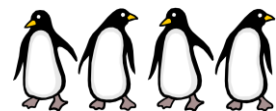


Pollard

Parent/Student Handbook

2018-2019





Michelle Auger
PRINCIPAL

Brian Shawley
ASSISTANT PRINCIPAL

Doug Blay
ASSISTANT PRINCIPAL

DISTRICT DISCIPLINE POLICY

The district developed “Rights and Responsibilities” (Formally Code of Discipline), which is located on-line. Students will receive a District permission form that you must sign saying that you have gone on the Pollard web site to read this.

VOLUNTEERS AND VISITORS

You will only be able to enter the building through the main office door. Cameras and door security systems have been installed for everyone’s protection. Please see the office personnel to sign in.

DROP-OFF/PICK-UP AREA

The drop-off/pick-up area is located to the back far left hand side of the school. All school doors are locked. Please do not drop off your child at these doors without school personnel being present. If you are running late, bring your child in to the main office on the right hand side of the building and sign him/her in.

SCHOOL HOURS 8:30-3:10

ARRIVAL

<u>8:15-8:25</u>	Parents may drop students off in Car Drop-off Area
<u>8:15</u>	Buses arrive and children enter school
<u>8:30</u>	Classes begin-Students entering the building after 8:30 are LATE and must sign in at the office.
<u>12:40</u>	Kindergarten PM Arrival

DISMISSAL

<u>3:05</u>	Walkers & Car pick-up dismissal
<u>11:10</u>	Kindergarten AM Dismissal
<u>3:10</u>	Bus Dismissal



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TIMBERLANE REGIONAL SCHOOL DISTRICT
School Administrative Unit No. 55
30 Greenough Road, Plaistow, NH 03865
(603) 382-6119

SAU Administrators

Dr. Earl Metzler	Superintendent of Schools
Dr. Roxanne Wilson	Asst. Superintendent of Schools
Geoff Dowd	Business Administrator
Nancy Louiselle	Human Resource Director

Curriculum

Christi Michaud	Executive Director of Data, Assessment and Accountability
LUCY CANOTAS	Director of Elementary Curriculum (K-5)
MARK PEDERSEN	Director of Secondary Curriculum (6-12)
SANDRA ALLAIRE	Director of Curriculum, Assessment & Prof Learning
Melissa McDonald	Pre School-Coordinator

Pupil Personnel Services

Susan Rasicot	Director of Pupil Personnel Services/Special Ed
Daniel Woodworth	Student Services Coordinator

TRSD School Board

Susan Sherman ~Board Chairperson	Plaistow
Daniel Guide	
Sarah Machemer	
Jen Silva	Atkinson
Brian Boyle	
Shawn O'Neil	Danville
Kim Farah	
Lee Dube	Sandown
Kelly Ward ~Vice Chair	

POLLARD SCHOOL'S CORE VALUES

Respect, Responsibility and Safety.

SCHOOL MOTTO

What you do today makes a difference tomorrow.

VISION

Pollard School's vision is for each student to collaboratively engage in the learning process with a sense of respect and responsibility, understanding they are a valuable part of the community. With passion, courage, motivation and self-direction they will make a difference in the world.

MISSION

Pollard School's mission is to instill in every student a sense of their own personal value and self-worth; to foster independence, encourage risk taking and self-motivation. The Pollard community will collaboratively and passionately engage in the learning process. We will accomplish this through the development of appropriate differentiated instruction that allows for individual differences and learning styles. It is our hope that each student will leave Pollard with a sense of respect and responsibility and an understanding that they are lifelong learners who add value to their community and make a difference in the world.



HISTORY OF POLLARD

Earliest records available (about 1847) indicate that Plaistow was divided into four districts. A schoolhouse was located in each one. The first school was located in the center of town near the old town hall, the second at the north end near Kelly Corner, the third was in the Westville District, and the fourth was on Newton Road.



Selectmen governed the schools until 1886 when authority was transferred to a school board of three members and other officers elected at the annual school meeting. In 1896, the district had grown so quickly that the Honorable A.G. Pollard gave the town a piece of land. A two-story building was constructed on the present site and called Pollard School.

In 1911, the original building was torn down and a new central school building of four rooms (two upstairs and two downstairs) was erected. The other district schools were closed. A few years later, the Westville School was reopened to house the first four grades until a fire forced it to close in April 1939. In 1918-1919, a two-story addition of four rooms was added to complete the present day yellow building at Pollard.

At one time Pollard School boasted of having one of the finest playgrounds in the state. It was equipped with the best equipment available and was a gift of Mr. Pollard. Another special feature was the baseball field, which was built by the staff of the old Boston Braves.

In 1952 a four-room brick addition was added to the rear of the Pollard School. This enabled staff to provide a hot lunch program as well as shop and home economics for 7th and 8th graders. In 1959, a second addition of four rooms was completed at Pollard. In 1962, an eight-room addition was again voted upon to meet the increasing need for more space. This included the “all purpose” room housing the gym/auditorium/cafeteria. September 1966 saw the doors open at the Timberlane Regional Junior/Senior High School, and the Pollard School then housed students in grades 1-5.

Continued growth in Plaistow necessitated the addition of three portable classrooms in 1968. Another addition, completed in 1988, added a music room, an art room, two classrooms, and a smaller classroom. With this new addition Pollard also had a newly renovated and furnished library. Our 1995 addition included the addition of 12 classrooms, a second gym, new library, new office space, and a bus turn around and parking. Another new addition was added in 2001, consisting of eight rooms, and the rest of the building was renovated.

Since the first school was established, great steps have been taken by the dedicated residents of Plaistow to meet the educational needs of the students.

As in the past, Plaistow continues to insure the future of its youngsters.

REMINDERS FOR ARRIVAL AND DISMISSAL

Morning Reminders

- ** Students who do not arrive on the bus may not be dropped off at Pollard until 8:15. Students need to be at school by 8:25 in order to insure that they are not tardy.**
- ** Students who are not in their classrooms by 8:30 will be marked tardy.**
- ** No children should be dropped off in any parking lot. Drop-off should occur only in the Car Drop-Off Area where children can be supervised.**

Afternoon Reminders

- ** Car Pick-up cars should arrive no earlier than 3:00. In consideration for our neighbors, please do not come earlier and park on Main Street.**
- ** Students should not be met in any of the parking lots. When parents are picking up preschoolers at Rainbow, Pollard students may cross with walkers to Rainbow to meet parent.**

General Reminders

- ** Students will not be allowed to walk, ride a bike, take a different bus, or be signed out by anyone but a parent, unless parents send a note or dismissal form. Parents should feel free to call us in the office when an emergency requires that dismissal plans be changed. Please do not use telephoning the office as a routine method of making dismissal plans.**
- ** Our Crossing Guard should be obeyed at all times. He is in charge of traffic and safety and is doing a wonderful job at a very difficult task.**
- ** If you need to sign your children out before 3:10 for an appointment, please come in to the building and meet them at the office. Please do not use office sign-out as a regular dismissal plan.**

STUDENT DISCIPLINE

The Rights and Responsibilities Handbook (formally known as the Code of Discipline Handbook) for the Timberlane School District is now on-line and can be accessed through the District site in the documents section. If you do not have web access you may contact the main office at 382-7146 to get a copy of the Rights and Responsibilities Handbook.

Mission Statement *The Mission of the Timberlane Regional School District is to engage all students in challenging and relevant learning opportunities, emphasizing high aspirations and personal growth.*

Statement of Purpose The Timberlane Regional School District is committed to providing the best education possible for the diverse population of Atkinson, Danville, Plaistow, and Sandown. The District recognizes that the quality of any discipline policy is determined largely by the level of interaction between students, parents, teachers and administrators. One of our primary goals is to foster an atmosphere of trust and communication among the district schools, students and parents, and an atmosphere which encourages and seeks parental involvement. An essential component is a healthy and safe environment, where teachers have a right to teach, and students have a right to learn. We acknowledge that each individual student is at a different developmental level (elementary, middle and high school). Therefore, our objective is to foster self-discipline and develop responsible members of society. It is expected that students and staff will treat each other with dignity and respect, and that teachers will lay out a clear and consistent set of rules as it applies to each individual classroom.

It is the charge of the school administration to maintain and perpetuate a school environment conducive to obtaining the optimum academic experience, and an environment which supports the idea that school is a place for teaching, and a place where academic, physical, social, and emotional growth are equally emphasized. This includes establishing standards for behaviors for all members of the educational community.

Every student will:

- Be a good role model
- Be respectful of all people
- Be diligent about his/her studies
- Be prepared with materials for classes
- Attend school regularly and be on time
- Follow all school policies and procedures

Every parent will:

- Be a good role model
- Communicate and get involved with the school
- Encourage positive attitudes and desire to learn
- Know, understand and support policies & procedures
- Promote good healthy habits (grooming, dress and nutrition)
- Foster respect for and cooperation with the school community

The school community will:

- Be a good role model
- Communicate with parents

- Be enthusiastic and adaptable
- Maintain an instructional environment for good learning
- Maintain a working knowledge of district policies and procedures
- Foster respect and cooperation with parents and the community

It is the responsibility of the administration to implement the district Rights and Responsibilities Handbook in a consistent, firm and fair manner, using the resources available to make decisions based upon available facts, good judgment, common sense, and the general good of the school. The administration recognizes the importance of exhibiting compassion and understanding, when possible and appropriate, in dealing with specific violations of the code by individual students. The administration also recognizes the importance of exhibiting compassion and understanding toward the staff in dealing with situations where student behavior has been unacceptable. It is the responsibility of the administration to maintain a balance between student's and teachers' rights and responsibilities and to assure that everyone is treated fairly, with dignity and respect.

The Rights and Responsibilities Handbook has identified two classifications of unacceptable student behavior: major infractions (those considered to be serious in nature) and minor infractions (discipline requiring some form of intervention by a teacher or administrator). At all times Federal and State Education laws, School District Policy, Rights and Responsibilities Handbook and the Student Handbook are to be adhered to and enforced.

Minor Infractions

Every student has the right to be educated without disruption of the educational process by others; therefore, no student may hamper the efforts of other students to learn. Minor infractions which interfere with any student's right to learn will be dealt with in the classroom by the teacher and not necessarily involve the administration. Parents will be notified if an offense recurs. Chronic offenders will be referred to the administration for further disciplinary action.

Note: Repeat minor infractions may result in the offense being considered a major infraction.

Major Infractions

An objective of the education process is to nurture growth in students so that conflict resolution is learned. Major infractions are those that endanger the safety of oneself or others. The school community takes pride in maintaining a physical environment conducive to good learning. Offenses in this classification are considered serious in nature and are clearly unacceptable. Students violating this section of the discipline code will be referred to school administration for appropriate disciplinary action. Any physical altercation or threatened use of force will be unacceptable. Also, students are expected to treat each other with dignity and respect and are entitled to freedom from any kind of harassment.

Types of Consequences

Detentions: Detentions are assigned for minor infractions of classroom and school rules. Depending on the level of education (elementary, middle school or high school) detentions fall into four categories. They are: Teacher • Department/Team • Office • Saturday (TRHS)

Suspension: In all cases, where individuals or groups of students commit major infractions of the Rights and Responsibilities Handbook, the student(s) will be dealt with by the administration. The procedure will be as follows:

1. A discipline referral will be made.
2. The building principal or administrative designee will investigate the case.
3. Each student will be provided due process and a meeting will be held with the student by an administrator.
4. Parents/guardians will be informed of any adjustment or suspension.

Request for Assistance

A number of programs and counseling services are provided to students who are having difficulties. Students are encouraged to take advantage of them. For more detail, students and parents/guardians may contact the Guidance Department.



ALL ABOUT POLLARD SCHOOL



ADMINISTRATIVE ORGANIZATION

Pollard School is a part of the Timberlane Regional School District (TRSD) and with the Hampstead School District makes up the School Administrative Union #55 (SAU #55). The Timberlane Regional School District includes the four towns of Atkinson, Danville, Plaistow, and Sandown. The Timberlane Regional Middle School and the Timberlane Regional High School are located in Plaistow.

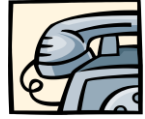
The SAU is located at 30 Greenough Road, Plaistow (382-6119). General information may also be attained at our web address: <http://www.timberlane.net/>. The Timberlane School Board currently meets on the 1st and 3rd Thursday evenings of each school month at the SAU building. Its meetings are held in public and are televised on Timberlane Education Network.

ANIMALS

Animals are **NOT** allowed without prior consent from SAU.

ATTENDANCE

Attendance is very important. Students need to be in school on time, by 8:30 every day. If a child must be absent due to illness, or other reasons, parents should call **382-7146**/Attendance prompt “1” and leave a message on our answering machine. If not notified, the school will make every attempt to verify the whereabouts of the child. Please let us know as soon as you have determined that your child will not be in school. Parents will be notified and asked to come to school to discuss excessive absence or tardiness.



We do not expect children to come to school ill, but we are concerned about frequent, often unexcused, absences or days tardy. Absences of more than five consecutive days require a note from the doctor. After six absences or days tardy in a trimester, you may find that you receive a letter from the principal. After nine absences or days tardy, you may be asked to come in for a conference with the principal. After 12, a letter may be placed in your child's file. Please note that frequent early dismissals may also be treated as a tardy. Principals have the discretion to adjust consequences to fit the situation.

If a child is absent or dismissed for illness, he/she may not attend a school function on the day/evening the child was absent.

We ask parents to refrain from taking students out of school for family vacations. Sufficient non-school weeks are provided during the year. Work is not provided in advance for those who do take family vacations during the school year. Make-up work may be required upon your child's return.

BAND



Band instrument lessons are available once a week during school hours to fourth and fifth grade students. Children need to provide their own instrument (flute, clarinet, also saxophone, trumpet, French horn, trombone, and percussion), but the weekly 35 minute lessons are offered free of charge. Band members usually perform in two concerts during the year as well as in the Memorial Day parade. Students who are interested in learning to play a band instrument are encouraged to participate in the summer start-up program, which is held in June directly following the close of school. Contact band teacher Mr. Mainella (382-7146 ext. 215) for more information on the start-up program or for signing up for band. We do not offer piano or guitar lessons. Mrs. Heile also offers stringed instrument lessons starting in third grade.

BIKERS

Students in grades 3-5 who wish to ride bicycles to school must bring a parent permission note to be kept on file in the office. The school is not responsible for the safety or theft of bicycles. Parents should provide locks. All students **MUST WEAR HELMETS** when riding bicycles to school. Students should consider it a privilege to ride a bike to school and run the risk of losing that privilege if they do not follow all Pollard School rules and expectations.



BLIZZARD BAGS/ONLINE LEARNING

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 annulment 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 an “Online Learning/Blizzard Bag Day.”

Your children will be expected to complete their assignments using about four hours of time during the day, while Kindergarten students will be completing two hours of assignments. 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 assignment in hand.

BREAKFAST



Our school lunch program offers breakfast daily at 8:20 a.m. for \$1.50 per day. Forms for free or reduced meals are available in the main office and can be filled out at any time during the school year.

BULLYING (RSA 193-F:3)

At the Elementary Schools 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. A student who feels he/she is a victim of hazing, bullying, or harassment should bring the matter to the attention of a teacher, counselor, or principal. Retaliation, false reports, or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of hazing, bullying, cyber-bullying, harassment or sexual harassment are prohibited and subject to disciplinary consequences.

BUS POLICY

First Student/Provider Transportation provides the daily buses to and from school.

Riding to and from school on school buses should be considered a privilege. Children are assigned to bus routes and trips. Generally the bus routes begin at 7:30 and end by 4:00.



The school has the utmost concern for the safety of your children and therefore certain rules must be observed. The right of pupils to ride in the school bus is conditional on their behavior and observance of school rules pertaining to proper conduct. Drivers are authorized to enforce these rules. We recommend that parents of bus students review these rules with their children.

INFRACTIONS

- Disobedient to driver
- Eating/drinking/littering
- Excessive mischief
- Failure to remain seated Fighting Harassment - sexual/racial/religious
- Possession/use of controlled substance
- Possession/use of tobacco
- Riding ANY bus during suspension
- Throwing objects
- Unacceptable language
- Use of electronic devices (unless preapproved by administration)
- Vandalism

Parents are responsible for their child's behavior walking to and from the bus stop and at the bus stop. Inappropriate behavior at the bus stop may result in disciplinary action by the school. The bus driver has the responsibility and authority for the safety of all students during loading, riding, and disembarking the bus. Students are expected to follow the direction of the bus drivers at all times. The bus driver or school administrators have the right to establish reasonable rules, including assigning seats. Students are expected to conduct themselves in an appropriate manner and observe the following rules of safety. At the bus stop (at school or home) students are expected to follow all school rules.

- a. Upon entering the bus, students must take a seat and remain seated. Do not change seats while the bus is in motion. Aisles and exits must be free of personal property. Students must stay seated until the bus stops and the driver opens the door. The law allows three students to a seat.
- b. Books and other personal property must be kept on the student's lap or under the seat.
- c. Depending on the severity and/or the number of referrals further disciplinary action may be taken (such as warning, suspension, and possible removal from the bus for the remainder of the year and full restitution).

- d. Throwing anything on the bus or out the window is not allowed. Arms, hands and heads do not belong outside the window. Headsets are not allowed on the bus.
- e. For the safety of everyone, excessive noise and shouting will not be allowed.
- f. Students are not to touch any safety equipment on the bus. The emergency door is for emergencies only. Also, students are to keep their hands away from other students and their property.

When leaving the bus students should:

- a. Allow those in front of them to leave first
- b. Take all of their property with them
- c. Leave quickly, do not shove and watch their step, use the handrail
- d. Leave the unloading area immediately; catch up with friends later
- e. If the student has to cross the street, do so in front of the bus
- f. Look both ways before crossing the street

Behavior Consequences:

- a. School notification in writing by the bus driver of the incident/infraction
- b. Student/parent conference
- c. Determine consequence (any of the following)
 - 1. Warning
 - 2. Loss of school privileges
 - 3. Assigned seat
 - 4. Suspension (It will be the responsibility of the parent to provide transportation for those children who lose bus-riding privileges.)

All these rules are for your safety. Remember, you may save your own life by following them.

Students will receive discipline reports for unacceptable behavior, either while riding the bus or waiting for the bus during dismissal from school. A child who regularly breaks bus rules may be excluded from bus transportation for up to three days. Parents will be notified and then are responsible for providing transportation to and from school for those days.

BUS EVACUATION

In case of an emergency arising on the bus, the driver will direct the students to the proper exit in a quiet and orderly manner. Students seated nearest the exits should evacuate first. Once outside the bus, the students should gather as a group in a safe area away from the road and bus until the emergency is under control. The driver will then direct the students back to the bus, an alternate bus, or a safe area in which to wait. Bus evacuation drills will be held at least once a year.

CONFERENCES

Parent conferences are a critically important part of parent/teacher communication. We have scheduled conferences sometime during the middle/end of the first and second trimesters. Teachers will be prepared to discuss a child's progress and share samples of their work with parents. The report card will be sent home at the end of each semester with your child. During these conferences a parent should feel free to ask questions and share important information and feelings with the teacher. It is quite appropriate to let a teacher know in advance what particular subjects, questions, or information you would like covered during the conference. A parent or teacher should feel free to request a conference at any time.



DISMISSAL

Students can be dismissed from school by their parents or designee only. We must have a **written permission** slip in the office to dismiss a student to anyone other than a parent. Parents may write a blanket permission for family, friends, or regular events like scouts or CCD, and we will keep it on file. Emergency names on the emergency cards will be considered parent designees for dismissal purposes. Any adult who is taking a child out of the building before dismissal time (3:10) must sign out in the office.



Children should ride the bus to and from school whenever possible. Walkers are dismissed at 3:05. Parents must come for car pick-up no earlier than 3:10. Serious traffic problems are created when parents come too early.

DRESS

Our students at Pollard School are young children. Their job while they are at school is to learn. Their clothing and/or belongings should support their need to attend to academic activities and to be involved in physical exercise. Therefore, Pollard students should dress in ways that do not include:

- Make up
- Raised or high heeled shoes or boots
- Shoes that are floppy or without backs (we have a lot of stairs!)
- Skirts or shorts that are not at least mid-thigh or nearly knee length or excessively tight
- Clothes that expose the midriff or have bare shoulders or are see through
- Clothes that have designs or wording that include foul language, suggestive pictures, or references to alcohol, tobacco, drugs, or sexual topics



- Caps, hats, and other head gear, in the building, during the school day

If students are in school wearing clothing that is not appropriate, they will be warned and asked not to wear that clothing again. If the offense is repeated or if the situation is extreme, they may be asked to call home for other clothing.

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. It has also been coordinated to cover anticipated emergencies for all district schools.

There is a designated group within our school building who may be called upon for any emergency situation that requires immediate attention. 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, and 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



All teachers throughout the school year will plan field trips. While field trips are fun, they are not just time out of school. Field trips are planned to allow students opportunities to learn experientially, and to relate their learning to the real world. Students are expected to follow adult directions, obey bus policy, and be well behaved. It is important to remind students that our school and community will be judged by their behavior. On rare occasions, students may be excluded from field trips due to safety concerns.

Teachers may take their class on "neighborhood field trips" that include the library, nearby parks, and neighborhoods. At the beginning of the year, we will send home a District Permission Form that includes permission for your child to attend these fieldtrips. Please remember to complete this District Permission Form as soon as possible.

Children who do not attend field trips are expected to come to school and will be assigned to do their schoolwork in another Pollard classroom.

FLES

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

FIRE AND EMERGENCY DRILLS



Fire, lockdown, or other drills are conducted to ensure that students and school personnel know the proper procedures in case of fire or other emergencies. Fire drills are conducted according to New Hampshire law. The children and staff are instructed in proper emergency procedures. Since drills are not always announced, children must have shoes on at all times.

HOMEWORK

The purpose of homework is to help students become self-directing, independent learners. Homework assignments shall support clearly defined school and classroom objectives and shall be used to reinforce school experiences.

Teachers will give homework to students to aid in the student's educational development. Homework is to be used by teachers as part of a student's grade; the teacher will explain to students how such homework assignments relate to the grading system. Homework will not be assigned for disciplinary purposes. Please notify your child's teacher if homework is difficult for your child.



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 Pollard School is closely monitored, and students are 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 child. Signing the District Permission Form also gives your child permission to use out internet/network system.

The school web page is www.pollardschool.com. At this time though, 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 web sites.

INVITATIONS

Please do not have party or other invitations distributed in school unless the entire class or a subdivision of the class are invited (i.e., all of the boys or all of the girls). Feelings are hurt very easily and this is an unnecessary disruption in any classroom.



LEGAL, CUSTODY, AND RESTRAINING ISSUES

Unless we have the appropriate legal documentation on file, we are compelled to give full parental rights to all parents. If there are custody documents or restraining orders that you believe would keep a parent, or other adult, from seeing or dismissing your child at school, please provide us with a copy as soon as they are issued. Please come to school and alert us to any situation that you feel may arise. Written communication between one parent and school administration will be cc'd to the other parent unless otherwise discussed in a court order.

LOST AND FOUND



We have a lost and found area just inside the cafeteria by the stage. Some jewelry items are returned to the office. Please make sure that all of your child's belongings are labeled with name and room number. Children can check lost and found whenever they need to with their teacher's permission. Please feel free to check lost and found when you are in the building or after school.

LUNCH PROGRAM

A well-balanced hot lunch is available at school each day. Milk is also available for students who bring a packed lunch. Whitson's Culinary Group manages the Timberlane School District's Food Service Program.

Menus: Our menu will offer a premium quality hot entrée daily as well as two alternate sandwich and/or entrée salad choices and fruit and yogurt parfaits. Café Services will also offer a balanced breakfast featuring "combo meals" and a variety of "grab and go" items.

Meal Assistance Program: The meal assistance program is a federally funded program that provides reduced and free meals to families that meet the income guidelines. Applications for this program will be sent home with your child. You can apply and reapply at any time during the school year should your financial situation change. The program is operated in strict confidence and all students go through the same checkout process eliminating any distinction between students that are participating in the program and those who are not.

Automated Point of Sale System (POS): The Timberlane School District will be converting to an automated point of sale system from “**My School Bucks**”. Parents will have 2 methods to fund your student’s account. You may set-up an online account and using a credit/debit card can make deposits into your child’s account.

Hot lunch costs **\$2.50 per day** and includes milk. Milk costs .50¢ per day. Students may take hot lunch or milk for any number of days each week. Breakfast cost **\$1.50** per day. Menus are printed in the newspapers and are sent home monthly. Every effort is made to follow the printed menu; however, occasionally unforeseen circumstances like school cancellation or late deliveries force changes to be made. A sandwich lunch is always an alternative.



There is a no credit policy in the Timberlane School District. In the event that a student forgets or misplaces their lunch, a meal will be provided to them and charged to their account. The second time this happens the same procedure will be followed. At this time a letter will also be sent home and the building administration will be notified.

Forms for free and reduced lunch/milk are available from the office and can be filled out at any time during the school year.

PTA - PARENT TEACHER ASSOCIATION

The PTA at Pollard School is an organization of parents and teachers. The purpose of our PTA is to cooperatively insure quality education for the children at Pollard School. To this end, the following objectives were established:

- 1) To increase communication between parents, teachers, and school personnel.
- 2) To promote the welfare of our children in school, at home, and within our community.
- 3) To aid the professional educators in promoting an environment that emphasizes the physical, academic, and social aspects of education.

PTA meetings are held monthly and you are encouraged to attend and to become involved in the activities that they sponsor. Notices for meetings go home in the Pollard Express.

PARKING



There is limited visitor parking along the fence in the church parking lot. Parking is not allowed in the center or back area of the church parking lot as this space belongs to the First Baptist Church. We have assigned parking spaces for all staff so we ask that all visitors park only in designated visitor parking spaces. Visitor spaces are labeled with a sign and/or "V". Although parking is allowed on Main Street, please do not park in front of the school between 8:10 and 9:10 a.m. or 2:45-3:40 p.m.

PERSONAL BELONGINGS

We have found that students are better organized and keep better track of their personal and school belongings if they carry a backpack or school bag of some kind. Please clearly label their bag on the inside. While it is appropriate for children to bring some of their personal belongings to school, please try and limit them to a few.

PHOTOGRAPHING AND VIDEOTAPING



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 contact the principal in writing.*** 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.

POLLARD EXPRESS

Every Friday Pollard students bring home a Pollard Express envelope. It will contain student work and messages from school or the school district. Every family is encouraged to set aside time to go through the contents of the Pollard Express and to prepare it for return delivery on Monday morning. Lunch envelopes will be in the Pollard Express and should be returned on Monday.



Reading the information in the Pollard Express, preferably on Friday, is essential for school-home communication. Many hours are spent writing newsletters and other communications and "stuffing" the Pollard Express in order to give you information about your child's classroom and school community. Please make this an important activity in your household.

PUPIL RECORDS

Pollard 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. It is necessary that an appointment be made and that a school person 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.



RECESS

Pollard 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 inside, a note from the doctor should be sent to the nurse.

During the winter months it is important to remember to dress students so that they can play outside for 20-30 minutes. Boots, snow pants, hats, jackets, mittens, and scarves will help your child enjoy being outside in a New Hampshire winter. During the winter season, students that do not wear snow boots are required stay on the tar during the entire recess.

REPORT CARDS/PROGRESS REPORTS



There are three reporting periods in the school year. A report card is sent home electronically through SchoolMessenger at the end of each trimester.

Progress reports are issued at the midpoint of each of these trimesters to indicate generally good progress or any concerns. If you wish to have more frequent reports on your child's progress, please let the teacher know.

SCHOOL ADMISSION

State law requires that every child between six and sixteen years of age shall attend school.

To be eligible for admission to school in first grade, a child must have reached the age of six (6) years on or before September 30th of the entering year (kindergarten is age five by September 30th). All documentation for registration must be completed prior to actual registration. This includes:

- ❖ Original Birth Certificate
- ❖ Student Emergency Information Cards
- ❖ Custody Papers, if applicable
- ❖ Registration Form: Family Data Sheet
- ❖ Certification of Residency
- ❖ Health History Form

- ❖ Record of immunizations: Consistent with the 1988 State immunization requirements (DPT, Polio, and Measles).

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

Summary of RSA 193:12 - Pupil Residency as of January 1, 1998:

House Bill 154 (Chapter 183) of the 1997 Legislative sessions amends RSA 193:12. The new law establishes legal residence of a pupil and provides that regardless of any other law, students must be legal residents of the district in which they attend school unless the district or school board consents.

A. Residence of minors. The law established legal residence of a minor as where the parent resides except as follows:

1. Where the parents live apart and are not divorced, a minor's residence is the residence of the parent with whom the child resides.
2. In cases of divorce:
 - a. Where there is joint legal custody - residence is the residence of the parent with whom the child resides.
 - b. Where one parent has sole or primary physical custody, the minor's residence is the residence of the parent who has sole or primary physical custody. (If the parent with sole or primary physical custody lives outside of the State of New Hampshire, the pupil does not have residence in New Hampshire).
3. If the student is a minor and in custody of a legal guardian (a guardian appointed by a New Hampshire court of competent jurisdiction or a court of competent jurisdiction in another state), the student resides where the guardian resides. If the New Hampshire Department of Health and Human Services is legal guardian, residence of the minor is where the child is placed by the Department or by a court.

B. Children of Homeless Parents. (The Stewart B. McKinney Act).

The residence of children of homeless parents (homeless are defined as someone who has no fixed, regular and adequate residence or is in a public shelter for temporary accommodations) - is where the child eats and sleeps unless parents and another school district agree that the child's continued attendance in the district is:

- a. in the best interest of the child and
- b. transportation will not be unduly burdensome to the school district.

C. Legal Residence Defined:

A legal resident is a person who is domiciled in the school district and, if temporarily absent, a person who demonstrates an intent to maintain a principal dwelling place in the school district indefinitely and to return there, coupled with an act consistent with that intent. A person may only have one legal residence at a given time. If a person relocates to a town with the intention of remaining there indefinitely, that person loses the residence in the town they moved from even though they may intend to return at some future time.

Please notify the school of any change in this information during the school year.

SCHOOL WITHDRAWAL

The classroom teacher and office should be notified when a student will be leaving Pollard School. We will ask that you sign a release of information so that we can 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.

SCHOOL CANCELLATION

The decision to delay or cancel school due to bad weather or other considerations will be communicated to all families through **Power Announcement** as well as over the TV and radio. The following stations are currently being used:

TEN - Channel 30	WMUR TV 9 - Manchester, NH
WERZ - Manchester, NH	WOKQ - Manchester, NH
WGUR - Manchester, NH	WZID - Manchester, NH FM 95.7
WBZ - Boston, MA AM 1030 (sometimes)	

Early dismissal from school, due to inclement weather or other emergency, will be communicated to you by our parent emergency callers. We will attempt to keep all children at school whose parents have not been reached. However, we have almost 500 students, many of whom have complicated family and childcare arrangements. Our ability to reach you will depend greatly on the information that you give us and your monitoring of the weather situation. You will only be informed if buses will be leaving more than 15 minutes early. It is important that you have made plans with your child for emergencies. Do they know what to do if they arrive home and the house is empty or locked? Please make sure that you have a plan that will insure your child's safety for all emergencies.



SCHOOL NURSE/HEALTH OFFICE:

Health Services

The staff in the Health Services Office is comprised of one full time Registered Nurse. The Nurse provides preventative health services, assesses and treats ill students, and provides emergency response and treatment. She also administers medications based on doctor's orders. The nurse provides for 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.



District Health Services Website

All contact information, immunizations, facts and bulletins and forms are available on the Pollard School website by going to the School Nurse section-then district nurses website.

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. Pollard School will follow the academic procedures as outlined in the TRSD Protocol for Concussed Students.

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 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.

SCHOOL PROPERTY

Students are responsible for paying for lost or damaged school property and report cards may be held if the situation has not been rectified.

SMOKING

Pollard School, and all public buildings in New Hampshire, are a non-smoking area. Adults who are in our school at any time and for any reason must refrain from smoking. Smoking is not allowed on the 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 the "hungries". 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, vegetables, cheese and crackers, raisins, sugar-free dry cereal, etc. (If there is a student in your child's class who is allergic to peanuts, you will be made aware of this situation.) Please help your children to plan and make a good choice of a snack.

Students should not bring group sized snacks to school unless it has been arranged with the teacher. Snack time may not occur every day due to scheduling or other considerations.

SPECIAL EDUCATION

Pollard School 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, occupational 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.

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 and to safeguard District buildings, grounds, and equipment. Students will be responsible for any violations of school rules recorded by video and/or audio surveillance devices.

TARGET/RTI TEAM

The TARGET Team is made up of several educators and administration who meet with a classroom teacher to help think through a problem or situation that could affect the success of a student. This team currently includes the school administration, a literacy specialist, a classroom teacher, a special education teacher, a school psychologist, and a guidance counselor. It can also include the nurse, speech and language therapist, occupational therapist, other classroom teachers, or Title I teachers when appropriate. The purpose of the team is to clarify the concern of the classroom teacher, suggest any possible interventions that might be helpful. Classroom teachers will keep parents informed about any Target Team interventions that concern their child. Parental permission is not required for the Target Team to meet to discuss Pollard students and their progress.

TEACHER RECOMMENDATIONS FOR STUDENTS

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.

TITLE I

Title I is a federally funded support program that serves children having difficulty with language arts and math skills but who have not been identified under the Education for All Handicapped Act. Children referred by classroom teachers are given diagnostic testing. Those qualifying are seen, on a priority basis, for 30 minutes at least twice a week. The Title I Tutor works with children in small groups as much as possible in their own classrooms. All teachers, Title I tutors, and support staff at Pollard School are highly qualified to teach. Parents have the right to request information regarding their child's performance level in the classroom or from Title I.

TOYS/ELECTRONIC DEVICES

Problems arise each year because students bring articles that interfere with the school program. Ipods, cell phones, Game Boys, trading cards, stuffed animals, weapons (real or toy), pellets, bullets, caps or explosives, matches, whoopee cushions, or other distracting items are considered “nuisance items” and do not need to be brought to school. There are many problems and issues that arise from bringing these items, including loss and damage, disputes between students and distraction to schoolwork. Bringing these items to school will result in a call to parents and possible disciplinary action.

TUTORING

There are occasions when it may seem advantageous to have a private tutor work with a child individually outside school. The sequential organization of the school’s program of instruction makes it important for the tutor and the regular teacher to confer concerning a child’s educational progress. The school may be able to provide you with names of available tutors. The cost of such a program has to be borne by the parent/guardian with the lone exception for extended illness. If the student is to be absent from school for an extended period of time due to an illness, tutoring services will be provided at the district’s expense. This is offered to assure continuity in the child’s program of studies. Please contact the guidance counselor.

USE OF BUILDING

We are happy to extend the use of our school building to community groups who have provided the appropriate forms and insurance. Any school event would take precedence in case of a scheduling conflict. Forms for the use of the building can be picked up and returned to the office. They must be signed by the school principal and/or the district’s Athletic Director if asking for use of MS/HS fields. Any time school is closed 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 adult supervision at all times, must remain in the area of the building that they are assigned, must leave the space they used clean and tidy, and must treat all property with respect. All visitors must enter and leave the building through the front main entrance. If these guidelines are not followed, the permission to use the building will be rescinded.

VISITING AND VOLUNTEERING



We invite parents to come to school both to visit and to volunteer. Visitations require that **previous arrangements** be made with the classroom teacher or the office. This is not intended to discourage a parent, but to insure that the students will be in the classroom and doing activities that a parent would like to view.

There are many types of important jobs available for school volunteers. Parents, as well as grandparents, who could set aside some time to volunteer, are needed to work with students, to do copying or other paperwork, or to assist in the library, the nurse's office, and the main office.

Being in the school on a regular basis and assisting the educators to provide a stimulating program for our students is very rewarding. If you would like to volunteer at Pollard, you can contact a teacher, the office, or the PTA. All visitors and volunteers must sign in at the office and get a sticker or badge.

WALKERS



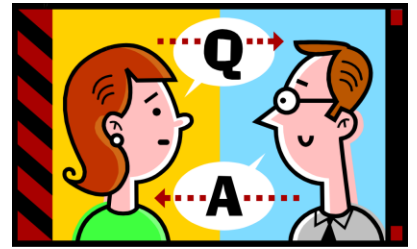
Walkers may not arrive at school **before 8:20**. Our crossing guard is on duty to help children cross in front of the school. Students should keep safety rules in mind when walking to school. Walkers are dismissed from school at 3:05 and will be checked out at the walker's door. Bus riders who wish to walk to or from school must have a note from parents on file in the office.

WEAPONS/DANGEROUS OBJECTS

Weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the public who violate this policy will be reported to local law enforcement authorities.

The term "weapons" includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, billy-clubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury.

QUESTIONS - WHO TO ASK



If you have a question about:

Classroom procedures, homework, curriculum, field trips...

ASK Mr. Blay (382-7146)

ASK your child's classroom teacher. Please send a note to your teacher or call.

Bus routes or dismissal information

ASK Mrs. Allen or Mrs. Gentile(382-7146) or send a note.

Bus issues concerning discipline, safety, etc.

ASK Ms. Auger, Mr. Shawley (382-7146) or Mrs. Hodgkins (382-6119)

Curriculum

ASK Mr. Blay or Ms. Auger (382-7146)

Health issues, attendance, or medicine

ASK Mrs. Sherman-DeRoche, RN, nurse (382-7146)

ASK Mr. Shawley (Attendance)

Reading, writing, language arts

ASK Ms. Tozier (382-7146)

Enrichment

ASK Mrs. Rodriguez (382-7146)

School adjustment, fear, social problems, problems with adults, self-esteem, family problems, learning problems, etc.

ASK Mrs. Blutstein, Ms. Auger, Mr. Shawley or Mr. Blay (382-7146)

Discipline issues, lunchroom issues, classroom problems, safety, unanswered questions, unsolved problems

ASK Ms. Auger, Mr. Shawley or Mr. Blay (382-7146)

Hot lunch questions

ASK Mrs. Waters, Pollard School Cafeteria (382-7146)

Band instruments, concerts, performances

ASK Mr. Mainella (382-7146)

String instruments, concerts, performances

ASK Mrs. Heile (382-7146)

Library books, library fines

ASK Ms. Collins (382-7146 X-218)

Ski Club, field days, Jump Rope for Heart
ASK Main office (382-7146)

Using the building for meetings or events
ASK Mrs. Allen or Mrs. Gentile for forms or
Ms. Auger for information (382-7146)

Special Education
ASK Ms. Auger (382-7146)

PTA
ASK PTA questions by sending a note to school and we will get it to the PTA

A direct issue or an authority beyond Ms. Auger

ASK Mrs. Christi Michaud	Executive Director of Data, Assessment and Accountability (382-6119)
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Home Schooling
ASK Mrs. Susan Rasicot (382-6119)

Anything
ASK SOMEONE - we all want to help and your questions are important

