TIMBERLANE REGIONAL HIGH SCHOOL

Alternative Educational Pathways

Evening Division *Extended Learning Opportunities* *HiSET Prep*

36 Greenough Rd., Plaistow, N.H. 03865 Voice: (603) 382-6541 Fax: (603) 382-8086

Danielle Foley, Assistant Principal of Alt. Ed. – danielle.foley@timberlane.net

August 19, 2026

Dear Night Owls,

On behalf of the Timberlane Regional High School staff, I welcome you to the 2026 TRHS HiSET Prep Program! I hope you have all had a restful, healthy, and fun summer break!

HiSET Prep classes begin Monday, August 31, 2026. This year we renew our commitment to providing an alternative learning environment that inspires and supports student achievement. Our teachers are excited to welcome students back to their classes and support them in achieving success. Ms. Winters will be in the office one evening a week to provide school counseling services as needed, and Miss Carol and I are eager to greet you students every evening and get the program started!

The opportunity to receive content support as we prepare our students to take the five content-area HiSET subtests in our program is not available to students in many districts across the state; therefore, it is not something we take lightly. Students who lack sufficient levels of participation or are frequently absent may be removed from the program roster if intervention strategies are unsuccessful.

Below is a description of HiSET Prep procedures and student expectations, including updated regulations for cell phones and other personal communication devices in compliance with NH state law. You will find contact information for all HiSET Prep teaching and office staff as well. Please feel free to contact me directly if you have any questions. We look forward to seeing you all soon!

Respectfully,

Ms. Danielle Foley
Assistant Principal of Alternative Pathways
Timberlane Regional High School
Phone: (603) 382-6541 ext. 3907
Email: danielle.foley@timberlane.net

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HiSET Prep
Procedures & Expectations

- Attendance
  - HiSET Prep classes, despite being a form of alternative ed, are still considered high school education, and attendance is mandatory for students under the age of 18.
  - Approval for exceeding the attendance limit is at the discretion of the administrator.
  - Guardians (or students at least 18 years old) must communicate tardies, dismissals, absences to the teacher and administrator.
  - Students who are not present in class for a minimum of 90 minutes will be marked absent.
  - Students must remain in their classrooms unless dismissed early by the teacher/administrator.
  - Interventions, including a meeting with the student, their guardian(s), the counselor, and the administrator, may be put into place if the attendance policy is exceeded.
- Cell phones and other personal communication devices (e.g. smart watches, laptops/tablets, etc.)
  - In accordance with NH state law RSA 189:1-a, V, **students may not have cell phones or other personal communication devices with them during academic hours: between 4:00 pm and 7:00 pm for HiSET Prep.**
  - During academic time, students will leave their devices in their locked vehicles or in cell phone lockers located in the main office.
  - If a guardian needs to contact their student, they may contact the main office for emergencies. A phone is located in the main office for students to contact their guardians as needed.
  - If a student refuses to comply with this policy, administrative consequences will ensue.
- Students must enter and exit the building via the main office door (A1), and sign in/out in the main office upon their arrival/departure.
- Unless given permission, students are not permitted in the hallways or classrooms before 3:55 pm.
- Student Support with Mr. Carelli in room 104 is available between 2:30 - 4:00 pm for extra help/time to complete assignments. HiSET students must check in with Miss Carol in the main office before accessing this support space.
- Students are to remain within the designated areas of the building: their assigned classroom, the single-stall restrooms in the 400 hallway, or the main office.
- If you need anything, please do not hesitate to contact your teacher and/or Ms. Foley!

HiSET Prep
Staff Contact Information

Teaching Staff

Ms. Bailey: laurie.bailey@timberlane.net

Mr. Carelli: eric.carelli@timberlane.net

Ms. Follis: marie.follis@timberlane.net

Mr. Galvin: keith.galvin@timberlane.net

Office Staff

Evening Reception - Ms. Carol Walling: carol.walling@timberlane.net

School Counseling - Ms. Winters: judith.winters@timberlane.net

Administrator - Ms. Foley, Assistant Principal of Alternative Education: danielle.foley@timberlane.net