Dear Students, Parents, Guardians, and Family Members,

On behalf of the North Salem Elementary School staff, it is my pleasure to welcome you to the 2018-2019 school year! We are looking forward to working with you to ensure a positive and successful school experience for your child.

This Family Handbook is provided as a resource to share some basic school wide information that hopefully will be helpful throughout the year. Please take some time to review its contents and to share relative information with your child. We hope that you will keep it available as a reference as the school year progresses. Although your child’s teacher will discuss some of the topics in this booklet, your sharing of the information with him/her emphasizes the home-school connection that we believe is critical to the success of our students. In the “First Day of School” packet that goes home with each child, there is a space for you to indicate your receipt of this handbook.

Family participation and involvement enhance the educational experiences of ALL of our students. I urge you to become actively involved in the North Salem PTA and at least one of the activities that this group sponsors. Your participation sends an important message to your child about being part of a community, and the responsibilities and benefits that are associated with belonging. Even one hour makes a difference!

In addition to our wonderful teaching staff, we are fortunate to have an outstanding support team of educational specialists, assistants, and staff members who strive to create a safe, secure, and nurturing environment that will enable our students to reach their potential as learners and responsible members of the North Salem School community.

I look forward to working with you to make this school year a successful, positive one for your child! Please do not hesitate to contact your child’s teacher, appropriate staff member, or me if any questions or concerns arise throughout the year.

Sincerely,

Janice Wilkins
Janice Wilkins, Principal
## School Calendar 2018-2019

| AUGUST | M | T | W | T | TH | F |  |  |  | FEBRUARY | M | T | W | TH |  |
|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2      |   |   |   |   |   |   | 30 | 31 |   |   | 16     | 4  | 5  | 6  | 7  | 8  |
| SEPTEMBER | X | 4  | 5  | 6  | 7 |   |   |   |   |   |   | X | X |   |   |   |
| 19     | 10| 11 | 12 | 13 | 14|   |   |   |   |   |   | X | 11 | 12 | 13 | 14 |
| 17     | 18 | 19 | 20 | 21 |   |   |   |   |   |   |   | X | X |   |   |   |
| 24     | 25 | 26 | 27 | 28 |   |   |   |   |   |   |   |   |   |   |   |   |
| OCTOBER | 1 | 2  | 3  | 4  | 5 |   |   |   |   |   |   | 20 |   |   |   |   |
| 22     | X | 9  | 10 | 11 | 12|   |   |   |   |   |   | X | 13 | 14 | 15 | 16 |
| 15     | 16 | 17 | 18 | 19 |   |   |   |   |   |   |   | X | 23 | 24 | 25 | 26 |
| 22     | 23 | 24 | 25 | 26 |   |   |   |   |   |   |   | X | 27 | 28 | 29 | 30 |
| 29     | 30 | 31 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| NOVEMBER | 1 | 2  |   |   |   |   |   |   |   |   |   |   | X | X | X | X |
| 18     |   |   |   |   |   |   |   |   |   |   |   |   | X | X | 29 | 30 |
| DECEMBER | 3 | 4  | 5  | 6  | 7 |   |   |   |   |   |   |   |   |   |   |   |
| 15     | 10 | 11 | 12 | 13 | 14|   |   |   |   |   |   |   |   |   |   |   |
| 17     | 18 | 19 | 20 | 21 |   |   |   |   |   |   |   |   |   |   |   |   |
| 21     | X | X | X | X |   |   |   |   |   |   |   |   |   |   |   |   |
| JUNE   | 9  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| JANUARY | X | 2  | 3  | 4  |   |   |   |   |   |   |   |   |   |   |   |   |
| 20     | 7  | 8  | 9  | 10 | 11|   |   |   |   |   |   |   |   |   |   |   |
| 14     | 15 | 16 | 17 | 18 |   |   |   |   |   |   |   |   |   |   |   |   |
| 21     | X | T | 22 | 23 | 24| 25 |   |   |   |   |   |   |   |   |   |   |
| 22     |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

### 180 Days for Instructional Purposes

- September through January: 96 days
- February through June: 84 days

### Important Dates

- **August 27-29**: Teacher In-Service, First Student Day
- **September 3**: Labor Day
- **October 8**: Columbus Day
- **November 13**: Teacher In-Service, Veteran’s Day Holiday (Veteran’s Day November 11)
- **November 22 & 23**: Thanksgiving Recess (November 22 Thanksgiving Day)
- **December 24**: Holiday Vacation
- **January 1**: Martin Luther King Day
- **January 21**: Teacher In-Service
- **February 25-26**: Winter Vacation
- **March 1**: Spring Vacation
- **April 22-26**: Memorial Day
- **May 27**: Early Release Day for Students
- **June 26-27**: Make-up Day or Teacher In-Service if necessary

○ = Delayed opening. Represents professional development dates when school start time will be delayed by 90 minutes (no a.m. kindergarten or a.m. SEED programs).

□ = Early dismissal. Salem High and Woodbury dismiss at 12:30 p.m., Elementary dismiss at 1:30 p.m. (no p.m. kindergarten or p.m. SEED programs).
2018-2019 North Salem Calendar (subject to change)

August 28..............................................Back to School Cookout
August 30..........................................First Day of School
September 3*......................................Labor Day
September 11.....................................Picture Day!
September 12.....................................Open House/Classroom & Curriculum Info Night
September 29.....................................Salem Scramble
October 8*...........................................Columbus Day
October 10.............................Early Release – No PM Kindergarten - School Ends @ 1:30PM
October 31..........................................Halloween Parade & Parties
November 12*.................................Veterans' Day
November 13*...............................Parent-Teacher Conference Day
November 22 & 23*................................Thanksgiving Recess
December 6.........................................Report Cards
December 6.................................Delayed Opening – No AM Kindergarten – School begins at 10:15
December 21......................................Holiday Parties
December 24 – January 1*......................Holiday Vacation
January 21*........................................Martin Luther King, Jr./Civil Rights Day
January 22*........................................Teacher In Service
February 25-March 1.............................Winter Vacation
March 7..................................................Gr. 5 Dodgeball Tournament
March 20..............................................Report Cards
March 21.............................Delayed Opening – No AM Kindergarten - School begins @ 10:15AM
April 11.............................Early Release – No PM Kindergarten - School Ends @ 1:30PM
April 18..................................................Spring Open House
April 19..................................................Grandparents' Day
April 22 – April 26*...............................Spring Vacation
May 9.............................Early Release – No PM Kindergarten - School ends @ 1:30PM
May 27*..................................................Memorial Day
June 4..................................................Grade 5 Woodbury Move Up Day
June 4..............................................Incoming Kindergarten Visitation
June 12 (unless snow days)........................last day for ALL kindergarten students
June 13 (unless snow days) last student day..........................½ day - Report Cards

* NO SCHOOL FOR STUDENTS
NORTH SALEM ELEMENTARY SCHOOL STAFF

Principal – Mrs. Janice Wilkins  
Nurse – Mrs. Halina Tarczon  
Office Assistant – Mrs. Kim Nartiff

KINDERGARTEN  
Ms. Roxanne Scenna Room 4  
Mrs. Maegan Johnson Room 8  
Mrs. Mallory Gendron Room 9

GRADE 3  
Mrs. Carol Arnold Room 11  
Mrs. Sherri Gilliland Room 12  
Mrs. Heidi Jones Room 13

GRADE 1  
Mrs. Lauren Strob Room 1  
Ms. Kelly Kennedy Room 2  
Mrs. Kristi Warlick Room 3  
Mrs. Ashley O’Neill Room 6

GRADE 4  
Mrs. Michelle Chisholm Room 23  
Mrs. Jennifer Hiort Room 24  
Mrs. Jennifer Fitzsimons Room 25

GRADE 2  
Mrs. Jane Maynard Room 16  
Mrs. April Soucy Room 17  
Ms. Molly Wienberg Room 14

GRADE 5  
Mrs. Erin Richard Room 18  
Mrs. Lisa Hall Room 19

SPECIAL EDUCATORS - Room 20  
Ms. Maura Sullivan, Special Education Teacher  
Mrs. Amy Denton, Special Education Teacher  
Ms. Rachel Proulx, Special Education Teacher

PARAPROFESSIONAL EDUCATORS – Room 20  
Mrs. Boyle, Mrs. DellaPasqua, Mrs. Wallace

SPECIAL EDUCATION ASSISTANTS  
Mrs. Mathews, Ms. Dunn, Mrs. Cotton, Ms. Tornquist  
Mrs. Grubbs, Ms. Halloran, Mrs. Arcidiacono,  
Ms. Halloran, Ms. Monk, Ms. Madden

KINDERGARTEN ASSISTANTS  
Ms. Roy, Ms. Gill

LIBRARY ASSISTANTS  
Mrs. Cheryl O’Hare, Mrs. Virginia Waterman

DIRECTOR OF ELEMENTARY LIBRARIES  
Mrs. Cherie Smeltzer

TECHNOLOGY INTEGRATION EDUCATOR  
Mrs. Amy Chartrain

PHYSICAL EDUCATION  
Mrs. Susan Connal

MUSIC  
Ms. Rebecca Pacuk, Mrs. Amy Moldoff

BAND  
Ms. Kristen McDonough

ART  
Mrs. Laura Soucy

READING SPECIALIST  
Mrs. Charlotte Gillespie

READING ASSISTANTS  
Mrs. Lagace, Mrs. Routhier, Mrs. Mahoney, Mrs. Maestranzi

GUIDANCE COUNSELOR  
Mrs. Michelle Bedigian

SPEECH THERAPIST  
Ms. Tayllar Righini

OCCUPATIONAL THERAPIST  
Mrs. Marisa Berlin, Mrs. Lisa Hamlin

ASSESSMENT SPECIALISTS  
Mrs. Lillian Houghton

STEM INTEGRATORS (Grades 4 & 5)  
Mrs. Kim Hodgkinson

ESOL TUTOR  
Ms. Carol Ritchie

LUNCH/PLAYGROUND ASSISTANTS  
Mrs. Martin, TBA

FOOD SERVICE STAFF  
Mrs. Dragonetti, Mrs. Marino, Mrs. Petkiewicz

CUSTODIANS  
Mrs. Hutchins, Mr. Cole, Mr. LaRoche

• As of printing time. Changes in staff may occur after the distribution/posting of this handbook.
Please Note: Staff voice mail extensions are not included but are available on our web page at www.sau57/northsalem and school district app.

Arnold, Carol – Gr. 3  
carnold@sau57.org
Bedigian, Michelle - Guidance  
michelle.bedigian@sau57.org
Berlin, Marisa -OT  
marisa.berlin@sau57.org
Carignan, Leslie – Gr. 2  
lcarignan@sau57.org
Chisholm, Michelle – Gr. 4  
michelle.chisholm@sau57.org
Connal, Susan – Physical Educator  
susan.connal@sau57.org
Denton, Amy – Special Educator  
amy.denton@sau57.org
Dragonetti, Karen – Kitchen Staff  
karen.dragonetti@sau57.org
Fitzsimmons, Jennifer – Gr. 4  
jennifer.fitzsimons@sau57.org
Gendron, Mallory – Kind. (full)  
mallory.gendron@sau57.org
Gillespie, Charlotte -Read. Specialist  
charlotte.gillespie@sau57.org
Gilliland, Sherri – Gr. 3  
sgilliland@sau57.org
Hall, Lisa – Gr. 5  
lhall@sau57.org
Hamlin, Lisa – COTA  
lhamlin@sau57.org
Hiort, Jennifer - Gr. 4  
jennifer.hiort@sau57.org
Houghton, Lillian - Assessment  
lhoughton@sau57.org
Hutchins, Patricia – Head Custodian  
phutchins@sau57.org
Johnson, Maegan – Kind. (Full)  
maegan.johnson@sau57.org
Jones, Heidi – Gr. 3  
hjones@sau57.org
Kennedy, Kelly – Gr. 1  
kennedy.kelly@sau57.org
Maynard, Jane (Roberta) – Gr. 2  
rmaynard@sau57.org
Nartiff, Kimberly - Office  
kartiff@sau57.org
O’Neill, Ashley – Gr. 1  
ashley.oneill@sau57.org
Pacuk, Rebecca – Music Educator  
rebecca.pacuk@sau57.org
Proulx, Rachel – Special Educator  
rachel.proulx@sau57.org
Richard, Erin – Gr. 5  
erichard@sau57.org
Righini, Tayllar – Speech/Language  
tayllar.righini@sau57.org
Russell, Jeannie - Secretary  
jrussell@sau57.org
Scenna, Roxanne – Kind. (1/2 day)  
rscenna@sau57.org
Soucy, April – Gr. 2  
april.soucy@sau57.org
Soucy, Laura – Art Educator  
lou.soucy@sau57.org
Strob, Lauren – Gr. 1  
lauran.strob@sau57.org
Tarczon, Halina - Nurse  
halina.tarczon@sau57.org
Sullivan, Maura – Special Educator  
maura.sullivan@sau57.org
Warlick, Kristi – Gr. 1  
kwarlick@sau57.org
Wienberg, Molly – Gr. 2  
molly.wienberg@sau57.org
Wilkins, Janice - Principal  
jwilkins@sau57.org
SCHOOL HOURS
Students enter the building at **8:45 A.M.** and are dismissed at **3:00 P.M.** Supervision of students begins at 8:15 A.M. Students should arrive at school no earlier than 8:15 A.M. unless they are enrolled in a before school program or with teacher permission. Students who wish to eat breakfast should report directly to the cafeteria upon arrival at school between 8:20 - 8:40 A.M.

DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 AM</td>
<td>Supervision of students begins  \nBuses start to arrive  \nK, 1 &amp; 2 students are escorted over to the hot top, equipment, and soccer fields to play  \nGrade 3, 4 &amp; 5 students play on the ball field</td>
</tr>
<tr>
<td>8:20-8:40</td>
<td>Breakfast available in cafeteria</td>
</tr>
<tr>
<td>8:43</td>
<td>Bell to line up</td>
</tr>
<tr>
<td>8:45</td>
<td>School Entrance bell – start of school day</td>
</tr>
<tr>
<td>11:30</td>
<td>Kindergarten - AM session ends</td>
</tr>
<tr>
<td>11:10-11:55</td>
<td>Recess &amp; Lunch for Grades 3 &amp; 4</td>
</tr>
<tr>
<td>11:10-11:35</td>
<td>Recess</td>
</tr>
<tr>
<td>11:35-11:55</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:35-12:25</td>
<td>Recess &amp; Lunch for Full Day K</td>
</tr>
<tr>
<td>11:35-12:00</td>
<td>Recess &amp; Lunch for Full Day K</td>
</tr>
<tr>
<td>12:00-12:20</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:40-12:25</td>
<td>Recess &amp; Lunch for 1 &amp; 2</td>
</tr>
<tr>
<td>11:40-12:05</td>
<td>Recess</td>
</tr>
<tr>
<td>12:05-12:25</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:10-12:55</td>
<td>Recess &amp; Lunch for Grade 5</td>
</tr>
<tr>
<td>12:10-12:35</td>
<td>Recess</td>
</tr>
<tr>
<td>12:35-12:55</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30</td>
<td>Kindergarten PM session begins</td>
</tr>
<tr>
<td>3:00</td>
<td>Dismissal for PM K-5</td>
</tr>
</tbody>
</table>

VISITORS TO THE SCHOOL

Parents/guardians are welcome to visit their children’s classrooms. However, please arrange your visit in advance by calling your child’s teacher.

We seek to maintain a safe environment by keeping all of our exit doors locked during the school day. Our front inside doors are open until students enter the building and locked from 9:05 A.M. to 2:45 P.M. daily to ensure the safety and smooth operation of the school. ALL family members, volunteers, and visitors must stop at the lobby window to be buzzed in the interior door and then report to the office, sign in, and pick up a badge to wear while in the building. ALL visitors to the building should be prepared to show identification if asked as sometimes our “regular” office staff is out sick or away from the desk.
INSTRUCTIONAL RESOURCES
Each of our grade level classrooms throughout the district utilizes the following resources and models of instruction. While the same resources form a consistent foundation of learning for our students, each teacher’s unique instructional style and knowledge of his/her students makes us “unified, but not uniform” in our instruction!

Reading – Units of Reading by Lucy Calkins & Teachers College
Benchmark Assessment System for “just right” reading – Fountas & Pinnell
Leveled Literacy Instruction – Fountas & Pinnell
Word Study – Fountas & Pinnell
enVision Mathematics – Pearson Associates
Spatial Temporal Mathematics – web based
3 Act Math – Inquiry Based
Typing Agent – keyboarding and word processing
Google Classroom (grades 2-5)

Writing – Units of Writing by Lucy Calkins & Teachers College

STEM – Science, Technology, Engineering, Mathematics – Project Lead the Way

EDUCATIONAL PROGRAMS
STUDENT LEARNING

Our educational programs and materials are resources and models of instruction that help students at each grade level to access learning targets and educational standards – in plain speak, they help our students to learn to their potential. Our learning targets and units of study have been developed based on College and Career Readiness Standards adopted by the state of New Hampshire. The standards are a set of benchmarks that define what our students need to know and be able to do at each grade level. Information on Salem’s curriculum can be found on our District website www.sau57.org.

“WORKSHOP” MODEL OF INSTRUCTION
The theory behind this instructional framework for student learning can be summed up with the phrase; I DO, WE DO, YOU DO. The educational jargon for this is called the gradual release of responsibility. Here’s what both look like in action:

I DO – All workshop model instruction begins with the end in sight for students – the instructional goal for the lesson. We want students to KNOW and UNDERSTAND what it is they are going to be learning. The teacher introduces the learning goal and teaches a lesson to the group, building on prior work and learning.
WE DO – Students practice together as a group in various ways while the teacher observes, confers, and assesses student understanding formally or informally.

YOU DO – Based on teacher assessment, students who are ready to practice independently do so; others who need support may stay with the teacher for further assessment or teaching; those who have demonstrated proficiency with the skill may have other learning options in which they can participate.

The general structure of the workshop models reflects this philosophy through the following:

- Focus Lesson or Mini Lesson – The teacher defines the purpose of the lesson for the day for students and teaches and/or models a strategy, routine, or skill.
- Independent Practice – Students practice the skill or strategy. During this time the teacher may work with small groups of students to assist, reteach, or monitor their understanding of the concept or confer with students individually.
- Group Share – Students come back together as a large group and share something about their learning.

In reader’s workshop, student learn how to choose books that are “just right” for their decoding and comprehension level, abandon books when they’re just not working, and how to share their thinking and understanding about the text they are working on decoding and understanding. Students work to advance their skills with both fiction and nonfiction text.

This model of a combination of whole group, small group, and individual instruction is the framework for students’ new learning and practice to ensure that all attain their “learning targets” at their own ability level. We use Lucy Calkins’ Units of Reading as our main resource for instruction throughout each grade level.

**Word Study** – This is a student-centered approach to phonics, spelling, and vocabulary instruction that actively engages the learner in constructing concepts about the way words work. Students work on learning spelling patterns that help them go beyond the goal of getting 100% on a Friday spelling test. Students work to learn spelling patterns and high frequency words that are chosen based on their individual needs. Students are expected to recognize them in their reading, spell them accurately in their everyday work and writing, understand their meanings, and then apply their knowledge of spelling patterns by decoding and spelling new words containing the patterns. Word study is that, the study of letters and sounds to become better readers and writers – it is NOT memorizing words for a Friday test!
enVisionMATH – This comprehensive mathematics resource is an important tool in helping our students grow in their understanding of mathematical concepts and thinking. Math reasoning and problem solving are integral components of this program. Many concepts and skills are introduced and developed with the use of manipulatives to provide students with a foundation of physical and concrete experiences on which to build their mathematical understanding. Students learn both traditional and non-traditional methods of solving algorithms and are expected to master their basic math facts. Emphasis of instruction includes the following domains:

- Numbers and Operation
- Algebra and Algebraic Thinking
- Measurement and Data
- Geometry

enVision Math is research-based and offers both book and online learning opportunities for students to explore and learn. For further information about this resource, go to www.pearsonsuccessnet.com. Each student will receive a user name and password and can access to their grade level math book, tutorials, and all program materials online from home! You can even see the day’s lesson!

ST MATH – In the 2015-2016 school year, all students met JiJi, a penguin featured in ST (Spatial-Temporal) Math. ST Math incorporates the latest research in learning and promotes mastery-based learning and mathematical understanding. Students work on computers to help JiJi move from one place to another through problem solving. This is done visually (no words or language) to help students make concept connections between their ST Math learning and their work in enVision Math, which are aligned. Students can access this program at home as well. Passwords and log in information go home with each child at the start of the school year.

Writers’ Workshop – Lucy Calkins’s work from the Teachers College Readers and Writers Project (Columbia University) is the cornerstone of our writing instruction. Students will learn the skills, craft, and traits to become writers for different purposes and audiences. With instruction, learning, and skill development delivered in a workshop format, students develop stamina for writing and understanding of the writing process. Students learn and practice different types of writing through narrative, opinion, and nonfiction units of study at each grade level. Cross curricular research and presentation is also a focus of our learning.
STEM Education – (Science, Technology, Engineering, & Mathematics) – A trained STEM integration teacher will be working with our 4th and 5th graders this year using Project Lead the Way – Launch modules for instruction in Computer Science. This instructional model empowers students to develop and apply in-demand, transportable skills by exploring real-world challenges. Through pathways in computer science, engineering, and biomedical science, students not only learn technical skills, but also learn to solve problems, think critically and creatively, communicate, and collaborate. Each grade level will have 14 iPads that go along with this resource. These units align with the Project Lead the Way modules have been implemented at SHS and Woodbury.

Arts (“Specials”) – Students in grades 1-5 have music, art, and physical education once a week, as do our full day kindergarten students. Students need to wear sneakers on their assigned physical education day. All grade levels have library classes once a week. Our grade fourth and fifth students are offered the opportunity to participate in chorus and take instrument lessons. You will find your child’s schedule on his/her teacher’s web page (www.sau57.org/teacher’s last name. Please help your child to remember to come dressed appropriately for physical education and to return his/her library book so another can be checked out. Students in grades 1-3 also have guidance lessons once a week.

Technology for Learning – Each of our classrooms has laptops. Each student in grade 2-5 has access to his/her own Chromebook for the year. Students in grades 2-5 are assigned Google accounts that they will keep throughout their school journey. Grades K & 1 have laptops one laptop for every two students. Our library has a set of laptops for use. Each classroom is equipped with an eBeam projector unit that allows classroom whiteboards to be used as interactive learning tools similar to “SMART” boards. Our students learn keyboarding and word processing skills using “Typing Agent”. Students use iPads for their STEM instruction.

ASSESSMENTS

Informal (classroom tests, quizzes, questions, assignments) and formal assessments give all of us valuable information about what our students know and are able to do. Information (data) from assessments helps teachers and staff make decisions about instruction and how to help each child access learning goals. Below please find some information on several assessments our students will be completing this upcoming year.

Students in grades K-5 take an online assessment called iReady. This assessment is aligned with our state standards and gives teachers immediate information on each student. This information helps inform their large and small group teaching in the areas of Language Arts and Mathematics. Students take this assessment three times this year.
Students in Grades 3, 4, & 5 will participate in the New Hampshire State Assessment in the spring. This state test is taken on the computer and provides further information on how our school and students are progressing in meeting our state’s learning standards.

Information will be sent home with more specifics and dates. On-time attendance is very important throughout the year, but especially so when students are involved in testing. Each child must complete their tests even if absent. It has been our experience that students do better when the test with peers rather than having to make it up at a later date if possible. We appreciate your assistance in helping your child get to school on time and ready to do his/her personal best.

REPORT CARDS – NEW INFO!!

Last year our district implemented a new reporting tool for parents and guardians. We also have moved to TRIENNIAL reporting rather than QUARTERLY. The following dates have been set for the 2018-2019 school year, subject to change:

<table>
<thead>
<tr>
<th>Term Ends</th>
<th>Report Card Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 29</td>
<td>December 6</td>
</tr>
<tr>
<td>March 13</td>
<td>March 20</td>
</tr>
<tr>
<td>June 6</td>
<td>June 13/Last Day</td>
</tr>
</tbody>
</table>

Parent/Teacher conference day is November 13, 2018

PARENT/GUARDIAN CONFERENCES

Parents/guardians may make appointments any time throughout the school year with teachers or other professional staff by telephoning the school office at 893-7062 or emailing teachers directly. Good communication between home and school will result in a more successful and rewarding school experience for your child.

All teachers will be contacting the parents/guardians of their students to schedule conferences in November.

HOMEWORK

Homework is an important part of the educational process. It serves as a bridge between school and home, giving family members insight as to what is being learned in the classroom. Homework helps students practice skills taught in class, and aids in the development of independent study skills and work habits.
Teachers will be sharing information about their homework policies at the beginning of the school year. Students and their families are encouraged to use the homework folders that have been purchased for grades K-3 to help ensure home-school communication.

Homework planners are ordered for all students in grades 4 and 5 and are used by the classroom teachers. This will allow for uniformity in format, and help our teachers teach students the important trait of organization. All students in grades 4 and 5 will receive their planner at the beginning of the school year. Students in K-3 are given HOME-SCHOOL folders which will be collected daily. Please take the time to review what’s inside each night!

CHARACTER COUNTS AT NORTH SALEM!

“If we want our children to possess the traits of character we most admire, we need to teach them what those traits are and why they deserve both admiration and allegiance. Children must learn to identify the forms and content of those traits.” — William J. Bennett, author and former U.S. Secretary of Education

It is this belief that has led our staff to develop a school wide student recognition program based on the six character traits of RESPECT, CARING, RESPONSIBILITY, FAIRNESS, TRUSTWORTHINESS, and CITIZENSHIP.

One trait is emphasized for approximately six weeks through visuals and lessons taught by classroom teachers and our guidance counselor. Students may be “caught” demonstrating the trait through their daily actions by any staff member. Students who are caught earn a certificate and have their names announced over the intercom during morning announcements.

STUDENTS V.I.P.S. (Very Interested In Providing Service)

Our fourth and fifth grade students are given opportunities to help in the running of their building and to learn the value of helping others by volunteering on committees organized by staff members. Some of these committees include:

Character Counts Committee
Flag Committee
Morning Announcements
Halloween Parade
Recycling
Library Assistants
Cafeteria Assistants
Sweeping Committee
Food Drives
Bus Buddies
And many more!
“Panther Pals” is a partnership between different grade levels where individual students are paired up for fun and learning throughout the year. Through these new friendships, students make cross grade level connections that enhance our school wide sense of community. Students as early as third grade have the opportunity to be role models for younger children. EVERY older Pal is looked up to by their younger Pals, simply because they are older. Our Panther Pal partner classrooms are as follows for this upcoming year:

Mrs. Scenna (K- AM) – Mrs. Johnson (Full day K)
Mrs. Scenna (K- PM) – Mrs. Gendron (Full day K)
Mrs. O’Neill (1) & Mrs. Gilliland (3)
Mrs. Warlick (1) & Mr. Arnold (3)
Ms. Kennedy (1) & Mrs. Jones (3)
Mrs. Strob (1) & Mrs. Fitzsimons (4)
Mrs. Carignan (2) & Mrs. Chisholm (4)
Ms. Weinberg (2) & Mrs. Hiort (4)
Mrs. Maynard (2) & Mrs. Richard (5)
Mrs. Soucy (2) & Mrs. Hall (5)

HOME-SCHOOL COMMUNICATION

SCHOOL TO HOME

Communication between home and school is a critical component to your child’s success in school. Our methods of communicating school information include the following:

- Family Handbook
- North Salem web page - www.sau57.org/northsalem
- Our Facebook Page - www.Facebook.com/NorthSalemSchool
- Our district APP, which is free on iTunes and Google Share
- North Salem PTA website - www.northsalempta.org
- Monthly Calendar- available on our APP
- Wilkins Weekly – school info sent via email
- Event & information notices sent home with students
- NEW THIS YEAR – Teacher web pages @ www.sau57.northsalem - look under Classrooms & Curriculum tab
Additionally, each staff member has a district email account. See the Staff Contact Page for email addresses. This is generally the best way to contact staff members.

Most staff members have voice mail and may be reached by phone by calling 893-7062. Phone extensions will be published online or you may simply have the secretary transfer you to voice mail.

NOTES FROM HOME TO SCHOOL

The following situations are times when notes MUST be sent in to school with your child.
- A planned dismissal
- ANY TIME your child is going home a different way than his/her regular way
- When your child returns to school after an absence, EVEN IF YOU HAVE CALLED HIM/HER IN – otherwise the absence is marked as UNEXCUSED and grades taken on that day may not be considered by the teacher
- When someone not on your list of “pick up” people (listed at the beginning of the year on your Emergency Form) is going to pick up or dismiss your child. The person will also be required to show picture identification.
- In the case of an injury that prevents your child from going outside to recess or having physical education
- If you are allowing your child to ride his/her bicycle to & from school

We encourage you to check your child's folder and backpack nightly for information. We provide the a folder for students in K-3; and assignment planners for grades 4-5.

PLEASE DO YOUR PART TO STAY INFORMED!!!

EMERGENCY TELEPHONE NUMBERS & CONTACT INFO

You will receive a Student Emergency Information Form within the first few days of school. Please fill this form out and return it with your child the following school day. Please notify the school office at any time during the school year if there is a change in any phone number, as it is imperative that we always have up to date information. Many families have multiple home, work, and cell phone numbers. It would be helpful to designate which number school personnel should try first in attempting to reach a parent or guardian during the school day. If parents/guardians cannot be reached then the person designated on the emergency form will be contacted. Don’t forget to update any email address changes too!

STUDENT ABSENCE/TARDINESS CALL-IN PROGRAM

Regular attendance and punctuality are important for students’ continued progress. Students are expected to be in school unless they are ill, have occasional health appointments, or in the event of a family emergency.

For student safety, parents/guardians are encouraged to participate in the Salem School District's “Call-In Program”. Participating parents/guardians call the school to report a
child’s absence or tardiness prior to the start of the day. In the event a participating student is absent from school and the school does not receive a phone call, a parent or guardian will be called to inform him/her of the absence.

Parents/guardians will receive a letter of explanation on the first day of school and a form for enrollment. Please consider taking part in this program to ensure your child’s safety. To assist you in notifying the school of your child’s absence we have a recorded message on the school’s voice mail, which can be reached at 893-7062. Parents are able to leave a recorded message at any time. We reserve the right to discharge families from this program should there be more than a couple of times when they have forgotten to call their child in.

If your child has been absent, please send in a note upon his/her return to school even if you have called the school to report the absence.

**EXCUSED/UNEXCUSED ABSENCES**

The Salem School District’s policy concerning excused absences is as follows:

1. An “excused” admittance slip may be granted if the reason for the absence or tardiness is illness, bereavement in the immediate family, infrequent visits to a physician or dentist, and approved school activities.

2. Parents/legal guardians intending for a student to accompany them on a trip/vacation may submit a written request **two weeks in advance** of the last day of school to be attended before the trip. Make up homework for credit will be allowed for five school days missed. All work missed must be made up within five school days of returning to class for credit to be earned. An absence of more than five school days and/or failure to complete make-up work shall be an unexcused absence. The sole responsibility of seeking out assignments missed rests with the student/parent/guardian. (Please note that teachers may not have schoolwork available for students prior to the trip.)

3. A parent/legal guardian may request an immediate leave of absence of a student for reasons other than illness, bereavement or vacation for a period of up to one (1) day in a given school year. With permission of the principal, all work missed may be made up for full credit providing all work is completed within five (5) school days of returning to school. The sole responsibility for seeking out assignments rests with the student/parent/guardian. The intent of this section is to provide a parent/guardian with the opportunity to seek an absence for truly unique situations without undue penalty on grades.

4. Notes indicating the reason for an absence must be sent to school upon your child’s return to school. Failure to do may result in an “unexcused” absence determination which in turn may result in the teacher assigning a “0” for missed assignments.

5. Further action by the principal and school district personnel may be taken if a child has a significant number of unexcused absences.

6. **If a child is not in school, he/she is not eligible to participate in after school or evening school events that day or evening.**
STUDENT DISMISSAL BEFORE THE SCHOOL DAY ENDS

If a child needs to be dismissed from instruction during the school day, you must come to the office to sign the Dismissal Log, and office personnel will notify the classroom teacher upon your arrival. A child will be released only to parents/guardians, unless the school has been notified by the parents/guardians that they have granted permission for someone else to pick up their child. This can be done by sending in a note to the classroom teacher on the morning of the dismissal, or by calling the school office in the case of an emergency.

END OF DAY DISMISSAL/PARENT PICK UP

Our dismissal procedures were developed with our students’ safety in mind. Please help by following the outlined procedures as follows.

If you plan on picking up your child daily, or on certain days of the week, please let the school secretary know this and she will provide you with a permanent pass to be used throughout the year. This permanent pass will allow you to meet your child directly at the dismissal line in the front of the school on the day(s) indicated on the pass. Please have your pass ready to show to the person on duty each day you pick up your child. Sometimes staff on duty changes.

If your child usually takes the bus home, but will need to be picked by a parent or guardian at the close of the school day, please send a note in the morning with your child. When you arrive to pick up your child, please come to the office and a one-day dismissal pass will be written for you. The one-day dismissal pass needs to be given to the duty person monitoring the dismissal line and your child will be released to you. For safety reasons, all students are dismissed only through the office. Please do not go to your child’s classroom or tell him/her to meet you outside in the parking lot.

Please make sure that your child knows who is coming that day and knows to give his/her teacher your note. The teacher will release your child to the dismissal line at the close of the day based on that note.

If you did not have an opportunity to let your child or his/her teacher know in advance that he/she would be picked up, please tell the secretary and she will call individually into the classroom to let your child know to meet you at the dismissal line.

** Please note, if someone comes to pick up your child who is NOT listed by you at the start of the year on the Student Information Sheet, we will NOT dismiss your child to him/her. **

Students will be brought out for parent pick up a few minutes before 3:00 PM. If picking up your child, you will need to park your car and come to the bottom of the front steps to wait for your child to be dismissed. (Don’t forget your pass!) Parents/Guardians should wait (patiently) near the front steps so we can ensure each child is matched with his/her pick up person.
PARKING & STUDENT DROP OFF

It is best, whenever possible, that students use the bus transportation system as this will help prevent a congested traffic situation in our parking lot. When parents/guardians need to come to the school at dismissal time, please park along Zion Hill Road and walk to the Dismissal Line. Cars will not be allowed on the property during dismissal time unless there are unusual circumstances.

If you are dropping off a student in the morning from 8:15-8:45 A. M., please enter the second driveway where the buses exit. Please follow the signs for drop off, which is through our staff parking lot. Please stop just before the cross walk to let your child off. Drivers should continue forward through the parking lot and exit out the same driveway. Drop off starts at 8:15 A. M. which is when supervision starts unless your child is participating in a school-sponsored event.

We realize parking is limited. Thank you for your cooperation, patience, and awareness of student safety.

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 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 – effective January 1, 2006. Children must walk their bicycles on and off the school property. All bicycles must be parked in the racks provided and locked when not in use. The school cannot be responsible for any bicycles left at school.

SCHOOL CANCELLATIONS

Parents/guardians are asked to listen to the following radio and television stations for announcements of school cancellation, delayed opening, or early dismissal. Please DO NOT call the school, as we have limited phone lines available and need to keep them open for emergencies. Parents will receive notification via email or on the district app.

Radio: WGiR-AM 610 and FM 101, WEEI – AM 590, WBZ – AM 1030, WHDH-AM 850

Television: WBZ- 4, WCVB-5, WHDH-7, WMUR-9, Salem School District (SLC)

You can sign up on www.wmur.com to receive notifications of cancellations. Information and notification will also come through our Salem School District app.
SCHEDULED and WEATHER-RELATED DELAYED OPENINGS

In the case of a delayed opening, school will open 90 minutes later than the usual time. There will be NO 1/2 day MORNING KINDERGARTEN SESSION. Students who ride buses should adjust their pick up time by 90 minutes. Supervision for students will begin at 9:45 A.M. The instructional day will begin at 10:30 A.M. School lunch will be served as regularly scheduled.

This schedule will be in effect for both scheduled delayed openings (see district calendar) and delayed openings due to weather.

EARLY SCHOOLWIDE DISMISSALS

Throughout the school year, there are three days planned for students’ early dismissal for staff development. On these planned early dismissal days, THERE IS NO 1/2 day AFTERNOON KINDERGARTEN SESSION and students will be dismissed at 1:30 P.M. School lunch will be served as usual. Create and Discover and the Boys and Girls Club will be open as usual to take students at this time.

On occasion, inclement weather or another emergency may necessitate an unscheduled early closing of school. To ensure safety, it is important to make prior arrangements so that your child will know in advance where he/she needs to go. A form will be sent home early in the school year asking families to develop such a plan. Please write your plan on the form and return it to your child’s classroom teacher. (You may want to keep a copy at home.) Each teacher will keep these plans on file in case we need to apply them during the school year. Please develop a plan that does not require a staff member contact you by phone. As you can imagine, many children attempting to locate parents by phone would delay dismissal considerably. Please review this plan with your child periodically and let the school know if there are any changes. Unplanned early dismissal will be announced on the radio and television stations listed above.

SCHOOL LUNCH, BREAKFAST, & SNACK PROGRAMS

The Salem School District offers a lunch program for students. Lunches are served in three sessions directly following the recess period. Participation in the school hot lunch program is optional, but students are encouraged to take advantage of the prepared meals.

Forms will be sent home on the first day of school with information about free or reduced lunch for families who may qualify. These forms can also be filled out at any point during the school year if your family’s situation changes. Forms can be accessed at any time on our webpage or APP. You can now complete this form online at ANY TIME at www.heartlandapps.com

Lunch costs $2.30 per day ($ .50 reduced) and includes milk. Students who bring a lunch from home may purchase a carton of milk for $.50 a day. Breakfast is also available to students at $1.20 a day ($ .30 reduced) and can be purchased starting at 8:15 A.M. As a participant in the federally sponsored Breakfast Program, children qualifying for free or reduced lunch are also eligible for free or
reduced breakfast. We also offer snack/breakfast bags that students may purchase for
$1.20 and eat during snack time in class.
(All prices are subject to change.)

Menus are available online and on our APP. Payment may be made by personal check
or cash and send into school directly with your child. If paying by check, please make the
check payable to Salem School District Food Service. If you are paying for more than one
child and you wish to enclose all the money in one envelope, please include a note
explaining what you are purchasing for each child. You may pay by the day, week, month,
or marking period. When making your payment for the week or month, please include
your child’s room number on the payment envelope. You may also pay online at
MySchoolBucks.com. This website allows you to enroll online to create an account for your
children, and fund it using MasterCard/VISA. Even if you choose not to pay online, you can
still create an account to view your child’s account balance and recent purchases.
You will be notified if there is a negative balance for your child’s account. While your
child will still receive a full lunch, the balance must be paid.

SNACKS & WELLNESS

The Salem School District is committed to providing school environments
that promote and protect children’s health, well being, and ability to
learn by supporting healthy eating, physical activity, and other behaviors
that contribute to student wellness. Good health fosters student
attendance and education. Children need access to healthful foods and
opportunities to be physically active in order to grow, learn, and thrive.

Classroom teachers may allow students time to eat a snack during the school day.
Parents/guardians are encouraged to consider portion and nutritional value when sending
in snacks for their children. Additionally, parents/guardians should consider the ease with
which children can independently access and eat their snacks in a timely manner.
Parents/guardians should check with their children’s teachers for restrictions or suggestions
before sending in food items intending to be shared with other children.

ALLERGY FREE CLASSROOMS

Usually several classrooms in our building are designated as peanut free and/or other
type of allergy-free each year. If your child is in one of these classrooms, you will be
notified at the beginning of the school year. Your vigilance in ensuring the safety of all of
our children is important and appreciated. Our cafeteria is NOT allergy free. Students
with allergies have a special table set aside where they can eat safely with invited
friends. Food served by our kitchen is peanut free. All information about food allergies
should be shared with our school nurse before the school year starts if possible.

BIRTHDAYS

We realize that a birthday is a special day in a child’s life. However, because of our
Wellness Policy and an increasing number and variety of food allergies, please do NOT
send in food items for the class as a way to celebrate. If you wish to acknowledge your child’s birthday, please consider the following options:

- Purchase your child’s favorite book, have him/her sign it, and donate it to the classroom library. It is a gift that will be enjoyed beyond that one special day and is a legacy after your child moves on.
- Donate a grade-appropriate indoor recess game to the class.
- Donate an appropriate playground ball for recess for the class to use.
- Put together a small grab bag for students.
- Donate birthday pencils or some other type of school supply for students or the class.

HEALTH SERVICES & MEDICATIONS

North Salem has the services of a full time nurse during regular school hours. During the year, students will participate in the following screenings:

- **HEIGHT AND WEIGHT** All grades
- **VISION and HEARING** Grades 1, 3, 5

The Salem School District has a strict policy regarding students’ usage of medication in school. The policy requires that a written statement from the doctor be provided as well as written parent/guardian permission before any prescribed medicine can be given during school hours.

Certain types of over-the-counter medication can be administered in school with written parent/guardian permission. A letter detailing these policies and permission form will be sent home at the beginning of school.

**Medications are NEVER to be transported to/from school by students.**

If your child has been home ill, the following are guidelines as to when he/she may return to school.

- The student is fever free (without Tylenol or Ibuprofen).
- There has been no vomiting or diarrhea for 24 hours and the student is able to eat and drink.
- If strep throat has been diagnosed, a student must be treated with antibiotics for 24 hours and feeling better.
- In the case of conjunctivitis, there is no drainage from the eyes, and the student has been treated with an eye antibiotic for 24 hours or has doctor’s okay (sent to the nurse) that no treatment is necessary.
- If pediculosis (head lice) has been diagnosed, the school nurse must be notified. Before the student’s return to the classroom, he/she must be checked by the school nurse.
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. If a student is NOT immunized for a medical or religious reason, a doctor’s note or form must be submitted. A religious exemption form can be found at www.dhhs.nh.gov/dphs/immunization/exemptions.htm

SALEM DENTAL COLLABORATIVE & VISION SCREENINGS

For the past several years, Salem has been able to offer dental screenings to students in grades K-3. Once again, we are pleased to offer this valuable service to our students this winter. Paperwork for participation in this program is sent home in the first day of school packet that goes home with each child.

Students in grades K, 1, 3, & 5 will have their eyes screened by volunteers from the Lions' Club and Spindel Eye Associates in the fall.

STUDENT ATTIRE

We believe that there is a definite positive correlation between good dress habits, good work habits, and appropriate school behavior. We also believe that the key to being properly dressed is wearing clothing that fits the surroundings, situation, and season. Any form of attire that attracts undue attention to the wearer, and thus disturbs the learning environment is not acceptable. Excessively or inappropriately torn clothing; clothing that represents drugs or alcoholic beverages, or displays inappropriate or suggestive language or situations is considered unacceptable. Clothing or footwear must allow the wearer to move safely and quickly in any type of school situation or emergency.

Students should always come dressed for the weather, as recess is held outdoors unless it is raining or very cold.

Students must wear sneakers and be dressed appropriately for weekly physical education classes.
PERSONAL PROPERTY

Children are discouraged from bringing personal property to school, as school staff cannot be responsible for these items. Students are cautioned not to bring large amounts of money, radios, cameras, electronic devices, cell phones, or toys to school. Special items for “show and tell” may be brought in with permission from the teacher. No sports equipment (bats, baseballs, etc.) should be brought in because of the potential for injury. **STUDENTS SHOULD NOT BRING ANY SPORTS EQUIPMENT TO SCHOOL, INCLUDING BALLS, STICKS, etc.** Our school has plenty of equipment for playground fun. We use monies from collecting Boxtops to replenish our own stock of balls, street hockey sticks, and other equipment each year. Our school equipment, while not the same as used on sports teams, is safer to use in the school playground setting.

LOST AND FOUND

Each year we wind up with several boxes of lost clothing, lunch boxes, etc. that have been unclaimed by their owners. Whenever possible, **please label** outer wear, lunch boxes, etc. that you send to school with your child. Any item found in or around the school will be brought to the office. Items will be placed in storage for a minimum of one month. Any item that has gone unclaimed in that time will be donated to charity.

SCHOOL SAFETY PROCEDURES & DRILLS

Officer Kristen Verdonk is our community resource office. We share her with all of the elementary schools. Officer Verdonk’s day at North Salem is MONDAY, although she is always accessible if there is a need.

Our school district has developed an Emergency Response Plan. The plan details possible emergency situations and responses that are consistent for each of Salem’s Schools.

Our school practices various types of drills to be prepared. If an emergency should occur, our hope is that through repeated practice students’ reactions become automatic.

Drills practiced include:
- **Evacuation** – Activated when it is necessary to leave the building. If we had to relocate, students would go to Triumphant Cross Lutheran Church or Salem High School depending on the circumstance.
- **Reverse Evacuation** – Activated when it is necessary for students and staff to enter the school quickly.
• Lockdown – Activated when it is necessary to protect students and staff from
  an unsafe situation.
• Return & Remain (sometimes called Secure Campus) – Similar to a lockdown,
  but teaching and activities within the classroom may continue. This may be to
  clear the hallways for a student who is acting out or for a school member
  who may need to be taken away in an ambulance.

SCHOOL STANDARDS FOR STUDENT BEHAVIOR
(RULES AND CONSEQUENCES)

STUDENT SAFETY

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.

All student behavior should be based on respect and consideration of the rights of
others. It is the goal of the Salem School District to promote good behavior in a safe
and orderly environment where students are free from detractions from instruction.
It is expected that student behavior will be positive and that students and staff are
protected against disruptive behavior that is not conducive to learning. Student
conduct that disrupts classes, involves disorder, or invades the rights of others will
not be tolerated and will be cause for disciplinary action. The school is responsible
for the welfare and education of its students. Behaviors that are unsafe or interfere
with the learning environment are not acceptable. At the same time, behaviors that
are safe and create a positive learning environment will be encouraged.

As a school community, we believe that students have the right to an orderly and
safe environment. We believe that students have the right to be treated fairly and
with respect. We believe that students need to make choices that show that they
respect their classmates, school staff, and school environment.

Our rules may best be summed up by the words RESPECT, RESPONSIBILITY, and
SAFETY.

These school standards of behavior have been established at all Salem Elementary
Schools to ensure the safety of the children during the school day.

All children are expected to know and follow these rules:

1. FOLLOW DIRECTIONS
2. WALK AND MOVE SAFELY
3. KEEP HANDS, FEET, AND ALL OTHER OBJECTS TO ONESELF
4. SHOW RESPECT FOR OTHERS, THE SCHOOL, AND THE ENVIRONMENT

School standards of behavior and potential consequences are explained to students
at the start of the school year, and reviewed as needed. Student discipline
procedures are progressive, except in those instances where more severe consequences are more immediately warranted. Inappropriate behavior may have varying consequences depending upon the seriousness of the event, the circumstances of the occurrence, and the number of repeated offenses. If a child is having difficulty following the rules stated above, then the following consequences may be applied to the situation:

- Verbal warning
- Conference with student
- Time out within the classroom
- Loss of free/recess time
- Removal from class
- Revocation of privileges and/or school-sponsored events
- Conference with student and parent/guardian
- In-School or Out-of-School Suspension

Parents/guardians may be contacted by the teacher or principal if a child continues to have difficulty in following our standards of behavior. Working together, we can help your child in making choices that follow school rules.

If an infraction is blatant and a danger to the well being of others, this information will be brought to the attention of the principal and any of the consequences can be applied regardless of past behavior.

**BULLYING**

In late spring of 2010, the NH legislature revised the Pupil Safety and Violence Prevention Act. Special emphasis was placed on efforts to protect children from the harm caused by bullying and cyberbullying. Information on this policy may be found on our district’s website.

**CAFETERIA RULES AND PROCEDURES**

1. Quiet conversation and appropriate table manners.
2. Remain seated while eating.
3. Dispose of all lunch materials when instructed to do so.
4. Check for tabletop and area cleanliness before being dismissed.
5. Leave the cafeteria quietly and in an orderly way.
PLAYGROUND RULES AND PROCEDURES

1. Stay in the assigned areas of play. (Dependent on weather and field conditions.)
2. No fighting or rough play.
3. School equipment is to be shared and used properly.
4. Use only approved balls/equipment/toys.*
5. If difficulties with other students occur, talk to the aide on duty if assistance is needed.
6. Line up immediately when the bell rings, and enter the building quietly.

BOXTOPS – Save those boxtops and send them into school! Monies from Boxtops go back to students in many ways – with the major one being the purchase of playground balls, jumpropes, scooters, games, and other equipment students can use during indoor and outdoor recesses!!

BUS TRANSPORTATION

Each child has been assigned a specific bus for transportation to and from school. The bus company and school district prohibits a child from riding another bus for activities such as going to a friend’s house, birthday party etc. The Superintendent of Schools and the Bus Transportation Manager will review for consideration a written request for a child to ride a different bus within North Salem’s transportation area if it pertains to child care need only. Your written request may be sent to the North Salem school office c/o the Principal.

BUS CONDUCT

The intent of the school transportation system is to provide safe and efficient transportation to and from school. All students should be aware of the rules and realize failure to obey these rules will mean disciplinary action that could lead to the suspension of bus privileges. Riding the
school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of a student jeopardizes the safe operation of the school bus or the safety of fellow students.

1. Children shall remain well back from the roadway while awaiting the arrival of the bus. They should refrain from throwing things or playing at the bus stop.
2. Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached.
3. Younger students should be permitted to enter first.
4. There is no eating or drinking on the bus.
5. Students shall keep their hands, arms, and heads inside the bus.
6. There shall be no shouting, roughhousing, or throwing things on the bus.
7. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
8. The emergency door must be used for emergencies only. Students shall not touch safety equipment on the bus.
9. Students who must cross the street at a bus stop shall do so when they receive a signal from the bus driver. If crossing a 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. (The student should be able to see the face of the bus driver.) The driver shall hold the bus with warning lights flashing until the crossing has been completed.
10. All directions given by the bus driver are to be followed.

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 make no judgment whether an allegation is factual or not. Our responsibility is to convey pertinent information to DCYF, who makes a determination if further information is required.

BEFORE AND AFTER SCHOOL CHILDCARE PROGRAMS

SALEM BOYS AND GIRLS’ CLUB

The Salem Boys and Girls’ Club has a van(s) available to transport students from each of the elementary schools to school from the club in the morning and after school to the club. Students must sign up for the program at the club and also need to give the school office a permission slip, signed by a parent, indicating that the child has parental permission to be transported to the Boys and Girls’ Club. Call the Boys and Girls’ Club for further information at 898-7709
CREATE & DISCOVER

Create and Discover Learning Center, a Salem preschool and day care provider, offers a before and/or after school program at North Salem, if enough families are interested in participating. Information can be obtained by calling their main office at 894-5250. Currently we have a before school program that offers supervision starting at 6:30 AM and afterschool care until 6:00 PM.

KIDS KROSSROADS

Kids Krossroads is located at 15 Ermer Road and offers before and after care for our kindergarten students. We do offer bus service to this local school. Information about their services and programs can be obtained by calling their main office at 890-0085.

PARENT TEACHER ASSOCIATION (P.T.A.)

North Salem Elementary School is very fortunate to have an active parent-teacher group that assists in providing enrichment activities and supporting our students through various activities throughout the year. Each year the PTA sponsors fundraising activities to help purchase items for the school, provide field trip opportunities for students, host Family Fun Nights, and fund cultural events held at North Salem during the school year.

Please consider becoming an active member of the PTA. Dates of monthly meetings will be forthcoming.

Some of our PTA events include those listed below. Please know that they can only be offered because of our volunteers who organize and plan them. We hope you will consider helping so we can continue to offer these events.

August/September - Welcome Back to School Cookout - Food and entertainment are a great way to bring everyone back together after the summer and welcome new families!

PTA Membership Drive – Show your support by signing up!

September – Annual Fundraiser – This event provides us with the funding for in-house special events, field trips, family fun nights as well as many other student services

October – Harvestfest - An evening of raffles, hayrides, games, and events for our NS families.
November – Salem Holiday Parade Float

December – Movie Night - Parents and guardians may drop children off at NS for a movie, and enjoy some time for themselves during this busy season!

Festival of Trees – This is the third year for this event that raises money for those of our community who need assistance.

January/February - Pasta Palooza - A family pasta dinner hosted by our fifth graders. Proceeds go towards their end of the year celebration

March - Pizza Bingo Night - This popular family fun night fills up quickly!

Power of the Penny – Grade levels compete for a sweet prize and to collect change for their school. In this contest, pennies are worth a lot!

Thank You Volunteer Assembly – Our way to say “thank you” to everyone in our “village” who help us do what we do for students.

April - Grandparents and special friends come to visit.

Spring Open House– Families are invited to see their children receive earned reading medals and to see what we have been learning about this year!

Father/Daughter Dance – A big hit with our families!

Mother/Son Fun – Another big hit!

June – Our end of the year make your own ice cream sundae is a cool way to end a great year! Guest performers help us end the year as we opened it – as a school community!

Field Day – One of our students’ favorite days! Students participate in fun relays and games with school mates from other grades.

Bi-Monthly – School Store – Students may buy school supplies during lunch for as little as 5 cents to $1.00.

Spiritwear (Panther) Clothing Sales

Staff Luncheons in August and May

These are some of the many activities and opportunities for our students and their families at North Salem. We look forward to having you join us and offer your own suggestions as to how we can make NS a better place for our students and their families!
SCHOOL VOLUNTEERS

At North Salem School our school volunteers are a very important part of the success of our educational program. Many volunteers give a tremendous amount of time and energy in assisting staff members throughout the building with a variety of programs and activities. We encourage anyone who is willing to share his/her time, talent, or energy to inquire about being a school volunteer and watch for notices about volunteer opportunities.

Many staff members offer opportunities to volunteer. Watch for information to come home throughout the year. For the safety of our students, classroom volunteers will need to be fingerprinted and have a background check conducted. This can be done at our School District office, located on the grounds of Salem High School. You may make an online appointment at www.sau57.org.

SALEM SCHOOL DISTRICT’S MISSION STATEMENT

The Salem School District is a dynamic organization committed to serving the citizens of Salem. By providing a quality education for our students and learning opportunities for the community at large, we strive to enhance the quality of life for our students and promote a lifelong love of learning.

STRATEGIC PLANNING

During the 2012-2013 school year, our School Board established a core Strategic Planning Committee comprised of school officials, teachers, and parents who participated in a year-long schedule of meetings and activities. This work culminated in the adoption of a strategic plan that provides our community with a shared vision for our school district and guides our decision making.

Four key action plan that came out of the committee’s work include the following:

• To foster community support and engagement through effective communication and partnership.
• To use technology to enhance and extend student learning opportunities and close learning gaps.
• To create student-centered educational opportunities for 21st Century Learners.
• To improve and maintain facilities to meet the needs of the 21st Century Learner.

This plan has driven our district planning since its adoption by our School Board. More information can be found on the district website.

SCHOOL CONTACT INFORMATION
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Find our app at the App Store and Google Share – Salem School District
Office Staff – Mrs. Jeanne Russell and Mrs. Kim Nartiff

DISTRICT CONTACT INFORMATION
Dr. Michael Delahanty, Superintendent of Schools
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Mrs. Deborah Payne, Assistant Superintendent of Schools of Business & Finance
Mrs. Meg Bentley, Director of Special Services
Dr. Jennie Marshall, Director of Literacy
Mrs. Angela Markley, Director of Mathematics and Science K-8
Mrs. Kathy Graziano, School Transportation
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893-7040    www.sau57.org

The Salem School District does not discriminate on the basis of sex, race, creed, color, national origin or handicap in its educational programs or activities, including admission and employment in compliance with Title IX (Educational Amendments 1973) and Title VII (Civil Rights Act of 1964). Inquiries concerning application of Title IX and VII may be referred to the Superintendent of Schools, School Administrative Unit #57, 38 Geremonty Drive, Salem, New Hampshire 03079.