

# **Atkinson Academy**

## **Student and Parent**

# **Handbook**

## **2008 - 2009**

Atkinson Academy  
17 Academy Avenue  
Atkinson, NH 03811

Telephone: 362-5521

Fax: 362-5842

[www.atkinsonacademy.com](http://www.atkinsonacademy.com)

## CONTENTS

<b>Title</b>	<b>Page</b>
School Staff	4-5
Timberlane School District Officials	6
<b>General Procedures:</b>	
After School Program	7
Animals	7
Art	7
Assignment Books	7
Attendance	8
Band	8
Bicycles	8
Bus Procedures	9
Computers	9
Dangerous Objects	9
Directory Information	10
Dismissal Procedures	10
Dress	10
Emergency Dismissal	11
Emergency Information Cards	11
Emergency Response Plan	11
Enrichment	11
Field Trips	12
Fire/Emergency Drills	12
Fund Raising	12
Guidance	13
Health Office	13-14
Homework	14
Insurance	14
Internet Safety	15
Invitations	15
Legal, Custody, and Restraining Issues	15

Library Media Center	15
Lost And Found	16
Lunch Program	16
Money	16
Morning Arrival Procedures	16
Night Owls	17
Parent Requested Dismissal	17
Parking	17
Phones/Electronic Devices	17
Physical Education	17
PTA	18
Pupil Records	19
Reading Consultant	19
Recess	19
Report Cards/Progress Reports	19
School Cancellation	19
School Property	19
Shuttle and Newsletter	20
Ski Club	20
Smoking	20
Snacks	20
Special Education	20
Stringed Instruments	21
Student Conduct	21
Student Study Team	21
Telephones	21
Toys	21
Use of Building	22
Video and Photography Permission	22
Visitors to the School	22
Volunteers	22

**Atkinson Academy Staff**  
**2008 - 2009**  
**School Telephone 362-5521**

Principal	Mrs. Kathie Dayotis	Ext. 301
Asst. Principal/Curriculum Coord.	Mr. Chris Snyder	Ext. 302
Secretaries	Mrs. Janice Locore	Ext. 303
	Ms. Sandy McKay	Ext. 300
School Counselor	Mrs. Mary Beth Ditoro	Ext. 313
Nurse	Mrs. Paula Amante	Ext. 314
Reading Consultants	Ms. Arlene Amendolara	Ext. 339
	Mrs. Mary Lapointe-Richardson	
Literacy Assistants	Mrs. Jane Fryburg	
	Mrs. Debi Magliozzi	
	Ms. Karen McLain	
Librarian	Ms. Ellen Beckwith	Ext. 308
Library Assistant	Mrs. Marilyn Paradis	
Computer/Health	Mrs. Anna Lizier	Ext. 335
Enrichment	Mrs. Sandy Bauer	Ext. 309
General Music	Mrs. Joyce Peavey	Ext. 307
Band	Mrs. Debbie Lincoln	Ext. 335
Stringed Instruments	Mrs. Marjorie Nelson	Ext. 335
Art	Mrs. Pam Alexander	Ext. 318
Physical Education	Mr. Jeff Goddard	Ext. 305
Special Education	Ms. Meredith Bastien	Ext. 345
	Mrs. Beth Fenderson	Ext. 304
	Ms. Karen Lovering	Ext. 304
	Mrs. Melissa Oakley	Ext. 346
Psychologist	Mr. Sam Richman	Ext. 342
Special Education Assistants	Mrs. Lisa Ambrosio	
	Mrs. Sue Donnelly	
	Mrs. Linda Hakimi	
	Mrs. Leslie Harrington	
	Mrs. Pat Hobgood	
	Mrs. Ellen Keefe	
	Mrs. Carol Kreidermacher	
	Mrs. Debbie Pierce	

Speech/Language Pathologists	Mrs. Nancy Heffernan Mrs. Deborah Simard-Hill	Ext. 346 Ext. 332
Occupational Therapist COTA	Ms. Tina Wood Mrs. Jane Slade	Ext. 329 Ext. 329
Head Custodian Custodial Staff	Mr. John Defeo Mr. Don "Chip" Kimball Ms. Gail Murphy Mr. Doug Melanson	Ext. 338
Food Service Manager Food Service Staff	Mrs. Cathy Nickerson Mrs. Patty Gauron Mrs. Carleen Smith Mrs. Robin Tisbert	Ext. 330
Technology Assistant	Mr. Jeff Krauss	Ext. 310
Kindergarten	Mrs. Erin Camire Ms. Nicole Mone	Ext. 358 Ext. 343
Kindergarten Assistants	Mrs. Sherry Kellett Mrs. Nancy Woodworth	
First Grade	Mrs. Deborah Bell Mrs. Nadine MacDougall Ms. Emily Robinson Mrs. Carla Wilson	Ext. 322 Ext. 319 Ext. 320 Ext. 321
First/Second Multi-Age	Mrs. Pam DuLong Mrs. Jennifer Toth	Ext. 323 Ext. 324
Second Grade	Mrs. Leanne Perron Mrs. Jennifer Spires Mrs. Susan Swirbalus	Ext. 326 Ext. 317 Ext. 328
Third Grade	Ms. Erica Almeida Ms. Krista Johnson Mrs. Lynne Ouellette Mrs. Nicole Shawley	Ext. 316 Ext. 312 Ext. 315 Ext. 311
Fourth Grade	Mr. Doug Blay Ms. Melissa Creegan Mrs. Suzi Schultheis Mrs. Maria Vanderhoof	Ext. 347 Ext. 337 Ext. 340 Ext. 344
Fifth Grade	Ms. Erin Lozowski Mrs. Heather Rath Mr. Brian Shawley Mrs. Rosemary Targonski	Ext. 348 Ext. 336 Ext. 334 Ext. 341
Teacher Assistants	Mrs. Kathy Ahearn Mrs. Mary Breton Mrs. Susan Darrin Mrs. Chris Stikeman	

**Atkinson Academy**  
**Through the process of learning**  
**We value and build:**  
**Knowledge**  
**Respect**  
**Community**

**Timberlane Regional School Board**

Representatives are elected from each of the participating towns to serve on the Regional Board, which sets policy for the District.

Current Members are:

William Baldwin, Chair (Atkinson)  
Stephen Brown, Vice Chair (Sandown)  
John Paone (Plaistow)  
Michael Mascola (Atkinson)  
Arlene Champey, (Danville)  
Robert Collins (Danville)  
Elizabeth Kosta (Plaistow)  
Lisa Withee (Plaistow)  
Lori Aubrey (Sandown)

**Supervisory Union 55 Administration**

Richard A. Lasalle, Superintendent of Schools  
Winifried Feneberg, Assistant Superintendent of Schools  
George E. Stokinger, Business Administrator  
Kathleen Smith, Asst. Business Administrator  
Kelli Killen, Director of Elementary Education  
Charles Coker, Director of Secondary Education  
Edwina Lovett, Director of Pupil Personnel  
Beth Rincon, Assistant Director of Pupil Personnel

## **GENERAL PROCEDURES**

### **Before and After School Programs**

The Countryside Schoolhouse of Atkinson provides care for children before and after school at Atkinson Academy. Activities include indoor and outdoor play, and homework assistance. The morning hours are 7:00 am – 8:40 am; after school hours are 3:10 pm to 6:00 pm, and services are available for full or partial weeks. If you are interested in this program call the Countryside Schoolhouse at 489-8466.

### **Animals**

Due to student allergy concerns, pets or classroom animals are not allowed in the school building or on the playground.

### **Art**

Your child's art class is a fun, safe, and encouraging place to learn and grow. Once a week, for 45 minutes, students can feel free to express themselves and share ideas. Their art lessons will focus on two main areas. The first is the Timberlane Art Curriculum. Children will be instructed in the areas of color, line, texture, form, and shape using age appropriate skills and techniques. They will also learn about a number of different artists and art time periods. Art lessons will follow the state and national art standards as well.

The second focus is on integrating classroom curriculum and art. Students in each grade will have their classroom lessons enhanced with arts and crafts directly relating to the cultures and time periods they are studying.

Our art program also offers special events such as an artist in residence program, artist of the week, and a variety of art contests. Many art activities are also combined with PTA events.

We will use a variety of materials including clay, paint, inks, oil crayons, chalk, and permanent markers. These materials are definitely fun and messy. We recommend that children wear old clothing and shoes on their art day. Donated smocks are always available to wear, but are not completely dependable to protect clothing.

Any parent or community member willing to donate recycled materials to the art program, or who would like to volunteer time in the art room, is always welcome and greatly appreciated. Please contact the PTA or Mrs. Alexander if you are interested in volunteering your time.

### **Assignment Books**

Assignment books will be distributed to students in grades three, four and five. Students are expected to have these books with them at all times. Parents are encouraged to review, and may be asked to sign assignment books each night. Students who lose their assignment books will be expected to replace them at a cost of \$5.00.

## Attendance

**Regular daily attendance and punctuality are essential for the continuous progress of your child in school. Parents are expected to send children regularly unless your child is ill. Parents, please call the attendance line at extension 303 if your child is going to be absent. If we do not hear from you by 9:00, we will call you to verify your child's absence.**

Students are expected to participate in the entire school program, including gym and recess, except by doctor's written direction. Students who miss school may not participate in after-school or evening extra-curricular events that day.

Schools in the Timberlane School District ask parents to refrain from taking students out of school for family vacations. Sufficient non-school weeks are provided during the year so that this ought not to be a serious problem. Work will not be provided in advance for those who do take family vacations during the school year. Make-up work may be required upon your student's return.

## Band

Band instrument lessons are available once a week during school hours for fourth and fifth grade students. Children need to provide their own instrument (flute, clarinet, alto saxophone, trumpet, French horn, trombone, and percussion), but the weekly 35-minute lessons are offered free of charge. Band members usually perform in two concerts during the year as well as in the Memorial Day parade. Students who are interested in learning to play a band instrument are encouraged to participate in the summer startup program, which is held in June directly following the close of school. Contact band teacher Mrs. Lincoln for more information on the startup program or for signing up for band. We do not offer piano or guitar lessons.

## Bicycles

Students who ride bicycles to school do so at their own risk. They must follow the New Hampshire Motor Vehicle rules that govern the use of bicycles on the road. On arrival, students should leave their bicycles in the designated area. Students may not ride their bicycles during school hours. The school cannot be responsible for loss or damage.

## **Bus Procedures**

For any concerns or questions you have regarding your child's bus transportation, please call Sandra Hodgkins at the SAU office 382-6119 ext. 229. The following information is what to expect concerning buses.

1. Bus routes are organized to allow for the shortest route possible. Student safety is always our first concern.
2. Bus stops are arranged at strategic points along the route to allow for groups of students who wait together. Students can be expected to walk up to 5/10ths of a mile to a bus stop. Careful consideration is given for first graders to be as close to home as possible. Any students living on a main street (high traffic area) will be picked up in front of their house or as close to home as possible. Parents are encouraged to wait with their child at the bus stop.
3. Expect delays the first week or until the driver gets to know the route and stops. Learning to follow the routine also takes time. All students should be home no later than 4:15 p.m.
4. Drivers will assign seating to all students. Younger children will be placed toward the front of the bus.
5. Bus write ups are given when a driver needs help to explain to a student concerns about bus safety. School administration handles this and will contact parents when necessary.
6. The basic bus rules are to stay seated facing the front of the bus, talk quietly, no eating, no touching other students or their belongings, and always follow the drivers directions.

The First Student Bus Co. and their drivers look forward to providing a safe and friendly ride to and from school for all their precious cargo.....your children.

## **Computers**

Student access to computers is provided by up to five computers in each classroom, a Waterford Reading lab for grades 1-3 and a computer lab for class use. The technology mission of the Timberlane Regional School District is to incorporate technology into the educational program in order to: support the curriculum, develop critical thinking skills, communicate effectively, enable students to effectively access and utilize information, improve educational instruction to meet individual school needs, expand and excite the learning experience, and to enable students and staff to acquire the technology skills necessary for the future. Instruction in computer use will be provided by the computer teacher for half of the school year. If you do not want your child to have access to the Internet, you must indicate this on the District Permission Form that goes home the first day of school.

## **Dangerous Objects**

Students may not bring skateboards, scooters, water pistols, cap guns, sharp toys, knives, cigarette lighters, tobacco and other potentially hazardous items to school. Skateboard and scooter riding are not permitted on school grounds.

## **Directory Information**

Atkinson Academy defines directory information as student name, address, parent names, phone number, participation in officially recognized activities and sports, dates of attendance, honors and awards.

At times this information may be made available to select groups or individuals deemed by the administration to have legitimate educational interest in this information.

Parents may refuse release of any directory information by submitting a written request to the principal by September 12, 2008.

## **Dismissal Procedures**

Students to be taken home by car will be picked up in front of the main entrance. Parents are to pull up as far as possible on the circle in front of the school. School staff will assist with loading students. Students to be picked up will be dismissed at 3:10.

School buses will be boarded in the driveway of the old school building. Students will be dismissed through the Dyke Auditorium at 3:10 or thereafter, as the buses arrive. Most students will have been dismissed for their buses by 3:20.

It is assumed that most students will ride the bus. If your student has a change to their usual going home procedure and will be riding a different bus or will be going in the car pick up line, a note must be sent to the school office notifying us before we will allow your student to make a change. At times, the bus company may deny a request if a bus is already full. Change in Going Home notices are available on the school website. Notes must have the date, student's full name, teacher name and the address where the student will be dropped off clearly written out. Notes written by students are not acceptable. Please remember to send change in going home procedures in with your student. The office and/or classroom teachers will no longer accept changes via telephone. In the event of an emergency, written notices will be accepted. You may drop them off in the office prior to 2:00 PM.

In cases of inclement weather, students may board buses to go home up to one half hour before regular dismissal time.

In the unlikely event that your student is dropped off when no one is home, please make sure that your child knows what to do.

## **Dress**

Student dress should be neat, tasteful, and appropriate. Hats and bandanas should be removed when entering the building. Shoes should be firmly attached to the foot (no flip-flops, no backless shoes, no heels over one inch). Sneakers are required for Gym class. Offensive and/or disruptive dress and adornment is not permitted. In the event that clothing is deemed inappropriate, a student may be asked to change or return home to change into more appropriate attire.

Students should also dress for the weather conditions. In winter, boots, hats, coats, snow pants, gloves or mittens are necessary when playing in the snow. In warm weather, students may wear shorts of appropriate length for school. Tops should adequately cover the bodice. Clothing that has straps or shows the midriff is unacceptable. Students may not wear roller blade shoes. Please LABEL removable clothing to avoid confusion and loss.

### **Emergency Dismissal**

In the event of severe weather or failure of school systems, the student body may be dismissed early. Students will not be dismissed without parental notification. Radio and television stations will announce emergency dismissals. The Alert Now telephone service will be activated for all dismissals or changes. Please be sure that your emergency information is accurate at all times so that you can be reached. It is especially important that you notify us of telephone number, job or contact person changes.

### **Emergency Information**

In times of emergency it is extremely important that the school office and health office have information that will enable us to contact parents immediately. Therefore, parents are asked to update the emergency information from our computerized system sent home at the start of the school year. Please notify the school of any change in this information during the school year.

### **Emergency Response Plan**

An emergency response plan is in place for all schools in the Timberlane Regional School District. Copies of this plan have been distributed to each town's police, fire and civil defense department. This plan is comprehensive, concise and specific and has been coordinated to cover anticipated emergencies for all district schools.

There is a designated group within our school building who may be called upon for any emergency situation that requires immediate attention. In addition, a significant number of staff members have been trained in crisis intervention techniques. A safe and secure educational setting is the foundation required for effective instruction and learning, and we take this responsibility seriously.

### **Enrichment**

The enrichment program at Atkinson Academy is based on the Schoolwide Enrichment Model by Joseph Renzulli. Part of the enrichment program deals with the whole school population. Enrichment days, artist residencies, special assemblies, and Destination Imagination are programs available to all students, and have been developed to enrich the students' education and highlight individual talent. Enrichment and classroom teachers work together on activities with an emphasis on thinking skills, creativity, and research. Students recommended by classroom teachers, parents, or other school staff may participate in an "accelerated learning" class of six to ten students.

### **Field Trips**

We recognize the importance of field trips as a means of helping students learn as much as possible about the world in which they live. The school also recognizes the added responsibility of ensuring the safety of students outside the school environment.

During the school year many classes will be visiting places within walking distance of the school or taking a bus to another school district facility as part of their education experience. Rather than sending out permission slips repeatedly for local trips, you will be asked at the beginning of the year to sign a blanket permission to cover these trips that take students away from the school grounds during the day. Supervision will be provided at all times when students are away from the school premises. You will be notified in advance of all such trips.

Permission slips for other field trips will be sent home to parents before each trip. Parents are asked to read the information about the trip, sign, and return their slip immediately. All students need to have signed permission slips at school before they are allowed to go on a trip. Teachers and parent chaperones will be assigned to each trip to provide adequate supervision. Students are required to follow school rules during field trips. Students choosing not to follow school rules may be denied participation on future field trips, or may be required to be directly supervised by a parent.

Parents and grandparents are welcome to serve as chaperons. We ask that siblings who do not attend Atkinson Academy do not accompany chaperones.

### **Fire and Emergency Drills**

Fire, lockdown or other drills are conducted to ensure that students and school personnel know the proper procedures in case of fire or other emergencies. Fire drills are conducted according to New Hampshire law. The children and staff are instructed in proper emergency procedures. Since drills are not always announced, children must have shoes on at all times.

### **Fund Raising**

All fund raising projects must be approved by the principal in advance of the activity. Every effort will be made to share available time and resources. Students are discouraged from going door-to-door and should sell only to family and friends.

## **Guidance**

The elementary school counselor is a certified educator who provides services to ALL students. The school counselor creates an environment of respect and understanding in all programs and services that she provides. The school counselor is a resource person for parents and students throughout the 5 years of attendance at Atkinson Academy.

The elementary school counselor at Atkinson Academy provides many services to students, parents, community and faculty. Services include:

1. Individual and group counseling to children, Grades 1-5.
2. Developmental classroom guidance units in Grades 1-5.
3. Consultation with teachers on behavioral development and social needs of children.
4. Consultation with parents, as a support and resource to parents with respect to the development of children.
5. Facilitation of the Student Study/504 Team.
6. Participation in the identification of pupils with special abilities or needs and coordination of resources to see that these needs are met.
7. Development of behavior management programs for classrooms and individual students.
8. Facilitation of the Peer Mediation program.
9. "Lunch bunches" with students.

Students are referred to the school counselor by their parents, teachers, SST (Student Study Team) team, SEEPT (Special Education) Team or by self-referral. The school counselor strives to see all students at least once during the year in a lunch bunch or individually to develop rapport with them.

The school counselor is not a therapist but a certified school counselor in the state of New Hampshire. If a child or family is having difficulties beyond the scope of responsibilities of a school counselor, she will make a referral to the appropriate resource.

## **Health Office**

The health office is located on the lower level of the school near the main office. A registered nurse is available during school hours. Her responsibilities include providing wellness, illness, and emergency care, keeping all student health records, administering vision and hearing screenings, participating in preschool screening, administering medication and facilitating the use of community resources when needed.

Medical Procedures:

If it is necessary for a child who is returning to school after an illness to be on medication, the school nurse will dispense the medication. This includes over-the-counter medications and remedies. This medicine must be kept in the nurse's office in a pharmacy labeled original container, and must be accompanied by written permission from the parent and physician. The permission must include name of student, name of medication, dosage, time of administering the medication, and any side effects. A form is available in the school office. Parents must transport medication to and from school. Children are not allowed to transport medication themselves.

Alterations to a child's normal school day, because of health issues, can occur only with a written note from the physician. If your child is absent for more than five days, a doctor's note may be required. A parent note is required in explanation of any absence.

**Please do not send your student to school if:**

- he/she shows symptoms of more than a common cold
- he/she has had a fever of 99.5 or more within 24 hours
- he/she has had diarrhea or vomiting with 24 hours and has not had at least 2 meals of solid food
- he/she has a contagious condition such as impetigo, strep throat, or Conjunctivitis unless he/she has been on an antibiotic medication for at least 24 hours
- he/she has been ill during the night and has not slept well.

When your child returns to school following an illness, he or she will be expected to participate in the regular school day.

### **Homework**

Meaningful homework assignments, to be accomplished outside of the regular classroom, are an integral part of the teaching and learning process. This is a time to practice, maintain, complete, make up, or enrich classroom activities. It is also meant to help develop independent study habits and appreciation for the value of learning.

Please remember that if your child forgets his or her homework the school building is only open until 3:40 PM. Students will not be allowed back into the building after that time.

The following are the Timberlane School District guidelines for homework to be given during the school year:

Grades 1 to 2: Sparingly for special topics, 5 to 15 minutes on occasion.

Grades 3 to 5: 20 to 40 minutes per day for at least three days per week.

We recommend that primary students read at least 15 minutes a night, and those students in grades 4 and 5 read a half-hour every night.

### **Insurance**

Student accident insurance policies will be sent home at the beginning of each school year. Coverage can be purchased for accidents occurring during school hours or for an extended 24-hour day. Please give this your consideration. Payment may be returned to the office.

### **Internet Safety**

The Timberlane Regional School District provides Internet access to its students and staff through computers located in classrooms, the computer labs, and the library media center. We stress the importance of using it as one of many educational resources available to students as a learning tool. Internet use at Atkinson Academy is closely monitored, and students are not to use the Internet without supervision. The Internet Use policy and procedures may be found in the TRSD Code of Discipline handbook. Please read it carefully with your student.

The school web page is [www.atkinsonacademy.com](http://www.atkinsonacademy.com). We recommend that students become familiar with the Elementary Library Page. The site contains resources that correlate with our school curriculum, and has links to many child appropriate web sites. If you do not want your child to have access to the Internet, you must indicate this on the District Permission Form that goes home the first day of school.

### **Invitations**

Please do not have party or other invitations distributed in school unless the entire class or a subdivision of the class (i.e. all of the boys or girls) are invited. Feelings are hurt very easily and this is an unnecessary disruption in any classroom.

### **Legal Custody, and Restraining Issues**

Unless we have legal documentation on file, we are compelled to give full parental rights to all parents. If there are custody documents or restraining orders which affect your child, please provide the school with a copy each year. Please notify the school in writing if you would like report cards or other information sent to a second parent.

### **Library Media Center**

The library Media Center is the “hub” of Atkinson Academy. Designed to meet the needs of all children and staff, it currently houses about 9,000 books and hundreds of audiovisual materials. In addition, there are a number of developmentally appropriate online resources. Materials are selected to complement and enhance the school curriculum. In addition, there are a wide variety of fiction and non-fiction books, periodicals and books on tape. The library subscribes to a flexible schedule model; therefore services are available to all from 8:40 AM to 3:00 PM.

Children are limited to checking out two books at any time (one for first grade students); however, they are free to return and check out additional materials at any time with permission from the classroom teacher. Books are checked out for one week. Children are also encouraged to use good sense in keeping books in a safe place. However, occasionally that doesn't happen. If a book is lost or damaged, parents are notified, and the expectation is that the child will pay for its replacement. The library media center is a very busy place and on any given day any number of activities are going on. Please feel free to visit our beautiful facility!

### **Lost And Found**

We have a lost and found area in the Dyke Auditorium. Jewelry and money are returned to the office. Please make sure that all of your child's belongings are labeled. Children can check the lost and found whenever they need to with their teacher's permission. Please feel free to check the lost and found when you are in the building or after school. Be aware that during school breaks, unclaimed items in the Lost and Found area will be cleared out and donated to local charities, so be sure to check for items prior to these times.

### **Lunch Program**

A nutritionally balanced hot lunch and milk are served daily for those children who do not bring a lunch from home. This year's lunches, which include milk, cost \$2.00 for children and milk will cost \$.50 a day. Students who meet income guidelines established by the federal government are eligible to participate in either a free or reduced cost lunch program. Application forms are available in the school office. All information is kept confidential.

You are welcome to join your child for lunch. We encourage parents to sit with their students and we regret that we are not able to offer the school lunch to visitors. Please note that fast food, glass bottles and soda are not allowed in the cafeteria.

### **Money**

No money should be brought to school with a student unless a teacher, has requested it. Checks are preferred when possible.

### **Morning Arrival Procedures**

No student is to arrive before 8:20. Please note that a morning care program is now available through Countryside Schoolhouse (489-8466).

Buses will drop students off at the old section of the school. They will proceed around the school to the playground. The bell for dismissal to classrooms rings at 8:35.

Students being dropped off by car should be left at the main entrance between 8:20 and 8:30. They should come into the building where they will proceed upstairs to be directed out to the playground. Students are not to go to their classrooms at this time.

The school day begins at 8:40, and students who arrive after that time will be considered tardy. Please make every effort to ensure that your student arrives at school on time.

### **Night Owls**

The Night Owls is the name for an adult male support group for the Atkinson Academy student body and staff. The purpose of this organization is to provide a forum for the discussion of school programs and issues, to provide opportunities for socialization of fathers and guardians who have a common interest, and to provide social, recreational and educational experiences that can be shared by fathers and children. The Night Owls raise funds for worthy school-related projects, and complement and assist the PTA. They organize and sponsor activities and programs that may contribute to the improvement of education directly or indirectly at Atkinson Academy. The Night Owls meet on the first Wednesday of the month.

### **Parent Requested Dismissal**

A written note of authorization from a parent or guardian must be presented before a student is dismissed from school during the regular school day for medical or other necessary appointments.

At the actual time of dismissal, students will not be allowed to leave the school on their own. The person who is coming to pick them up must stop at the office in order to be properly identified and to sign out a student. To avoid confusion, we prefer to not dismiss students between 2:40 and 3:10.

### **Parking**

Visitors are asked to park in the unnumbered spaces in the front of main entrance of the school. Numbered parking spaces are reserved for school staff during the school day. We appreciate your being respectful of school grounds when parking. There should be no parking at any time on the circle in front of the main entrance, as this is a fire lane.

### **Phones/Electronic Devices**

Pagers, laser pointers, cell phones, or other electronic devices not part of the instructional program will not be allowed in school. They will be confiscated and returned only to a parent or guardian. Under special circumstances, cell phones may be approved by the principal.

### **Physical Education**

PE classes for grades 1- 5 meet once per week for 45 minutes. Students will learn and practice skills for traditional games such as soccer, basketball, volleyball, baseball and lacrosse. Other activities covered include dance, gymnastics, and parachute games. Teamwork, co-operation, and sportsmanship are stressed throughout the entire school year. Our goal is to inspire all children to lead active, healthy lives.

Each student is expected to come to class dressed in sneakers and comfortable clothes that will allow the child to move safely through any activity. Loose jewelry is not safe, nor are open-backed sneakers, hiking boots, or sandals.

All students are expected to listen to and follow directions to the best of their ability. It is also expected that all children will follow game rules, treat others with respect, and give their best effort each class.

## The Atkinson Academy PTA

The Atkinson Academy Parent Teacher Association is a local volunteer organization that is affiliated with the New Hampshire State PTA and the National PTA. As one of 26,000 local units, our PTA is part of a nationwide network of adults working to benefit children and their families. The Atkinson Academy PTA is proud of its association with the National PTA, the oldest and largest volunteer association working exclusively on behalf of children and youth.

The Atkinson Academy PTA is made up of over 300 parents, teachers, and members of the community. Monthly PTA meetings are held throughout the school year. Members can stay up to date by reading the “Academy Gazette,” the PTA’s monthly newsletter, and by logging onto the PTA website at [www.atkinsonacademypta.com](http://www.atkinsonacademypta.com). The PTA’s Executive Board consists of 6 elected officers, 2 teacher representatives, and the school principal. The Executive Board, along with volunteer committee chairs and program coordinators, is responsible for implementing the PTA programs.

The PTA funds many programs that enrich the students’ learning experience. In addition, the PTA helps to subsidize the cost of student field trips and provides teachers with mini-grants to support their curriculum needs.

Parents can borrow materials from the PTA parent resource shelf throughout the school year. Located in the school library, the resource shelf contains books and videos on a number of topics including parenting, education, and child development.

At Atkinson Academy, volunteers play a vital role in the life of the school. Parent and community volunteers assist in the classrooms, the library, the nurse’s office, the staff room, and many other areas. Volunteers keep the PTA running by helping to plan and organize all of its programs and events. The PTA encourages all of its members to volunteer. Not only is volunteering a rewarding experience, it is also a wonderful way to get involved in our children’s education.

### Atkinson Academy PTA 2008 - 2009 Executive Board

PRESIDENT: Carolyn Longchamp  
VICE-PRESIDENT: Kim Raiti  
TREASURER: Libby Johnson  
ASSISTANT TREASURER: Karin Kirsch  
RECORDING SECRETARY: Karen Bresnahan  
CORRESPONDING SECRETARY: Chris Jenkins  
TEACHER REPRESENTATIVES: Lynne Ouellette and Jennifer Toth  
PRINCIPAL: Kathie Dayotis

### **Pupil Records**

Atkinson Academy complies with the Family Rights and Privacy Act of 1974. Parents have the right to inspect and review student records. Please notify the school if you wish to do so. We will make them available within 24 hours. Copies may be made for \$.05 a page.

### **Reading Consultant**

The reading consultant monitors the reading and writing program in the school. She consults with teachers and administrators regarding research supporting current practices. When best practices are determined, she consults and teams with teachers to provide appropriate educational experiences for classrooms, small groups and individuals. She also serves as a resource to parents and teachers with regard to children's literature.

### **Recess**

Atkinson Academy students generally have at least one outdoor recess during the school day in addition to time before or after school. Students who are in school are expected to go outside at recess times. Special circumstances should be communicated to the teacher and/or nurse in writing. If it is necessary for a student to be kept inside a note from the doctor should be sent to the nurse. Please ensure that your student brings appropriate outdoor clothing for recess. This includes boots when there is snow or mud on the ground.

### **Report Cards and Progress Reports**

There are three reporting periods in the school year. Report cards are sent out in early December and March. The last report card is sent home on the last day of school.

Progress reports are issued at the midpoint of each of these times to indicate concerns. If you wish to have more frequent reports on your child's progress, please let the teacher know.

### **School Cancellation**

Schools will be open during bad weather unless it is considered to be too dangerous for pupils to come to school. If weather conditions are bad at 6:00 AM but expected to improve by mid-morning, a delayed school opening will be announced on local radio and television stations. The Alert Now telephone notification system will be activated for delays and closings. In the event of a major weather event, schools are generally cancelled. WMUR, Channel 9TV, is a reliable source, as is their website.

### **School Property**

Students are responsible for paying for lost or damaged school property.

### **Shuttle and Newsletter**

As much information as possible is included in the Atkinson Academy shuttle, which is a large envelope sent home on Fridays and is to be returned on Mondays. It is used for two-way communication. Once a month the school publishes a newsletter that will summarize many of the activities, programs, school lunch menu and events that are taking place at the school. We hope you will look forward to this information and let us know what you would like to hear more about. Information on community activities or events is distributed by the school, but the shuttle generally contains school material only.

### **Ski Club**

Each winter a group of Atkinson parents organizes and manages an after school ski club for third, fourth and fifth graders. A bus is hired to transport students to the Bradford Ski Area for beginner to advanced ski lessons. Parents are responsible for picking up students at the school upon their return. An informational letter and sign up information will be sent to parents prior to the ski season.

### **Smoking**

Atkinson Academy and all public buildings in New Hampshire are non-smoking areas. Smoking is not allowed anywhere on school grounds.

### **Snacks**

There is a time allowed during the day for students to have a snack. Student snacks are intended to supplement a child's energy and appease hunger. Despite commercial advertisements, snacks such as soda, candy, snack desserts and chips, do not provide lasting energy. These foods may affect children negatively in their ability to attend to learning and to make good choices. We encourage you to make better choices such as fruit, fruit juices, veggies, cheese and crackers, raisins, nuts or sugar-free dry cereal. Please help your children to plan and make a good snack choice. Some classrooms have been designated "peanut sensitive" due to student allergies. You will be notified if your student is in one of these classrooms.

### **Special Education**

Atkinson Academy intends to meet both the intent and the spirit of federal law as it relates to educating children with disabilities. Teachers at the school endeavor to meet the unique needs of each student through differentiated teaching practices and interventions. If a student is having difficulty meeting the academic expectations of the classroom, the teacher may refer that student to the Student Study Team for review and recommendations. If the student continues to struggle, and an educational disability is suspected, that student may be referred to the Special Education team for review and evaluation for special education eligibility. Parents are involved at all times during the special education process, and federal and state law is followed as outlined with the Individuals with Disabilities Education Act (IDEA).

### **Stringed Instruments**

All third, fourth, and fifth grade students are welcome to sign up in the fall for a stringed instrument class lesson on violin, viola, or cello. This class lesson takes place once a week for 35 minutes. We start off learning songs by rote, and gradually begin reading notes from the music staff. We enjoy performing both a winter and a spring concert for parents, as well as in-school assemblies or classroom tours for our classmates. Making music is a life-long skill that can bring a lot of joy to our lives.

### **Student Conduct**

Discipline at Atkinson Academy follows the Code of Discipline of Timberlane Regional School District, which is available on the school web site. Please become familiar with the expectations and consequences that are in effect district wide. Areas addressed include bus, computer, playground, classroom, hallway, bathroom and after-school behavior, along with academic dishonesty, language, vandalism and harassment.

Unfortunately, there are times when students make poor choices about their behavior at school. Each classroom has posted behavior guidelines, and logical consequences that follow may include “time out” in the classroom, loss of recess, parent contact or other consequences. For more serious infractions a student will be referred to the principal’s office. Parents will be notified of serious offenses.

### **Student Study Team**

The Student Study Team (SST) is made up of several educators who meet with a classroom teacher to help think through a problem or situation that could affect the success of a student. This team includes the principal, teacher, reading consultant, enrichment teacher, and guidance counselor. It can also include the parents, nurse, speech and language pathologist, occupational therapist, assistant principal, or other teachers when appropriate. The purpose of the team is to clarify the concerns of the classroom teacher, suggest any possible interventions that might be helpful, and decide if any more formal steps are necessary to help the student. Classroom teachers will keep parents informed about SST interventions.

### **Telephones**

Students should not use the school telephones. Cell phones are not allowed. Parents should call for students only in cases of emergency.

### **Toys**

Students should not bring toys or playthings to school. Problems and issues that may arise from these items include loss, damage, disputes between students and distraction from schoolwork. Balls, electronic games, tape players, action figures, animals and other toys are not permitted at school unless specifically approved by the teacher as being appropriate for a specific project or activity. Teachers may choose to confiscate such items.

### **Use of Building**

We extend the use of our school building to community groups who have provided the appropriate forms and insurance. A school event takes precedence in case of a scheduling conflict. Facilities Use Forms can be picked up and returned to the office. They must be signed by the principal. When school is not in session due to vacation, inclement weather or other emergency, all after school and evening events are automatically cancelled.

Groups using the school must keep all children under direct adult supervision at all times, must remain in the area of the building that they are assigned to, must leave the space they use clean and tidy, and must treat all school property with respect.

### **Video and Photography Permission**

Occasionally newspaper photographers and TV cameramen visit our schools in order to take photographs. These are used to illustrate newspaper articles or provide visuals for TV programs. From time to time, school staff members videotape school activities for teacher workshops or in order to present community programs.

If for any reason you do not want your child to be photographed, please contact the principal in writing by September 12, 2008. If we do not hear from you, we will assume you agree to allow your child to be photographed or videotaped if the occasion arises during the school year.

### **Visitors to the School**

We welcome visitors to our school, but balance our hospitality with a need to protect the safety of our children and a need to respect the importance of instructional time in the classroom. We therefore request that all visitors enter the building at the main entrance only, sign in, and wear an identifying nametag before entering any other part of the school. If a visitor needs to speak with a teacher, an appointment can be made for a meeting during non-instructional time. Every teacher has voice mail, and messages may be left by telephone or e-mail.

Lunches, books, musical instruments, permission slips, and other items to be given to your child should be delivered to the school office. Please write your child's name, grade, and teacher clearly on the package. A secretary will see that the item is delivered for you.

### **Volunteers**

If your schedule allows, we would like to invite you to volunteer your time in our school. Confidentiality, a good nature, and the ability to work with diverse group of students are the only requirements. Volunteer sign-up opportunities will be available during the fall open houses.