



Challenge Acceptance Responsibility Empathy Self-Control

Atkinson Academy Parent/Student Handbook 2022/2023

Our Mission:

Through the process of learning, we value and build: Knowledge, Respect, Community.

PRINCIPAL: Stephen Harrises
ASSISTANT PRINCIPAL: Sarah Galligher
EXECUTIVE ASSISTANT: Stacey Collins
SECRETARY RECEPTIONIST: Lisa Ambrosio
SCHOOL NURSE: Laura Dolloff



DISTRICT DISCIPLINE POLICY

The district developed "Rights and Responsibilities Policy: (Formally the Code of Discipline), which is located on our school's webpage, <https://www.timberlane.net/aa/>, at <http://www.timberlane.net/wp-content/uploads/Rights-and-Responsibilities-2020-2021.pdf>. You will find a District permission form that you must sign stating that you have gone on the Atkinson Academy website to read this.

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 and receive a name tag.

VOLUNTEERS

Currently, TRSD is not allowing volunteers in any of the school buildings. When this policy is lifted, a communication will be sent out to all stakeholders.

DROP-OFF/PICK-UP AREA

The drop-off/pick-up area is located at the front of the office entrance. All school doors are locked. Please do not drop off your child without school personnel being present. If your child is late arriving at school, please press the intercom to the right of the doors, and enter the building to sign them in.

SCHOOL HOURS - 8:30-3:10

- ARRIVAL
 - 8:15-8:30 - Parents may drop students off in the Car Drop-off Area
 - 8:15 - Buses arrive and children enter the school
 - 8:30 - Classes begin-Students entering the building after 8:30 are LATE and must sign in at the office
 - 12:40 - Kindergarten PM Arrival
- DISMISSAL
 - 3:05 - Walkers and Car pick-up dismissal
 - 11:10 - Kindergarten and Pre-K AM dismissal
 - 3:10 - Bus Dismissal

TABLE OF CONTENTS

DISTRICT INFORMATION:	PAGE
Contents	3-4
Timberlane Regional School District Calendar	5
Staff Directory	6-7
Timberlane School District Officials	8
SCHOOL INFORMATION:	9-12
GENERAL PROCEDURES:	
Animals	13
Attendance	13
Art	13
Assignment Books	14
Band	14
Before & After School Program	14
Bicycles	14
Birthday Treats/ Food	14
Online Learning Days (Blizzard Days)	14-15
Bullying	15
Bus Evacuation/Policies	15-16
Concussions	16
Dangerous Objects and Weapons	16
Dismissal Procedures	16-17
Dress	17
Emergency Dismissal	17
Emergency Information	17
Emergency Response Plan	17
Enrichment	18
Field Trips	18
Fire/Emergency Drills	18
Fund Raising	18
Guidance	18-19
Health Services	19-22
Homework	23
Internet Safety	23
Invitations	23
Legal, Custody, and Restraining Order Issues	23
Library Media Center	23-24
Literacy Specialist /Instructional Coach	24
Lost and Found	24
Lunch Program	24
Money	25
Morning Arrival Procedures	25
Notice of Non-Discrimination	25

Night Owls	25
Parent/Teacher Conference	25
Parent Requested Dismissal	25-26
Parking	26
Personal Belongings	26
Photography & Video Recording for Public Viewing	26
Physical Education	26
PTA	27
Pupil Records	27
Pupil Safety, Violence Prevention and Anti-Bullying	27
Recess	27
Report Cards/Progress Reports	28
School Admission	28
School Cancellation	28
School Property	29
School/Student Withdrawal	29
Shuttle and Newsletter	29
Smoking	29
Snacks	29
Special Education	29
Stringed Instruments	30
Student Absences & Excuses	30
Student Conduct	30
Student Records	30
Supervision of Students	30
Surveillance Video and Audio Devices	31
Target Team	31
Telephones	31
Toys & Electronic Devices	31
Use of Building	31
Video and Photography Permission	32
Visitors to the School	32
Volunteers	32
Appendices	33-40

Timberlane Regional School District

Atkinson, Danville, Plaistow, Sandown

2022 – 2023 School Calendar

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.

	M	T	W	TH	F		M	T	W	TH	F
August (3)	X	16-NTI 23-NT	17-NTI 24-B-PD	18-NTI 25-D-PD	X	February (18)	6	7	1	2	3
September (19)	29	30	31		X		13	14	8	9	10
	X	6	7	1	X		20	21	15	16	17
	12	13	14	15	9		X	X	22	23	24
	19	20	21	22	23	March (19)					
	26	27	PD	29	30		6	7	X	X	X
October (20)	3	4	5	6	7		13	14	8	9	10
	X	11	12	13	14		20	21	15	16	17
	17	18	19	ER	21		27	PD	22	23	24
	24	25	26	27	28				29	30	31
	31					April (15)	3	4	5	6	7
November (18)		1	2	3	4		10	11	12	13	14
	7	8	9	10	X		17	18	19	20	21
	14	15	16	17	18		X	X	X	X	X
	21	22	X	X	X	May (22)	1	2	3	4	5
	28	29	30				8	9	10	11	12
December (16)	5	6	7	1	2		15	16	17	18	19
	12	13	14	15	16		22	23	24	25	26
	19	20	21	22	X		X	30	31		
	X	X	X	X	X	June (11)				1	2
January (19)	X	3	4	5	6		5	6	7	8	9
	9	10	11	12	13		12	13	14	ER	MU
	X	17	18	19	20		MU	MU	MU	MU	
	23	24	25	PD	27						
	30	31									

PD = Professional Development Day (no school for students)
D-PD = District Professional Development NT = New Teacher Day
B-PD = Building Level Professional Development
X = Holiday/School Break MU = Make-up Day ER = Early Release

Student Year = 180 days Veteran Teacher Year = 187 days
New Teacher Year = 188 days
Quarters: November 3, January 20, April 4, and Last Day of School
Trimesters: November 30, March 14, and Last Day of School

August 16-18, 23	New Teacher Induction/Orientation	Dec 23-Jan 2	Holiday Break
August 24-25	Professional Development TTA/TSSU	January 16	Martin Luther King Jr. Day
August 29	First Day of School	January 26	Professional Development TTA
September 2	Labor Day Extended	Feb 27-Mar 3	Winter Break
September 5	Labor Day	March 28	Professional Development TTA/TSSU
September 28	Professional Development TTA	April 24-28	Spring Break
October 10	Columbus Day	May 29	Memorial Day
October 20	Early Release	June 15	Last Day of School/Early Release
November 11	Veterans Day Observed		
November 23-25	Thanksgiving Break		

Approved by the Timberlane Regional School Board on February 17, 2022

NOTE: Subject to change. Check the website for the most up-to-date version.

(<http://www.timberlane.net/wp-content/uploads/TRSD-School-Calendar-2022-2023FINAL-2.pdf>)

Atkinson Academy Staff

2022-2023

School Telephone: 603.362.5521 Fax: 603.362.5842

Principal	Mr. Stephen HARRISES	Ext. 6301
Asst Principal/Curr Coordinator	Mrs. Sarah Galligher	Ext. 6302
Executive Admin Assistant	Mrs. Stacey Collins	Ext. 6303
Administrative Assistant	Mrs. Lisa Ambrosio	Ext. 6300
School Counselor	Mrs. Barbara Gallant	Ext. 6332
Nurse	Mrs. Laura Dolloff	Ext. 6314
Instructional Coach	Ms. Jessica Marrone	Ext. 6334
Librarian	Mrs. Jennifer Toth	Ext. 6308
Librarian Assistant	Mrs. Debbie Pierce	Ext. 6308
Technology Tech	Mr. Stephen Crowley	Ext. 6300
Enrichment	Ms. Pam DuLong	Ext. 6309
General Music/Band	Ms. Gail Pellegrino	Ext. 6345
Stringed Instruments	Miss Jessica Helie	Ext. 6346
Art	Mrs. Pam Alexander	Ext. 6318
Physical Education	Mr. Jeff Goddard	Ext. 6305
Special Education	Mrs. Kayla Jones	Ext. 6335
	Ms. Julia Plummer	Ext. 6335
	Mrs. Melissa Oakley	Ext. 6351
Intervention Specialist	Ms. Meredith Bastien	Ext. 6317
School Psychologists	Kathleen Clemente/Darlene Gustavson	Ext. 6300
Custodial Staff	Ms. Brenda Roberts	Ext. 6338
	Mrs. Gail Murphy	
	Mr. Vinny Garofalo	
Food Service Manager		Ext. 6330
Food Service Staff	Mrs. Carleen Smith	
	Mrs. Liane O'Brien	
Innovation/Technology Specialist	TBD	Ext. 6313
Speech/Language Pathologists	Mrs. Deborah Simard-Hill	Ext. 6329
Assistant	Ms. Jillian Battye	Ext. 6329
Occupational Therapist	Mrs. Tina Wood	Ext. 6328

COTA	Mrs. Roberta Monroe	Ext. 6328
Pre-K (AM)	Mrs. Stephanie Riese	Ext. 6321
Kindergarten (Full Day)	Mrs. Deborah Murphy	Ext. 6343
Kindergarten (Full Day)	Mrs. Sue Donnelly	Ext. 6358
Kindergarten (AM) Pre-K (PM)	Mrs. Sue McColley	Ext. 6324
First Grade	Mrs. Nicole Bailey Mrs. Samantha Platt Mrs. Katie Small	Ext. 6312 Ext. 6322 Ext. 6323
Second Grade	Mrs. Shelley Michaud Mrs. Leanne Perron Mrs. Jennifer Koener	Ext. 6319 Ext. 6326 Ext. 6320
Third Grade	Mrs. Karen Bresnahan Mrs. Lynne Ouellette Mrs. Nicole Shawley	Ext. 6316 Ext. 6315 Ext. 6311
Fourth Grade	Ms. Nicole Habib Mrs. Mikella Eichen Mrs. Jane Stewart	Ext. 6335 Ext. 6336 Ext. 6337
Fifth Grade	Mrs. Erin Lozowski Mrs. Cathy Riley	Ext. 6340 Ext. 6344
Paraprofessionals	Mrs. Carolyn Atwood Mrs. Lori Dawidowicz Mrs. Barbara Fleno Mrs. Linda Hakimi Mrs. Ellen Keefe Ms. Sherryl Kellett Mrs. Denise Lufkin Mrs. Beth McAbee Mrs. Michelle Moulton	Mr. Jack Paone Mrs. Katy Pickering Mrs. Paula Polito Mrs. Meagan Ryder Mrs. Linda Siemering Mrs. Chris Stikeman Mrs. Candice Tremblay Mrs. Phyllis Unger

TIMBERLANE REGIONAL SCHOOL DISTRICT

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

SAU Administrators

- Christopher Kellan, Superintendent of Schools
- Justin Krieger, Assistant Superintendent
- Maria Watkins, CFO/Business Administrator
- Fran DeCinto, Director of Human Resources

Curriculum Directors

- Sandra Allaire, Director of Curriculum and Professional Learning
- Lucy Canotas, Director of Elementary Curriculum
- Mark Pedersen, Director of Secondary Curriculum

Pupil Personnel Services

- Kelley Brooks, Director of Pupil Personnel Services/Special Education

Timberlane Regional School District School Board

Plaistow :

- Katie Knutsen
- Shauna Manthorn
- Kristin Savage, Vice Chair

Atkinson:

- Michael Boucher
- Brian Boyle

Danville:

- Kimberly Farah
- Kim McCormick

Sandown:

- Steven Finnegan, Chair
- Mark Sherwood

SCHOOL INFORMATION

Morning Reminders

- Students who do not arrive on the bus may not be dropped off at Atkinson Academy until 8:15. Students need to be at school by 8:30 in order to ensure 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. Please pull up to the stop sign at the end of the parking lot. Park in two lines. Please place the card with your student's last name on the right front dashboard. Do not leave your vehicle, your child will be walked to your car. Please do not leave the parking lot until a staff member tells you to do so.

General Reminders

- If dismissal plans change, please complete a form in **Pick Up Patrol**. The link to Pick Up Patrol is here: <https://app.pickuppatrol.net/pages/login.aspx> and can also be found on our website under parent information. Students are not allowed to change the way they go home without a note. Parents should feel free to call the office when an emergency requires that dismissal plans be changed. Students will be dismissed only to a parent or person authorized by written permission from the parent.
- If you need to sign your children out before 3:10 for an appointment, please come into the building and meet them at the office.

Student Discipline

The Rights and Responsibilities Handbook (formally known as the Code of Discipline Handbook) for the Timberlane School District is on-line and can be accessed through the District site at <http://www.timberlane.net/wp-content/uploads/Rights-and-Responsibilities-2022-2023.pdf> If you do not have web access you may contact the main office at 603.362.5521, 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 students 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:

- **Suspension:** In all cases, where individuals or groups of students commit major infractions as listed in the Rights and Responsibilities Handbook, the student(s) will be handled by the administration. The procedure will be as follows:
 - a. A discipline referral will be made.
 - b. The building principal or administrative designee will investigate the case.
 - c. Each student will be provided due process and a meeting will be held with the student by an administrator.
 - d. 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.

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 PL 94-142, 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 non-discrimination. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Justin Krieger, Assistant Superintendent SAU 55, 30 Greenough Road 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 INFO - ALL ABOUT ATKINSON ACADEMY

Animals

Due to student allergy concerns, pets or classroom animals are not allowed in the school building or on the playground without prior consent.

Attendance

Attendance is very important. Students need to be in school on time, by 8:30AM. If a child must be absent due to illness, or other reasons, parents should enter the absence into Pickup Patrol or call 603.362.5521 ext. 6304 on the morning of the absence (call to leave a voicemail message) anytime before 8:30AM. Please leave a message stating the reason for the absence. It is for the safety of your child that we ask to be notified in this manner. 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.

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 a doctor. In cases of illness of more than several days, unfinished work may be sent home to be completed during the recovery period. 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 twelve days, a letter may be placed in your child's file. Please note that frequent early dismissals may also be treated as tardy. Principals have the discretion to adjust consequences to fit the situation. Please note that 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. *(Please see attached School District Policy JH regarding Student Absences and Excuses at the end of this document.)*

Art

Your child's art class is a fun, safe, and encouraging place to learn and grow. Once a week, for 45 minutes, students can feel free to express themselves and share ideas. Their art lessons will focus on two main areas. The first is the Timberlane Art Curriculum. Children will be instructed in the areas of color, line, texture, form, and shape using age appropriate skills and techniques. They will also learn about a number of different artists and art time periods. Art lessons will follow the state and national art standards as well. The second focus is on integrating classroom curriculum and art. Students in each grade will have their classroom lessons enhanced with arts and crafts directly relating to the cultures and time periods they are studying. Our art program also offers special events such as an artist in residence program, artist of the week, and a variety of art contests. Many art activities are also combined with PTA events. We will use a variety of materials including clay, paint, inks, oil crayons, chalk, and permanent markers. These materials are definitely fun and messy. We recommend that children wear old clothing and shoes on their art day. Donated smocks are always available to wear but are not completely dependable to protect clothing.

Assignment Books

Assignment books will be distributed to students in grades three, four and five. Students are expected to have these books with them at all times. Parents are encouraged to review and may be asked to sign assignment books each night.

Band

Band instrument lessons are available once a week during school hours for fourth and fifth grade students. Children need to provide their own instrument (flute, clarinet, alto 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 startup program. Contact band teacher Ms. Gail Pellegrino for more information. We do not offer piano or guitar lessons.

Before and After School Programs

The Countryside Schoolhouse of Atkinson provides care for children before and after school at Atkinson Academy. Activities include indoor and outdoor play, and homework assistance. The morning hours are 7:00AM – 8:30AM; after school hours are 3:10PM to 6:00PM, and services are available for full or partial weeks. If you are interested in this program call the Countryside Schoolhouse at 362-2261 or visit their website at www.bspasp.com.

Bicycles

Students who ride bicycles to school do so at their own risk. They must follow the New Hampshire Motor Vehicle rules that govern the use of bicycles on the road. Parents need to send a note to school indicating that the student is allowed to ride their bike to and from school. On arrival, students should leave their bicycles in the designated area. Students may not ride their bicycles during school hours. The school cannot be responsible for loss or damage.

Birthday Treats / Food

Due to the growing number of allergies and health concerns for our students, the Academy staff celebrates student birthdays with a non-food celebration. Each classroom teacher finds a special way to honor each student on his/her birthday. Some examples are: having the student wear a crown, a special pencil, singing to the child, and writing compliments to the birthday child. Students are welcome to donate a gently used or new book to be added to the class or school library in the child's name in honor of his/her birthday. We appreciate your support and ask that you please do not send in food treats for the class for your child's birthday.

Online Learning (formerly Blizzard Bags)

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

much to consider when cancelling schools, and not every cancellation will be designated as an “Online Learning Day.”

Your children will be expected to complete their assignments using about four hours of time during the day, while Pre-K and Kindergarten students will be completing two hours of assignments which will be sent home. Each school has posted the hours when teachers are available online or through email on these days. Typical hours will be from 10:00AM to 2:00PM. Students are expected to submit their completed work online or return to school the following day with the completed assignments in hand.

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.

Any student who bullies another student will be subject to the following:

- Immediate parent notification.
- Notification of the proper authorities, including the Superintendent and law enforcement officials
- c. Three-day suspension (minimum)
- Referral to Student Assistance Program
- For multiple offenses, up to ten-day suspension with referral to the Superintendent of Schools for the purpose of recommending additional days.

Bus Evacuations

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.

Bus Policy

Bus routes can be found by accessing the school website at <https://www.timberlane.net/transportation/trsd-bus-routes/>. Under transportation/bus routes, you will see a link for an Edulog Web query. The following information is what to expect concerning buses:

1. Bus routes are organized to allow for the shortest route possible. Student safety is always our first concern.
2. 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 Grade students 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.

3. 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 4:30PM.
4. Drivers will assign seating to all students. Younger children will be placed toward the front of the bus.
5. 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.
6. The basic bus rules are to stay seated facing the front of the bus, talk quietly, no eating, no touching other students or their belongings, and always follow the driver's directions.
7. No food is allowed on the bus AT ANY TIME. This includes field trips.

The First Student Bus Co., Durham Transportation and their drivers look forward to providing a safe and friendly ride to and from school for all their precious cargo, your children.

Concussions

The Timberlane Regional School district has adopted a thorough protocol in dealing with concussions. School board policy JLCJ outlines specific details about how concussions will be handled in academic and sports related situations. The policy and procedures involving concussions can be found at www.timberlane.net in the "School Board Documents" link under the "Documents" tab, then Concussions.

Dangerous Objects and Weapons

Students may not bring skateboards, scooters, water pistols, cap guns, sharp toys, knives, fireworks, cigarette lighters, tobacco and other potentially hazardous items to school.

Skateboard and scooter riding are not permitted on school grounds. Please see TRSD Policy JICI.

Dismissal Procedures

Students that are taken home by car will be picked up in front of the main entrance. Parents will form two lines in front of the school, beginning at the far end of the parking lot, where all vehicles exit. Orange cones will designate the two lines which will be located to the left of the stone wall/tree lined area of the parking lot.

Staff will bring the students safely to your car. Please remain in your vehicle, **turn off your vehicle** and place the sign with your student's name inside the car dashboard so staff can identify the correct vehicle. Please do not park at or drive through the town hall to pick up your child.

Bus transportation is available, and we encourage you to try the bus rather than wait in a line. Students to be picked up will be dismissed at 3:10PM. School buses will be boarded in the driveway of the old school building. Students will be dismissed through the Dyke Auditorium at 3:10PM or thereafter, as the buses arrive. Most students will have been dismissed for their buses by 3:20PM.

If your student has a change to their usual going home procedure and will be riding a different bus or will be going in the car pick up line, ***a change must be entered into Pick-Up Patrol, prior to 2:00PM.*** If you do not have access to Pick-Up Patrol, please call the main office and the secretaries will assist you. At times, the bus company may deny a request if a bus is already full.

In cases of inclement weather, students may board buses to go home up to one half hour before regular dismissal time.

In the unlikely event that your student is dropped off when no one is home, please make sure that your child knows what to do.

Dress

Student dress should be neat, tasteful, and appropriate. Hats and bandanas should be removed when entering the building. Shoes should be firmly attached to the foot (no flip flops, no backless shoes, no heels over one inch). Sneakers are required for Gym class. Offensive and/or disruptive dress and adornment is not permitted. In the event that clothing is deemed inappropriate, a student may be asked to change or return home to change into more appropriate attire.

Students should also dress for the weather conditions. In winter, boots, hats, coats, snow pants, gloves or mittens are necessary when playing in the snow. In warm weather, students may wear shorts of appropriate length for school. Tops should adequately cover the bodice. Clothing that has straps or shows the midriff is unacceptable. Students may not wear roller blade shoes. Please LABEL removable clothing to avoid confusion and loss.

Emergency Dismissal

In the event of severe weather or failure of school systems, the student body may be dismissed early. Students will not be dismissed without parental notification. Radio and television stations will announce emergency dismissals. The district automated alert service will be activated for all dismissals or changes. Please be sure that your emergency information is updated and accurate at all times so that you can be reached. It is especially important that you notify us of telephone number, job or contact person changes.

Emergency Information

The TRSD currently uses *PowerSchool SIS* to update student emergency information. Please make any necessary corrections online at the beginning of each year. If you have any changes during the school year to emergency contact information, please contact the school's main office. This information is used to contact parents or others in case the child is sick or has another emergency. It is imperative that parents keep the office up to date.

Emergency Response Plan

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

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.

Enrichment

The enrichment program is designed for those students who show a high level of knowledge and depth of understanding in a content area. The enrichment teacher works collaboratively with classroom teachers to help stretch thinking and problem-solving skills. Students are evaluated regularly to determine if they meet requirements for the program. School-wide opportunities occur through assemblies and enrichment days. In addition to student specific work and classroom support, our enrichment teacher will also be a special for our students so that all students access enrichment.

Field Trips

We recognize the importance of field trips as a means of helping students learn as much as possible about the world in which they live. The school also recognizes the added responsibility of ensuring the safety of students outside the school environment. Field trip permission forms will be sent home for every field trip. The necessary information will need to be completed and returned to school promptly.

Permission slips for other field trips will be sent home to parents before each trip. Parents are asked to read the information about the trip, sign, and return their slip in a timely manner. All students need to have signed permission slips at school before they are allowed to go on a trip. Teachers and parent chaperones will be assigned to each trip to provide adequate supervision. Students are required to follow school rules during field trips. Students choosing not to follow school rules may be denied participation on future field trips or may be required to be directly supervised by a parent. Parents and grandparents are welcome to serve as chaperones. We ask that siblings who do not attend Atkinson Academy do not accompany chaperones.

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.

Fund Raising

All fund-raising projects must be approved by the principal in advance of the activity. Students are discouraged from going door-to-door and should sell only to family and friends.

Guidance

The elementary school counselor is a certified educator who provides services to ALL students. The school counselor creates an environment of respect and understanding in all programs and

services that she provides. The school counselor is a resource person for parents and students throughout their years of attendance at Atkinson Academy.

The elementary school counselor at Atkinson Academy provides many services to students, parents, community and faculty. Services include:

1. Individual and group counseling to children, Pre-K to Grade 5.
2. Developmental classroom guidance units in Pre-K to Grade 5.
3. Consultation with teachers on behavioral development and social needs of children.
4. Consultation with parents, as a support and resource to parents with respect to the development of children.
5. Facilitation of the 504 Team.
6. Participation in the identification of pupils with special abilities or needs and coordination of resources to see that these needs are met.
7. Development of behavior management programs for classrooms and individual students.
8. Intervention support.

Students are referred to the school counselor by their parents, teachers, Target Team, SEEPT (Special Education) Team or by self-referral. The school counselor strives to see all students at least once during the year to develop rapport with them.

The school counselor is not a therapist but a certified school counselor in the State of New Hampshire. If a child or family is having difficulties beyond the scope of responsibilities of a school counselor, she will be glad to give you a list of resources.

Health Services

The health office is located on the lower level of the school near the main office.

The staff in the Health Services Office is comprised of one 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 Atkinson Academy website by going to the School Nurse or <https://www.timberlane.net/shs/>. .

Medication administration:

If a student must take medication during school hours, the health office must receive an order from a physician and a signed permission form from a parent or guardian. The medication must be delivered by a parent to be kept in the Health Office. The medication must be in its original container and properly labeled. This applies to any prescription or over the counter medications. Students with asthma or life-threatening allergies who have an order for an inhaler or Epi-Pen may carry their medication on their person with the appropriate documentation. This requires a

Doctor's order that specifies that the student is authorized to self-carry; self-administer and is educated on the use of his/her inhaler and/ or Epi-pen.

Guidelines for keeping your student home from school:

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

- **Fever** - any fever over 100 degrees during the night or morning before school. Students should be fever free for 24 hours without the use of fever reducing medications such as Tylenol or Motrin before returning to school. For fevers over 101 degrees, a call to the doctor may be necessary.
- **Vomiting and/or Diarrhea** - Students should be kept home for any episodes of vomiting or diarrhea occurring within 24 hours of the school day.
- **Strep throat** - students with strep throat may return to school after 24 hours of antibiotic treatment and be free of fever.
- **Conjunctivitis** - (pink eye) students with crusty, itchy, red eyes with thick yellow drainage should be excluded from school. Once a diagnosis of conjunctivitis is made, the student may return to school after 24 hours of antibiotic treatment.
- **Rashes** - any student with an unusual rash, or rash with fever should be evaluated by a physician prior to returning to school.
- **Staph Infections** - all infections should be reported to the nurse and all open wounds must be covered while at school/ school activities.

All absences should be called into the attendance line at your child's school or reported in Pick-Up Patrol or the Atkinson Academy Attendance Line: 603.362.5521 ext 6304.

Please include symptoms of illness.

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

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

Green Emergency Information Sheets:

These forms must be returned to the Health Office completely filled out and signed by the parent or guardian at the very beginning of each school year. These are necessary so that we have current medical information on the student and current parent contact information. Please notify the school of any changes in medical and or contact information. Please contact the main office with any changes to contact information. Any medical changes should be provided to the nurse.

Health Screenings:

Each year, Pre-K, Kindergarten, first 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 screenings such as vision, hearing, blood pressure check, height, weight and postural screenings.



Guidelines for When to Visit the Health Office

1. **Contact the Health Office prior to sending a student.** Temperatures will be taken before entry into the Health Office.

2. In order to prevent potential exposure to infectious diseases, promote isolation, and decrease health office congestion please note that students do **NOT** need to present to Health Office with the following common situations:
 - a. Paper cuts, small abrasions, old, healed scabs (often sore or itches)

Have them wash hands and apply band aid if needed. The Health Office can provide you with band aids for your classroom.
 - b. Soreness from an old injury

If there is no bump, bruise, swelling or redness. No ice should be given if the injury occurred more than 24 hours ago.
 - c. Minor headaches and/or fatigue

Allow the student to get a snack and/or drink water first. Check in after 30 minutes
 - d. Mild stomach upset

Allow the student to use the restroom, drink water, and have a snack first. Check in after 30 minutes
 - e. When someone else thinks he/she "looks" sick or feverish, but the student feels fine.

f. Localized bug bite (not bee sting)

If no allergy history and no rash is observed, then apply a cool paper towel to the area to help soothe and prevent scratching.

g. Anxiety/Stress/Psychosocial Issues

If not affecting breathing or medical health, then try a snack, redirection, or please refer to guidance or other applicable services for collaboration.

3. A student may independently ambulate to the Health Office for variety of individualized needs with proper PPE, unless the following symptoms are present:

- a. Confusion/ "doesn't seem to be themselves"/disorientation
- b. Decreased level of consciousness
- c. Shortness of Breath/Respiratory Distress
- d. Dizziness/Lightheadedness
- e. Spinal Cord Injury/Head Injury complaining of neck pain - DO NOT MOVE POSITION
- f. Vision impairment
- g. Diabetic "Lows"
- h. Excessive, uncontrolled bleeding
- i. Your personal best judgement based off reported condition as directed by school nurse

Students need to stay in place for Nurse in-person evaluation and/or require support to the health office if any of the #3 a-i criteria are met, or per staff best judgement.

If it is an emergency, 911 should NEVER be delayed. Activate EMS. Call for help.

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. Please remember that if your child forgets his or her homework the school building is only open until 3:40 PM. Students will not be allowed back into the building after that time.

Internet Safety

The Timberlane Regional School District provides Internet access to its students and staff through computers located in classrooms 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 Atkinson Academy is closely monitored, and students are not to use the Internet without supervision. The Internet Use policy and procedures may be found in the Rights and Responsibilities handbook. Please read it carefully with your student. The school web page is <https://www.timberlane.net/aa/>. 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. If you do not want your child to have access to the Internet, you must indicate this on the District Permission Form that goes home the first day of school.

Invitations

Please do not have a party or other invitations distributed in school unless the entire class is invited. Feelings are hurt very easily, and this is an unnecessary disruption in any classroom.

Legal Custody and Restraining Order Issues

Unless we have legal documentation on file, we are compelled to give full parental rights to all parents. If there are custody documents or restraining orders which affect your child, please provide the school with a copy each year. Please notify the school in writing if you would like report cards or other information sent to a second parent.

Library Media Center

The library media center is the "hub" of Atkinson Academy. Designed to meet the needs of all children and staff, it currently houses about 9,000 books and hundreds of audiovisual materials. In addition, there are a number of developmentally appropriate online resources. Materials are selected to complement and enhance the school curriculum. In addition, there are a wide variety of fiction and non-fiction books, periodicals and books on tape. The library subscribes to a flexible schedule model; therefore, services are available to all from 8:30AM to 3:00PM.

Children are limited to checking out two books at any time; however, they are free to return and check out additional materials at any time with permission from the classroom teacher. Books

are checked out for one week. Children are also encouraged to use good sense in keeping books in a safe place. However, occasionally that doesn't happen. If a book is lost or damaged, parents are notified, and the expectation is that the child will pay for its replacement. The library/media center is a very busy place and on any given day any number of activities are going on for the students and community.

Instructional Coaches

Atkinson Academy has several district instructional coaches that work with grade-level teacher teams to support the latest research, pedagogy, intervention, and planning. TRSD believes in the power of embedded professional development and support.

Lost and Found

We have a lost and found area near the front office. Jewelry and money are returned to the office. Please make sure that all of your child's belongings are labeled. Children can check the lost and found whenever they need to with their teacher's permission. Please feel free to check the lost and found when you are in the building or after school. Be aware that during school breaks, unclaimed items in the Lost and Found area will be cleared out and donated to local charities, so be sure to check for items prior to these times.

Lunch Program

The Timberlane Regional 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 and snack purchases will be available for those bringing their lunch.

Breakfast: \$1.50

Student Lunch: \$3.00

Milk Only: \$0.50

Snacks: Varied pricing

Free and/or reduced meals are available for those who qualify. Eligibility forms must be completed annually and are found on Atkinson Academy'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 john.fratiello@timberlane.net.

Money

No money should be brought to school with a student unless a teacher has requested it. Checks are preferred when possible.

Morning Arrival Procedures

Students are NOT to arrive before 8:15AM because there is no supervision available before then. Please note that a morning care program is available through Countryside Schoolhouse (603.362.2261, www.bspasp.com).

Buses will drop students off at the old section of the school. Students will proceed into the building to their classroom.

The school day begins at 8:30AM, and students who arrive after that time will be considered tardy. Please make every effort to ensure that your student arrives at school on time.

Notice of Non-Discrimination

The Timberlane Regional School District does not discriminate on the basis of race, color, national origin, sex, or handicap in admission to, access to, treatment in, or employment in its programs and activities. Please contact the Timberlane Regional District office with any inquiries regarding the nondiscrimination policies: SAU 55, 30 Greenough Road, Plaistow, New Hampshire 03865, 603.382.6119.

Night Owls

The Night Owls is the name for a support group for the Atkinson Academy student body and staff. The purpose of this organization is to provide a forum for the discussion of school programs and issues, to provide opportunities for socialization of fathers and guardians who have a common interest, and to provide social, recreational and educational experiences that can be shared by fathers and children. The Night Owls raise funds for worthy school-related projects, and complement and assist the PTA. They organize and sponsor activities and programs that may contribute to the improvement of education directly or indirectly at Atkinson Academy. The Night Owls meet on the first Wednesday of the month.

Parent-Teacher Conferences

Parent conferences will be held twice during the school year. 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.

Parent Requested Dismissal

Parent authorization must be received to dismiss a student from school during the regular school day for medical or other necessary appointments. ***This change may be entered into Pick-Up Patrol.*** If you do not have access to Pick Up Patrol, please call the main office and the

secretaries will assist you. You may also send a letter to school with your child in the morning indicating time of dismissal.

At the actual time of dismissal, students will not be allowed to leave the school on their own. The person who is coming to pick them up must stop at the office in order to be properly identified and to sign out a student. To avoid confusion, we prefer to not dismiss students between 2:40PM and 3:10PM.

Parking

Visitors are asked to park in the labeled spaces in the front of the main entrance of the school (the spots closest to the school's main entrance. We appreciate your being respectful of school grounds when parking. There should be no parking at any time on the circle in front of the main entrance, as this is a fire lane.

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. Special considerations will be considered by building administration.

Photographing and Video Recording for Public Viewing

Often newspaper photographers and TV cameramen visit our schools in order to take photographs. These are used to illustrate newspaper articles and provide visuals for TV programs. From time to time, school staff members record school activities for teacher workshops or in order to present community programs. Students may also participate in long distance learning opportunities using photographs/video recordings/Zoom, etc. **If for any reason you do not wish your child to be photographed or recorded for public viewing, please contact the principal, in writing. If we do not hear from you, we will assume you agree to allow your child to be photographed or recorded if the occasion arises during the 20212/2023 school year.**

Physical Education

Physical education classes for grades K- 5 meet once per week for 45 minutes. Students will learn and practice skills for traditional games such as soccer, basketball, volleyball, baseball and lacrosse. Other activities covered include dance, gymnastics, and parachute games. Teamwork, co-operation, and sportsmanship are stressed throughout the entire school year. Our goal is to inspire all children to lead active, healthy lives. Each student is expected to come to class dressed in sneakers and comfortable clothes that will allow the child to move safely through any activity. Loose jewelry is not safe, nor are open-backed sneakers, hiking boots, or sandals. All students are expected to listen to and follow directions to the best of their ability. It is also expected that all children will follow game rules, treat others with respect, and give their best effort each class.

Parent Teacher Association (PTA)

The Atkinson Academy Parent Teacher Association is a local volunteer organization that is affiliated with the New Hampshire State PTA and the National PTA. As one of 26,000 local units, our PTA is part of a nationwide network of adults working to benefit children and their families. The Atkinson Academy PTA is proud of its association with the National PTA, the oldest and largest volunteer association working exclusively on behalf of children and youth.

The Atkinson Academy PTA is made up of over 300 parents, teachers, and members of the community. Monthly PTA meetings are held throughout the school year. Members can stay informed via the PTA FaceBook page at <https://www.facebook.com/groups/231664843656535/>. The PTA's Executive Board consists of elected officers and the school principal. The Executive Board, along with volunteer committee chairs and program coordinators, is responsible for implementing the PTA programs.

The PTA funds many programs that enrich the students' learning experience. In addition, the PTA helps to subsidize the cost of student field trips and provides teachers with mini grants to support their curriculum needs.

Parents can borrow materials from the PTA parent resource shelf throughout the school year. Located in the school library, the resource shelf contains books and videos on a number of topics including parenting, education, and child development.

For additional information please see the Atkinson Academy PTA FaceBook site:
<https://www.facebook.com/groups/231664843656535/>.

Pupil Records

Atkinson Academy 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.

Pupil Safety, Violence Prevention and Anti-Bullying

Please see attached Timberlane Regional School District Policy JICK at the end of this document.

Recess

Atkinson Academy 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. Please ensure that your student brings appropriate outdoor clothing for recess. This includes boots when there is snow or mud on the ground.

Report Cards and Progress Reports

There are three reporting periods in the school year. Report cards will be released in early December, March and the last day of school.

Progress reports are issued at the midpoint of each marking period. If you wish to have more frequent reports on your child's progress, please let the teacher know. You may view the report cards in the parent portal. If you'd like a hard copy, please contact the main office.

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). Online registration must be completed in addition to submitting the following documentation to main office personnel:

- Original Birth Certificate
- Custody Papers, if applicable
- Proof of Residency
- Physical and 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.

School Cancellation

The decision to delay or cancel school due to bad weather or other considerations will be communicated to all families through School Messenger (email, text, call) as well as over the TV and radio. The following stations are currently being used:

- WMUR TV – Manchester
- NH WERZ – Manchester
- NH WOKQ – Manchester
- NH WGUR – Manchester
- NH WZID – Manchester
- NH FM 95.7
- WBZ – Boston, MA and sometimes AM 1030

Early dismissal from school, due to inclement weather or other emergencies, will be communicated to you by School Messenger (email, text, call). We will attempt to keep all children at school whose parents have not been reached. 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 ensure your child's safety for all emergencies.

School Property

Students and their families are responsible for paying for lost or damaged school property.

School/Student Withdrawal

The classroom teacher and office should be notified when a student will be leaving Atkinson Academy. 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.

Shuttle and Newsletter

As much information as possible is included in the Atkinson Academy Shuttle, which is a large envelope sent home on Fridays and is to be returned on Mondays. It is used for two-way communication. At least once a quarter the school publishes a newsletter that will summarize many of the activities, programs, school lunch menu and events that are taking place at the school. The newsletter is available for viewing on the Atkinson Academy website. We hope you will look forward to this information and let us know what you would like to hear more about. Information on community activities or events is distributed by the school, but the shuttle generally contains school material only.

Smoking

Atkinson Academy and all public buildings in New Hampshire are non-smoking areas. Smoking is not allowed anywhere on school grounds, including the parking lots.

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. Despite commercial advertisements, snacks such as soda, candy, snack desserts and chips, 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 healthy choices such as fruit, fruit juices, veggies, cheese and crackers, raisins, nuts or sugar-free dry cereal. Please help your children to plan and make a good snack choice. Many classrooms have been designated "peanut sensitive" due to student allergies. You will be notified if your student is in one of these classrooms.

Special Education

Atkinson Academy intends to meet both the intent and the spirit of federal law as it relates to educating children with disabilities. Teachers at the school endeavor to meet the unique needs of each student through differentiated teaching practices and interventions. If a student is having difficulty meeting the academic expectations of the classroom, the teacher may refer that student to the AA Target Team for review and recommendations. If the student continues to struggle, and an educational disability is suspected, that student may be referred to the Special Education team for review and evaluation for special education eligibility. Parents/families are involved at all times during the special education process, and federal and state law is followed as outlined with the Individuals with Disabilities Education Act (IDEA).

String Instruments

All third, fourth, and fifth grade students are welcome to sign up in the fall for a stringed instrument class lesson on violin, viola, or cello. This class lesson takes place once a week for 30-minutes. We start off learning songs by rote, and gradually begin reading notes from the music staff. We enjoy performing both a winter and a spring concert for parents, as well as in-school assemblies or classroom tours for our classmates. Making music is a life-long skill that can bring a lot of joy to our lives.

Student Absences and Excuses

Please see attached Timberlane Regional School District Policy JH at the end of this document.

Student Conduct

Discipline at Atkinson Academy follows the Rights and Responsibility Policy of Timberlane Regional School District, which is available on the school website. Please become familiar with the expectations and consequences that are in effect district wide. Areas addressed include bus, computer, playground, classroom, hallway, bathroom and after-school behavior, along with academic dishonesty, language, vandalism and harassment.

Unfortunately, there are times when students make poor choices about their behavior at school. Each classroom has posted behavior guidelines, and logical consequences that follow may include “time out” in the classroom, loss of recess, parent contact or other consequences. For more serious infractions a student will be referred to the principal’s office. Parents will be notified of serious offenses.

Student Records

Atkinson Academy 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. We will make them available within 24 hours. Copies may be made for \$0.05 a page.

Supervision of Students

As stated in School District Policy JLIA, The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge. In keeping with this expected prudence, no teacher or other staff member will leave his assigned group unsupervised except as an arrangement has been made to take care of an emergency. During school hours, or while engaging in school sponsored activities, students will be released only into the custody of parents or other authorized persons.

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 Team

The Target Team is made up of several educators who meet with a classroom teacher to help think through a problem or situation that could affect the success of a student. This team includes the principal, assistant principal, teacher(s), literacy specialist, special educator(s), school psychologist and guidance counselor. It can also include the parents, nurse, speech and language pathologist, occupational therapist, or other teachers when appropriate. The purpose of the team is to clarify the concerns of the classroom teacher, suggest any possible interventions that might be helpful, and decide if any more formal steps are necessary to help the student. Classroom teachers will keep parents informed about recommended interventions.

Telephones

Students do not use the school telephones and are not permitted to use mobile phones during the school day. Mobile phones brought from home are to remain in backpacks and turned off during school hours and on the bus ride to and from school. If parents have a concern, they should call the office staff to inform them of what may need to be communicated to a child. Staff members who can be of assistance will be informed.

Toys and Electronic Devices

Students should not bring toys or playthings to school. Problems and issues that may arise from these items include loss, damage, disputes between students and distraction from schoolwork. Balls, electronic games, tape players, action figures, animals and other toys are not permitted at school unless specifically approved by the teacher as being appropriate for a specific project or activity. Teachers may choose to confiscate such items. The school is not responsible for lost, broken, or stolen items.

Use of Building

We extend the use of our school building to community groups who have provided the appropriate forms and insurance. A school event takes precedence in case of a scheduling conflict. Facilities Use Forms can be picked up and returned to the office. They must be signed by the principal. When school is not in session due to vacation, inclement weather or other emergency, all after school and evening events are automatically canceled. Groups using the school must keep all children under direct adult supervision at all times, must remain in the area of the building that they are assigned to, must leave the space they use clean and tidy, and must treat all school property with respect.

Video and Photography Permission

Occasionally, 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 videotape school activities for teacher workshops or in order to present community programs.

If for any reason you do not want your child to be photographed, please contact the principal in writing by September 9, 2022. If we do not hear from you, we will assume you agree to allow your child to be photographed or videotaped if the occasion arises during the school year.

Visitors to the School

We welcome visitors to our school but balance our hospitality with a need to protect the safety of our children and a need to respect the importance of instructional time in the classroom. We therefore request that all visitors enter the building at the main entrance only, sign in, and wear an identifying nametag before entering any other part of the school. If a visitor needs to speak with a teacher, an appointment can be made for a meeting during non-instructional time. Every teacher has voicemail, and messages may be left by telephone or e-mail. *(Please see attached School Board Policy KI at the end of this document.)*

Lunches, books, musical instruments, permission slips, and other items to be given to your child should be delivered to the school office. Please write your child's name, grade, and teacher clearly on the package. A secretary will see that the item is delivered for you. We encourage you to make sure your students have these items prior to leaving the house. Drop-offs are not conducive to the learning process.

Volunteers

If your schedule allows, we would like to invite you to volunteer your time in our school. Confidentiality, a good nature, and the ability to work with diverse groups of students are the only requirements. Volunteer sign-up opportunities will be available during the fall open houses.

Timberlane Regional School Board	Policy Code: JICK
Adopted: 01-18-01 Revised: 02-24-05 Revised: 04-16-08 Revised: 12-16-10 Revised: 10-06-16 Revised: 05-02-19	Page 1 of 3

PUPIL SAFETY, VIOLENCE PREVENTION AND ANTI-BULLYING

I. Definitions (RSA 193-F:3)

1. **Bullying.** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

Bullying is defined as actual or perceived verbal or physical conduct that denigrates or shows hostility or aversion toward an individual on the basis of race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomical status, age, physical, mental, or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

2. **Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
3. **Electronic devices.** Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. **School property.** School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any reference in this policy to "parent" shall include parents or legal guardians.

II. Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193-F:4, II(a))

Timberlane Regional School Board	Policy Code: JICK
Adopted: 01-18-01 Revised: 02-24-05 Revised: 04-16-08 Revised: 12-16-10 Revised: 10-06-16 Revised: 05-02-19	Page 2 of 3

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

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

III. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))

False Reporting. A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

Reprisal or Retaliation. The district will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

Process to Protect Pupils from Retaliation. If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal or designee shall develop a process or plan to protect that student from possible retaliation.

IV. Protection of all Pupils (RSA 193-F:4, II(c))

This policy shall apply to all pupils on school district grounds and participating in school district functions, regardless of whether or not such pupil is a student within the District.

V. Disciplinary Consequences For Violations of This Policy (RSA 193-F:4, II(d))

The district reserves the right to impose disciplinary measures or interventions, or both, against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

Timberlane Regional School Board	Policy Code: JICK
Adopted: 01-18-01 Revised: 02-24-05 Revised: 04-16-08 Revised: 12-16-10 Revised: 10-06-16 Revised: 05-02-19	Page 3 of 3

VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e))

The district shall inform annually school employees, regular school volunteers, pupils, parents, legal guardians, or employees of a company under contract to the school district or its schools. All district employees shall receive annual training.

VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f))

At each school, the Principal or designee shall be responsible for receiving complaints of alleged violations of this policy. If the student is more comfortable reporting the alleged act to a person other than the Principal or designee, the student may tell any school district employee or volunteer about the alleged bullying.

The Superintendent is authorized to contact legal counsel for matters relative to bullying.

See Appendix JICK-R Procedure for Reporting Bullying

Legal References:

RSA 193-F:3, Pupil Safety and Violence Prevention Act

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

Timberlane Regional School District	Policy Code: JH
Adopted: 07-99 Revised: 01-08-09 Revised: 09-02-10 Revised: 01-09-14 Revised: 09-03-20	Page 1 of 2

STUDENT ABSENCES AND EXCUSES

Students between the ages stated in RSA 193:1 are required to maintain regular and punctual patterns of attendance. Each building principal is responsible for overseeing attendance procedures and for ensuring that:

1. Attendance is accurately checked, recorded, and reported to the school office each day for each class.
2. All student absences are recorded.
3. All permanent records of student attendance are maintained at either the school district or SAU central office.
4. Students experiencing multiple absences will be referred to the appropriate school team and the Dean of Attendance for resolution.

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/guardian of the truant student. If the truancy problem continues, the school administrator will send by registered mail, a letter to the parents of the truant student, indicating the nature and seriousness of the problem and enclose a copy of RSA 193:1. Procedures that strictly enforce this policy are found in each school's parent/student handbook.

Parents are required to notify the school either by note the day before or by phone on the morning of the absence. Absences of more than five (5) consecutive days require a note from a licensed medical professional. If a child is absent or dismissed for illness, he/she may not attend a school function and the day/evening of the absence/dismissal.

If a day of instruction has been called per the Superintendent as part of the Online Learning/Blizzard Bag option, and a student fails to complete the work, the student will be marked as absent for that day.

Attendance Criteria and Procedures for Students Engaged in Remote Learning

Attendance must be taken during remote learning, whether it involves individual school days such as "Blizzard Bags Days" or for a sustained period of time through the use of technology (remote learning).

Timberlane Regional School District	Policy Code: JH
Adopted: 07-99 Revised: 01-08-09 Revised: 09-02-10 Revised: 01-09-14 Revised: 09-03-20	Page 2 of 2

Being Present in the classroom environment is typically defined as being physically present, regardless of the level of engagement in the learning or the actual amount learned.

Similarly, teachers will determine daily attendance to the best of their ability based on the following criteria:

- Attendance in synchronous instructional lessons;
- Viewing asynchronous course-related content;
- Work attempted (time and effort);
- Work completed; and
- All other tasks as assigned by the teacher.

If a student completes all the work assigned for the day s/he should be marked Present for the full day even if it takes the student less time than other students. Conversely, a student who puts in significant time and effort, but who may not complete as much work should also be marked Present for the full day.

Legal References:

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7 Penalty

RSA 193:8 Notice Requirements

RSA 193:16 Bylaws of Nonattendance

RSA 189:35-a Truancy Defined

NH Code of Administrative Rules, Section ED 306.04(a)(1) Attendance and Absenteeism

NH Code of Administrative Rules, Section ED 306.04(c) Policy Relative to Attendance and Absenteeism

Timberlane Regional School District	Policy Code: JLIA
Adopted: 07-21-83 Revised: 06-06-91 Revised: 02-24-05	Page 1 of 1

SUPERVISION OF STUDENTS

The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his assigned group unsupervised except as an arrangement has been made to take care of an emergency.

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

Timberlane Regional School District	Policy Code: KI
Adopted: 01-01-83 Reaffirmed: 08-08-91 Revised: 10-05-95 Revised: 02-24-05 Revised: 06-16-11	Page 1 of 2

VISITORS ON SCHOOL GROUNDS

For purposes of this policy, "school property" means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, and school grounds.

Visitors are welcome on school property, provided their presence will not be disruptive. Classroom visitors will only be allowed with the permission of the school principal or designee. All visitors must initially report to the building principal's office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface School District property;
4. Violate any New Hampshire law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;

KI - VISITORS ON SCHOOL GROUNDS

Timberlane Regional School District	Policy Code: KI
Adopted: 01-01-83 Reaffirmed: 08-08-91 Revised: 10-05-95 Revised: 02-24-05 Revised: 06-16-11	Page 2 of 2

9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
10. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding; or
11. Violate other District policies or regulations, or an authorized District employee's directive.

Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds.

Additionally, the District reserves the right to issue "no trespass" letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district's educational purpose.

Legal References:

RSA 635:2, Criminal Trespass