



## IMPORTANT CONTACTS

*Principal: Veronica Schaeffer*  
*Assistant Principal: Paige Davis*  
*Counselor: Laura Northcutt*

1001 Butcher Road  
Waxahachie, TX 75165  
Phone: 972-923-4666  
Fax: 972-923-4753

# IMPORTANT CONTACTS

Receptionist–Rita Aguirre

[raguirre@wisd.org](mailto:raguirre@wisd.org)

- Run the front office
- Answer phone calls
- Raptor-visitors and early checkouts
- Assist students, teachers, parents, and visitors as needed

Registrar–Christy Farr

[cfarr@wisd.org](mailto:cfarr@wisd.org)

- Assist students, teachers, parents, and visitors as needed
- Help enroll students
- Initiate withdrawal procedures
- Maintain permanent records folders

Secretary–Tami Pollan

[tpollan@wisd.org](mailto:tpollan@wisd.org)

- Assist students, teachers, parents, and visitors as needed
- Budget
- Purchase orders

Nurse– Jennifer Pietrzyk

[jpietrzyk@wisd.org](mailto:jpietrzyk@wisd.org)

Counselor–Laura Northcutt

[lnorthcutt@wisd.org](mailto:lnorthcutt@wisd.org)

Security Officer–Phillip Saucedo

[toilfield@wisd.org](mailto:toilfield@wisd.org)

Transportation

972-923-4632

Child Nutrition

972-923-4630

WISD Administration Building

972-923-4631

# **STAFF**

## **Kindergarten**

Ashley Flores---K1

Danielle Flores---K2

Rachel Garcia --K3

## **1<sup>st</sup> Grade**

Lori James---1A

Laurie Juarez---1B

Leticia Hudson---1C

Sophia Moon--1D

## **2<sup>nd</sup> Grade**

Laura Schweizer ---2A

Tracia Trantham---2B

Brianna Niehoff---2C

Terri Morton---2D

## **3<sup>rd</sup> Grade**

Peggy Roberts---3A

Lindsey Camacho--3B

Veronica Benitez---3C

Randi McMillin---3D

## **4<sup>th</sup> Grade**

Cassandra Alvarez---4A

Desirae Cruz---4B

Faith Wallace---4C

Kylie Strange---4D

Caitlin Nelson---4E

## **5<sup>th</sup> Grade**

Hayley Newsom---5A

Katelyn Osteen---5B

Jackie Maleki---5C

Cody Glass---5D

## **Specials**

Allyson “Ally” Matelski---Art

Kimberly Craun---Computer

Allison Sinclair---Music

Robert Acree ---PE

Tiffany Esparza---PE Aide

## **Library**

Catherine “Cathy” Garcia----Librarian

## **Instructional Coach**

Haley George

## **Paraprofessionals**

Paul Pietrzyk - Instructional Aide K-5

Gracie Klander - Instructional Aide K-5

## **Speech**

Rachel Kinnson

## **Dyslexia**

Stephanie Cavazos

Nancy Brackenridge

## **Reading Intervention**

Jennifer Adams

## **Diagnostician**

Brittany Peterson

## **Occupational Therapist**

Stacie Arevalo/Belinda Barker

## **Special Education**

Francis Woodall- SLE

Katherine Roberts- Res/ Incl

Michele Landis- Res/Incl

Suzanne Almand- Res/Incl

## **Special Education Paraprofessionals**

Jah'messia Esparza- SLE Aide

Cassandra Cardona- SLE Aide

Calli Johnson- SLE Aide

Arthelia Harris- Res/Incl Aide

Josefina Requena - Res/Incl Aide

## **Custodial**

Leticia Perez--- Head Custodian (a.m.)

Lucia Jaramillo---Custodian (p.m.)

Cecilia Garcia---Custodian (p.m.)

Vacant---Custodian

## **Cafeteria**

Diane Correa---Child Nutrition Manager

Jacqueline Calvo--Child Nutrition

Monica Canas---Child Nutrition

Raquel Del Angel Santamaria--Child Nutrition

## **SCHOOL HOURS**

7:15 am Doors open

7:55 am Students go to class

8:05 am Tardy bell rings

3:40 pm Dismissal

## **ARRIVAL**

### **K-5<sup>th</sup>: Drop off 7:15-7:55**

Welcome Shackelford families! We are looking forward to a successful year! Unless students are going to eat breakfast, all students will go to the gym. The following procedures help ensure that arrival and dismissal runs as safely and smoothly as possible. It does take some time for our younger students to learn to get in and out of their cars in a timely manner. Please be patient during this learning time; the drop-off process will be faster within a week or two. It is quite helpful if Kindergarten parents have their child practice getting in and out of the car on their own.

1. Drop off will occur at the front driveway. The only entry point utilized for drop off will be the furthest EAST entry point on Butcher Rd. (Look for signage the first day of school)
2. Please have students ready to exit the vehicle to ensure a smooth transition for our line.
3. Please do not exit your vehicle at any time in order to assist us maintain the flow of traffic.
4. Bus and daycare services will utilize the side driveway on Carlton Parkway.
5. 7:15 AM Doors open (There is no staff supervision prior to 7:15 AM.)

Upon entering the building, students will go to the gym.

- a. Students eating breakfast will go to the cafeteria.
- b. All students will wait in the gym.

8:00 AM First bell

8:05 AM Tardy bell

\*Any students needing to eat breakfast will go to the cafeteria and join their station after breakfast.

Breakfast is not served after 7:50 am.

## **DISMISSAL**

### ***K-5th: Dismissal 3:40***

Students will be separated in zones throughout the building. Parents will pull up in one lane and wait for their child to come to their car. Entry point for dismissal is off of Butcher Rd. by the gated playground. (furthest east driveway entrance and the same one as arrival)

- Have your car tag visible in the windshield for easy calling/ identification.
- Stay in your vehicle for safety purposes.
- You will be asked to park and come to the front office to provide identification if no card is present. For student safety we will not release a student to a family without a card. Your students' safety is our priority!

### ***Walkers and Bike Riders:***

All walkers must be approved by the campus before being allowed to walk home. 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.



# LUNCH TIMES

<b>Lunch Times</b>	30 Minutes				
Kinder	K1 10:50-11:20	K2 10:52-11:22	K3 10:54-11:24	K4 10:56-11:26	
1st grade	1A 11:00-11:30	1B 11:02-11:32	1C 11:04-11:34	1D 11:06-11:36	
2nd grade	2A 11:20-11:50	2B 11:22-11:52	2C 11:24-11:54	2D 11:26-11:56	
3rd grade	3A 11:34-12:04	3B 11:36-12:06	3C 11:38-12:08	3D 11:40-12:10	
4th grade	4A 11:50-12:20	4B 11:52-12:22	4C 11:54-12:24	4D 11:56-12:26	4E 11:58-12:28
5th grade	5A 12:10-12:40	5B 12:12-12:42	5C 12:14-12:44	5D 12:16-12:46	

## BREAKFAST/LUNCH

Breakfast is served daily from 7:30 am. - 7:55 a.m.

*The cost of breakfast is **\$2.50 per student** with an adult tray being \$3.50.*

*The cost of lunch is **\$3.25 per student** with an adult tray being \$5.25.*

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 only in a designated area in the cafeteria.

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

You will be asked to wait in the lobby or the cafeteria until your student's lunch time. Please do not wait in the main hallways for your student or go to the classrooms.

Visitors may only sit with their student(s) at the designated guest table and not with the class or with 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. Deliveries to students are not permitted at any time of the day.

## **VISITORS**

We highly encourage and welcome parents and the community to be a part of Shackelford.

All visitors will be required to raptor/sign in for campus events to ensure safety and security. For large events, please arrive with ample sign in time. Our goal is to maintain safety for our students, staff, and families.

If you would like to volunteer in the classroom, special events, or chaperone field trips, you will need to be registered as a Partners In Education (P.I.E.) volunteer.

The link to register as a volunteer and campus visitor is on the Waxahachie I.S.D. website under "Student & Families" and then "Volunteer".

As volunteer opportunities arise, an email will go out to those who have signed up through the Partners In Education (P.I.E.) volunteer system.

## **ATTENDANCE**

We are excited to welcome you to **Shackelford Elementary** for the 2024-2025 school year. As we begin the school year, we wanted to remind you of several attendance policies. All of the attendance guidelines can be found in the Waxahachie ISD Student Handbook as well. Good attendance is important for many reasons. Your child receives the maximum benefit of education by being in school every day and numerous studies show a strong link between academic performance and consistent attendance. Texas has a compulsory attendance law because attendance is so critical for the quality of your child's education. Section 25.092 of the Texas Education Code contains the law commonly referred to as "the 90 percent rule" which states that students in grades K-12 must attend class for 90 percent of the time it is offered to receive credit or a final grade. The 90 percent rule applies to all absences, including excused absences.

### **EXEMPTIONS TO COMPULSORY ATTENDANCE (90% Rule):**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days
- Required court appearances
- Activities related to obtaining United States citizenship;
- Documented health-care appointments for the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes/returns to school on the same day as the appointment.
- For students in conservatorship (custody) of the state,
  1. An activity required under a court-ordered service plan; or
  2. Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

### **FAILURE TO COMPLY WITH COMPULSORY ATTENDANCE:**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, (termed "accelerated instruction" by the state); or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action, including a principal plan to help meet instructional requirements for the grade level.

### **TRUANCY**

When a student between ages 6 and 19 incurs **unexcused** absences **for three or more days or parts of days within a four-week period**, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor

his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures may include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated. **Unexcused absences** include, but are not limited to, vacations during scheduled school days and oversleeping.

### **NOTES AFTER AN ABSENCE:**

When a student must be absent from school, the student upon returning to school must bring a note, either from the doctor or the parent that describes the reason for the absence. Notes must be received **within three days of the student's return** to school. **\*Parent notes will be accepted for 5 days/absences.\*** Extenuating circumstances will be considered.

### **PARENT NOTE GUIDELINES:**

All notes must be turned in to the campus attendance clerk - Mrs. Farr and contain the following information:

- Date
- Student first and last name
- Dates of absence
- Reason for absence
- Parent signature

### **DOCTOR'S NOTE AFTER AN ABSENCE FOR ILLNESS:**

A student absent for more than three (3) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school to determine whether the absence or absences will be excused or unexcused.

### **TARDINESS/EARLY CHECKOUT:**

Texas Education Code 25.085 requires a child to attend school each school day for the entire period the program of instruction is provided. Promptness is important to reduce interruption of the

learning process. It is the responsibility of the parent/guardian to get the child to school on time. Parents should escort students into the building if arriving after 7:40am. When a student is tardy or checks out early from school, he/she is actually absent from a portion of the instructional day.

**Note:** Should the student develop a questionable pattern of tardies to school or early checkout, the principal or attendance committee may convene to review whether the child's amount of lost instruction meets all state requirements for promotion and attendance.

If you have any questions concerning attendance, please feel free to contact Mrs. Farr in our front office at 972.923.4666. Thank you for your help concerning your child's attendance. We look forward to a great year.