



# Shabbona Elementary

**“The world will hear us roar!”**

## Student Information

# School Hours

# Car Rider Procedures



**Instructional Hours: 8:10 am to 2:55 pm**

**Doors open for drop off at 7:55 am**

**Car Riders: Students must remain in the car until staff members are present. All car riders enter off ROY street.**

**\*All students must exit/enter on the passenger side of vehicle. If students must exit on the driver's side, please park in the lot off Roy Street and walk your student to/from the vehicle.**

**Car Rider Pick Up and Drop Off Procedures Video:**

**<https://youtu.be/IJ9nb766XFA>**



# Office Staff

**Mrs. Bowman - Secretary**

**Mrs. Herndon - Secretary**

**Mrs. Schneider - School Nurse**

**Ms. Langer - Social Worker**

**Mrs. Tingley - Principal**

# Transportation Information



## Transportation Changes

- SEND TEACHER A NOTE  
OR
- CALL THE OFFICE 90 minutes before dismissal
- The only changes allowed will be from bus rider to car rider or to your child's regular bus route.



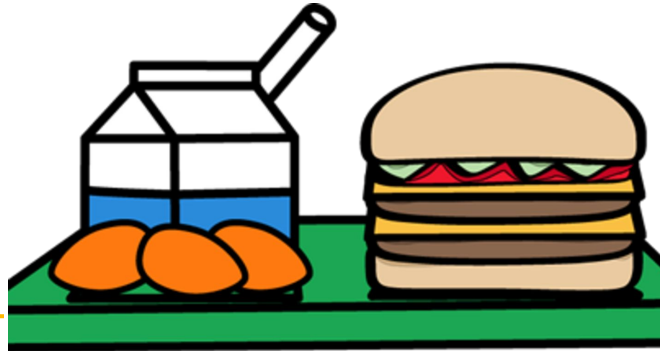
**PLEASE DO NOT LEAVE  
EMAILS ABOUT  
TRANSPORTATION  
CHANGES.**  
**DO NOT LEAVE VOICEMAILS  
FOR THE TEACHER ABOUT  
TRANSPORTATION  
CHANGES.**

**They may be absent or they  
may not check it before the  
end of the day.**



# Breakfast-Lunch (23-24)

- **Breakfast \$2.25 (Reduced student is \$.30)**
- **Lunch \$4.50 (Reduced student is \$.40)**
- Students may purchase milk separately (\$0.85) if they do not want the full meal
- Money can be loaded onto your student's account via Skyward (no cash/check will be accepted)
- Lunch menus will be sent home monthly
- Free and reduced lunch forms are available on our website and in our office.





**Please send  
your child with  
a water bottle  
every day**



# Picking Up Students/Visiting



If you are picking up your student from the school office, we ask that you ALWAYS have a photo ID. This is for the safety of your student. If anyone other than a parent/guardian is picking your student up, we need communication from the parent/guardian first. Only the adults listed in Skyward can pick your child up from the school office. Please make sure to keep this list updated.

If you are volunteering or visiting a classroom, please make sure to have your photo ID with you as well.



**Birthday treats are not allowed due to our wellness policy, food allergies and loss of instructional time.**

**Each teacher has a way of celebrating students' birthdays in their classroom.**







**PHONES IN CLASSROOMS  
DO NOT RING DURING THE  
SCHOOL DAY. YOU MAY  
LEAVE A VOICEMAIL AND  
THE TEACHER WILL  
RETURN YOUR CALL.**

**URGENT MESSAGES SHOULD NOT BE LEFT  
ON A TEACHER'S VOICEMAIL OR E-MAIL. IN  
THIS EVENT, LEAVE THE MESSAGE WITH  
ONE OF THE BUILDING SECRETARIES.**

# Phone Messages from School



We have over 25 telephone lines in the school. All of them will show up on your caller ID as our main number, 815-929-4700.

Please check and listen to your voicemail BEFORE calling the school to ask who called. If it did not come from the front office we most likely are unaware of who may have called you.

We require our teachers to leave a voicemail when they call.

It will be very helpful to us if you set-up your voicemail and be sure it is not full, especially on your primary contact number. We will call this number first in case of an emergency and we would like to leave a message for you before we begin calling emergency contacts.

# Shabbona Tiger Mantra



I will **R**ecognize my potential and try my best.

I will **O**vercome any challenges that come my way.

I will **A**lways choose kindness and compassion.

I will **R**espect myself, others and the world around me.

I am a Shabbona Tiger and the world will hear me **ROAR!**