SHAFER ELEMENTARY SCHOOL

2025-2026 School Year

"**S**hafer **E**lementary **S**chool is a place where children **S**trive, **E**xcel and **S**ucceed."

Dear Parents & Students:

I would like to welcome you to the 2025-2026 school year at Shafer Elementary! I hope this letter finds everyone excited about the start of the new school year. Please take the time to thoroughly review the information provided in this letter. It contains important information to help you prepare for the start of the school year. I look forward to seeing everyone very soon!

The first day of school for all students is **Monday, August 25, 2025**.

SCHOOL DAY HOURS: The K-4 school day is 8:15 a.m. - 2:45 p.m. The school day promptly begins at 8:15 a.m. for all students. Students may enter the building at 8:05 a.m. Students who arrive to school after 8:15 a.m. are considered late. The K-4 school day concludes at 2:45 p.m. Student dismissal promptly begins at 2:40 p.m.

DISTRICT EARLY DISMISSAL TIMES:
Scheduled early dismissal time for the K-4 level is at 11:30 a.m. Lunch and breakfast are not served.

NEW PARENT/STUDENT ORIENTATION:
This orientation is for parents and students that are new to Shafer Elementary. This also includes students that are entering kindergarten. Please join me on Tuesday, August 19th from 6:00 to 7:00 p.m. in the Shafer cafeteria. More information will be forthcoming via email. I hope to see you there!

OPEN HOUSES: Open Houses will take place in your child's classroom. Please refer to the dates and times listed below. More information will be forthcoming via email.

K & 1st Gr.- 8/21 at 6:00 p.m.
2nd Gr.- 8/26 at 6:00 p.m.
3rd & 4th Gr.- 8/27 at 6:00 p.m.

ATTENDACE INFORMATION: Information pertaining to attendance can be found in the K-12 student handbook located on the Shafer web page. Contact me if you should have any questions.

PARKING AROUND SHAFER: Please make yourself aware of the new street signage posted around Shafer Elementary. The affected areas include S. Liberty St., Belvidere St., Victory Lane, and Center St. Parents, visitors, and staff may not park in these areas between 7:00 a.m. – 3:00 p.m. on school days. The borough police will actively patrol these "no parking" areas. Please utilize the parent drop-off/pick-up line at the back of the school.

ARRIVAL AND DISMISSAL PROCEDURES:
During student arrival and dismissal there are four categories of students**:**

1. Bus Students, 2. Walkers, 3. Car Pick-Up/Drop-Off, 4. Daycare Students. It is important for staff to know how your child will be dismissed prior to the start of the school year. Please fill out and return the enclosed form for student arrival and dismissal on the first day of school. It is expected that you plan a consistent dismissal schedule each week for your child.

CAR DROP OFF/PICK-UP PROCEDURES:
Car drop-off and pick-up is located at the rear of the building. Please do not drop your child off at the front of the building on S. Liberty St.

or in the front main parking lot of the school. The proper procedure to follow is:

- The doors open at 8:05 a.m. to drop students off for school.
- Cars enter the drop off/pick-up line near the tennis courts at the rear of the school.
- The second rear entrance of the building will be open for parent drop off/pick-up. Staff will be present and available to assist.
- Students will be dismissed at 2:40 p.m.
- Parents of students that will use the parent drop off/pick-up procedure will receive a special tag to display from your rearview mirror. If you need a tag, please contact the main office. The staff members on duty will compare your tag number with a master list and only then will your child be dismissed. Once your child is safely buckled in the car, please proceed with the flow of traffic to exit the parking lot.
- Parents may not get out of their vehicle to open doors or at any time. I understand that car seats can be difficult for students to manipulate. Please figure out a plan to work through this potential issue.
- Students will not be dismissed to parents at car pick-up unless parents are physically in a vehicle. No exceptions.

ARRIVAL/DISMISSAL PROCEDURES FOR STUDENTS THAT WALK TO SCHOOL:

- Walkers will enter the school through the main entrance located at the front of the building. Walkers should not arrive at school earlier than 8:05 a.m.
- Walkers will be dismissed after all bus students and buses have left the premises. Parents should wait at the corner of S. Liberty St. near the Memorial Garden or below the first bus in line at the exit of the front parking lot to pick up their children. Classroom teachers will walk your children directly to you. Parents are not permitted to enter the school to pick up their child during dismissal unless there is an emergency.

BUS TRANSPORTATION: Parents and students must access PowerSchool Parent Portal to receive their bus stop information. Bus stop information will be available around the third week of August. If you should have any questions or concerns the phone number for the transportation office is 610-759-1170 ext.1177.

COMMUNICATION:
(https://www.nazarethasd.org/o/ses/)
In a continued effort to conserve paper we plan to limit the amount of "hard copy" information that is sent home to parents on a weekly/monthly basis. Parents may view information that is normally sent home with students directly on the Shafer web page. The web page is updated weekly. There will be times when we will send important "hard copy" information home with our students. I will mainly communicate information about Shafer via Schoology, Email, and Twitter. You can expect frequent communication!

SCHOOL EVENTS: Please view our building calendar on the Shafer webpage. It will list upcoming building events, PTA events, and important dates.

LUNCH INFORMATION: NASD implements a lunch debit system called "SchoolCafé". You may credit your child's account online or send a personal check. Cash is not accepted. Make your check payable to "NASD Food Services".

If you think you may qualify for free/reduced lunch, please visit *https://www.schoolcafe.com* to begin or to learn more about the online application process. Please contact Mrs. Garr at 610-759-1170 ext. 1711 if you should have any questions.

Breakfast: Students will be offered a FREE breakfast daily. This will start on September 8th. More information to follow.

*Ice cream and snacks are available to all students during lunch. Students must have money in their accounts to purchase these items.

BIRTHDAY TREATS: All birthday treats (food items) must be purchased through the district's food service's program called *"Classroom Birthday Basket".* No exceptions. Please contact Mrs. Garr at 610-759-1170 ext. 1711 to place your order.

CLASSROOM SNACKS: Please review Shafer's approved snack list included in this packet of information or located on the Shafer webpage. All classroom snacks sent in with students must come from this snack list. No exceptions. Thank you in advance!

VOLUNTEERING: I encourage parents to volunteer if you have time in your personal schedule. To actively volunteer in classrooms and/or chaperone field trips you must complete the following steps:

1. Volunteer Application
2. Criminal History Clearance (Act 34)
3. Child Abuse Clearance (Act 151)
4. FBI-Fingerprint Clearance (Act 114)
5. Arrest Report (Act 24)

Please Note: All clearances must be updated every five years. Please refer to the link below: https://nazarethareasdpa.sites.thrillshare.com/o/nasd/page/volunteering-at-nasd. The Shafer Volunteer Handbook is located on the Shafer web page.

STUDENT HANDBOOK: Parents can view the K-12 student handbook on the Shafer web page. Please carefully review the handbook so you are aware of the K-4 school expectations.

TITLE I: Information about Shafer's Title I Whole School Program and Parent Engagement Policy can be accessed under the Title I tab on the Shafer web page.

SCHOOL WIDE POSITIVE BEHAVIOR: We expect students at Shafer Elementary to display appropriate behavior in all parts of our school. We appreciate your support as we work together in fostering this development. Shafer's school wide rules listed below are the expectations throughout all areas of the school.

Shafer Students…

1. Look and Listen.
2. Raise their hand.
3. Respect people and property.
4. Follow directions the first time.
5. Walk and wait quietly in school.

BUILDING SAFETY**:** The building is locked for student/staff/visitor safety. Visitors are required to ring the buzzer at the front entrance. Guests and visitors will be greeted outside to determine if there is a reason to enter the school. No exceptions.

CRISIS PLAN: Shafer has a detailed crisis plan in place. During the school year we practice monthly emergency drills to be prepared in the event of a crisis.

EMERGENCY FORM: Please complete and return the enclosed emergency form for our records. Please update your personal information in PowerSchool whenever family circumstances change. It is extremely important to always have an updated address and phone numbers on file.

SCHOOL SUPPLIES WISHLISTS: Please refer to the school supplies list that is included in this packet of information that pertains to your child's grade level. The items on the list are a donation to the entire classroom. Thank you in advance for providing all or some of these necessary items.

STUDENT iPADS: Every kindergarten student will receive an iPad towards the end of September. The iPads will be sent home with students later in the school year. 1st- 4th Grade students will receive their iPads by the middle of September and their iPads will be sent home shortly after.

NOTE: When your child is absent from school, please call Shafer's absentee hot line prior to 9:00 a.m. (610)759-2045 or (610)759-5228 option #1 or complete the Google Form for Student Absences on the webpage under the "Our School" tab.

STUDENT RECOGNITIONS: I recognize K-4th grade students for perfect attendance at the end of each trimester and at the end of the school year. If a student attends school every day in a trimester but is late to school five or more times within the trimester, they will not receive perfect attendance. I also recognize K-4th grade students at the end of each trimester for being placed on my Principal's Wall of Recognition. 4th grade students are also recognized at the end of each trimester for being part of the School Spirit Committee. Recognitions will take place during lunch.

PTA: The Shafer PTA is an integral part of the success of our school. The PTA welcomes volunteers! You can access information about joining the PTA and learn about the great things they do for our students and our school on the Shafer web page. Shafer's PTA President for the 2025-2026 school year is Mrs. Kacy Clowser. PTA Email: shaferptainfo@gmail.com

SCHOOL BOARD POLICIES: All district board policies are available to be viewed on the district's web page if needed.

QUESTIONS: If you should have immediate questions or concerns, please contact me at:

William Mudlock, Principal
Phone: 610-759-5228
Fax: 610-759-2253
E-mail: wmudlock@nazarethasd.org
Twitter (X): @Wmudlock

NOTE: Please complete and return all forms included in this packet prior to the first day/week of school. Thank You!

Parents,

I am excited to start a new school year with you! We will begin the 2025-2026 school year with approximately 575 students. My priority is to keep staff, students, and parents safe as we return to the start of the new school year. Student arrival on the first day and first week of school is quite busy. Please follow the signage that will be posted outside of the building. All students will enter the building and walk to their classrooms on their own. Parents should not gather at the front of the school or attempt to enter the building with their children. There will be many staff members available to assist students as they arrive for school. Thanks for your understanding and I look forward to seeing everyone on the first day of school!

Thanks!

William Mudlock, Principal