

# Joseph R. Dawe, Jr. Elementary School

131 Pine Street  
Stoughton, Massachusetts  
781-344-7007

Mr. David N. Barner, Administrative Principal

## PARENT INFORMATION

Welcome to the Joseph R. Dawe, Jr. Elementary School! To ensure the safe arrival and dismissal of our students, some important information that is specific to the Dawe School is provided in this document. General information is found in the *Student and Parent Handbook* that you will receive after school begins.

You are recognized as the *most important* person in your child's educational success. Cooperation of home and school will help create a climate in which every student will be stimulated to pursue intellectual excellence throughout his/her life. On behalf of the staff, I wish you a great year and look forward to seeing you and your child.

### **STUDENT DROP-OFF / PICK-UP PROCEDURES**

The following drop-off and pick-up procedures have been established in order to assure the safety of our students. Please be courteous to other drivers and vigilant in watching out for the safety of our students.

#### **School Hours**

Students may be dropped off no earlier than 8:00 AM, since we do not have supervisory coverage available until 8:00 AM. It is requested that children are dropped off beginning at 8:15 AM when there is more supervisory coverage. Students are considered tardy after 8:30 AM. Dismissal begins at 2:42 PM. Your punctuality is greatly appreciated.

#### **Traffic Pattern**

The driveway in front of the school is one-way at all times. Please enter from Lowe Avenue only and exit by taking a right turn at the STOP sign onto the driveway that runs between Lowe Avenue Extension and Pine Street.

#### **Drop Off**

Parents/guardians are asked to drop off students at the sidewalk only in the designated drop-off/pick-up areas that are in front of the school and adjacent to the lower and upper playgrounds. The curbs in these areas are painted white to designate them as drop-off/pick-up areas. There is no parking in these areas. You must drop off your child at the sidewalk and then move on immediately to keep traffic flowing. If you need to walk over to the sidewalk or enter the school in the morning, you will have to park in a designated parking space. Only students and school staff are permitted on the blacktop or playground at drop off time.

#### **Kindergarten and First Grade Students**

Kindergarten and first grade students will enter from the lower playground that is located on the left side of the school at 8:25 AM. If the weather is inclement, or too cold to be outside, students will report to the cafeteria when they arrive at school. Please see the "IN/OUT" signs displayed at the front and side doors.

Please note that kindergarten students are to go directly to the cafeteria if the signs read "IN." Kindergarten students will go to the lower playground area if the signs read "OUT."

#### **Grade Two through Five Students**

Students in grades two through five will enter from the upper playground that is located at the right side of school at 8:25 AM. If the weather is inclement or too cold to be outside, second grade students will report to the cafeteria and third through fifth grade students will report to the gym, depending on before school program locations.

## **Pick Up**

Kindergarten parents are to meet their child at the playground gate (if the signs read “OUT”) or in the lobby (if the sign reads “IN”). Only students and school staff are permitted on the blacktop at dismissal time.

When picking up children in the afternoon using the drive up method, you are asked to remain in or at your car in one of the designated drop-off/pick-up areas along the sidewalk and have your child come to your car. Please do not park and leave a car unattended in a drop-off/pick-up area.

If you have parked your car in a legal parking spot, you may meet your child either in the front lobby, if the weather is inclement, or outside the lower playground gate when the weather is nice.

Students who will be walking home from school, or who will be picked-up by a parent/guardian, will be dismissed at 2:42 PM. If someone other than a parent/guardian will be picking-up your child, please send a note to the school indicating such. Any change in dismissal or early dismissal requires a note with parent/guardian signature.

## **General Safety Procedures**

All pedestrians are asked to cross the street within the crosswalks only. Do not cross the street between or in front of the buses.

If you are driving a car, please do not drive by the buses or vans when their lights are flashing. State law requires vehicles to stop when the lights are flashing and mandates a \$200 fine for anyone who violates the law.

If you choose to carpool, please notify the school office and your child’s teacher in writing of the arrangements and the names of the adults with whom your child may be transported.

## **PAY AND RIDE BUS PROGRAM**

Students who are eligible for free bus transportation, including kindergarten students who live two miles or more from the school, and pay and ride students will receive a postcard with their bus assignment, bus stop, and approximate morning pick-up time 2 to 3 days before school starts. Please keep this postcard and use it as a temporary bus pass for the first few days of school until the driver gets to know your child. Only children who are eligible for free bus transportation and pay and ride students will be allowed on the buses. These students may only ride on their assigned bus to their assigned bus stop.

## **PURCHASING SCHOOL LUNCH and/or BREAKFAST**

Breakfast is available for all students from 8-8:25 every morning. Students who receive free/reduced lunch are also eligible for free/reduced breakfast. Parents and guardians are encouraged to pre-purchase lunch/breakfast on a weekly or monthly basis. Your child will bring home more information regarding the process. Students may purchase lunch, which includes milk, or milk separately. Lunch money for those paying on a weekly or monthly basis should be sent to school in an envelope addressed to the cafeteria with your child’s first and last name. Payment must be made by cash, bank check or money order payable to the Stoughton Public Schools. Online payment is also available. A monthly school lunch menu will be sent home prior to the beginning of each month and is available on our web site.

## **ABSENCES/TARDINESS**

Please call the school office before 8:15 AM if your child is going to be absent or tardy. Give your name, child’s name, classroom number or teacher, and the reason for absence or tardiness. A note should be sent to the teacher when your child returns to school explaining the reason for the absence. If we do not hear from you on a day when your child is marked absent, a staff member will call you to verify your child’s absence. Students who are tardy MUST be escorted to the office upon arrival by a parent who will sign the student in.

*If you have any questions, please do not hesitate to call.*