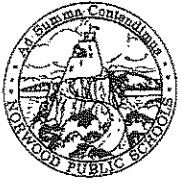


C. J. PRESCOTT ELEMENTARY
SCHOOL

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



NORWOOD PUBLIC SCHOOLS

C.J. PRESCOTT ELEMENTARY SCHOOL

66 RICHLAND ROAD, NORWOOD, MA 02062

TEL. (781) 762-6497

FAX (781) 255-7028

www.norwood.k12.ma.us



September 2018

Dear Families,

I'm excited to welcome you to the Prescott School and the greater Prescott community! The Prescott has a long history of providing an excellent education to the students of Norwood. The outstanding teachers and staff utilize innovative, student-centered approaches to ensure that all students are engaged and their needs are met. As a community, we value the relationships that we build with students and families and look forward to partnering together to continue to make the Prescott a truly special place to be.

We have a wonderful Prescott Parent Teacher Organization that is an active part of daily life at Prescott. We encourage you to become a member of the PTO. The PTO works very hard to provide many programs and activities that make our school a special place for your child. Please contact the PTO presidents with any questions that you might have.

This handbook is an essential tool that will help you understand the many policies and procedures at we have at the Prescott. I hope that you will stop by and say hello or send me an email with any questions or concerns you may have. I look forward to making the 2018-2019 school year a great year!

Respectfully,

Bryan W. Riley
Principal

C. J. PRESCOTT SCHOOL

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C.J. PRESCOTT STAFF 2018 – 2019

Name	Grade	Room
<i>Principal – Bryan W. Riley</i>		
Atkinson, Karen	O.T.	
Bedard, Amy	Orchestra	
Belanger, Maura	5	13
Bell, Lindsey	2	6
Bishop, Sadie	2	11
Bouley, Jill	1	15
Cawley, Laurel	Primary Skills/PACS	4
Condon, Maureen	3	11
Croak, Donna	Secretary	Office
Dugan, Tom	Music	
Elbach, Janice	1	1
Fitzgerald, Michelle	3	7
Goulart, Will	Science	
Greeley, Lisa	Kitchen	
Hachey, Molly	3	7
Hartery, Dan	APE	
Healy, Liz	4	10
Henry, Vicky	Aide	
Hernon, Gerrienne	Kitchen	
Hurley, Karen	P.T.	
King, Anne	4	9
Lockwood, Erica	Science	
Lorance, Elana	Band	
Lyons, Katie	Inclusion, gr 4&5	
Marcotte, Jennifer	2	5
Marshalsea, Robert	5	14
Name	Grade	Room
Miller, Donna	Librarian	
Mullen, Paul	Night Custodian	
Nichols, Rebecca	Inclusion gr 1-3	
Ogryzek, Kevin	Day Custodian	
Orphanos, Niki	Art	
Pagliuca, Signe	1	2
Platt, Cate	ELL	
Putnam, George	Bulding Sub	
Renaud, Erica	Adjustment Counselor	

Schorer, Linda	Phys Ed	
Thornton, Carol	Reading Specialist	
Twohig, Donna	Nurse	
Winn, Stephanie	Speech	

WEB PAGE

We encourage you to visit our web page on a regular basis as updates are always being added. The address is <http://www.norwood.k12.ma.us/prescott/index.cfm>

VISION STATEMENT

The Prescott School Community is dedicated to creating and nurturing a school environment that supports a community of learners and a love of life-long learning. Providing instruction and programs that result in academic excellence for all children is a primary goal of the Prescott School. The programs are designed to meet the individual needs of children and to enable them to develop to their full potential in an environment that is safe and secure. Our curriculum will encourage students to act as responsible citizens, to respect the rights and beliefs of others, to understand and appreciate cultural diversity and to resolve conflicts peacefully.

High priorities of the Prescott School are to educate students to think critically and creatively, to read with understanding, to develop mathematical and problem solving skills, to communicate their thoughts clearly both orally and in writing, and to apply computer technology to learning.

DAILY SCHOOL SCHEDULE

8:40	First Bell
8:45	Instruction begins (students marked tardy)
10:30-10:45	First Recess
11:50-12:20	First Lunch
12:20-12:30	Second Recess
12:30-1:00	Second Lunch
2:55	Dismissal Bell

Teachers are on outside supervision duty in the morning starting at 8:25. **It is strongly suggested that children not arrive at school before this time.**

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

BEFORE SCHOOL EXTENDED DAY

The Prescott School Extended Day Program begins each day at 7:30 a.m. Transportation is not provided. The cost is \$4.50/day per child. A 10% discount is given to families with more than one child. Please email rmarshalsea@norwood.k12.ma.us with any questions.

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 to update the curriculum and instructional practices. On the Professional Development half days, lunch is served for grades 1-5 and dismissal for grades 1-5 students is 12:30 p.m. There is **no** school on the Full Professional Development Day.

ABSENCES AND TARDINESS

Parents are encouraged to use good judgment in keeping their children home from school. In enclosed classrooms, communicable childhood diseases are very easily transmitted. A youngster who is truly not feeling well will have a difficult time paying attention to what is going on in the classroom. A student must be fever free for 24 hours in order to return to school. **A written excuse for absences or tardiness is required. Vacations taken during school time are strongly discouraged. 2 tardies =1 unexcused absence.**

The attendance of children is monitored each morning a child is absent from school. The cooperation of parents is needed in order to accomplish this practice. Please call the school before 9:00 a.m. at 781-762-6497 to leave a message including your child's name, the date, and reason for absence. If a parent or guardian has not contacted the school by 9:00 a.m., the school then is required to contact the parent. **Parents must keep the office informed of any contact changes.**

VISITORS

All visitors must ring the doorbell at the front door to enter the school. Upon entrance, visitors must check in with the secretary and sign the sign-in sheet.

BICYCLES

Children may ride their bicycles to school with parental approval in *grades 4 and 5*. Helmets must be worn. Students must walk their bicycles on school property. No bicycles are allowed from November 1st to April 15th. Students must dismount from their bicycles at the school crossing with school crossing guards. Students may not ride hover boards to school.

PARKING AND TRAFFIC PATTERN

Please follow the traffic pattern for drop off and pick up established at the Prescott School. **Park on in the designated visitor parking areas.** Please avoid coming into the school to pick up or drop off your child. Thank you for your cooperation in this matter.

MORNING DROP OFF:

1. No cars will be allowed to park on the rotary at anytime.
2. Children are to be dropped off at the gym entrance. The children will be allowed to enter the school from the gym doors.
3. Parents must use extreme caution as they enter and exit the school grounds.
4. Parents should drop children off, but come into the building only when tardy.

DISMISSAL PROCEDURES:

1. **No vehicles are to ENTER or LEAVE the Prescott School between 2:50 p.m. and 3:05 p.m.**
2. **No parking in front of the main entrance as this is reserved for the buses or an emergency situation.**
3. **No parking along the curb opposite the small parking area to the left of the school.**
4. Parking will only be allowed in designated visitor area and not the access road between Richland Road and the school rotary.
5. If a child has an appointment and requires early dismissal, please come to the office and your child will be dismissed at 2:45 p.m.

TRAFFIC SUPERVISORS

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

Dean St. at 8:20-8:45 a.m.

Richland Rd. 2:55-3:15 p.m.

Neponset St. at 8:20-8:45 a.m.

Cherrywood Dr. 2:55-3:15 p.m.

PRESCOTT PTO MEETINGS

PTO Board meetings are held at the Prescott (see Prescott Press for dates). Everyone is welcome and encouraged to attend. Parent and teacher representatives discuss school issues and, through the P.T.O. support and fund school events and other school improvement needs. Parent Information is available on the outside message board by the front doors. Information is available on the Prescott Web Page.

There are three formal PTO meetings during the school year. The first meeting occurs near the beginning of the school year when students and their families are invited to visit the school and meet the staff. The second meeting is Parent-Teacher Conference Night. A notice will be sent home for parent(s) to sign up for conferences with their child's teachers. The third parent conference night is held on a need be basis in March. Parents are reminded that an appointment for a private conference with a teacher may be requested at any time throughout the year by contacting your child's teacher directly.

PTO BOARD 2018 - 2019

Co-Presidents	Leigh Creuling, Amanda Raffi
Recording Secretary	TBD
Treasurer	/Bookkeeper Berit Sorensen
Fundraising	Katie Button/Paula Flanagan
Enrichment Coordinators	Maria Brewer/Melinda Spindler
School Store	Lucy Malley

SCHOOL COUNCIL

School Council is an advisory council to the principal whose purpose is to form educational goals, identify student's needs, review the building budget and develop a school improvement plan.

Monthly meetings are held and information is available on the Prescott Web page. Time is set-aside at each meeting for discussion of issues or concerns from the community.

School Council elections are held in the fall. Parents interested in being elected to serve on the School Council or who have any questions should contact the Principal.

School Council Members 2018 - 2019

Chair:	TBD
Co-Chair:	TBD
Teacher Rep:	TBD
Parent Rep:	TBD
Parent Rep:	TBD
Community Rep:	TBD
Community Rep:	TBD
Community Rep:	TBD