

ATKINSON ACADEMY
School Action Plan
2013-2014



Kathleen Dayotis-Principal

Christopher Snyder-Assistant Principal

TABLE OF CONTENTS

Mission Statement.....	3
Principal’s Message	4
Action Plan.....	6
A. Assessment of Plan.....	6
B. Goal Statements.....	6
C. Related Professional Development	8
Leadership Team Members.....	9
School Site Assessment	13
Submission Page	15
Appendix.....	16
A. School Security and Safety Plan	16

Mission Statement

Through the process of learning,

We value and build:

Knowledge

Respect

Community

Principal's Message

Through the process of learning, we value and build knowledge, respect and community. This is a simple motto that we at Atkinson Academy try to base our entire school ideals around.

The Atkinson Academy's staff works extremely hard instilling strong work ethics in each student. WE value education and have high expectations for our students. From pre-k through fifth grade, we feel that it is important to form strong foundations so that students will go onto Middle, High School and college to be successful.

RTI, or Response To Instruction, was added this year to all grade levels. As we all know, sometimes we might need some information repeated a couple of times to clearly understand a concept or idea. There's nothing wrong with that! The same with children, repetition, is sometimes needed. Thirty minutes each day was added to the schedule for reading and math. During these times, children are grouped according to their needed, whether it is enrichment, maintaining skills or an extra boost. The flexible groups of 4-5 students change about every 6-8 weeks. Everyone in the school helps deliver services so we can maintain the small group ratio. Classroom teachers, literacy specialists and special educators are responsible to work with re-teaching groups while our media generalist, guidance, enrichment, technology and teaching assistants work differentiating other learning activities revolving around reading units. The same is also repeated for math. We have seen tremendous growth. Small groups allow the children to really shine, explore new concepts and be retaught with success.

We have also adopted the Olweus Model of Respect, Responsibility and Right Choices. This is a bullying model that students will continue following at the Middle School. The Atkinson Police Department has trained an officer once again this year to work with our fifth graders using the D.A.R.E. program. This program helps the children learn to JUST SAY NO when faced with difficult decisions or situations.

Community involvement surrounds the Academy almost every day. We are lucky to have strong, involved PTA/Night Owls Dads group. Atkinson partners with many local organizations also. The Atkinson Cub Scouts Pack 95 is responsible to keep our grounds well groomed in the fall and spring. The Atkinson Garden Club involves the children in the Smokey, the Bear Poster contest along with Woodsy Owl Poetry writings. The Atkinson Lions Club along with the King Lion comes into our younger student's classrooms to read to them. They have donated all the books that are read to the classrooms so the children will have many years of reading enjoyment. The Atkinson Women's Civic Club is available to take care of daily needs of families whenever I call. Our Fire Department spends a week at school talking to the children about fire safety while the Kimball Library partners with us on yearlong activities. The Police Department is visible this year eating lunch, attending recess and reading to our students. I feel very lucky to have this school involved with so many organizations that care about our students.

AS always, I want to thank everyone for their constant support of Atkinson Academy students and staff. WE strive towards the same goal—to make our students successful in and out of the classroom.

Action Plan

A. Assessments

This School Action Plan will be assessed in the spring of 2014.

B. Goal Statements

Goal #1 – In an effort to ensure that no more than 15% of the student population will require strategic intervention all staff (Professional & Support) will continue working to support students in all grade levels in the area of literacy and mathematics. Student progress will be monitored using end of unit benchmark assessments in both areas throughout the 2013-2014 school-year.

Action Steps/Monitoring Plan

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	2012-2013 End-of-Year literacy and mathematics assessment data will inform instructional needs during Tier 1 (universal) teaching blocks.	August 2013	Leadership Team Grade Level PLC's
2	Atkinson Academy staff will complete a needs assessment to determine the academic needs in literacy and mathematics. This will define what strengths and weaknesses will be a focus during RTI for the 2013-2014 school year.	September 2013	Grade Level PLC's
3	The school will determine the progress monitoring tools and materials to be used in Tier 2 for strategic groups.	October 2013	Leadership Team
4	The school will have an enrichment day focused on mathematics.	November 2013	Enrichment Teacher
5	We will explore a partnership with the Kimball Library.	November 2013	Kimball Library Staff & Atkinson Academy Staff
6	The school will have an enrichment day focused on literacy.	May 2014	Enrichment Teacher
7	Grade level teams will meet each week during PLC's with a focus on planning reading and math interventions and providing continuous progress monitoring for strategic groups.	September 2013- June 2014	Grade Level PLC's

Goal #2 – Atkinson Academy will have a systematic data collection process in place by June 2014 that will provide teachers with accurate and reliable information from which instructional decisions can be made.

Action Steps/Monitoring Plan

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	Determine what literacy and mathematical data will be collected throughout the school-year.	September 2013	Leadership
2	Identify mandatory assessment timeframe/guidelines.	September 2013	Leadership
3	Professional development will ensure that all staff will have training for proper implementation. Staff will know what data was collected, when, why, how and what to analyze and use the data for making decisions.	October 2013	Staff
4	All mandatory data collection will be made available three times per year through the comprehensive assessment system.	June 2014	Assessment/Data Team
5	All professional staff will be trained on data protocols.	June 2014	All Staff

Goal #3 – Atkinson Academy will develop a systematic behavior management plan to be designed and implemented during the 2013-2014 school year.

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	Determine members of the team.	May 2013	Staff
2	Identify basic goals of the team.	June 2013	Team Members
3	Explore school mascot and theme for rollouts to be used for behavioral expectations.	July 2013	Team Members
4	Unveil school mascot and theme to student body.	October 2013	All School Participation
5	Inform staff of common language and procedures to be used by students when accessing the hallway in school setting.	January 2014	Entire Staff
6	Continue consultation with Howard Muscott for further assistance.	October- May 2014	Team Members

C. Related Professional Development

Dates	Topic Description	Grade(s)	Time	Location	Facilitator	Goal # (if applicable)
	DIBEL's NEXT	K-5 th		Atkinson	Gaye Diagle Jill Feneberg	1
	DIBEL's NEXT Data Analysis	K-5 th		Atkinson	Gaye Diagle Jill Feneberg	1 & 2
	Everyday Math Enrichment/ Intervention	Pre-K-5 th		Atkinson	Doug Blay	1
	Everyday Math – E-Suite Training	Pre-K-5 th		Atkinson	Kelli Killen	1
	PBIS/Olweus Training	PBIS/ Olweus Team		Atkinson	Howard Muscott	3
	LETRS Training			Atkinson	Gaye Diagle	1
	X-tra Math	1 st -5 th		Atkinson	Chris Snyder	1
	Google Chromebook Training	4 th & 5 th		Atkinson	Lois Paul	
	Google Drive Training	4 th & 5 th		Atkinson	Lois Paul	

Atkinson Academy Leadership Team

Chair:	Kathleen Dayotis, Principal
Co-Chair:	Chris Snyder, Assistant Principal
Teachers:	Susan Donnelly, Pre-K
	Pam DuLong, Grade 2
	Lynne Ouellette, Grade 3
	Brian Shawley, Grade 5
Staff:	Meredith Bastien, Special Education
	Doug Blay, Enrichment
	Claire Culligan, Food Service
	Jill Feneberg, Literacy Specialist
	Jeff Goddard, Physical Education
	Linda Siemering, Special Education Assistant
	Christina Wood, Occupational Therapist

Atkinson Academy Assessment & Data Team Members

Chair:	Kathleen Dayotis, Principal
Co-Chair:	Chris Snyder, Assistant Principal
Teachers:	Lindsie Guillermo, Grade 1
	Jennifer Spires, Grade 2
	Leanne Perron, Grade 3
	Nicole Shawley, Grade 3
	Suzi Schultheis, Grade 4
	Erin Camire, Grade 5
Staff:	Beth Fenderson, Special Education
	Jill Feneberg, Literacy Specialist
	Deb Simard-Hill, Speech Pathologist

Atkinson Academy Target Team

Chair: Kathleen Dayotis, Principal

Co-Chair: Chris Snyder, Assistant Principal

Teachers: Nadine MacDougall, Grade 1
Lynn Ouellette, Grade 3
Erin Camire, Grade 5

Staff: Paula Amante, School Nurse
Jill Feneberg, Literacy Specialist
Melissa Oakley, Special Education
Elissa Salemi, Guidance Counselor

Atkinson Academy Olweus/PBIS Team

Chair: Kathleen Dayotis, Principal

Co-Chair: Chris Snyder, Assistant Principal

Teachers: Katie Small, Grade 1

Jen Spires, Grade 2

Katie Hutchinson, Grade 3

Erin Camire, Grade 5

Melissa Guy, Grade 5

Staff: Pam Alexander, Art

Diane Geary, Library Assistant

Anna Lizier, Technology Teacher

Beth Fenderson, Special Education

Elissa Salemi, Guidance Counselor

Christina Wood, Occupational Therapist

Sunshine Committee

Chair: Jen Toth, Media Generalist

Members: Nicole Habib, Grade 5

Nicole Bailey, Grade 4

Erin Lozowski, Grade 4

Professional Development Committee

Members: Chris Snyder, Assistant Principal

Deb Bell, Kindergarten

Diane Geary, Library Assistant

Safety Committee

Members: Kathie Dayotis, Principal

Warren Currier, Head Custodian

Sandra McKay, Executive Assistant

Jeff Goddard, Physical Education Teacher

Paula Amante, School Nurse

Claire Culligan, Food Service

School Site Assessment

Add a description of your school's assessment process here...

Submission Page

Submitted By: Kathleen Dayotis and Christopher Snyder

Appendix

A. School Security and Safety Plan

- *Assemble Emergency Response Team*
- *In case of an emergency exit quickly with emergency bag and go to assigned area and take roll.*
- *Attendance will be collected and called into secretaries.*
- *Once attendance is collected principal will instruct staff to move to off-site evacuation.*
- *Off-Site Evacuation (Atkinson Fire Station)*
- *Secretaries call for buses to assist students and staff to evacuation site that are unable to walk*
- *Adults and students that are unable to walk to the off site location, proceed to the “Do Not Enter” sign by the driveway of the 1803 building and wait to be picked up.*
- *School Nurse and Secretaries are responsible for bringing student emergency contact and health information.*
- *Students who are in specials stay with that teacher until they are reunited with their classroom teacher at the off site location.*
- *When students arrive at the off-site location teachers will have designated areas for each grade. Teachers will have students sit quietly in all designated areas and retake attendance.*
- *While at the Fire Station teachers and staff will wait for instructions from the Incident Commander (Principal).*

