
ALCOTT'S
BOOK FOR THE
COMMUNITY



2016-2017

ALCOTT SCHOOL MISSION STATEMENT

It is the mission of the Alcott School to join with parents and members of the community to teach our children to be active, lifelong learners who:

**aspire to personal and academic best*

**think and work both independently and cooperatively*

**communicate effectively and with confidence*

**respect themselves and others*

**act with honesty and integrity*

**commit themselves to making the world a better place*



ALCOTT ELEMENTARY SCHOOL

A CARING, COOPERATIVE, RESPECTFUL COMMUNITY OF LEARNERS.

**WE THINK,
LEARN,
LISTEN AND
GIVE OUR BEST
EFFORT IN THE
CLASSROOM.**



**WE SHARE,
COOPERATE AND
WORK TOGETHER
WITH KINDNESS
AND
RESPECT.**



**WE USE
INDOOR VOICES
AND MOVE
SAFELY.**

**WE MAKE
THOUGHTFUL
AND
RESPONSIBLE
CHOICES.**



**WE KEEP
OURSELVES
AND OTHERS
SAFE.**



**WE
RESPECT
OUR
SCHOOL
COMMUNITY.**



August 31, 2016

Dear Parents:

Welcome to another exciting year at the Alcott School! The Parent and Student Elementary School Handbook for the 2016-2017 school year is online for your review. This handbook includes all current administrative policies and procedures that we are required to share as directed by the Department of Education. It is a document that has been approved by the School Committee for Concord Public Schools, and meets the required notification requirements.

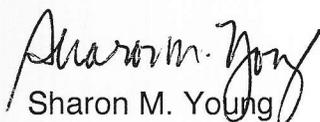
In addition, we have created the 'Alcott's Book for the Community', The ABC Book, which will give you important information about the events and procedures specific to Alcott School. This book, along with the Handbook, attempts to include all relevant information about Alcott School for parents and students. Please review both handbooks online, and refer to them when you have a question about our school. You may have questions that cannot be answered by either handbook. If that is the case, please do not hesitate to contact me at (978) 318-9544. I am interested in making the publications as useful and complete as possible, and I welcome your suggestions.

Included in the First Day Packet is a Dismissal Sheet to be used to inform us about any changes in your child's dismissal plan at the end of the day. We review these sheets daily, and work hard to ensure that your child gets to where they are supposed to be at the end of the day. The Dismissal Sheet is the safest way to ensure that the teacher and main office sends your child to the correct after school destination. Please review the new school calendar and note that each Tuesday is an early release day. Thank you for assisting us in this endeavor.

I look forward to another great year at Alcott. I am a firm believer that education is a partnership between parents, staff and the students and we will invite you often to participate in your child's education. A big thank you to the many parents who have worked tirelessly on numerous committees to make our school so great!

The Alcott School is a wonderful learning community for children. I look forward to reconnecting with returning Alcott families, and meeting those of you new to our school.

Sincerely


Sharon M. Young

ALCOTT SCHOOL FACULTY AND STAFF - 2016-2017

PRINCIPAL
Sharon Young

ADMINISTRATIVE SECRETARY
Norma Jean Atkinson

SECRETARY
Laurel Reynolds

KINDERGARTEN

Gayle Chatlosh
Colleen Desmond
Allison Forseter
Darcy McSweeney

KINDERGARTEN AIDES

Cindy Jump
Yvonne Libby
Veronica Voner
Kellie-Ann Garrity

FIRST GRADE

Carol Curley
Kathy McGuire
Annie Peduzzi
Monica Woodman

SECOND GRADE

Jean Handley
Jennifer Martin
Kathryn Sexauer
Jordan Tamulynas

THIRD GRADE

Shauna Hardiman
Laura Knowles
Brenna Lentini
Emily O'Hara

FOURTH GRADE

Carol Birdsall
Lauren LoRusso
Tina Pimentel
Laurel Woodward

FIFTH GRADE

Cynthia Anderson
Adam Gregor
Lisa Luby
Michelle Wilson

ALCOTT SCHOOL FACULTY AND STAFF - 2016-2017

ART	Barbara Gordon-O'Connor
CAFETERIA STAFF	Michelle Kruskowski Susanne Camille Toni Small
COMPUTER SPECIALIST	John Peachey
CUSTODIANS	Michael Dodge Jason Chase Daniel Cortes
ELL TEACHER	Emily Ferrara
GRADE ONE TUTORS	Carrie Delaney Catherine Watts
LANGUAGE ARTS CURRICULUM SPECIALIST TUTORS	Jean Thuma Patti Boyle Lisa Colby Lisa Soleau Beth Villani
MATH CURRICULUM SPECIALIST MATH TUTOR	Judy Olson Ami Barroso Kristin Piper
READING SPECIALIST	Jeanne Ferguson
LIBRARIAN LIBRARY AIDE	Kerry O'Rourke Erin Higgins
METCO DIRECTOR BUS MONITOR/CLASSROOM AIDE	Aaron Joncas Deniere Watford-Jackson Melissa Savage Alyssa Silva
MUSIC	Lynne Kwarcinski
INSTRUMENTAL MUSIC	Anna Anderson Paul Halpainy Chris Noce
PLAYGROUND SUPERVISORS	Cynthia Guarracino Carol Ferguson Donna Kenney Annette Nations Theresa Rose
NURSE	Anne McCormack
OCCUPATIONAL THERAPIST	Stacey Torres
PHYSICAL THERAPIST	Suzanne Pieri
PHYSICAL EDUCATION	Tim Gaudreau Sharon Taft
SCHOOL PSYCHOLOGIST	Brigette Sayles
SCHOOL COUNSELOR	Sherree Foye
SPECIAL EDUCATION STAFF	Laura Balogh Nancy Boutin Kristine Chan MaryAnn Durant Anne Egan

SPECIAL EDUCATION ASSISTANTS

Dan Aker
Christine Connor
Ashley Egan
Amanda Refrigeri
Rebecca Ruston

TEACHER OF THE HEARING-IMPAIRED

Carol Hauser

TUTORS

Theresa Bertolami
Leslie Brew
Tracey Camilleri
Kelly Dillon
Ashley Fall
Jeanette Flannery
Paula Harris
Liz Jacobellis
Mary McMahan

SPEECH/LANGUAGE PATHOLOGIST

Noelle Johnson
Emily Littlefield



ALCOTT SCHOOL

Dismissal Note

Dismissal Notes

Please make copies and use this form to notify us of your child's after school plans. It is very helpful if you can arrange to send these notes in with your child in the morning, rather than call changes of plans into the office. Thank you!

Date: _____

To: _____
Teacher Name

From: _____
Parent Name

My child,
_____, **will:**

- Walk home alone**
- Be picked up at the flagpole**
by _____
- Be picked up early, at** _____
- Catch the bus home**
- Other** _____
- Always** _____

HISTORY OF ALCOTT SCHOOL

Opened in the Fall of 1952, the original building consisted of a Kindergarten wing, a nine-room wing housing grades one to three, and a multi-purpose room. In 1955, a gymnasium, auditorium and eleven classrooms were added.

While most assume that the school was named for Louisa May Alcott, the truth is that it was named for her father, Bronson, who served as the Superintendent of Concord schools in the nineteenth century. Bronson was a writer and philosopher of some renown, whose ideas on education and child rearing have led to his being viewed by some as the father of American child psychology.

The original site was planned and planted by famous New England landscape architect, Dorothy Harrison. Parents and citizens continue her work to this day, adding, replacing and pruning where necessary.

Hanging in the Library, we have a piece of the original Concord North Bridge. The wood was taken from a pylon found while determining the site of the present bridge and came into the possession of the Concord Public Schools at the time of the Bicentennial in 1975. It was loaned to the National Parks for display at their headquarters at Minuteman National Park, but is now back in the new Alcott building. It is distinctive because of the wooden peg exposed, which helps to determine its authenticity.

Because of declining numbers and the reality of fiscal constraints, the Ripley School was closed in 1981 and the entire enrollment of that school blended into the Alcott population. The rate of decline slowed and ultimately enrollment began to increase, leading to the need for a large redistricting of students to the Thoreau and Willard Schools in 1989, and again in 1995. Populations have continued to increase generating a need to find additional classroom space. Thus, the school, rated as a seventeen-room school in 1975 in 1998 had an enrollment of 445, with 24 regular classrooms.

Buried in front of the flagpole was a time capsule assembled by students of the Ripley School to mark the Bicentennial in 1975. It was moved to this site when the two schools merged. Inside are taped messages from each of the students; pictures of Concord; copies of newspapers; letters from each of the fifty Governors, the President of the United States, the Queen of England and other dignitaries of the period along with small artifacts; coins, medallions, etc. It is scheduled to be reopened at the time of our Nation's three hundredth birthday in 2075. The capsule is now buried in front of the new Alcott.

In September 2002, ground was broken for a new Alcott School building. It is a two-story structure, positioned behind the old Alcott. The achievement of this project is the result of thousands of hours put in by space and building committee volunteers. The design process took two years, and included input by teachers, parents, neighbors, school administrators, budget advisors, environmental experts, as well as architects and construction firms. This will be our thirteenth year in the new building.

The old building was demolished in the summer of 2006, and new parking lots and play spaces were created. Landscaping, planting and seeding took place over the 2006-2007 year, and that completed the whole rebuilding and construction process.

The new playground was erected in the summer of 2006, and now includes a shade structure, completed in the summer of 2009. This beautiful area was purchased by parent donations, and designed by a parent, teacher and administrative committee. The students provided their input through a school-wide vote on specific playground elements.

Our new Outdoor Classroom, built by the Alcott Dads, was a gift from the PTG. It will provide wonderful opportunities for teachers and students to make full use of the outdoor space.

WE'RE IN THIS THING TOGETHER....

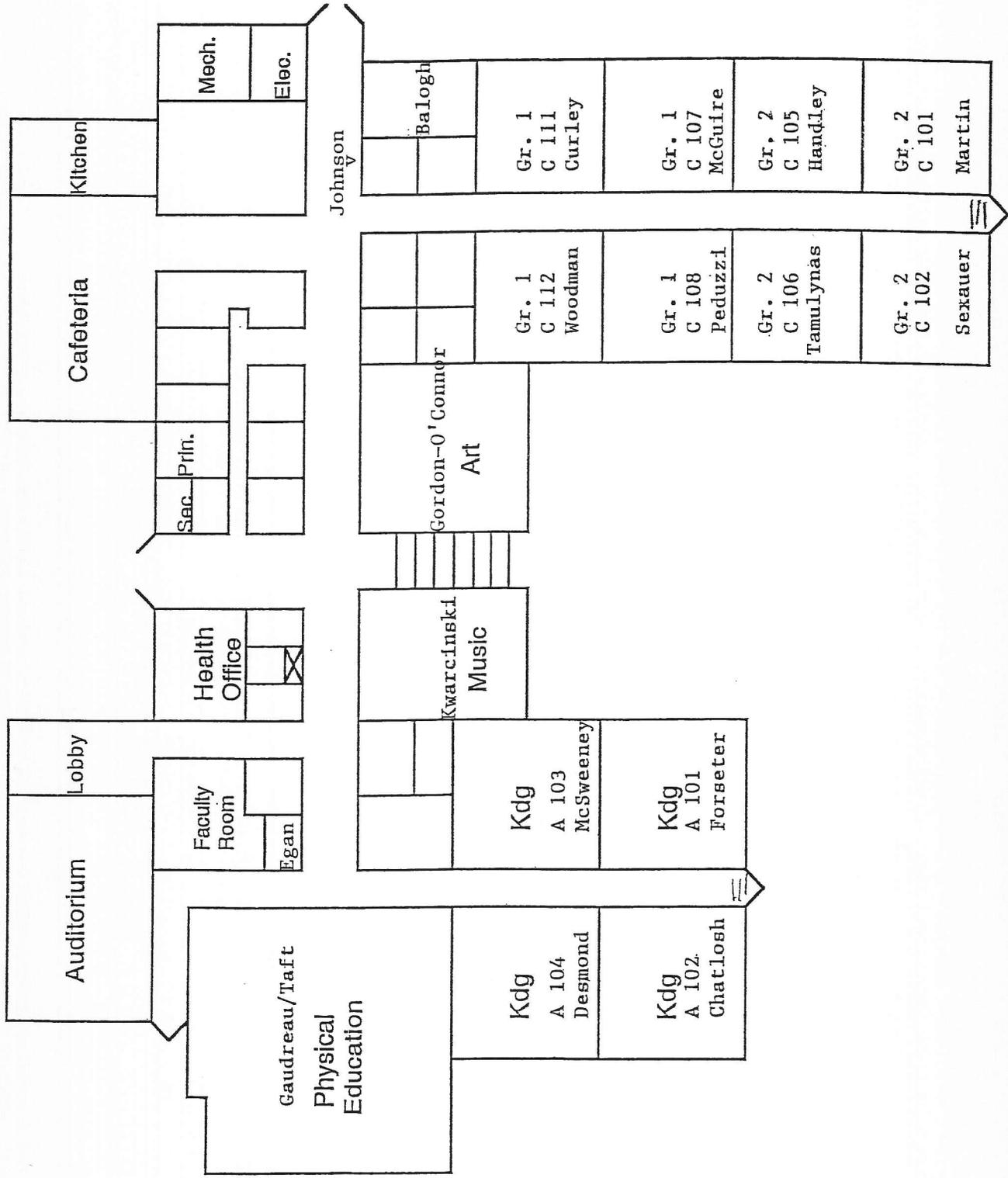
The prime goal of the Alcott School is to create for each student an atmosphere that is safe, healthy, supportive and non-threatening. In such an atmosphere, students are best able to learn about their world and about themselves. The fact is that no school can be successful without the active support of parents. Education is a partnership between parents, staff and students.

At Alcott we have created a belief statement that we all try to live by: ***Alcott is a caring, cooperative and respectful community of learners.*** We have established common threads throughout the school to reinforce this belief. Socially and emotionally, we follow the Open Circle Program, which is described in detail on the last page. We also provide students and parents support with handling and managing social dynamics that occur between students. The School Counselor and the School Psychologist offer daily lunch bunch groups to practice social interactions and group building skills proactively. At the beginning of each year, we request parental permission to have your child participate in these wonderful groups. The students meet during their lunch break, so that they have an opportunity to have recess with their friends. During the lunch bunch groups, the students play games and practice the art of social interactions and problem solving. We also offer additional support that is specific to meeting the needs of your child. If you need more information regarding this support, please contact your child's teacher.

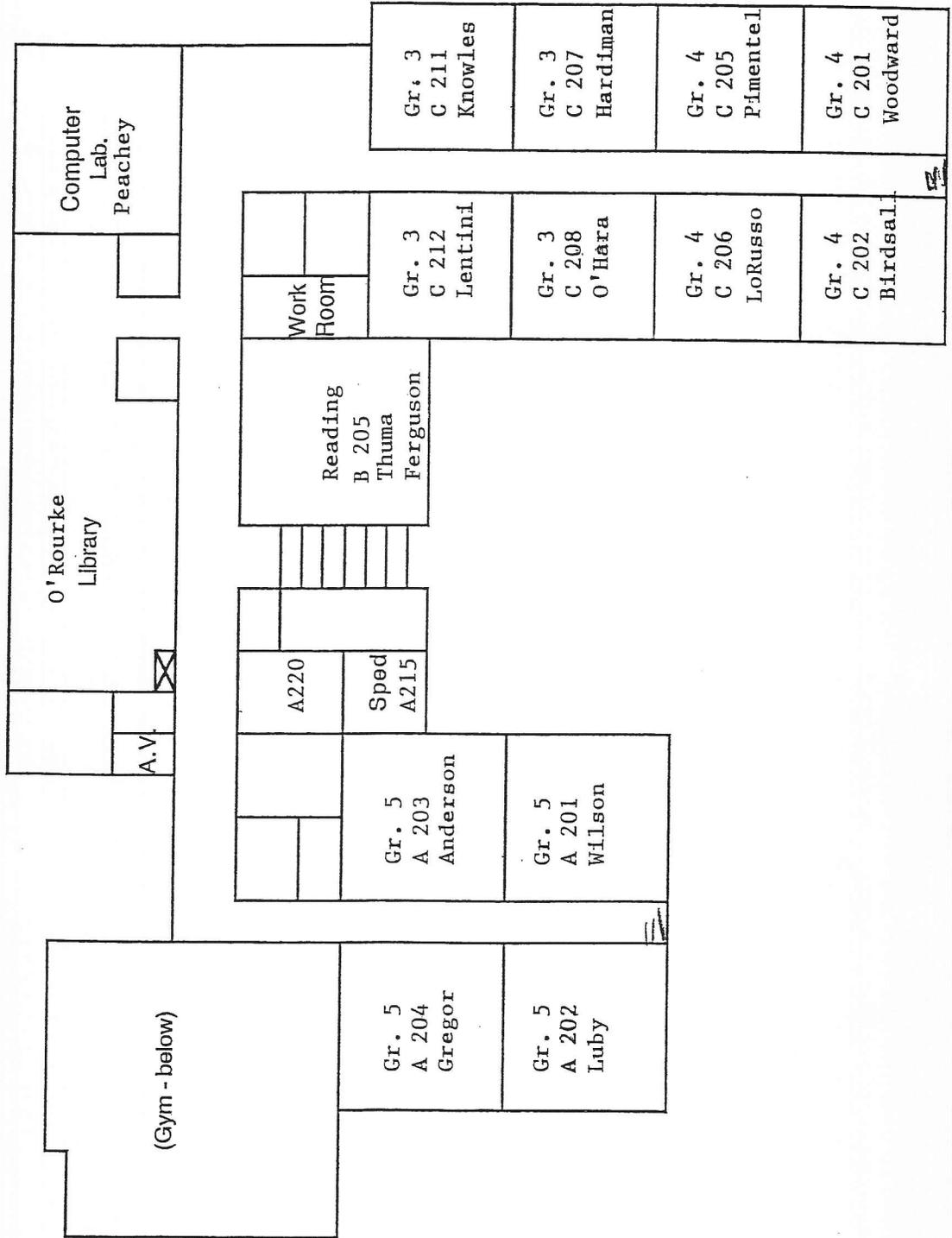
Academically, we provide support in the areas of mathematics and language arts. The curriculum specialists in these areas provide support to those students who are struggling, and enrichment for those with strengths. The classroom teacher uses the curriculum specialists to acquire materials or suggested accommodations to meet the needs of your child in the classroom. If you have concerns regarding your child's academic abilities, please contact your child's teacher.

You will find that the Alcott teachers are as flexible as possible in making whatever accommodations necessary to make your child more comfortable. In some cases, you may feel it is necessary to involve other members of the staff. Please feel free to contact the School Counselor, School Psychologist, Math Curriculum Specialist, Language Arts Curriculum Specialist, or the Principal if you need additional assistance.

1st Floor, Alcott School



2nd Floor, Alcott School



Alcott PTG Slate for 2016-2017

Officers

Co-President	Heidi Webster	(703) 895-8528
Co-President	Cheryl Dreyer	(215) 534-0583
Secretary	Liz Crowell	(978) 254-5730
Treasurer	Kate Ramirez	(978) 369-3863
Vice President/Teacher Liaison	John Peachey	(978) 318-9544 x2193

Coordinators

Alcott Owl Coordinators	Kristen Tyson (Chair)	(978) 505-3950
	Elena Sukharsky	(646) 596-5557
	Twito Krinitt	(978) 254-1940
Alcott PTG Website	David Johnson	(781) 475-6021
Alcott School Website Editor	John Peachey	(978) 318-9544 x2193
Alcott Spirit Wear/Spring T-Shirt	Jennifer Kamionek	(978) 371-7078
Back-To-School Packets	Jane Baldini (Chair)	(617) 320-1032
	Sandy Shen, Cynthia Bury, David Johnson, Carolyn Mowat, Tineeka Hunter, Tejal Sheth	
Before/After School Workshops	Caroline della Penna (Chair)	(978) 369-5441
	Laurel Gerdine	(978) 318-0386
	Helen Park	(781) 259-0930
	Heidi Webster	(703) 895-8528
Birthday Book Program	Twito Krinitt	(978) 254-1940
Book Room Support	Kristen Bock	(978) 610-6921
	Lori Robertson	(203) 232-9922
Box Tops	Kristin McCullar	(512) 731-9622
Children's Programs	Melissa Finn (Chair)	(978) 369-1357
	Alisha Boyajian	(978) 369-0109
	Mary Alice Mudge	(978) 369-2519
	Sandy Shen	(617) 629-4662
Directory	Giedre Mickeviciute	(617) 412-6090
Fall Fundraising	Jennifer Kamionek	(978) 371-7078
Family Fun Night	Beth Vause	(978) 369-4372
Fifth Grade Events Committee	Jessica Lambert (Co- Chair)	(978) 318-9906
	Kristen Tyson (Co-Chair)	(978) 505-3950
	Hewon Hwang, Michelle Stewart, Nancy Carter	
Garden Committee	Rebecca Caruso	(978) 371-1678
	Jennifer Soillis	(978) 254-5594
Geography Quest	OPEN POSITION	
Green Team	Twito Krinitt	(978) 254-1940
	Lin Family	
Health Office Support	Helen Park	(781) 259-0930
Library Volunteer Coordinator	Jessica Lambert	(978) 318-9906
Lost & Found Coordinators	Mary Alice Mudge	(978) 369-2519

Alcott PTG Slate for 2016-2017

	Maureen Basmajian	(978) 621-6160
Math Night	Holly Legault	(978) 405-3181
Media Coordinator	OPEN POSITION	
METCO Liasons	Carrie Lamont	(978) 254-5260
	Janelle Apuna	(617) 447-4393
	Carrie Finizio	(617) 851-1021
	Lori Robertson	(203) 232-9922
Monster Mash	Claire O'Brien (Chair)	(978) 610-6744
	Elena Sukharsky, Rachel O'Reilly, Cheri Driscoll, Tejal Sheth	
New Families	Tressa Jordan	(803) 800-9801
	Sorrel Sammons	(617) 413-8671
Original ArtWorks	Jane Baldini	(617) 320-1032
PAL (Parents At Lunch)	Lynn Morel	(781) 547-1309
Parent Socials	Dan Reilly	(978) 341-8190
	Elena Sukharsky	(646) 596-5557
	Heidi Webster	(703) 895-8528
Principal's Coffee/Hospitality	Jennifer Soillis	(978) 254-5594
Read-a-Thon/Book Fair	Lisa Shaw (Chair)	(978) 369-3631
	Lori Robertson, Jennifer Monaghan, Sandy Shen, Carrie Lamont	
Room Parent Coordinator	Jennifer Monaghan	(978) 405-0275
School Pictures/Family Pic Day	Jessica Lambert (Chair)	(978) 318-9906
	Whitney Jackson, Simone Drapeau, Jane Baldini	
SpEd Pac Liason	Caroline dell Penna	(978) 369-5441
Spirit Letter	Jennifer Kamionek	(978) 371-7078
	Tracey Marano	(617) 851-9255
Staff Appreciation Events	Jennifer Soillis	(978) 254-5594
	Angela Lipson	(978) 369-7212
	Jennifer Monaghan	(978) 405-0275
STEM Coordinators	Tejal Mehta (Chair)	(617) 233-2813
	Jen Nash, Elena Sukharsky, Roger Bock	
Volunteer Coordinator	Claire O'Brien	(978) 610-6744
Wellness Committee	Betsy O'Donnell	(617) 331-9484
Yearbook	Twito Krinitt	(978) 254-1940

The primary objectives of the PTG are to provide information and support to the Alcott community and to raise funds to help make our school the best it can be. **Volunteering is key to the success of this effort.** By getting involved, you not only share in your child's school experience, but you also have the opportunity to meet some wonderful people. There are many different ways to get involved and volunteer. In September, the PTG takes part in "Back-to-School" nights. This is an evening for you, as parents, to visit the school and your child's teacher and to hear about some of the important things happening at Alcott. The PTG will provide a list of all the volunteer opportunities available, so that you can plan your volunteer commitments.

Check on the PTG website for news of PTG meetings, and feel free to call any of the above volunteers if you would like to help on any committee, or for a particular activity or event.

CONCORD PUBLIC SCHOOLS
CONCORD-CARLISLE HIGH SCHOOL

2016 - 2017 SCHOOL CALENDAR

AUGUST/SEPTEMBER						
S	M	T	W	T	F	S
21	22	23	24	25	26	27
28	29	30*	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEPTEMBER
Aug 29 & 30* Prof. Dev. K-12
31 Classes Begin
5 Labor Day
30* 9th grade orientation

FEBRUARY
20 Presidents' Day
20-24 February Recess
27 Classes Resume

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER
10 Columbus Day

MARCH

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER
1 Prof Day K-5 Conferences
10 Prof Day 9-12 Conferences
11 Veteran's Day
23 Half Day
24 - 25 Thanksgiving Recess

APRIL
4 Prof Day K-5 Conferences
17 Patriots Day
17-21 April Recess
24 Classes Resume

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER
8 Prof Day 6-8 Conferences
26-30 Winter Recess

MAY
29 Memorial Day

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY
2 New Years Holiday
3 Classes Resume
13 Prof Day Gr. 6 - 8
16 Martin Luther King, Jr.
*23 Prof Day Grades 9-12
*If there is a snow day on week of 1/16 the Prof Day will shift

JUNE
13 180th Student Day
20 185th Student Day*
20 Half Day K-8 Only
21 Prof Day Grades K-12*
*Includes five emergency days

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

-  Holiday/Recess
 -  Half Day
 -  Professional Dev. Days
 -  First & Last Day of School
- Early release K-8 every Tuesday

SCHOOL COMMITTEES

Johanna Boynton, CSC, CCSC
William Fink, CSC, CCSC, **Chair CCSC**
Wallace Johnston, CSC, CCSC, **Chair CSC**
Heather Bout, CSC, CCSC, **Vice Chair CSC**
Robert Grom, CSC, CCSC
Daniel Conti, CSC, CCSC, **Vice-Chair CCSC**
Mary Storrs, CCSC

ADMINISTRATION

Diana Rigby, Superintendent of Schools
John Flaherty, Deputy Superintendent of Finance & Operations
Kristen Herbert, Director of Teaching & Learning
Jessica Murphy, K-12 Special Education Director
Kelly McCausland, Director of Human Resources
Michael Mastrullo, Principal – CCHS
Drew Rosenshine, Interim Principal – Concord Middle School
Sharon Young, Principal – Alcott Elementary School
Angel Charles, Principal – Thoreau Elementary School
Patricia Fernandes, Principal – Willard Elementary School

SCHOOLS

TELEPHONE

Alcott Elementary School 318-9544
Thoreau Elementary School 318-1300
Willard Elementary School 318-1340
Concord Middle School
Peabody Building 318-1360
Sanborn Building 318-1380

Concord-Carlisle High School 318-1400

SCHOOL HOURS

	<u>M-W-F</u>	<u>T-TH</u>	<u>Nov. 23/June 13</u>
Kindergarten	9:00 - 3:30	9:00 - 12:30	9:00 - 12:30

SCHOOL HOURS

	<u>M-W-T-F</u>	<u>Tuesday</u>	<u>Nov. 23/June 13</u>
Elementary (1-5)	9:00 - 3:30	9:00 - 12:30	9:00 - 12:30
Middle (6-8)	8:15 - 2:30	8:15 - 1:15	8:15 - 11:45

	<u>M-T-W-T-F</u>	<u>Nov. 23</u>
High (9-12)	7:30 - 2:11	7:30 - 11:05

CANCELLATION OR DELAYED OPENING OF SCHOOLS

Connect-ED, our parent/community notification system, will be used to notify parents by voice messaging and e-mail by 6:00 AM.

Announcements will be made on television stations WCVB-TV-5, WHDH-TV-7, WBZ-TV-4; radio station WBZ and posted on the home page of concordpublicschools.net

STUDENT ATTENDANCE

Item: JH

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: (1) Illness or quarantine; (2) Bereavement or serious illness in family; (3) Weather so inclement as to endanger the health of the child; (4) Observance of major religious holidays. A child may also be excused for other exceptional reasons with approval of the school administrator.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of character. Parents can help their children by refusing to allow them to miss school needlessly. Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

School Committee Policy

ADOPTED: CSC: 27 September 2005
CCSC: 27 September 2005

BEGINNING AND CLOSING TIMES

The School Committee has approved new daily school hours for the elementary schools. Instructional time begins for all students at 9:00 a.m. Students can enter their classroom by 8:50 a.m. Any child who enters after 9:00 a.m. will be marked as 'Tardy', and be required to check in at the main office for a 'late slip', before going to class. The Kindergarten program ends at 3:30 p.m. on Mondays, Wednesdays and Fridays. On Tuesday and Thursday, Kindergarten students will be dismissed at 12:30 p.m. Students in Grades One through Five will be dismissed on Tuesdays at 12:30 p.m., along with the Kindergarten students. On Mondays, Wednesdays, Thursdays and Fridays, all First through Fifth grade students will be dismissed at 3:30 p.m. Lunch will not be served on Tuesdays and no lunch will be served on Thursdays for Kindergarten students. June 13th is to be the 180th student day. June 20th will be the last day of school for students if five emergency/snow days are needed. Dismissal will be at 12:30 p.m. on the last day of school.

CANCELLATION OR DELAYED OPENING OF SCHOOL

On very rare occasions it has been deemed necessary to close school early because of an unpredicted dangerous storm. Should that happen, we would activate the 'Connect Ed' system that calls all parents and emergency contacts for each child. Invariably, however, some parents will be away from home. Please, make sure that your child knows how to get into the house should you not be home, or that they have a place to go, such as a neighbor, in such a situation. Review the information and arrangements periodically with your child, especially if bad weather is forecast.

On days when school is cancelled or delayed, there will be no Before School programs (Recreation Department, Language classes, etc).

Please check the local radio and TV stations for news of delayed openings and school cancellations.

ABSENCES

When your child is not well, please do not send him/her to school. If your child will not be in attendance on a given day, **please call the school** with that information by 9:30 am. We have Voice Mail to record absences – the number is **(978) 318-0679, option #2**. We feel that it is in the best interest of all concerned to have verbal verification of all absences. If we do not hear from you concerning an absence, we will call to verify. We are committed to knowing where children are if they are not in school.

BICYCLES

Students, who are nine years of age or in 4th or 5th Grade, may ride their bicycles to school. This policy, made by the Concord Traffic Safety Control Committee, is town wide. If you would like to have your child ride his/her bike to and from school, please send a note to school notifying us.

The Massachusetts Bicycle Helmet Law requires that "any person twelve years of age or younger operating a bicycle or being carried as a passenger on a bicycle on a public way, bike path or any other public right-of-way must wear an approved helmet".

PARKING AND DISMISSALS

If you wish to have your child dismissed early, send a note to the school requesting early dismissal. When you arrive at the school, please go to the office, and the teacher will send your child to meet you. Dismissal of a child is the legal responsibility of the Principal. Teachers, therefore, cannot release a child directly to a parent. If you are waiting to meet a child at dismissal time, **please wait outside at the flagpole** unless the weather is inclement. Teachers will bring children to the flagpole after they have put the other children on their buses.

Emergency changes may be made by emailing njatkinson@concordps.org and lreynolds@concordps.org before 2:45 PM. Please email Norma Jean and Laurel. If one of them is out of the office, the other person should see the email.

VISITING

Always feel free to visit at Alcott. Regulations require you to sign in at the main office on entering the building. The Principal is available to show you the school and answer any questions you may have about the school program. If you wish to visit your child's classroom, please arrange in advance through the office. If you should have any questions, do not hesitate to call us.

CLOTHING

Each child is provided with a locker where they place their outside clothing. All clothing should be marked with the child's name for easy identification. If your child cannot find the missing item during the school day, you are welcome to come and search for it on the 'Lost & Found' table by the Cafeteria. During the cold weather, children do go outside each day, so each child should be provided with clothing appropriate to the weather.

LOST & FOUND

Please remember to check the Lost & Found table in the hallway by the Cafeteria occasionally. It would be very helpful if you would put the child's name in his/her clothing. The Lost & Found mountain grows to alarming proportions during the year. Names in lunch boxes and bags would also be very helpful.

LUNCHES

Lunches are available Monday, Wednesday, Thursday and Friday. Lunch will not be served on Tuesday. All children will be issued a "Lunch Card", which, when passed through the machine, will debit the child's account. The cost of lunch is **\$3.85** a day, which includes milk. If your child wishes to purchase just milk, the cost is \$.65 a day. You will need to deposit money into your child's account before he/she can use the card. Parents should keep a balance in their child's account by registering and prepaying at mySchoolBucks.com or by sending checks made out to "Food Service Department", and mailed to: Food Service Department, Ripley Building, 120 Meriam Rd, Concord, MA 01742. Children may bring a lunch from home if they wish.

FOOD ALLERGY POLICY

Please refer to the District Handbook for the policies and procedures concerning allergies to nuts, peanuts and other foods.

In the Cafeteria this year, some tables will be reserved for children who are eating food that contains nuts or peanuts. Playground Supervisors and students will go through specific training in the fall to become familiar with the new procedures. You will be alerted if there is a need to keep certain foods out of your child's classroom.

HOW TO REQUEST USE OF OUR SCHOOL FACILITIES (ROOMS AND/OR GROUNDS)

Go to our district web page www.concordpublicschools.net

Click **Administration**

Click **Community Use & Building Rental**

Follow the **Community Use Building Rental Instructions**

Important Reminders!

Don't forget to send notes in to the school if your child is changing her/his after-school schedule. If we don't have written verification of the plans, we will send the child home on the bus, or to the usual after school care location for that day.

Important Phone Numbers

Alcott main office: (978) 318-9544

Alcott message system: (978) 341-2490, then press 2 for Alcott.

Then you have access to the following:

Press 1 for a Directory of Departments/Personnel

Press 2 to leave an Absence message

Press 3 for the Nurse's Office

Press 4 for information on school closings or delayed openings

Press 5 for directions

Press 6 for the main office

METCO and the Family Friends Program

For information about the METCO program, or on how to become part of the Family Friends system, call one of the METCO Coordinators listed in the PTG page, or Deniere Watford-Jackson, the METCO/FFC Liaison. We take new METCO students in Kindergarten, and always welcome families who would like to be the Buddy for any child, new or not. There are all kinds of ways to help in the program, so call to find out more!

To comply with State law, all volunteers are now required to complete a 'CORI' form (Criminal Offender Record Information), You will find this form on the Alcott Website, under "Parents" and then "Parent Teacher Group – PTG". If you have not already done so, please complete the form and bring it with your Driver's License to the school office to be processed.

These record checks need to be updated every three years. If you completed one in 13-14, you will need to complete a new one for this school year. These forms will be kept confidential, and will be on file in the Personnel Office. Thank you.

CONCORD PUBLIC SCHOOLS
CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT

120 MERIAM ROAD CONCORD, MA 01742 PHONE 978.318.1500 FAX 978.318.1537 www.concordps.org

July 2016

Dear Parents:

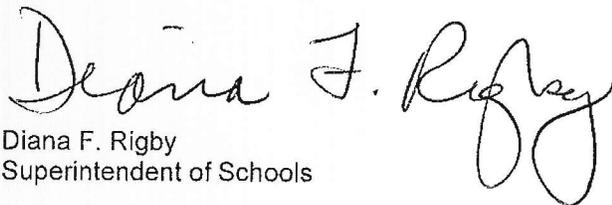
The Concord Public Schools and Concord-Carlisle Regional School District invite you to partner with the schools as we focus on developing and delivering a comprehensive health education program for students. The Concord and Concord-Carlisle systems have had a long-standing commitment to supporting a thoughtful and responsible health education curriculum. Broad in scope, the K-12 curriculum contains strands on nutrition, self-esteem, human sexuality, and substance abuse, among other topics. Through the health education program of study, the schools have made a commitment to promoting "the well-being of the whole person—a healthy mind and a healthy body."

Parents are our children's first teachers. Throughout their lives, parents play a central role in supporting the well-being of their sons and daughters. In developing our programs, educators respect and support the central role that parents play in the lives of their children. Just as parents assume a critical role in the health education of young people, the schools also assist children in learning about major health issues. Our schools reinforce the concept promoted by the American School Health Association that a comprehensive health program integrates the following strands: Educating young people about good nutrition; Developing solid critical thinking skills; Identifying positive resources of information and services; Shaping a positive environment; Providing a solid education about human sexuality; and Nurturing positive values and attitudes.

At both the elementary and secondary levels, the schools take their responsibility for educating young people in their understanding of age-appropriate human sexuality very seriously while recognizing the importance of parents in this process. The goals of the unit on human sexuality reflect those promoted by the American School Health Association which include: 1.) Provide adequate and accurate information and available resources, 2.) Clarify attitudes and values and 3.) Develop sound decision-making skills and healthy communication. The health education program reinforces abstinence and teachers are expected to explicitly inform students about abstinence at the middle and high schools. Partnering with parents in this learning process, the districts encourage their involvement. To further reinforce and communicate this partnership, the K-12 health education curriculum is designed to include home activities that promote discussion between students and parents.

We encourage you to review the health education materials pertinent to your child's grade level. We look forward to partnering with you in this very important work of assisting in the health education process and increasing our students' learning. If you have questions about the curriculum, please feel free to contact Kristen Herbert, Director of Teaching and Learning, who is located in the Ripley Building and can be reached at 978.341.2490, Extension 8131.

Sincerely,



Diana F. Rigby
Superintendent of Schools

Healthy Snack Ideas for Kids

From the Nutrition Coalition in Concord

Kids often need snacks between meals to fuel their growing bodies. Healthy snacks can facilitate learning and participation in activities. Parents are responsible for providing healthy snacks in appropriate portion sizes, allowing kids to decide what and how much they want to eat. Always try to include a fruit or vegetable, and limit high fat or sugary snacks. Also, always read food labels carefully for peanut and tree nut ingredients or disclaimers of the possibility of peanut or tree nut ingredients in the plant that processes the food.

FRUIT

- Fresh piece of whole fruit - apple, pear, orange, banana, melon wedge
- ½ cup berries, fruit salad, unsweetened applesauce, canned fruit in juice (avoid syrups)
- ¼ cup dried fruit - raisins, prunes, pineapple, papaya, cranberries, apples

VEGETABLES

- ½ Cup (or more) broccoli, cauliflower, carrot sticks, peppers, snap peas, grape tomatoes, cucumber, salsa

GRAINS

- 1 piece 100% whole wheat bread, pita pocket, tortilla, english muffin
- 1 oz whole grain crackers, pretzels, tortilla chips, pita chips
- 1 cup plain popcorn, 1 oz dry cereal (avoid sugary cereals)

PROTEIN

- 8 oz yogurt (sweeten with fruit, honey or maple syrup)
- 1 oz cheese - cheddar, Swiss, American, Mozzarella, etc.
- 3 tbsp hummus, black or white bean Dip
- 1 oz meat (such as cooked chicken, turkey, or tuna fish)

FATS

- Avocado, 1 Tbsp butter, sunflower seed butter, salad dressings (olive oil and vinegar, or yogurt mixed with lemon juice and fresh herbs)

DRINKS

- Water should be encouraged as the main beverage with snacks.
- 100% Fruit Juice (American Academy of Pediatrics recommends limiting to 6oz a day for 1 – 6 year olds and 12 oz a day for 7 – 18 year olds)
- 8 oz Milk (choose organic or RBGH free if available).

Note: Portion sizes have been included to give examples (based on a 1600 Kcal diet for most moderately active kids age 5 – 11). However, if your child is older or is very physically active please increase to larger portions as you feel is appropriate. Please consult with your School Nurse, Pediatrician or a Registered Dietitian for individual dietary counseling.

Copyright Melanie Plesko RD, LDN

2/2010

Peanut and Nut-Free Snack Suggestions

PLEASE BE SURE TO READ ALL LABELS EACH TIME

All fruits (melons, grapes, berries, etc); All vegetables (carrot sticks, celery sticks, etc)

Yogurt; Cheese; Cream cheese; Soup

Crackers:

Carr's whole wheat crackers; Triscuits; Wheat thins; Pepperidge Farm Gold Fish

Annie's Cheddar Bunnies, Cinnamon Bunnies, Honey Bunnies

Plain Ritz crackers; Oyster crackers; Saltines; Bread sticks

Pretzels (not Snyder's which are made in a facility that processes nuts/peanuts)

Bread:

Arnold's Whole Wheat Bread; Thomas English Muffins; Thomas, Lenders or Ray's Bagels

Pita bread

Hummus (avoid hummus that contains pine nuts); Cedar's plain

Applesauce

Salsa (avoid Trader Joe's as it is processed on equipment that also processes peanuts)

Newman's Own; Tostitos

***Suggestion**— Instead of peanut butter, try sunflower seed butter.

OPEN CIRCLE

In recent years, we have learned that the social competency of children is strongly tied to both social and academic success and the development of higher thinking skills. In 1986, the National Institute of Mental Health recommended that school curricula include social competency building programs as a way of preventing social, behavioral and health problems in children.

In response to this recommendation, the Concord Public Schools have adopted the *Open Circle* program in grades K – 5. *The Open Circle* Program is based at the Stone Center, part of the Wellesley Center for Women at Wellesley College. The format of this program recognizes the critical role that relationships play in the social development and academic success of children. By learning the social competencies necessary to make and maintain new and diverse relationships with classmates, children and adults create new avenues for their own and others' growth. In turn, positive relationships create energy, action, a more accurate self-image, a greater sense of self-worth, and an increased motivation to work with other people. The explicit instruction and practice in various social competency skills provided in this curriculum helps students and teachers to build more positive relationships and raise their expectations of themselves and others. Together they can create a supportive and nurturing classroom environment, one that appreciates diversity of all types and encourages and supports the academic achievement of all.

The *Open Circle Curriculum*, in Concord, is part of the K-5 Health Education program. It is implemented twice a week for 15 to 30 minutes, or one 30 minute session, during the school year, with teachers and students meeting together in an Open Circle. The curriculum provides a structured format for the teaching of social competency skills in the classrooms. It also provides a context for the discussion of other issues important to the class.

The lessons are organized around two clusters:

- creating a cooperative classroom environment, where the class develops classroom rules, gets to know each other, learns how to be good listeners, identifies what to do with dangerous or annoying behaviors;
- building positive relationships, and solving people problems.

After each cluster of lessons, the students are asked to reflect on what they have learned, and to evaluate their use of the skills presented.

