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

Evening Division Program Details & Expectations

- Attendance
  - Guardians must communicate tardies, dismissals, absences to the teacher and administrator.
  - Excused absences will be limited to illness/medical appointments or family emergencies.
    - Working, athletics, drama, vacation, etc. will not be considered excused. Plan accordingly.
  - 16-week classes (1.0 credit): 2 excused absences max per student allowed per class
  - 8-week classes (0.5 credits): 1 excused absence max per student allowed per class
  - Students must arrive on time and remain in their classrooms unless dismissed early.
  - Interventions, including a meeting with the student, their guardian(s), the counselor, and the administrator, may be put into place if the attendance expectation is exceeded.
  - Approval for exceeding the attendance limit is at the discretion of the administrator.
- 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.
  - During academic time, students will leave their silenced devices in their locked vehicles, their backpacks (not clothing pockets), or in cell phone lockers located in the main office.
  - If a guardian needs to contact their student, they may email the student's school account or contact the main office in case of emergencies. A phone is located in the main office for students 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 entrance (A1), and sign in/out in the main office.
- Unless given permission, students are not to be in the hallways or classrooms before 3:55 pm.
- EveDiv Student Support/LC with Mr. Carelli in room 104 is available between 2:30 - 4:00 pm for extra help/time to complete assignments. Please contact Mr. Carelli in advance if you intend to utilize this opportunity and 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.
- Unless instructed otherwise, students must come to class with their school Chromebook and its charger.
- Announcements regarding class cancellations/schedule changes will be communicated to students and guardians via email. One make-up day per class has been built into the schedule to be used as needed.
- Students are responsible for joining all Google Classroom pages and regularly checking them (and their school email). Class announcements and many assignments and materials will be posted there.
- Classwork must be completed successfully and submitted by the end of the class each evening unless a later deadline is assigned by the teacher. Classroom late work policies will apply.
- Teachers are not expected to make work available for students who have an unexcused absence. Students must contact the teacher within two regular school days to complete the make-up work from the absence.
  - Assignments submitted late or missed due to unexcused absences/tardies may earn a maximum of 50%.
- Evening Division classes are not eligible for grade recovery or Summer School.