

# **WILLIAM ALLEN SCHOOL**



**23 GRANITE STREET  
ROCHESTER, NEW HAMPSHIRE 03867  
PHONE 603-332-2280**

## **FAMILY HANDBOOK**

### **2011-2012**



## **WILLIAM ALLEN VISION STATEMENT**

*At William Allen, we educate  
today's child for tomorrow's world.*

### **PHILOSOPHY STATEMENT**

At William Allen School we strive to provide a safe, respectful, and encouraging environment in which children can grow and learn. Respecting that each child is an individual with particular strengths and weaknesses; it is our goal to assess the needs of each child, to maximize strengths, and to improve weaker areas.

We feel that the process of education is as important as the product. It is essential that students learn how to learn and think critically and creatively in an ever-changing world. It is our goal to enable students to become independent, lifelong learners.

We understand that children are first members of families, then citizens of the school and community. We believe that the home, school, and community need to work together and support each other's efforts to raise responsible citizens. WILLIAM ALLEN

Principal

Chris Foley

Assistant Principal

Kathleen Crosby

Secretaries

Lisa Cyr

Laura Scott

Guidance

Julie Thompson

Christina Stokel

Nurse

Nancy Graham

Kindergarten

Rosemarie Hoffman

Patricia Croteau

Jessica Parker

Grade 1

Donald J. Betz III

Pam Gelinis

Tammy Melcher

Grade 2

Meghan Gadway

Melissa Marcotte

Kristen Truax

Grade 3

Patricia Crowe

Kelly McMullen

Grade 4

Sheila Colson

Jenn Gilman

Sue Kelley

Grade 5

Amy Garland

Kathy Prewitt

Karen Walter

Special Education

Kathy DeGrechie

Joanne Johnson

Margaret Michaud

Gail Sciabarrasi

Reading Specialists

Joan Parent

Reading Teacher

Jennifer Jean

Title I Support Teachers

Donna Cushing

Audra Lurvey

Linda Sohlman

Music

Susan Abbiati

Band

Michael Bergeron

Art

Mary Mojica

Technology

Sally Ferullo

Librarian

Shelley Price

Physical Education

Steve Hyzer

Speech Pathologist

Kathryn McWhirk

School Psychologist

Tara Carnright

Aides and Assistants

Barbara Aubert

Laura Blakney

Carol Boyer

Julie Britton

Tracy Craig

Jen DeCost

Lisa Demars

JoJo Demers

Diane Edwards

Gail Fontaine

Lynda Gemas

Linda Gisis

Robert Kelley

Tara Kincaid

Andrea Learnard

Laura Moore

Karen Mott

Mary Rogers

Laura Russell

Teresa Sammis

Stacy St. Cyr

Occupational Therapy

Kelly Borish

Evaluator

Terry Desjardins

ESL

Sandy Straus

Food Services

Holly Clement, Manager

Nancy Blair

Janet Berube

Custodians

Brian Boyer

Robert Plaisted

Lee Sanfacon

## **Arrival and Dismissal**

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The school doors open at 8:00 am for all students. All students need to enter the building through the main front door. At that time students may have breakfast or go directly outside for a morning recess (weather permitting). School dismissal commences at 2:58pm. Car riders are dismissed first through the side door facing the top of the hill. Walkers are dismissed around 3:00 through the kindergarten doors. Bus students are dismissed as the buses arrive.

## **Cafeteria Expectations**

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We expect our students to use manners at all times, especially in the cafeteria. Students are expected to eat in a manner that is socially acceptable. We always expect our students to be respectful of the kitchen and duty staff. During lunch, the students may eat and talk with students at their table in their immediate area. Students may talk quietly, but the focus must be on eating. ALL Students will be offered 20 minutes to eat their lunch.

## **Communication Between Home and School**

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In our continued effort to "Go Green" classroom websites have been created by all classroom teachers. These sites will be taking the place of traditional paper newsletters. The purpose of classroom websites is to foster a consistent and meaningful communication between home and school. Classroom websites will be updated weekly. Please contact your child's classroom teacher with any questions.

A parent communication website has been created and will be maintained on a regular basis by school administration. This site will include weekly messages from the principals, a calendar of school events, and other important information for families. If you wish to receive the link to this communication site electronically every week, please send your email to our building aide, JoJo Demers at [demers.m@rochesterschools.com](mailto:demers.m@rochesterschools.com).

## **Dress Code**

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Students are expected to be dressed in a manner that is appropriate for the school environment as well as for the weather. Clothing with inappropriate or offensive wording will not be allowed. If a child arrives to school with such clothing, a parent will be contacted to bring a change of clothes. We want students to be able to enjoy recess even during the cold winter months. Students need a coat, hat, boots, and mittens or gloves. If a student does not come dressed appropriately for the weather, they will not be permitted to go outside for recess. Students will be expected to remove their hats while in the classroom and/or during all instructional times.

## **Electronic Devices**

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Students are encouraged NOT to bring electronic devices such as CD Walkmans, Ipods, MP3 players, hand held video games, cell phones, etc. to school. They cause a distraction to the learning environment. If such devices are brought to school they are expected to be turned off and stored in backpacks. The school is not responsible for lost or stolen items.

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## **Library**

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Our students receive library instruction weekly. Students are able to checkout one book a week and the book must be returned the following week. The student is responsible for any book borrowed. If a book is lost, the parent is responsible for the payment of the replacement of the book. Our library budget is very small so please help your child maintain good book borrowing skills, taking care of the books, and returning them on time.

## **Lost and Found**

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The lost and found is located in the back stairwell behind the gym. Please have your child check this location for lost articles. It is helpful to affix your child's name to everything that s/he brings to school for easy identification. At the end of every month, unclaimed articles are taken to the local Goodwill.

## **Newsletters**

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The school newsletter is available on our school website and is updated monthly. Paper copies are available in the main office upon request.

## **Parent Volunteers**

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We are always looking for parent volunteers! William Allen School is a giant family and would not be as successful without our parents. Please take advantage of every opportunity to volunteer by contacting your child's teacher or our volunteer coordinator JoJo Demers here at the school. All volunteers must stop in the office for a visitors pass and are asked to sign our volunteer log.

## **PTA**

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Our PTA sponsors several after-school activities for your child. Please look for notices on a regular basis. We are always looking for volunteers to assist in the programs. If you would like to volunteer, please contact our PTA president, Amy Malone at 534-9511.

The PTA usually meets the first Tuesday of each month at 6:30 p.m. each month we are in session. The PTA provides parents with another opportunity to get involved with the school and your child's education. Please support your child, our school, and the PTA by joining today. Joining the PTA comes with NO strings attached. You participate as little or as often as you choose. **The first meeting will be held on Tuesday, September 6, 2011 at 6:30pm.** Please contact our PTA President, Amy Malone, if you have any questions or items for the agenda.

## **Reporting Behavior**

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Our goal is to foster a safe learning environment for all students. Any behavior that has the potential to interrupt or interfere with the educational environment needs to be reported immediately to Mr. Foley.

## **School Colors and Mascot**

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William Allen is the home of the Wildcats! Our school colors are red and white. This year with the addition of Positive Behavior Interventions and Support (PBIS), we will have a brand new mascot! Students will vote on the mascot's name during our Meet

and Greet on August 30, 2011. The mascot and his/her name will be revealed during our opening day assembly.

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### **School Supplies**

Many scholarly supplies are available to students through the school at no charge. Classroom teachers may request items beyond what our school provides. Please ensure that your child is successful by providing and monitoring these material needs.

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### **Telephone Use**

Students are permitted to use the school phone on a limited basis. Students will be able to make one call per school year for forgetting something at home without consequence. A second or third call may result in the student trading recess time for the use of a phone. We believe this procedure makes the students responsible for themselves and their learning, and it helps keep phone lines open.

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### **Temperature for Outdoor Recess**

The temperature for outdoor recess is 15 degrees or above. We will get our temperature from [www.weather.com](http://www.weather.com) and will refer to the temperature including wind chill.

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### **Toys**

Students are encouraged NOT to bring their personal toys such as Bey Blades, Pokemon Cards, Legos, etc. to school. They cause a distraction to the learning environment and many times lead to arguments or disagreements about trades. If toys are brought they will be expected to stay stored in backpacks. The school is not responsible for any toys that are lost or stolen.

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### **Visitors**

All visitors must stop in the office to sign in our volunteer and visitor's logbooks. We keep track of parents participating in the students' education and have earned the Blue Ribbon Award in the past because you have remembered to sign in. The office secretary will give you a visitors badge and send you in the right direction. Parents may visit classrooms upon request. Going to a classroom unannounced may disrupt the valuable learning that takes place everyday. Please confirm with your student's teacher a mutually convenient time to make a visit, participate, and observe. This extra step minimizes disruptions to classroom daily learning. Signing in at the office also promotes a safe environment. We take a great deal of pride in making sure your child feels safe at school.

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### **District Handbook**

A copy of the district handbook is available at Central Office, here at William Allen in the office, and online at [www.rochesterschools.com](http://www.rochesterschools.com).