Dear Parents/Guardians:

Greetings to new families and welcome back to old friends! As always, I am looking forward to working together with you, in partnership, toward a successful school experience for your child.

This parent information packet is designed to assist students and parents in answering questions you may have about Barron School or Salem School District policy and procedures. If any question remains unanswered, please do not hesitate to contact the office at any time at 893-7067 or email aparrill@sau57.org.

Thank you for your cooperation as you review the information together with your child.
Here’s to a wonderful school year!

Anna Parrill
Principal
SCHOOL HOURS

8:15-8:45 a.m.  Recess/Breakfast in Cafeteria
8:45 a.m.        Classes Begin
11:30-12:15 p.m. Recess/Lunch Grades K, 1, 2, 3
12:20-1:05 p.m.  Recess/Lunch Grades 4, 5
12:30-3:00 p.m.  PM Kindergarten
1:45-2:00 p.m.   Recess Grade K, 1, 2
3:00 p.m.        Dismissal

Barron School has scheduled classes between the hours of 8:45 a.m. and 3:00 p.m. The staff will provide supervision for our students between the hours of 8:15 a.m., when the first bus arrives, and 3:15 p.m., or when the last school bus leaves. Breakfast program participants may enter the building at 8:15 a.m. *If your child is a walker or a car rider, he/she is expected to arrive at school between 8:15 – 8:45 a.m.* and should enter the building through the front door by the office to travel to the gym or cafeteria for inside recess. Outdoor recess the students will pass the front door staff person directly to the playground area. Bus riders will follow the same procedures. All Kindergarten drop-off and pick-up will take place in the back Kindergarten parking lot by the Kindergarten doors. All students enter the building at 8:45 a.m.

***Delayed Openings: December 6 and March 21***

School will start on these dates at 10:30am. Dismissal time will still be at 3pm. There will be NO AM KINDERGARTEN. Please make arrangements on these days for there will be no supervision until 10:00am. This is similar to the schedule for inclement weather 90 minute delayed opening.

***Early Releases: October 10, April 11, May 9***

On these dates, school start time will remain at 9:00am. Elementary dismissal will be at 1:30pm. There will be NO PM KINDERGARTEN. Please make arrangements for these days for there will be no supervision after 1:30pm.

ATTENDANCE CALL-IN PROGRAM

The voluntary attendance call-in form must be completed and returned to the office regardless of whether or not you choose to participate. The form will explain the procedure to follow in case your child is absent or tardy. For safety reasons, your participation is encouraged.

VISITORS

Any person visiting the school must first come to the office, sign our Visitors Log, and obtain a badge to be worn for the duration of the visit. *All visitors should have a purpose and any classroom visit needs to be pre-arranged with the teacher. Please be prepared to show an ID for entrance into the building.*
Our main entry doors will be locked at 9:00.

For students arriving after 9:00, parents must park and bring your child into the school. Our security system is activated by adults only. No student is allowed to enter the building without a parent/adult escort after 9:00am per district policy.

After the doors are locked, visitors will have to approach the specified door. Please wait for the “click” to touch the door handle.

A school official will acknowledge the visitor and ask the purpose of the visit. Bring a picture ID. Visitors may be required to show a form of picture identification.

When the school official is satisfied that the visitor should be admitted a click will allow entry and the visitor will be instructed to stop at the main office. Please wait for the “click” before touching the door handle.

**EMERGENCY TELEPHONE NUMBERS**

Please be aware of the importance in giving the school an emergency telephone number where you can be reached should the need arise. This information should be written on the Census Verification Form that comes home with your Opening Day packet. It is important to notify the school office immediately should there be any changes in your child’s emergency information during the school year. This includes, but is not limited to: name, address, telephone number(s), and dismissal procedures. Proof of residency is required when a family has a change of address within the Town of Salem and if you relocate outside of Salem.

**ATTENDANCE**

Regular school attendance is essential to the success of an educational program. It is important for the student to develop a positive attitude concerning punctuality and consistent attendance in school. A student who is absent and does not participate in the Attendance “Call-In Program” must, upon return, have a signed parental note explaining the nature of the absence. It is a student’s responsibility to learn of any missed assignments. He or she has five (5) school days upon return from an absence to complete any missed assignments.

**If possible, please avoid trips when school is in session.** Please be advised of the following school district policy regarding student absence as a result of a trip or vacation during non-school vacation times:

A parent/legal guardian intending for a student to accompany them on a trip/vacation shall submit a written request two (2) weeks in advance of the last day of school to be attended before the trip. Makeup for credit will be allowed for five (5) school days missed. All work missed must be made up within five (5) school days of returning to class for the credit to be earned. (Note: Teachers will not provide work in advance.) An absence of more than five (5) days and/or failure to complete the make-up work timely shall be an unexcused absence. The sole responsibility for seeking out assignments rests with the student/parent.
TARDY/ EARLY DISMISSAL

A student who is late for school must first check in at the office to receive an “admit” slip. Parents should try to arrange doctor or dentist appointments around the school schedule. If, however, a situation necessitates your child arriving late or being dismissed from school early - a note, email, or phone call stating the circumstance should be made to the Barron School Office. Please indicate the name of the person with whom your child will be leaving if different than the Parent or Guardian, along with a phone number where you can be reached if this is the case. We encourage all students to be at school by 8:45. The first 15 minutes of the day are important to set the tone and get the students organized before morning announcements at 9:00.

*Please be aware the student must be dismissed and signed out in the office dismissal log. No student will be allowed to walk or take a taxicab to their destination for an early dismissal. We call students to the office once the parent has arrived - this is to avoid a student missing additional class time by waiting in the office.*

SCHOOL CLOSINGS AND DELAYED OPENINGS

Inclement weather or mechanical failure may necessitate the closing or a 90 minute delayed opening of school. A delayed opening would mean that students and teachers adjust their schedules by 90 minutes, and on those days, the school breakfast program is cancelled. There will be a notification sent via the Salem School District App and/or an email. The following are the television and radio stations that the Salem School District uses to make these announcements: WBZ TV 4/ WBZ 1030 AM, WHDH TV 7/ WHDH 850 AM, WMUR TV 9, WCCM 800 AM, WLLH 1400 AM, WGIR 610 AM & FM, WOKQ 97.5 FM. Information may also be found on Salem’s Learning Channel, Channel 6 and on the Salem School District website sau57.org. Please do not call the superintendent's office, as phone lines need to be kept open.

***Delayed Openings: December 6 and March 21***

School will start on these dates at 10:30am. Dismissal time will still be at 3pm. There will be NO AM KINDERGARTEN. Please make arrangements for these days for there will be no supervision until 10:00am. This is similar to the schedule for inclement weather 90 minute delayed opening.

EARLY RELEASE

There may be an occasion when school is dismissed early due to inclement weather or an emergency. Please develop and make your child aware of an early dismissal plan, which we will request, in writing, in the next few weeks. Please be advised that using the telephone is not an option, as we need to keep the phone lines open.

***Early Releases: October 10, April 11, May 9***

On these dates, school start time will remain at 9:00am. Elementary dismissal will be at 1:30pm. There will be NO PM KINDERGARTEN. Please make arrangements for these days for there will be no supervision after 1:30pm.
BIRTHDAY TREAT & HOLIDAY PARTY FOOD POLICY

- All food items brought to school besides student lunch items must be brought to the School Nurse. A safe snack list is available on the Barron website for reference.

STUDENT HEALTH

Parents will be contacted to pick up their child if he/she becomes ill or has symptoms of illness that necessitate dismissal. If parents cannot be reached, the person(s) designated in the Household/Emergency Contacts in Infinite Campus will be contacted to care for your child. Please do not send your child to school when ill. It is important to protect the health of all children and prevent exposure to those who may be contagious.

MEDICATIONS

The following medication requirements must be met in order to administer medications in school:

1. A written authorization statement from the child’s physician stating the name, strength, duration of order, dosage, method of administration, and time schedule to be observed must be on hand at school.
2. Parents must sign a “hold harmless” release (SSD:HHR) indicating that school personnel may assist in administration of such medication.
3. Medications must be properly labeled with student’s name, date, medication strength, directions for use, and physician’s name.
4. No more than a thirty (30) day supply should be stored in school unless currently prescribed for an individual student.
5. Unused medication must be picked up within ten (10) days after order is discontinued by physician, otherwise it will be discarded by the school nurse.

The aforementioned conditions are to be met whether the medication is prescribed or non-prescribed. For the safety and well-being of all, medications are not to be transported to and from school by students. Arrangements must be made by a parent or guardian for an adult to drop off new medications and pick up any unused medications.

IMMUNIZATIONS AND VACCINATIONS

State law requires that every child who attends a public school must have evidence of successful vaccination/immunization shots. Those shots required by New Hampshire state law are: Polio vaccine; Diphtheria, Pertussis, Tetanus (DPT); Measles vaccine; 2 doses Varicella Vaccine (chickenpox), Rubella vaccine; and Mumps vaccine.
SCHOOL LUNCH/BREAKFAST PROGRAM

Participation in the school lunch and breakfast programs are optional. Lunch costs $2.30 per day, (includes milk). For students wishing to purchase milk, the cost is $.55 per milk. Breakfast costs $1.20 per day, including our new Grab & Go breakfast option. Students may opt to go out for morning recess and then “Grab” a bagged breakfast to take to class to be eaten at snack time. If your child qualifies for a free lunch, he/she qualifies for a free breakfast. If your child qualifies for a reduced lunch ($.40), the cost of breakfast is ($.30). Our computerized food service system allows you to pay in advance for as many meals as you would like. Please be advised that an overdrawn balance may result in a student receiving a substitute lunch. Salem School Food Service also offers the option of paying for school meals using myschoolbucks.com. You will need your student’s State ID number to sign-up for an account. This service allows you to prepay using MasterCard or VISA as well as check account balances and view your child’s purchase history.

MEAL PAYMENT POLICY

As a participant in Federal School Lunch Program, the Salem School District places a priority on the feeding of hungry children. Simultaneously, the District must be protected from substantial financial losses due to non-collection of funds for meals that are being “charged” by students. To address children’s needs and the District’s responsibilities the following actions are to be implemented:

- All students will have access to the Free & Reduced Price Meal On-line Application at www.sau57.org or via a hard copy provided by the Food Service Department.
- Students who received Free / Reduced Meals will continue in the program until informed the student is no longer eligible.
  - Parents or guardians must fill out a new application at the start of each subsequent school year.
- The application is valid for the entire school year or from the time the application is filed.
- Parents will be encouraged to use the credit card payment option.

Effective immediately:

- Students without money for three days will continue to receive the full reimbursable meal.
- This cost will be charged to the student’s account.
- On the fourth day, and until students repay the debt, they will receive a reimbursable meal which will consist of a sandwich on whole wheat, vegetable, fruit, and milk.
- This also will be “charged” to the student's account.
- When a student’s account reaches:
  - A balance due of $5.00, the cafeteria manager will begin sending a note home to the parents indicating such, but not less than weekly. The Director of Food Services will continue to send a note home to the parents until the debt is paid. Contact options include notes with children, letters through U.S. Mail, and telephone calls.
  - Building principals, teachers, secretaries, and social workers may be notified as well, so that they may intervene if needed.
  - If a balance exceeds $25.00, and parents have made no indication of payment, then the Superintendent or a designee is authorized to consider contacting a debt collection agency.
- Students will not be permitted to buy a la carte items until their debt is paid.
CAFETERIA EXPECTATIONS AND PROCEDURES

- Quiet conversation and appropriate table manners are expected at all times.
- Students are to remain seated unless permission is given by an adult on duty.
- Students are expected to dispose of all lunch materials when directed.
- Table tops and surrounding areas are expected to be left clean.
- Students will be instructed to line up by the lunchroom assistants when all areas are clean. They will also be dismissed by the assistants either to the playground or to their classrooms depending on the weather.

PLAYGROUND RULES AND PROCEDURES

- District wide rules are to be followed at all times on the playground and during indoor recess.
- Bullying, harassment, and fighting will not be tolerated.
- Students are to stay in the assigned area.
- Rough games and aggressive play are not allowed.
- School equipment is to be shared and used properly.
- Approved playground balls are the only objects to be thrown.
- If difficulties with other students occur, walk away and talk to an adult on duty if assistance is necessary.
- When the signal is given to line up, students are expected to do so immediately.
- Students are to wear coats and other appropriate clothing when weather is inclement or cool. But remember, the clothing you send your student to school wearing, will then be acceptable for them to go outside in – especially for AM recess.

STUDENT ATTIRE

There is a definite correlation among good dress habits, good work habits, self-esteem, and appropriate school behavior. In order to ensure an environment conducive to learning, the Salem School District adopted the following policy for elementary students: Excessively or inappropriately torn clothing, clothing that represents drugs or alcoholic beverages, or displays inappropriate or suggestive language or situations is considered unacceptable. Students wearing inappropriate clothing will be asked to either turn their shirt inside out, change into clothing provided by the nurse, or possibly call home for a change of clothes. Except in cases where teacher permission has been granted, jackets and hats are not to be worn inside the building. Our number one concern is safety on the playground equipment and regardless we will always fall back on making decisions based on that concern. Students choosing to play on the equipment must wear shoes/sandals that have a solid strap/buckle, not loose/floppy and have solid rubber soles. During winter months students must come prepared to play outside. Please wear or bring to school boots, snow pants, and gloves.

Parents, particularly those of younger children, should plan for proper indoor and outdoor wear during inclement and winter weather. If boots are worn, shoes or sneakers should be brought into school for classroom wear. Proper footwear is encouraged for recess activities.
STUDENT VALUABLES

Students are cautioned not to bring to school any personal valuables such as large amounts of money, cameras, cell phones, iPods, electronic games, etc. If students wear glasses, watches, or other jewelry, it is their responsibility to keep track of those items at all times. **There will be no exchange of money or personal property during school.** Students are not allowed to sell any product unless it is a school authorized fundraiser. If it is absolutely necessary for a student to bring an item of significant value, the student should bring that item to the office for safekeeping. The school is not responsible for reimbursement of any lost/stolen/damaged personal items.

- Student cell phone use is prohibited during school hours. If a student brings a phone to school, it must be brought to the classroom teacher or office before attending class. There, the student will place their phone in an envelope marked with their name. The phone will stay with the teacher or in the office until dismissal. At that time, the student locates their envelope and retrieves their phone. This is the student’s responsibility and they will not be reminded to pick up their phones.

SCHOOL PROPERTY

Any item issued to a student by the school, which is the property of the school district, shall be the responsibility of the student. Parents will be required to reimburse the school for any books or other supplies destroyed, lost or damaged.

LOST AND FOUND

Any item found in and around the school will be brought to the lost and found area and will remain there for two months. Any item gone unclaimed after that time will be donated to charity. It is recommended that students initial all clothing.

CROSSING GUARD

A crossing guard is stationed in front of the school from 8:15 a.m. until 9:00 a.m. and from 3:00 p.m. until 3:15 p.m. The crossing guard stops traffic so that your child can cross the street safely. Please be sure that your child understands that he or she must cross at the direction of the crossing guard. Any child who acts in an unsafe manner or disobeys the crossing guard is reported to the principal.

SCHOOL BUS

Bus safety is of utmost importance. Each parent should take the time to make sure their child has a clear understanding of the rules and regulations designed for their protection. This packet contains the information you need. **Students who choose to violate the rules are in danger of losing the privilege of riding the bus.** Parents/Guardians would then be held responsible for transportation.

School district policy states that transportation will be provided in the a.m. and p.m. to and from school. **Students will be permitted to ride only on that school bus that has been assigned to them.** The two exceptions will be in case of a family emergency or for daycare purposes.
STUDENT CONDUCT ON THE SCHOOL BUS

- Remain a safe location, back from the road while awaiting the arrival of the bus.
- Enter the bus in an orderly fashion and go directly to a seat. Remain seated at all times until the destination is reached.
- Keep your hands, arms, and head inside the bus.
- There is no shouting, roughhousing, or throwing of any objects at any time while on the bus.
- All articles, such as athletic equipment, books, and musical instruments must be kept out of the aisles.
- The emergency door is to be used for emergencies only.
- If you cross the street at a bus stop, do so when you receive a signal from the bus driver. If crossing the street is necessary, it shall always be done in front of the bus, far enough ahead of the bus so that the driver may adequately observe. You should be able to see the face of bus driver. The driver shall hold the bus with warning lights flashing until the crossing has been completed.
- All directions given by the bus driver are to be followed.

CAR RIDER PICK-UP

- Students are dismissed to the gym parking lot.
- Please remember to **park** in a spot, walk to the staff members and carefully escort your child back to the parked car.
- This should avoid having moving cars amongst walking parents/students.

Please refer to videos posted on [www.sau57.org/barron](http://www.sau57.org/barron) for more dismissal information.

BICYCLES

Permission to ride a bicycle to school is a decision that needs to be made by each family. Students in grades 2-5 may ride bicycles to school with permission. A written note or email granting permission must be written by the parent/guardian and sent to the office in the fall and in the spring. It is very important that any student riding a bike to school be familiar with safety rules, and also be skillful enough to ride his/her bike in a safe manner. Students must wear a helmet if riding their bike to school. It is a law in the State of New Hampshire – RSA 265:144. Children must walk their bicycles on and off the school property. All bicycles must be parked in the racks provided. The school cannot be responsible for any bicycles left at school.

AFTER-SCHOOL SUPERVISION

There are times when the school staff schedules extra-curricular activities i.e., clubs, chorus concerts, talent show. In such cases, supervision will be provided during the period of time designated. In fairness to program coordinators, students must be dropped off and picked up at the time indicated. Please post the top portion of the participant permission slip you sign, so that you can refer to pick up and drop off times. Students will not be able to participate if this obligation is not met.
REPORT CARDS & PROGRESS REPORTS

Barron School will distribute report cards as follows:

<table>
<thead>
<tr>
<th>MARKS CLOSE</th>
<th>REPORT CARDS DISTRIBUTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, November 29</td>
<td>Thursday, December 6, 2018</td>
</tr>
<tr>
<td>Wednesday, March 13</td>
<td>Wednesday, March 20, 2018</td>
</tr>
<tr>
<td>Last day of school</td>
<td>Last day of school</td>
</tr>
</tbody>
</table>

CONFERENCES

Parents may make appointments with teachers, counselors, and/or the principal to discuss their child’s progress by telephoning the school office. Please do not hesitate to participate in or initiate a conference. Good communication between home and school will help a student recognize your interest in their having a successful experience at school. School wide conference date for 18-19 is Tuesday, November 13th.

HOMEWORK

Home study is necessary in order for students to maintain satisfactory progress in school. Students are expected to complete all assigned work on time. Although Barron School recognizes homework is the responsibility of each child, parents are key partners in communicating this to their child. Establishing with your child an appropriate place and time to continue learning at home will maximize your child’s chances for success.

To help your child organize their assignments, Barron School will provide each Grade 3-5 child with a homework assignment folder or notebook. It will be extremely helpful if you would review your child’s assignments/projects each afternoon or evening. Let’s work together to ensure your child takes pride in the quality of their work at home as well as in school.

LIBRARY

The school library will be open during regular school hours. Each class will work with our library assistant once a week to learn a variety of skills for incorporation into classwork. Students are allowed to use the library at other times, with the permission of their classroom teachers. Our library is an educational resource center for everyone. By appointment, parents are welcome to utilize materials as well.
ELEMENTARY SCHOOL CODE OF CONDUCT

All Salem Elementary School students will be advised of the ELEMENTARY SCHOOL CODE OF CONDUCT at the beginning of, and midway through, each school year. It is important for students to realize rules are established to ensure safety and to maintain a positive learning environment. All students are expected to be respectful to other students, parents, visitors, and all staff members alike. Knowing and observing the following Code of Conduct guidelines will be beneficial to all school members.

Expected Behaviors:
1. Walk and move safely.
2. Follow directions.
3. Keep hands, feet, and all other objects to oneself.
4. Show respect for others, the school, and the environment.

Weapons, threats, harassment (sexual), and bullying are illegal and against school policy. If someone is found to be guilty of such acts, the principal will follow School Board policies and procedures for the sake of consequences.

We ask that parents be vigilant with monitoring and enforcing safe and appropriate use of the internet, texting and social networking. In the past few years we have seen a rise in disciplinary action at school because of inappropriate use of outside media. If behavior outside of school interferes with a student’s ability to learn inside the building, we will become involved to provide a safe environment for the student.

Students will be held accountable for failing to comply with these expected behaviors and others established in the classroom. As determined by the principal, consequences will be progressive if unexpected behaviors are repeated. The following are possible consequences:

* Verbal Warning * Removal from class/activity * Loss of recess time/privileges * Community Service * Detention * Parent Conference * Loss of extra curricular activities * In or out of school suspension.

*Please be aware the elementary code of conduct will not negate classroom rules and subsequent consequences due to violations.

DETENTION

Students may be assigned detention by the principal or any member of the school faculty. Students are provided 24 hours notification in writing, unless verbal authorization is given, to be shared with their parent/guardian, signed, and returned to the staff member who assigned the detention. Students are expected to report to the detention at the assigned time.

ABUSE AND NEGLECT

Teachers in all states are mandated to report any suspected child abuse and/or neglect to proper authorities. The responsible authority in the State of New Hampshire is the New Hampshire Division of Children and Youth Service (DCYF) under RSA 169-C. School personnel are to make no judgment whether an allegation if factual or not, their responsibility is to convey any pertinent information to DCYF for further investigation.
The Barron School Parent/Teacher Association is instrumental in providing our students with many quality experiences. All parents are invited to become members and to participate whenever possible. Each year the P.T.A. provides opportunities for field trips, enrichment programs, and social activities for our families. We hope that you consider joining!

President: Kim Pierce  ptabarronschool@gmail.com
President elect: Cecilia McGlynn
Co-Vice President: Mary Pat Troisi
Vice-President: Arianne Buckley
Treasurer: Vacant
Assistant Treasurer: Alyson Nawossa
Recording Secretary: Caitlin Silva
Media Secretary: Chrissy LaBrecque
Volunteer Coordinators: Michelle Kelley & Trina Reed
Event coordinator: Elizabeth Harris

SCHOOL VOLUNTEERS

We, at Barron, consider volunteers a very special resource. The tremendous amount of assistance to teachers and staff members provided by parent volunteers enhances our school environment. During the year, we will be requesting your help to continue or initiate new programs. We encourage anyone who has some available time to become a school volunteer. All volunteers (Library, classroom, room parents, etc.) must be fingerprinted at the SAU office. Please visit http://sau57.org/human-resources/fingerprinting to make an appointment. All volunteers will have a pre-arranged, scheduled volunteer time. They do not accommodate drop-in requests for fingerprinting at the SAU building.

THE SALEM SCHOOL DISTRICT does not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, age, sex, or persons with disabilities under the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Education for all Handicapped Children Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries concerning application of Titles VI and IX may be referred to the Superintendent of Schools, School Administrative Unit #57, 38 Geremonty Drive, Salem, NH 03079.