children off after 7:10 am as there is no one to supervise them until then.

Students are to be dropped off in the front of the school.

If you would like to walk your child from your car to the door, please park in the front large parking lot and walk them to the front door.



## LUNCH START TIMES BY GRADE LEVEL

Kindergarten	10:30 am
1st Grade	10:40 am
2nd Grade	10:56 am
3rd Grade	11:08 am
4th Grade	11:24 pm
5th Grade	11:38 pm

\*Lunch times may also be found by calling 972-923-4666, option 4.

## BREAKFAST/LUNCH

**Breakfast is served daily from 7:10am-7:35am.**

**Breakfast - \$2.25**

**Lunch - \$3.00**

**You may deposit money in your child's meal account daily, weekly, or monthly through mySchoolBucks.com (on WISD web page)**

We welcome visitors during lunch time. You may eat with your child at the designated tables for guests.

Parents are welcome to bring outside food for lunch and eat with their student in a designated area in the cafeteria.

Outside foods may only be offered to your child, as this is a guideline. Outside food may not be offered to a child that is not yours.

You will be asked to wait in the lobby until your students lunch time, then go directly to the cafeteria. Do not wait in the main hallways for your student or go to the classrooms.

Visitors may only sit with their student (s) during lunch & not with the class or other students.

**Please send your student's lunch with them to school. Dropping off their lunch during the school day is disruptive to their classroom learning.**

Any parties or celebrations are not allowed during lunch.

Parents may provide prepackaged snacks with an ingredient list for their child's birthday. Please check with your child's teacher for appropriate snack options. You may drop snacks off at the office **before** noon on the pre-arranged date. The teacher will decide when distribution will be made so that it does not interrupt their instructional time.

**Invitations to individual birthday parties are not allowed to be distributed at school.**

Floral arrangements, balloons, cookie grams, etc., will **not** be delivered to the student at school.

## DISMISSAL

We ask that you do not come to classrooms or enter the building during dismissal time. It is important that your child has a regular going home routine each day.

All car riders must be picked up from the car line. **Parents please remain in your car**, and allow us to bring your child to your car door.

Students will load and unload from the passenger side of the vehicle.

Please have your pickup card everyday as staff on duty will verify the card and call for your child.

A parent may request additional pick up cards from the teacher or the office.

**If there is a change to your child's afternoon transportation, you must send a written note to the teacher with your student.**

If a note is **not** sent, your child will be sent home in the usual manner.

**Transportation changes should be made BEFORE 2:00pm.**

Early checkouts must happen before 2:40 pm. Students will not be called from the classroom after 2:40 pm.

Students must be picked up by 3:25 pm. After 3:25 pm, students will be in the office for parent sign out.

### Walkers and Bike Riders:

Walkers must be approved by the principal.

The student's address must be within walking distance of the school.

**For your child's safety, we ask that parents not park and pick up along the walking route home.**