

# **WILLIAM ALLEN SCHOOL**

## **Parent and Student Handbook**

### **2017-2018**



**23 GRANITE STREET**  
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***Lynn M. Allen, Principal***  
***Debbie Brooks, Assistant Principal***

## **Welcome**

We look forward to having your child and your family at William Allen School! Our school is based on the PBIS model (Positive Behavioral Intervention Supports) and we follow the “Whiskers Way”! At William Allen, we teach, model, and practice those skills every day. Throughout our school you will see students and staff in the hallway, in our classrooms, and on the playground being safe, kind, and responsible.

Families are an important part of the success of each child in our school. We look forward to helping your child learn and grow socially, emotionally, and academically. Perseverance and work study habits are important skills we want to build with you and your child as a team. Thank you in advance for your support.

## **Student Arrival for Grades K-5**

The school doors open at 8:00am for all students. **Students should not be on school grounds prior to 8:00am.** We have no staff supervision until 8:00am. Vehicles dropping off students should drive up to the main entrance. Staff members are on duty from 8:00am-8:30am to ensure that all students enter the building safely.

All students need to enter the building through the main entrance. Upon entry, students may have breakfast in the cafeteria or go directly outside for a morning recess (weather permitting). Kindergarten students do not have early morning recess and will be escorted to their classrooms by a staff member. *Breakfast is served 8:00-8:30am each morning and is free to all students at William Allen.*

## **Student Dismissal for Kindergarten**

Kindergarten dismissal is at 2:15pm. Kindergarten teachers accompany their class to the front entrance and dismiss students individually to authorized adults on foot or in cars. Students attending the Rochester Child Care After School Program will be picked up by RCC staff in classrooms. Staff members are trained to ask for identification if they are unsure if an adult is on the official pick up list. This is done to ensure student safety at all times. Changes in pick up plans should be reflected in written notes to the teacher or in a change on your gold contact form in the office.

## **Student Dismissal for Grades 1-5**

Car riders are dismissed at 3:00 pm through the front entrance to the supervised waiting area to get into their vehicle. Vehicles are required to wait in the car lineup. Please do not block Davyanne Locke Lane from busses. **Do not form a line in the front of the school prior to 2:50 as this poses a safety problem.** Please NO idling.

Walkers and bikers are dismissed at 3:00pm through the kindergarten doors. Students are encouraged to cross the street with extreme caution. Bikers must walk their bike until they are off school grounds.

Bus students are dismissed over the intercom as busses arrive. Busses arrive and pick-up on Davyanne Locke Lane.

## **Communication between Home and School**

We continue to stress the importance of home and school communication! It is essential that families keep their address and phone numbers up to date with the office.

If your child is sick or there is an emergency, we need to be able to contact you. Please be sure to contact the office if any of your contact information changes.

The monthly school newsletter and calendar will be posted on our school website at <http://www.rochesterschools.com/Allen/>. Paper copies will be sent home to inform parents of upcoming school events and other important school news that may require immediate attention. Please be sure to check students' backpacks and folders!

Some teachers send home newsletters and others have created class websites which they update regularly and can be accessed through our school website at <http://www.rochesterschools.com/Allen/classes.html>. Check with your child's classroom teacher to see what method he/she will be using to keep you updated.

## **Dress Code**

Students are expected to be dressed in a manner that is appropriate for a learning environment as well as for the weather. 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. Students will be expected to remove their hats while in the classroom and/or during all instructional times. Clothing with inappropriate or offensive wording that causes a distraction to the learning environment will not be allowed. If a child arrives at school with such clothing, a parent will be contacted to bring a change of clothes.

**Drinks**

Energy drinks, soda and coffee are not permitted for students in the school and will be taken from students who have them. Students are encouraged to use clear, non-breakable containers for liquids. Milk is also available for purchase for snack and lunch for 55¢ or included as part of students' lunch meal purchase.

**Electronic Devices**

Students are encouraged not to bring electronic devices such as iPads, iPods, MP3 players, handheld video games or SMART phones to school. If electronic devices are brought to school, they are expected to be turned off and stored in backpacks. WAS has just expanded its technology to include an additional 100 devices. *WAS is not responsible for lost or stolen items that are brought into school for approved or non-approved usage at or near the school.*

**Honeywell**

Honeywell Instant Alert for Schools is a reliable, fast, accurate, efficient and flexible Web application for alerting parents in an emergency situation or for daily communication needs. It is a highly effective automated notification system and helps to provide vital information using the following media: e-mail, phones and text messaging devices. The link to sign up and directions can be found at [www.rochesterschools.com](http://www.rochesterschools.com).

\*You must alert us to any change in contact information to get this important information throughout the school year.

**Infinite Campus**

Infinite Campus allows online access to parents and students. On the parent portal, you can find attendance information, report cards, newsletters, transportation information, and other items. To receive an access code for Infinite Campus, please contact Robin Despina at 332-3678.

**Library**

Our students receive library instruction weekly. Students are able to check-out books once a week and then return 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 cost of the book. Please help your child maintain good book borrowing skills, taking care of the books, and returning them on time.

**Lost and Found**

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 put your child's name on everything that s/he brings to school for easy identification. Unclaimed articles are taken to the local Goodwill at the end of each month.

## **Positive Behavior Interventions and Supports (PBIS)**

William Allen School adopted PBIS in 2011. PBIS does the following for our school community:

- Teaches positive behavioral expectations to all students
- Recognizes and reinforces those expectations when they occur
- Consistently enforces meaningful (natural) consequences when problem behavior is enacted

The PBIS Universal Team, comprised of a representative group of staff, meets on a monthly basis to plan school wide roll outs and incentives for students who demonstrate that they meet the expectations on the behavioral matrix.

## **PTA**

The PTA typically meets the second Tuesday of each month at 6:30pm. Free childcare is provided at all PTA Meetings. (See the WAS monthly newsletter for the most recent dates.) 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. Please contact our PTA President, Katrina Mirasola, if you have any questions or items for an upcoming agenda at [mirasola.k@rochesterschools.com](mailto:mirasola.k@rochesterschools.com) or by phone at **332-2280**

## **Reporting Behaviors and Bullying**

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 the school administration. All staff at William Allen is trained to systemically report concerning behaviors to the school administration in a timely manner. When the administrator receives a claim that could be bullying, they refer to the district guidelines below:

### **POLICY UNDER RSA 193-F:3**

It is the policy of the Rochester School Department that its students have an educational setting that is safe, secure, peaceful and free from bullying. The Rochester School Department will not tolerate bullying as defined in RSA 193-F:3.

Refer to School Board Policy JICK, Pupil Safety and Violence Prevention – Bullying

<http://www.rochesterschools.com/Webmaster/policy/BookJ/JICK.pdf>

## **School Colors and Mascot**

William Allen is the home of the Wildcats and our mascot Whiskers. Whiskers attends several school events proudly wearing our school colors of red and white.

## **Telephone Use**

Students are permitted to use the school phone on a limited basis in situations that require immediate attention.

**Temperature for Outdoor Recess**

If the “feels like” temperature for outdoor recess is 20 degrees or above we will have outdoor recess. We will get our temperature from [www.weather.com](http://www.weather.com) and will refer to the temperature including wind chill.

**Toys**

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

**Visitors**

The staff at William Allen focuses on creating a welcoming, yet safe environment for all students. We welcome visitors to the school and appreciate your understanding of our efforts to maintain the safest environment possible, by adhering to the procedures below.

All visitors must enter the building through the front door. Upon entry to the school visitors must stop in the office to sign in the visitor’s logbook.

Visitors who are dismissing students are required to be on the official pick up list that is submitted by parents and caregivers on a goldenrod form at the start of the school year. Visitors will not be permitted access to visit classrooms or individual teachers during the hours of 8:00am-3:30pm without having scheduled a mutually agreed upon meeting time with the classroom teacher or school administrator. A list of all meetings and approved visitors will be available to the school secretaries on a weekly basis. This precaution is taken to ensure that we provide the safest and least disruptive learning environment for all students.

**Volunteers**

William Allen School is a giant family and would not be as successful without your participation. We welcome community volunteers; please contact the office if you are interested. They will explain the process for volunteering as outlined in our district policy.

(Please see visitor procedures above).

Our Rochester School District Parent and Student Elementary Handbook can be accessed at [http://www.rochesterschools.com/SAU/people/student\\_parent\\_handbook.pdf](http://www.rochesterschools.com/SAU/people/student_parent_handbook.pdf).