

# Sandown North Student Handbook

2022 - 2023





Dear Parents, Guardians and Students,

This Parent and Student Handbook is designed to keep you informed about school rules, procedures and policies. It includes our school calendar, staff list, and other important information. We have updated our handbook to reflect some changes for the 2022-2023 school year. All of our classes fall within district class size policy. In addition, we have several new staff members this year.

District policy requests that parents and students review the handbook each year and acknowledge that you have read your school's Student Handbook and the Timberlane Regional School District [Rights and Responsibilities](#) information which can also be found online on the district website, [www.timberlane.net](http://www.timberlane.net). Please note that there is important information in BOTH handbooks. Please take the time to do this.

Parents are valued members of our team. We urge you to become involved in your child's education and social/emotional growth. We welcome your communication and input. Feel free to contact me with questions or suggestions.

Working together we can ensure the best possible education for your child. Looking forward to a great year!

Best Regards,

Nancy Stafford, Principal

# Sandown North School

## Student and Parent Handbook

2022– 2023

Sandown North Elementary School  
23 Stagecoach Drive  
Sandown, NH 03873  
(603) 887-8505

Nancy Stafford, Principal  
Meaghan Guanci, Assistant Principal/Curriculum Coordinator

## Timberlane Regional School Board

### Supervisory Union 106 Administration

Chris Kellan	Superintendent
Justin Krieger	Assistant Superintendent
Maria Watkins	Business Administrator/CPO
Fran Decinto	Human Resources Director
Sandra Allaire	Executive Director of Curriculum and Professional Learning
Kelly Brooks	Director of Special Education

Representatives are elected from each of the participating towns to serve on the Regional Board which sets policy for the District.

Current Members are:

Michael Boucher	Atkinson
Open as of 7/21/22	Atkinson
Kimberly Farah	Danville
Kim McCormick	Danville
Katie Knutsen	Plaistow
Kristen Savage, Vice Chair	Plaistow
Shauna Manthorn	Plaistow
Steve Finnegan, Chairperson	Sandown
Mark Sherwood	Sandown

School Board Policies available on-line at [www.timberlane.net](http://www.timberlane.net)

## GENERAL PROCEDURES

### Alerts and Notifications

The district utilizes a rapid telephone notification system as one method to communicate with both student families and staff. The commercial name of the system is School Messenger. The system is utilized primarily to notify families and/or staff when a quick mass message needs to be made, for example, bus delays and last minute activity cancellations. In addition, we email our monthly newsletter via School Messenger.

Student information is obtained from the student information management system, PowerSchool, which is maintained by the schools based on information provided by parents. The notification system is updated nightly with the student's name, school, classroom, morning bus number, home phone number, mother/legal guardian's work and cell phone numbers and father/legal guardian's work and cell phone numbers, when provided by the parents/legal guardian. This provides for flexibility to target phone calls as needed.

**It is important that the district is informed of phone number and email changes to insure effective communication.**

### Art

The Sandown North art program encourages imaginative and skillful creativity by introducing students to a variety of artistic philosophies and media. Students are scheduled to attend a 45-minute art period each week. During art, students will engage in projects that introduce them to a variety of artists, materials, and techniques. Since materials used in art class can damage or stain clothing, students are requested to dress accordingly on the day they have art class.

Parents are encouraged to participate in the art program. Parents who wish to motivate student creativity or share their artistic skills with a class are encouraged to contact the volunteer coordinator or Allison Lenihan.

## Attendance

Regular daily attendance and punctuality are essential for the continuous progress of your child in school. Parents are expected to send children regularly unless their child is ill. The school day begins at 8:35 AM and ends at 3:05 PM. Drop off begins at 8:20 am.

**Parents will be sent an online invitation to register for the PickUp Patrol Program.**

**To report that your child is going to be absent or tardy please call the school at 887-8503 and press 1, or enter the information into the PickUp Patrol online application (there is no longer an app for Pick up Patrol). It is for the safety of your child that we ask to be notified. If we do not hear from you, we will call you (at home and/or at work) to confirm the absence. If confirmation cannot be made, a wellness check from the Sandown Police Department will be conducted.**

Students are expected to participate in the entire school program, including physical education and recess, except by doctor's written direction. Students who miss school may not participate in after-school or evening extra-curricular events that day. Absences of more than five consecutive days require a note from a licensed medical professional.

It is the policy of the Timberlane School District to ask parents to refrain from taking students out of school for family vacations. Sufficient non-school weeks are provided during the year so that this ought not to be a serious problem. Frequent absences negatively impact a child's ability to access the curriculum which will be noted on the Timberlane report card.

## Bullying/Harassment

Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which: (1) Physically harms a pupil or damages the pupil's property; (2) Causes emotional distress to a pupil; (3) Interferes with a pupil's educational opportunities; (4) Creates a hostile educational environment; or (5) Substantially disrupts the orderly operation of the school. Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs. Bullying is defined as actual or perceived verbal or physical conduct that denigrates or shows hostility or aversion toward an individual on the basis of race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomical status, age, physical, mental, or leaning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

Sandown North is committed to providing its students with a safe and secure school environment. A person who feels he/she is a victim of harassment **should bring the matter to the attention of a teacher or an administrator.**

The school reserves the right to address bullying, and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event if the conduct interferes with a pupil's educational opportunities, or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

**District policies regarding bullying are accessible in the TRSD Rights and Responsibilities on pages 41-45 and School Board policy [JICK-Pupil Safety & Violence](#).**

### **Bus Travel**

Children's safety is of paramount importance. We encourage our children to ride our school buses. Safe, respectful bus behaviors are taught by school staff, as well as by the bus drivers. Children are taught to use quiet voices, keep backpacks on their laps, sit facing forward, and remain seated at all times. No eating is permitted on the bus.

Our major concern with bus transportation is for the safety and welfare of all pupils. The school maintains jurisdiction over pupils from the time they enter the bus in the morning until they depart the bus in the afternoon. It is of paramount importance that we take all precautions. Therefore, in regards to bus safety, bus stop behavior is also a concern. Parents are requested to report any dangerous or hazardous situations which they may observe at the bus stop.

Section RSA 189 of the State Statutes authorizes the suspension of students from buses for misbehavior. District policy indicates that **if a student receives 3 misconduct reports in the Principal's office, he/she may be suspended from riding the bus due to misbehavior, transportation of the student to and from school then becomes the responsibility of the parents or guardians until the suspension period is over.**

#### **Bus Rules:**

1. Students may ride only their own bus to and from school, unless pre-approved by the building principal.
2. Students must remain seated while the bus is in motion, and until the bus comes to a full stop.
3. Once seated, the student is not allowed to change seats. Students assigned to a seat **MUST** always sit in that specific seat.
4. Windows on the bus must not be opened or adjusted by students unless the bus driver gives his/her permission.
5. Students should not operate the front door or handle the emergency doors, except in an emergency as directed.
6. Students should be punctual and waiting at the bus stop when the bus arrives.

7. Students should not extend any portion of their bodies outside windows.
8. Students should not eat on the bus.
9. Students should not talk to the driver while the bus is in motion.
10. Students with cell phones must keep their phones secured in their backpacks.

The school board has authorized the use of a video recording of the interior of the school bus while students are being transported, as stated in RSA 570-A:2,II. If you have a concern or question, do **not** approach the bus driver please contact your school administrator.

### **Communication & Newsletter**

As much information as possible is sent home in a folder from teachers usually on Thursdays and returned to school on Fridays. It is used for two-way communication. Once a month the school publishes a newsletter with important, relevant information. The newsletter is sent via email through School Messenger and is also posted on our school website. We hope you will look forward to this information and will take the time to discuss the items with your child.

### **Directory Information**

Sandown North defines directory information as student name, date of birth, parent names, phone number, participation in officially recognized activities, dates of attendance, as well as honors and awards.

At times, this information may be made available to select groups or individuals deemed by the administration to have legitimate educational interest in this information.

Parents may refuse release of any directory information by submitting a written request to the principal by September 14, 2022.

### **Dismissal Procedures**

1. It is assumed that most students will ride the bus. If your child is not going to ride the bus, or if s/he will be riding a different bus at any time or will be picked up by a parent, please notify the school before 2 PM through PickUp Patrol or by sending a note to the school office. Students without prior notification will not be allowed to make a change.

2. All students will be dismissed at 3:05 pm. If you are picking your child up, follow the sign for parent pick-up and drop off. Continue to the door by the gym. Please turn off your engine while waiting. School buses will be boarded at the front of the building as the buses arrive.
3. A written note of authorization or [PickUp Patrol](#) notification from a parent or guardian must be presented before a student is dismissed from school during the regular school day. A telephone request will be honored if we can properly associate the caller with the child.  
**Please refrain from faxing or emailing requests as during the hectic school day, a fax or email can easily be missed.**

At the actual time of a requested early dismissal, students will not be allowed to leave the school on their own. The person who is coming to pick the child up must come to the office in order to be properly identified with a photo ID and to sign out his/her student(s) in the front lobby. If you are volunteering in the building and want to dismiss your child please come to the front office. Do not go directly to the child's classroom to dismiss them.

### **Dress**

Student dress should be neat, tasteful, and appropriate. Hats and bandanas should be removed when entering the building. Shoes should be firmly attached to the foot. Flip-flops and backless shoes are discouraged for safety reasons. Sneakers are required for Physical Education class. Offensive dress or adornment is not permitted. In the event that clothing is deemed inappropriate, you will be phoned to bring a change of clothing.

### **Electronic Equipment**

Timberlane strives to set high educational standards, challenging learning experiences and opportunities for all students. For this reason, the use of personal electronic devices is limited by the classroom teacher and administrative directives during the school day.

Students are not allowed to use cell phones during the school day. This includes during bus rides. The school acknowledges that often students need to bring cell phones for afternoon daycare arrangements; however, they must remain off and in student bags during the school day. The main office must have a note on file stating that a child's phone is needed for after school care.

### **Emergency Dismissal**

In the event of severe weather or failure of a school operating system, students may be dismissed early. Students will not be dismissed without notification. Radio and television stations will announce emergency dismissals. The School Messenger system will send a voice message to the phone numbers provided for that purpose.

## **Emergency Information POWERSCHOOL**

In times of emergency it is extremely important that the school office and health office have correct and updated information that will enable us to contact parents immediately. Therefore, parents/guardians will be contacted by email and invited to review/revise their information on **POWERSCHOOL** prior to the beginning of the new school year. **Reregistration each year is required by law and must be completed prior to the start of school. Please notify the school of any change in this information during the school year.**

## **Emergency Response Plan**

An emergency response plan is in place for all schools in the Timberlane Regional School District. Copies of this plan have been distributed to each town's police, fire and civil defense department. This plan is comprehensive, concise and specific and has been coordinated to cover anticipated emergencies for all district schools.

Within our school building, site-specific emergency plans have been created. Fire/evacuation drills are conducted at various times throughout the school year. During these drills, staff and students will follow the prearranged procedure for evacuation. This procedure includes classroom clearance, exiting the building via the closest exit and accounting for all staff and students at the predetermined location. There is a procedure in place if off-site evacuation is necessary.

Other emergency procedures include lockdown, reverse evacuation, and shelter in place. These procedures are practiced periodically throughout the school year. In addition, a significant number of staff members have been trained in crisis intervention techniques. A safe and secure educational setting is the foundation required for effective instruction and learning. We take this responsibility seriously.

## **Extra-curricular Activities**

We are pleased that many of our students participate in privately run extra-curricular activities. We hope that parents will make recommendations for advancement in classes such as karate or dance using information that they know about their child's school performance. Parents are invited to share report cards and progress reports with the private instructors if they choose to do so. Teachers will not fill out forms for progress recommendations regarding private lessons that are not school based extra-curricular activities.

## **Field Trips**

We recognize the importance of field trips as a means of helping students learn as much as possible about the world in which they live. The school staff also recognizes the added responsibility of ensuring the safety of students outside the school environment.

Permission slips for field trips will be sent home to parents before each trip. Parents are asked to read the information about the trip, sign and return the slip immediately. All students need to have signed permission slips at school before they are allowed to go on a trip. At least one Sandown North staff member on the trip will be CPR and First Aid certified. Teacher and parent chaperones will be assigned to each trip to provide adequate supervision. Only those parents/guardians who are approved Designated Volunteers may serve as chaperones.

Students are required to follow school rules during field trips. Students choosing not to follow school rules may be denied participation on future field trips, or may be required to be directly supervised by their parent.

## **Fund Raising**

All fund raising projects are approved by the principal. Students are discouraged from going door to door and should sell only to family and friends to ensure their safety. Monies earned go directly back to the children to support activities such as authors' visits, Artists in Residence and performances.

## **Health Services**

One registered nurse provides preventative health services, assesses and treats ill students, provides emergency response and treatment, and also administers medications based on doctor's orders. The nurse provides the assessment, teaching, consultation, and referrals for a variety of medical issues. She also works with families to develop medical plans for students with severe medical conditions. The primary responsibility for the overall health of the school child lies with the parents. The school is not legally authorized to diagnose conditions or prescribe medication. This is the function of the Primary Care Physician or other licensed individuals or programs. Our school nurse is always just a phone call away and works closely with parents to ensure health and safety.

### **District Health Services Website**

All contact information, immunizations, facts and bulletins, and forms are available on the district nurses website, [www.timberlane.net/shs/](http://www.timberlane.net/shs/).

### **Medication administration**

If a student must take medication during school hours, the health office must receive an order from a physician and a signed permission form from a parent or guardian. The medication must be delivered by a parent to be kept in the Health Office. The medication must be in its original container and properly labeled. This applies to any prescription or over the counter medications.

Students with asthma or life threatening allergies who have an order for an inhaler or Epi-pen may carry their medication on their person with the appropriate documentation. This requires a doctor's order that specifies that the student is authorized to self-carry, self-administer, and is educated on the use of his/her inhaler and/ or Epi-pen.

### **Guidelines for keeping your student home from school**

A sick student of any age should not attend school. Your child will benefit from extra rest and will recover more quickly while minimizing the spread of illness at school. In accordance with the Department of Health and Human Services, please adhere to the following guidelines:

**Fever-** any fever over 100 degrees during the night or morning before school. Students should be fever free for 24 hours without the use of fever reducing medications such as Tylenol or Motrin before returning to school. For fevers over 101 a call to the doctor may be necessary.

**COVID - 19** - TRSD follows current CDC and NH DHHS guidelines regarding quarantining timelines and other protocols.

**Vomiting and/or Diarrhea-** Students should be kept home for any episodes of vomiting or diarrhea occurring within 24 hours of the school day.

**Strep throat-**students with strep throat may return to school after 24 hours of antibiotic treatment and be free of fever.

**Conjunctivitis-** (pink eye) students with crusty, itchy, red eyes with thick yellow drainage should be excluded from school. Once a diagnosis of conjunctivitis is made, the student may return to school after 24 hours of antibiotic treatment.

**Rashes-**any student with an unusual rash, or rash with fever should be evaluated by physician prior to returning to school.

**Staph Infections-**all infections should be reported to nurse and all open wounds must be covered while at school/ school activities.

**All absences should be entered into PickUp Patrol or please call the attendance line, 887-8503. Please include symptoms of illness.**

In addition, please report any contagious illnesses, hospitalizations including surgery or injuries to the school nurse. Doctor's notes are required for these students to return to school. The doctor's note must indicate any activity restrictions related to illness, injury, or surgery for physical education, wellness, recess or school related activities.

For illness/injury that occurs during the day at school, students should see the school nurse who will then assess the student and arrange dismissal, when appropriate. Students should not contact parents/guardians to arrange dismissal without going to the nurse. Absences of five or more days due to illness may require a note from a health care provider when the student returns to school.

**Emergency contact information must be completed in PowerSchool reregistration by the parent or guardian prior to school starting. By law it is necessary that we have current medical information on the student and current parent contact information.**

Please notify the school of any changes in medical and or contact information. Please contact the main office with any changes to contact information. Any medical changes should be provided to the nurse.

### **Health Screenings**

Each year, first grade and new students will report to the Health Office for health screenings. The screenings will consist of a vision and hearing test, as well as periodic head checks for all students. There may be times that the district receives assistance from volunteers or contracted services to assist in screenings. All information is confidential. Screening results outside the normal range will be communicated to parents/guardians.

### **ACADEMIC PROTOCOL FOR CONCUSSED STUDENTS**

A student who has been determined to present with symptoms of a concussion will fall under the guidance of the academic protocol for concussed students. Concussions vary in degrees of severity, so it is best to address each student's needs on a case by case basis. We will always follow the academic procedures as outlined in the [Timberlane Protocol for Concussed Students](#).

### **Homework**

Meaningful homework assignments, to be accomplished outside of the regular classroom, are an integral part of the teaching and learning process. This is a time to practice, maintain, complete, make-up, or enrich classroom activities. It is also meant to help develop independent study habits and appreciation for the value of learning. If homework time becomes a stressful time, notify your child's teacher so adjustments and support may be provided.

### **Instrument Instruction**

All third grade students are welcome to sign up in the fall for a stringed instrument class lesson on violin, viola, or cello. This class lesson takes place once a week for 35 minutes. Children begin by learning songs by rote, and then gradually begin reading notes from the music staff. Students perform in both a winter and a spring concert for parents, as well as in-school assemblies. Making music a life-long skill can bring a lot of joy to our lives.

### **Internet Safety**

The Timberlane Regional School District provides Internet access to its students and staff through computers located in classrooms, a computer lab, and the library media center. We stress the importance of using it as one of many educational resources available to students as a learning tool. Internet use at Sandown North is closely monitored, and students do not use the Internet without supervision. The Internet Use policy and procedures may be found in the TRSD

Rights and Responsibilities handbook. Please read it carefully with your student.

The school web page is [www.timberlane.net/sn/](http://www.timberlane.net/sn/) . We recommend that students become familiar with the Elementary Library Page. The site contains resources that correlate with our school curriculum and has links to many child appropriate websites. Refer to School Board Policy [JICL](#) for more information. If you do not want your child to have internet access at school, please put your request in writing to the school principal.

### **Instructional Coach**

The Instructional Coach is involved with the TRSD reading and writing curriculum in our school, and serves as a coach and resource for our teachers. The Instructional Coach consults with administrators pertaining to literacy research and partners with specialists and teachers to analyze and interpret student performance, assessment, and curriculum while looking at school-wide trends. The Instructional Coach is also a resource for families.

### **Invitations**

Please do not have party or other invitations distributed in school unless the entire class is invited. If you are inviting just some of the children, invitations will need to be distributed outside of school.

### **Legal, Custody, and Restraining Issues**

Unless we have appropriate legal documentation on file, we are obligated to give full parental rights to all legal parents. If there are custody documents or restraining orders that affect your child, please provide the school with a copy. Notify the school in writing if you would like reports sent to a non-custodial parent.

### **Library Media Center**

The Library Media Center is central to our life at Sandown North. The library is designed to meet the needs of all children and staff. Materials are selected to complement and enhance the school curriculum. In addition, there are a wide variety of fiction and non-fiction books, periodicals and books on tape. The library subscribes to a flexible schedule model, so services are available to all students all day. Classroom teachers are free to bring their students for whole class instruction or to send groups of children for individual assistance.

First and second graders may check out books for one week. Students in grades 3 – 5 may check out books for two weeks. Children are encouraged to use good sense in keeping books in a safe place. However, occasionally a book is lost or damaged. Parents are notified with the price of replacing the book.

## **Lost and Found**

We have a Lost and Found area. Jewelry and money are brought to the office. Please make sure that all of your child's belongings are labeled. Children can check the Lost and Found when they are missing an item. Feel free to check the Lost and Found when you are in the building or after school. Be aware that during vacations, unclaimed items in the Lost and Found area will be cleared out and donated to local charities, so be sure to check for items prior to these times.

## **Lunch Program**

A nutritionally balanced hot lunch and milk are served daily for those children who do not bring a lunch from home. Breakfast is available to students in the morning. The cost of this is \$1.50 a day. This year's lunches, which include milk, will be \$3.00 for children. Milk will cost \$.50 a day. Payments for meals are made online using the free [MySchoolBucks](#) website. A link is available from the lunch website. Sending a check in is also allowed, but not the preferred method. Students who meet income guidelines established by the federal government are eligible to participate in either a free or reduced cost lunch program. Application forms are available in the school health and guidance offices. All information is kept confidential. The Free and Reduced Price Meals application is also available online on the lunch website, if needed. If you have questions regarding your child's account, phone the Food Service Manager, Deb Rose, at 603-887-8505, ext. 7526.

Students who meet income guidelines established by the federal government are eligible to participate in either a free or reduced cost lunch program. Application forms are available in the school health and guidance offices. All information is kept confidential.

If you would like to join your child for lunch, please call the school, or send a note the day before your visit to inform us. Please note that glass bottles and soda are not allowed in the cafeteria. The cost of an adult lunch is \$4.25.

## **Monday Morning Meeting**

At Sandown North we honor and recognize each child's strengths. Our school is made up of unique learners, both students and staff, and each of us is on a journey. We love seeing our students growing and learning in different ways. Most Mondays we begin our school week together at Monday Morning Meeting (MMM). MMM gives all of us the chance to celebrate our learning together. Our 5th graders serve as the hosts. Please refer to our monthly school calendar or call the main office regarding MMM dates and times. Meetings begin at 9:00 am and typically last 20 minutes. Please let Mrs. Stafford know if there is a special accomplishment outside of school for which you would like your child to be recognized. Send her an email or leave a message with the information. She is happy to share the news during a Monday Morning Meeting.

## **Morning Arrival Procedures**

**For safety reasons, students should not arrive before 8:20 AM. Supervision begins at 8:20 AM. Follow the signs around to the back of the building and to the drop-off area.**

Students being dropped off by car should be left at the rear door. An adult will greet your child. Students arriving in their classrooms after 8:35 will be considered tardy and will need to sign in at the office. Please make every effort to ensure that your student arrives at school by 8:30. Arriving late negatively impacts the learning of your child, as well as interrupts the learning of others. If you arrive after 8:35, please bring your child into the building. You must sign him/her in and then your child will be given a pass to go to his/her classroom.

## **Music**

The Timberlane Regional School District offers an extensive music education to all students from grades one through high school. At Sandown North, music classes for students in grades one to three meet once per week for 45 minutes. Students gain a foundation in music theory. They participate in singing and music appreciation. They learn about various instruments and performance skills. In grade three, students learn how to play the recorder and perform for parents and community at our annual Sandown North Fine Arts Fair in May. Band instruments are introduced in grade 4 and students in grades 4 and 5 may participate in band or chorus. String instruments start in third grade.

## **Online Learning Days**

The NH Department of Education has granted districts the flexibility to offer online instruction on days designated by the Superintendent as "Online Learning Days" versus regular snow (or emergency school closure) days. An "Online Learning Day" will be determined by the Superintendent and families will be notified through the automated phone announcement system when school is canceled. The phone call will notify you of the cancellation of the day AND that it is an "Online Learning 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 canceling schools, and not every cancellation will be designated as an "Online Learning Day."

## **Photography and Video Taping**

At various times during the school year newspaper photographers are at our school to cover school activities or to photograph students in seasonal activities. From time to time, school activities are videotaped for cable TV or in-service activities. If for any reason you do not wish your child to be photographed or videotaped for public viewing, please send in a letter to the front office. If we do not hear from you, we will assume that you agree to allow your child to be photographed or videotaped if the occasion arises during the school year.

## **Physical Education**

PE classes for all grades meet once per week for 45 minutes. Students learn and practice skills for traditional games such as soccer, basketball, volleyball, flag football, and floor hockey by participating in a variety of enjoyable lead-up games. Gymnastics, tumbling, and vaulting skills will also be taught to students along with many fitness focused activities. Teamwork, cooperation, and sportsmanship are stressed throughout the entire school year. The goal is to motivate students to participate in a variety of enjoyable physical activities which encourage the pursuit of positive lifelong health and fitness attitudes.

Each student is expected to come to class dressed in sneakers and comfortable clothes that will allow the child to move safely through any activity. Loose jewelry is not safe, nor are open backed sneakers, clogs of any type, hiking boots or sandals.

It is expected that, while adhering to game rules, children will treat others with respect, and give their best effort during each class.

## **PTA**

The Sandown **P**arent **T**eacher **A**ssociation helps to join parents, teachers and school administration in a partnership. Together they work to enhance the well-being and education of the children in our schools. The Sandown PTA plays a vital role in the life of the schools, providing the organization and funding for a variety of educational programs, parent education, scholarships, family & school events, and field trips.

Sandown PTA is proud of its affiliation with the New Hampshire PTA and the National PTA, the oldest and largest volunteer association advocating exclusively on behalf of the children and youth. All parents and community members are encouraged to join and be part of this wonderful association. It is a rewarding experience and one of the best ways to get involved in our children's education.

### **The Sandown PTA Welcomes You!**

President: Marissa Brown

Secretary: open

Vice President: Cara Vetter

Treasurer: Deanna Colby

Assistant Treasurer: open

## **Recess**

Sandown North students generally have at least one outdoor recess during the school day. Students who are in school are expected to go outside at recess times. Special circumstances should be communicated to the teacher and/or nurse in writing. If it is necessary for a student to be kept indoors, a note from the doctor must be sent to the nurse.

Students should also dress for the weather conditions. In the winter, boots, hats, coats, gloves or mittens are necessary when playing in the snow. In warm weather, students may wear shorts of appropriate length for school. Please label removable clothing to avoid confusion and loss.

### **Report Cards/Progress Reports**

There are three twelve week reporting periods in the school year. Report cards can be viewed on your child's [PowerSchool](#) account at the end of each of these periods. Progress Report cards can be viewed at the midpoint of each of these periods to show that the teacher has concerns for a student's progress or that work has substantially improved. If you wish to have more frequent reports on your student's progress, please let the teacher or school counselor know.

### **School Admission & Withdrawal**

State law requires that every child between six and eighteen years of age shall attend school. To be eligible for admission in first grade, a child must have reached the age of six (6) years on or before September 30<sup>th</sup> of the entering year. All documentation for registration must be completed prior to actual registration.

This includes:

- Completing the online student registration
- Provide original birth certificate
- Custody Papers, if applicable
- Certificate of Residency and proof of residency as outlined on the district website
- Current Physical and Record of Immunizations: Consistent with the 1988 State immunization requirements (DPT, Polio, and Measles).

The above information is reviewed by the school principal, secretary, and nurse prior to enrollment.

### **School Withdrawal**

The front office and classroom teacher should be notified when a student will be leaving Sandown North. We will ask that you sign a release of information so that we may release copies of school records to the new school upon request. Although we do not allow parents to hand carry records to the new school, we will be happy to provide copies of any records that a parent needs to complete the new registration.

## Screenings

Each year, health, dental, and academic screenings are conducted. Screenings allow staff to be pro-active in supporting our children so they can be successful in their learning and in their relationships with others. Based on our screenings, we may make minor adjustments to our instruction on a temporary basis to assist students. In other cases, we may decide to offer significant supports to assist your child. At that time, we will certainly be in touch with you. If you have any questions or concerns regarding the screenings, feel free to contact Mrs. Stafford.

## School Cancellation

Schools will be open during inclement weather unless it is determined that it is too dangerous for pupils to come to school. If weather conditions are bad at 6:00 A.M. but expected to improve by midmorning, a delayed school opening will be announced on local radio and television stations. In the event of a major weather event, schools are generally closed. You will also receive a District [School Messenger](#) message in the event of weather, road or other emergencies.

## School Counselor

### ***School Counseling Mission Statement***

*The mission of the Sandown North school counseling program is to provide a developmental counseling program that recognizes and celebrates the individual differences of all students. Here at Sandown North, we are all on a journey of academic, self, and social development. The school counseling program acts to further enhance this process by serving as a resource to parents and staff, and most importantly, advocating for all Sandown North students.*

The School Counselor at Sandown North is a certified educator. She strives to meet the needs of all children through prevention, early identification, and intervention. As the School Counselor, she provides consultation with teachers, administrators, the school psychologist, parents, and outside social service agencies concerning the welfare of the students. She provides services to all children.

The program includes a developmental classroom guidance component. Throughout the year, the counselor spends time in all of the classrooms, working with the children around issues such as friendship, bullying, respect for differences, self-regulation, and any specific area a classroom teacher would like addressed.

In addition to classroom guidance and serving as a resource to parents and the school community, the counselor also works with children in smaller settings such as individual and group counseling. Children are referred to counseling by parents and teachers. Parental permission is obtained before a child participates in a group or ongoing individual counseling. During the school year, your child may talk about going to “lunch bunch”. Lunch Bunches provide students the opportunity to eat

lunch in the School Counseling Office with the school counselor and a small group of friends. Any child may request a lunch bunch.

Elementary school years set the tone for developing the skills, knowledge and attitudes necessary for our children to become healthy, productive adults. With a comprehensive developmental counseling program, the counselor works within a team with school staff, parents and community to create a caring atmosphere where all children's needs are met.

### **School Property**

Students are responsible for paying for lost or damaged school property.

### **Smoking**

Sandown North and all public buildings in New Hampshire are non-smoking areas. Smoking is not allowed anywhere on school grounds.

### **Snacks**

There is a time allowed during the day for students to have a snack. Student snacks are intended to supplement a child's energy and appease hunger. Despite commercial advertisements, snacks such as soda, candy, snack desserts, chips, etc. do not provide lasting energy. These foods may affect children negatively in their ability to attend to learning and to make good choices. We encourage you to make a better choice such as fruit, fruit juices, veggies, cheese and crackers, peanut butter sandwich, raisins, nuts, sugar-free dry cereal, etc. Please help your children to plan and make a good choice for a snack.

### **Special Education**

Sandown North and the Timberlane Regional School District has available a full range of services for students with special needs including learning disabilities services, speech and language therapy, occupations therapy, physical therapy, emotional disabilities services, and other health impairments. If you think that your child may need these services in order to be successful in school, please contact your classroom teacher or school administration. The process that is in place to evaluate and determine if an Individual Education Plan is needed for a student to be successful in school is guided by state and federal laws. Parent permission is required and parents are members of the special needs team.

## **Star Quest/Positive Behavioral Interventions and Support (PBIS)**

Through Star Quest, our mission is to create a safe, respectful environment where all members of the community are successful and feel valued. All staff members teach, model, and reinforce positive behavior. We strive to be **Safe, Trustworthy, Always Respectful, and Responsible – STARS!**

Through Star Quest we strive to:

- To maximize the potential of all by focusing on **positive** practices.
- To meet the learning needs of each student.
- To ensure success for each child.

In order to achieve the best possible outcomes, students, families, school staff, and the wider community must develop partnerships to share beliefs and support one another.

When consequences for an action are determined to be needed, protocols and procedures in [Rights and Responsibilities](#) are followed.

## **Student Records**

Sandown North complies with the Family Rights and Privacy Act of 1974. Parents have the right to inspect and review student records. Please notify the school if you wish to do so. It is necessary that an appointment be made and that a school representative is present at the viewing. Although the records are the property of the school, there is a process to have information amended or to include a parent's input in the record.

## **Surveillance Video and Audio Devices**

There are video and/or audio surveillance devices on district properties to ensure the health, welfare, and safety of all staff, students, and visitors as well as to safeguard district buildings, grounds, and equipment. Students will be responsible for any violations of school rules recorded by and/or audio surveillance videos.

## **Target Team**

The Target Team at Sandown North is made up of grade level classroom teachers, our literacy coach, school counselor, school psychologist and assistant principal. The team works together to

determine how to best challenge and/or support a child's learning needs. Students' strengths and interests are important when considering next steps. The purpose of the team is to clarify the concern of the classroom teacher and suggest any possible interventions that might be helpful. Classroom teachers will keep parents informed about any Target Team interventions that concern their child.

### **Telephones/ Cell Phones**

Students do not use the school telephones and are not permitted to use cell phones during the school day. If parents have a concern, they should call the office staff to inform them of what may need to be communicated to a child. Staff members who can be of assistance will be informed.

### **Title One Reading and Math Programs**

Title One is the largest federal aid program to provide appropriate services to help students achieve by supplementing classroom instruction. Research-based specialized reading instruction is provided through the cooperation of the classroom teacher and the Title One Reading teacher. In order to be eligible to receive Title One services, students can be identified in several ways: classroom performance, observations, and informal reading assessments. The Title I grant is reviewed each year, so targeted population may change based on funding.

The federal legislation, No Child Left Behind, requires that all parents in any school receiving Title I funds be notified that they may request information regarding whether or not their child's teacher is highly qualified to teach the subject and grade level that s/he is teaching. Our school does receive Title I funds. To be considered a highly qualified teacher, the state and federal government require that a teacher be certified by the state in which s/he works. All of our classroom teachers meet the federal and state guidelines for being considered highly qualified teachers.

### **Use of Building**

We extend a welcome to use our school building to community groups who have provided the appropriate forms and insurance binder. Any school event would take precedence in case of scheduling conflict. Facilities Use Forms can be picked up and returned to the office. They must be signed by the principal. Any time school is not in session due to vacation, inclement weather or other emergency, all after school and evening events are automatically canceled.

Groups using the school must keep all children under direct supervision at all times, must remain in the area of the building that they are assigned to, must leave the space they use clean and tidy, and must treat all school property with respect. If these guidelines are not followed, the permission to use the building will be rescinded.

A Building Administrator will meet with the individual who plans to use the building to ensure that expectations are understood.

## **Visitors to the School**

We welcome visitors to our school, but balance hospitality with a need to protect the safety of our children and a need to respect the importance of instructional time in the classroom. Please make appointments with the classroom teacher for a visit or meeting prior to arriving at the school. All visitors are asked to ring the bell and identify themselves before entering, sign in and wear an identifying nametag before entering any other part of the school. Every teacher has email and/or voicemail where you may reach out and leave a message. Email addresses and extensions can be found on our website.

Lunches, books, musical instruments, permission slips, party treats and other items to be delivered to your child should be given to the front office staff. Please write your child's name, grade, and teacher clearly on the package. The secretary will see that the item is delivered for you.

## **Volunteers/Designated Volunteers**

Per School Board [Policy IJOC](#), any Designated Volunteer must submit to a background investigation and criminal records check. A Designated Volunteer is anyone who chaperones on school field trips or events and/or meets regularly with students. Anyone interested in serving as a Designated Volunteer will need to complete an application which may be obtained from the school office. If the application is approved you will then be referred to the SAU for a background check.

If your schedule allows, we welcome you to volunteer your time in our school. We will be sending home additional information on the various opportunities for volunteers. Please become involved!

## **Weapons/Dangerous Objects**

It is the responsibility of the school administration to protect every student and staff member from any possible injury. The possession of any type of knife, razor, or other dangerous object or weapon in school greatly increases the risk of accidental injury to both the student carrying the object and to others.

Therefore, weapons and/or dangerous objects of any kind are not allowed in the building, lockers, or anywhere else on school property. A weapon shall be defined as either of the following:

- a. A firearm as defined in Section 921 of Title XVIII of the United States Code
- b. Any device, object, or artifact that has been determined by the Superintendent of Schools to be dangerous to any student or faculty member

## **Non-Discrimination or Equal Opportunity Employment**

The School Board in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees, that there shall be no discrimination on the basis of gender, sexual orientation, race, color, religion, nationality, ethnic origin, age or disability for employment in participation in admission or access to, or operation and administration of any educational program or activity in the school district.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 or the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.