

ALBERT S. WOODWARD MEMORIAL SCHOOL

28 Cordaville Road, Southborough MA 01772

P. (508) 229-1250 | F. (508) 229- 0623

Steven P. Mucci, Principal



August 16, 2018

Dear Families,

Welcome to the 2018-2019 school year! As a new or returning family, we hope you are as excited as we are to start the year. Our staff has been working hard to prepare for the upcoming school year and ensure it's a memorable one for your student. While the summer may have seemed a little shorter with our last day being June 25th, I hope you were able to have some exciting adventures and enjoy time with friends and family. My summer was spent visiting family out of state, playing with my three children, reading and working on home improvement projects. I enjoyed the time spent reconnecting with family and friends but am eager and excited to be back at Woodward!

In this letter you'll hear about some of the exciting things taking place around Woodward, find dates for upcoming events, reminders regarding procedures and a link to our handbook. Please look over the information and contact me, the main office, or your child's teacher if you have any questions or concerns. **And remember, we hope to see you at our Open House on August 27th. Grade 2 students and families are welcome from 4:30-5:30 p.m., and Grade 3 families from 3:00-4:00 p.m.**

We continue to collaborate with our newest neighbor, the Southborough Public Safety Building and engage in conversations with the town that ensure the safety of, and accessibility to Woodward School. We have rescheduled enhancements to the Woodward entrance and driveway to the end of our school year in June, which is closer to the date scheduled for the completion of the Public Safety Building. The rescheduling is due in part to the summer weather, contractor availability, and the proximity of timing the end of our project with the start of school. I will continue to keep you updated with any news that impacts the Woodward School and our school community.

Our maintenance and custodial staff have been making the necessary improvements and repairs to the interior and exterior of our building. We have cleared brush and debris along the rear property line providing for additional recreational space for our students'. The district has upgraded technology infrastructure within the building and has equipped Woodward with a new cart of Chromebooks and other student devices. We are very excited to announce that our [Story Walk](#) installation will be complete for the start of the year. Our Storywalk will begin near the covered picnic tables on the north side of the building and end at the Outdoor Classroom on the south side of the building. We are so grateful to SEF for awarding us this grant and to Alexander Forrest, a former Woodward student and ARHS Senior, for taking this on as his Eagle Scout

Project. We are also very thankful to Jean Donlon for securing the grant and Lori Winer for seeing this project through.

As mentioned prior, the Woodward **Open House** will be on **Monday, August 27th**. Open House is a time for you to meet your child's teacher, see their classroom and walk the halls of our beautiful school. Visiting the classroom and school prior to the first day has proven to be a valuable tool in helping students transition to a new year. We created a collection of videos to help teach our new students and remind our returning students of rules and expectations around Woodward. These videos are aligned with our schoolwide approach to proactively teaching positive behavior called PBIS (Positive Behavior Interventions and Supports). We use PBIS to help our students have a safe, positive learning environment and to provide consistency in all areas of our school. The videos demonstrate the expected behavior in common areas around our building including the cafeteria, hallways, and staircase as well as critical times throughout the day like dismissal and lunchtime. You can access these videos during Open House by downloading the I-Nigma app on your smartphone and scanning the QR codes posted around the building in the designated areas (similar to a walking tour). If you would like to preview the videos or watch them at home, they will be available soon on the [Woodward homepage](#) under the Open House information. Please also check out the Grade 2 Orientation Video for additional information.

Here are a few other things to remember that will help with the transition back to school:

Wednesday, August 29th- First day of school

Friday, August 31st- Spirit Day

Monday, September 3rd- Labor Day, no school

Friday, September 7th- Principal Coffee: Room Parents and Volunteering at 9:30 a.m.

Thursday, September 13th- Early release

Friday, September 14th- Picture Day

Student Handbook

The [Student Handbook](#) has been updated and is available online on the Woodward School website. All families are asked to read and discuss the handbook together. It's important that all families understand the [Bullying Law and the procedures](#) that are put in place to ensure the safety of our students. All information regarding the Bullying Law and district policy can be found in the handbook and on our website. After you have reviewed the handbook, please sign the signature page and return it to your child's teacher.

Arrival

The Woodward school hours are 8:50 a.m. - 3:05 p.m., students may be dropped off starting at 8:35 am. The Main office is open from 8:00 a.m.- 4:00 p.m. Please be advised that only school personnel and buses are allowed in the upper parking lot during arrival and dismissal. Parents dropping children off in the morning may pull into the lower lot and join the drop-off line. Students will proceed up the path, then meet staff to cross in front of the school using the crosswalk. If you drop your student off after 8:50 am, you must park in the lower lot and walk your child into the main office to sign in.

Dismissal

Parent's who are picking up their child at the end of the day are asked to park in the lower lot and meet their student on the left side (north side) of the building. Please do not park in the driveway as this impedes bus entry and exit. Parents are asked to wait outside until dismissal, at which point a staff member will begin dismissing students to adults. Staff members will only release a child to a known, identified adult, listed as a pick-up person. Again, for the safety and well being of all of our students, do not take children out of the dismissal line without the knowledge of the staff member in charge at dismissal. Please relay this information to all grandparents, relatives or guardians who may pick up or drop off your student. Students taking the bus home, staying for an extended day or RAP classes will be dismissed to those locations by a staff member.

Birthday Celebrations

The School will celebrate students' birthdays by recognizing them by name on our morning announcements and providing them with a special gift from the office. In recognition of the health initiatives by the State Department of Education and the Southborough Public Schools, we do not allow birthday celebrations to include food treats. Please refer to The Student Handbook for an update on birthday celebrations in schools.

Visitors and Volunteers

We welcome all visitors to Woodward. However, for safety reasons, all visitors will be asked to identify themselves and state their business. We realize this may feel uninviting or cumbersome, but the safety of our students, faculty, and visitors is our highest concern. After being buzzed into the building, visitors should report directly to the main office to sign in and take a "Volunteer Badge" if they will be staying. Please remember that volunteers must have a valid CORI on file. CORIs are good for two years, and you may complete one the night of open house, bring a picture ID. Please know that CORI checks take 14 days to process and should be completed well in advance of the anticipated volunteer activity.

Thursday Pack

Each Thursday you will receive a notice from our One Call notification system, aptly named "Thursday Pack." Thursday Pack will provide you with a variety of announcements from the school, SOS, and the community. It will come directly to your email address and is also available on our website. In addition to our Thursday Pack, we also use One Call to notify parents and families with essential and sometimes time-sensitive information including bus delays, school closings, and event reminders. Please make sure that your information has been updated in the Ipass system so that you receive One Call notices.

As a parent myself, I know the importance of open dialogue and communication with families and schools and understand that for all students to achieve, the relationship must be a partnership. If you should ever have any concerns, please reach out to the Woodward staff or me. We are here to help!

Sincerely,
Steven P. Mucci,
Principal