

F. A. CLEVELAND ELEMENTARY
SCHOOL

STUDENT HANDBOOK

BLUE PAGES

2018-2019



NORWOOD PUBLIC SCHOOLS

ADMINISTRATIVE OFFICES • JAMES R. SAVAGE EDUCATIONAL CENTER

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DAVID L. THOMSON, Ed.D.
Superintendent of Schools

ALEXANDER WYETH, Ed.D.
Assistant Superintendent for Curriculum,
Instruction & Assessment

September, 2018

Dear Families,

It is my pleasure to welcome you to Norwood Public Schools for the 2018- 2019 school year. The mission of the Norwood Public Schools is to seek academic excellence for all children in an environment which is safe, nurturing, and supportive, to inspire in them an enduring love for learning, and prepare them to contribute as citizens of a diverse community. This handbook is provided to make certain that each student and their family has full knowledge and access to the rules, expectations, and day-to-day procedures to ensure success in the Norwood Public Schools. Thus, it is imperative that you review this document together and should you find any questions or concerns, please be sure to contact the administration at your student's school.

As you know each school year is an exciting opportunity to learn and develop as individuals. Central to this effort is good communication between the home and school that creates a partnership focused on an enjoyable and productive learning environment. We look forward to working together to ensure a successful school year.

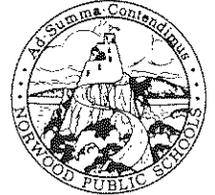
Sincerely,

David L. Thomson, Ed.D.
Superintendent of Schools



Frederick A. Cleveland School

33 George Willett Parkway
Norwood, Massachusetts 02062
Telephone: (781) 762-6522
Voice/TTY-Use Phone Relay



Nancy H. Coppola
Principal

Dear Parents,

On behalf of the staff at the Cleveland School, I am happy to welcome you to the 2018-2019 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school

Please consider joining our school volunteer program, as our students can greatly benefit from your involvement and contributions to the school's program and its operations.

I am attaching a copy of our school handbook so that you and your child can review them together. If you have any questions about the rules and expectations, please feel free to contact me or to discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year.

The wonderful Cleveland staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

Sincerely,

Nancy H. Coppola
Principal

F. A. CLEVELAND SCHOOL

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MISSION STATEMENT

The mission of the Frederick A. Cleveland School is to work together as a community to meet the needs of our children as they develop the skills needed to interact with the world.

To achieve success and build dreams,
Students will learn to:
Become critical thinkers
Acquire self-confidence
Develop communications skills
Show respect for others
Value diversity
Become lifelong learners

To accomplish the mission of the F.A. Cleveland, we must stress that both parents and students adhere to the guidelines listed in this handbook in order to promote an optimal learning environment for your child and teacher.

HISTORY OF THE SCHOOL

The F. A. Cleveland School opened in the fall of 1958 to accommodate pupils from kindergarten through grade 5. The one story masonry and steel structure was designed with two kindergarten rooms, twelve classrooms, a physical education room, a cafetorium, a multi-purpose room, a primary activities area, a conference room, principal's office, a health center, library and teachers' room.

As the school enrollment increased, it was necessary to use several of the special subject rooms for classroom purposes. Eight classrooms, a reading room, and a speech center were added to the original building in 1965.

Dr. Frederick A. Cleveland (1865-1945), for whom this school was dedicated, was an author and economist of national and international fame as well as an outstanding engineer, philosopher, builder and professor. His service to Norwood spanned fifty-three years, including nine years on the school committee.

SCHOOL DAY

8:25 AM	Arrival at School – Teachers are on outside duty. For your child’s safety, students should not arrive at school before this time.
8:40 AM	First Bell – students should proceed to their classrooms, get organized and ready to start the day.
8:45 AM	Daily Lessons Begin – promptly at 8:45 - Students must be at their desks ready for instruction. <u>STUDENTS ENTERING THE SCHOOL AFTER THE 8:45 BELL MUST BE ACCOMPANIED BY A PARENT AND SIGNED IN ACCORDING TO THE TARDINESS PROCEDURE.</u> Students should not be dropped off after 8:45 bell as the door will have been secured at that time.
10:30 AM	First Recess
12:00	First Lunch – Grades 1 and 2
12:25 PM	Second Lunch – Grades 3, 4, and 5
2:55 PM	Dismissal Bell – School Day Ends

Your children’s teachers request that all their students are seated at their desk at the 8:40 AM bell. Teachers believe that the first half-hour and the last half-hour are the most important instruction periods. Teachers understand those occasional late arrivals and early dismissals may be necessary, but these activities affect all children in the classroom and more importantly the education of each child.

BEFORE SCHOOL EXTENDED DAY

The Cleveland School Extended Day Program begins each day at 7:15 a.m. Transportation is not provided. The cost is \$5.00 per child. A 10% discount is given to families with more than one child. The program begins on the first day of school.

PROFESSIONAL DEVELOPMENT DAYS

In order to enhance student learning, teachers participate in workshops to increase their knowledge, skills and learn about issues relevant to education or to discuss and update the curriculum and instructional practices. Lunch is served for Grades 1-5 and dismissal for those students is 12:30 p.m. There is **no** school on the full Professional Development Day.

BICYCLES/ETC.

For safety reasons, the school does not allow children to ride their bicycles, roller-blades, hee-ies, roller-skates, skateboards, hover boards or scooters, etc. to school.

PARENT TEACHER CONFERENCES

Afternoon and evening conferences are scheduled twice during the school year. Your child will receive a notice regarding dates and times.

Individual conferences may be requested and are generally held after school. Please request an appointment time either by note or telephone.

These conferences are a means by which a two-way flow of information about your child may be established. The teacher can provide a parent with a detailed profile of his/her educational goal and of your child's progress while the parent can provide insight and information regarding the child's abilities and personality.

ABSENCES

The attendance of children will be checked on the morning that a child is absent from school. The cooperation of parents is needed in order to accomplish this practice.

Please either:

1. Send a note with another member of the family.
2. Call the school between 8:00 and 10:00 a.m. at 781-762-6522, press 1. Leave a message stating your child’s name, class, and reason for absence.

If the parent or guardian is not heard from by 10:00 a.m., the school will try to reach them by using the numbers recorded on the emergency cards. It is important to inform the school of any changes on your emergency card.

ARRIVAL/DISMISSAL

Children are asked to go directly home from school at dismissal time. If parents wish to make any changes in their child's daily schedule at school such as early dismissal for a doctor's appointment or getting picked up at school by someone other than a parent, a note must be sent to the child's teacher signed and dated by a parent informing him/her about that change.

In the morning and at afternoon dismissal, all students should be dropped off /picked up at the designated area on the front door side of the school. Vehicles should enter the front parking lot and immediately bear right, then follow the arrows around to the designated area, exiting on the fire hydrant side of the front circle.

Passing other cars is strictly prohibited while children are alighting from parent vehicles. Drivers are requested to use extreme caution in this area. Buses will continue to drive to the right side of the jersey barriers outside of the front of the gym.

The school day ends at 2:55 p.m. If you are meeting your child, choose a designated spot outside the building. **PLEASE NOTE: THE FRONT DOOR/LOBBY AREA IS NOT AN OPTION. THESE AREAS ARE FOR THE EXCLUSIVE USE OF THE VANS AND STUDENTS.** There should be no parking in the front circle of the school. Parents picking up kindergarten students will be able to park along the outside of the circle by third grade playground only. Cars are not allowed in the area outside the gymnasium.

P.T.A.

The F.A. Cleveland School P.T.A. is a partnership of parents, guardians, and faculty, working together to facilitate communication and understanding within the school community, and to provide a more enriched educational and social experience for students. This association is open to all parents, guardians, and faculty of the F.A. Cleveland School. Monthly board meetings are held at the school in the evening and all parents, guardians and faculty are welcomed and encouraged to attend.

Our P.T.A. is committed to making our school an even better place for our children to learn and grow. The P.T.A. raises funds to pay for cultural arts programs and field trips that support our curriculum, school gifts and numerous other projects. We also plan some of the school year's most anticipated events, including the annual Monster Mash and Game Nights, as well as events more educational in nature, including the school's Math & Science Night and our March Reading program. These activities are designed to challenge and entertain our students and families.

Additionally, the P.T.A. provides support in various ways to our school faculty, as well as grade enrichment as needed. Over the years, the P.T.A. has been able to gift many greatly needed items to our school, including:

- A Smart Board
- Lap Top Computers and Computer Equipment
- A Copier for the Art Room
- Choral Risers
- Curtains for the Cafetorium
- Library Books
- Playground Equipment

We also try to give back to our community. We award scholarships each year to graduating high school seniors who attended the Cleveland School and we support numerous worthy causes in Norwood.

Fundraising is accomplished by collecting membership dues, and by various fundraising activities, including soliciting ads in the school calendar, running book fairs, having sales campaigns, collecting Box Tops for Education and coordinating social events, among other things. And, we gratefully acknowledge those who work so hard on our school's behalf: the parents, volunteers, students, faculty, principal, secretary, and cafeteria and custodial staff.

Parents and guardians are encouraged to contact P.T.A. board members or the school office if they would like to be more involved in the P.T.A. There are many ways that parents can support their child's school via our P.T.A. Some areas

where we seek volunteers each year are as library assistants, lunch and playground chaperones, room parents, and as members-at-large of the P.T.A. We continue to be in great need of help and your consideration is most appreciated.

You may contact the P.T.A. directly by emailing pta_cleveland@yahoo.com.

The Cleveland School awards three scholarships to graduating seniors every spring, one being the William P. Kenny Scholarship award. All scholarship awards are for \$500.00

PERFECT ATTENDANCE

Beginning with the 2016-2017 academic year, the Cleveland School will no longer be recognizing Perfect Attendance.