

UPHAM SCHOOL HANDBOOK

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Mr. Jeffery Dees, Principal
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September 2019

Dear Upham Community Members,

Welcome to the 2019-2020 school year. The staff at Upham enters the new school year with continued enthusiasm, high expectations, and the desire to further build upon the wonderful sense of community that exists within our school.

This handbook was created for the benefit of the entire Upham community. It is hoped that this handbook will be a valuable resource for all of you.

We hope that you will find the information within this handbook to be useful and that you will keep it for future reference. Please do not hesitate to contact the school at any time for further information.

Sincerely,

Jeffery L. Dees
Principal

Dear Upham School Community Members:

Welcome to another exciting year at Upham School! On behalf of the PTO, we would like to extend a special welcome to all the new families, teachers and staff who are joining our community this year. We are thrilled to have you!

We strongly encourage all of you to become involved in the Parent Teacher Organization (PTO) in any way that you can. Your participation, be it through time or financial contributions, partnered with the dedication and commitment of the Upham teachers and staff, will enhance and enrich your child's overall experience at Upham. Parent involvement at our school is a vital part of the Upham school culture, and is a fun way to meet others while participating and impacting your child's time at school.

We hope that you and your family have a wonderful 2019-2020 school year. We look forward to working with all of you to make this a positive, enriching school year for all of Upham's students. Please don't ever hesitate to contact us with any questions, thoughts, or suggestions you may have as the year progresses.

Thanks in advance, for your support, time, and dedication.

Sincerely,
Hyun Song and Meryl Glassman
PTO Co-Presidents

2019-2020 Upham PTO Officers

<u>Office</u>	<u>Officer</u>
Co- President	Hyun Song
Co-	

We are fortunate to have a wealth of talented, enthusiastic parent volunteers. The Upham Parent Teacher Organization is committed to fostering a spirit of cooperation and communication between parents, teachers, and staff, which enriches and augments our children's education.

The PTO sponsors many programs and events throughout the school year. Some events are designed purely for fun and to heighten school spirit, such as the Ice Cream Social/Family Picnic in September, while others are strictly fundraisers such as the Auction and Sports Carnival. Other programs, such as Creative Arts and Sciences, enrich the curriculum by arranging for dance, music and theater performances and science-based programs, while events like the Invention Convention and Recital Night showcase the talent and creativity of our children. Other events, such as the Auction and Sports Carnival, raise significant funds while involving many parent volunteers and providing a social opportunity for the members of our community.

The PTO also supports a number of events designed to celebrate our sense of community. The New Families Coordinator warmly welcomes new families over the summer, in September and throughout the year. PTO volunteers host a Teachers' Welcome Back Breakfast during the first week of school and a Teacher's Appreciation Luncheon in the spring.

We encourage each of our families to become involved with the PTO. Not all PTO activities occur during the day, and the responsibilities of several PTO positions can be fulfilled w

School Hours - Grades K-5

- 8:30 am to 3:06 pm on Monday, Tuesday, Thursday, and Friday
- 8:30 am to 12:00 pm on Wednesdays

Arrival Time

With the exception of some bus students who may arrive early, students should not arrive at school before 8:15 am, as adult supervision is not available prior to that time. In case of inclement weather, check for the red flags, hanging outside the modular classrooms and on the fence in front of Upham, which notify children to report to the gym. **A child who arrives after 8:35 am should enter through the front door and check in at the office**

Emergency Dismissals

Special Upham Programs

School Assemblies

School Assemblies are a significant part of the Upham community and are held throughout the year, usually on Friday mornings. Parents and younger siblings are always invited to attend. Please be thoughtful about younger children being disruptive however, especially during Creative Arts & Sciences performances. Notices of assemblies appear in the front of the handbook and in the Upham Update.

Book Buddies

One of the highlights of the Upham year for many students is the “Book Buddy” program, which pairs younger students in Grades K-2 with older Grade 3-5 “mentors.” Book buddies classrooms meet together approximately once per week to work on Buddy projects and literacy activities.

After-School Programs

The PTO sponsors after-school programming for all students. If you are interested in an after-school program please contact the Upham PTO.

Health & Safety

School Psychologist

The School Psychologist at Upham co-teaches and collaborates with teachers, and provides psycho-educational evaluations and assessments as part of the school’s crisis intervention system. She also provides individual and group counseling services; social skills training for students, and training for staff and parents on topics of specific interest or need. As part of the Social Competency Program, the school psychologist promotes and supports Problem-Solving Steps the children learn in Open Circle. If it is felt that it would be helpful to see a child on a regular basis, parents will be contacted. Also, parents are invited to contact the psychologist at any time with concerns or questions by calling Rebecca Hoitash (781) 263-1510 ext. 2720

The purpose of the comprehensive school health program is to encourage the best possible health outcomes for each student and to teach concepts that help students make responsible decisions regarding their own health in the future. Parents are invited to contact the school nurse by calling Ann Warmington, RN (781) 446-6285 ext. 2702

The members of the Nursing Department collaborate with parents and staff to provide

every possible educational opportunity for all students by providing services to support their health, well being, and safety in school.

The comprehensive school health program includes screening procedures, protocols to prevent the spread of communicable diseases, emergency care, and procedures to facilitate school attendance of children with special health care needs. The nurse identifies health related barriers to learning, and collaborates with teachers to accommodate students with special health care needs. The nurse may act as liaison between schools and physicians and/or refer students to appropriate resources within the school or community.

The WPS nursing department employs registered nurses licensed to practice by both the Massachusetts Board of Registered Nurses (<http://www.mass.gov/dph/boards/rn>) and the Massachusetts Department of Elementary and Secondary Education (http://www.doe.mass.edu/educators/e_license.html).

Emergency Information

Please keep the emergency information on your child current to facilitate contacting you if your child is ill or injured.

School Absence

Please notify the school when your child will be absent, specify whether it is due to illness, injury, doctor's appointment, etc.

Guidelines for School Attendance

Illness

Students receiving antibiotics for a contagious condition such as strep throat must stay out of school until 24 hours of antibiotic therapy has been completed. Excessive coughing

Chicken Pox or Undiagnosed Rash

If your child develops chicken pox or a rash please inform the school nurse.

Injury

Any student who has sustained an injury that has been treated by a physician or in an emergency room and will have restricted activity for a limited period of time (*cast, stitches, sprains, fractures, concussions, etc.*), must bring a note from the physician stating the nature of the restrictions and when the student can resume participation in health and fitness class, recess, and sports in the upper grades. The student will not be allowed to return to health and fitness class and sports activities until this note is received. If your child sustains an injury, or you feel (s) he should limit her/his activity for 1 - 2 days; or that will affect her/his school performance, you will need to send an explanatory note to the nurse.

Dismissal Due to Illness or Injury

Students who become ill or injured at school will be dismissed to a parent or her/his designee from the office. The child will not be allowed to walk home alone. It is the expectation that a sick or injured student will be picked up as soon as possible.

You should have received a letter from Dr. David Lussier, WPS Superintendent, with your child's personal username and password. This will allow you to access this website. If there are any changes to the information, please update them on this website, as it is essential that we have up-to-date information for every student. In case your child is transported to the hospital, a hard copy of this information will accompany him/her. Unless otherwise indicated by parents, students may be dismissed to persons listed as emergency contacts.

Dismissal

Students who become ill or injured at school will be dismissed from the school to a parent or his/her designee. The student will not be allowed to walk home alone.

Communication

Effective, timely, honest communication between teachers, staff, students and parents is essential to maintain a pulse on a child's progress at school. Report cards, notes, phone calls, newsletters, and articles in *Upham Updates*, *The Reporter*, and *The Wellesley Townsman* are ways in which the school tries to keep parents informed.

The Backpack Method of Communication

Routine communication with parents from the Principal or the PTO takes place via the weekly electronic school newsletter *Upham Updates*. This document will be sent to your home email address every Thursday. Any information that needs to be sent home "hard copy" will be in your child's backpack. Should teachers have specific class-related messages for parents, they will also come home in the child's backpack. Urgent messages or important communication will be sent home via the First Class.

Anyone wishing to update families on PTO or school matters through the Upham Update must have their submission in to Caroline Hudson by noon on the Wednesday before the Update is sent.

Mr. Dees, Upham Principal, can be reached during the school day by 0 32 (d) -18q 0.24 0

School Night is held for parents during which teachers present a brief overview of the curriculum for each grade level, as well as a summary of classroom routines.

Parent Participation in School

As valued members of the Upham community, parents are always welcome. If you plan to visit in your child's classroom, please make arrangements directly with the teacher prior to the visit, as arriving unexpectedly has the potential to disrupt the students' program.

Parents who participate in the classroom are asked to respect student confidentiality and to model the Upham core values, listed on page 9; in particular, they should demonstrate sensitivity to differences of gender, race, religion, and ethnicity between children.

There may also be volunteer opportunities for parents who work during the day and are unable to come in during the school day. Please ask your child's teacher about such opportunities.

Parents and visitors must sign in and out at the School Office. Identification badges are available for parents and visitors to wear when in the building during regular school hours. If you need to deliver a message, lunch, homework, etc., please leave it in the School Office, and we will be happy to deliver it to your child for you.

With the exception of the front door, doors leading to Upham are locked during the school day (8:35 am - 3:06 pm). Parents and visitors to Upham are required to enter through the front door using the camera and buzzer system. While we understand that this

Homework is designed to provide practice, reinforcement and/or application of skills and knowledge learned in the classroom. Additionally, it promotes individual initiative, personal responsibility and self-direction. There are five types of homework: practice, preparation, extension, optional and independent reading.

In addition to the time represented by the homework guidelines listed below, it is expected that all elementary students will read or be read to each night.

Occasional homework assignments

Periodic homework assignments, typically one night per week

Two to three assignments per week, 20-30 minutes each

Three to four assignments per week, 30-45 minutes each

Four assignments per week, 45 minutes each

Four assignments per week, 60 minutes each

Vacations and Homework

Families are encouraged not to take extra vacations during the school year, as children miss important instruction, discussion and activities that allow guided practice of new skills. Instructional time that is missed while a child is on vacation cannot be replaced. Since written assignments are directly related to classroom instruction, practice, and explorations, it is not possible to send class work with students who take vacations other than during regularly scheduled school vacations.

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Lunch

- The fenced playground/dismissal parking lot is available for parking during dismissal only. Please see Dismissal Procedures.
- Parking is ___ allowed in the spaces that face the wooden stockade fence along the lower drive. In addition, parking is ___ allowed in the spaces along the east side of the fenced playground/dismissal parking lot. These are reserved for staff only. Please see Traffic and Parking Map.

- Drivers using “live” drop-off should drop off children each day using the upper driveway next to the building.
- Drivers are asked to proceed in a single line and pull their cars as far forward as possible. Do ___ pass other vehicles. This will facilitate a safe and efficient traffic flow.
- Vehicles should not stop in or block the crosswalk. A safety patrol person will be at the crosswalk to assist walkers and bikers between 8:15 am and 8:35 am.
- Drivers should remain in their vehicles. Vehicles should be put in park before allowing children to exit vehicles.
- . Please instruct your children to enter the playground on the west side (next to kindergarten rooms). Parents are to remain in their cars when dropping their children off.
- Caregivers wishing to walk their children up to the school may park in the

- When walking to vehicles parked in the fenced playground/dismissal parking lot, please use the crosswalks. Do not walk into the lot via the vehicle exit.

Please communicate this information to all adults (babysitters, nannies, grandparents etc.)

