



## PARENT HANDBOOK

2022-2023

5801 Third Street

609-476-6142

## TABLE OF CONTENTS

Page 2	Welcome
Page 3	School Visitation Student Attendance
Page 4	Arrival Procedures
Page 5	Dismissal Procedures <ul style="list-style-type: none"><li>- Bus</li><li>- Early Parent Pickup</li><li>- Parent Pickup</li></ul>
Page 6	PTA Early Childhood Advisory Council Health Services
Page 7	Mental Health
Page 8	Family Worker/Community Resource Book
Page 9	Student Behavior Discipline Dress/Student Appearance
Page 11	Curriculum Technology Screening/Assessments Progress Reports
Page 12	Preschool and Kindergarten Intervention a Referral Teams Transition Fire/Emergency Drills Nutrition
Page 13	Breakfast and Lunch Exercise Sleep
Page 14	Calendar School Supplies Lost and Found Prohibited Items Communication
Page 15	School Closings Change of Address/Phone Number Drug Free School Zone Notice of Non-Discrimination
Page 16	Contact Information

## **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 upcoming 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 – 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 ADMINISTRATION**

District Early Childhood Director: Mrs. Colleen Bretones

Principal: Mr. Daniel Cartwright

## **SCHOOL MASCOT AND COLORS**

Mascot: Shaner Sharks

School colors: Red, White, and Black

## **SCHOOL VISITATION**

Parents/guardians or visitors must report directly to the visitor entrance located across from the flagpole. All visitors to the Shaner School must be given permission to enter the building. 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 8:15 am through 3:55 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 door. A staff member will open the door to admit your child into the school. When a student is absent, parents must call the school by 9:10 am (625-6600) opt. #1, opt. #1 to report the absence. Parents must follow up with a note to the school explaining the absence. A more detailed account of this policy is sent home 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**

Arrival and dismissal times are very busy at the Shaner School. 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. Please carefully review the procedures detailed on the following pages.

## **ARRIVAL**

Courtesy busing is provided for all students. We encourage you to use this means of transportation for your child each day.

If you need to transport your child to school, please adhere to the procedures detailed below. The school doors will not open before 8:45 am; therefore, you may not drop off your child early.

After parking in one of the designated areas (designated parking spaces and street parking are available) walk your child to the walk-up entrance (door #14). Use the cross walk and sidewalks to safely escort your child to the walk-up entrance where a staff member will greet him or her at the door as he or she enters the building.

If you need to conduct business at the visitor desk, please park in a designated guest parking space. You will be asked to ring the doorbell at the visitor entrance to enter the visitor lobby.

Please always drive slowly and cautiously around our school building. Traffic is one-way through the Shaner drive. All visitors to campus must comply with directives from school personnel.

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 accompany your child to the visitor door where you will ring the doorbell for assistance. Parents/guardians must sign your child into school. 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 a child is returned to school, he or she will be placed in the aftercare program where a returned student fee will be assessed. If your child is repeatedly returned to school, bus privileges may be suspended.

### Early Parent Pickup (prior to end of school day – before 2:50)

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 2:50 pm (1:00 on abbreviated days). The office closes promptly at 2:50 (1:00 on abbreviated days) to parents and visitors for the purpose of safe and efficient facilitation of the dismissal process. Parents/guardians do not need to notify the school or complete the parent pickup form if you are picking up your child early (anytime before 2:50 on regular days or 1:00 on abbreviated days). Please be sure that the person picking up is indicated in your emergency contacts to help expedite the process. Anyone picking up children after 2:50 pm (1:00 on abbreviated days) must use the Parent Pickup process indicated in the Parent Pickup section of this handbook (see next section). If the process detailed below is not followed, your child will be sent home on the bus and you will be directed to meet him or her at the bus stop.

### Parent Pickup (end of school day)

Parent pickup opens at about 3:00 pm each day (1:15 on abbreviated days). For campus security reasons, do not arrive to campus before 2:50 pm (or 1:05 on abbreviated days).

Please note the pickup options below. The procedures outlined below must be followed in order to use our parent pickup service. We will not accept messages to a student's teacher, phone calls, or notes as means to have a child sent to parent pickup at the end of the day.

*I plan to pick up my child sometimes from parent pickup and sometimes he or she will ride the bus home or go to Kids Corner:*  
To use parent pickup, parents/guardians must submit the "**Parent Pickup Form**" by 2:50 each day you plan to pick up (by 1:00 on abbreviated days). This form was sent to your email address and will be posted on Remind.  
See link to form sent to your email address.

*My child will not be riding the bus home this year and I plan to pickup my child every day:*  
If you are not using the bus and plan to use parent pickup every day of the school year that your child attends, you will need to complete the "**Year-Long Parent Pick-Up**" form for each of your Shaner children. This was emailed to you and will be posted on Remind. Once this form is completed and submitted, your child will be sent to parent pickup for the remainder of the year on the days indicated and you will not need to submit the daily parent pickup form.  
See link to form sent to your email address.

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

Students must be picked up by 3:30 pm (1:40 on abbreviated days). Parent Pickup will close at 3:30 pm (1:40 on abbreviated days). Students not picked up on time will be taken to Kids Corner where a fee will be assessed.

Please do not remain on campus upon receiving your child from Parent Pickup staff. Additional directions for use of parent pickup may be given by our parent pickup staff and security team.

Parents will form two lines outside of the gym entrance (do not arrive on campus prior to 2:50pm). Each line will be served concurrently.

## **PTA**

Hamilton Township Parent Teacher Association (HTPTA) meetings and events are a great way to meet other preschool parents and become involved in the community. Meetings typically take place in the Hess School Library. Families can join PTA using this link: <https://hamiltontownshippta.memberhub.com/store>

## **EARLY CHILDHOOD PARENT ADVISORY COUNCIL**

Hamilton Township School District is committed to working closely and collaboratively with our parents and community. The Early Childhood Advisory Council will meet at least four times a year to discuss our early childhood programs, collaborative opportunities, and ways to improve the overall program. Parents, community members, Head Start staff, Atlantic County Council for Young Children representatives, Board of Education members, and Hamilton Township School District teachers/administrators will serve on the advisory council. Parent participation is highly encouraged. If you would like to participate on the advisory council, please contact Colleen Bretones at 476-6272.

## **HEALTH SERVICES**

Please do not send your child to school if he/she is not feeling well. If a child is sick while in school, the nurse may determine it necessary for the child to be picked up from school. Children with a temperature of 100 degrees or more may not come to school. A child must be fever free for 24 hours without medication prior to returning to 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, and directly given to the school nurse. 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.

The Influenza Vaccine needs to be given between September 1, 2022 and December 31, 2022 to be able to attend school after January 1, 2023. Preschool children under 59 months of age who have not received the Influenza Vaccine will not be allowed to return to school after January 1, 2023. The deadline to have the flu vaccine is December 23, 2022. This is the law! Please be proactive and schedule your child's appointment at the start of the school year.

Students will have vision and hearing screening within the first few months of school. Results from these screenings will be shared with parents and referrals will be made when necessary. Dental hygiene will be addressed as well.

Suggestions for home:

- A “medical home” model recognizes the family as a constant in a child’s life and emphasizes partnerships between health care professionals and families.
- Families are encouraged to select a compassionate and culturally responsive pediatrician that is easily accessible and can provide preventive, primary, and specialty care.
- To promote early oral health, it is important for your child to visit a dentist prior to entering school.
- Establish a daily routine for tooth brushing.
- Provide your child with a soft toothbrush and a pea sized amount of fluoride toothpaste each time they brush.

## **MENTAL HEALTH**

Children’s social-emotional skills (emotions, sense of self, self-regulation, social interactions) during the primary school years develop as children mature. Teachers and staff facilitate and support the development of these skills through modeling and positive interactions with the children as well as their peers. The Second Step Curriculum is delivered every day in the classroom to teach social emotional competence. Parent training relative to this topic will be provided throughout the school year. If you experience a family crisis or have significant concerns, please do not hesitate to reach out to the teacher, case manager, family worker, master teachers, or supervisor so that we can provide additional resources.

Suggestions for home:

- Start each day right; a calm beginning at home makes for a better school day.
- Praise your child for something he/she has done each day.
- Have a special place to put schoolwork for whatever is brought home.
- Laugh and talk with your child about experiences at school.
- Listen attentively to what is said about your child’s school day experiences.
- Keep the line of communication open between yourself and your child’s teacher.
- Inform the teacher of any family situation which could influence your child’s behavior.
- Please work at home with your child to reinforce the skills taught each day at school.

## **FAMILY WORKER/COMMUNITY RESOURCE BOOK**

A Family Worker or counselor will be available for all preschool families to provide assistance when necessary. The family worker will ask all parents to complete a Community Needs Assessment to identify areas of concern within our community. Additionally, parents will be asked to complete a Strengthening Families Survey. Parent feedback is very important to us. It assists us in developing program goals and objectives, evaluating each family's experiences in our program, and incorporating ideas on how we can better serve families. Based on the results of these surveys, relevant information will be shared with our families. A Community Resource Book will be available for all of our families.

Family Success Centers are community-based neighborhood gathering places that offer families convenient access to information, support and resources that help develop and maximize their strength and potential. Parent events, meetings, and resources for families are scheduled at the centers throughout the school year. Three Family Success Centers are in our area:

### **Inland Family Success Center**

Family Service Association

3050 Spruce Avenue

Egg Harbor Township, NJ 08234

Phone: (609) 569-0376      Fax: (609) 569-9164

Hours: Monday and Thursday 10am-6pm; Tuesday, Wednesday 10am-8pm; Friday 9am-5pm; Saturdays Varied

### **Hammonton Family Success Center**

AtlantiCare Behavioral Health

Atlantic County Human Services Building

310 Bellevue Avenue

Hammonton, NJ 08037

Phone: (609) 567-2900      Fax: (609) 567-3896

Hours: Mon: 9am-6pm, Tues: 9am-6pm, Wed: 9am-6pm, Thurs:9am-6pm, Fri: 9am-5pm, Saturday (twice a month) 9am-1pm

### **New Day Family Success Center**

622-624 South New York Road

Galloway NJ 08205

Phone: (609) 652-0230      Fax (609) 652-0420

Hours: Monday, Thursday and Friday 10am-6pm; Tuesday and Wednesday 10am-8pm. Saturday Varied

## **STUDENT BEHAVIOR**

Pre-school and kindergarten 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.

All incidents of Harassment, Intimidation and Bullying (HIB) can be reported on-line on our school district website at [hamiltonschools.org](http://hamiltonschools.org). Your report of HIB can be anonymous. However, if you want to be contacted for follow-up you will need to enter your contact information.

The Shaner School continues to partner with the state department of education through Rutgers University to implement best practices in behavioral programming and response.

## **DISCIPLINE**

The Shaner School uses the Positive Behavioral Interventions and Supports framework. We work daily to help our young children learn how to live by our four Smart Shark Habits found on the front cover of this folder. We ask that you talk with your child at home about these Smart Shark Habits. Rules exist for the purpose of maintaining a safe and orderly environment. 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 administration assign consequences.

## **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 without permission. These will be stored in the students' cubbies during the school day. Midriiffs, cut-off shirts, tube and string tops are not permitted. Weather permitting administrative prerogative may take precedent. All students should wear sneakers or sturdy shoes to school. Flip flops are not permitted except with permission for special events. For more information, please review Policy 5511, "Dress and Grooming."

## **CURRICULUM**

Hamilton Township uses Creative Curriculum, which is one of the four curricula recommended by the State of New Jersey. The curriculum is aligned to the NJ Preschool Teaching and Learning Standards and to the NJ Kindergarten Teaching and Learning Standards. Areas of focus throughout the school year are Social Emotional, Physical, Language, Cognitive, Literacy, Math, Science, and Social Studies. The children are assessed using Teaching Strategies GOLD. This developmentally appropriate tool provides parents/guardians detailed information about the progress of your child.

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 the Teachers College Reading and Writing Project.

The Shaner School is in its sixth 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, and again in 2022 as a High Implementation Fidelity School, one of 36 elementary schools in the state, for its work in the area of student behavior.

Pre-school and kindergarten students are assessed using Teaching Strategies Gold which connects seamlessly to Creative Curriculum. Students will be assessed using this developmentally appropriate portfolio approach that gives parents/guardians detailed information about the progress of your child. Creative Curriculum encompasses all New Jersey learning standards for pre-school and kindergarten.

Exercise and play are foundational parts of pre-school and kindergarten. 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 and will have times of play within their classrooms.

The arts are encouraged and celebrated in our classrooms and through the Creative Curriculum. Collaborative experiences take place during the school year that include multi-cultural learning celebrations that explore the arts across genres and cultures.

The sciences are explored as part of the Creative Curriculum which takes a hands-on approach to learning, engaging children in a collaborative investigation of our world.

## **READING**

Reading books to your child is an important factor in children's academic and social success. Children will engage in shared read aloud activities every day and will have the opportunity to interact with books at the library center and during other activities throughout the day. It is critical that parents read to their child every day!

Suggestions for home:

Reading with your child strengthens the parent-child relationship, fosters strong communication and language skills, and broadens their exposure to a variety of academic content areas that are so important for success.

- Reading in any language is beneficial.
- Read at home, or take your child to the library and encourage reading for pleasure.
- Have conversations about books with your child in the language that is most comfortable.

## **TECHNOLOGY**

Computer use and other electronic media, such as tablets or the Smart Board, will be limited to no more than fifteen minutes per day in the classroom. However, children with special health care needs who require and consistently use assistive and adaptive computer technology are encouraged and supported to use them throughout the day. Unstructured playtime is more valuable for a young child's developing brain than is electronic media. Screens are everywhere. As a result, controlling a child's screen time has become much harder for parents.

Suggestions for home:

- Moderation of screen time, which includes television, videos, tablets, video games, etc, is key for healthy development.
- The American Academy of Pediatrics suggests that all screens be turned off thirty minutes prior to bedtime.
- Televisions, computers, and other screens ideally, should not be in children's bedrooms.
- It is recommended that children under age 2 have no screen time, and that children older than 2 watch no more than 1 to 2 hours a day of quality programming.
- Avoid fast-paced programming, which young children have a hard time understanding, apps with a lot of distracting content, and violent media.
- Develop screen time rules for your family.

## **SCREENINGS/ASSESSMENTS**

HTSD will be using the ESI-R to screen the general education preschoolers this year. If your child was screened as a three-year-old, there will be no need to complete this screening tool. A screening provides a quick look at how children are doing in important areas, such as visual motor skills, language, cognition, and gross motor skills. The purpose of the ESI-R is to identify children who may need additional support to perform successfully in the school environment. The information allows our staff to differentiate learning opportunities for students. The results will be shared with parents.

## **PROGRESS REPORTS**

Report cards are issued three times a year with parent conferences scheduled at least once a year. It is encouraged that all parents monitor their child's progress throughout the year and should not hesitate to contact their child's teacher, counselor, or the pre-school master teacher if a concern arises. Additionally, your child's teacher will communicate with you using a communication folder and through Remind. Please check the folder daily and use it to keep the teacher informed of any changes at home or with anything that you may want the teacher to know.

## **PROGRESS REPORTS IN SPECIAL EDUCATION**

Your child's teacher will communicate with you regularly using a communication notebook/newsletter. The related service therapists and case manager will contact you periodically via notes sent home in the folder or a phone call. Progress reports will be sent home throughout the school year. These reports include a list of the IEP goals your child is working on and a rating that indicates his/her progress in meeting those goals. This includes all related service goals as well. Lastly, your child's IEP will be updated every year. Your case manager will contact you to attend an annual review meeting to discuss your child's progress and develop new goals for the following year.

## **PIRT/KIRT**

The Preschool Intervention and Referral Team (PIRT) and the Kindergarten Intervention and Referral Team (KIRT) consist of educational professionals who are trained and experienced in supporting teachers and families to meet the needs of all students. Parents will be contacted if a teacher seeks assistance from PIRT or KIRT.

## **TRANSITION**

One of our goals at Hamilton Township School District is to develop a system of continuous transition activities to ensure that transitions from one placement/grade level to another are as seamless as possible. The Transition Team has developed a comprehensive transition plan that supports children and their families from Early Intervention services through third grade.

## **FIRE/EMERGENCY DRILLS**

Fire/emergency drills are held monthly 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. Parents/guardians will be notified at the end of the day on days that drills are conducted. If you would like to discuss any safety matters with our school resource officer, please call the main office at 476-6142.

## **NUTRITION**

There is much evidence linking Healthy Eating to academic achievement. Hamilton Township School District promotes good nutrition and eating habits at all times. Please let us know of your child's food restrictions or allergies that have been identified by his/her doctor. Our food services department follows guidelines provided by the United States Department of Agriculture in order to supply your child with daily requirements for good nutrition.

Suggestions for home:

- Offer a variety of colored fruits and vegetables at meals and snacks

- Strong bodies need strong bones. Offer fat-free or low-fat (1%) milk at meals.
- Provide a variety of protein foods.
- Offer more whole grain

## **BREAKFAST/LUNCH**

Each day the children have the opportunity to eat lunch at school. If you are packing a lunch for your child, please understand that carbonated beverages as well as glass containers are prohibited. 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.

## **EXERCISE**

Exercise is an integral part of a child's overall health and well-being. The American Council on Exercise lists a variety of physical, social, and health benefits for exercise and physical activity. These include maintaining a healthy body weight and healthy muscles, bones, and joints, improved interpersonal skills, higher self-esteem and better sleep patterns. Children will engage in movement activities on the playground and in the classroom. When there is inclement weather, children will participate in indoor gross motor activities, such as jogging, jumping, and rolling. Children will go outside almost every day of the year.

Suggestions for home:

- Research shows a link between exercise and improved attendance/academic success. Please encourage movement activities such as jumping, running, climbing, throwing, catching, and/or riding a bike. Visiting local parks is a great way to bond with your child and get them the exercise they need.

## **SLEEP**

Sleep is the cornerstone of wellness. Adequate sleep on a regular basis leads to improved attention, behavior, learning, memory, emotional self-regulation, as well as quality of mental and physical health. Nap time is provided within our pre-school program for up to an hour. At this time, children may either rest or do a quiet activity in the classroom.

Suggestions for home:

- Have a consistent bedtime routine
- Ensure your child is getting adequate sleep. The following guidelines from the American Academy of Pediatrics promote optimal health;
- Children 3 to 5 years of age should sleep 10 to 13 hours per day.
- Children 6 to 12 years of age should sleep 9 to 12 hours per day.
- Teens 13 – 18 years of age should sleep 8 to 10 hours per day.

## **CALENDAR**

Each month a calendar will be posted on Remind with all important dates and event reminders. Some examples would include holidays which represent multiple cultures, interim progress reports, end of trimesters, PTA and Board of Education meetings, report card day, etc. Calendars can also be found on our school website.

## **SCHOOL SUPPLIES**

Each student should have a book bag (without wheels) that can hold a 9"x12" folder and a lunch box if your child will be bringing his or her lunch to school. All other pre-school and kindergarten supplies have been purchased for your child. Please send your child with an extra set of clothes.

## **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 that have been found may be claimed in the main office. Children are discouraged from bringing items of value and personal toys to school. The school will be not responsible for any items that are lost or stolen. Lost and found items not picked up are donated to charity at points throughout the school year.

## **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 will result in disciplinary action. Pets are not permitted on campus (by students, parents/guardians, visitors) without written permission from building administration. Contact the office for direction for service animals.

## **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 through Remind. 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. Messaging through Remind is our primary method of communicating matters such as late buses, schedule reminders, and event reminders.

## **SCHOOL CLOSINGS**

All school closings/late openings (2 hour delay) will be listed on the district webpage @ [www.hamiltonschools.org](http://www.hamiltonschools.org) and will be communicated via the district's automated systems. To receive these automated messages be sure that the district has your current phone number and email address.

## **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 office if you change your phone number so that your phone number can be updated. If you move within the district, your new address needs to be updated at the district registration office. Proof of residency is required in the form of a lease, deed, property tax bill or mortgage statement.

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

## **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.

## **NOTICE OF NONDISCRIMINATION**

The Hamilton Township School District does not discriminate on the basis of race, color, national origin, religion, gender, affectional or sexual orientation, ancestry, disability, age, or social or economic status in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Marylynn Stecher  
Affirmative Action Officer  
609-476-6313

[stecherm@hamiltonschools.org](mailto:stecherm@hamiltonschools.org)

For further information on notice of nondiscrimination, visit <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **ADDITIONAL INFORMATION**

If you should have any questions or need additional information, please do not hesitate to contact the following:

Shaner Office: 609-476-6142, 609-476-6141

School Counselor: 609-476-6269, 609-476-6145

Child Study Team: 609-476-6111

Master Teacher/PIRT Specialist: 609-476-6273, 609-476-2108, 609-476-3016

Reading Specialist: 609-476-6309

School Nurse: 609-476-6151

Transportation: 609-476-6318

Kids Corner: 609-476-6266, 609-476-6269

Food Service: 609-476-6134

[www.hamiltonschools.org](http://www.hamiltonschools.org)

We are here to support you and your child as he or she journeys through the beginning years of his or her educational experience.

We look forward to working with you towards a rewarding and successful school year!

Thank you!