

HOOKSETT MEMORIAL SCHOOL

5 Memorial Drive
Hooksett, NH 03106
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STEPHEN HARRISES, PRINCIPAL
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August 31, 2017

Dear Parents,

It is with great pleasure that we welcome your child/children to Hooksett Memorial School for the 2017-2018 school year. Listed below are items for your review.

WEBSITE INFO: Please go to the HMS website – memorial.sau15.net for information. In addition to the HMS website, please look for regular e-mails, Facebook and Twitter posts from HMS.

SCHOOL HOURS: Students in grades 3, 4 & 5 will be from **9:00 a.m. to 3:25 p.m.** Teachers are on duty at 8:40 a.m. each morning. Children should not be on the school grounds before **8:40 a.m.** The school district accepts no responsibility for the safety of your child before that time.

SCHOOL LUNCH PROGRAM: The school **Breakfast and Lunch Programs** will begin on **August 31, 2017**, the first day of school. Breakfast costs \$1.50 per day; Lunch costs \$2.65 per day (milk included). Milk (for cold lunch) cost \$.50 per carton. Menus will be sent home on a monthly basis and are posted on the school website.

TARDIES/DISMISSALS: If your child is **tardy** to school, you **must** escort your child into the building and check in with the main office. The main office will be **closed** for dismissals between 3:00 p.m. and 3:25 p.m. We request that dismissals for afterschool activities/appointments be made prior to or up to 3:00 p.m. If you need to dismiss your child before the end of the school day, you must come into the main office and sign your child out. Please be conscious of early dismissals, as dismissals interrupt not only your child's learning but also that of the other children in his/her classroom.

STUDENT TRANSPORTATION CHANGES & PICKUP PATROL:

- **FOR THE FIRST FEW WEEKS OF SCHOOL: STUDENT TRANSPORTATION CHANGES:** The school office must be notified of any changes in transportation arrangements either by written note or phone call. A child may not go home with anyone except his/her parents/guardians unless we receive a note or a phone call identifying the designated person and the relationship to the child. Regarding bus changes, a written request for a change in your child's usual bus transportation should be sent to the school office indicating the bus numbers and the reason for the change on the requested date. Your child must give this note to their homeroom teacher in the morning. Your child will be given a Bus Change Authorization Form to give to the bus driver when they board the bus in the afternoon. A note to your child's teacher is best, however, if that is not possible on occasion, **PLEASE NOTIFY THE SCHOOL BEFORE 1:30 P.M. REGARDING ANY TRANSPORTATION CHANGES.** This helps to eliminate any confusion at the end of the school day. In the event of questions or concerns regarding busses, please call Goffstown Truck Inc. at 222-2248.
- **AFTER THE FIRST FEW WEEKS OF SCHOOL: STUDENT TRANSPORTATION CHANGES & PICKUP PATROL:** Hooksett Memorial School will be implementing Pickup Patrol in early September. Please refer to your child's first day folder of important forms for information regarding Pick-Up Patrol. To make this work effectively, it is important to complete the Pickup Patrol form and return it to your child's teacher ASAP. Once we collect the needed contact names and email addresses, parents/guardians will be notified via an email from either the school or Pickup Patrol about the program start date and further directions to complete setup process.

EMERGENCY FORMS: These forms are included with your child's first day folder. Please review the form and make necessary changes. Please include, where indicated on the form, **e-mail contact** information. Parent/Guardian should sign and date the form and return the completed form to school by *Sept. 8th*. This information must be updated whenever there is a change in work place/number, home phone, cell phone or other information found on the form.

VISITORS' PROCEDURES: All exterior doors are locked during the school day. When entering the school, buzz for entrance and please report to the Main Office (Glass Window), sign in and obtain a Visitor's Pass. The pass **must** be visible at all times. Teachers and students are encouraged to report anyone who is in the building without a visible Visitor's Pass. The safety of all students and adults is assured when we know who is in the building. Please return your Visitor's Pass and sign out as you leave. You **must** sign out so that we can account for all people in the building at all times.

SCHOOL CALENDAR: The school calendar is included in your child's first day folder as well as on our website for your use as a reference during the school year. Please mark important dates on your calendar. Please note, the last day of school is tentative and may be subject to change.

PARENT/STUDENT HANDBOOK: Please read the letter about the Parent/Student Handbook included in your child's first day folder.

RESIDENCY: Please note it is School District Policy (HSD File: JF) that if a family should move within the Town of Hooksett, said family should notify the school regarding change of address as well as provide an updated proof of residency to the school. In addition, if a family is moving outside of the Town of Hooksett, said family must contact the school regarding the transfer process.

BRIGHT ARROW EMERGENCY NOTIFICATION SYSTEM: In your child's first day folder is information regarding the Bright Arrow Emergency Notification System. The information on this form is the information the Bright Arrow System has on file for your child. Please review the information and make any necessary changes. This notification system will supply an additional means of notification for parents and students as a courtesy from the school district.

INCLEMENT WEATHER - AFTER SCHOOL ACTIVITIES CANCELLATIONS/EARLY RELEASE: In the event that after school activities are cancelled due to inclement weather or some other emergency situation, a Bright Arrow message will be sent via email, phone, or text in regard to this cancellation. Your child will follow their **normal afternoon transportation** method, whether it is via bus or via parent pickup. Should you need to change this method of transportation, please contact the school.

SCHOOL PICTURES are scheduled for Friday, October 6th. Picture re-take day is scheduled for Friday, November 17th. Additional information will be sent home at a later date.

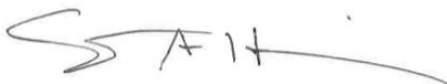
OPEN HOUSE: In cooperation with the Hooksett PTA, we have scheduled our annual Ice Cream Social/Open House events for **Tuesday, September 26, 2017 (Grades 3 and 5) and Wednesday, September 27, 2017 (Grade 4) from 6:00-7:30 p.m.**

TRAFFIC/PARKING/STUDENT DROP OFF: For the safety of the children please **yield to busses and follow traffic pattern signs** when dropping children off or picking them up at school. The drop off/pick up area will be located at the northern entrance of the building and will be supervised by school personnel. Please do **not** park and exit your vehicle during these times. Proper ID may be required for afternoon pick up. If you need to park to enter the building, please park in designated visitor parking and enter through the main entrance.

FAMILY EDUCATIONAL RIGHTS: Parents have the right of access and review of their child's records. If a parent wishes to examine or review student records, a written request should be sent to the Principal. Please call the school to make arrangements for an appointment to provide this information.

Our district Mission and Belief Statements and Core Values all endorse parental involvement. We work in partnership with parents and the community for the benefit of all of our students. We urge you to become involved and stay informed. Please feel free to contact us at any time with questions or concerns. We look forward to working with you during the coming school year.

Sincerely,



Stephen HARRISES, Principal



Annie Kelly, Assistant Principal