WOODBURY SCHOOL
206 Main St.
Salem, New Hampshire
893-7055 Fax 898-0634

Dear Students and Parents,

Welcome to Woodbury School. I hope you enjoy a year of positive academic and extracurricular experiences in our school community. The information contained in this handbook is offered as a guide to assist us in maintaining an atmosphere conducive to learning and respect. We encourage students and parents to read the information and follow the guidelines to the best of your ability. As always, please contact us with any questions or concerns.

Sincerely,
Brad St. Laurent
Woodbury School Principal

SALEM SCHOOL DISTRICT
MISSION STATEMENT

The mission of the Salem School District is to ensure quality lifelong education.

WOODBURY SCHOOL
MISSION STATEMENT

The mission of Woodbury School is to provide an effective and challenging learning environment for its developing learners.

STUDENT ATTENDANCE-POLICY

Attendance Policy

In accordance with State Law RSA 193:1, a parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child’s resident district. Absenteeism interrupts the learning process and can have a detrimental impact on student performance. At Woodbury School, we understand that parents/guardians are aware of the circumstances that surround their student's absence from school. We continually strive to partner with our parents to inform them of their student's attendance standing which may or may not affect them academically. We know that good attendance is necessary to maximize a student's educational opportunity. In order to help achieve this, we have the following procedures in place:

5 absences/school year - After a student reaches 5 days of absences per year, both excused and unexcused, a letter is sent home to ensure that the parents/guardians are aware of these absences.

10 absences/school year - After a student reaches 10 days of absences per year, both excused and unexcused, a letter is sent home to ensure that the parents/guardians are aware of these absences. Additionally, the assistant principal, school counselor, and student resource officer (SRO) may meet with the student to discuss absences. An assistant principal will follow up with parents.

15 absences/school year - After 15 days of absences per year, both excused and unexcused, a certified letter is sent home to ensure that the parents/guardians are aware of these absences. Additionally, the assistant principal, school counselor, and SRO may meet with the student’s parent(s)/guardian(s) to discuss absences.

20 absences/school year - After 20 days of absences per absences year, both excused and unexcused, a certified letter is sent home to ensure that the parents/guardians are aware of these absences. A determination may be made to schedule a truancy hearing at Woodbury School and/or determine notification to the Department of Children, Youth and Family (DCYF).

ABSENT/TARDY FOR SCHOOL

To report a child’s absence or tardiness, please call 893-7055 Ext. 1 prior to 7:00 a.m. unless a phone call was made on the date of absence, a note must be brought upon return and presented to the office before 7:25 a.m. Students whose absences were reported do not need to get a pass from the office before going to classes for the day. All students are responsible for seeking out and making up all work missed. Students arriving to school after the 7:25 bell should report to the school office for an admit slip. It is required that students bring a note from home stating the reason for the tardiness. The only reasons for which a student may be excused include an appointment, illness, or a family emergency. Students will not be excused for oversleeping, for missing the bus, or for arriving late with a parent. A detention may be issued if a student is excessively tardy. Additional unexcused tardiness may result in further disciplinary action, including suspension.

STUDENT SUPERVISION

Staff supervision begins at 6:45 a.m. Students driven to school by a parent should not be dropped off prior to that time.

DISMISSAL

A written note indicating the reason and the dismissal time must be provided to the office prior to the start of the school day. Students are not permitted to leave the school grounds at any time during the day without written parental consent and a pass from the school office. A student who must leave the building because of illness or any other emergency must be signed out in the office. Failure to follow the proper procedure will be considered an unexcused absence and disciplinary action may be taken.

DOOR LOCK SYSTEM

The Woodbury School has an automated door lock system. All visitors must be buzzed in through the front entrance during school hours to ensure the safety of students and faculty. Visitors may be asked to provide identification before entering the building.
LATE FOR CLASS

Students have a reasonable time period to get from one class to the next. Teachers monitor their own students’ timeliness to class and assign any necessary consequence. No passes will be issued by the office.

SCHEDULED DELAYED OPENING

There are three delayed opening days and three early release days scheduled for the 2017-2018 school year. The dates are listed below.

*Delayed opening represents professional development dates when school start time will be delayed by 90 minutes to 8:55 a.m.*
*Early dismissal represents professional development dates when school dismissal time will be at 12:30 p.m.*

<table>
<thead>
<tr>
<th>Delayed Opening:</th>
<th>Early Dismissal:</th>
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<tbody>
<tr>
<td>February 7, 2018</td>
<td>October 11, 2017</td>
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<tr>
<td>April 11, 2018</td>
<td>December 6, 2017</td>
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<td>May 9, 2018</td>
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SCHOOL CLOSING, DELAY, OR EARLY DISMISSAL

In the event of inclement weather or other unforeseen circumstances, school may be closed or the starting time delayed by 90 minutes. The same conditions may also necessitate early dismissal. If the school start time is delayed, the time is moved up 90 minutes. For example, if your child’s bus usually arrives at 6:55 a.m., the bus will arrive at 8:25 a.m.

The school start time will move to 8:55 a.m. School is rarely dismissed early, but in the event that an early dismissal is necessary, radio and television stations will be alerted as soon as possible. School closing, delayed starting time or early dismissal will be announced over the district’s APP & Twitter feed and television stations:

**Twitter:** [https://twitter.com/SalemSchoolDist](https://twitter.com/SalemSchoolDist) or [https://twitter.com/woodburyschool](https://twitter.com/woodburyschool)

**Television:** WBZ-TV 4, WCVB-TV 5, WHDH-TV7, WMUR-TV 9, CTV 6

Reports in the morning will be between 6:00 a.m. and 7:00 a.m. If no report is heard, it can be assumed that school will be in session. **Please do not call the school.** Telephone lines must be kept open for emergencies.

ADMINISTRATION

Brad St. Laurent, Principal
Amy Favreau, Assistant Principal
Brent Whittaker, Assistant Principal

SECRETARIES

Jane Boynton   Betsy Pulardy
Lisa Chase     Marianna Taylor

INFINITE CAMPUS

Salem School District uses Infinite Campus as the student information system. One of the features of Infinite Campus is a parent portal. Information regarding your student’s class schedule, attendance, and grades are available through the parent portal. Please contact the main office to obtain information about setting up a user account.

REPORT CARDS AND PROGRESS REPORTS

Report cards and progress reports will be published to the parent portal every nine weeks to notify parents of each student’s progress. Paper copies will not be printed. Progress reports are published mid-way between quarterly report cards. These progress reports are intended to provide information relative to a child’s academic status. Additionally, the parent portal allows you to view your student’s in-progress grade. Teachers update their grades in the parent portal every two weeks. Specific dates will be sent home with students at the beginning of the school year and will also be available on the school web page.

<table>
<thead>
<tr>
<th>Progress Reports</th>
<th>Report Cards</th>
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<td>October</td>
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<td>December</td>
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<td>May</td>
<td>June</td>
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- **Honor Roll**
  Students earning grades of A or A- for a marking quarter will earn “High Honors”. Students earning grades of B- or better will receive recognition of “Honors”.

HEALTH

The Woodbury School has a registered nurse to assist parents with their child’s health care needs. Students may be dismissed for illness only through the nurse’s office. All accidents in the school building, on school grounds, or at school-sponsored events should be reported immediately to the nurse’s office. Students who become ill at school should report to the nurse who will decide what should be done. Students are not to call parents themselves prior to visiting the nurse’s office. Students must not leave the building because of illness without authorization. If the nurse is not in, students are to report to the office.

MEDICATIONS IN SCHOOL

The Salem School District has a strict policy addressing the use of medications during school hours. Acetaminophen and ibuprofen are available to students in the nurse’s office with written parent permission. All other over the counter and prescription medications need to be cleared through the school nurse and

- **must have a doctor’s order**
- **must have parent written permission**
Students must be transported to school by the parent, not the student. No exceptions will be made. Disciplinary action is taken when students violate this policy.

**IMMUNIZATIONS**

New Hampshire State Law requires immunizations for public school attendance. State law requires written documentation from a doctor to be on file. Your child will not be allowed to attend school if they have not met these state requirements. If you are unsure of your child’s immunization status, please contact your doctor or our school nurse.

**HOMEWORK REQUESTS**

Students who have been ill or who have been absent from school 2 days or more may want to get their assigned work. Parents should call in these requests to a school secretary prior to 8:30 a.m. The secretary will notify the child’s teachers. The teachers will have the work in the office after 2:30 p.m. where parents can pick it up until 4:00 p.m.

**HOMEWORK CLUB**

Homework Club is available for any Woodbury student that needs a quiet place or teacher assistance with assignments. Homework Club is held in the school library. Interested students must sign up through the after school POWER program.

**SCHOOL ACCIDENT INSURANCE**

In your opening day packet, a school accident insurance plan is made available to all students. The coverage covers all injuries sustained during school hours or school sponsored activities. Information about the NH Healthy Kids Program is also included in the opening day packet. This insurance is available on a sliding scale and covers injuries, illness, and well child visits. If your child has no insurance, or little insurance, both programs may be of interest to you.

**LOST ITEMS AND STUDENT VALUABLES**

Students losing personal items should report the loss to a teacher. After reporting the loss, students should check the lost and found box where items are stored, although items of significant value are generally kept in the main office. **Students are responsible for their personal property.**

**LOCKERS**

Each student is assigned a locker for the storage of books and equipment. It is the student’s responsibility to see that the locker is kept in order at all times. Lockers are the property of the school district. As such, we reserve the right to open them at any time. Since lockers are a permanent part of the building, students are expected to keep them in good usable condition. Students may provide their own locks for their lockers, but are responsible for them. **Students may not share lockers.** No one should leave classes to go to their lockers without permission and a hall pass.

**TELEPHONE AND PERSONAL ELECTRONICS**

Though students may carry cell phones turned off with them during the school day, their use (including all multi-media features such as texts and music) during school hours is prohibited and disciplinary action may be taken. They may be used on school grounds only before and after school hours.

**CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item. Even when done accidentally, behavior which results in damage to school property or to an individual’s personal property will result in disciplinary action.

**SCHOOL Accident INSURANCE**

It is important for students to understand that books which they are issued are their personal responsibility. At the end of the school year, students must return the textbooks which they were issued, in the condition issued, otherwise they will have to reimburse the school for the replacement cost of each book.

**STUDENT BEHAVIOR**

Woodbury School students are required to act and behave appropriately to support a safe school environment which is conducive to learning. A specific discipline plan with examples of unacceptable behaviors and their associated consequences is provided to each student for review at the outset of each school year. Students are expected to understand and follow the rules of our school.

Students are expected to:

- Respect the rights and property of others.
- Avoid behaviors which endanger themselves or others.
- Proceed through the school in an orderly and timely manner.
- Follow the reasonable requests or directions of staff members.
- Use appropriate language.
- Bring to school only those items necessary for effective learning.

Though this is not intended as a limited list, students are specifically prohibited from the following, and violations will mean immediate suspension from school: possession, use or distribution of drugs or items purported to be drugs before, during, or after school or on school property or during a school related activity; causing bodily harm to any school employee or student on or near school property; possession of weapons of any kind including toy knives or guns. Students may be suspended from school for threatening or intimidating others; for fighting, physical contact, or rowdy behavior; for the use of...
vulgar or profane language, or gestures; or for flagrant disrespect of teachers. Additionally, students caught smoking or in possession of tobacco or tobacco products including e-cigarettes on school grounds may be subject to suspension, and/or legal action.

**PUPIL SAFETY & VIOLENCE PREVENTION**

It is the policy of the Salem School District that its students have an educational setting that is safe, secure, peaceful, and free from student harassment. The Salem School District will not tolerate unlawful harassment of any type. The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyber bullying will not be tolerated and is hereby prohibited. The Superintendent of Schools is responsible for ensuring that this policy is implemented.

**I. Definitions**

1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
   - Physically harms a pupil or damages the pupil’s property;
   - Causes emotional distress to a pupil;
   - Interferes with a pupil’s educational opportunities;
   - Creates a hostile educational environment; or
   - Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil’s association with another person and based on the other person’s characteristics, behaviors, or beliefs.

2. Cyber bullying. Cyber bullying is defined as any conduct defined as “bullying” in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyber bullying.

3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

5. Victim. Victim means a pupil against whom bullying or cyber bullying has been perpetrated.

6. Perpetrator. Perpetrator means a pupil who engages in bullying or cyber bullying.

Any reference in this policy to “parent” shall include parents or legal guardians.

*Additional information regarding “bullying” can be found on the district’s website at http://www.sau57.org/administration/school-board/Pages/School-Board-Policy-Book.aspx*

**SEXUAL HARASSMENT, SEXUAL VIOLENCE, & HOSTILE ENVIRONMENT - JBAA (hereinafter “Harassment”)**

It is the policy of the Salem School District to promote an educational setting free from Harassment which disrupts or creates an intimidating, offensive, or hostile environment undermining an atmosphere of trust and respect essential to a healthy work and academic environment. Harassment is demeaning and degrading. It affects an individual's self-esteem, and can have a negative impact on performance at work or in class. It can make an individual feel angry, powerless, and fearful.

No employee or student of the District shall be subjected to, or subject others to, harassment which violates Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1974, Title VII of the Civil Rights Act of 1964, NH Administrative Rules Hum 402.02(a), as well as sexual abuse and assault laws, civil laws, and any other federal and state regulations, and District policies and procedures as applicable. Harassment is illegal; employees and/or students who harass may also be personally liable under civil laws. Employees and/or students who believe they are the subject of Harassment, or anyone having questions or concerns regarding Harassment, are encouraged to contact one or more of the following individuals:

- **HUMAN RESOURCE MANAGER**
  (TITLE IX COORDINATOR / EEO OFFICER)
  (603) 893-7040
- **ANY DISTRICT ADMINISTRATOR**
- **ANY DISTRICT PRINCIPAL / ASSISTANT PRINCIPAL**

http://www.sau57.org/administration/school-board/Pages/School-Board-Policy-Book.aspx

**STUDENT CONDUCT ON BUSES**

At the beginning of each school year, all students receive a copy of the school district’s policies and procedures regarding the privilege of riding a school bus. Students need to understand that failure to follow the rules and expectations of the driver may mean temporary or permanent suspension of bus riding privileges. Parents and students are encouraged to read the district’s policy regarding transportation rules and the related consequences.

**DETENTION**

Office personnel or any member of the faculty may assign students detention. Students are given a 24 hour written notice so parents may arrange for transportation. We request parents to sign the notice and return it with their child upon returning to school the next day. Failure to return this form is not considered an excuse for not serving the detention. Students are to report to the detention room at the time designated. Each student is to have sufficient material and books to study, and is expected to cooperate with the detention supervisor. Any
student who does not abide by the regulations of the detention period may be suspended from school.

**STUDENT ATTIRE**

Students are expected to adhere to standards of dress and appearance that does not disrupt the educational process. Wearing clothing that promotes illegal activity, is disruptive, provocative, revealing, profane, vulgar, offensive, or endangers the health or safety of the student or other students is prohibited.

A student may cover a shirt that is too short (for example) with another article of clothing. Each infraction will be documented.

The administration shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students’ religious beliefs or medical conditions. Any decisions made by the administration regarding dress code violations are final.

**GUM AND BEVERAGES**

The chewing of gum is prohibited in all areas of the school. Students may drink bottled water throughout the day but should keep the container closed while in the hallways. The vending machines in the cafeteria will only be available to service students before school, during lunch, and after the 2:10 bell.

**COUNSELING**

Counseling services are available to all students. Many problems, concerning both school and one’s personal life, can be helped by counseling. The school counselors, advisors, or teachers will be happy to try to help with these problems. Appointments can be made by requesting a pass from the teacher, or the counselors’ secretary. Due to the heavy schedule, appointments may need to be made a few days in advance. If, as a parent, you have a question or concern regarding a change in your child’s behavior, attitudes, or school performance, we encourage you to contact your child’s counselor.

**COUNSELORS**

Christen Beaudoin  
Grade 6

Elizabeth Remick  
Grade 7

Marcia Murphy  
Grade 8

**PARENT COMMUNICATION**

Parents may leave messages with teachers, counselors, or the administration by calling the school’s automated phone system at 893-7055. Each staff member has a voice mail extension that can be reached through the phone system. If you wish to speak with a secretary, dial “0”. All staff also has an email address that is listed on Woodbury’s webpage. A day for regular parent/teacher conferences is scheduled annually in November.

**HOMEWORK**

Home study is a necessary part of each pupil’s educational program. Each student must be expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long-range in nature and require planned student time for their completion. Planned study eliminates the necessity of spending too much time completing an assignment the day before it is due.

**VACATIONS**

There is no substitute for in-school instruction. However, we understand that circumstances may prevent families from taking vacations during school breaks. Families planning extended vacations with their children during school time must notify the principal and get prior approval for an excused absence. Responsibility for getting and completing the work rests with the student who must do all incomplete work within five (5) days of returning to school.

**P.O.W.E.R**

P.O.W.E.R. (Positive Ongoing Woodbury Enrichment and Recreation) is an after-school program created to provide quality activities for Woodbury students after school. Most clubs and activities are scheduled from 2:15-3:15 Monday through Thursday. All activities are free and information regarding this program will be available early in the school year.

**ATHLETICS**

Woodbury School provides interscholastic sports. Each participant in interscholastic sports must be covered by, and able to provide proof of, sufficient accident insurance with either a family accident insurance form or with a school accident insurance form. Prior to participating, students must submit a physical examination form and a parental permission form. Parents must attend a sports liability meeting. The student athletic contract form must be signed and returned in order to participate. To be academically eligible, students must pass all courses. Specific rules of eligibility for each sport are announced prior to the beginning of each sport season. Each year, a student begins with his or her eligibility in place.

**SOCIAL EVENTS**

Social functions for students sponsored by the school are held periodically throughout the year. Attendance is a privilege reserved for students who conduct themselves appropriately in and around the school. Ineligibility to attend social events may include but is not limited to students who have been suspended or were picked-up more than 15 minutes late from the previous event. Only current Woodbury students are allowed to attend social functions and all school regulations for conduct and dress code will be in effect.
Dances are scheduled on Friday nights from **6:00-8:00 pm**. Students cannot leave a dance early without parental permission and notification of administration. **The first dances of the year will be grade specific with a 6th grade dance only followed by a combined 7th/8th grade dance. After those dances the remaining dances will be open to all students in grades 6, 7, and 8.**

**END OF YEAR EIGHTH GRADE ACTIVITIES**

Annually we offer a number of activities for our departing eighth grade students. In order to participate in these events, students must meet expectations for appropriate behavior and academic requirements that include maintaining passing marks in major subject areas. Under no circumstances will exceptions be made to this regulation.

**FOOD SERVICE**

The school cafeteria is maintained as a vital part of the health program of the school, and a number of food choices are available daily. Each student is issued a personal identification number (PIN), which must be used whenever purchases are made. Students can choose to pre-pay for lunches and snacks by enrolling in [https://www.myschoolbucks.com](https://www.myschoolbucks.com) or use a prepayment envelope and enclosing a check made payable to “Salem School Food Service”. In this case, the students would simply provide their PIN at the cash register where the cost of the lunch will automatically be deducted from their account value. Money in a personal account can be maintained until the end of the school year when any positive balance will be returned to the student. Negative balances not paid in full are carried to the next school year. Students may also elect to purchase their lunch daily.

**PARENT TEACHER STUDENT ASSOCIATION**

Our Parent Teacher Student Association, an affiliate of the New Hampshire Parent Teacher Association and the National P.T.A., encourages the involvement of parents in their children’s education. The P.T.S.A. recognizes the vital role the community and parents serve. Parents are encouraged to participate by volunteering to assist in school programs and by attending school-sponsored activities. Please visit: [http://woodburypta.yolasite.com/](http://woodburypta.yolasite.com/) for the latest PTSA updates and information.

You can also follow us on Facebook:

[https://www.facebook.com/WoodburyPTSA](https://www.facebook.com/WoodburyPTSA)