August 2019

Dear Students and Parents,

On behalf of the Mary A. Fisk School, I welcome back all of our returning students and families and offer a special welcome to those who will be joining us for the first time. I assure you that your child is attending a school with a tremendous staff where we strive to meet each student individually. Our school’s focus will not deviate from the Salem School District goals which places student achievement at the forefront.

With the start of a new school year, we are all given the opportunity to begin anew. Whether you are a student, parent, staff member or volunteer, we all belong to the Fisk family. Together we can make sure that every student’s social, emotional and academic needs are being cared for and met. It is a great responsibility, but one that as a school community we must achieve.

As the year gets underway, there will be opportunities offered by our PTA or Fisk staff to become involved in our school. I ask you to be looking for that special opportunity that you can contribute to our school, even if it’s in the smallest of ways. Please be assured that whenever we are given the chance, we will communicate with you about the wonderful things that are happening at Fisk, and I ask that you provide that same communication with us.

This handbook is written for you as a guide to answer questions pertaining to Mary A. Fisk School. It includes policies and procedures that have proven to provide a safe and orderly school which instills confidence in all that attend. I encourage you to read the handbook and contact the office at 893-7051 if you have any questions.

I look forward to seeing all of you in the coming weeks.

Respectfully yours,

George W. Murray
Principal
SCHEDULE
For Grades K-5

8:45. ................................. First Bell Rings
8:55. .............................. Morning Announcements
9:00 ................................. School Starts
11:15-12:00 ............ Recess and Lunch.....Grades 2 & 3
11:40-12:25 .......... Recess and Lunch.....Grades 4 & 5
12:00-12:45............ Recess and Lunch.....Grades K & 1
3:00 ................................. Dismissal

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, technology, supplies and furniture supplied by the school.

RIDING A SCHOOL BUS

Riding the school bus is a privilege extended to students, not a right. All pupils being transported are under the authority of the bus driver and must obey his/her requests. Remember that the bus driver is authorized to assign seats. The following rules and regulations are to be followed:

STUDENT CONDUCT ON THE SCHOOL BUS

1. Remain well 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 and remain seated until the destination is reached.
3. Keep your hands, arms, and head inside the bus.
4. There shall be no shouting roughhousing, or throwing things 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 a street is necessary, it shall always be done in front of the bus far enough ahead of the bus so that the driver may adequately observe. 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 misbehaves on the school bus, he/she will be required to meet with the Principal.

HELPFUL REMINDERS TO PARENTS

Be sure your child knows and can tell others:
1. His/her name
2. Street Address
3. Telephone number
4. Parent’s name
If your child is a walker, walk him/her to school several times so he/she will become familiar with the route. 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.

**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 that needs to be made by each family. **Students must wear a helmet if riding their bike to school. (It is now a law in the State of New Hampshire – RSA 265:144 – effective January 1, 2006).**

Students in **grades two through five** may ride bicycles to school with written parent permission. We ask that you also contact Mr. Murray directly advising him that your child will be riding a bike. Bicycles must be parked in the racks provided and locked when not in use.

If your child is a bike rider, walker, or a student “drop-off” (a student being driven to school) students are not to arrive at school before 8:15am.

**CROSSING GUARD**

A crossing guard is stationed in front of the school from 8:15am – 8:45am and 3:00pm – 3:15pm every school day. The Crossing Guard stops traffic so students may cross the street safely. Please be sure that your child understands that they should cross only at the direction on the Crossing Guard.

**ATTENDANCE**

Student attendance 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 participating in this program call a recorder phone (893-7051, Ext. 10) to leave an absence message containing the child’s name and the teacher’s name. We ask that you share the reason for your child’s absence. Students arriving after 9:00am are to report to the office for an “Admit Slip” before reporting to their classroom.

**DISMISSAL PROCEDURES**

**Early Dismissal:** If your child is to be dismissed early, we ask that you send a note or email to Marianne Mitchell at Marianne.Mitchell@sau57.org and come into the building to sign the Dismissal Log. Parents, or designated adults, dismissing students should be prepared to show appropriate identification such as a driver’s license.

**Daily Dismissal:** There are four dismissal designations. Students are dismissed at the end of the day as either (1) Walkers, (2) Car Riders, (3) Bus Riders or (4) Discovery Club. There is a daily dismissal log email that Mrs. Mitchell, our 6 hour assistant, sends out to the staff every day at 2:45pm. To start the year we use the information for the dismissal log that’s listed on Infinite Campus, under Transportation Information, which you verify for us when you review and send back the Census Verification Sheet. This information will be used as your child’s daily dismissal
plan. The Transportation Information will either have a bus number, “W” for walker or “NT” for no transportation, under the PM dismissal information. If there is a different way that you would like your child to be dismissed at the end of the day, we ask that you send an email to Mrs. Mitchell at Marianne.Mitchell@sau57.org. Please note that if you send an email, Mrs. Mitchell will email you back a confirmation. If you do not receive a return email, please call the school at 893-7051 to make sure your email has been received. Mrs. Mitchell will enter your daily dismissal plan for your child in the log.

Dismissal Changes: Please send an email to Marianne.Mitchell@sau57.org with any dismissal changes. In addition, please do not hesitate to call Fisk at 603.893.7051 if you have any questions or concerns about dismissals, Fisk office will be happy to answer all your questions.

**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 to Mr. Murray 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 the credit to be earned. An absence of more than five school days and/or failure to complete the make-up timely 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. . .L” 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.

**HOMEWORK**

Homework is intended to link your child’s educational experience from school to home and to create strong study habits and skills. Below we provide information on how you can help support your child with their homework.

1. Each evening your child’s homework will have a clear purpose. We encourage you to talk with your child about that purpose as this will provide you with an understanding of the learning that is happening in the classroom.

2. Homework is not intended to teach students new learning. Instead, students should already have secured the necessary skills to complete the homework independently.
3. Parents are not expected to sit and help students with their homework. A parent’s role is to provide a quiet location which is free of distraction along with a consistent schedule to complete the homework.

4. Feedback from the classroom teacher will be provided to the student. Reviewing the feedback will provide you with an understanding of your child’s progress.

You should not expect your child to spend countless hours completing their homework. We have provided some general time allocations as a guide:

- Grades K-1: 10 minutes per night (Monday - Thursday)
- Grades 2-3: 20 - 30 minutes per night (Monday - Thursday)
- Grades 4-5: 40 - 50 minutes per night (Monday - Thursday)

We are certain that this information will be helpful as you support your child with his/her homework during the upcoming school year.

**STUDENT CONTACT INFORMATION**

In case of an emergency it is important to have the Student Contact Information up to date. Please inform the office of any changes in telephone numbers, addresses, or names.

**DOES YOUR CHILD KNOW WHAT TO DO IF YOU ARE NOT 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 Early Dismissal Plan” is extremely important so we are aware of your wishes if there is a need to dismiss school early.

**LIBRARY**

The school library will be open during school hours and each class will visit the library once per week. Students are permitted to sign books out of the library.

**RESPECT, RESPONSIBILITY AND SAFETY**

Fisk School provides a safe and secure environment. It nurtures good citizenship and personal improvement for students to become respectful and responsible individuals that helps them become productive and successful members of the community. We promote this through our emphasis of **Respect, Safety and Trust**, district wide elementary regulations and the Fisk School progressive discipline guidelines.

**Regulations**
1) Walk and move safely in the building.
2) Show respect for others, the school and the environment
3) Follow directions.
4) Keep hands and feet and all other objects to yourself.

**SCHOOL CLOSING AND DELAYED OPENING**
In the event of severely inclement weather or unforeseen circumstance, school may be closed early or starting time delayed. A late opening would delay the start of school for 90 minutes. The same conditions may also necessitate early dismissal. In the event of a cancellation or dismissal, we will notify parents via various forms of social media. If no report is heard, it can be assumed that school will be in session.

BREAKFAST PROGRAM

The Fisk School Breakfast Program is run by the Salem Food Service. There will be breakfast combination choices that will be available daily consisting of assorted cereals, poptarts, bagels, egg sandwiches’ and cereal bars, served with a 4oz. juice and 8oz. milk for a price that will be determined. During the week, there will also be specials available such as French toast, pancakes, honey buns and muffins. Breakfast items may also be purchased ala carte and the prices would range from 50 cents to a dollar.

COUNSELING

Parents and students are able to access the support of our school counselor, Mrs. Gauthier. She can be reached at greta.gauthier@sau57.org or by phone during school hours.

NIGHT FUNCTIONS

Students and their families are encouraged to attend night functions, which are frequently held. (Shows, choral presentations, family fun nights, etc.) Students are required to have an adult chaperone attend with them.

STUDENT ATTIRE

There is a definite positive correlation between good dress habits, good work habits, and appropriate school behavior. Any type of attire, which attracts undue attention to the wearer, and thus disturbs the learning environment, or poses a danger to the health and safety of a student, is not acceptable.

Excessively torn clothing that represents vulgarity, drugs, or alcoholic beverages, halter or tank tops, half shirts, tight fitting or revealing clothing, such as spandex, are considered unacceptable.

Except in cases where permission has been given, jackets and hats are not to be worn in classrooms. Shorts may be worn in the fall and spring or at the discretion of the principal. Excessively short skirts or shorts, such as gym shorts are unacceptable.

There are recess periods in the early morning and at lunchtime. Students are to be dressed appropriately to go outside.
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 & LOCK DOWNS

Fire drills and lockdown drills are required by law and are an important safety precaution. It is essential that when the first announcement is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill, or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate, as you would be to your regular teacher.

BEFORE AND AFTER SCHOOL

1. Supervision of students begins at 8:15 a.m. each day. Therefore, no student should be in the building before 8:15 a.m. unless issued permission by Fisk staff.

2. No student should be in the building after 3:15 p.m. unless he/she is participating in a school sponsored event.

LEAVING SCHOOL DURING THE DAY

Students are not permitted to leave the school grounds at any time during the school day without written parental consent and a slip from the school office. If you must leave the building because of illness or any other emergency, a parent/guardian or designated person must sign the Dismissal Log in the office.

PHYSICAL EDUCATION

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

NURSE & MEDICATIONS
Ill or injured students are to report to the school nurse who will decide on the appropriate course of action. If the nurse feels the student needs to go home, a parent or guardian will be called. If you cannot be reached then the next person designated on the Census Verification Report will be called. No child should be sent to school when ill. It is important to protect the health of all the children and they should not be exposed to others who may be contagious.

In order for a student to be given any prescription medication during school hours, the school must have a signed written statement from the child’s physician containing the following information: name of medication, strength, duration of order, dosage, method of administration, and time medication is to be given. A “Hold Harmless” release statement must also be signed by the parent or guardian indicating that school personnel may assist in the administration of such medication. Copies of these forms are available in the school office. Medications must be in the original, prescription bottle labeled with the student’s name, date, medication strength, physician’s name, and directions for use. 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. Parents may also come in during the day to administer the medication personally.

The school has a limited supply of over-the-counter medications that may be dispensed with written parental permission. This permission form is sent home at the beginning of the school year. These medications include acetaminophen (generic Tylenol), ibuprofen (general Advil/Motrin), anti-itch cream, cough drops/chloroseptic spray, antibiotic ointment, Oragel, and Antacids. All other over the counter medications must be approved by the nurse and supplied by the parent or guardian.

If your child is diagnosed by a physician with a communicable disease, you should call the school and report this information to the school nurse. Some of the most common communicable diseases occurring in school are strep throat, conjunctivitis, fifth’s disease, impetigo, ringworm, head lice, and scabies. The nurse will discuss with you appropriate control measures and when your child may return to school.

**TELEPHONES**

The only telephone available for student use is in the office. Student use will be determined by our school secretary.

**LOST AND FOUND**

Our Lost and Found is located near the cafeteria. Please come after school to retrieve lost items.

**STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money, electronics, games or other valuables to school, and if they wear glasses or watches to keep track of them at all times.
Some families may opt to allow students to bring cellphones and tablets to school. We ask that these devices remain turned off and kept safely in a student’s backpack while at school. Phones and tablets should not be used during the school day.

Treat others as you would like to be treated!

"The Salem School District does not discriminate in its educational programs, activities, or employment practices on the basis of race, creed, 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, 206 Main Street, Salem, NH 03079."