

Sandown Central School

Student and Parent Handbook



2022-2023

Sandown Central School, Where Little Owls Learn to Fly

Dear Families,

Welcome to the 2022-2023 school year and the Parent/Students Handbook for TLC at Sandown Central School. We are excited for the beginning of a new year, and welcome both new and returning families to our school.

Sandown Central School houses three grade levels that focus on growing each child to his/her potential. The Timberlane Learning Center (TLC) is a developmental preschool that includes students who are three to four years of age. Pre-Kindergarten for the town of Sandown is also part of our school and is the overflow from other towns in our district, should their programming become full. Pre-K includes students who are aged 4-5. The Sandown Kindergarten is also housed at Sandown Central School. Kindergarten students are aged 5-6.

Many students who attend TLC at the age of 3 are referred to us from Early Educational Services such as Children's Pyramid or Easter Seals or parents who have noticed concerns. Students who qualify for special education or therapeutic services, and turn 3 after the September 30 cut-off, may participate in drop in services or our transitional 3's program. TLC and all of our grade levels at Sandown Central School utilize an interdisciplinary team approach to supporting the development of our district's youngest students.

All of our programs are tuition based unless otherwise determined by a special education team. Tuition prices are:

Preschool - \$1,100 per year. Sessions are offered on T/TH or M/W schedules, both morning and afternoon times.

Pre-K - \$2,200 per year. Sessions are offered morning and afternoons Tuesday through Friday.

Kindergarten - \$4,500 for Full Day attendance, and half day kindergarten is free. Students attend kindergarten 5 days a week.

We hope that the following pages provide information that you find resourceful. Please take a few minutes to read this handbook, and kindly sign the signature page in InfoSnap that you have read it.

Parents and schools who partner in the educational process are vital to the success of any learner. We value your feedback and input, and encourage you to become involved in your child's education through volunteering, attending PTA meetings, or stopping by the office for conversations.

Kindest Regards,

Patrice L. Liff, Principal

Sandown Central Staff

Principal	Patrice L. Liff
Executive Administrative Assistant	Heather Sweet
Elementary Special Education Coordinator	Amy Dailey
Special Education Administrative Assistant	Jen Ward
Director of Elementary Education	Lucy Canotas
School Counselor	Shawna Berni
Nurse	Megan Adams
Preschool Teachers	Christine Crocker Julie Manfrate
Pre-K Teachers	Cheryl Goodman Ashley Smith
Kindergarten Teachers	Maura Brown Amanda DeCew Lee Anne Miller Sandy Peters
Special Educator	Karen Radjavitch
Innovation	William Doughty
General Music	Kimberly Soha
Art	Jennifer Rice
Physical Education/Health	Alisha Ford
Technology	Open
Literacy Coach	Amy Difeo
Rtl Coach	Courtney Pellegrino
Behaviorist	Sharon Parker

Speech/Language Pathologist		Heather Bartlett Alexandra Simon Terry Sable
Speech and Language Assistant		
Occupational Therapist COTA		Courtney Pilcher Lauren Kenny
Physical Therapist		Kim Dubois
School Psychologist		Open
Para-educators	Carolyn Nenart Deb Gilmartin Laurie Gray Wendy Laurence Patty McDargh Susanne Tewell	Nancy Doherty Brittany Brown Sandra Toressi-Neel Michele Parker Christina Temple Open
Custodial Staff		Bob Stilson Brian McDonald
Food Service Staff		Josephine Ellis (Cookie)
Technology Coordinator		Marty Lewis

Timberlane Regional School Board

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

Current Members are:

Michael Boucher - Atkinson
 Open - Atkinson
 Kimberly Farah - Danville
 Katie Knutsen - Danville
 Kristen Savage - Plaistow - Vice-Chair
 Shauna Manthorn - Plaistow
 Open - Plaistow
 Steven Finnegan - Sandown - chair
 Mark Sherwood – Sandown

School Board Policies available on-line at [Policies](#)

Supervisory Union 106 Administration

Christopher Kellan	Superintendent of Schools
Justin Krieger	Assistant Superintendent of Schools
Maria Watkins	Business Administrator/CFO
Kelley Brooks	Director of Special Education
Ginger Drechsel	Director of Student Services
Sandra Allaire	Executive Director of Curriculum and Professional Learning
Mark Pederson	Director of Secondary Education
Lucy Canotas	Director of Elementary Education
Fran Decinto	Director of Human Resources
Kenneth Henderson	Director of Technology
Karl Ingoldsby	Director of Plant Operations

About our School

Sandown Central School houses three grade levels and one district program, TLC. The staff at Sandown Central School share the belief that the bridge between home and school is important. Effective communication between school and home will help to build relationships that result in positive student growth. To that end, our staff strives to build partnerships with each family and to communicate effectively about each student's growth and development. We encourage parents to reach out at any time with questions or requests for conversation.

Play at Sandown Central School

We believe that through guided play opportunities, students will develop academically as well as begin to build social and emotional skills that will help them to problem solve and make sound choices.

If you've had other children attend Sandown Central, you know that our instructional focus involves learning through play opportunities. It is not just what children learn, but how they learn it that's important. Learning through play is best practice when instructing young learners and it is a state mandate for all public kindergarten classrooms. Play itself has three important components; Child Directed Free Play – the type you would see at recess, Mutually Directed Guided Play, which is structured by the teacher to specifically focus on social rules, developing friendship and self-regulation skills, and Teacher Directed Guided Play. This play drives specific academic learning and is designed to teach the curriculum standards required by the state and district. All students at Sandown Central School experience daily play opportunities. Play also allows for student choice at the learning level. It helps students to develop confidence in their choices and to experience learning at a level that is meaningful to them.

Behavioral Beliefs

Dr. Ross Greene, author of *The Explosive Child*, reminds us that “Kids do well if they can.” The young students who attend Sandown Central School often struggle with communicating their feelings, wants and needs. We believe it is our job to support the development of positive behavioral choices in all children, and that may look different for each student. If you have any questions or concerns about your child’s behavior, do not hesitate to reach out to their team or classroom teacher.

TLC Preschool

The Timberlane Learning Center (TLC) is housed at Sandown Central School. TLC is a developmental preschool for students with or without educational disabilities. Our programming and curriculum are based on the New Hampshire State Early Learning Standards which are a developmental continuum of learning from birth through age five. Our integrated curriculum offers extended opportunities for students to experience the development of math, literacy, fine and gross motor development, and social and emotional growth through play and hands-on learning experiences. Morning or afternoon meeting leads into teacher directed center work, and a daily snack time where children are encouraged to develop emerging language skills by socializing with each other. Weather permitting, all classes spend some time outdoors, either on the playground or listening to a story in our outdoor classroom.

Students who turn three by September 30 of any school year are welcome to enroll in our preschool program. Students can attend with or without a special education identification. Students who turn three after September 30, and meet the criteria for a special education identification, are considered a Transitional 3 and will attend school for drop-in related services or integrative instruction with our preschool teachers.

Preschool Hours for the 2022-2023 school year are held on the following days and times:

Morning Sessions are 8:30-11:10

Afternoon Sessions are 12:30-3:10

- Tuesday/Thursday morning classes
- Wednesday/Friday morning and afternoon classes

Tuesday/Thursday afternoons are reserved for students entering our Transitional 3’s program.

Special Education Services are provided to any student that qualifies. Many students are often referred to TLC from Early Intervention Services. There may also be times when parents or teachers wish to refer their child for special education evaluation. Students who are eligible will be evaluated by a team through a process of meetings. If you have any questions regarding this process, please reach out to our special education team or Amy Daily, the Elementary Special Education Coordinator.

Timberlane Regional School District Pre-K Program

The Timberlane Regional School District is committed to the development of skills in the core areas of English Language Arts, Mathematics, Science, Social Studies, and Social Emotional Learning. Our Pre-Kindergarten teachers administer programming based on the TRSD aligned PK-12 curriculum, which was written to reflect the New Hampshire State Early Learning Standards. Highly qualified teachers employ age appropriate methodologies and activities that highlight hands-on, discovery learning and active engagement. Morning or afternoon meeting leads in teacher directed center work, and daily guided play opportunities. Students learn to identify letters and numbers, begin to explore numeracy, and develop language and communication skills through play and integrated learning experiences. Children also have a daily snack time where they are encouraged to socialize. Weather permitting, all classes spend some time outdoors engaging in outdoor free play or mutually directed guided play.

Students who turn four by September 30 of any school year are welcome to enroll in our Pre-K program. Students can attend with or without a special education identification. Pre-K hours are Tuesday through Friday at the following times:

Morning Sessions are 8:30-11:10

Afternoon Sessions are 12:30-3:10

Kindergarten

The Timberlane Regional School District offers two kindergarten options to meet the needs of young, developing learners. Morning half day sessions are offered in each of our elementary schools and at Sandown Central School. Each school also offers multiple full day learning opportunities. There is a tuition charge for attending full day kindergarten.

Kindergarten Curriculum has been designed to reflect the New Hampshire Early Learning Standards as well as the NH College and Career Ready Competencies. The kindergarten curriculum is included in the Timberlane Regional School District's integrated K-12 Curriculum, which can be found at this [LINK](#).

Kindergarten students experience a wide variety of learning opportunities, including Play, which is held for one hour daily in full day classes, and 20-30 minutes in half day sessions. Guided play is designed to reflect our district's competencies and allows for students to explore and practice learning. Through Play opportunities, students develop reading, writing, numeracy and other cognitive skills. In addition, Play allows students multiple ways to problem solve, engage in group or partner activities, and to develop important social and emotional skills.

Full day kindergarten students also receive instruction in Art, Innovation (a special that addresses engineering standards, and encourages problem solving across all academic areas), Technology Integration, Music and Physical Education. Specials are held for 45 minutes daily. Additionally, all kindergarten students interact with social and emotional learning with our school counselor. In addition to working with each classroom, our school guidance program provides resources and support to families who may need it. Our counselor also works with small groups of students who

may need additional support in developing social and emotional learning skills. This work is typically done in a lunch bunch setting. School Counselors are not therapists, and do not provide therapeutic services.

Kindergarten teachers may assign homework, which typically will support the learning of the classroom. Your child may bring home a bag of books to read to or with parents, or a math game. Please contact your child's teacher if you have any questions about homework assignments.

Special Education

Sandown Central School follows the federal and state guidelines for students who may qualify for special education services. Our staff includes speech therapists, occupational and physical therapists, behavioral specialists and case managers. The staff evaluate and provide both therapeutic and academic support. Professionals, along with parents comprise the student's team, and together, they proceed through the process if it has been determined that evaluation is warranted. If the evaluation indicates a student is eligible for special education services, the team will draft an Individual Education Plan (IEP), and meet to propose that plan to parents or guardians. Once the IEP has been approved, special education services will be provided to the student.

If you have any questions about this process, please reach out to your child's case manager, or Amy Dailey, the Special Education Coordinator for Elementary. They would be happy to speak with you at any time.

GENERAL PROCEDURES

Alerts via School Messenger

The district utilizes a rapid telephone notification system as one method to communicate with both student's families and staff. The system is used to notify families of inclement weather days, to send communication from the school or district, or other communications that are important to receive. Please make sure your child's information is always updated through PowerSchool to ensure your family receives these messages.

Allergy Awareness

Because our student population consists of very young learners, we are sensitive to the fact that many parents have not yet given their child tree nuts or peanut products. Additionally, many of our students have complicated medical needs and allergy or food sensitivity to tree nut or peanut products. Providing a safe environment for students is important, therefore, Sandown Central School has always been tree nut and peanut free. Please feel free to contact our school nurse if you have any questions or concerns.

Arrival and Dismissal Information

Bus Transportation - We encourage kindergarten children to ride our school buses. Safe, respectful bus behaviors are taught by bus and school staff. Children are taught to use partner voices, keep backpacks on their laps, sit facing forward, and remain seated at all times. No eating is permitted on the bus. Children's safety is of paramount importance. The school board has authorized the use of a video recording of the interior of the school bus while students are being transported. Parents are not permitted to view videos. If you have a concern or question, please contact the school principal. Bus discipline reports are sometimes warranted. You will be notified by the principal if your child does receive a bus discipline report.

Car Drop off and Pick up Instructions:

If you will be transporting your child, please pull around to the back portico, using the driveway at the LEFT side of the building. For the safety of students as well as staff, please adhere to the following procedures:

- Park and turn off your car. Idling is not permitted on school grounds.
- All parents must stay in their vehicles. Staff will help the children out of the car and into the car at the end of the day.
- This same procedure will be followed during dismissal. Staff will walk your child to your car and help them in.
- A staff member will hold a stop sign to indicate that all cars must be stopped with their **motors off**. Once students have been loaded, we will dismiss 10 cars at a time. Please do not drive away until the stop sign is turned from **STOP to SLOW**.
- In the morning, we will begin to unload at 8:20 and again at 12:20. At the end of the day, students will be dismissed beginning at either 11:05 or 3:05.

Please read below for drop off and pick up information. Student safety is very important to us. We have designed a pick-up/drop-off system to ensure the safety of all our students.

- Attach a visor sign, which is provided by the school, to the right-hand visor so it is visible from the outside of the vehicle – your child's name and classroom teacher will be printed on the sign.
- Your child will be provided with a backpack tag containing the same information as the car sign.
- We are happy to provide additional signs to any family. We recognize that many grandparents or daycare providers participate in pick up and drop off.
- Students will not be released unless the sign/backpack tag corresponds.
- If the car does not have a visor sign, the driver will be asked to park and come into the office to sign the student out.

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 8:30 AM and ends at 3:10 for full day classes. AM classes are held from 8:30-11:10 and PM classes are held from 12:30-3:10. **Please call the school at 887-3648 and press 1 to report**

that your child is going to be absent or tardy, or if you prefer, you may log your student's absence, tardy status, or early dismissal request into Pick Up Patrol (PUP).

It is the policy of the Timberlane School District to ask parents to refrain from taking students out of school for family vacation as sufficient vacation weeks are provided during the school year. Frequent tardiness and absences negatively impact a child's ability to access the curriculum and will be noted on the Timberlane report card and may result in further action from the Principal.

PickUp Patrol

A dismissal system called PickUp Patrol is used throughout the school district to help track daily dismissals. A Welcome Email from PickUp Patrol is sent out to all families allowing you to set up your account. It provides an easy and convenient way to make changes to your child's dismissal plans while helping us ensure that our students are safely dismissed to their correct after-school destination. It is also used for attendance, tardy situations and dismissals. The plan your child will regularly follow for dismissal is called their default plan and that will be set up by Heather Sweet in the front office. Please reach out to Heather Sweet before school begins to set up that plan.

Notes and emails are also acceptable if you would rather not use PickUp Patrol. Additional information about PickUp Patrol will be sent home to all families before the start of school. Here is the [PickUp Patrol Flyer](#)

Bullying/Harassment

We expect students to treat others with kindness and respect. While it is infrequent at this age, we have had students experience situations that could be considered Bullying in nature. The district has a Pupil Safety, Violence Prevention, and Anti-Bullying Policy. Please read policy [JICK](#) as well as Pupil Safety and Violence [RSA193F:1](#) linked in this handbook above with School Board policies. Additionally included is information regarding the Family Educational Rights and Privacy Act ([FERPA](#)), and the [Student Discrimination and Complaint Procedure](#). If at any time you feel concerned about something your child has shared with you, do not hesitate to reach out to their teacher or the principal.

Dress

Student dress should be neat, tasteful, and appropriate. No costume wear is permitted. Shoes should be firmly attached to the foot. Flip-flops, fancy dress shoes and backless shoes are discouraged for safety reasons. Students will not be allowed on play equipment if they do not have appropriate footwear. Sneakers are required for Physical Education class. In the event that clothing is deemed inappropriate, you will be phoned to bring a change of clothing.

Students should also dress for the weather conditions. In the winter, snow pants, 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.

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 you have provided for that purpose.

Emergency Information **INFOSNAP**

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 **INFOSNAP** prior to the beginning of the new school year. ***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 students and staff at the predetermined location. There is a procedure in place if an off-site evacuation is necessary.

Other emergency safety 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.

Field Trips

Field trips in the Timberlane Regional School District must be directly related to the curriculum standards. At Sandown Central School, our field trips may be local, or we may opt to bring the field trip to our school. In the event that we do ride buses to a field trip location, we will provide enough staff or volunteers to guarantee the safety of our students.

Permission slips for field trips will be sent home to parents if we are leaving the school grounds.. 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 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.

Health Services

Each school in the Timberlane Regional School District has a registered nurse on sight. The 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 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.

District Health Services Website

All contact information, immunizations, facts and bulletins and forms are available on the Sandown Central School website by going to [School Nurse](#)

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.

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 a physician prior to returning to school.

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

Repellant/Sunscreen-Sandown Central School does NOT provide or apply bug spray or sunscreen. Bug spray and sunscreen must be applied at home before school.

COVID19 - Please follow the protocols stated on the NH DHHS school dashboard and your child's health care provider. Information can be found at this location:

<https://www.covid19.nh.gov/resources/schools>

All absences should be called into the attendance line. 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. If your child will be absent from school, please dial the school's main phone number 603-887-3648 and press 1 to reach the absence line. You may also communicate your child's absence through Pick-Up Patrol (PUP).

Emergency Information Sheets

Emergency information must be updated when you receive an email from the TRSD to re-register your child in August. New students to the district will provide this information when they initially register their child online. This is necessary so 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 during the school year. Any medical changes should be provided to the nurse.

Health Screenings

Each year, 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 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.

Internet Safety

The Timberlane Regional School District provides Internet access to its students and staff through computers, Chromebooks, or Tablets 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 Central School 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 found at this [LINK](#). Please read it carefully and if you have any questions, reach out to the front office. Tablets and Chromebooks are sent home with students to use if a Remote Learning Day is called for inclement weather. If you do not want your child to have internet access at school, please put your request in writing to the school principal.

Legal, Custody, and Restraining Issues

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

Library Media Center

The Library is important to us at Sandown Central. 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. Classroom teachers are free to bring their students for whole class instruction or to send groups of children for individual assistance.

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. Classroom teachers are always available to help children look for lost items. Periodically, 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 at the cost of \$1.50 a day. Please be aware that breakfast choices at Sandown Central school consist of a bagel and a piece of fruit. This year's lunches, which include milk, will be \$3.00 for children. Milk alone will cost \$.50 a day. Payments for meals are made online using the free www.myschoolbucks.com website. A link is available from the lunch website. Sending a check in is also allowed, but not the preferred method. Please note that glass bottles and soda are not allowed at school. If you have questions regarding your child's account, phone the Food Service Manager, Deb Rose, at 887.8505, ext. 326.

The Free and Reduced Price Meals application is available online on the lunch website. 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 also available in the Main Office. All information is kept confidential. If you qualify for free and reduced lunch, you may also qualify for reduced tuition. Please contact our front office if you have any questions.

Parties at School

We love to celebrate birthdays and important events with your students. If you would like to contribute a food item for students to share, you must provide an ingredient list to the school nurse, who will approve it. Please do not send food items directly into classrooms. When purchasing food items, please remember that Sandown Central is a Tree Nut and Peanut free building. Food items that have been processed in a facility that also processes foods with Tree Nuts and Peanuts will not be allowed. Because this has been challenging, some families have found it easier to bring healthier items such as a fruit snack, or a small trinket to mark the occasion. Please contact your child's teacher or the school nurse for further information.

Parties at Home

Please understand that we cannot distribute party or other invitations at school unless the entire class or a subdivision of the class (i.e. all of the boys or girls) are invited. Additionally, we cannot share personal information (email addresses, phone numbers) of the other families in the class. If you are inviting just some of the children, invitations should be distributed outside of school.

Power School Registration and Re-Registration

Families of returning students should have received an email from the Timberlane Regional School District requesting they complete the re-registration process for each child in their parent PowerSchool account. Please take the time to complete the process before the start of school in order to update important medical and emergency contact information, and to review district and school policies. It is very important that you update your contact phone numbers and email addresses. The school will need accurate contact information in case of an emergency.

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 all parents to become members.

Recess

We believe that young learners need to move! Recess is provided at least once daily, and for full day kindergarten students, twice each day. Outdoor play structures, as well as pretend play opportunities provide students the opportunity to develop multiple skill sets. If for some reason your student is unable to participate in recess because of a special circumstance, please send a doctor's note to the school nurse and notify the classroom teachers. Please be sure your child has all appropriate clothing and footwear to be able to participate.

Report Cards/Progress Reports

For kindergarten students, there are three reporting periods in the school year. Report cards are available for parents to access via PowerSchool in December, March and June. Progress reports are sent home mid-trimester, however, in lieu of a progress report in the fall, parent/teacher conferences are held at the end of October.

Preschool and Pre-K students receive progress reports in November and April, and report cards twice a year in February and June.

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 may 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 Property

Students are taught to be respectful of school property, which includes books and other learning materials. In the event that school property is damaged or lost, families may be responsible for reimbursing the school.

Smoking

Sandown Central School 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. Please help your children to plan and make a good choice for a snack. We require all snacks be tree nut and peanut free at Sandown Central School.

Student Records

Sandown Central School 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.

Use of Building

Our building is open from 6:00AM to 8:00PM. We extend a welcome to use our school building to community groups who have provided the appropriate forms and insurance. 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 and approved 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, and remain in the area of the building that they are assigned to. The space must be left clean and free of glitter or other forms of trash. All activities must end by 8:00 PM so the night custodian can secure the building.

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. All visitors are asked to sign in and wear an identifying name tag before entering any other part of the school. If a visitor needs to meet or talk with a teacher, please make an appointment for before or after school hours. You may do this by leaving a voicemail or sending an email request. Parents are not permitted to walk their child to their classrooms.

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 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.
- c. Toy weapons are not permitted at all.

Discipline

The Timberlane Regional School District Maintains a strict discipline policy. Please refer to the “Rights and Responsibilities Handbook found at this [LINK](#).

At Sandown Central School, we recognize that young students are still learning the rules of behavior in school. We believe that all behavior is communication, and it is our goal to help students understand appropriate behavioral expectations while at school. However, the students are still expected to follow school and district rules while at school and on the bus. Unexpected behaviors may result in a visit to the office, a phone call home or in very rare cases, suspension from school or the bus.

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.