

# Sandown Central School

## Student and Parent Handbook



# 2020-2021

Revised August 26, 2020

Dear Families,

Welcome to the 2020-2021 Parent/Student Handbook for TLC at Sandown Central!

Although we are in challenging times, my team and I are dedicated to work together and make school the best possible experience for your child.

The following pages are a useful resource for you to learn about our school and keep you informed of school rules, policies and procedures. Please take the time to read our handbook and become involved in your child's education. One of your online materials to complete is a form acknowledging that you have read and understand the Student/Parent Handbook. Please access these forms through InfoSnap and sign once you have completed viewing our manual.

Parents are vital to the success of our students and our school. We welcome your feedback and input. Please reach out if you have questions regarding this material or other pertinent topics. Wishing you a wonderful school year!

Warm Regards,

Jen Marino  
Principal, @ TLC at Sandown Central  
Jennifer.Marino@Timberlane.net

## Sandown Central Staff

Principal		Jennifer Marino
Executive Secretary		Christina Winship
Preschool Coordinator		Amy Dailey
TLC Secretary		Jen Ward
School Counselor		Shawna Berni
Nurse		Mary-Kate Murphy
Para-educators	Bethany Cassidy Nancy Doherty Deb Gilmartin Laurie Gray Wendy Laurence Patty McDargh Giselle Merrill Michaela Moskevitz Carolyn Nenart	Patricia Passanisi Brenda Roberts Brittany Robertson Alyson Tapley Christina Temple Susanne Tewell Jill Uber
Technology		Justin Bentley- Melle
General Music/Strings		Alison Yankowskas
Art		Allison Lenihan
Physical Education/Health		Kim DeCristofaro
Reading Specialist		Sarah Gallagher
Behaviorist		Sharon Parker

## Sandown Central Staff

Speech/Language Pathologist	Heather Bartlett Alexandra Simon
Occupational Therapist	Patricia Fowler Lauren Kenny
Physical Therapist	Janice Knuuttunen
Custodial Staff	Gerry Pisani Ryan Hayes
Food Service Staff	Josephine Ellis (Cookie)
Technology Coordinator	Julie Lynch
School Psychologist	Kristen Seymour
<b>Pre-School</b>	Christine Crocker Sarah Lacroix Julie Manfrate Courtney Pelligrino
<b>Kindergarten</b>	Maura Brown Amanda DeCew Lee Anne Miller Sandy Peters Amanda Hackney
<b>Special Educator (K)</b>	Karen Radjavitch

### **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:

Brian Boyle - Atkinson  
Susan Sherman - Plaistow  
Kimberly Farah - Danville  
Lee Dube - Sandown  
Sheila Lowes – Sandown  
Kristen Savage - Plaistow  
Sarah Macheimer - Plaistow  
Jennifer Silva – Atkinson  
Shawn O’Neill - Danville

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

## **Supervisory Union 55 Administration**

Dr. Brian Cochrane	Superintendent
	Assistant Superintendent
Geoffrey Dowd	Business Administrator
Susan Rasicot	Director of Special Education/Student Services
	Director of Data and Accountability
Sandy Allaire	Director of Curriculum and Instruction

## **GENERAL PROCEDURES**

### **Alerts**

The district utilizes a rapid telephone notification system as one method to communicate with both student's families and staff. The system is utilized primarily to notify families and/or staff when a quick mass message needs to be made. The commercial name of the system is School Messenger.

Student information is obtained from the student 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's work and cell phone numbers and father's work and cell phone numbers, if provided by the parents. This provides for flexibility to target phone calls as needed.

**The Principal sends her newsletters frequently via email. Be sure we have your email address so you can receive them. It is important that the district is informed of phone number changes to insure good communication.**

### **Art**

The Sandown Central School art program encourages imaginative and skillful creativity by introducing students to a variety of artistic philosophies, media and techniques. Full Day Kindergarten 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.

### **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 8:50/9:00 – 3:10/3:20. **Please call the school at 887-3648 and press 1 to report that your child is going to be absent or tardy.** If your child attends half time you are expected to pick them up at the exact dismissal time. We cannot watch students after dismissal. If your child has frequent tardies

or absences, you will be notified by the Principal via letter. If the tardies/absences are excessive, further action may be taken.

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 should 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 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.

### **Blizzard Bags**

The NH Department of Education has granted districts the flexibility to offer online instruction on days designated by the Superintendent as "Online Learning/Blizzard Bag" days versus regular snow (or emergency school closure) days. An "Online Learning/Blizzard Bag Day" will be determined by the Superintendent and families will be notified through the automated phone announcement system when school is cancelled. The phone call will notify you of the cancellation of the day AND that it is an "Online Learning/Blizzard Bag Day." The notification will also be posted on the district and school websites. The notification will not be advertised on TV or radio. Remember, there is much to consider when cancelling schools, and not every cancellation will be designated as an "Online Learning/Blizzard Bag Day."

Your children will be expected to complete their assignments using about four hours of time during the day. Each school has posted the hours when teachers are available online or through email on these days. Typical hours will be from 10:00 AM to 2:00 PM. Students are expected to submit their completed work online or return to school the following day with the completed assignments in hand. If a Blizzard Bag day is called and the student fails to complete the work, the student will be marked as absent for the day.

### **Bullying/Harassment**

Students are expected to treat each other and all staff members with dignity and respect and are entitled to freedom from any kind of harassment. It should be clear that **no form of hazing/bullying/harassment will be tolerated.**

Hazing/bullying/harassment is defined as repeated unwelcome, harmful behavior towards another person. This behavior includes being annoying, bothersome, and/or physically or emotionally injurious. Hazing/bullying/harassment can take the form of **but is not limited to** verbal and/or written remarks, gestures, innuendoes, gossip, symbols, or physical contact. A person who feels he/she is a victim of harassment **should bring the matter to the attention of a teacher or an administrator.**

### **Bus Travel**

We encourage our 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, as stated in RSA 570-A:2,II. Parents are not permitted to view videos. If you have a concern or question, do **NOT** approach the bus driver. Sandy Hodgkins is the Transportation Coordinator and can be reached at 603.382.6119 ext. 2229. If your child receives bus write-ups for poor behavior, your child may be suspended from the bus for a period of time.

### **Directory Information**

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

Parents may refuse release of any directory information by submitting a written request to the Principal by September 13, 2019.

### **Dismissal Procedures**

1. All students will be dismissed at 3:10 for Pre-K and 3:20 K pm. If you are picking your child up, follow the sign for parent pick-up and drop off. Please turn off your engine while waiting. Large school buses will be boarded at the front of the building as the buses arrive and small buses will be at the Portico area.



2. It is assumed that most students will ride the bus. If your child is not going to ride the bus, or if he/she will be riding a different bus at any time, Pick-Up Patrol online notification or a note must be sent to the school office before we will allow your student to make a change.

**You will be sent an online invitation to register for the Pick-Up Patrol Program. Forms for written notes are given to all students at the beginning of the school year. Extra forms are available at the school office. Please send these notes in with your child and not by email or fax, as an important message may be missed.**

A written note of authorization or Pick-Up 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 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 stop at the office in order to be properly identified and to sign out his/her student(s). Please do not go directly to the classroom to pick up students.

### **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.

### **Toys/Electronic Equipment**

Timberlane strives to set high educational standards, challenging learning experiences and opportunities for all students. For this reason, the use of electronic devices and toys are not allowed at school.

Students are not allowed to use electronics, cell phones or toys during the school day. Exceptions can be made for school projects arranged by the classroom teacher/principal.

### **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 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 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.

### **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 out of district. 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.

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 a parent.

## **FLES**

FLES is an acronym for Foreign Language in Elementary School. It is an approach to learning that allows students to develop basic communicative skills in a language while reinforcing and enriching content in other disciplines. The language the TRSD will teach is Spanish. FLES is delivered in an encouraging learning environment where the language directly relates to the students, reflecting their needs, interests and everyday life. FLES teaching and learning occurs in Pre-K 4 and Kindergarten.

## **Fund Raising**

All fundraising 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, and Artists in Residence.

## **Guidance**

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, character education 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 attending lunch groups which will provide students the opportunity to eat lunch in the Guidance Office with the school counselor and a small group of friends.

The Guidance Office has reference books and relevant handouts available for parents and staff. During the school year, the counselor communicates and exchanges information with parents by way of conferences, parent education workshops and newsletters.

## **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. Mrs. Mary Hatton 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 Sandown Central School website by going to the School Nurse section-then district nurse's website.

### **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 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.

**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.

**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.

### **Emergency Information Sheets**

These forms must be returned to the Health Office completely filled out and signed by the parent or guardian at the very beginning of each school year. These are 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. Please contact the main office with any changes to contact information. 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.

### **Homework**

Meaningful homework assignments may be requested to be accomplished outside of the regular classroom and are an integral part of the teaching and learning process. This is a time to practice, maintain, complete any make-up work, 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 can be made.

### **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 Central School is closely monitored, and students do not to 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/sc](http://www.timberlane.net/sc). 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 EGA 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.

### **Invitations**

Please do not have party or other invitations distributed in school unless the entire class or a subdivision of the class (i.e. all of the boys or girls) are invited. If you are inviting just some of the children, invitations should 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 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 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.

Books can be checked out by students for one week. 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 and are responsible for the cost of the book replacement.

### **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 at the cost of this is \$1.50 a day. This year's lunches, which include milk, will be \$2.50 for children. Milk will cost \$.50 a day. Payments for meals are made online using the free [www.myschoolbucks.com](http://www.myschoolbucks.com) website. A link is available from the lunch website. Sending a check in is also allowed, but not the preferred method. 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 887.8505, ext. 326.

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 Main Office. 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 \$4.00.

### **Morning Arrival Procedures**

**For safety reasons, students should not arrive before 8:45. Supervision begins at 8:50. Follow the signs around to the back of the building to the drop-off area.**

An adult will greet your child. Please make every effort to ensure that your student arrives at school by 8:50 and is seated in the right hand side in the back seat. Arriving late negatively impacts the learning of your child, as well as interrupts the learning of others. If you arrive after 8:50, please come to the main office with your child. You must sign him/her in and then your child will be escorted to his/her classroom by staff.

### **Parties**

On occasion teachers may host parties in their classroom to celebrate milestones and holidays. If a student has invitations for a personal party, all students must be invited or invitations cannot be sent in to Sandown Central School to distribute. Parents may be asked to contribute to class parties. Teachers will notify parents if the need arises.

### **Music**

The Timberlane Regional School District offers an extensive music education to all Full Day Kindergarten. At Sandown Central School, music classes for Kindergarten will meet once per week for 45 minutes. Students gain a foundation in music theory. They participate in singing and music appreciation.

### **Physical Education**

PE classes for all Full Day Kindergarten 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. 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: Lucinda Quinney

Vice President: Kristen McCartney

### **Recess**

Sandown Central School 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. Please be sure your child has all appropriate clothing and footwear to be able to participate.

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

There are three reporting periods in the school year. A report card is given at conferences in November and April. The last report card is sent home on the last day of school. Progress reports are issued at the midpoint of each of these times to indicate concerns. All first grade students receive their first progress report in mid-October, allowing for earlier communication

### **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 Property**

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

## **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 ask that snacks be peanut free in Pre K.

## **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**

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 cancelled.

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. All visitors are

asked to sign in and wear an identifying nametag before entering any other part of the school. If a visitor needs to speak with a teacher, an appointment can be made for a meeting during non-instructional time. Every teacher has voice mail and messages may be left by telephone. 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, 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.
- c. Toy weapons are not permitted except with special permission by the principal for the use of a class activity.

### **Discipline**

Students are expected to follow school and district rules while at school and on the bus. Our school motto is for students to be safe, responsible and respectful. We use our Hoot Note system as a communication tool between home and school. Unexpected Hoot Notes may result in a visit to the office, a phone call home or a suspension from school or the bus. (Refer to Policy JIC, JICA).

### **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.