

Sandown North

Staff Handbook

2019– 2020



The information included in this handbook should serve as a guideline only and is subject to change as TRSD School Board and/or Sandown School Administration deems appropriate and necessary.

By signing below, you are acknowledging an understanding of your responsibility to read and follow the information and practices within this handbook and on Sharepoint.

Employee Signature

Date

Timberlane Regional Mission Statement

The mission of the Timberlane Regional School District is to educate all students by providing challenging opportunities that emphasize high standards and continuous improvement and to prepare them to be responsible, self-sufficient, and contributing local, national, and worldwide citizens.

Sandown North Mission Statement

The mission of Sandown North Elementary School is to provide a safe and respectful environment where children explore, learn, grow and succeed.

Sandown North Staff
School Telephone 887-8503

Principal	Nancy Stafford
Assistant Principal/Curriculum Coordinator	Meaghan Guanci
Administrative Assistant Secretary	Sharon Skinner Erin Hallisey
School Counselor	Samantha Houlihan
Nurse	Maureen Healy
Literacy Specialist	Diane Chauvette
Title I Educator	Dianne Accorto
Para-Educators	Michelle Carey Heidi Chaput Virginia Foley Elayne Gleason Sandy Gurczak Jean Hanley Molly Higham Karen Iacozzi Antonia Larsen Sue LaFleur Erica Olsen JoAnn Pinard-Evans Ellen Powers Lucinda Quinney Barbara Robinson Patti Sheridan Christina White
Librarian	Laura Ross
Library Assistant	

Technology	Justin Bentley-Melle
Enrichment	Kathryn Bruce
General Music/Strings	Alison Yankowskas
Band	John Mainella
Art	Allison Lenihan
Physical Education/Health	Kim DeCristofaro
Special Educators	Jackie Bellaqua Brigette Chauvette Jennifer Harrison Sandra McKeen Carol White
FLES	Kim Buchwald
Psychologist Behavior Specialist	Kristen Seymour
Speech/Language Pathologist	Breanna Harris Taryn Stowell
Speech/Language Assistant	Terry Sable
Occupational Therapist Occupational Therapist Assistant	Kristin Houston Lyndsey Walters

Physical Therapist

Kim White

Custodial Staff

Zigmund Paszko, Head Custodian
Paul Lanouette

Food Service Staff

Deborah Rose, Manager
Jennifer Cote
Josephine Ellis
Jolene Gillins

Technology Coordinator

Gary Dickerman

Grade One

Kami Douglas
Jennifer McDonough
Cali O'Sullivan
Jennifer Robinson

Grade Two

Sherry Bollhorst
Melissa DiBenedetto
Amy Difeo
Jessica Warwick

Grade Three

Linda Janvrin
Lisa Paladino
Denise St. Hilaire
Alison Carroll

Grade Four

Andrea Castano

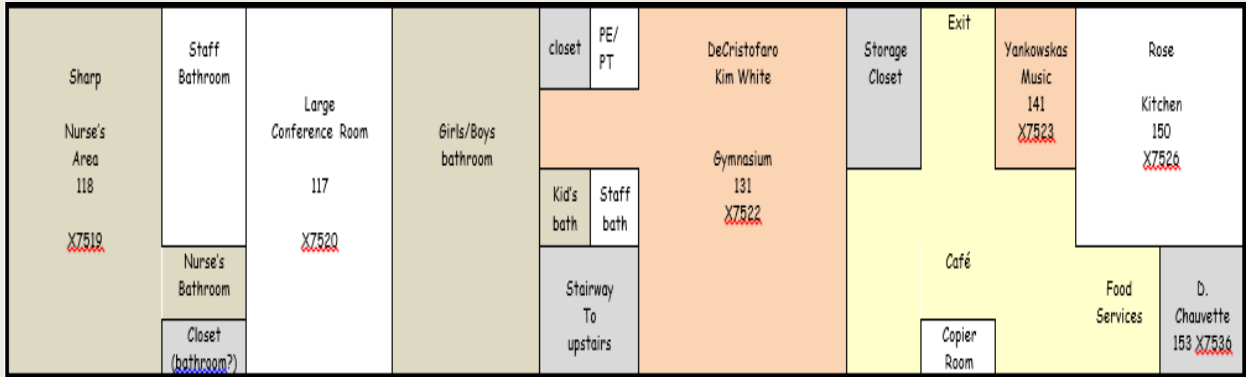
Laura Howell
Melissa Siuda

Grade Five

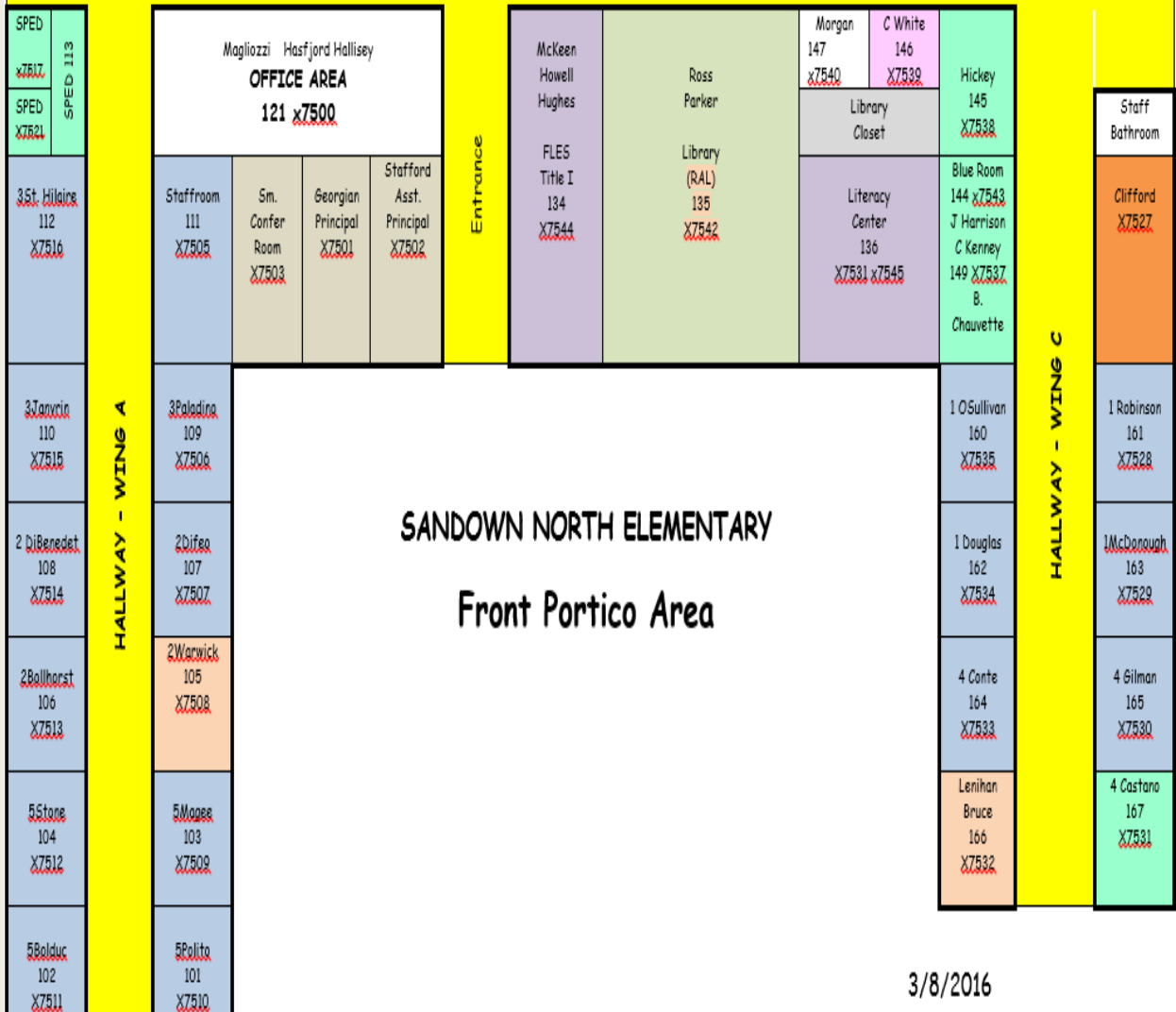
Becky Worthen
Nancy Magee
Paula Polito

Staff Extension List

Name	EXT #	RM #	Name	EXT #	RM #
Bentley-Melle, Justin TECHNOLOGY	7527	159			
Bolduc, Terry GRADE 5	7534	102	LaFleur, Sue SP ED PARA	7517	113
Bollhorst, Sherry GRADE 2	7511	106	Lanouette, Paul CUSTODIAN	7541	117
Bruce, Kathryn, ENRICHMENT	7532	166	Larsen, Antonia Para	7515-7516	112
Buchwald, Kim, FLES	7544	134	Lenihan, Allison ART	7532	166
Buckley, Kevin CUSTODIAN	7541	117	Magee, Nancy GRADE 5	7509	103
Bundzinski, Kortney, PARA	7508/7510	161/101	Magliozzi, Deborah SECRETARY	7504	121
Carey, Michelle	7510/7508	101/161	Mainella, John BAND	7523	141
Castano, Andrea GRADE 4	7515	167	McDonough, Jennifer GRADE 1	7529	163
Chaput, Heidi, PARA	7506	109	McKeen, Sandra SPEC EDUCA	7517	113
Chauvette, Brigitte SPEC EDUCATION	7537	149	Olsen, Erica PARA	7535/7515	108/ 167
Chauvette, Diane LITERACY SPEC	7536	136	O'Sullivan, Cali GRADE 1	7530	160
Conte, Elizabeth GRADE 4	7507	164	Paladino, Lisa Grade 3	7506	109
CONFERENCE ROOM - LARGE		143	Parker, Michele LIBRARY PARA	7542	135
CONFERENCE ROOM - SMALL	7503	124	Paszko, Zig HEAD CUSTODIAN	7541	117
Cote, Jennifer FOOD SERVICE	7526	150	Pinard-Evans JoAnn LIT PARA	7529	163
DeCristofaro, Kim PHYSICAL EDUCATION	7522	131	Polito, Paula Grade 5	7510	101
Desrochers, Christine, Assistant Principal	7502	122	Powers, Ellen SP ED PARA	7516/7511	112/ 106
DiBenedetto, Missy GRADE 2	7535	108	Quinney, Lucinda Para	7511/7535	106/ 162
Dickerman, Gary TECHNOLOGY	7540	153	Robinson, Barbara, PARA	7514	162
Difeo, Amy GRADE 2	7528	107	Robinson, Jennifer GRADE 1	7508	161
Douglas, Kami GRADE 1	7514	162	Rose, Debra FOOD SERVICE MGR	7526	150
Ellis, Josephine, FOOD SERVICE	7526	150	Ross, Laura LIBRARIAN	7542	135
Flynn, Lauren SPEC EDUCATION	7517	113	Sable, Terry, Speech Asst.	7539	147
Foley, Virginia, PARA	7534	102	Seymour, Kristen Sch Psych	7521	144
Giangregorio, Majorie, PARA	7505	104	Sheridan, Patti, PARA	7509	103
Gillins, Jolene FOOD SERVICE	7526	150	Sotirakopoulos, Anne SP ED PARA	7530	160
Gilman, Jan GRADE 4	7513	165	Stafford, Nancy PRINCIPAL	7501	123
Gleason, Elayne, PARA	7528	107	STAFF ROOM	7531	111
Gurczak, Sandy SP ED PARA	7512	110	St. Hilaire, Denise GRADE 3	7516	112
Hallisey, Erin Secretary	7500	121	Stowell, Taryn SPEECH	7539	147
Hanley, Jean SP ED PARA	7533	105	VOLUNTEER WORK ROOM	7520	177
Harrison, Jennifer SPEC EDUCATION	7537	144	Walters, Lyndsey COTA	7527	159
Healy, Maureen, NURSE	7519	118	Warwick, Jessica GRADE 2	7533	105
Houlihan, Samantha, SCHOOL COUNSELOR	7543	145	White, Carol SPECIAL EDUCATION	7538	146
Houston, Kristin OT	7527	159	White, Christina PARA	7507	164
Howell, Laura, Title 1	7544	134	White, Kim PHYSICAL THERAPIST	7522	131
Iacozi, Karen SP ED PARA	7513	165	Worthen, Rebecca, Grade 3	7512	104
Janvrin, Linda GRADE 3	7505	104	Yankowskas, Alison MUSIC	7523	141
Kenney, Cynthia BEHAVIOR SPEC	7537	144			



HALLWAY - WING B



Absences

Staff may require a day off from work for illness, school business, or personal reasons. If you have questions regarding time off, please contact the front office personnel. Detailed information on short-term and long term Leaves of Absence may be obtained from the Timberlane Human Resources Department.

In the event of a sudden happening requiring an absence close to the start of school, contact Nancy Stafford at 490-3843 or Meg Guanci at 978766-6785. Please request the time off needed via Time Clock Plus.

If you require a substitute, please request one through the AESOP website: WWW.frontlineK12.com/aesop.

Classroom teachers are required to maintain a Substitute Folder in their classroom. The folder should contain 3 days of lesson plans, emergency procedures and student medical procedures. The information should be visually and easily accessible.

Any staff member who will be arriving late or leaving earlier than their scheduled times, must sign in/out on the paper log in the main office.

Abuse, Reporting

All cases of suspected child abuse are to be reported to the Principal or the Assistant Principal. Administrators may involve the nurse, school counselor or other appropriate personnel. The principal, school counselor, or nurse will make the call to the Division of Children, Youth, and Families (DCYF) if warranted.

Accident Reports

The nurse will keep a log of all visits to her office, including minor and serious accidents. All accidents that occur to staff and/or students in school must be reported on an accident report form, which is available from the nurse. When a child is injured, the form should be completed by the staff member on duty where the accident occurred. Please be prompt and thorough in completing the form. When in doubt, fill it out.

Afternoon Dismissal

Car pick-up students are dismissed at 3:10. Buses will be announced in the order in which they arrive. Classrooms should be quiet when announcements for busses are made so students do not miss hearing their bus being called.

Teachers must pick up end of the day dismissal and bus changes generated by the PUP (Pick-Up Patrol) program between 2:10 and 2:30 pm.

Attendance

All teachers will be using the online attendance program, PowerSchool. Paper attendance sheets should be available for substitute teachers. If students arrive in your classroom after 8:40, they should have a tardy pass. **If they do not**, please send them to the office to get one. All tardies should be marked by 9:00, when attendance is done. If a child is being dismissed, do not send him/her to the office until called by office staff.

Confidentiality

Protection of student, parent and staff rights must remain among the highest priorities for all school personnel. Paramount among those rights is the assurance that information about a child's performance and behavior will be restricted only to those people who have an immediate *need to know*. Please remember to respect the confidentiality of *everyone* in our school by exchanging confidential information in a discreet and private manner in order to protect children's rights as well as those of parents and other staff.

Copyright

Copyright-protected materials **CANNOT** be photocopied. (TRSD Policies EGAD & EGAD-R)

Correspondence Home

All class correspondence from school to home **must** be submitted to the principal or assistant principal, depending on who is your evaluator, at least **one** day in advance of the time when you intend to distribute it to students. Please do not leave these notices for the last minute, as they may not be approved. These correspondences should be placed in the principal's or assistant principal's tray in the main office. In addition, a copy of every notice that is sent home should be given to the school secretary.

Course and Workshop Permission and Reimbursement for Paraprofessionals

For paraprofessionals who have A or B classification, money for educational benefit is available up to \$200. The activity should relate to your current job assignment. Please submit **two** copies of the form Request for Educational Benefit to the principal at least two weeks before the activity. The approval will be returned to you. After completion of the activity, submit your copy of the approval, along with verification of completion and receipts, to the superintendent's office.

Course and Workshop, Permission and Reimbursement for Teachers

The school district will reimburse teachers \$400 maximum per year for workshops, and \$425 per credit hour for up to 12 credits for approved courses per teacher per year.

Please follow this procedure for course request and reimbursement:

1. The form Application for Course Approval must be filled out and submitted to the principal for approval by the principal and superintendent.
2. Monies will not be approved or encumbered prior to one month before the first class session of a course. You must then present evidence to the SAU of registration for the class within fourteen days of the first class session or the encumbrance will be made available to other teachers.
3. You should be under contract and have begun your assignment in the district at the time of application and when reimbursement is requested. If courses are taken during the summer, you are eligible for reimbursement only if you return to the district in the fall under regular contract.
4. In order to receive reimbursement, submit the form Reimbursement of Course Credit Costs. Include your grade report showing a grade of B or better, and a receipt indicating the per credit cost of the course. A grade of B- does not entitle you to reimbursement.
5. The district will not be responsible for the payment of registration fees, books, etc. in connection with the course(s).

Please follow this procedure for workshop reimbursement:

1. Submit the form Request for Travel Authorization to the principal for approval in advance of the workshop. Please attach information on the workshop.
2. Following completion of the workshop, submit the form Request for Travel and Expense Reimbursement. Please include receipts.

Duties

Professional and Support Staff will be regularly scheduled to perform duties. These include bus, car pick-up, greeting, lunch, and recess duties. All duties are assigned on an equitable basis.

Dress

All staff members, as public employees and role models, are expected to dress in a clean, neat and appropriate manner.

Evaluation, Teacher

Details are provided in the District Evaluation and Professional Development Binder.

Faculty Meetings

All teachers working on Mondays are expected to attend faculty meetings, which are held on the first Monday of the month. District meetings are held on the third Monday. Refer to the Professional Development calendar. It is expected that teachers will not make other appointments on these dates. The principal must receive written notification if a teacher is unable to attend a faculty meeting.

Family Medical Leave Act

The Family and Medical Leave Act (FMLA) provides up to 12 weeks of job-protected, unpaid leave between July 1 and June 30th to eligible, covered employees for the following reasons:

1. birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee
 2. care of an immediate family member (spouse, child, parent) who has a serious health condition
 3. care of the employee's own serious health condition
- It also requires that employee's group health benefits be maintained during the leave.

Field Trips

Teachers should fill out forms on line for Bus Transportation Requests. Sandy Hodgkins will send you a quote and confirmation. Submit completed Field Trip forms to an administrator. There must be a person certified in First Aid and CPR on each field trip.

Private cars should not be used to transport students. Requested exceptions should be referred to the principal. Chaperones are not to smoke on field trips. Teachers are responsible for making all field trip arrangements. Notification of field trips should be made at least a week in advance to the nurse, food service, specialists, and special education teachers. Teachers are responsible for bringing parent permission and emergency forms on all trips. Attendance must be taken prior to your departure from school.

Fire Drill/Evacuation Procedure

- Take emergency information packet, located by classroom door
- Check bathroom
- Have children begin to exit classroom

- *Do not take coats or belongings*
- Turn off lights
- Close door upon leaving
- Walk children quickly and quietly to nearest exit
- Proceed to access road
- When at access road, take attendance
- Hold up either red or green card for station leader to see. Green card indicated, “All accounted for”, red card indicates, “missing or extra person(s)”. Report these names to station leader.
- Remain calm and keep children calm and quiet
- Wait for further instructions

Please note that all fire drills are timed. The primary goal is to have all students and adults exit the building as quickly and safely as possible.

Handbook, Student/Parent

All Sandown North staff should read, become familiar with, and take responsibility for enforcing procedures outlined in the Student/Parent Handbook.

Hot Lunch and Milk Money

If a child does not have a lunch, please notify Mrs. Rose.

The cost of breakfast is \$1.50. Lunch for students is \$2.60 and milk alone is 50 cents.

Hot Lunch – Staff

Staff may set up an account at Nutrikids.com. The cost of a hot lunch is \$4.00. Cash is strongly discouraged. Please set up an account or write a check.

Leadership

As a group of collaborative educators, the Leadership members are committed to improved student achievement. Data is analyzed and shared with members of

Professional Learning Communities. Questions are raised; goals are written with steps for accomplishment.

Library

The entire staff is encouraged to become frequent library users. Library passes should be used. Teachers are encouraged to collaborate with the media generalist in planning special lessons and units that involve library resources. Teachers are expected to remain with their class when working in the library or during a lesson taught by the librarian.

Leave Time, Paraprofessionals

Paraprofessionals who have A or B classification must fill out a Request for Leave form in duplicate for all planned leaves, and have it approved by the principal and superintendent. Paraprofessionals with C classification must notify the principal of any planned leave.

Lockdown

- Remind your students that if they are not in the classroom when a lock down is announced, they should go immediately to the nearest classroom or office. (This is true for staff as well!)
- Before locking your classroom door, look quickly for any child who might be passing by your room and bring that child in.
- If you have children out of your room and they do not return, unlike in an evacuation, we cannot account for them until the lock down is over. Remember, you cannot use the school phones during a lock down.
- If you have a substitute, he/she will not have keys. We are looking at having teachers “buddy up” so that the buddy teacher could assist the sub during an emergency.
- Remember to have your room key, car keys, cell phone etc. in an easily accessible place.
- Due to possible evacuation, children should not be wearing slippers in school. Please remind them of this.

Lunchroom Supervision

When supervising, it is essential that you be on time. Please circulate among the tables helping students and maintaining discipline. This is not a time to eat your lunch.

Monday Morning Meeting

All staff are expected to join in Monday Morning Meeting. Meetings should not be scheduled during that time. Staff and students will start their week together every Monday. Sign-up sheets are posted in the office. Please check that your student has practiced and is prepared to perform before you put their name on the calendar.

North Notes

These will be sent to your e-mail account each Friday to keep you informed of happenings. Staff members are encouraged to submit announcements or information that they would like to share to the principal for inclusion in North Notes.

PBIS

Positive Behavioral Intervention and Supports

Sandown North has joined many other schools in New Hampshire and many more throughout our country in a commitment to maximize instructional time by spending less time on problem behaviors. Expected behaviors at Sandown North are clearly defined, as are the procedures staff members need to follow when dealing with a problem behavior. The Universal Team and the Targeted Team meet regularly throughout the calendar year to review behavioral data and respond to concerns. We are committed to improving social, behavioral, and academic outcomes for all students. Through Star Quest, our mission is to create a safe, respectful environment where all members of the community are successful and feel valued.

Personal Days, Paraprofessionals

Paraprofessionals may have up to two personal days a year for non-recreational business that cannot be taken care of outside of school hours. Requests should be generated in Time Clock Plus. A reason must be given for the personal day. The superintendent determines final approval.

Personal Days, Teachers

Teachers may have up to three personal days a year for non-recreational business that cannot be taken care of outside of school hours. Requests should be generated in Time Clock Plus. A reason does not have to be noted on the request.

Photocopier

Teachers are urged to give as much copying as possible to trained volunteers. This saves valuable time for planning instruction. Paraprofessionals are expected to work directly with students; photocopying is a task best assigned to volunteers.

Playground Supervision

Staff members are expected to continuously remain in the assigned area and to monitor the children to insure that they are being safe. A first aid kit and walkie-talkie (make sure it is turned on) should be outdoors with an adult on duty during all recesses. If a dangerous situation were to occur outdoors, the whistle would be blown and children would be brought indoors. Do not form lines in that situation. Enter immediately.

Professional Development

Staff members are responsible for maintaining records on all staff development activities they participate in.

Schedules

All duty, music, art, physical education, technology, and FLES (foreign language in elementary schools) schedules are completed by administration. If you change a schedule in any way, please notify Nancy or Meg of the change. All staff need to submit their daily schedules to both the Principal and the Assistant Principal.

School Closings

Our district sends automated messages through a system called *PowerSchool Messenger* to students and/or staff to receive pertinent school information such as school closings or delays. Earliest announcements will be made through Twitter. Those wishing to receive Twitter announcements may do so by subscribing to Twitter: twitter.com/SUPTSAU55. In addition, this decision is communicated to TV stations:

- WMUR - TV9
- WHDH - TV7
- WBZ - TV4
- WCVB - TV5
- T.E.N .- Cable Channel 22

The New Hampshire Department has granted districts the flexibility to offer online instruction on days designated by the Superintendent as “Online Learning/Blizzard Bag” days versus regular snow (or emergency school closure) days. An “Online Learning/Blizzard Bag Day” will be determined by the Superintendent, and staff will be notified through *School Messenger*. The message will notify you of the cancellation AND that it is an “Online Blizzard Bay Day.” The notification will also

be posted on the district and school websites. The notification will not be advertised on TV or radio. Remember, there is much to consider when cancelling schools, and not every cancellation will be designated an “Online Learning/Blizzard Bag Day.”

If a day is deemed to be a Blizzard Bag Day, 80% of both students and staff must participate in order for the day to be considered a school day. Participation should be a total of 4 hours of documented work for each staff member and student in grades 1 – 5. Each Kindergarten student should complete 2 hours of school work assignments. If these benchmarks are not met, an additional day will need to be added to the school calendar as a make up day.

Teachers should be available to answer student questions between 10:00 am and 2:00 pm on the Blizzard Bag Day.

Para-professionals will be required to complete a Reflection Form of their completed work. Your time spent on your reflection can be calculated in your 4 hour requirement.

All staff will be required to enter their participation of a Blizzard Bag Day on-line. A link to complete this information will be mailed to you.

Security

All visitors and volunteers must enter the school through the main entrance, sign in, and wear a badge when in the building. At 8:40, all exterior doors, with the exception of the main door, will remain locked. Staff members are not to prop doors open or to open doors for visitors. Visitors should be directed to the main entrance at all times.

Smoking

Smoking is not permitted in any area of the building or on school grounds at any time.

Solicitation

According to school board policy, staff members may not solicit or collect contributions for any purpose without permission from the administration. In addition, staff members must not sell or offer for sale any article or service on school property without permission from the administration.

Special Education Evaluation Placement Team (SEEPT)

SEEPT meets weekly on Thursdays. Teachers will be notified of upcoming meetings. It is important that teachers come prepared to discuss student progress with work samples, report cards and other assessment results. If you have concerns about a student,

please first refer him/her first to the Target Team, unless the child currently has an Individual Education Plan.

Substitute Plans

All teachers should include in their plan book the information that will allow a substitute to easily assume responsibility for your class. This should include your attendance procedures, emergency procedures, discipline procedures, the daily schedule, specials schedule, and information about special needs students and those with medical conditions that may warrant attention.

Supplies

Individual teacher supplies, which were ordered in the spring, are distributed at the beginning of each school year. To request additional supplies during the course of the school year, see the school secretary.

Time Clock Plus

All staff must Clock In. Support staff must also Clock Out using Time Clock Plus. It is most helpful to approve your own hours on a daily basis.

Requests for leave should be entered 3 days prior to the needed date. You must clock out when your responsibilities are completed so records are accurate.

Tutoring for Pay

It is school board policy that no teacher may receive pay for tutoring one of his or her own pupils.

Videotape Viewing

Videotapes, which align with the school curriculum, are valuable teaching tools. Videotapes are not to be shown simply for student enjoyment, or as a reward. Prior approval of the principal should be obtained before showing videotapes that are not part of the school collection.

Visitors

If another professional or individual wants to visit us during the school day, please check with an administrator. Interruptions to instruction must be kept to a minimum.

Work Day

Paraprofessional work hours may vary. All teaching staff is expected to be in the building from 8:15 – 3:30. Leaving prior to the end of your regular hours requires pre-approval by the principal. All staff members should sign out in the office when leaving the school building during school hours.