

Shaw Elementary – A Title One School

“Teaching and Learning Excellence”

Welcome to the 2021-2022 School Year

Pledge of Parental Involvement

I pledge to support my child's education to the best of my ability. I will have high expectations for my child to succeed in school and in life. I will make my child's education a priority, and model positive actions and attitudes. I will partner with my child's school to ensure I am informed and involved in all aspects of my child's education, and will be an active advocate for my child's education. I understand that education is the key to success, and will do everything I can to nurture my child's ability to learn.

Written by the *Florida Parental Information and Resource Center (PIRC) of FND* to encourage and support the home-school connection.

Mission

Shaw Elementary will provide quality instruction that empowers students to be successful and responsible for their learning both in and out of school.

Vision

Shaw Elementary will be a learning community dedicated to the success of every student.

CIVILITY CLAUSE

In order to provide a safe, caring and orderly environment, the School District of Hillsborough County expects *Civility* from *ALL* who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that *ALL* parties need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying, and aggressivity.

Important School Procedures

Acceptable Behavior includes:

- Behaviors and actions which support school and school activities
- Appropriate language and tone
- Appropriate telephone conversation, written communication, electronic email and voice

Unacceptable Behavior

- Behavior which interferes with or threatens to interfere with school activities
- Using loud, offensive language or profanity
- Intimidating, harassing, bullying and inappropriate displays of temper
- Threatening verbal or physical harm to others including but not limited to students and your own child
- Threatening, abusive, or obscene telephone conversations, written communication, electronic mail or voice mail

Agenda Planners and/or Communication Folders

Our staff feels it is very important to regularly communicate with our parents. Teachers at each grade level will communicate with parents via agenda planners and/or communication folders. Please take time to review your child's planner/folder so that you will be informed of his/her behavioral and academic progress.

Attendance

For your child to get the most out of our instructional program, it is important that he/she attend school and be on time every day. Our goal is to achieve a 96% average daily attendance rate each month and for the school year. Throughout the school year we will be rewarding classes and individual students for high attendance rates. Please expect phone calls and/or home visits if your child reaches 3 or more unexcused absences. Your child's presence in school is important to us! In the event of an absence, please call the Shaw attendance line (813) 975-7366 and press 1.

Breakfast

Please be sure to complete and submit the lunch application to be considered for free/reduced lunch.

Free breakfast will be served to all students every day from 7:10 a.m. until 7:40 a.m. The school board approved our breakfast program because it encourages healthy eating habits and helps prepare students for learning. If your children do not eat breakfast prior to coming to school, please encourage them to take advantage of our breakfast program. Please note students are expected to be in the classroom ready to learn by 7:40 a.m. Students arriving after 7:40 a.m. must go directly to the office for a tardy slip. **To minimize interruption in class students that are tardy must eat any outside breakfast item with parents at home and not in the front office. Lunch menus are sent home monthly and are also available online.**

Check in/Check out

We have implemented a limited access policy on campus . All parents must make an appointment to meet with any one on campus. Our staff will also accommodate parents with Zoom meeting as well. Based on district policy, parents entering must sign in/out of the front office and have the option to wear a mask. All parents exiting the campus must leave through the front office. This is so that we can ensure that our campus is secure. If parent refuse to abide by this rule they will not allowed on campus

Car Transportation

The designated car drop-off and pick-up area is located in the parking lot on the southwest side of the school, with the entrance at Copeland Park. Parents are asked to form a single-file line and continue moving forward to the drop-off / pick-up point as designated by the signs. Parents are to remain in cars when dropping off and/or picking up. Students must exit and enter their cars along the curb marked by the yellow line. The students will be able to exit safely and enter the building. Please be sure that students are ready to exit your car when entering the car line. Parents with an appointment are welcome to park in the grassy lot, in front of the school and walk students into the building. Please use caution when crossing the lot. Please do not drop off your children before 7:10 a.m. because they will be unsupervised. Staff members on morning duty enter the building to begin teaching classes at 7:40 a.m., and your child will be unsupervised if dropped off late.

At dismissal time, parents must display their school given student passage card filled in with students' names in the window of the car at all times. Parents should follow the same rules stated in the morning procedure. Please stay in your cars and move forward in the line. Your children will be walked to your car. **For safety purposes, we will not allow parents to park and walk into the building to pick up children at dismissal, nor will we deliver children to parents who exit their cars and walk up to the dismissal area. PLEASE STAY IN YOUR CARS.**

If everyone follows the procedures outlined, car rider dismissal should take between ten to fifteen minutes. Children not picked up within 15 minutes of dismissal will be escorted to the lunchroom for late pick up. **All children are expected to be picked up on time.**

Celebrations

District policy only allows (2) celebrations per year, please support this policy.

Change in Dismissal Plans

If you plan to change your child's regular dismissal plans, you **MUST** send a note to your child's teacher. Due to safety concerns, we will not accept changes over the telephone unless an unexpected emergency arises. If this is the case, you must call to speak to an administrator.

Quarterly Recognition

At the end of each nine weeks, we will acknowledge our students' academic and behavior achievement. Students may receive a perfect attendance award, citizenship award, honor roll award or principal's honor roll award.

Daily Schedule / Arrival and Dismissal Times

7:10 a.m. – 7:40a.m.	Student arrival time – Students that arrive prior to 7:10 a.m. WILL NOT be supervised. Gates open daily at 7:10 a.m. (No sooner due to need for supervision.)
7:10 a.m. – 7:40 a.m.	Free breakfast is picked up at designated carts around campus. Breakfast for most students is eaten in the classroom.
7:40 a.m.	The student day officially begins. All students should be in their classrooms and ready to learn.
1:55 p.m.	Students are dismissed from class, <u>with an early dismissal on Mondays (12:55 p.m.)</u> .

Early Pick Ups

We discourage parents from signing their child(ren) out of school early due to the amount of instructional time missed. Every minute in the classroom counts towards student learning. Although we discourage early pickups, we are aware that important appointments or emergencies do arise. **If your child must be signed out early, you must sign him/her out at the front office no later than 1:30 to avoid confusion during dismissal time.** If you arrive later than 1:30, your child will have to follow regular dismissal procedures. In order for your child to be released to you, your name must be included on the emergency card and you must have picture identification. The parking lot nearest the office (North lot) will not be available for parking throughout the school day. If you come between this time period to sign your child out of school, you will need to park in the front grassy area and walk to the office to pick up your child. Parents who continuously sign students out for doctor's appointments will need to submit a doctor's note. Please work with us to keep sign-outs to a minimum throughout the school year.

Serve Weather

Tornado Watch

Students normally will not be dismissed early. They will dismiss at their regular time. Weather conditions will be closely monitored. After-school activities will be canceled during a tornado watch.

Tornado Warning

Students will not be dismissed during a tornado warning. All students will go to areas designated and take cover. If the warning is lifted during school hours, all students will be dismissed at their normal time and bus students will be transported home. Student that normally walk home will be allowed to do so. All extra activities practices, tutor session and events are canceled until the warning is lifted. Any outside activities or /and events in progress when a warning is issued will be stopped and all students will be moved to designated cover areas.

- Feel free to pick up your child(ren) at any time during severe weather. Report to the office to do so.**
- Please do not call the school unless an emergency exists, to keep the phone lines open.**

Family Nights / Parent Training

Once per month the Shaw staff will host a parent training or family event Please look for more information regarding these events in our monthly newsletter which will be sent home on the first of every month. We hope to see many families at each of our school events.

Helping Your Child with Homework

Children in all grade levels will be given homework each night. Homework will be an extension of what they have learned in the classroom. Students in grades K-2 will receive up to 30 minutes per night, and students in grades 3-5 will receive up to 45 minutes per night. In addition to homework, students will read 30 minutes each night. You can assist your child by finding him/her a quiet place to work and materials such as pencils, paper, ruler, etc.

Illness or Accident at School

If your child is sent to the office during the school day due to illness or an accident, a parent will be notified. It is extremely important that we always have the most current information on file so that we can promptly reach you:

1. Name, home phone number, business phone number, cell phone number and address of parent or guardian.
2. Emergency numbers: Name and phone numbers of a relative, friend or neighbor, should your child need to be picked up from school and a parent cannot be reached.

The above information must be included on your child's emergency card that is to be completed and returned to school as soon as possible. (Please be sure to update information as soon as a change occurs.) In addition, we ask that you complete the Emergency Contact Sheet included in the "Forms to Be Returned" packet.

Late Arrivals

The student day begins promptly at 7:40 a.m. Please follow this time, as every minute of instruction is important to your child's academic growth. If you arrive after 7:40 a.m., your child will receive a tardy slip and will be sent to class. When signing in tardy, you will need to send a note indicate the reason for the tardy. The only tardies that will be considered excused will be those related to illness or injury. All other tardies will be considered unexcused.

Students with excessive tardiness parents will be required to schedule a meeting with a member of the administrative team and a member of the student service team to address the reason for the student's habitual tardiness. A continued pattern of tardiness for any student will result in a conference with the principal to discuss ways to solve this problem. Please note: any student receiving five or more tardy slips in a nine-week period will be given a needs improvement indicator on his/her report card. This policy is inclusive of walking students.

Medication

If your child must take medication at school, a parent must complete the appropriate forms (available in the main office) and bring a supply of medication in the prescription bottle to school. Children are not allowed to transport medication to school under any circumstance. The office staff is not permitted to dispense nonprescription medication. **Parents are encouraged to keep up with student medication refills to minimize students' missing days for prescription refills.**

Monthly Newsletter

A monthly parent newsletter will be sent home with each of our students. The newsletter will contain important information about curriculum, special projects, upcoming events and tips for parents. Please be sure to ask your child for the "Paw Prints" newsletter. It will help you stay informed!!!

Parent Conferences

Becoming involved in your child's education is a critical component for their success as a student. When parents are involved, students tend to achieve more regardless of financial status, ethnic/racial background, or the parents' education level. We invite all our Shaw parents and relatives to become a part of our school community. Parents are encouraged to attend one of our monthly School Advisory Council/PTA meetings. We want all our families to be "partners in education."

We will conduct conferences with parents at the end of the nine-week grading period. Your child's teacher will schedule conferences with you in advance, and you will be able to pick up your child's report card at the conference. If you need to speak with your child's teacher prior to date of the conference, please feel free to contact the teacher through e-mail.

Parent Link

You will be receiving telephone, text, and email messages from us throughout the year that will give you instant information on hazardous weather, school closings, alerts, and general school information. Please be sure your phone number and email address are current.

Parking

Parking on campus is restricted to the lined visitor's spaces in the front parking lot or the grassy area in front of the school. Please do not park along curbs or along 15th Street or any side street near the school.

Parking is not allowed on the North side of the school due to buses having to move in and out of the lot. The Tampa Police Department may ticket your car if you park in any of these areas.

PTA

It is very important that we increase our parent/family membership in our PTA in order to show support for parent involvement. Dues paid toward your PTA membership go directly back to students through the funding of special school programs and student incentives. The PTA Board will be sending membership and other information home with students in the next two weeks.

Student Behavior Managing and Motivating Plan

To guarantee that all Shaw students receive their education in a positive learning environment, our school will be implementing the following Managing and Motivating Student Behavior Plan which includes our Positive Behavior Invention Support (PBIS) plan. This plan allows us to reward students for exhibiting positive behavior, while being consistent with student discipline. Please read the plan carefully with your child(ren) to ensure that he/she understands what is expected of them while at school.

A copy of the actual School Wide Discipline Plan is in the Parent Resource Area in the front office, for any parent/guardian to review. We will also send a copy home with each student following the beginning of the year discipline presentation for each grade level.

Bulldog Barks (Rules)

- Be** quiet and orderly when walking throughout the school.
- All** directions given by adults should be followed.
- Respect** others and be kind.
- Keep** your hands, feet and objects to yourself.
- Strive** for 100% at all times!

In all areas on the school campus, students are expected to follow these rules, every day. Students who choose to follow the rules will be recognized through the school-wide recognition program:

School Wide Procedures

C = Conversation Level

How are we going to communicate?

H = Help

How will you get your questions answered?

A = Activity

What is the activity we are working on?

M = Movement

Are we allowed to move around the room?

P = Participation

What behaviors show that you are participating?

S = Success!!!

Uniforms

All students are expected to wear a school uniform. Tops are collared shirts which are navy blue and red, and bottoms must be navy blue or khaki. Students should wear closed-toed shoes every day. **No uncovered shoulder tops, muscle shirts, mid-drifts with expose belly, sagging pants, exposed underwear, ripped jeans with exposed legs, unacceptable mini-skirts or short shorts that are higher than students' fingertips placed on their legs, sandals or flipflops of any kind are acceptable. If students violate this policy, parents will be called in to bring students appropriate school attire.**

Volunteer Opportunities

Please contact the front office for volunteer opportunities on our campus. They will direct you to information regarding opportunities.

Important Communication Information

Shaw Website:

www.sdhc.k12.fl.us/~shaw.elementary

Main Office

(813) 975-7366

Attendance Line

(813) 975-7366 ext.1

Fax Line

(813) 558-5025

We are providing important numbers that may be of assistance to Shaw Families throughout the school year. Please do not hesitate to call the school if you have any questions or concerns. Specific email addresses and extensions can be located on our school's website.

E-mailing Shaw Staff

All staff members have e-mail addresses and check their e-mail regularly. If you would like to contact a member of the staff via e-mail, type their first name, period, last name@hcps.net For example: Jane.Doe@hcps.net

Thank you so much for following these procedures. By working together we will have a safe and smoothly run school year.