September 2018

Principal’s Message:

It is with pleasure and excitement that the staff and I welcome you to the 2018 – 2019 school year. We look forward to working with you in a climate characterized by high expectations that promotes self-esteem, a sense of community, and a strong desire to learn. We strive at Soule School to celebrate the unique differences of all of our students and meet their individual needs.

This Soule School Handbook is designed to answer your questions you may have about our school and serve as a resource throughout the school year. The handbook includes guidelines and pertinent information on policies and procedures in making for a successful school year. Please take the time to review this handbook and share relative information with your child.

The Soule staff and PTA encourage you to become an active participant in your school. Your participation sends an important message to your child about being part of a community, and the responsibilities and benefits associated with belonging. We value the concept of teamwork and hope you will join us as we work to come together as a school community and offer our students the best well-rounded education they could possibly have.

We are here to answer questions about the information within this handbook, and address any concerns you may have now and during the school year. Please do not hesitate to call the office anytime, 893-7053.

Respectfully yours,

Christine Honey-Nadeau
Principal
Want to know what’s going on at Soule?
Visit our school web-site at www.sau57.org/soule.

On our Soule School site you will find information regarding up-coming events in our Google Calendar with easy access to event flyers, PTA Meetings and exciting school news.

Please visit today!

Informational emails will be sent through http://ssd.sau57.org/ssdmobile with your mobile phone to access active download links.
SOULE SCHOOL STAFF
Mrs. Honey-Nadeau, Principal

Classroom Teachers
Mrs. Augusta – Kindergarten Full Day
Mrs. Petty – Kindergarten AM/PM
Ms. Dacey – Gr 1
Ms. Alfar – Gr 1
Mrs. Parker – Gr 2
Mrs. Annicelli – Gr 2
Mrs. Quigley – Gr 3
Ms. Dacey – Gr 1
Mrs. Cucolo – Gr 3
Mrs. Petty – Kindergarten AM/PM
Mrs. Pappalardo – Gr 4
Mrs. Tighe – Gr 4
Mrs. Verry – Gr 5
Ms. Spencer – CHOICE Program
Ms. Marencik – Resource Room – 3, 4 & 5
Mrs. Jaspers – Gr 3
Mrs. Jasperson – Gr 3

Specialists
Mrs. Patenaude – School Counselor
Mrs. Moreau – Choice Guidance
Mrs. McCoy – Library Assistant
Mrs. Hoxie – Occupational Therapist
Ms. McDonough – Band
Ms. Pacuk – Music
Miss Earle – Art
Mr. Persell – Physical Education
Mrs. Kelly – Speech Language Pathologist
Mrs. Travis – School Psychologist
Mrs. Leppzer – Title I Teacher
Ms. Weir – Title I Teacher
Ms. Schindler – Title I Teacher
Ms. Kallow – Title I Teacher
Mrs. Dempsey – Reading Specialist
Mrs. Ethridge – ESL Teacher
Mrs. Ciendolo – STEM Integrator
Mrs. Smeltzer – Media Coordinator
Mrs. Stanganelli – Speech Language
Mrs. Trassinelli – Speech Language Pathologist Assistant

Support Services
Mrs. Hayes – Registered Nurse
Mrs. Moore – Administrative Assistant
Mr. Taylor – Head Custodian (Day Staff)
Mr. McLoughlin – Custodian (Evening Staff)
Mrs. Voskerjian-Sliney – Instructional Assistant/Kindergarten
Ms. Anderson – Para-educator
Mrs. Torres – Para-educator
Mrs. Russell – Instructional Assistant/ESOL
Mrs. Hoxinian – Para-educator
Ms. Dubisz – Para-educator
Mrs. Russo – Para-educator
Mrs. Savage – Para-educator
Mrs. Luteman – Para-educator
Ms. Anderson – Para-educator
Mr. Bowes – Para-educator
Ms. Derouin – Para-educator
Mrs. Bailey – Office Assistant – Six-Hour
Mrs. Deane – Support Assistant – Three-Hour
Mrs. Keyes, Mrs. Marden – Food Service

Mrs. Russel – Para-educator
Mrs. St. Hilaire – Para-educator
Mrs. Yahchouchy – Para-educator
Mr. Specht – Para-educator
Ms. Fricano – Para-educator
Mrs. Metcalf – Para-educator
Mrs. Babaian – Para-educator

Mrs. Luteman – Para-educator
Mrs. St. Hilaire – Para-educator
Mrs. Yahchouchy – Para-educator
Mr. Specht – Para-educator
Ms. Fricano – Para-educator
Mrs. Metcalf – Para-educator
Mrs. Babaian – Para-educator

Mrs. Keyes, Mrs. Marden – Food Service
### SCHOOL HOURS

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15-8:45 a.m.</td>
<td>Recess/Breakfast in Cafeteria</td>
</tr>
<tr>
<td>8:45 a.m.</td>
<td>Recess Bell Rings &amp; Classes Begin</td>
</tr>
<tr>
<td>11:30-12:15 p.m.</td>
<td>Recess/Lunch Grades Full Day K, 1 and 2</td>
</tr>
<tr>
<td>12:15-1:00 p.m.</td>
<td>Recess/Lunch Grades 3, 4 and 5</td>
</tr>
<tr>
<td>1:45 – 2:00 p.m.</td>
<td>Recess Grades Full Day K - 2</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Soule 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 playground. Bus riders are dropped off at the bus port. All students enter the building at 8:45 a.m. when the bell rings.

### Required Notes From Home

A signed and dated note from home is required when:

1. There is a change from the student’s normal way of returning home after school.
2. The student has been absent, even if you are participating in the “Call-in Program”.
3. The student is tardy. Accompanying the student to the main office to be signed in is preferred.
4. The student is to be dismissed for any period of time.
5. A doctor’s note if the student requires a temporary excuse from physical education or outdoor activities.

### Notification of Dismissal Changes

Notifications of a change in your child’s dismissal plans may be made with a parent signed, dated, hand written note sent to school with your child on the day of the change or by email to Mrs. Bailey at her email address [www.cbailey@sau57.org](mailto:www.cbailey@sau57.org) should you be unable to send in a hand written note due to a change occurring after your child’s school day has begun. Of course, we all experience unexpected changes during the day that may require a telephone call to the office. We ask that the telephone call be used only in sudden changes and not as a routine way of notifying us of your child’s dismissal plan changes. This procedure is designed to ensure the safety of all Soule School children.
# SCHOOL CALENDAR 2018 - 2019

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>27 – 29</td>
<td>Teacher In-Service Days</td>
</tr>
<tr>
<td>August</td>
<td>30</td>
<td>First Day of School for Grades K – 5</td>
</tr>
<tr>
<td>September</td>
<td>3</td>
<td>Labor Day</td>
</tr>
<tr>
<td>October</td>
<td>8</td>
<td>Columbus Day</td>
</tr>
<tr>
<td>October</td>
<td>10</td>
<td>Early Dismissal at 1:30 p.m.</td>
</tr>
<tr>
<td>November</td>
<td>12</td>
<td>Veterans’ Day Observed</td>
</tr>
<tr>
<td>November</td>
<td>13</td>
<td>Teacher In-Service Day</td>
</tr>
<tr>
<td>November</td>
<td>22 &amp; 23</td>
<td>Thanksgiving Recess</td>
</tr>
<tr>
<td>December</td>
<td>6</td>
<td>90-Minute Delayed Opening</td>
</tr>
<tr>
<td>December</td>
<td>24 – January 1</td>
<td>Holiday Vacation</td>
</tr>
<tr>
<td>January</td>
<td>21</td>
<td>Dr. Martin Luther King., Jr. Day/Civil Rights Day</td>
</tr>
<tr>
<td>January</td>
<td>22</td>
<td>Teacher In-Service Day</td>
</tr>
<tr>
<td>February</td>
<td>25 – March 1</td>
<td>Winter Vacation</td>
</tr>
<tr>
<td>March</td>
<td>21</td>
<td>90-Minute Delayed Opening</td>
</tr>
<tr>
<td>April</td>
<td>11</td>
<td>Early Dismissal at 1:30 p.m.</td>
</tr>
<tr>
<td>April</td>
<td>22 – 26</td>
<td>Spring Vacation</td>
</tr>
<tr>
<td>May</td>
<td>9</td>
<td>Early Dismissal at 1:30 p.m.</td>
</tr>
<tr>
<td>May</td>
<td>27</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June</td>
<td>13</td>
<td>Last Student Day/Early Release for Students</td>
</tr>
<tr>
<td>June</td>
<td>26/27</td>
<td>Make-up or Teacher In-Service If Necessary</td>
</tr>
</tbody>
</table>
ATTENDANCE CALL-IN PROGRAM

Each student’s attendance record at school is very important. Regular attendance is essential to the success of an education program. We ask parents to help their student(s) to develop a positive attitude concerning punctuality and daily attendance in school. When your child is going to be absent, we ask that you use our “Call-in Program”. This program is designed to ensure your child’s safety. Parents/guardians participating in this program call the main office at 893-7053 to leave an absence message through the message line including the date of the call, the child’s name, his/her teacher’s name and the reason for the absence. Students returning from an absence or who arrive late for school are expected to bring a written, dated, note signed by a parent/guardian indicating the reason. **Even when the “Call-in Program” is used, absent notes are required when your child returns to school.** Students arriving after 9:00 a.m. are to report to the main office for an “Admit Slip” before reporting to their classroom.

Parents requesting homework for an ill child are asked to include this request in their telephone call when notifying the school of an absence in the morning. Homework will be left in the office at the end of the day for pick-up unless we are asked to have it sent home with a sibling or designated student. Homework requests made in the afternoon may not always be honored due to the lateness of the request. Students are expected to make up all work missed because of absences.

The Salem School District policy regarding excused absences states:

A parent/legal guardian intending for a student to accompany them on a trip/vacation shall submit a written request two weeks in advance of the last day of school to be attended before the trip. Make up 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 the make-up in the required time shall be an unexcused absence. The sole responsibility for seeking out assignments missed rests with the student/parent.

The voluntary attendance call-in form included in the first day information packets 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

ALL family members, volunteers and visitors must stop at the front door to be buzzed in by an office staff member through the interior doors and then report to the office. We have sign in stations in the foyer for visitors, volunteers and district staff. Any person visiting the school must first come to the office, sign our Visitor’s Log, and obtain a badge from the main office staff 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. A student wishing to bring other students as visitors must first obtain permission from the principal. Any student visitor must remain with the host student throughout the day.
➢ We seek to maintain a safe environment by keeping all of our exit doors locked during the school day. Our main entry doors will be locked at 9:00 a.m.
➢ For students arriving after 9:00, parents must park in the front car loop. Our security system is activated by adults only. *We prefer to have tardy students enter the building with a parent/adult escort.*
➢ After the doors are locked, visitors will have to approach the entrance and ring the buzzer. Visitors will have to be visible to the camera located at the front door.
➢ An office staff member 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 office staff member is satisfied that the visitor should be admitted, a buzzer will allow entry and the visitor will be instructed to stop at the main office.

**EMERGENCY TELEPHONE NUMBERS**

Please be aware of the importance of giving the school an emergency telephone number where you can be reached should the need arise. This information should be written on the Student Information Form. *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.*

**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/she has five (5) school days upon return from an absence to complete any missed assignments.

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.

If possible, please avoid trips when school is in session.

**TARDY/ EARLY DISMISSAL**

A student who is late for school must first check in at the office to receive an “tardy” slip. A student who is going to be dismissed early will be called down from the classroom to the front office for pick up by a parent approved adult or sibling with a driving license. Parents should try to arrange doctor or dentist appointments around the school schedule. If, however, a situation necessitates your child’s arriving late or being dismissed from school early, a note stating the circumstance should be sent to school with your child. Please indicate the name of the person with whom your child will be leaving, the phone number where you can be reached, and the time of dismissal. We encourage all students to be at school by 8:45. The first 15 minutes of the day are important to set the tone for the day and get the students organized before morning announcements are made just before 9:00.

*Please be aware the student must be signed out in the office dismissal log by the parent approved adult or family member at the time of dismissal.* No student will be allowed to walk alone or take a taxicab to their destination.

**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. If your child qualifies for a free lunch, he/she qualifies for a free breakfast. If your child qualifies for a reduced lunch ($0.40), the cost of breakfast is ($0.30). Envelopes are sent home on Friday and collected on Monday. 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. 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 the 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 a hard copy in the Soule School Office.
• Students who received Free / Reduced Meals will continue in the program until informed the student is no longer eligible.
  o Parents or guardians must fill out a new application at the start of each subsequent school year, which is provided in your first day information packet that comes home with your student on the first day of school.
• 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 tuna sandwich on whole wheat, vegetable, fruit, and milk.
• This also will be “charged” to the student's account.
• When a student’s account reaches:
  o 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.
  o Building principals, teachers, administrative assistants, and social workers may be notified as well, so that they may intervene if needed.
  o 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.

**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 next person designated on the Student Information Form 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. 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 for 24 hours (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 be 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 the 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 nurse.

Soule 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 – Grades 1, 3 and 5.

**MEDICATIONS**

The Salem School district has a strict policy regarding students’ usage of medication in school. The policy 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. 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](http://www.dhhs.nh.gov/dphs/immunization/exemptions.htm).

**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 morning and afternoon to and from school. **Students will be permitted to ride only on that school bus that has been assigned to them.** The bus company and school district prohibit a child from riding another bus for activities such as going to a friend’s house, birthday party, etc. The Bus Transportation Coordinator will review for consideration a written request for a child to ride a different bus within Soule School’s transportation area if it pertains to child care only. A parent request must be made for this dismissal change.

**CAR RIDER PICK-UP**

- Students are dismissed to the back parking lot only.
- Parents enter the parking lot via the entrance at the end of Play Camp Rd.
- Please remember to **park** in a spot, **walk** to the staff members and carefully escort your child back to the parked car.
- Leave via the far end of the lot and turn RIGHT only.
- Students may not be picked up from the front parking lot where walkers are being dismissed as this creates a safety concern for staff escorting students to the crossing guard station at the corner of Cross and South Policy Streets.
- Please avoid bringing your pet onto school property during dismissal.

**BIKE RIDERS**

Students in grades two through five may ride their bicycles to and from school with permission. A written note granting permission must be written by the parent/guardian and sent to the office. **Parents need to remember to have an alternative plan of dismissal if the weather changes during the day making it unsafe for their child to ride his/her bike home at dismissal time.**

1. A bike rider **must** have a securely fitting helmet and a working bike lock. **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.**
2. A bike rider **must** walk his/her bike onto school property and walk across the parking lot in the crosswalk, onto the foot path along the front of the building directly to the bike racks provided in the front of the main office.
3. After locking his/her bike on the rack the student will walk on the side walk leading to the entrance of the building through the front doors into the cafeteria for breakfast or out to the playground down by the bus port. The bike rider’s helmet may be hung up, following morning recess, on the coat hook outside the student’s classroom.
4. At the end of the school day, bike riders will walk to the front doors with the **walkers** to exit the building, unlock their bikes and walk their bikes off the
school property across the lot with the students who are walking to the crosswalk. The crossing guard will direct those bike riders who need to cross the street.

5. Bike riders are not allowed to ride their bikes until they are escorted across the street onto the sidewalk across the street.

6. Students are not allowed to ride a bike home from an after school activity.

**WALKERS**

The Salem School District designates how students are transported to and from school. Students who are listed as walkers need to follow our established safety procedures. We maintain two lines inside the foyer for walkers at dismissal time. One line is for students who are not allowed to walk home unattended by an adult. The second line is for students whose parents allow them to walk home without a parent. A letter is sent home to all parents at the beginning of the school year and as new students arrive throughout the school year.

If a parent arrives to pick up a child who is designated as a walker, we need to be notified of the change. You will pick your child up out back with the regular car riders. The front parking lot is not to be used by parents picking up walkers. Parents who are coming into the front parking lot will be directed to the back parking lot. Parents who park at Sayde’s will receive one verbal warning to stop as this creates traffic back-up on a busy Cross Street at dismissal time.

**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/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.

**AFTER-SCHOOL SUPERVISION**

There are times when the school staff schedules extra-curricular activities i.e., talent show practices and various clubs. 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 save the top portion of the participant permission slips 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.

**BOYS & GIRLS CLUB**

Soule School in conjunction with the Salem Boys & Girls Club is happy to offer an after school program right in Soule School from 3:00 - 6:00 p.m. every school day. Each First Day
Information Packet was sent home with a flier. If you are planning on taking advantage of this program, please notify the office on the first day of school as that is when it begins.

**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 Soule 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 his/her assignments, Soule School will provide each Grade 2-5 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 the work they do at home, as well as in school.

![Image of a student and a teacher discussing homework]

**REPORT CARDS & PROGRESS REPORTS**

Soule School will distribute report cards and progress reports as follows:

Last year our school district developed and piloted a new reporting tool for parents and guardians. We have a triennial reporting time frame. 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>Last Day of School</td>
<td>June 13/Last Day</td>
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</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. The school-wide conference date for 2018-2019 is Thursday, November 13.

**PTA**

The Soule 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 PTA provides opportunities for field trips, enrichment programs, and social activities for our families. We hope that you consider joining!

President  Suzanne Deane  souleschoolpta@gmail.com
Vice-President  Melissa Freitas  mfreitas76@comcast.net
Treasurer  Trish Benjamin  tricia.a.benjamin@pwc.com
Recording Secretary  Amanda Brennan  abrenna2@bidmc.harvard.edu
Media Secretary  Melissa Haole  melissahaole@gmail.com
Volunteer Coordinator  Katie Rozumek  unvktgirl1@yahoo.com

**SCHOOL VOLUNTEERS**

At Soule we 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.

**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. Parents are welcome to utilize material by making an appointment with our library aide.

**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.
1. Walk and move safely. (Example: Walk and do not trip others.)
2. Follow directions. (Example: Listen to teachers’ and staff members’ instructions.)
3. Keep hands, feet, and all other objects to oneself. (Example: Do not hit, kick or throw objects.)
4. Show respect for others, the school, and the environment. (Example: Do not make hurtful statements or damage property.)

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 guidelines and others established in the classroom. As determined by the principal, consequences will be progressive if inappropriate behaviors are repeated. The following are possible consequences:

* Verbal Warning * Removal from class/activity * Loss of recess time/privileges * 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 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.

**BULLYING**

In late spring of 2010, the New Hampshire 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.

**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. No judgment is made by school personnel as to whether an allegation is factual or not, their responsibility is to convey any pertinent information to DCYF for further investigation.

**CUSTODY/RESTRAINING ORDERS**

It has become necessary for the Salem School District to address the legal issue of custodial rights, restraining orders, etc. In order to preserve the safety of all students, a photocopy of the legal physical custody (usually found in a divorce agreement) of such students must be placed in a student’s file. Please be advised that unless our office is in possession of legal documentation prohibiting access to the student, we will release your child to either natural parent or to anyone else that you give us written permission to do so. If there is a restraining order or limited access rights against either parent, it is the responsibility of the custodial parent to supply our office with a copy of legal documentation stating this. That documentation will be placed on file until further notification from the custodial parent. This documentation needs to be updated yearly or as changes occur.

**SCHOOL SAFETY PROCEDURES & DRILLS**

Officer Kristen Verdonk is our community resource officer. We share her with all of the elementary schools. Officer Verdonk’s day at Soule School is FRIDAY, 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. We practice 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 Salem High School.
- 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 & Continue – Similar to a lockdown except teaching and activities within the classroom continue. This drill may be activated 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.

**STUDENT ATTIRE**
There is a definite correlation among good dress habits, good work habits, self-esteem, and appropriate school behavior. We believe that the key to being properly dressed is wearing clothing that fits the surroundings, situation and season. Students are expected to be well groomed and appropriately attired for school activities. Clothing that is disruptive or distracting, attracts undue attention to a student, or is a danger to the health and safety of any student is not permitted.

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.

In addition,
- Shorts may be worn until Columbus Day and then again after April vacation at the discretion of the principal. The shorts must be of appropriate length and reach the fingertips of a student’s hands when placed at his/her side.
- Children should not wear clothing that exposes a student’s midsection or insufficiently covers the upper torso, i.e., spaghetti straps – straps on tank tops and dresses must be at least an inch wide in order to be considered acceptable school wear.
- Make-up, hair color and dye are not permitted at school.
- Please do not send your child to school wearing flip flops or high heals or footwear that could lead to injury during recess or physical education.
- No tattoos.

Parents/guardians, 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. Snow pants are required for any child who wishes to play in the snow under the supervision of the adults on playground duty. Proper footwear is always encouraged for recess activities.

**PHYSICAL EDUCATION**

Physical education is required unless excused by written request of the family physician. Students are expected to be appropriately dressed for class. Sneakers are a must!

**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. Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item, even when done accidentally. Acts considered as vandalism will also result in disciplinary action.

**STUDENT VALUABLES**

Students are cautioned not to bring to school any personal valuables such as large amounts of money, radios, cameras, cell phones, iPods, electronic games, action figures, stuffed animals, trading cards, etc. Students are not allowed to use their cell phones in school. If a student is found using a cell phone during school hours, it will be taken away by a staff member and given to the principal for safe keeping until the end of the day when the student may come to the office to retrieve it. 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 to school, 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.

**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. 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, WEEI 590 AM, WGIR 610 AM and FM 101, and WCVB TV 5. Information may also be found on Salem’s Learning Channel, Channel 6. Please do not call the superintendent’s office, as phone lines need to be kept open.

**UNPLANNED 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.

**LOST AND FOUND**

Any item found in and around the school will be brought to the lost and found area in the cafeteria 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.
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
This Soule School Family Handbook’s Signature Page needs to be signed and returned to your child’s classroom teacher along with the rest of the First Day Information Packet materials, which require a parent/guardian signature, as soon as possible. Please sign below to acknowledge that you and your child have read and understand the procedures outlined in the Handbook. Any edits made to the Handbook will be posted on our website in the Soule Highlights under the What’s New Tab. If you have any questions, please give us a call in the office at 893-7053.

Date: ____________________________

I, ___________________________________, Parent/Guardian of
(Parent/Guardian Signature)

_____________________________________, hereby state that I
(Student Name)

have read the Soule School Family Handbook and discussed it with my child.

Teacher: ____________________________

Please return this signed page to your child’s teacher no later than Friday, September 7, 2018. In the case of late registrations, please return this page no later than one week after receiving the first day information packet.