



STUDENT and PARENT HANDBOOK

2025-2026

Mary A. Fisk School

14 Main Street
Salem, NH 03079
Tel. (603) 893-7051

Amy F. Favreau, Principal
Brenda Carino, Administrative Assistant

August 2025

Dear Students and Families,

On behalf of the entire Mary A. Fisk School community, I would like to extend a warm welcome to all our returning families and offer a heartfelt greeting to those joining us for the first time. We're so glad you're here. You are now part of a school that is built on care, commitment, and connection — where every child is known, supported, and encouraged to grow.

At Fisk, we take pride in our dedicated staff, who work tirelessly to support each student's unique journey. While our focus remains aligned with the Salem School District's commitment to student achievement, we are equally devoted to nurturing the social and emotional well-being of every child. We believe that when students feel safe, valued, and inspired, learning naturally follows.

The start of a new school year brings with it a sense of possibility — a fresh chapter full of promise. Whether you are a student, parent, teacher, or volunteer, you are a vital part of the Fisk family. By working together, we can create an environment where all children feel a strong sense of belonging and are empowered to reach their full potential.

Throughout the year, our PTA and Fisk staff will offer many opportunities for families to get involved. Whether it's volunteering in a classroom, joining an event, or simply offering your time or talents in small ways, your involvement makes a difference. As we share updates and celebrate the great things happening here at Fisk, we invite you to stay connected and keep those lines of communication open with us.

This handbook is designed to support you, serving as a helpful resource for understanding our school's policies and practices, all of which are aimed at ensuring a safe, respectful, and caring environment for everyone. I encourage you to take a few moments to review it. As always, if you have any questions, please don't hesitate to call our office at (603) 893-7051.

I'm looking forward to a wonderful year ahead and to seeing all of you in the weeks to come. Thank you for being part of our school family.

Warmly,

Amy F. Favreau

Amy F. Favreau

Principal

VISITORS TO THE SCHOOL

We strive to maintain a safe environment by keeping all exit doors locked during the school day. Our front inside doors are open until students enter the building, and then they are locked from 9:05 am to 2:45 pm daily, ensuring 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 of visit, and the 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.

School Hours

8:30-8:43	Drop off / Recess/ Breakfast in the Cafeteria	
8:43	Bell to Line up and Enter Building	
8:50	Morning Announcements	
9:00	Classes Begin	
11:15 - 11:35	Lunch for Kindergarten	11:15-11:35 Recess for Grades 2 & 5
11:40 – 12:00	Lunch for Grades 2 & 5	11:40 – 12:00 Recess for Kindergarten
12:05 – 12:25	Lunch for Grade 4	12:05-12:25 Recess for Grades 1 & 3
12:30 – 12:50	Lunch for Grades 1 & 3	12:30-12:50 Recess for Grade 4
3:00	Dismissal	Car Riders, Bus Riders, Walkers

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, consolidating 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 communication between teachers and parents.

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

Parents/guardians may schedule appointments with teachers or other professional staff at any time throughout the school year by calling the school office at 603-893-7051 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.

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, not a right, extended to students. 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 waiting for the bus to arrive.
2. Enter the bus in an orderly fashion, 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 only in the event of an emergency.
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 can observe it adequately. You should be able to see the bus driver's face. 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, take them to school several times so they 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

Any student riding a bike to school must be familiar with all safety rules regarding bikes and be skillful enough to ride their bike safely. Permission to ride a bicycle to school is a decision that each family needs to make. **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 parental permission. Please also contact Mrs. Favreau to inform her that your child will be riding a bike. Bicycles must be parked in the provided racks 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 before 8:30 am.**

CROSSING GUARD

A crossing guard is stationed in front of the school from 8:30 a.m. to 8:45 a.m. and 3:00 p.m. to 3:15 p.m. every school day. The Guard stops traffic so students may cross the street safely. Please ensure your child understands they should cross only at the direction of the Crossing Guard.

ATTENDANCE

Student attendance is very important. When your child will be absent, we ask that you use Pick up Patrol to notify us or call the school. Parents should call (893-7051) to leave a message about the child's absence, including the child's and teacher's names. We ask that you share the reason for your child's absence. Students are expected to be seated at their desks, ready to learn, by 9:00 am. Students arriving after 8:50 am are to report to the office, where office staff will instruct them to either proceed to class or hand them an admit slip to enter the class.

DISMISSAL PROCEDURES

Early Dismissal: If your child will be dismissed early, please notify us by Pick-up-Patrol. Parents or designated adults dismissing students should be prepared to show appropriate identification, such as a driver's license. Once in the building, you'll be asked to sign your child out on our dismissal log.

Daily Dismissal: There are four designated dismissal times. Students are dismissed at the end of the day as either (1) Walkers, (2) Car Riders, (3) Bus Riders or (4) Discovery Club. Please indicate on Pick up Patrol how your child will be dismissed.

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 Mrs. Favreau 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 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

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 to 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 the school administrator has verified; or is suspended from school.

HOMEWORK

Homework is intended to bridge the gap between your child's educational experience at school and at home, fostering 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 discuss this purpose with your child, as it will help you understand the learning that is taking place in the classroom.
2. Homework is not intended to teach students new learning. Instead, students should have secured the necessary skills to complete the homework independently.
3. Parents are not expected to sit and help students with their homework. Their role is to provide a quiet location free of distractions and a consistent schedule for completing the homework.

4. The classroom teacher will give the student feedback. Reviewing the feedback will help you understand 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 sure that this information will be helpful as you support your child with his/her homework during the upcoming school year.

STUDENT CONTACT INFORMATION

It is essential to have the student's Contact Information updated in case of an emergency. Please notify the office of any changes to your telephone number, address, or name.

DOES YOUR CHILD KNOW WHAT TO DO IF YOU ARE NOT HOME? ALL CHILDREN SHOULD BE GIVEN INSTRUCTIONS BY PARENTS FOR EMERGENCY SCHOOL CLOSINGS.

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 kindly request that they take care of them.

RESPECT, RESPONSIBILITY, AND SAFETY,

Fisk School provides a safe and secure environment. It fosters good citizenship and personal growth, enabling students to become respectful and responsible individuals who contribute to the community as productive and successful members. We promote this by emphasizing **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, feet, and all other objects to yourself.

SCHOOL SAFETY

We believe that student learning is optimized when a child feels safe, nurtured, connected, and comfortable. To that end, we have numerous procedures and resources in place to create such an environment. Our doors lock automatically at the start of the day and remain closed throughout the day. Our office has a button that automatically notifies the police in the case of an emergency. We also have a police radio that performs the same function. Two-way radios are scattered throughout the building for communication.

Our call-in program, dismissal procedures, visitor sign-in protocols, and end-of-day routines are all designed with the safety of our students in mind.

Officer Sean Marino is our School Resource Officer. Officer Sean is in our building on designated days during the week. He is accessible to us in case of any questions or emergencies. Officer Sean is a member of the Salem Police Department. Our school district has developed an Emergency Response Plan. The plan details possible emergencies and responses that are consistent across all of Salem's schools.

Our school practices different types of drills. If an emergency should occur, our goal is that through repeated practice, students' reactions will be automatic.

[EMERGENCY PROTOCOLS](#)

FIRE DRILLS & LOCK DOWNS

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 obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will provide instructions.

SCHOOL STANDARDS FOR STUDENT BEHAVIOR (EXPECTATIONS FOR OUR COMMUNITY)

It is the policy of the Salem School District that its students have an educational setting that is safe, secure, peaceful, and free from harassment by students. 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 expectations with students at the beginning of the year and periodically throughout the year. Schools follow a graduated discipline plan. We will become involved to provide a safe environment for the student. Students will be held accountable for failing to comply with these guidelines and any other established classroom guidelines. As determined by the principal, consequences will be graduated if inappropriate behaviors are repeated.

The following are potential actions to be taken:

Redirect

Reteach

Take a break

Logical consequence

Collaborative problem solving,

Loss of privileges

Parent Communication

In-school or out-of-school suspension.

We ask that parents be vigilant with monitoring and enforcing safe and appropriate use of the internet, texting, and social networking. We have seen an increase in disciplinary action at school due to the inappropriate use of outside media. If a student's behavior outside of school interferes with their ability to learn in school, it may result in administrative action.

Weapons, threats, harassment (sexual), and bullying are illegal and against school policy. If someone is found to be guilty of such acts, the principal will follow the School Board's policies and procedures regarding consequences.

Our cultural expectations for helping to ensure a safe learning environment can be best summed up by the words SAFETY, RESPECT, and RESPONSIBILITY. These school expectations have been developed for all Salem Elementary Schools to ensure the safety of the children during the school day.

SCHOOL CLOSING AND DELAYED OPENING

In the event of severe inclement weather or a mechanical breakdown, the school may be closed or the start time may be delayed. A late opening would delay the start of school for 120 minutes. The same conditions may also necessitate early dismissal. In the event of a cancellation or dismissal, we will notify parents via various social media platforms. If no report is heard, it can be assumed that the school will be in session.

BREAKFAST PROGRAM

The Salem Food Service runs the Fisk School Breakfast Program. Breakfast combination choices will be available daily, consisting of assorted cereals, Pop-Tarts, bagels, egg sandwiches, and cereal bars, served with four oz. of juice or eight oz. milk at a price to be determined. During the week, specials will also be available, such as French toast, pancakes, honey buns, and muffins. Breakfast items may also be purchased à la carte, ranging from 50 cents to \$1.

COUNSELING

Parents and students can 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

A definite positive correlation exists between good dress habits, good work habits, and appropriate school behavior. Any attire that attracts undue attention to the wearer and thus disturbs the learning environment or poses a danger to a student's health and safety is unacceptable.

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

Jackets and hats should not be worn in classrooms except with the teacher's permission. 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 expected to dress appropriately for outdoor activities.

ACCIDENTS

Every accident that occurs in the school building, on school grounds, during practice sessions, or at any school-sponsored event must be reported immediately to the person in charge and to the school office.

SUBSTITUTE TEACHERS

Our school is fortunate to have capable people to help us whenever our regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. We will be polite, helpful, and respectful to substitute teachers and all visitors to our school.

BEFORE AND AFTER SCHOOL

1. Supervision of students begins at 8:30 a.m. each day. Therefore, no student should be in the Building before 8:30 a.m. is not permitted unless requested by a teacher.
2. No student should be in the building after 3:15 p.m. unless requested by a teacher or participating in a supervised activity.

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 a student must leave the building due to illness or any other emergency, a parent or guardian, or a designated person, must sign the Dismissal Log in the office.

PHYSICAL EDUCATION

Physical education is required unless excused by a written doctor's note and a phone call to our school nurse. Students are expected to be appropriately dressed for class.

NURSE & MEDICATIONS

Students who are ill or injured are to report to the school nurse, who will determine the appropriate course of action. If the nurse determines that the student needs to go home, a parent or guardian will be contacted. If you cannot be reached, the next person designated in Infinite Campus will be called. No child should be sent to school when ill. It is important to protect the health of all children, and they should not be exposed to others who may be contagious.

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 the medication, strength, duration of the 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 administering 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. A parent or guardian must make arrangements 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, please contact 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.

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 promotes student attendance and academic achievement. Children need access to healthful foods and opportunities to be physically active to grow, learn, and thrive. Classroom teachers may allow students to take a break and eat a snack during the school day. Parents/guardians are encouraged to consider

portion and nutritional value when sending in snacks for their children. Additionally, parents/guardians should consider the ease with which children can independently access and eat their snacks promptly. Parents/guardians should check with their children's teachers for restrictions or suggestions before sending in food items intended to be shared with other children.

ALLERGY-FREE CLASSROOMS

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

TELEPHONES/ CELL PHONES

The only telephone available for student use is in the office. Our Administrative Assistant will determine student use. Cell phones and electronic devices (including watches) should be powered down and stored in backpacks during the school day. Students who violate this may be subject to disciplinary action.

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 against bringing large amounts of money, electronics, skateboards, or other valuables to school. If they wear glasses or watches, they should keep track of them at all times.

Some families may allow students to bring cell phones 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.

Resources for Parents and Students

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](#)

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.](#)

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."

