

J. P. OLDHAM ELEMENTARY SCHOOL

STUDENT HANDBOOK

BLUE PAGES

2018-2019



NORWOOD PUBLIC SCHOOLS

ADMINISTRATIVE OFFICES • JAMES R. SAVAGE EDUCATIONAL CENTER

P.O. BOX 67 • 275 PROSPECT STREET, NORWOOD, MA 02062

TEL (781) 762-6804 Ext. 5819
FAX (781) 762-0229
VOICE/TTY - Use Phone Relay



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

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

September, 2018

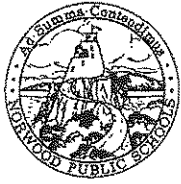
Dear Families,

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



WESLEY P. MANADAY, Ed. D.
PRINCIPAL

John P. Oldham Elementary School

165 PROSPECT STREET
NORWOOD, MASSACHUSETTS 02062
MAIN OFFICE 781-769-2417
FAX MACHINE 781-255-7007



September 2018

Dear Parents,

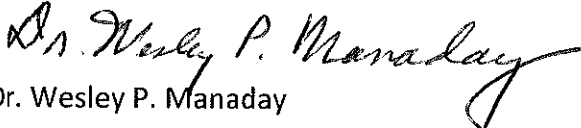
My teachers, staff and I extend warm greetings to your family and you for a successful school year. The information in this handbook is designed to help you become aware and familiar with our school's policies, procedures and on-going programs.

It is the mission of our school to help all students to communicate effectively, think analytically and act responsibly. We strive to provide all our students with the necessary tools to become life-long learners through a challenging education focused on intellectual, emotional and social development.

We need your support as our school can only be effective and continually grow when the entire school community works together: students, parents, teachers and community members. It is our hope that you will actively participate in school activities, especially those of the Parent Teacher Organization (PTO), which include academic enrichment programs, many fundraisers and fun social events.

If you have any questions please call, send an e-mail or stop by the school office. Thank you so very much.

Sincerely,


Dr. Wesley P. Manaday
Principal

J. P. OLDHAM SCHOOL

TABLE OF CONTENTS

HISTORY OF THE SCHOOL.....	II
SCHOOL DAY	II
BEFORE SCHOOL EXTENDED DAY.....	II
EXTENDED DAY PROGRAM	II
TELEPHONE.....	III
PROFESSIONAL DEVELOPMENT DAYS	III
TRAFFIC SUPERVISORS	III
TRAFFIC PATTERN	III
PARENT-TEACHER CONFERENCES	IV
PARENT TEACHER ORGANIZATION.....	IV
BICYCLES/ETC.....	IV
NOTICES.....	IV
LOST AND FOUND ITEMS.....	IV

HISTORY OF THE SCHOOL

The dedication ceremony for the John P. Oldham School was held on Sunday, March 1, 1964. The school, built on twelve and one-half acres, has a capacity of 480 pupils. The total cost of construction was \$795,000.00 with the State of Massachusetts reimbursing 40% or \$318,000.00.

The school was named after John P. Oldham who was the supervisor of custodians, school buildings, and grounds, and worked thirty-seven years in the capacity of Auditor through 1915.

SCHOOL DAY

8:25 A.M.	Arrival at School – Teachers are on outside duty. For your child’s safety, students should not arrive at school before this time.
8:35 A.M.	First Bell
8:45 A.M.	Instruction begins
10:30 A.M.	Grades 1-3 Recess
10:45 A.M.	Grades 4-5 Recess
12:15 P.M.	Lunch
12:55 P.M.	Lunch Ends
2:55 P.M.	Dismissal Bell

Your children’s teachers’ request that all their students are seated at their desk at the 8:45 A.M. 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.

On fair weather days the children remain outside in the assigned play areas. On inclement or cold days the children should come directly into the building and go to the gym.

In case of a child’s absence, etc., an answering machine will take messages for the convenience of parents. Please note that if you need to talk to someone at the school, the main telephone number should be called.

The Oldham School is fortunate to qualify for the National School Breakfast Program. A nourishing breakfast is available to all students each morning from 8:15 – 8:40 a.m. Breakfast is not served on days when there is a delayed opening, the day before Thanksgiving, the day before Christmas, and the last day of school.

BEFORE SCHOOL EXTENDED DAY

The Oldham School Extended Day Program begins each day at 7:30 a.m. Transportation is not provided. The cost is \$4.50 per child. A 10% discount is given to families with more than one child. The program begins on the first day of school.

EXTENDED DAY PROGRAM

SYLVIA DELANEY

TELEPHONE (781) 551-3480

The Norwood Extended Day Program is day care for children of working parents. The after-school program, sponsored by the Norwood Public Schools, is held at the James R. Savage Educational Center from 3:00 – 6:00 p.m. and serves all elementary school children in kindergarten through fifth grade - on school days only.

Program content consists of recreational/educational activities and has a staff ratio of 1:10 including certified teachers and aides.

Buses for after school students will be provided from each school to the program center.

A seven-week Summer Program is offered for 5 and 6 year olds and for children entering 2nd through 5th grades.

TELEPHONE

When you find it necessary to telephone your child at the school, the message will be relayed to him/her. This should be done only in **emergency situations**. If possible, all instructions should be given to your child before s/he leaves home in the morning. Children are allowed to use the telephone only in an **emergency** situation.

Teachers may be reached 15 minutes before school opens or after school is dismissed at 2:55 P.M. A message may be taken at any time for a teacher. Unless there is an emergency, the teacher may not be called to the phone during the school day.

PROFESSIONAL DEVELOPMENT DAYS

In order to enhance student learning, teachers participate in workshops to increase their knowledge and skills, and to learn about issues relevant to education, to discuss the curriculum, or to update and instructional practices. On the Professional Development half days, there are **no** afternoon sessions. Lunch is served for Grades 1-5 with dismissal at 12:30 P.M. There is **no** school on the full Professional Development day.

TRAFFIC SUPERVISORS

Children are taught that they can only cross our major school crossings when the traffic supervisors are on duty. The schedules of Oldham traffic supervisors are as follows:

- a. Nahatan St. at 8:10-8:45 A.M.
Prospect Street 2:55-3:15 P.M.
- b. Prospect St. at 8:10-8:30 A.M.
Vernon Street 2:45-3:15 P.M.
- c. Prospect St. at 8:15-8:45 A.M.
Pine Street 2:55-3:10 A.M.
- d. Pine St. at 8:15-8:45 A.M.
Nahatan St. 2:55-3:10 P.M.
Pathway
- e. Nahatan St. at 8:15-8:45 A.M.
Oldham School 2:55-3:10 P.M.
Pathway

TRAFFIC PATTERN

The Oldham School parking area is very limited and this problem is very severe at dismissal time. With the bulk of our children leaving the school via the Pine Street exit, a very dangerous situation occurs when parents try to enter or exit this area when school is dismissed. Guidelines set below are to be followed if you come to school on business or to pick up your child between the hours of 2:30-3:15 P.M.

1. If picking up a student, please park in the designated area by the front fields.
2. Do not park directly in front of the building (yellow lines). This is the fire lane and only school bus parking is allowed. There is no parking allowed in the DROP-OFF ZONE before school.
3. Do not park on the turn near the flagpole and on the turn near the student drop-off at the playground.
4. **WHEN THE RED BLINKING STOP SIGN IS VISIBLE ON THE SCHOOL BUS, ALL TRAFIC MUST STOP UNTIL IT IS TURNED OFF.**
5. No vehicles should enter the Pine Street entrance between the hours of 8:15-8:45 A.M. and 2:30-3:15 P.M.
6. If you wish to pick your child up on the Pine Street side, please park on Pine Street. Do not enter the narrow roadway that leads onto the school parking lot.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held in the afternoon or evening twice a year, in the fall and spring. A notice will be sent home ahead of time that will enable you to sign up. However, conferences may be requested at any time either by note or telephone.

Conferences are a means by which a two-way flow of information about your child may be established. They provide you with detailed information concerning the school life of your youngster. Equally important is the assistance that you can give the teacher by providing information that will help the teacher know your child better.

It is not recommended that parents attempt to hold an extended conference with the teacher during classroom visitation times or during Open House. On such occasions there is neither the time for preparations nor the privacy necessary to discuss individual youngsters.

In addition to working with children in individualized or small group settings, the learning disabilities specialist also advises teachers in methods, which are appropriate in the classroom to ensure maximum learning for students.

PARENT TEACHER ORGANIZATION

The PTO promotes communication and understanding between parents and teachers to enrich the children's school experience. The association welcomes parents and teachers of the Oldham School. Monthly open board meetings are held in the cafeteria.

There are many ways for parents and families to become involved at the school. For example, parents may volunteer in the library, classroom, or playground. The PTO also hosts great educational-oriented activities, from enrichment programs and after-school classes to the annual Spring Fair and much more. The PTO also collects Box Tops for Education and participates in a number of fundraising programs throughout the year that fund enrichment programs like the New England Aquarium Whale Day, Mathsamazing, and a variety of performances. Funds raised by the PTO also offset the cost of buses for field trips, provide resources for classroom teachers, pay for playground equipment and improvements, and provide three \$500 scholarships each year to graduating seniors who attended the Oldham Elementary School.

For more information, please email oldhampto@gmail.com.

BICYCLES/ETC.

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

NOTICES

In order to maintain organized communication with the school community, all notices are sent home on Thursdays. Any notice sent home will also be posted on the website in the virtual backpack.

LOST AND FOUND ITEMS

All lost and found items will be placed in the donation bin in the front of the school at the end of each month.