August, 2019

Dear Students and Parents,

Welcome back to all of our returning students and families, and especially those families joining our school community for the first time. With the start of the school year, we all become important members of a community of learners which includes students, parents, school personnel, volunteers and other community members. All of us will work together to be sure that each Lancaster student has what they need to develop academically, emotionally, and socially.

The Lancaster Staff and PTA encourage all of the Lancaster parents to become active participants at Lancaster. Our school reflects the pride and commitment of a community to its youth. As in the past, we will continue to foster a spirit of communication to be sure that everyone is aware of the various occurrences and opportunities that are available at Lancaster.

This Student/Parent Handbook is designed to answer questions you may have regarding the William E. Lancaster Memorial School. It includes guidelines and pertinent information on policies and procedures to assist in a successful school year. We are here to answer questions about the information within this handbook, and/or address concerns you may have at any time. Please do not hesitate to call the office at 893-7059 for assistance.

Respectfully yours,

Adam D. Pagliarulo
Principal
LANCASTER SCHOOL GOALS

In acknowledging that Lancaster School is child-centered and committed to the success of all students, we pledge:

- To provide a safe environment for every child ensuring optimal success academically, socially, emotionally, and physically.
- To nurture, support, and accept all individual needs given our unique population.
- To model exemplary curriculum, instruction, assessment, attitude, and behavior.
- To maintain a successful interactive network between students, parents, professionals, and community.
- To celebrate and share the diversity of our student and professional population with the community and other schools within the district.

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# LANCASTER SCHOOL STAFF

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<tr>
<td>Team 1 – Grade 1</td>
<td>Jamie Aponas</td>
</tr>
<tr>
<td>Team 2 - Grade 1</td>
<td>Kristen Caredeo</td>
</tr>
<tr>
<td>Team 3 - Grade 1</td>
<td>Tara Devine</td>
</tr>
<tr>
<td>Team 4 – Kindergarten</td>
<td>Brittany Boraczek</td>
</tr>
<tr>
<td>Team 5 - Kindergarten</td>
<td>Megan Malloy</td>
</tr>
<tr>
<td>Team 6 – LEAP</td>
<td>Nicole Gromyko</td>
</tr>
<tr>
<td>Team 7 – RR</td>
<td>Joan Yeaton / Alisha Lupi</td>
</tr>
<tr>
<td>Team 8 - Grade 5</td>
<td>Sarah Rasheed</td>
</tr>
<tr>
<td>Team 9 - Grade 5</td>
<td>Anna Caron</td>
</tr>
<tr>
<td>Team 10 – Grade 5</td>
<td>Kristin Moser</td>
</tr>
<tr>
<td>Team 11 – Speech and STEM</td>
<td>Karen Ralston (SLP) / Erin Cianciolo &amp; Kim Hodgkinson (STEM)</td>
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<tr>
<td>Team 12 - Grade 3</td>
<td>Shanon Silverman</td>
</tr>
<tr>
<td>Team 13 - Grade 3</td>
<td>Emma Tracia</td>
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<tr>
<td>Team 14 – Art / Music</td>
<td>Victoria Earle / Joanne Facendola</td>
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<td>Team 15 - Grade 4</td>
<td>Kristen McLaughlin</td>
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<tr>
<td>Team 16 - Grade 4</td>
<td>Carrie Waterhouse</td>
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<tr>
<td>Team 17 – Grade 4</td>
<td>Meagan O’Neil</td>
</tr>
<tr>
<td>Team 18 -</td>
<td></td>
</tr>
<tr>
<td>Team 19 - Grade 2</td>
<td>Suzanne St. Laurent</td>
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<td>Kim DiZazzo</td>
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<table>
<thead>
<tr>
<th>Behavior Specialist</th>
<th>Nicole Halvatzes/Brenna Moore</th>
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<tr>
<td>Psychologist</td>
<td>Dawn Travis</td>
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<tr>
<td>Reading Specialist</td>
<td>Charlotte Gillespie</td>
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<td>Physical Education</td>
<td>Matt Persell</td>
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<td>Music</td>
<td>Joanne Facendola</td>
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<td>Band</td>
<td>Kristen McDonough</td>
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<td>Karen Ralston</td>
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<td>Occupational Therapy</td>
<td>Lori Carpenter</td>
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<tr>
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<td>Jenn Fricchione</td>
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<tr>
<td>Title 1 Reading</td>
<td>Kayla Jenkins</td>
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<tr>
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<td>Maggie Richards</td>
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<tr>
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<td>Katie Whiting</td>
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<tr>
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<td>Christine Vinci</td>
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<td>Pam Lundberg</td>
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<tr>
<td>Food Service</td>
<td>Elizabeth Noble</td>
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<tr>
<td>3 ½ hr. Aide</td>
<td>Brooke Marchesi</td>
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<tr>
<td>Head Custodian</td>
<td>Tom Ramsdell</td>
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<tr>
<td>Night Custodian</td>
<td>Roland LaRoche</td>
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<tr>
<td>Night Custodian</td>
<td>Isabel Murmane</td>
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<tr>
<td>Nurse</td>
<td>Casey Nichols</td>
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<tr>
<td>Administrative Assistant</td>
<td>Janis MacAskill</td>
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<td>Adam Pagliarulo</td>
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BELL SCHEDULE

<table>
<thead>
<tr>
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<th>Event</th>
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<tbody>
<tr>
<td>815</td>
<td>Morning starts bell</td>
<td>inside</td>
</tr>
<tr>
<td>830</td>
<td>first bell</td>
<td>Inside and outside</td>
</tr>
<tr>
<td>842</td>
<td>Morning Recess Ends</td>
<td>Inside and outside</td>
</tr>
<tr>
<td>900</td>
<td>Start Day</td>
<td>inside</td>
</tr>
<tr>
<td>1110</td>
<td>K-2 Lunch Bell (Gr 3-5 still in class working)</td>
<td>inside</td>
</tr>
<tr>
<td>1125</td>
<td>5 min warning (K-2 out to recess in 5min)</td>
<td>café only</td>
</tr>
<tr>
<td>1140</td>
<td>3-5 Lunch Bell</td>
<td>inside</td>
</tr>
<tr>
<td>1155</td>
<td>K-2 Recess Ends, 5 min warning 3-5 lunch</td>
<td>inside and outside</td>
</tr>
<tr>
<td>1225</td>
<td>3-5 Recess Ends</td>
<td>inside and outside</td>
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<tr>
<td>300</td>
<td>End of Day</td>
<td>inside</td>
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HELPFUL REMINDERS TO PARENTS/GUARDIANS

Be sure your child knows and can tell others:
1. His/her name
2. Street address
3. Telephone number
4. Parent’s/Guardian’s name

If your child is a walker, walk him/her to the school several times so that he/she will become familiar with the route to school as well as home. Remind your child to stay on the sidewalk at all times and to cross only in front of the school, at the crosswalk, or when the crossing guard tells him/her to do so. Walkers, bike riders, and student “drop-off” (students being driven to school) are not to arrive at school prior to 8:15 unless they are participating in the breakfast program, which begins at 8:10.

If your child is a bus rider, be sure to explain to him/her that children should stay off the streets and close to the bus stop while waiting for the bus. Children should also be made aware that they must be respectful of private property. **Students leaving school with an alternative plan other than their established daily routine need to bring a note to school with them on the day of the change. Please note that students are not allowed to ride on any bus other than the one assigned to them by the school district, this is a bus company policy.**

A NOTE TO STUDENTS

We welcome you as a member of our school. As a citizen of this school you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students to become better school citizens.

Be proud of your school. Take good care of it, and feel free to make suggestions for improving it. As a school citizen, you are expected to act and conduct yourself properly. You will learn necessary and useful skills for the future. You may find some things unfamiliar at first, but you will soon become accustomed to them.
Throughout your life you will be looking forward to the future, but you will also find yourself thinking of the fun and pleasant experiences you had while a student at Lancaster.

Did you know that you, your parents, and all the taxpayers of Salem own the school? Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, books, or even buses must be paid for with your own family’s money! Take care of our school by acting safely and discouraging or reporting vandalism/inappropriate activity to an adult in the building.

**STUDENT COUNCIL**

Student Council is an elected body of students who assist in making decisions that are best for Lancaster School. Two students from each fourth, and fifth grade classrooms are elected as homeroom representatives in a school wide election. Officers are chosen from this group with the stipulation that the president is a fifth grade student and the vice president is a fourth grade student. Student Council meetings are held frequently so if you are interested in being involved, make sure you are up for the commitment. Several staff members are advisors to this group.

**RESPECT**

Respect for teachers, support staff, other students, and visitors is expected at our school. Each of us should strive to be considerate of all.

Students are expected to respect and obey judgment of all staff members/adults in the building at all times. It is our belief that the expectations of parents and teachers are intertwined and inseparable. Appropriate behaviors include treating all adults with courtesy and following any request or directive given by them. Rudeness will result in disciplinary action.

Always remember to treat others the way you would want to be treated.

**SUBSTITUTE TEACHERS**

Our school is fortunate in having capable people to help us whenever circumstances require our classroom teachers to be absent from school. A substitute teacher is an important visitor whose impressions of our school will be carried out into the community. We can be certain that these are good impressions by being polite, helpful, and considerate just as you would be to your teacher.
DISTRICT WIDE ELEMENTARY SCHOOL RULES

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

<table>
<thead>
<tr>
<th>Salem School District Cultural Expectations</th>
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| **Safety**               | • We move safely.  
                            | • We use materials and equipment appropriately.  
                            | • We keep our hands to ourselves and honor personal space. |
| **Respect**              | • We speak and act with kindness.  
                            | • We value ourselves and others.  
                            | • We listen carefully and try to understand each other.  
                            | • We follow directions.  
                            | • We are better together. |
| **Responsibility**       | • We make positive choices.  
                            | • We manage our words, actions, and emotions.  
                            | • We will be present and work hard to learn.  
                            | • If we see something, we will say something. |

STUDENT BEHAVIOR

The school is responsible for the welfare and education of each of its students. Behaviors that are unsafe or interfere with the learning environment will not be tolerated. At the same time, behaviors that are safe and create a positive learning environment will be encouraged.

Teachers review classroom management plans with students. School discipline procedures are explained to students on the first day of school and reviewed often. A progressive discipline plan is followed. Disciplinary actions are not necessarily sequential, that is, the inappropriate behavior has varying consequences depending upon the seriousness of the event, the circumstances of the occurrence, and the number of repeated offenses. Consequences may include verbal warnings, conferences with students, or parent and students, loss of free time, time out, removal from class, detention, and/or suspension. Parents of students who receive detention will be informed of the infraction through a “Parent Notification” from the office. A twenty-four hour notice is given to allow transportation arrangements unless a mutual agreement is arranged on the day of the incident.

If a severe infraction of a rule is blatant or a danger to others, a severe clause goes into effect. In this case, the child may be given detention or suspension from school without going through a warning step. Salem School District Policies supplement or supersede Lancaster School rules. For further information on School District Policy regarding student conduct, please refer to Salem School District Policy JFC and JG.
STUDENT ATTIRE AND APPEARANCE

There is a definite positive correlation between 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.

Please avoid….

- excessively or inappropriately torn clothing
- clothing with inappropriate messages
- wearing jackets or hats in the classroom
- clothing that exposes a students’ midsection or insufficiently covers the upper torso (i.e. spaghetti straps)
- make-up
- footwear that could lead to injury during recess or physical education (i.e. flip flops, high heels)

Shorts of appropriate length may be worn at school until Columbus Day and after spring vacation. This is a general rule and parents are responsible for making sure their children are appropriately dressed for the weather outside. We go outside whenever possible! Sometimes it is even wet and cold.

Parents, particularly those of younger children, should plan for proper indoor and outdoor wear during inclement and winter weather. If boots are worn, shoes or sneakers should be brought into school for classroom wear. Snow pants are required for any child who wishes to play in the snow under the supervision of the adults on duty. Proper footwear is always encouraged for recess activities.

FOOD SERVICE

Monthly menus are available on the district website at the beginning of each month. If you would like a copy, please ask in the office. Breakfast is offered at the cost of $1.30 per day. Hot lunch, including milk, costs $2.40 per day. Milk may be purchased separately at the cost of $0.55 per day. Lunch money envelopes are available from teachers, as well as in the main office. Lunch money can be sent in at any time during the school week. All money should be sent in the preprinted envelopes or a sealed envelope. The Food Service Office for the district can be reached at 893-7077.

It is recommended that lunch boxes and bags be clearly marked with your child's name and team number. All money should be sent in preprinted lunch envelopes or a sealed envelope. It is recommended that you provide your child with a nutritious snack each day. Children who do not have a snack, often feel left out.
CAFETERIA EXPECTATIONS AND PROCEDURES

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

PLAYGROUND RULES AND PROCEDURES

1. District wide rules are to be followed at all times on the playground and during indoor recess.
2. Bullying, harassment, and fighting will not be tolerated.
3. Students are to stay in the assigned area. Students are to remain of the hill at all times.
4. Rough games and aggressive play are not allowed.
5. School equipment is to be shared and used properly.
6. Approved playground balls are the only objects to be thrown.
7. No balls are allowed on the upper parking lot area.
8. If difficulties with other students occur, walk away and talk to and adult on duty if assistance is necessary.
9. Students are prohibited from lifting another student up to the glider handle and are prohibited from pushing another student along the glider.
10. When the signal is given to line up, students are expected to do so immediately.
11. Students are to wear coats and other appropriate clothing when weather is inclement or cool.

PARENT/GUARDIAN PICK-UP PROCEDURE

If you are picking up your child, please park in the upper parking lot and walk down to the office. Anyone who picks up a Lancaster student must report to the main office to obtain a Parent Pick-Up Pass which has a picture of the student. Any person who is authorized to pick up your child(ren) should have a card that will be checked prior to them being given a Parent Pick-Up Pass. Dismissal will take place from the Cafeteria. When leaving the school, please do so via the rear cafeteria exit door and leave through the doors near Team 6 & 7. No adult will accompany students out the main set of doors through the lobby. We ask that this procedure is followed daily for the safety of all children.
VISITORS

Our main entry doors will be locked at 9:05 each day. You will have access to our foyer and will have to remain there until you are authorized entry. A school official will acknowledge the visitor and ask the purpose of the visit. Visitors may be required to show a form of picture identification if they are not known to the office staff, or the person monitoring our doors. Our doors unlock at 2:45 as we prepare for Parent Pick Up and dismissal.

Parent Vehicle Traffic / TRANSPORTATION

Parent vehicles are not allowed to enter the bus loop during the bus drop off time from 8:10 – 8:45, or during dismissal time from 2:35- 3:20. There is a Parent Drop off Loop for this purpose. The crossing guard will assist with this. No students should be dropped off on Millville Street. Please do not leave your car parked in the parent loop. There is a sidewalk for your children to move safely.

Parents are always asked to sign their child out when picking them up. If departure from school is other than routine, we request a note that day informing the teacher and the main office.

The safe transportation of Lancaster students to and from school is a primary concern, whether the mode is by foot, bicycle, car, or bus. When parents arrive to drop off or pick up students, they need to follow the directions of the crossing guard.

Riding a school bus is a privilege, not a right extended to students. Students are only to take their assigned bus. Bus passes are issued only at the discretion of the central office, only in the case of a childcare emergency and if space permits. Changing buses for the purpose of playdates is not allowed per the bus company and bus passes will not be authorized for this purpose.

STUDENT CONDUCT ON THE SCHOOL BUS

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

- First slip – Warning
- Second slip – Five day bus suspension
- Third slip – Ten day bus suspension
- Fourth slip – Twenty day bus suspension or suspension for the remainder of the school year. This will be at the discretion of the Superintendent of Schools.

Severe or repeated behavior may result in the advancement of these steps. Students can be removed for disruptive and unsatisfactory conduct. All pupils being transported are under the authority of the bus driver and must obey his/her requests.

**SCHOOL CLOSING AND DELAYED OPENING PROCEDURES**

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time may be delayed by ninety (90) minutes. The same conditions may also necessitate an early dismissal.

School closings, delayed starting times, or early dismissal will be announced over television and radio stations. Reports in the morning will be between 6:00 am and 7:00 am. If no report is heard, it can be assumed that there will be school. Please do not call the school. Telephone lines should be kept open in case of an emergency.

**SCHOOL HOURS**

The first bell rings for students to enter the building at 8:43am. **Walkers, bike riders, and students being driven by parents, should not be at school before 8:15 unless participating in the breakfast program which begins at 8:10.** Supervision for students is not provided until the first bus arrives at 8:15. School hours begin with attendance at 9:00 and end with dismissal at 3:00.

**ABSENCES AND EARLY DISMISSALS**

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. Each student’s attendance record at school is very important. When your child is going to be absent, we ask that you use our “Call-in Program”. This program is to ensure your child’s safety. Parents/guardians participating in this program call the main office at 893-7059 to leave an absence message containing the child’s name and his/her teacher’s name. Students arriving after 9:00 are to report to the main office for an “Admit Slip” before reporting to their classroom.

If your child is to be dismissed early, we ask that you send a note and come into the building to sign the dismissal log. Students will not be allowed to leave the building for a dismissal without an adult. Parents or designated adults dismissing students should be prepared to show appropriate identification such as a Parent Pick-up Pass or a driver’s license.

Parents requesting homework for an ill child are asked to call the school office first thing in the morning with their request. Homework will be left in the office at the end of the day for pick-up
unless being sent home with a sibling or designated student. Request made in the afternoon may not always be honored due to teachers not having time to put together a package to be sent home.

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.

TRUANCY

The law states a child six (6) to sixteen (16) years of age, “shall attend the public school within the district…or an approved private school during all the time the public schools are in session…” RSA 193: la.

It is not considered truancy if a child is excused for a physical or mental condition which is such as to prevent attendance at school or to make it undesirable; is excused by the School Board, Superintendent of Schools, or the Commissioner of Education; is excused because of a scheduled school event, illness, bereavement, required religious observation, or an appointment with a physician, dentist, or law enforcement agency that has been verified by the school administrator; or is suspended from school.

REQUIRED NOTE FROM HOME

A signed and dated note from home is required when:

1. There is a deviation from the student’s normal way of returning home after school.
2. The student is tardy. Accompanying the student to the main office to be signed in is preferred.
3. The student is to be dismissed for any period of time.
4. The student requires a temporary excuse from physical education or outdoor activities.

EMERGENCY TELEPHONE NUMBERS

In case of an emergency, it is important to have the Student Emergency Sheet up-to-date at all times. Please inform the office of any changes in telephone numbers, addresses, or names.

DOES YOUR CHILD KNOW WHAT TO DO IF YOU ARE NOT AT HOME? ALL CHILDREN SHOULD BE GIVEN INSTRUCTIONS BY PARENTS FOR EMERGENCY SCHOOL CLOSINGS.
A form is sent home prior to the winter months asking parents to provide contingency information for emergency school closings. This “Contingency Plan” is extremely important so we are aware of your instructions if there is a need to dismiss school early. **Students will not be allowed to use the telephone to inform parents of an early dismissal.**

**STUDENT HEALTH**

Ill students are to report to the school nurse who will decide the appropriate course of action. Parents are frequently contacted to pick up an ill child. If you cannot be reached, then the person designated on the emergency sheet will be called. **No child should be sent to school when ill.**

*It is important to protect the health of all the children as well as staff members and they should not be exposed to others who may be contagious.*

**MEDICATION IN SCHOOL**

If medication is to be administered during school hours, it must be administered by the school nurse or an administrator’s designee. Written instructions, signed by a parent and physician, will be required and need to include:

1. child’s name
2. name of medication
3. purpose of medication
4. time to be administered
5. dosage
6. possible side effects
7. termination date for administering the medication

A Parent’s Request for Personnel to Assist in Dispensing Medication form must be completed in order to administer medication in school. Copies of these forms are available in the nurse’s office. Medications must be in the original prescription bottle labeled with the student’s name, date, medication, strength, directions for use, and the physician’s name.

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/guardian for an adult to drop off new medications and pick up any unused medications. Parents may also come in during the day to administer the medication personally.

If your child is diagnosed by a physician with a communicable disease, you should call the school and report the information to the school nurse. Some of the most common communicable diseases occurring in school-aged children are chicken pox, conjunctivitis, strep throat, fifth disease, impetigo, ringworm, head lice, and scabies. The nurse will discuss with you the appropriate control measures and at what time your child may return to school. There are some communicable diseases that may require a physician’s note before the student may re-enter school.

**ACCIDENTS**
Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office.

**FIRE DRILLS**

We hope that there will never be a fire in our school, but precautions must be taken seriously. Fire drills at regular intervals are required by law and are an important safety precaution.

**FIRE DRILL PROCEDURE:**

1. Follow the instructions of your teacher if you are in the classroom, cafeteria, or library.
2. Be familiar with the fire regulations posted in each room you visit every day.
3. When the fire alarm sounds, leave the room quietly and in an orderly manner.
4. Walk quietly on the right side of the hallway.
5. Line up with your class outside the building in your designated area. Remain with your class until you are instructed to return to the building.
6. If you are separated from your class, leave the building by the nearest exit. Seek adult assistance to locate your class.

Lock Down Drills and other safety drills will also be explained and conducted during the school year.

**BICYCLE SAFETY**

It is important that any student riding a bike to school be familiar with all safety rules regarding bikes and should be skillful enough to ride his/her bike in a safe manner. Permission to ride a bicycle to school is a decision to be made by each family. Students will be expected to wear a helmet to and from school.

Students are to walk their bikes on and off school property. Bicycles must be parked in the racks provided and locked when not in use. Please send in a note the first day your child will be biking.

**CROSSING GUARD**

A crossing guard is stationed in front of the school from 8:15 am until 9:05 am and from 2:55 pm until 3:15 pm every school day. 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. Parking or stopping on Millville Street to discharge students is prohibited per order of the Salem Police Department because of safety concerns.

**COUNSELING**
Counseling service is available to all students. Many problems, concerning both school and one’s personal life can be helped by counseling with a competent person. The school counselor, or your teacher, will be happy to try to help you with your concerns.

COMMUNICATIONS

Notices are sent home from school with your child on a regular basis. A calendar and newsletter are issued each month. Please stress to your child the importance of bringing home every notice given to them by their teachers. If you have questions regarding the notices, please call the main office, our school secretary will be glad to help you.

TELEPHONES

The only telephone available for student use is located in the main office. It may only be used for emergencies. It is not to be used to call parents to bring in musical instruments, homework, forgotten notices, etc. Students are not allowed to use cellular telephones in the school building. If a parent wishes that a cell phone be in their child’s backpack, it should be given to the teacher for safe keeping throughout the school day.

SUPPLIES

All regular school supplies, i.e. pencils, paper, etc. are provided by the school. However, you may be asked to send in items such as egg cartons, scraps of material, empty cans/bottles, etc. for special projects. You may also be asked to send in a box of tissues or some hand sanitizer which are often needed during the winter months. It is very helpful if each student has a backpack or school bag to carry papers and projects home.

HOW YOU CAN HELP YOUR CHILD

The following suggestions are intended to help you support your child’s educational program this year:

- HOMEWORK - Homework is assigned for a variety of reasons. It is a valuable tool to reinforce learning, to foster initiative and independence, to work on specific skills that need improvement, and to provide enrichment. It is given on school nights and varies by grade level. Classroom teachers will inform you of their homework system at the beginning of the year. Homework assignments shall be marked and graded by the teacher and returned to the student within five days. Parents will be notified if assignments are missing or incomplete. In grades one to three, homework will be given once or twice a week for 20 to 30 minutes. In grade four and five, homework will be given three to four times a week for 30 to 60 minutes. Further details regarding the
Salem School District’s policy and regulation regarding homework are available upon request. It is important that students utilize a routine for keeping track of their assignments and checking their book bags for materials at the end of the day. A quiet work area and a scheduled homework time are assets to effective studying. In order for homework to be successful as a part of your child’s education program, we need your cooperation.

- **CONTACT WITH THE TEACHER** – Whenever you have a question, your first contact should be your child’s teacher. Communication helps all of us work together to assist your child. Teachers frequently send home notes to be signed. A prompt return is appreciated.

- **ATTENDANCE** – Good attendance and being in school on time are not only important for school, but for life. At the same time, sending a sick child to school is not appropriate for that child as well as the other students and staff members. Students are considered tardy if not in class by 9:00. Reminder: Walkers, bike riders, and drop-offs should not be at school before 8:15.

- **LIVING THE IMPORTANCE OF EDUCATION** – When family members read at home and discuss topics of interest, children have an awareness that learning never stops. We are in a time of rapid and frequent information exchange. Students need to read, converse, and receive feedback on their thoughts. Studies have shown that children from homes where reading is a valued and frequent activity usually do better in school.

- **COMMUNICATION AND AWARENESS** – THE BIG THREE; SELF-ESTEEM, PEER PRESSURE, AND SENSE OF HUMOR – Students are searching to form their own identities and there is sometimes a strong pull to be part of “the crowd”. Frequent communication, knowing your child’s interests, and meeting school friends helps. A sense of humor and recall of your own childhood is definitely an asset.

- **PARTICIPATE IN SCHOOL ACTIVITIES** – The Lancaster PTA meets monthly, and a school calendar and newsletter are sent home the first of each month. Notices and press releases announce special events. Often communications from school don’t always reach parents. We do try to keep you informed, but you may have to call us, or a neighbor, if your child is reluctant to bring messages home. Night events are an important part of school life. We want participants and guests to appreciate and enjoy the program. Students are required to have an adult chaperone at night functions.

**LIBRARY**

Students receive instruction in library and research skills. Individuals can obtain permission from their teacher to use the library. Library books damaged, lost, or destroyed are to be paid for by the student who has taken them out.

The library is maintained by a full-time, paid assistant. A meeting will be held at the beginning of the year for parents wishing to sign up as a library helper for a certain class. Helpers come in every week during that class’s library time and read stories, check out books, straighten shelves, help children find books, etc. Younger siblings may come along if necessary.

**PHYSICAL EDUCATION**
Lancaster students receive Physical Education weekly. The goals include stressing good sportsmanship, coaching strategies, sequentially developed curriculum, and the fostering of positive fitness attitudes for lifelong fitness. Physical Education is required unless a written request for dismissal is supplied. Students should wear sneakers and come dressed appropriately for class.

**CHORUS**

The chorus is comprised of fourth and fifth graders and is a voluntary program in addition to regular music. Children who choose not to participate in chorus work on assignments provided by their teachers. Chorus is held once a week during school hours. There are two concerts, a Winter Concert in December and a Spring Concert in May. All parents and siblings are invited to attend. **Students are required to have an adult chaperone at night functions.**

**SALEM BOYS AND GIRLS CLUB**

The Salem Boys and Girls Club has a van available to transport students from each of the elementary schools to an after school program at 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. Please contact the club for further information at 898-7709.

**PETS**

Pets are not allowed at school except by permission of the principal. If permission is granted for a pet to visit school, it is important that provisions be made for transporting the pet to and from school since they will not be allowed to spend the entire day at school. Pets must be housed in appropriate containers.

**BIRTHDAYS**

Please make **prior arrangements** with the classroom teacher about any food item you may send in as some children in your student’s class may have food allergies. **As in the past, invitations should be handled outside of the classroom and outside of school hours.** We will now have a Lancaster Directory that families can “opt” into if they want their address public for other Lancaster families to have access to. The directory paperwork is included in the opening day paperwork. If you need another copy, please contact the office.

**STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money, electronic games, iPods, cell phones, skateboards or other valuables to school. Students who wear glasses or watches are to
keep track of them at all times. Students, not the school, are responsible for their personal property. It is suggested that children have identification on clothing and all materials at school. Money sent to school should be in a clearly marked envelope stating the students’ name, team number, and purpose for the money.

Cell Phones have become more of a problem in recent years. While it is difficult to imagine situations where elementary students need a cell phone, there may be parents who wish for the students to carry them. If students bring a cell phone to school, they should be left in the teacher’s possession or in the main office for the duration of the day. Students may not, under any circumstances, use a cell phone during the day.

LOST AND FOUND

Students who find lost articles are asked to take them to the “Lost and Found” before or after school. This area is located inside the cafeteria. Valuables found should be turned in to the office.

Each year we send bags full of clothing to charity because of all the things children leave behind. This could be prevented by marking your child’s coats, boots, gloves, lunch boxes, etc. When you have a minute, please check the “Lost and Found”.

SPECIAL EVENTS

- FALL OPEN HOUSE – Lancaster hosts an Open House in mid to late September to familiarize parents/guardians with the school, teachers, curriculum, etc. Teachers are available to talk to parents on general terms such as curriculum, instruction, assessment, and classroom activities. Children are not encouraged to come to this event, as it makes it very chaotic for the teacher trying to make a presentation. If the parent wishes to speak to the teacher about his/her own child, they are encouraged to make an appointment with the teacher for a time convenient to both.
- BOOK FAIR – A book fair is run by the library assistant in the school library. Children will bring home a list of books available for purchase and can bring money in on their assigned day, or parents may come in during the school day to buy books for their children. All proceeds go towards buying new library books and materials.
- HALLOWEEN PARADE – Our annual Halloween Parade is held in late October. Students dress in costume and parade around the upper parking lot and with permission, to Millville Arms. Parents are invited to come and view the parade.
- GRANDPARENTS/SPECIAL FRIENDS DAY – This is a day that is set aside in the fall for Grandparents/Special Friends to come and experience school with our students. It is not a day for parents and siblings, but a time in the morning for others who normally do not have an opportunity to sit in on classroom experiences.
- MEMORIAL DAY PROGRAM – By law, schools are obliged to have a Memorial Day program. At Lancaster, we feel it is important to instill a sense of history, pride, and patriotism in our students. We annually organize a program we feel is meaningful to our students. All grades prepare songs, poems, readings, and/or essays to share on this patriotic day. As with any assembly, all are invited to attend.
• FIELD DAY – This is an all-day event directed by the physical education teacher. The children participate in contests, such as sack races, memory race, etc. culminating in a tug-o-war between classes at the end of the day. First, second, and third place ribbons are awarded for each event. Parent volunteers are needed to help run races, distribute refreshments, and cheer on the children.

LANCASTER PTA CORNER

The Lancaster PTA welcomes you to the new school year - and the Lancaster Community. We are excited about all that our PTA and school have to offer. Our Parent Teacher Association is only as strong as our members. We hope that you join us in advocating for our children and working to make Lancaster the best learning environment possible.

LANCASTER PTA MISSION STATEMENT – Children are the reason the Parent Teacher Association of Lancaster School exists. We believe that children are the most important members of the Lancaster School community, which also consists of parents, family members, teachers, support staff, administrators, and all Salem residents. We believe that children will reach their full physical, social, emotional, and intellectual potential only through active school community involvement. This organization is committed to providing opportunities that support and celebrate the families of our children.

LANCASTER PTA GOALS

1. In the information rich world, the ability to read well is becoming increasingly more important in ensuring our student’s success in this world. We will continue to support literacy in our students and school family.
2. When families donate their time and talents to our school, students come to see that their education is important. We will encourage volunteerism through improving our volunteer program and providing fun activities which allow families to enjoy our school together.
3. Lancaster strives to build a community spirit among its members. People who live in a community are responsible for others in that community. We will provide opportunities for our students to reach out into the extended Salem community and share their gifts and talents.

PTA INFORMATION – All families are invited to join the PTA. The dues are only $10.00 per year. This small expenditure provides a membership in the Lancaster, New Hampshire, and National PTA. This is a way to show your support for our school and the education of your children as well as children nationwide.
Our meetings are held on a monthly basis. Dates and times are listed on the Lancaster web site as well as in the monthly calendar that is sent home with students. Please come and add your thoughts and ideas during these meetings. The more people who come, the stronger our organization and the bigger the difference we can make in our children’s lives.

Communication with your PTA board and chairperson(s) is easy. Notes are routed to the PTA through the PTA box in the lobby outside the main office. Please feel free to call the PTA board members or chairperson(s). We want to hear from you.

PTA HAPPENINGS (some examples)

- **Holiday Gift Fair** – During early December, students are given the opportunity to purchase gifts for their families at a Holiday Store.
- **Boxtops for Education** – Each year we collect a variety of labels which we will redeem to acquire equipment and supplies to be used in our school. In the past we have obtained computer programs, playground balls, and teacher idea books among other items. Please look for the list of labels we are collecting this year in your child’s school bag.
- **Fundraisers** – Each year one major fundraiser is held by the PTA. This money finances PTA events, and a variety of programs such as; cultural events, assemblies, our reading incentive program, after school programs, and our art show.
- **Family Fun Nights** – Several times throughout the year, the PTA invites families to come on out to a fun-filled night at the school. This is a time to just get together and have a fun time. Notices will be sent home with your child explaining the “theme” behind each family fun night.
- **In School Cultural Programs** – Each year our PTA provides assemblies that relate to the curriculum. In the past, we have provided programs about music, various cultures, science, and literature.
- **Volunteer Opportunities** – As volunteers, regardless of our specific task, we show our children that education is important enough for us to donate our time and talents. Our participation in our children’s education touches them in a multitude of ways.

Lancaster provides many opportunities for volunteerism both inside the school building as well as at home. Each room will have a volunteer room coordinator who works with our school wide volunteer coordinator. Monthly, students carry home a newsletter about happenings in their classroom, parenting advice, news from the PTA, and opportunities for volunteer services as well as a volunteer sign-up sheet. When parents return their volunteer slips, they will be contacted by their room coordinator who will confirm their “job”. If you have any questions, please feel free to ask the coordinator and they will get you an answer. You may also contact the PTA chairperson(s) concerning related events.

THE THREE C’s of VOLUNTEERISM

- **COMMITMENT** – Your commitment allows our school to create and carry out events, programs, and activities that we would otherwise be unable to accomplish. Each new volunteer broadens our children’s lives by providing new experiences and activities. If you are unable to volunteer at your specific time, please contact the school. Remember, you are an important part in our day.
- **CONFIDENTIALITY** – Each individual who works in our school is expected to conduct themselves with a high level of integrity. Respect is the key word and a large part of respect is the upholding of student confidentiality. If you have a concern about a
student’s well-being, please share this information with only the teacher or guidance counselor. If we all share this high level of confidentiality, students will feel safe and supported at Lancaster.

- **CREATIVITY** – Our gifts of volunteerism are only limited by our creativity. If you have a gift or a talent that you would feel would benefit our students, please share your gift. By offering many activities, we broaden our student’s world and encourage them to become great citizens.