

**Welcome to the  
P.A. Shaw Elementary School**

**Phone Number: 617-635-8777**

**Fax Number: 617-635-8721**

**Email: [pshaw@bostonpublicschools.org](mailto:pshaw@bostonpublicschools.org)**

**Find us on Twitter: @pashawschool**

**Like our page on Facebook! Pauline Agassiz Shaw Elementary**



**429 Norfolk Street  
Dorchester, MA 02124**

**We are honored and excited to be working with  
you and your child for the 2016-2017  
School Year 😊**

**School Hours:**

Students may begin entering their classrooms: **9:20 am**

Breakfast begins: **9:20 am**

Breakfast ends: **9:30 am**

Instructional Day begins: **9:30 am**

Students are Tardy: **9:35 am**

Instructional Day ends: **4:00 pm**

Students are dismissed: **4:10 pm**

**Arrival Procedure: 9:20 am - 9:30 am**

**Please be advised: DOORS DO NOT OPEN UNTIL 9:20 am**

- Bus Students will enter through the Norfolk Street Doors closest to Morton Street and will be greeted by a staff member
- Parent Drop-Off will occur at the 2nd Norfolk Street door, closest to Middleton Street. A staff member will greet students and families.
- **At 9:20 am:** Students will go straight to their classroom or to the cafeteria for breakfast

**Arrival Procedure: After 9:30 am:**

- At 9:30 am, the doors on Norfolk Street will close. All individuals/ students will need to enter through the Morton Street Doors beginning at 9:30 am.
- To ensure the safety of all students and to monitor all adults in the building, families **are not permitted** to walk their child to their classrooms.
- In the event you need to speak to the classroom teacher immediately during arrival, you must first report to the main office.

**Attendance:**

We want to provide your child with the best education on a daily basis. In order for us to do that, we need your child at school **on time!**

- All students need to be in their classrooms by **9:30 am**
- Teachers will take attendance and mark students as either absent or present **at 9:35 am**
- Any student who arrives **after 9:35 am** will need to report to the main office to receive their tardy pass prior to heading to class.

### Absences:

- If your child is going to be absent from school, **your child must have a note, within seven days**, stating the reason for his/her absence with the date and your signature.
- If your child is absent for medical reasons, **we must have a doctor's note** in order to consider it excused.
- The **8th** time a child has had an unexcused absence, we are required by the district to file an attendance card. This attendance card allows the district to follow up with families in the event that support is needed. The PA Shaw will conduct monthly attendance reports to monitor the attendance of all students. **We will communicate with families prior to an attendance card being filed.**

Boston Public Schools requires schools to file a truancy card for any student who has 8 unexcused absences in a trimester. Please refer to the Superintendent's Circular for specifics on what counts as an excused and unexcused absence-- ACA18, ACA18a: <http://www.bostonpublicschools.org/domain/1884>

### Child Illnesses—When to keep a student home:

We do not want to spread any illness in the school. To be as proactive as possible, please follow these guidelines.

- A child needs to be fever free for **24 hours without medication** before he/she can return to school.
- Children should not come to school with a stomach ache, diarrhea and/or vomiting if it has occurred within 24 hours
- If a child demonstrates a persistent cough or yellowish-green nasal drainage, please do not send to school.
- If a child needs to come to school with medication, please make sure the child brings the medicine **along** with the doctor's orders. We cannot allow a child to take medication without a doctor's notice.

Please consult your doctor if your child is ill or has these symptoms.

### **Note to Parent/Guardian(s):**

Do not confuse a prescription with a doctor's order. If you need clarification, feel free to contact our school nurse at 617-635-8777 ext. 10200

### **Dismissal Procedure:**

We understand that things happen and dismissal plans may change for your child. We strongly believe in maximizing every minute of our school day. Students leaving prior to the designated dismissal time equates to time being lost instructionally. Please refrain from picking up your child early.

- **Please** inform us by **no later than 3:00 pm** if there will be a change in the dismissal routine of your child. You may either call to inform us or send your child to school with a signed and dated note indicating the change.
- After 3:00 pm, whatever your child's typical dismissal routine is, we will follow.
- Early Dismissal ends at **3:30 pm**.
- **Doors will remain close between 3:30 pm and 4:10 pm.**
- All students will be outside for dismissal at **4:10 pm.**
- To ensure the safety of all students and to monitor all adults in the building, families **are not permitted** to walk to your child's classroom.
- In the event you need to speak to the classroom teacher immediately during arrival, you must first report to the main office.

### **Note to Parent/Guardians:**

**All parents/guardians must sign out their child with his/her classroom teacher.** Please be patient as families will need to take turns signing out his/her child. Safety is our priority and we want to ensure that every child leaves with the appropriate adult.

**If you are sending another individual to pick up your child from school he/she MUST be on your child's emergency information form OR in our Boston Public School Student Information System.**

- He/she must be 18 years of age or older to pick up
- We need **written consent** from the Parent/Guardian if someone **under** the age of 18 will be picking up your child from school.
- If your child is going home with another student, we need **written consent** from **BOTH** families indicating this change in dismissal procedure.

**Student safety is a priority. We must adhere to this expectation.**

### **Late Pick-Ups:**

Repeatedly picking up your child late is unacceptable. If your child has not been picked up by **4:20 pm**, he/she will be brought into the main office.

- **We cannot guarantee supervision past 4:20 pm.** 4:20 pm marks the end of the work day for teachers and staff. Please be respectful of their time after 4:20 pm.
- If you are going to be late, please make sure to call the school and let us know **in advance**.
- **Repeatedly** picking up your child late will result in the following:
  - Formal notification of Tardiness
  - Referral for After School Programming/Alternate Transportation
  - Meeting with the Principal
  - Meeting with BPS District Social Worker and/or Operational Leader
  - Filing of a 51A

Please make sure to plan ahead for our dismissal times to avoid repeated tardiness at dismissal.

### **Emergency Information Form, Guide to BPS and CORI Forms:**

**Emergency Information Forms** are extremely important! It includes pertinent contact and health information along with whom we should contact in the event of an emergency.

- Any updates to emergency cards **must also** be done at the Welcome Center in order to keep our electronic systems updated!
- Students will **ONLY** be released to individuals listed on the Emergency Information Form **or** the Boston Public School Student Information System

**Guide to BPS** gives families a detailed explanation of some of the procedures and resources in BPS. **There are pages that families must complete such as a media release form to allow us to take pictures of your child and place them on our school or district website.**

**CORI Forms**— Every individual who volunteers/chaperones children **must submit a BPS CORI/SORI form** to complete a background check. These form must be resubmitted every school year. Individuals with submitted and cleared **CORI/SORI form**, are allowed to volunteer in the classroom or chaperone field trips.

### **Student Nutrition: Breakfast, Snack and Lunch**

Students have the opportunity to eat breakfast and lunch for free. All classroom teachers have a designated time built into their schedule for snack.

- Make sure to label your child's lunch box with his/her name. Students easily get confused with the lunch boxes in their classroom.
- Students are not allowed to share lunches. We do not want to risk any allergic reactions. Please support us by communicating this message to your child on a regular basis.
- School Approved Snacks:
  - Goldfish
  - Pretzels
  - Animal Crackers
  - Fruit
  - Vegetables
  - 1 small bag of chips
  - Fruit Snacks
  - Granola Bars
- We expect students to either eat what they bring **OR** eat the school lunch. The school lunch menu will be provided every month. Please carefully review the options and make a determination as to whether your child will eat the school lunch or bring one from home.

### **P.A. Shaw Visitor Policy:**

We **must** ensure the safety of every single individual in the building. Our visitor policy is designed to help us create a safe environment for kids and all staff members

- All families, guests etc. will use the Morton Street Entrance and must be buzzed in during the school day.
- Once you have entered the building, visitors must sign-in and receive a GUEST pass from the Main Office.
- **An appointment must be scheduled at least, 24 hours in advance**, if you would like to meet with the principal and/or the classroom teacher. You may either call the school to schedule this appointment, or notify the classroom teacher directly via ClassDojo. Every minute of instruction is important for your child and we ask that you do not interrupt instruction.

**Note to Parents/Guardians:**

When you ring the school doorbell, please make your appearance clear to our school cameras and be prepared to state your name and purpose of visit. Safety is our number one priority and we must account for all individuals in the building.

### **Protecting Children:**

Chapter 119, section 51A of the MA General Law requires that we report any suspected cases of child abuse, physical, emotional or child neglect. P.A. Shaw will strictly adhere to the BPS policies and procedures regarding reporting of suspected neglect and/or abuse as well as the policies and procedures for reporting allegations of sexual abuse.

- All members of the P.A. Shaw Staff are **mandated reporters**.
- Please refer to the Superintendent's Circular SSS-17 regarding our responsibilities and procedures for filing a 51A
- In the event a 51A needs to be filed, families will be informed of the decision. We would like to emphasize that filing a 51A is a protocol to ensure that all is well with the student physically and socio-emotionally. We hope to be a resource to families in the event he/she is having difficulties.

### **Uniform Policy:**

Students at the P.A. Shaw will be expected to wear the following each day:

- School Uniform Shirt: Hunter Green Top **with** School Logo
- Khaki Bottoms
- Grey Sweatpants with School Logo
- Closed toe shoes

Order forms for School Apparel can be found in the Main Office and online at our school website: [www.bostonpublicschools.org/shaw](http://www.bostonpublicschools.org/shaw).

### **Parking:**

We understand that parking around the Shaw is extremely difficult. Please adhere to the following parking regulations during arrival and dismissal:

**Families CAN park:**

- Walgreen Parking Lot (minimum 10 minutes. Please see the school for a parking permit)
- On the corner of Middleton and Norfolk Street
- On Norfolk Street, before the MBTA stop
- On Hildreth Street (Side street behind the Shaw)

Please refer to the school map for guidance.

**Families CANNOT park:**

- In the school parking lot during arrival (9 am - 10 am) and dismissal (4-5 pm). Our driveway is not large enough for two-way traffic
- On Norfolk Street (directly in front of the school) during arrival and dismissal. This area needs to be cleared for our school buses.
- On Morton Street: You risk receiving a ticket! **Please do not park in front of the school or neighbor's driveway.**

**School Communication:**

As a school, we will do the following:

- Any announcements from the main office will be sent home on a Bright Green-Colored Paper
- Send home a monthly newsletter with important dates
- Post dates and upcoming events on the school website: [www.bostonpublicschools.org/shaw](http://www.bostonpublicschools.org/shaw).
- Bulletin board located in the office for announcements
- Twitter Account: @pashawschool
- Facebook Page: Pauline Agassiz Shaw Elementary School
- School App: ClassDojo
- Bulletin board located in the office for announcements

Note to Parents/Guardians:

**Please make it a habit to check your child's backpack EVERY SINGLE DAY.** Important notices, permission slips and information will be placed in a folder in your child's backpack, so please make sure to check it and read it carefully!

**This is only the beginning! We are looking forward to partnering with you and your child for a successful school year!**