

William E. Lancaster Elementary School



STUDENT & FAMILY HANDBOOK 2025-2026

**William E. Lancaster
Memorial School**

54 Millville Street
Salem, NH 03079
603-893-7059
603-893-7060 (fax)

August, 2025

Dear Students and Parents/Guardians,

Welcome back to all of our returning students and families, and especially those families joining our school community for the first time. As the school year kicks off, we all become important members of a community of learners which includes students, parents/guardians, school personnel, volunteers and other community members. We will all work together so that each Lancaster student has what they need to develop academically, emotionally, and socially.

The Lancaster Staff and PTA encourage all families to become active participants throughout the school year. Our school reflects the pride and commitment of a community to its youth, and your support and participation is vital to the success of our school. As in the past, we will continue to foster a spirit of communication so everyone is aware of the various events and opportunities that are available at Lancaster.

This Student and Family Handbook is designed to answer questions you may have. It includes general 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 take the time to read the following pages, as it will support your child's successful elementary school year at Lancaster. Feel free to call the office at (603) 893-7059 for further assistance.

Let's begin a new school year filled with enthusiasm, curiosity, and our Wildcat Spirit!

Respectfully yours,

Laura Livie

Laura Livie
Principal

SALEM SCHOOL DISTRICT

2025-26 School Calendar



October						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

School Days: 22

January						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

School Days: 18

April						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

School Days: 18

August						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

School Days: 3

November						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

School Days: 15

February						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

School Days: 15

May						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

School Days: 19

September						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

School Days: 21

December						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

School Days: 17

March						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School Days: 22

June						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

School Days: 10

Aug 21, 22, 25, 26	Teacher In-Service Day - Teachers Only
Aug 26	Grades 6 & 9 Orientation
Aug 27	First Day of School for Students
Sept 1	Labor Day (No School)
Sept 24	Early Release - PD District
Oct 13	Columbus Day (No School)
Oct 22	Early Release - PD District
Nov 10	Teacher In-Service Day - Teachers Only
Nov 11	Veterans Day Observed (No School)
Nov 26-28	Thanksgiving Break (No School)
Dec 10	Early Release - PD District
Dec 24 - Jan 2	Holiday Break (No School)
Jan 19	Martin Luther King Jr./Civil Rights Day (No School)
Jan 26	Teacher In-Service Day - Teachers Only

Feb 11	Early Release - PD District
Feb 23 - Feb 27	Winter Vacation (No School)
Apr 1	Early Release - PD District
April 27 - May 1	Spring Break
May 13	Early Release - PD District
May 25	Memorial Day (No School)
June 12	Last Day of School for Students

ER - Early Release is 90 minutes earlier than regular dismissal

- Salem High School - 12:45

- Woodbury School - 12:40

- Elementary School - 1:30

No PM Preschool on Early Release Days

Delayed Opening due to inclement weather is 2 hours

Adopted February 11, 2025

Always get the current version of the SSD calendar [at this link.](#)

Salem School District
2025-26 School Calendar (Accessible Version)
Adopted 2/11/25

Special Days:

- August 21, 22, 25, 26 – Teacher In-Service Day – Teachers Only
- August 26 – Grades 6 & 9 Orientation
- August 27 – First Day of School for Students
- September 1 – Labor Day – No School
- September 24 – Early Release – PD District
- October 13 – Columbus Day – No School
- October 22 – Early Release – PD District
- November 10 – Teacher In-Service Day – Teachers Only
- November 11 – Veterans Day Observed – No School
- November 26-28 – Thanksgiving – No School
- December 10 – Early Release – PD District
- December 24 – January 2 – Holiday Break – No School
- January 19 – Martin Luther King Jr./Civil Rights Day – No School
- January 26 – Teacher In-Service Day – Teachers Only
- February 11 – Early Release – PD District
- February 23–27 Winter Vacation – No School
- April 1 – Early Release – PD District
- April 27-May 1 – Spring Vacation – No School
- May 13 – Early Release – PD District
- May 25 – Memorial Day – No School
- June 12 – Last Day of School for Students

Early Release Days:

- Early Release is 90 minutes earlier than regular dismissal:
 - SHS – 12:45 pm
 - Woodbury – 12:40 pm
 - Elementary Schools – 1:30 pm
- No PM Preschool on Early Release Days
- Delayed Openings due to inclement weather is 2 hours

Resource Links for Parents and Students

<https://sau57.org/ssd/parents>

FORMS AND ACCOUNTS

Complete Annual Family and Student Forms

- [Annual Parent Documents \(Review Only\)](#)
- [Annual Family Information Updates\(Read & Sign\)](#)
 - [Parent Portal Login](#)
- [Parent/Student Handbooks](#)

Create an Infinite Campus Parent Portal Account

- [Web Portal Login](#)
- [Parent Portal Overview](#)
- [Portal Features](#)
- [Portal Help & FAQs](#)

Create a ParentSquare Account

- [ParentSquare Web Portal Registration/Login](#)
- [More information about ParentSquare](#)
 - App Download, How-tos, FAQs
- [View Recent District ParentSquare Posts](#)

Register & Enroll Students

- [Registration General Information](#)
- [New Student Application Form](#) (Families new to the district)
- [Parent Portal Login \(Existing families with new students\)](#)

Food Service Accounts

- [Create/Update MySchoolBucks Account](#)
- [Sign Up for Free & Reduced Meals](#)
- [View Lunch Menus](#)

Student Forms

- [Student Insurance, Health, and Employment Forms](#)

HEALTH & SAFETY PROTOCOLS

- [Respiratory Illness Guidelines](#)
- [Emergency Response Protocols](#)

CURRICULUM

- [Math \(K-8\)](#)
- [Literacy \(K-8\)](#)

TECHNOLOGY SUPPORT

- [Classroom equipment, tools, and online applications](#)
- [Data Privacy Website](#)



SCHOOL HOURS

Students enter the building at **8:45 am** and are dismissed at **3:00 pm**. Supervision of students begins at 8:30 a.m. *Students should arrive at school **no earlier** than 8:30 am unless they are enrolled in a before school program.* Students who wish to eat breakfast should report directly to the cafeteria upon arrival at school between 8:30 - 8:45 am.

8:30	Supervision of students begins	
8:30- 8:43	Drop off / Recess / Breakfast in the Cafe for \$1.60	
8:43	Bell to line up & enter building (start of the school day)	
9:00	Announcements, then classes begin Students are considered tardy after 9:00 AM.	
11:05 - 11:50 Recess / Lunch	11:05- Recess for Grades 1 & 2	11:30- Lunch for Grades 1 & 2
11:35 - 12:20 Recess / Lunch	11:35- Recess for Grades K & 4	12:00- Lunch for Grades K & 4
12:05 - 12:50 Recess / Lunch	12:05- Recess for Grades 3 & 5	12:30- Lunch for Grades 3 & 5
2:55	Parent Pick Up students dismissed (car riders)	
3:00	Bus riders dismissed After school child care dismissed Walkers & bike riders dismissed	

HELPFUL REMINDERS TO PARENTS

Be sure your child knows and can tell others:

- His/her name
- Street address
- Parent/guardian telephone number
- 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 an adult tells him/her to cross.

Similarly, if your child will be a bike rider, please practice the route with your child. See the section on "BICYCLES" on pg. 11 of this handbook.

VISITORS TO THE SCHOOL

We seek to maintain a safe environment by keeping all of our exit doors locked during the school day. Our front inside doors are open until students enter the building and locked from 9:05 am to 2:45 pm daily to ensure the safety and smooth operation of the school.

The district will continue to enforce a single point of entry at the front of each school building during regular school hours. All visitors will be required to present a photo identification such as a driver's license upon entering the building. The Raptor Visitor Management System will perform a background check on all visitors, contractors, and volunteers. Once approved, visitors will be issued a badge that includes their name, photo, date, and purpose of their visit. As always, visitors will wear this identification throughout the visit during school hours. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

EDUCATIONAL PROGRAMS AND STUDENT LEARNING

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

ASSESSMENTS

Informal (classroom tests, quizzes, questions, assignments) and formal assessments give all of us valuable information about what our students know and are able to do. Information (data) from assessments helps teachers and staff make decisions about instruction and how to help each child access learning goals. Below please find some information on several assessments our students will be completing this upcoming year. Students in grades K-5 take an online assessment called iReady. This assessment is aligned with our state standards and gives teachers immediate information on each student. This information helps inform their large and small group teaching in the areas of Literacy and Mathematics. Students take this assessment two to three times a year. Students in Grades 3, 4, & 5 will participate in the New Hampshire State Assessment (NH-SAS) in the spring. This state test is taken on the computer and provides further information on how our school and students are progressing in meeting our state's learning standards



HOMEWORK

Homework is an important part of the educational process. It serves as a bridge between school and home, giving family members insight as to what is being learned in the classroom. Homework helps students practice skills taught in class, and aids in the development of independent study skills and work habits.

Teachers will be sharing information about their homework policies at the beginning of the school year. Students and their families are encouraged to use the homework folders that have been provided to help ensure effective home-school communication. Grade levels have developed consistent homework expectations that align with our school's homework emphasis on reading independently and math skills. Please help your child to follow and meet his/her teacher's expectations. Practicing reading and math at home will help your child succeed in school over the long run. Students in all grades are given HOME-SCHOOL folders which may be utilized daily.

Please take the time to review your child's folder each night.

LIBRARY

The school library will be open during school hours, and each class will visit the library once a week. Students are permitted to sign books out of the library, and we ask that they care for them.

REPORT CARDS

We continue to look at students' learning in terms of the demonstration of their level of proficiency in mastering grade level expectations. Our Trimester reporting following dates have been set for the 2025-2026 school year, subject to change:

MARKS CLOSE	REPORT CARDS
Monday, November 24, 2025	Monday, December 1, 2025
Thursday, March 12, 2026	Monday, March 16, 2025
Last Day of School	Sent home with students

Watch for Parent-Teacher Conference information in November.

PARENT/GUARDIAN SCHOOL COMMUNICATION

The Salem School District uses ParentSquare as its primary tool for parent communications. ParentSquare can be accessed via a web portal (<https://parentsquare.com>) or a mobile app and consolidates district, school, and teacher communications into one location. While creating a ParentSquare account is not necessary to receive messages, parents with accounts can view all relevant messaging in one place and customize how (email, text, app) and when (nightly digest or instantly) you receive messages. Other benefits of creating your account include customized language translation settings and access to interactive features that streamline teacher-to-parent communications.

For more information, visit <https://sau57.org/parentsquare>.

Parents/guardians may make appointments anytime throughout the school year with teachers or other professional staff by telephoning the school office at 603-893-7059 or emailing teachers directly. Good communication between home and school will result in a more successful and rewarding school experience for your child.

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

Changes to Your Child's Dismissal/ PICK UP PATROL

Pick-Up Patrol (PUP) is an app that you can put on your phone to communicate how you would like your child to be dismissed. It is the best form of communication to the school for every day dismissal plans, last minute changes, and absences. This program gives you access to the entire school year so that you can make changes that are necessary for one day or for an entire month at a time.

At the beginning of the school year, we will ask that you enter into Pick-Up Patrol (PUP), your child's regular dismissal plans, which we refer to as the "default" plan. (For example, Mon, Tues, Wed will be a bus rider, Thurs and Fri will be a car rider.) Each day you have the option to go into PUP to make any necessary changes for the day. **Changes need to be made by 2:25pm each day in order to communicate that information to the classroom/student.** Changes after that time will require a phone call to the school office.

Early dismissals or late arrivals to school for things like doctor's appointments as well as who may be picking up your child can be entered into PUP directly. By entering in the information ahead of time, the school will have ample time to make any needed adjustments to your child's schedule.

We encourage you to call the office if you need any assistance in getting PUP set up or have difficulty using it.

When you arrive at school to pick up your child early, come through the first set of doors to let the office staff member know you are there to dismiss your student and be prepared with a current form of identification (such as a driver's license). Once in the building, you'll be asked to sign your child out on a dismissal log and wait in the main office until your child arrives. Children will only be released to parents/guardians, unless the school has been notified by the parents/guardians that they have granted permission for someone else to pick up their child. This information can also be entered directly into PUP.

We will call students to the office once the parent has arrived to avoid a student missing additional class time by waiting in the office.

STUDENT CONTACT INFORMATION

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

STUDENT ABSENCE/TARDINESS CALL-IN PROGRAM

Regular attendance and punctuality are important for students' continued progress. **When your child is going to be absent, we ask that you use PickUp Patrol to notify us or call the school.**

Parents should call **(603) 893-7059** to leave an absence message containing the child's name, teacher's name. We ask that you share the reason for your child's absence. Students are expected to be seated at their desks, ready to learn, no later than 9:00 AM. Students arriving after 9:00 AM are to report to the office, and the office staff will instruct the student to either go to class or hand the student an admit slip to enter class.

EXCUSED/UNEXCUSED ABSENCES

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

1. An "excused" absence may be granted if the reason for the absence or tardiness is illness, bereavement, infrequent visits to a physician or dentist, and approved school activities.
2. **Parents/legal guardians intending for a student to accompany them on a trip/vacation may submit a written request to the Principal two weeks in advance** of the last day of school to be attended before the trip. Make up homework for credit will be allowed for five missed school days. All work missed must be made up within five school days of returning to class for credit to be earned. An absence of more than five school days and/or failure to complete make-up work shall be an unexcused absence. The sole responsibility for seeking out assignments missed rests with the student/parent. Parents

and students should be proactive. Understand that your vacation is an extra burden to the teacher, and teachers may not have schoolwork available for students prior to the trip.

3. Communication from families to school is critical. It is helpful for families to share relevant medical information and/or medication changes with the school nurse, particularly when there may be an impact on a student in school.
4. Further action by the principal and school district personnel may be taken if a child has a significant number of unexcused or excused absences.

If a child is not in school, he/she is not eligible to participate in after school or evening school events that day or evening.

TRUANCY

In accordance with State Law RSA 193:1, a parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district.

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 make it undesirable, is dismissed 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.



PARKING & STUDENT DROP OFF

If you are dropping off a student in the morning from 8:30-8:45 am, please use the Parent Loop in our main parking lot. We have staff members who will assist your students out of your vehicle. Parents remain in their vehicle, and it's best if students sit on the right side of the vehicle for the safety exit. Drivers must be patient, remain free of distractions, and **not pass other vehicles in the Parent Loop.**

We will continue to use the parent drop off loops in the front of the building for afternoon pick up of students who will not be utilizing the buses. More information about Parent Drop-Off and Pick-Up will be provided to families before the school year begins. Parking is limited for events at Lancaster. Thank you for your cooperation, patience, and continuous awareness of student safety.

WALKERS

Students who walk to school should use the crosswalk near the school entrance. A crossing guard is available daily from 8:30-9:00 and 2:55-3:15. Students should WALK on the sidewalks by the school and along Millville Street. Additionally, we ask students to stay off of neighbors' lawns, as we want to show respect to our nearby neighbors. It is recommended that parents walk their students to and from the crosswalk from their cars to ensure their safety. Parents who park on the side streets should avoid fire hydrants and driveways. Make sure all cars are parked only on one side of the street, per the Salem Police Department.



BICYCLES

Permission to ride a bicycle to school is a decision that needs to be made by each family. Students in grades 2-5 may ride bicycles to school with permission. A written note granting permission must be written by the parent/guardian and sent to the office (ATTN: Principal) in the fall and in the spring. It is very important that any student riding a bike to school be familiar with safety rules, and also be skillful enough to ride his/her bike in a safe manner. **Students must wear a helmet if riding their bike to school. It is a law in the State of New Hampshire – RSA 265:144 – effective January 1, 2006. Children must walk their bicycles on and off the school property.** All bicycles must be parked in the racks provided and locked when not in use. Students are not to arrive before 8:30 AM. The school cannot be responsible for any bicycles left at school.

Planned Early Release Dates

For the 2025-2026 school year there are six planned Early Release dates:

Wednesday, September 24th
Wednesday, October 22nd
Wednesday, December 10th

Wednesday February 11th
Wednesday, April 1st
Wednesday, May 13

For these dates, students are dismissed at 1:30pm. School lunch is served on a normal schedule. Create & Discover and the Boys' & Girls' Club are open as usual to take students if you have previously planned this with them.



WEATHER-RELATED SCHOOL CLOSING

If severely inclement weather or mechanical breakdown occurs, the school may be closed or the start time delayed.

Late opening = 2 hour delay:

- The start of school would be delayed by 2 hours. Students who ride the bus should be picked up 2 hours later than their regular bus stop time.
- Supervision of students would begin at 10:30 (instead of the usual 8:30).
- The instructional day would begin at 11:00 (instead of the usual 9:00).
- School lunch would be served as usual.

Early dismissal (unplanned):

- The same conditions may also necessitate early dismissal.
- Families will be notified ASAP in the case of an unplanned early dismissal due to severely inclement weather or another emergency.
- To ensure safety, it is important to make prior arrangements so that your child will know in advance where he/she needs to go in case of an early dismissal.
- It is critical that families update PickUp Patrol with dismissal plans.
- We will follow the plan in PickUp Patrol.

In the event of a cancellation or dismissal, we will notify parents via any of the various methods of communication, including: ParentSquare, Salem School District website, etc. If no report is heard, it can be assumed that the school will be in session.

SCHOOL LUNCH, BREAKFAST, & SNACK PROGRAMS

The Salem School District offers breakfast and lunch programs for students. Participation in the school hot lunch program is optional, but students are encouraged to take advantage of the prepared meals. These meals include their choice of entree, fruits, vegetables, milk and juice. Students are offered a main dish choice or they may select a grilled cheese sandwich, sun butter sandwich, or a yogurt meal as an alternative. Charges will incur for second meals, milks, or additional a la carte options. We encourage families to go over the lunch choices in advance with your child so they know their options. If your child has a confirmed food allergy of any kind, please contact our school nurse so that arrangements can be made for your child's safety.

Breakfast is \$1.60 daily and lunch is \$3.05. Students who bring a lunch from home have the option of purchasing milk at school for \$.55 each. Milk is available at both breakfast and lunch services.

Menus are available online [here](#) and on our app. [MySchoolBucks.com](https://myschoolbucks.com) is the website that the District uses for online payments to your child's lunch account for a small fee. Creating an account will also allow you to view your child's recent lunch purchase choices. Purchases can also be made by cash or check. Please enclose this in a sealed envelope, clearly labeled with your student's name and teacher's name.

We encourage all eligible families to complete an application for the Free and Reduced Price Meal Program. Applications can be found [here](#) or a hard copy is available in the Lancaster Main Office. One application needs to be filled out per household, and the application is good for one school year. This is available in English and in Spanish. Please let the main office know if you have difficulty completing this application.

SNACKS & WELLNESS

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



Classroom teachers have a daily snack time in their schedules. Parents/guardians are encouraged to consider portion and nutritional value when sending in snacks for their children. Additionally, parents/guardians should consider the ease with which children can independently access and eat their snacks in a timely manner. Check with teachers for restrictions or suggestions if you have any questions. Students should not share snacks with others.

BIRTHDAYS and BIRTHDAY INVITATIONS

Classroom teachers celebrate student birthdays with an extra recess activity. We are not distributing homemade birthday treats in the classroom. Check with your child's teacher about possible store bought treats for class.

Classroom teachers and the main office will not distribute birthday invitations for your child. Please talk with your child about discreetly passing out birthday invitations so students' feelings don't get hurt.



HEALTH SERVICES & MEDICATIONS

<https://sau57.org/lancaster/nurse>

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, the next person designated in your Household/ Emergency Contacts will be called. No child should be sent to school when ill. It is important to protect the health of all children, and students 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:

- student's name
- name of the medication
- strength
- duration of the order
- dosage
- method of administration
- time medication is to be given

A "Hold Harmless" release statement must also be signed by the parent/guardian indicating that school personnel may assist in administering such medication. Copies of these forms are available in the school office. **Medications must be in the original prescription bottle labeled with:**

- student's name
- date
- medication strength
- physician's name
- 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 certain over-the-counter medications that may be dispensed with written parental permission. A letter detailing these policies and permission form will be

sent home at the beginning of school. All other over-the-counter medications must be approved by the school 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 (pink eye), 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.

During the year, students will participate in the following screenings:

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

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

- The student is fever free (without Tylenol or ibuprofen) for 24 hours.
- 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 feel 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 school nurse. Students must not have nits in their hair when they return.

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 [here](#).

COUNSELING

Students are able to access the support of our school counselor, Stacie Cerenzia. If parents/guardians have concerns about a students' well-being at school, they are encouraged to reach out to her at stacie.cerenzia@sau57.org or by phone during school hours.

AFTER SCHOOL SUPERVISION BY STAFF MEMBERS

There are times when the school staff schedules extra-curricular activities (i.e., clubs, chorus concerts, talent show, etc.). 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 slip you sign, so that you can refer to pick up and drop off times. Students will not be able to participate if this obligation is not met.

AFTER SCHOOL EVENTS

Students and their families are encouraged to attend night events, which are frequently held (shows, choral presentations, family fun nights, etc.). Students are required to have an adult chaperone attend and supervise them throughout the event.

SALEM SCHOOL DISTRICT CORE VALUES

The Salem School District has adopted a set of core values that we operate under:

We Value:

Collaboration
Integrity

Community
Respect

Compassion
Trust

Empathy

We Believe:

- We're better when working together
- In the value of building and being a strong community
- In suspending judgement so that we can appreciate others' perspectives
- In the imperative of understanding others' perspectives
- In speaking the truth objectively and positively
- In the value every member brings to our school district
- Trust is earned and requires that we're true to our word

SALEM SCHOOL DISTRICT & LANCASTER SCHOOL'S CULTURAL EXPECTATIONS

The Salem School District and Lancaster Elementary School has a consistent set of expectations that all community members are expected to follow:

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 SAFETY

The Code of Conduct for the Salem School District can be found [here](#).

It is the policy of the Salem School District that students have an educational setting that is safe, secure, peaceful, and free from student harassment.

All student behavior should be based on respect and consideration of the rights of others. It is the goal of the Salem School District to promote good behavior in a safe and orderly environment where students are free from distractions.

These school expectations have been developed for all Salem Elementary Schools to ensure the safety of the children during the school day. School standards of behavior and potential consequences are explained and modeled for students at the start of the school year, and reviewed as needed. Student consequences are progressive and graduated, except in those instances where more severe consequences are more immediately warranted. Inappropriate, disruptive, or unsafe behavior may have varying consequences depending upon the seriousness of the event, the circumstances of the occurrence, and the number of repeated offenses.

If a student is having difficulty following the school or district expectations then the following consequences may be applied to the situation:

- Redirect
- Reteach
- Take a break in or out of the classroom
- Logical consequences
- Collaborative Problem Solving
- Loss of privileges
- Parent Communication
- In-school or out-of-school suspension

Our cultural expectations to help ensure a safe learning environment may best be summed up by the words SAFETY, RESPECT, and RESPONSIBILITY.

Parents/guardians may be contacted by the teacher or principal if a child continues to have difficulty in following our expectations and standards. Working together, we can help your child in making choices to ensure a safe, positive learning environment for all students.

SAFETY, RESPECT & RESPONSIBILITY IN THE CAFETERIA

- Use a conversation tone and appropriate table manners.
- Do not share food.
- Remain seated while eating.
- Clean up your area when done.
- Care for classmates with allergies by using wipes if necessary.
- Line up and leave the cafeteria in an orderly way.

SAFETY, RESPECT & RESPONSIBILITY ON THE PLAYGROUND

- Stay in assigned areas of play (dependent on weather and field conditions).
- Use school equipment and toys appropriately.
- Put toys and equipment away.
- Respect each others' games. Play fairly and include others.
- Use only approved balls/equipment/toys.
- If difficulties with other students occur, report it to staff on duty.
- Line up immediately when the bell rings, and enter the building quietly.

BULLYING

It is the policy of the Salem School District that its students have an educational setting that is safe, secure, peaceful, and free from student harassment. Conduct constituting bullying behavior will not be tolerated. Bullying behavior may involve a single significant incident or a pattern of incidents that physically harms a pupil; causes significant emotional distress; interferes with a pupil's access to education; creates a hostile educational environment; and/or substantially disrupts the orderly operation of the school. Reports of suspected bullying behavior should be made immediately to the principal. Our district policy on student safety may be found [here](#).

SCHOOL SAFETY DRILLS

[Emergency Response Protocols](#)

We believe that student learning is optimized when a child feels safe, nurtured, connected, and comfortable. We have many procedures and resources to create that kind of environment. Our doors lock automatically after the start of the day and remain that way until the end. Walkie talkies are strategically utilized throughout the building for communication. Our play areas are all fenced in. Our attendance, dismissal, visitor sign in procedures, and end of day routines are all designed with student safety in mind, as detailed in other sections of this handbook.

Officer Sean Marino is our School Resource Officer. We share him with all of the elementary schools. Officer Marino has a designated day each week where he is present at Lancaster, but he 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 in each of Salem's Schools. Our school practices various types of drills throughout the year. If an emergency should occur, our hope is that through repeated practice, staff and students' reactions will be automatic.

Fire drills and lockdown drills are required by law and are necessary safety precautions. When the first announcement is given, it is essential that everyone follows directions promptly and clears the building by the prescribed route as quickly as possible. The teacher or adult in each classroom will provide instructions.

Drills practiced include:

- Fire Evacuations
- Active Threat
- Secure Campus
- Bus Evacuations

STUDENT ATTIRE

We believe that there is a definite positive correlation between good dress habits, good work habits, self-esteem, and appropriate school behavior. We also believe that the key to being properly dressed is wearing clothing that fits the surroundings, situation and season. Any form of attire which attracts undue attention to the wearer, and thus disturbs the learning environment is not acceptable. Excessively or inappropriately torn clothing, clothing that represents drugs or alcoholic beverages, or displays inappropriate or suggestive language or situations is considered unacceptable. Except in cases where teacher permission has been given, jackets and hats are not to be worn in classrooms. The Salem School District policy can be found [here](#).



Additionally, 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.

Our number one concern is safety on the playground equipment. Students choosing to play on the equipment must wear rubber-soled shoes/ sandals that have a solid strap/buckle, not loose/floppy. During winter months students must come prepared to play outside. Please wear or bring to school boots, snow pants, jackets, hats, and gloves (the “Big 5”). Students should always come to school dressed for the weather, as recess is held outdoors unless it is raining or excessively cold. In the winter, when boots are worn to school, shoes should be brought into school for classroom wear. If you are unable to provide snow pants, boots, or a coat for your child, please contact the principal or school counselor, as we have resources available to help.

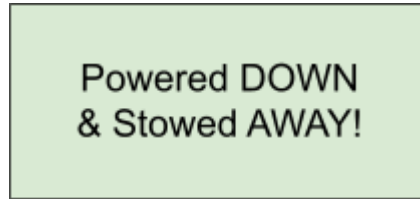
Students must wear sneakers and be appropriately dressed for weekly physical education class. Clothing or footwear must allow the wearer to move safely and quickly in any type of school situation or emergency. Flip-flops are not safe footwear. Appropriate clothing is a parent's responsibility but must meet school standards.

STUDENT VALUABLES

Children are strongly discouraged from bringing personal property to school, as school staff cannot be responsible for these items. Students are cautioned not to bring large amounts of money, cameras, electronic devices like a smart watch or cell phone, toys or other valuables to school. Special items for “show and tell” may be brought in with permission from the teacher. Our school has plenty of equipment for playground/ recess fun, and items from home are not necessary.

Some families may allow students to bring cell phones and tablets to school. **Cell phones can be kept in backpacks, powered down and stowed away until students are back at home.** If your child is using a cell phone during the school day, it will be confiscated. Cell phones or

other electronic devices are not permitted to be used at school **or on the bus**. Any texting, taking pictures/ videos, and posting on social media is not allowed during the school day, including on the bus. Students in violation of this may be subject to disciplinary action. Please talk to your child about safe and appropriate social media usage if they use it outside of school.



The only telephone available for student use is in the office. Our Administrative Assistant will determine student use.

CARE OF SCHOOL PROPERTY

Students are responsible for proper care of all books, technology, supplies, and furniture supplied by the school. 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 such as Chromebooks that have wear and tear beyond what is reasonable, or if materials are significantly damaged, destroyed, or lost. Our shared spaces, including restrooms, hallways, and the cafeteria, should be kept clean and neat so everyone can enjoy our beautiful campus.

LOST AND FOUND

Each year we wind up with several boxes of lost clothing, lunch boxes, etc. that have been unclaimed by their owners. Whenever possible, please label outerwear, lunch boxes, backpacks, etc. that you send to school with your child. Any item found in or around the school will be brought to the lost & found in the cafeteria. We usually put the items on display in the foyer a few times per year asking for parents to take a look. After that the clothing is donated to a local charity.

BUS TRANSPORTATION

<https://sau57.org/transportation>

Each child has been assigned a specific bus for transportation to and from school. The bus company and school district **prohibits a child from riding another bus for activities such as going to a friend's house, birthday party, etc.** The Superintendent of Schools and the Bus Transportation Manager will review for consideration a **written request for a child to ride a different bus within Lancaster's transportation area if it pertains to family emergencies or**

child care needs only. Your written request may be sent to the Lancaster school office c/o the Principal.



BUS CONDUCT

The intent of the school transportation system is to provide safe and efficient transportation to and from school.

Riding the school bus is a privilege, not a right. All students being transported are under the authority of the bus driver and must follow his/her requests. Remember that the bus driver is authorized to assign seats. If a student interferes with the safe operation of the school bus or jeopardizes the safety of fellow students, the privilege of riding the bus may be temporarily denied or permanently revoked.

1. Children shall stay back from the roadway while waiting for the arrival of the bus. They should refrain from throwing things or playing at the bus stop. **The responsibility of supervision of student behavior at the bus stop lies with parents/guardians.**
2. Students shall enter the bus in an orderly fashion, go directly to a seat, and remain seated until the destination is reached.
3. Younger students should be permitted to enter first.
4. There is no eating or drinking on the bus.
5. There is no use of electronic devices on the bus. This means that cell phones should be **POWERED DOWN** and **STOWED AWAY** out of sight. Electronic devices include: cell phone, smart watches, cameras, hand-held video games, etc. Any texting, taking pictures/ videos, and posting on social media is not allowed during the school day, including on the bus. Please discuss any unique circumstances with the Principal regarding electronic device use.
6. Students shall keep their hands, arms, and heads inside the bus.
7. There shall be no shouting, roughhousing, or throwing things on the bus.
8. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
9. The emergency door must be used for emergencies only. Students shall not touch safety equipment on the bus.
10. Students who must cross the street at a bus stop shall do so when they receive a signal from the bus driver. If crossing a street is necessary, it shall always be done in front of the bus, far enough ahead of the bus so that the driver may adequately observe. (The student should

be able to see the face of the bus driver.) The driver shall hold the bus with warning lights flashing until the crossing has been completed.

11. All directions given by the bus driver are to be followed.

If a student misbehaves on the school bus, he/she may be required to meet with the Principal to discuss and develop a plan.

ABUSE AND NEGLECT

School employees are mandated to report any suspected child abuse and/or neglect to proper authorities. The responsible authority in the State of New Hampshire is the New Hampshire Division of Children and Youth Service (DCYF) under RSA 169-C. School personnel make no judgments whether an allegation is factual or not. Our responsibility is to convey pertinent information to DCYF, who makes a determination if further information is required.

BEFORE AND AFTER SCHOOL CHILDCARE PROGRAMS

CREATE & DISCOVER

Create and Discover Learning Center, a Salem preschool and day care provider, offers a before and/or after school program at Lancaster if enough families are interested in participating. Information can be obtained by calling their main office at 603-894-5250. Currently we have a before school program that offers supervision starting at 6:30 AM and afterschool care until 6:00 PM.

SALEM BOYS AND GIRLS' CLUB

The Salem Boys and Girls' Club transports students from each of the elementary schools to school from the club in the morning, and after school to the club. Families must sign up for the program with the Boys and Girls' Club. Call the Boys and Girls' Club for further information at 603-898-7709.

PARENT TEACHER ASSOCIATION (PTA)

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

Please consider becoming an active member of the PTA. Dues for the school year are \$15 for one student & \$20 for a family with two or more students. Dates of monthly meetings will be forthcoming.

Our PTA offers many events throughout the school year. Please know that they can only be offered because of our volunteers who organize and plan them. We hope you will consider helping so we can continue to offer these events.

Stay up to date by accessing the PTA Website and Facebook pages at -
<https://www.facebook.com/lancasterpta/>

SALEM SCHOOL DISTRICT'S MISSION STATEMENT

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

SCHOOL CONTACT INFORMATION

William E. Elementary School
Laura Livie, Principal,
54 Millville Street, Salem, NH 03079
603-893-7059
603-893-7060 (fax)

www.sau57.org/lancaster

www.facebook.com/LancasterElementarySchool

DISTRICT CONTACT INFORMATION

Mrs. Maura Palmer, Superintendent of Schools
Mrs. Angela Markley, Assistant Superintendent of Schools for Academics & Support and Title IV
Mrs. Deborah Payne, Assistant Superintendent of Schools of Business Operations
Mrs. Tara Bazydlo, Director of Literacy
Mrs. Allison Driscoll, Director of Student Services
Mr. Brad St. Germain, Director of Mathematics and Science K-5
Mrs. Kathy Graziano, District Registrar
Ms. Nicole Kelsey, Transportation Coordinator

Salem School District
38 Geremonty Drive
Salem, NH 03079
603-893-7040
www.sau57.org

NH Parental Bill of Rights

New Hampshire passed a law in the summer of 2025 establishing a parental bill of rights.
[Details of the bill can be found here.](#)

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