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DANVILLE ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK

2022-2023

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TABLE OF CONTENTS

	Page
I. SAU & DISTRICT INFORMATION	
Personnel	3
School Board	3
Non-Discrimination Policy	4
II. GENERAL INFORMATION	
Mission & Belief Statements	5
III. SCHOOL INFORMATION	
Absences	7
Bullying or Cyber-bullying	8
Bus Transportation Regulations	8
Cafeteria-Lunch	10
Care of School Materials	10
Conduct	10
Danville Delivery	11
Detention/Suspension	11
Discipline & Behavior	11
Dress Code	12
Electronic Equipment	12
Emergency Closings	13
Emergency Information	14
Emergency Response Plan/Drills	14
Extracurricular Activities	15
Field Trips	15
Health Services	16
Homework Policy	20
Internet Policy	21
Invitations	21
Legal, Custody & Restraining Issues	21
Lost and Found	21
Money	21
Parent Groups	22
Parent-Teacher Conferences	23
Parking	23
Personal Belongings	23
Photographing for Public Viewing	24

Pupil Records	24
Recess	24
Report Card/Progress Report	24
Response to Instruction for Academics	25
Response to Intervention for Behavior	25
School Admission	26
School Hours	26
Snacks	27
Surveillance Video and Audio Devices	27
Tardy/Dismissed	27
Telephone	28
Video & Audio Recording	29
Volunteers	29
Weapons on School Property	31
Withdrawals	32
IV. SCHOOL PROGRAMS	
ICT, Music, Art, Physical Education & Enrichment/Innovation	32
Library	33
School Counselor	33
Special Education	34
Target Team	34
Title 1	34

SAU #106 INFORMATION

TIMBERLANE REGIONAL SCHOOL DISTRICT
School Administrative Unit No. 106
30 Greenough Road, Plaistow, NH 03865
603-382-6119

Administrators

Christopher Kellan	Superintendent of Schools
Justin Krieger	Assistant Superintendent of Schools

Curriculum

Sandra Allaire	Director of Curriculum Assessment & Professional Learning (CAPL) K-12
Lucy Canotas	Director of Elementary Curriculum (K-5)
TBD	Executive Director of Data, Assessment & Accountability

Pupil Personnel Services

Maria Watkins	CFO Business Administrator
Fran DeCinto	Director of Human Resources
Kelley Brooks	Director of Special Education
Ginger Dreschel	Director of Student Services

TRSD School Board

Representatives are elected from each of the participating towns to serve on the Regional Board. These members adopt policies for the School District. School Board policies are available on-line at www.timberlane.net. Please note that the School Board Meetings are held on the 1st and 3rd Thursdays of each month. School Board Meetings and other school information are posted on the Timberlane Educational Network (TEN).

NON-DISCRIMINATION

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.

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 PL94-142, Section 504 of 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 nondiscrimination.

Inquiries regarding non-discrimination policy should be designated to:

Director of Pupil Personnel Services/Special Education
SAU 106 - 30 Greenough Rd.
Plaistow, NH 03865
Telephone: 603-382-6119

Inquiries concerning the application of non-discrimination policies may also be referred to:

The Regional Director, Office of Civil Rights
U.S. Department of Education
J.W. McCormack, POCH, Room 222
Boston, Massachusetts 02109-4557

GENERAL INFORMATION

DANVILLE SCHOOL CORE VALUES

Respect, Responsibility and Pride.

DANVILLE SCHOOL MISSION STATEMENT

The mission of the Danville School Community is to inspire and develop lifelong learners who become responsible, productive, ethical 21st century citizens.

TRSD 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.

TRSD BELIEF STATEMENTS

1. Education is the shared responsibility and commitment of the students, parents, school system, and community.
2. Dedicated educators are key to student learning.
3. Everyone has the right to be treated with respect.
4. All people must have a safe, healthy, and nurturing environment in which to learn.
5. Learning is a lifelong process.
6. Challenging standards and expectations result in higher performance and achievement.
7. Literacy is the foundation to a successful education.
8. All students have the ability to learn and must be provided opportunities to succeed.
9. Education must be responsive to the individual's needs and abilities.

Every student is expected to:

- ✓ 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.

All staff are expected to:

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

Every parent is expected to:

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

We, as students, staff, and community, are dedicated to providing a superior academic environment.

SCHOOL INFORMATION

The following information is to give you an overview of school procedures and guidelines. For additional information in greater detail, please refer to TRSD's *Rights and Responsibilities* located documents on the district's website: www.timberlane.net.

Please note that if there is a conflict between this handbook and the School Board Policies located on the district's website: www.timberlane.net then the policies will govern. These policies are reviewed and updated as needed.

ABSENCES

Students between the ages stated in RSA 193:1 are required to maintain regular and punctual patterns of attendance.

An unauthorized absence (as defined in RSA 189:35-a) is considered truancy and will be treated as such. Truant students may be subject to school disciplinary measures in line with applicable Board policies and school procedures.

Students identified as being truant will be contacted by either a school official or truant officer and brought to school. The school administration will send a letter to parents/guardians of the truant student. If the truancy problem continues, the school administrator will mail a registered letter to the parents of the truant student indicating the nature and seriousness of the problem and enclose a copy of RSA 193:1.

Parents are required to notify the school either by note the day before or by phone (603-382-5554 option #1) on the morning of the absence.

Absences of more than five (5) consecutive days require a note from a licensed medical professional. Absences that are accompanied with a doctor's note will be excused.

If a child is absent he/she may not attend a school function on the day/evening of the absence/dismissal.

BULLYING OR CYBER-BULLYING

“Bullying” according to New Hampshire RSA 193-F means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a pupil or damages the pupil’s property;
- Causes emotional distress to a pupil;
- Interferes with a pupil’s educational opportunities;
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

No form of bullying or harassment will be tolerated. A person who feels they are a victim of bullying or harassment should bring the matter to the attention of a teacher or administrator.

BUS TRANSPORTATION REGULATIONS

First Student/Durham School Services provide the daily buses to and from school for students in full day kindergarten through 5th grade.

For any concerns or questions you have regarding your child’s bus transportation, please call First Student at 603-382-2303 for regular education or Durham at 603-895-9664 for special education transportation.

Bus routes are located at www.danvilleschool.com under the Departments tab.

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 child(ren).

- Student safety is always our first concern.
- Bus routes are organized to allow for the shortest route possible.
- Bus stops are arranged at strategic points along the route to allow for groups of students who wait together. Students can be expected to walk up to 5/10ths of a mile to a bus stop. Careful consideration is given for Pre-K, Kindergarten and First Graders to be as close to home as possible. Any students living on a main street (high traffic area) will be picked up in front of their house or as close to home as possible. Parents are encouraged to wait with their child at the bus stop. Children in 3rd grade can be dropped off at a stop, without an adult, only if a note has

been provided to the school. No students in K - 2 will be dropped off without a parent/guardian at the bus stop.

- Expect delays the first week or until the driver gets to know the route and stops. Learning to follow the routine also takes time. All students should be home no later than 4:15 p.m. unless we notify you of a bus back-up situation.
- Arrive at the bus stop 5 minutes before scheduled pick-up.
- When waiting for the bus, stand well away from the bus until the bus has stopped and the door is opened for you.
- Drivers will assign seating to all students. Younger children will be placed toward the front of the bus.
- Go directly to your assigned seat after entering the bus. Students are to remain seated while the bus is in motion. No one is allowed to walk down the aisle while the bus is moving.
- Obey the bus driver's orders the first time given.
- Do not create noise, which will distract the driver. Their job is to get you to and from school safely. Help them do their job by following bus rules.
- Aisles should be kept clear at all times. Students are only permitted to carry objects that can be held on their lap.
- School rules apply while on the bus.
- No eating or drinking on the bus (with the exception for medical reasons).
- No hazardous materials, nuisance items, or animals (living or not) may be carried on the bus.
- Scented items cannot be opened on the bus.
- Students shall refrain from throwing or passing objects on, from, or into buses.
- Students shall respect the rights and safety of others.
- No touching other students or their belongings.
- Students are prohibited from extending their head, arms, or objects out of the bus windows.
- Students should exit the bus promptly at their stop and wait for the bus driver to indicate that it is safe to cross the road.
- Students shall refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.
- Bus write ups are given when a driver needs help to explain to a student concerns about bus safety. School administration handles this and will contact parents when necessary.

Students who fail to comply with acceptable behavior standards on the bus may receive a loss of privilege, an assigned seat at the front of the bus, detention, suspension, or removal of bus privileges up to the remainder of the school year.

Please be informed that buses are equipped with video cameras.

It is suggested that students not ride alternate buses due to potential overcrowding. In the event you have a transportation change, please utilize our on-line system, *Pick Up Patrol*, (www.pickuppatrol.net) to notify the school. Durham School Service and First Student companies, along with their drivers, look forward to providing a safe and friendly ride to and from school for all their precious cargo... your children.

CAFETERIA

Lunch Program

The Timberlane School District offers a lunch program through Whitson's Culinary Group. Parents may pay on line or by check. There is a no credit policy. In the event a student forgets or misplaces their lunch money or lunch, a meal will be provided to them and charged to their account for the first two occasions. After the second time, a letter will be sent home and information will be passed on to the building administrators for collection. For your convenience, you can deposit money in your student's account by visiting www.myschoolbucks.com.

Students wishing to bring their lunch may do so. Milk purchases will be available for those bringing their lunch.

Free and/or reduced meals are available for those who qualify. Eligibility forms must be completed annually and are found on Danville School's website under lunch/food services. All information is kept confidential.

If you have any questions regarding payments, please contact John Fratiello of Whitson's Culinary Group at mayra.maldonado@timberlane.net

CARE OF SCHOOL MATERIALS

We encourage all of our students to be responsible for the use and care of school materials. If books and materials are lost or damaged, parents will be responsible for the cost of replacing lost textbooks, library books, calculators, and math manipulatives. Please remind your child that they need to keep track of and take good care of school materials. We appreciate everyone's support in helping students be responsible school citizens.

CONDUCT

Pupils are expected to conduct themselves in a manner reflecting a sense of responsibility, good citizenship, and consideration for the rights of others. Our school will not tolerate rudeness or violence in any form.

DANVILLE DELIVERY

Once a week, Danville students will carry home a Danville Delivery envelope. It will contain student work, messages from school, announcements and newsletters. Every family is encouraged to set aside time to go through the contents of the Danville Delivery.

DETENTION/SUSPENSION

When the usual forms of discipline do not bring about positive change in behavior, or when a student does something that is unsafe or extremely serious, then more severe disciplinary measures must be taken.

Detention is given by a written notification to parents which must be signed and returned. Parents should realize that this indicates a serious situation and should not request that a detention be canceled or postponed for reasons other than important medical or family issues.

Suspensions can be given in-school or out-of-school. As suspension requires removing students from the learning situation, it is not given lightly.

Students who are in-school or out-of-school suspended, **may not** participate in any after school activities on the day(s) of the suspension.

In-school suspension requires that the student remain in a supervised location (i.e., the office or another classroom), lose normal privileges, but be allowed to work on daily assignments. Teachers will often check with the student to see if they need any help. Out-of-school suspension requires that a student remain at home for a predetermined amount of time. Students do not get credit for work done and are not able to benefit from teacher contact.

After school detention requires that parents arrange to have the student picked up at 4:00pm. A 24 hour notice will be given so that parents can arrange for this pick up.

DISCIPLINE/BEHAVIOR

The Rights and Responsibilities document for the Timberlane Regional School District is available online at www.timberlane.net. If you would like a hard copy of this publication, please contact the school at 603-382-5554 and we will make sure that you receive a copy.

Timberlane Regional Elementary Schools recognize that the quality of student behavior is determined largely by the level of interaction between children and adults. A primary goal of this discipline policy is to help children learn to

behave in successful ways. This happens when an atmosphere is created which encourages trust and communication between children and adults. Parents are vital to this process. They have a responsibility in a shared partnership with the school to reinforce socially acceptable standards of behavior, as well as the entire learning process, at home.

Discipline is most effective when the following become the framework for the implementation of policy:

- Students and staff will treat each other with dignity and respect.
- Effective discipline is a daily goal for every staff member.
- Discipline works when situations are structured to encourage successful student behavior.
- A discipline policy is developed that fosters trust in the system.

Expected Student Behavior

1. Students are expected to follow school rules.
2. Students are expected to show respect at all times.
3. Students are expected to use good manners.

DRESS CODE

Students at Danville Elementary School are still young children. Their job here is to learn and to grow. Their clothing and/or belongings must support their need to attend to academic activities and to be involved in physical exercise.

Hats should be removed when entering the building. Shoes should be firmly attached to the foot. Flip flops, backless shoes and shoes with heels should be avoided for safety reasons. Sneakers are required for Physical Education classes. Clothing should fit comfortably. Clothing with offensive sayings or pictures are not school appropriate.

If students are in school wearing clothing that is deemed not school appropriate, a call home for a change of clothing will be made or students may be offered an alternative item of clothing.

ELECTRONIC EQUIPMENT

Timberlane strives to set high educational standards, challenging learning experiences and opportunities to all students. For this reason, the use of personal electronic devices is limited by classroom teachers and administrative directives during the school day. If these devices are used at inappropriate times and/or contrary to teacher or administrator directives, they will be confiscated and sent to the Principal/Assistant Principal's office area. The first option for teachers and administrators is to have students put the device away.

If the device is confiscated, a parent or guardian will be notified to make arrangements to pick up the confiscated device. Any student who continues to violate this policy will be subject to progressive disciplinary action including Administrative probation and suspension.

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

EMERGENCY CLOSINGS

Schools will be open during bad weather unless it is considered to be too dangerous for pupils to commute 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. The “No School” or “School Delayed Opening” announcements will be made through our automated system, School Messenger, school & district websites, school & district social media (Facebook & Twitter), and Television station on air news and websites including:

- WBZ - TV4
- WCVB - TV5
- WHDH - TV7
- WMUR - TV9
- WBTS - TV Channel 110
- T.E.N. - Cable Channel 6/22
- NECN

Earliest announcements will be made through Twitter. Those wishing to receive Twitter announcements may subscribe to Twitter @TimberlaneRSD

Early dismissal from school due to inclement weather or unforeseen circumstances, will be handled by the Superintendent of Schools. If school is dismissed earlier than usual due to weather or other emergencies, a phone message will be sent through the School Messenger system as well as the aforementioned media outlets.

The children will be sent home to their usual bus stops. Please take time to instruct your child in detail what to do in case s/he arrives home to an empty, locked home. It does happen! Have you made arrangements to insure your child's safety for all emergencies? Does your child understand these arrangements?

Please note: Afternoon and/or evening school activities are automatically canceled if school is closed or dismissed early due to inclement weather or other emergencies.

EMERGENCY INFORMATION

In times of emergency, it is extremely important that the school office and health office have information that will enable us to contact parents immediately. Therefore, parents/guardians are asked to visit the district website, www.timberlane.net, and review/revise their information on the Parent Portal. Information regarding the Parent Portal will be sent to all parents/guardians at the beginning of the 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 the plan have been distributed to each town's Police, Fire, and Civil Defense Departments. 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.

Evacuation Drills

Danville School will practice evacuation drills during the school year. All students, staff, and visitors to the school will evacuate to the Danville Baptist Church or to the Danville Community Center.

The intent of this drill is to move children and adults quickly and safely to an alternative location. The school will coordinate the drill with Danville Police and Fire Departments in the event of an actual off site evacuation. There will be formal dismissal procedures in place for parents to dismiss their children from the evacuation site. We ask your cooperation to ensure our students' safety.

Fire and Emergency Drills

Fire, lockdown, and 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. Our drills are practiced with the support of Danville Fire and Police Departments.

EXTRACURRICULAR ACTIVITIES

We are pleased that many of our students participate in privately run extra-curricular activities. 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 extracurricular activities.

FIELD TRIPS

Field trips may be planned by each teacher throughout the school year. Field trips are planned to allow students opportunities to learn, to experience, and to relate their learning to the real world.

We encourage our students to be ambassadors of Danville Elementary and demonstrate positive and respectful behavior. Students are expected to follow adult directions, obey bus policy and to be well behaved. It is important to remind students that our school and community will be judged by their behavior. Students who have, by their actions, shown a negative behavior pattern may be excluded after consultation by the teacher and principal with the student and his/her parents. In this case and in cases where a child does not have his/her parents' permission to attend a field trip, the child should report to school as usual.

Parents may be asked to chaperone. It is understood that when parents agree to chaperone a field trip, younger children do not attend. Chaperones may not smoke on field trips (indoors or outdoors.) All students are expected to ride in the bus unless there is a well-documented medical condition that requires the parent to transport. CHAPERONES SHOULD PARK IN THE FAR LOT NEAR THE CAFETERIA.

There might not be a nurse on field trips, but we will have staff in attendance who are CPR and First Aid certified.

If the field trip arrives back to school before 3:10 dismissal, students will not be dismissed until 3:10. Parents who want their children to be car riders should visit www.pickuppatrol.net or give the teacher a note in the morning. If they

were chaperones on the field trip, they must get into the car rider line and wait for 3:10 dismissal.

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. S/he also administers medications based on doctor's orders. The nurse provides for the assessment, teaching, consultation and referrals for a variety of medical issues. S/he 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, immunization requirements, facts, bulletins and forms are available on the Danville School website, under the Departments Tab, then the drop-down labeled Nurses/Health Services.

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 the student is authorized to self-carry, self-administer and is educated on the use of his/her inhaler and/or Epi-pen.

Emergency Information Sheets

If you did not update your child's information on PowerSchool/Parent Portal, we must have a hard copy of your child's emergency information. Forms will be sent to you at the beginning of the school year. These forms must be returned to the Front Office completely filled out and signed by the parent or guardian. 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 contact and/or medical information; the front office will need any changes in contact information and the nurse will need any changes in medical information.

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 degrees, a call to the doctor may be necessary.

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

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

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

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

All absences should be called into the attendance line at your child's school. Please include symptoms of illness. Absences of five or more days due to illness require a note from a health care provider when the student returns to school.

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, recess or school related activities.

Absences accompanied with a doctor's note will be excused.

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.

Health Screenings

Each year, (Kindergarten or first grade) and fourth grade students will report to the Health Office at a designated time. The screening will consist of a vision

and hearing test, blood pressure check and a height and weight. There may be times that the district receives assistance from volunteers or contracted services to assist in screening such as vision, hearing, blood pressure check, height, weight and postural screenings.

Physical Examinations

"There shall be a complete medical examination by a licensed physician of each child prior to or upon first entry into the public school system and thereafter as often as deemed necessary by the local school authority..." RSA 200:32.

This statute applies to all students regardless of grade, when first enrolling at Danville Elementary. It also applies if your child has left the district and then re-enrolls.

It has been determined that a medical examination within a year's time, as defined above, fulfills the state mandate.

Due to allergic reactions with many of our students, pets **will not** be allowed in school.

Concussed Students

Timberlane Regional School District

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. However, in each case, the following procedures should be followed:

Procedural actions prior to putting the Academic Protocol into place:

1. Whenever a student suffers a head injury or is suspected of having a concussion, the school nurse will be promptly notified.
2. The school nurse will perform an assessment of the student for symptoms of a concussion unless a physician's assessment has already been performed and reported to the school nurse. The school nurse will notify the parents/guardians of her determination.
3. If the student has not yet been seen by a physician, the nurse will recommend to parents/guardians that the student be referred to a physician.
4. If the student is determined to have symptoms of a concussion either by a doctor, the school nurse, or the athletic trainer, the nurse will notify the student's guidance counselor, teachers, administrator, and the

Athletic Director (if applicable) for the purpose of enacting the Academic Protocol.

5. The nurse will encourage the concussed student's parents/guardians to keep the student home for at least two days to one week, depending on the severity of the concussion, to rest the brain. The nurse will explain the importance of reducing stimuli to allow the brain to begin to heal. The nurse, as spokesperson for the school, will encourage the parents/guardians to keep the student from using electronic stimuli such as, television, cell phones, iPods, video games and computers. In the event where a student attends school during a period of time when s/he should be resting the brain, the school will take measures to reduce the student's brain stimulation.
6. For cases of severe concussions, the nurse, trainer, and healthcare provider's recommendations, along with the parent's input, will determine the length of rest period.

The Academic Protocol for Concussed Students:

1. The nurse will inform teachers of the student's initial concussion and the length of the recommended rest period. Teachers will also receive information on symptoms of a concussion.
2. During the "rest period" the concussed student's absences will be considered "exempt." All other absences related to the student's concussion will also be considered "exempt."
3. Teachers will defer missed daily assignments until the student is medically cleared to return to an appropriate level of academic participation. If an essential summative assignment(s) takes place during this time or during an extended period related to the concussion, the teacher will make accommodations for the student to make up the assignment(s).
4. Upon the student's return to school, the nurse will encourage the student to check in with her for ongoing assessment. This "check in" should take place daily. The student will continue to be monitored in this way for the time period he or she is exhibiting concussive symptoms.
5. The nurse and the student's guidance counselor, teachers, and/or trainer will periodically communicate with one another on the concussed student's status. Each student's needs will be considered on a case by case basis.
6. The severity of a student's symptoms as determined by a healthcare provider's assessment will help to determine the types of academic

supports that are put into place. The counselor may refer the student for eligibility of 504 or special education at any time in the process. When the student continues to exhibit ongoing symptoms beyond 60 days, the guidance counselor will refer the student for consideration of eligibility for a Section 504 Plan or possible referral for a special education evaluation. If found eligible for 504 or an IEP, the 504 or IEP team will determine the accommodations that are required in order for the student to access his/her educational program. The 504 or IEP team will determine future interventions until such time as the team determines that the concussive injury can be effectively managed by the school nurse in consultation with other officials.

7. For the students who have suffered an injury and who are not placed on a 504 plan or IEP, notification of injury and subsequent clearance will be initiated through the nurse's office to teachers, counselors, advisors, coaches, trainers and administrators.
8. If the concussion and/or the recovery period extend through a grading period, the student's teachers will be instructed by the guidance counselor to assign an "Incomplete" for a grade in the course. The length of the incomplete period will be determined on a case by case basis.
9. Once the student has been determined ready to return to a regular academic work schedule by the nurse and/or trainer, he/she is to complete missed essential work and turn it into the teacher for assessment. As appropriate, the teacher is encouraged to differentiate the assessments or assignment(s) to allow the student an opportunity to demonstrate proficiency.

HOMEWORK POLICY

The purpose of homework is to help students become independent learners. Homework assignments offer students an opportunity to practice classroom goals.

Teachers may give homework to students to aid in the student's educational development. If 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 should be an application or adaptation of a classroom experience. Homework will not be assigned for disciplinary purposes. Please notify your child's teacher if homework is difficult for your child. Policy Code IKB.

INTERNET POLICY AND PROCEDURES

The Timberlane Regional School District provides internet access to its students and staff through Chromebooks. We stress the importance of using it as one of many educational resources available to students as a learning tool. Internet use at Danville 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 document. Please read it carefully with your child. You will be asked to sign the district's Agreements Form on the Parent Portal.

The school web page is www.danvilleschool.com. 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.

INVITATIONS

Please do not send party invitations to be distributed in school unless the entire class or subsets of the class (i.e. all boys/girls) are invited. If you are inviting just some of the children, invitations must 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.

LOST AND FOUND

Children's clothing, footwear and possessions should be clearly marked with their first and last names. Unclaimed clothing, lunchboxes, etc. will be placed on the lost and found hooks in the cafeteria and by the "We Deliver" mailbox. Parents and students are encouraged to check the hooks periodically. At the end of each marking period, items not claimed will be given to charity.

MONEY

When the need arises, your child is invited to bring money to school. Notices sent home with the children will explain these requests. Book clubs, school

store, popcorn, and school pictures are some reasons why your child will be taking money to school; they are always optional. When sending money, put the exact amount in a sealed envelope with your child's name and grade on the front.

There will be **no** selling by students during school hours, i.e., Girl Scout cookies, fundraisers, etc. per school board policy JP.

PARENT GROUPS

We encourage you to become active members of our Parent/Teacher Association and Parent Volunteer Program.

PTA

The Danville PTA consists of parents and teachers who work together for the benefit of children. Through volunteerism, fundraising and overall involvement with the school, the PTA enriches the educational experience of every child.

Danville PTA is proud of its affiliation with New Hampshire PTA and the National PTA, the oldest and largest volunteer association advocating exclusively on behalf of the children in our schools.

Joining Danville PTA is easy! You may sign up at the Open House or at any time throughout the year. Joining gives you membership in both the State and National PTA. Membership will also allow reduced rates at local and national businesses. Meetings are held monthly. You are encouraged to attend when you are able.

We do hope that you will choose to get involved. Even if you have limited time or an uncertain schedule, they can and will find a way to involve you in a manner that "fits" you.

Please feel free to contact our PTA with your questions by visiting their link from Danville School's website.

DADS' GROUP

Danville Elementary School is very fortunate to have an active group of dads who work with the PTA to provide family oriented activities. All dads are invited to join this group and plan the exciting activities. Some of the activities may include hikes, summer picnics, bowling, etc. The dads also help out by painting the playground equipment and doing a variety of tasks on school grounds that help the children.

PARENT-TEACHER CONFERENCES

Parent conferences will be held in late fall. A parent or teacher may request a conference at any time. During conferences a parent should feel free to ask questions and share important information 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.

Teachers will not be able to discuss concerns with you during school hours but they will be most happy to make appointments to meet before or after school. To make an appointment, simply call or write a note to your child's teacher. All teachers have e-mail and this could be an additional means of communication.

PARKING

Parking is permitted in front of the building and in the lot by the kitchen entrance. Please use the visitor spaces when you are going to be in the building for less than one hour. If you are chaperoning a field trip, please park in the lot near the kitchen door.

PERSONAL BELONGINGS

We have found that students have much better luck keeping track of their personal and school belongings if they carry a backpack or school bag of some kind. Personal belongings, including outer clothing, must be labeled with the student's name. We encourage students to keep their packs light enough to not cause back discomfort.

Electronic devices and expensive items should not be taken on the bus or brought to school. The school cannot be responsible for valuable items.

Fidgets are often used to ease anxiety in children and increase their focus. When these tools are used appropriately they do help children find success in the classroom. Fidgets are not meant to be used as a toy at recess, in the cafeteria, or a distraction from school work. Fidgets may be used in the classroom as long as they are used appropriately, as a tool to assist with focusing during school work.

Any child not using a fidget appropriately will first be given a warning.

If a child continues to use the tool as a toy then the second time the fidget will be taken for the remainder of the day and then the child will be asked to not bring it back to school again.

If the child brings the fidget back after this, then the fidget will be taken from them and given to Administration to keep for the remainder of the school year. Administration will give back the fidget on the last day of school.

PHOTOGRAPHING FOR PUBLIC VIEWING

On occasion, newspaper photographers and TV cameramen visit our schools in order to take photographs. These are used to illustrate newspaper articles or provide visuals for TV programs. From time to time, school staff members photograph school activities. If for any reason you do not wish your child to be photographed or recorded for public viewing, please contact the principal, in writing. In addition, please make this request on the agreements section on the Parent Portal. If we do not hear from you, we will assume you agree to allow your child to be photographed if the occasion arises during the school year.

PUPIL RECORDS

Danville School complies with the Family Rights and Privacy Act of 1974. If a parent or legal guardian wishes to review his/her child's school records, he must complete the appropriate forms available at the guidance office. The counselor will then supervise the gathering of records and meet with the parents to review the contents. The parent/guardian must give a minimum of 5 days notice before reviewing records.

RECESS

Recess is scheduled for all children as a regular part of the daily curriculum. It is the time set aside for children to develop social skills in a semi-structured setting. Whenever possible, the children go outside for all or a portion of their recess time. Recess offers them a change of pace from cerebral to physical activity. Factors such as the outside temperature, wind chill, the condition of the playground, and wildlife are considered before a decision for outside recess is made. We recommend that children be dressed appropriately for coping with the weather elements.

ANY CHILD NOT WELL ENOUGH TO GO OUT TO RECESS SHOULD REMAIN AT HOME UNLESS WE HAVE A COMMUNICATION FROM THE CHILD'S PHYSICIAN RECOMMENDING THAT S/HE REMAIN INSIDE.

REPORT CARDS/PROGRESS REPORTS

There are three twelve week reporting periods in the school year. Report cards can be viewed on your child's PowerSchool Account at the end of each of these periods.

Progress Reports are sent home in Danville Delivery at the midpoint of each of these periods. You can always reach out to your child's classroom teacher between reporting periods if you have questions or concerns about your child's progress.

RESPONSE TO INSTRUCTION FOR ACADEMICS

Danville School implements a Three-Tier Response to Instruction (RTI) model for all students. The process is depicted as a pyramid with three levels of instruction.

Tier One instruction includes the core curriculum and provides a foundation for learning. 80 - 90% of students require Tier One only to access grade level curriculum. Instruction is differentiated and monitored with a Universal Screener given three times a year. Classroom assessments are designed to monitor progress through formative and summative assessments, performance tasks, and NH state assessments in grades 3 - 5.

Tier Two or supplemental instruction is provided to 5 - 10% of students. In addition to the core instruction, systematic, targeted, skills are taught in small groups by classroom teachers, interventionists, special educators, and related service providers. A diagnostic assessment identifies the area of need. Progress is monitored one - two times per month.

Tier Three or highly intensive instruction is provided for 1 - 5% of the student population. Instruction takes place in small groups or 1:1 settings. This instruction is in addition to the core instruction and occurs 4 - 5 times a week. Instruction is provided by specialists, interventionists, counselors, psychologists, special educators, related service providers, social workers, or behaviorists. Diagnostic assessment(s) identify area(s) of need. Targeted skills are progress monitored 1 - 2 times per month.

Evidence collected through progress monitoring is used for data-based decision making relative to the students' educational programming.

RTI is a preventative framework to improve student outcomes by making data-based decisions through the process of screening, progress monitoring, and providing a multi-level prevention system.

RESPONSE TO INTERVENTION FOR BEHAVIOR

Danville School is invested in promoting a positive school culture for all students, while practicing our core values of respect, responsibility, and pride. We use a collaborative approach to teach and model positive behaviors for all students. If intervention is required in this area, we support students with direct modeling and practice of expectations, while collecting data to determine student success.

SCHOOL ADMISSION

State law requires that every child between six and eighteen years of age shall attend school. Although we offer pre-k and kindergarten, children are not required to attend.

To be eligible for admission to Pre-K, a child must be four (4) years of age on or before September 30th; for admission into Kindergarten, a child must be five (5) years of age on or before September 30th; and for admission into First Grade, a child must have reached the age of six (6) years on or before September 30th of the entering year.

We have an on-line registration process. To enroll your child, please visit www.danvilleschool.com and click on the link "New Student Registration." All documentation for registration must be completed prior to the first day of school. This includes:

- Birth Certificate
- Custody Papers, if applicable
- Certification & Proof of Residency
- Record of immunizations: Consistent with the NH State immunization requirements
- Recent Physical Examination Documentation (within one year's date)

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

SCHOOL HOURS

Our school day begins at **8:30 A.M.** and ends at **3:10 P.M.**

Staff is on duty at 8:15 A.M. to supervise early bus students. **Children who are driven to school should not arrive before 8:15 A.M. because there is no provision for supervision of children prior to that time. Classes begin at 8:30 A.M.**

Morning Pre-K and morning kindergarten is from 8:30-11:10; Full Day Kindergarten follows the 8:30 - 3:10 schedule. School bus transportation is only provided coming to school in the morning and going home at our 3:10 dismissal time. No bus transportation is provided in the middle of the day.

SNACKS

Students have time for snack daily. We are strongly promoting good nutrition and exercise in order to educate our students to make the best choices available for their health. Foods brought to school for snack should be healthy snacks.

Some classrooms are designated nut sensitive due to student allergies. You will be notified in writing before school if your child is in a nut sensitive classroom.

Please help your children to plan and make a good choice of a snack. Peer pressure to fill up on junk food would cease to exist if no one brought it to school.

- Cans or bottles of soda are not allowed at school.
- Students should not bring group sized snacks to school unless it has been arranged with the teacher.
- Please discuss birthday celebration food with the teacher before bringing it to school.
- Some classrooms may have very specific guidelines due to food allergies.

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.

TARDY/DISMISSED

School hours are 8:30 am until 3:10 pm. Students who are late to school or who are leaving school early, **must be signed IN or OUT through the office.** Requests for early dismissal should be restricted to illness and emergencies only. Students will be dismissed only to a parent or person authorized by written permission from the parent.

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

After 3 days of tardiness/early dismissals you may be contacted by the School Counselor. Thereafter, continued unauthorized tardiness/early dismissals may require school administration to request a conference and/or notify appropriate authorities.

Students arriving to school after 12:00 pm will be marked absent for that day. Students dismissed prior to 12:00 pm will be marked absent for that day.

Tardies and dismissals accompanied with a doctor's note will be excused.

Our teachers are most anxious to have all their students benefit from the lessons they have prepared. It is difficult to have pupils make up work when

they are frequently tardy or dismissed. Students do not make consistent educational progress when they are not in class. We consider every moment of every day to be important learning time, and are asking for your cooperation in the matter of pupil attendance.

Parents are responsible for notifying daycare providers of any schedule changes.

Parents picking up children must notify the school by visiting www.pickuppatrol.net or send a note to the child's teacher. If your child is a car rider every day, one note, stating that, is sufficient. If your child will be a car rider you must send in a written note on that date to be given to the child's teacher. All car riders will be taken outside by a teacher or teacher assistant. Parents should **not** come inside the building for their child.

Only in an emergency situation will a phone call be accepted for your child to be dismissed as a car rider. In that case, you must come into the school to sign out your child and then return to the car rider line outside. **If we do not have a note, your child will be sent on the bus.**

If your child will be dismissed after **2:55**, we ask that you get into the car rider line for dismissal. Car riders will be dismissed at 3:10 P.M. to the front door and will be escorted outside by a teacher or assistant at that time.

Parents should not go to their child's classroom at dismissal time. This is a very important time of day for students and teachers. We ask that parents not disrupt the regular classroom routine. Children will be escorted to the car rider line. Please meet them there.

TELEPHONE USE

Students are not allowed to use the telephone to call home. If parents have a concern, they should call the school and appropriate personnel will be notified.

VIDEO and AUDIO RECORDING

RSA 189:68, IV, states: "No school shall record in any way a school classroom for any purpose without school board approval after a public hearing, and without written consent of the teacher and the parent or legal guardian of each affected student."

There are many reasons why educators would use or allow the use of recordings in classrooms. Some of these valuable uses include, but are not limited to:

- Video or audio recording as part of an instructional lesson or practice;
- Recording a speech therapy session to evaluate a student’s progress;
- Creating a video presentation as part of any academic class;
- Videotaping a drama class (play) or music class for instructional purposes; and/or
- Instructional or assessment support for students with disabilities and/or students needing accommodations.

You will be asked to grant or withhold permission for us to video & audio record your child through the Parent Portal.

VOLUNTEERS

The Timberlane Regional School District (TRSD) values its parent and community volunteers. School and district volunteers make significant contributions to the educational experiences of our students. In an effort to partner with our volunteers and to ensure student safety and confidentiality, TRSD has implemented the following process for all “Designated Volunteers” per School Board Policy (IJOC) and RSA 189:13a.

Per School Board Policy (IJOC) “Designated Volunteers” must submit to a Background Investigation and Criminal Records Check if the volunteer meets any one of the following criteria:

Any volunteer who:

- Comes in direct contact with students without the presence of a professional staff member
- Meets regularly with the students
- Meets with students on a one-on-one basis
- Serves as a chaperone on a school trip or event
- Is designated by the School Board or Superintendent

For parents and community members wishing to volunteer for upcoming field trips and school events, TRSD requires the completion of a volunteer application, confidentiality agreement, and criminal background check. Please follow the instructions listed below. *(Only individuals who have completed the requirements below will be permitted to volunteer in TRSD schools or school events as a “Designated Volunteer”).*

- 1) Go to Applitrack through an online link on the school district website (<http://www.timberlane.net/wp-content/uploads/TRSD-Designated-Volunteer-Form.pdf>)
- 2) Complete a short volunteer application, list three references, select the school(s) that you wish to volunteer at, and then press submit.

- 3) Your application will be forwarded directly to the school principal(s).
- 4) Next, you will receive a call from the Superintendent's office to schedule an appointment for fingerprinting (Background Investigation and Criminal Records Check). - *Please do not arrive at the SAU for fingerprinting without a scheduled appointment.*
- 5) Bring a valid photo ID to your scheduled appointment at the Superintendent's office (30 Greenough Rd, Plaistow)
- 6) A member of the Superintendent's team will complete your fingerprinting and submit the district paid fee. (There is no cost to you.)
- 7) Once your fingerprinting has been processed by the NH State Police and FBI, the Superintendent will receive confirmation (apx. 6-8 weeks), and you will be notified of your approval status. *All confidential information will be destroyed as required by law.*
- 8) Upon approval, you will receive notification from the school principal(s) welcoming you to a school volunteer orientation. You may then serve as a "Designated Volunteer" for the TRSD.

The Timberlane Regional School district thanks you for your cooperation and partnership to ensure student safety and high quality educational opportunities. Should you have any questions, please contact your child's school principal. Thank you.

WEAPONS/DANGEROUS OBJECTS TRSD POLICY JICI

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.

"The Superintendent, principal, teacher or security personnel of the school (authorized personnel) may detain and search any student or students on the premises of the public schools or while attending or while in transit to any event or function sponsored or authorized by the school when that authorized person has reasonable suspicion that the student may have on the students' person or property, alcohol, dangerous weapons, electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have taken from a student, a school employee or the school during school activities or any other items which

have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.” Students found in possession, selling, or distributing, or being in the presence of any weapon and/or dangerous object will be subject to the following:

- a. Immediate parent/guardian notification.
- b. Confiscation of the object with return to appropriate persons (e.g. parents, police).
- c. Immediate notification to the proper authorities.
- d. Ten-day suspension with referral to the Superintendent of Schools for the purpose of recommending additional days.

During this time, the Superintendent will review the case. Once a determination is made that the student has brought a firearm onto school property, the student may be suspended from school up to one calendar year (365 days) in accordance with state law and School Board Policy (JICI and JICI-R).

Therefore, weapons and/or dangerous objects of any kind are not allowed in the building, lockers, and buses or anywhere 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, *or*
- b. Any device, object, or artifact that has been determined by the Superintendent of Schools to be dangerous to any student or faculty member.

WITHDRAWALS

When pupils transfer out of school, parents should notify the office and classroom teacher as soon as possible so that the proper paperwork can be promptly processed.

SCHOOL PROGRAMS

INFORMATION COMMUNICATION TECHNOLOGY (ICT), MUSIC, ART AND PHYSICAL EDUCATION

Students in full-day Kindergarten through grade five will have weekly instruction in ICT, Music, Art, Physical Education, and Enrichment/Innovation. Each class is considered to be as valuable to student growth and development as their regular classroom study. Many integrated curricular activities take place between the ICT, music, art, physical education and classroom studies. There are annual opportunities for display of student talent in these areas at local and district-wide assemblies.

Band instruction is available to 4th and 5th graders while String instruction is offered to 3rd, 4th, and 5th graders. These once a week lessons are offered during the school day. An informational session for parents about band and strings instrument rental is held in June. Chorus is offered to students in grades 4 and 5 who wish to participate.

Art Clothing Requirements: Art is a creative and messy place. Please be aware of your child's art day. Children should wear old clothing and old shoes on that day (an art outfit for that day is a good idea to help students remember).

Physical Education is an important part of the school curriculum and as such, the following requirements are brought to your attention:

- **Clothing** - During physical education the children will be very active and at times will be sitting on the floor. Play clothes that they are allowed to get dirty are appropriate. Rubber soled, flat sneakers that will not slip off are necessary to protect the children and the gym floor. Jewelry should not be worn on gym days.
- **Excuses** - No child will be excused from a physical education class unless they have a medical excuse. They must be seen by the school nurse or have a written excuse from a doctor.

LIBRARY

Our library is open every day and operates on a flexible schedule. Students may come to the library at any time, individually or in small groups, for circulation, silent reading, listening/viewing, or to do research using both print and electronic resources. Information literacy skills and literature appreciation are taught by the Librarian in conjunction with classroom teachers and are

integrated into content areas or thematic units. Parents are welcome to visit our school library and borrow materials to use with their children. Pre-K, Kindergarten, and First Grade students may borrow one book at a time. Students in grades two through five, as well as adult patrons, may borrow two books for a period of one week. All books can be renewed for an additional week. Loan periods can be adapted to accommodate student research needs.

SCHOOL COUNSELOR

The school counselor works with all students, school staff, families and community members as an integral part of the education program.

School counseling is an essential component of Danville’s educational program, supporting academic success for each student. It is based on the belief that each student possesses intrinsic worth and specific rights, and is capable of personal growth, lifelong learning and self- direction. The comprehensive school counseling program supports the development of the competencies and skills that students will acquire to meet standards and expectations established by the state, the community and the district, and prepares our students to meet the challenges of life, work and citizenship. The comprehensive school counseling program includes sequential activities that are organized and implemented by certified school counselors, teachers, and other staff in collaboration with students, parents/guardians, and members of the local community. The program seeks to meet the needs of all students in three domains - academic, social/emotional and career. The developmental aspect of the school counseling program focuses on attaining results related to skill acquisition and prevention, while the remedial aspect of the program ensures the provision of services that respond to immediate needs and concerns of students.

Should a parent have any concerns regarding their child, they can call during school hours or leave a message on voicemail.

Section 504 of the Rehabilitation Act of 1973. This civil rights legislation protects a student from discrimination based on her/his impairment or disability, and ensures that the student has access to their education. In order for a student to be eligible for educational services under a 504 Plan, her/his *diagnosed* condition must be found to substantially limit one or more “major life activities,” such as breathing, walking, learning, speaking, caring for oneself, performing manual tasks, etc. At Danville Elementary School, a 504 Plan is developed by the Section 504 Team. The members of the Team might include the Assistant Principal, Literacy Specialist, School Counselor, specialists (e.g. Speech/Language Pathologist, Occupational Therapist, etc.), parents and classroom teacher. If you would like to know more about Section 504, please contact the School Counselor.

SPECIAL EDUCATION

In accordance with Federal and State regulations, children who are suspected of having an educational disability may be referred to the Special Education Team. (A handbook of these regulations will be made available to parents of referred students.) A teacher, parent, or other school personnel can initiate the referral process. This process, which may involve an evaluation as well as team input, is designed to determine eligibility for special education services.

Once identified, the team will develop an individualized education program (IEP) to increase and allow greater access to the regular education curriculum.

TARGET TEAM

A group of Danville educators work together as the Target Team to determine how to best challenge and/or support a child's learning needs. Collaboration with classroom teachers support the next steps. Classroom teachers will keep parents informed of Target Team Meetings.

TITLE 1

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 Danville 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.

Thank you for taking the time to read and review our handbook. Close attention to procedures will assure a strong positive relationship between home and school.