

SHAW VPA ELEMENTARY



STUDENT HANDBOOK

2016-2017

5329 COLUMBIA AVE.
ST. LOUIS, MO 63139
314-776-5091



Welcome to Shaw Visual & Performing Arts Elementary School

On behalf of the Shaw VPA faculty and staff, I would like to welcome you and your family to Shaw Visual & Performing Arts Elementary School. We are providing this handbook to ensure you are informed and aware of the school and district rules, policies, and procedures. I hope you find this handbook resourceful as you progress through the upcoming school year. As always, if you have a question and cannot locate it in the handbook, please feel free to contact the main office at (314) 776-5091. Again, I welcome you to Shaw and look forward to a productive new school year.

Dr. Lori Craig, Principal

Shaw VPA Elementary School Mission & Vision

"Set the bar high...High Standards, High Expectations, High Achievement"

At Shaw VPA, we are dedicated to excellence and innovative collaboration of the arts and academics. Shaw VPA is the school of choice. We have a safe, caring, respectful, and challenging educational environment. Through collaboration we will expand creative and challenging learning experience in many disciplines.

"Can't hide that Panda P.R.I.D.E!" (Persistence, Respect, Independence, Determination, Enthusiasm)



SLPS District Mission Statement: We will provide a quality education for all students and enable them to realize their full intellectual potential.

*Special Administrative Board:
Rick Sullivan, President/CEO
Melanie Adams, Vice President
Richard Gaines, Board Member
Ruth Lewis, Executive Administrative Assistant*

*SLPS District Office
801 N. 11th Street
St. Louis, MO 63101
(314) 231-3720*

Superintendent

Deputy Superintendent of Academics

Human Resource,

Director of Talent Acquisition & Support

Chief Finance Officer

Deputy Superintendent, Student Support Services

Director (Interim) of Special Education

Executive Director of

Student Recruitment & Placement

Executive Director of Transportation

Students in Transition Coordinator

Family & Community Engagement Coordinator

Dr. Kelvin Adams

David Hardy

Edmond Heatley

Angie Banks

Stacy Clay

Candace Boyd

Louis Kruger


Deanna Anderson

Deidra Thomas-Murray

Jeffery Rhone



Shaw VPA Elementary School
General Information
2016-2017



School Schedule Hours

The school hours for students at Shaw VPA Elementary are from 9:20 a.m. to 4:17 p.m. In order to ensure adequate supervision of students, please do not drop students off at school before 9:00 a.m.

Arrival & Dismissal

When the school buses arrive, students will enter the building and go directly into the cafeteria for breakfast. Students who are dropped off by car (between 9:00 a.m. - 9:20 a.m.) should report directly to the cafeteria as well. Students are considered "tardy" if they arrive after 9:20 a.m. Students who arrive to school after 9:40 a.m. must be accompanied by a parent/guardian to sign the student in at the main office.

Dismissal begins at 4:17 p.m. for full days of school. **NOTE: PLEASE BE AWARE WHEN YOU BRING YOUR CHILD(REN) LATE TO SCHOOL OR PICK THEM UP EARLY, THIS TIME WILL BE DEDUCTED FROM THEIR ATTENDANCE FOR THAT DAY. THIS WILL EFFECT THEIR ATTENDANCE RECORD.**

DROPPING OFF & PICKING UP

Supervision for students will begin at 9:00 a.m. Students who are dropped off must enter at the main entrance on Columbia Ave. Please do not block other parked cars or park in the "No Parking" zones. Please refrain from dropping students off in the bus unloading zone on Macklind Ave.

Please let your student's teacher or the main office know if there will be a change in your pick-up routine before 3:30 p.m. You may also send a written letter (for example, if your child normally rides the bus, but will be picked up for that day). The designated pick-up area is located on the lower level in the drama room. All students designated as a "pick-up" should report to the drama room at dismissal. The parking lot located on the east side of the building (Edwards Ave. Door #6) should be used for student pick-up. Do not park on Columbia Ave. nor the west parking lot (Macklind Ave. Door #3) during dismissal, these are bus loading zones.

We want to honor all members of the Shaw VPA Community by working together. Your cooperation and patience is much appreciated.



Visitors

ALL visitors, including parents/guardians, must report to the main office to sign-in and receive a visitor's badge. Visitor's badges should be visible while in the building. This lets our Panda's know that you are a "safe" visitor. We always welcome and encourage family and community members to participate in school activities, but please be sure to arrange volunteer participation in advance. Volunteer application packets are available in the main office.

School/Home Communication

Classroom teachers send home communication in various ways: weekly, bi-weekly, monthly newsletters to share what is taking place in their grade level classrooms. The Shaw School calendar is sent home at the beginning of each month to share various events and activities, as well as, important dates (i.e. "no school", parent conferences, etc.). Parents/guardians may also check the school website at <http://www.Slps.org/shaw>. Throughout the school year, you will get automated calls from the SLPS phone blast system to update you on different issues, events, or any school {district} related announcements.

Parent/guardians and community members who have concerns or suggestions are welcome to call and speak with the building administrators.

Permission Slips

Permission slips will be sent home with your child(ren) to give permission to go on district approved field trips and to participate in various events and/or activities. Please make sure those forms are returned to your child's teachers the following day. Under any circumstances, we **cannot** accept hand-written letters and/or over the phone permission from parents/guardians for students to participate in field trips.



Permission to go Home with another Student

There are times when a student may need to go home with a friend and/or family member. Please be advised that students are not permitted to ride buses they are not assigned to. Please make the necessary arrangements to ensure the students have the proper transportation.

School Closing

In the event of a school closing, such as severe weather conditions, the Superintendent of schools may announce the closing of the school. An announcement will be made on the local television stations, as well as, the radio. Please keep your emergency information up to date in the main office.

Student Absence or Illness

It is very important, as we try to improve student achievement at Shaw VPA Elementary School, that we improve our attendance as well. Every effort should be made for your child to attend school regularly. When your child needs to be absent, please call (314) 776-5091 before 10 a.m. to inform the office of the absence. When a student is expected to be absent for an extended period of time, please notify the school so that provisions for make-up can be made. Good attendance is important but we do understand if a student must stay home if they are ill. Students must be fever-free for at least 24 hours to return to school. Please read the district policy on student absences and excuses that follows.

St. Louis Public School District ATTENDANCE EXPECTATIONS 2016-17

Statue 167.031, RSMO, states that any parent, guardian or other person having custody or control of child between the ages of seven (7) and seventeen (17), must ensure that the child is enrolled and regularly attends public,

private, parochial school, home school or a combination of schools for the full term of the school year.

- 🍏 The term "compulsory attendance age for the district" shall mean seventeen (17) years of age.
- 🍏 Children between the ages of five (5) and seven (7) are not required to be enrolled in school, **However**, if they are enrolled in a public school their parent, guardian or custodian must ensure that they regularly attend.

The only expectation to the attendance regulation shall be the enumerated extenuating circumstances that are verified and excused by the school. Students shall be temporarily excused from that attendance regulation for the following reasons:

- ✓ Hospitalization - Extended hospital stay as verified by a discharge statement
- ✓ Student Illness - Personal, physical, or emotional illness or extended recuperation from an accident as verified by a physician, dentist, or nurse practitioner as verified by one of the following:
 - Contagious with documentation from doctor/nurse practitioner
 - Physician's note with recommended time of absence
 - Physician's note with statement of chronic/intermittent illness
 - 504 Plan which addresses chronic/intermittent illness and accommodations
- ✓ Head lice - limited to one day (pending return lice check by school nurse)
- ✓ Observance of special and recognized holidays of the student's own faith as documented by a parent letter (in first language) and verified by calendar of religious holidays by ESOL Program
- ✓ Documented family emergency
- ✓ Agency required meeting (i.e. Court dates, Children's Division Family Support Meeting, Immigration for ESOL)

For other extenuating circumstances, the student's paren