

## **Timberlane Regional High School**

36 Greenough Road  
Plaistow, NH 03865

Tel: 382-6541      Fax: 382-8086  
Website: [www.timberlanehs.com](http://www.timberlanehs.com)

# **2009-2010**

### **Building Principal**

Donald H. Woodworth

### **Associate Principal**

John J. Leary

### **Assistant Principals**

Robert C. Dawson

Maria Di Nola

Sean F. Kiley

## Table of Contents

<b>Introduction</b>	
<b>Staff Directory</b> .....	5
<b>Bell Schedule</b> .....	10
<b>Activities and Organizations</b> .....	12
<b>Activity Programs &amp; Procedures</b> .....	13
<b>NHIAA Eligibility Requirements</b> .....	14
<b>Student Support Program</b> .....	18
<b>Eligibility Committee for Co-curricular Activities</b> .....	18
<b>School Resource Officer (S.R.O.)</b> .....	18
<b>Facilities and Services</b> .....	19
<b>Cafeteria</b> .....	19
<b>Counseling</b> .....	19
<b>Lost and Found</b> .....	20
<b>Student Assistance Program</b> .....	21
<b>Youth Risk Behavior Survey and Youth Tobacco</b>	
<b>Survey</b> .....	22
<b>Career &amp; Technical Education</b> .....	23
<b>Working Papers</b> .....	23
<b>Attendance Policy and Procedures</b> .....	24
<b>Academic Procedures</b> .....	31
<b>Auditing Courses</b> .....	33
<b>Early Graduation</b> .....	33
<b>Graduation Requirements</b> .....	34
<b>Homework</b> .....	35
<b>Honor Roll</b> .....	38
<b>Grade Point Average G.P.A.</b> .....	38
<b>Honor Societies</b> .....	40
<b>Independent Study</b> .....	40
<b>Excel</b> .....	41
<b>Credit Recovery</b> .....	41
<b>Evening Division</b> .....	41
<b>Media Center</b> .....	41
<b>Mid-Year and Final Examinations</b> .....	42
<b>Scheduling</b> .....	42
<b>Student Records and Privacy Rights</b> .....	42

<b>Transfer of Credits</b> .....	44
<b>Withdrawal from Courses</b> .....	44
<b>Withdrawal from School</b> .....	45
<b>School Procedures</b> .....	45
<b>Bus Conduct</b> .....	45
<b>Bus Drills</b> .....	46
<b>Bus Passes</b> .....	46
<b>Computer/Internet “Acceptable Use Policy” R</b> .....	46
<b>Corridor Behavior</b> .....	49
<b>Dance Guidelines</b> .....	49
<b>Directory Information</b> .....	50
<b>Dress Code</b> .....	51
<b>Electronic Equipment</b> .....	51
<b>Fire and Emergency Evacuations</b> .....	51
<b>Fund Raising</b> .....	52
<b>Graduation Activities</b> .....	52
<b>Gym Class Participation</b> .....	53
<b>Lockers and Searches</b> .....	53
<b>Non-Discrimination Policy</b> .....	54
<b>Parking Regulations</b> .....	55
<b>Assemblies</b> .....	57
<b>School Cancellation or Delayed Opening</b> .....	57
<b>School Safety and Violence Prevention</b> .....	57
<b>Hazing</b> .....	57
<b>Bullying</b> .....	58
<b>Harassment</b> .....	58
<b>Sexual Harassment</b> .....	58
<b>Senior Privileges: Rationale</b> .....	59
<b>Student Pass System (Agenda Book)</b> .....	61
<b>Student Grievance Procedure</b> .....	62
<b>Visitors to School</b> .....	62
<b>Introduction to the District Code of Discipline</b> .....	63
<b>High School Code of Discipline</b> .....	68

### **District 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.**

### **TRHS Mission Statement**

**The Timberlane Regional High School community values and nurtures the academic, personal, creative, and social growth of all students.**

**We uphold rigorous academic standards and promote continuous improvement through curriculum and experiences that foster excellence, cooperation and responsibility.**

### **Academic Expectations**

Timberlane students will:

1. Write effectively.
2. Use problem-solving strategies effectively.
3. Research and gather information effectively.

### **Social and Civic Expectations**

1. **O**ffer your best effort and be involved, contributing citizens at school and in the wider community.
2. **W**ork cooperatively and resolve conflicts peacefully.
3. **L**ive responsibly and lend a helping hand to those in need.
4. **S**peak and act respectfully toward all.

## **Staff Directory**

### **Timberlane Regional School District**

#### **School Board**

William M. Baldwin  
John Paone  
Lori Aubrey  
Louis Porcelli  
Arlene Champey

Elizabeth Kosta, Chair  
Robert Collins  
Michael Mascola, Vice-Chair  
Lisa Withee

#### **Administrators**

Richard LaSalle, Superintendent of Schools  
Winfried Feneberg, Assistant Superintendent  
Charles R. Coker, Jr., Director of Secondary Education  
Kelli Killen, Director of Primary Education

### **Timberlane Regional High School**

#### **Building Principal**

Donald H. Woodworth

#### **Associate Principal**

John J. Leary

#### **Assistant Principals**

Robert C. Dawson  
Maria DiNola  
Sean F. Kiley

#### **School Improvement Facilitators**

Scott Strainge for Art, English, Social Studies and World Languages  
Barbara Hopkins for Math, Science and Technology

#### **Student Support Services**

Stephen Scanlon, Excel Coordinator  
Nancy Green, Media Generalist  
Candace Lee, School Nurse  
Linda Morse, School Nurse  
Joan Marsilia, School Resource Officer  
Timothy Lena, Student Assistance Program

**(All district staff may be contacted by email by using the following formula: first name. last name @ timberlane.net)**

**Guidance Department**

A. James Fish  
 Maura Maher  
 Robin Mahoney

**Barry Chooljian, Chair**

Heather Roy  
 William Tilton

**English Department**

Meaghan Guanci  
 Eric Constantineau  
 Patricia Deyermond  
 Julie Dutton  
 Matthew Gallant  
 James Jenkins  
 Leisl Johnson

**Brian Deveney, Co-Teacher Leader**  
**Jennifer Puchlopek, Co-Teacher Leader**

Jenifer Pellerin  
 Allison Corning  
 Christine Smith  
 Michael Smith  
 Corey Blais  
 Jeff Shaw  
 Michael Woodworth

**Art Department**

Kristina Currier  
 Michael DiCicco

**Dessa Landry, Teacher Leader**

Deb St. Germain

**Mathematics Department**

Jeffrey Baumann  
 Tom Beglinger  
 Maria Bogacz  
 Tova Ladley  
 Sandra Cannon  
 Jeffrey Hill  
 Lynn Lewis  
 Michael Grenier

**Lee Daneau, Teacher Leader**

Lorraine Mascioli  
 Alain Purba  
 Maranda Donnelly  
 Courtney Scott  
 Bill Vickers  
 Dorette Migliori  
 Sarah Lee

**Music Department**

Kenneth Clark  
 Robert Harrington

**Anthony DiBartolomeo, Director**

Louise Pajak  
 William Metevier

**Physical Education Dept.**

Paul Cardone  
 Katie Strey  
 Dan Donovan

**Angelo Fantasia, Director**

Mark Pasquini  
 Melinda Ryan  
 Kevin Fitzgerald

**Science Department**

Ron Edminston  
 Mark Cerniglia  
 Neville Fernando  
 Tim Thomas  
 Roxanne O'Connor  
 James Fraser

**Lou Broad, Teacher Leader**

Mark Pederson  
 Sean Peters  
 Steven Rugoletti  
 Stacy Sinibaldi  
 Cheryl Sprinkle  
 Benjamin Morse

**Social Studies Department**

Suzanne Basso  
James Kelly  
Daniel Donnellan  
Daniel Joyce  
Tricia Moore  
Gregory Racki

**John Dube, Teacher Leader**

Kristin Lefebvre  
Marsha Marino  
Raymond Moore  
David Morse  
Ryan Richman  
Joshua Silveira

**Special Education Department**

Jan Cline  
Noel Houle  
Dr. Terri Demaine  
Elizabeth Ferreira  
Peter Fisher  
Nathan Leveille  
Samantha LaRochelle  
Deb White  
Darlene Nulk  
Jennifer Holly  
Dr. John Hayes

**Ross Moriarty, Chair**

Joanne Markavitch  
Graham Phillips  
William Mealey  
Terry Littlefield  
Toni Rogers  
Deborah Shaw  
Mimi Trisdale  
Maureen White  
Cheryl Derby  
Dr. Sam Richman

**World Language**

Sandra Allaire  
Sherry Allen  
Mary Eifler  
Douglas Madsen  
Lauren Gilpin

**Amy O'Leary, Teacher Leader**

Carolyn Morse  
Beth Runnells  
Rebecca Salois  
Jose Chaves

**Technology Division****Business Technology**

Wendy Bibeau  
Suzanne Judd  
Susan Takesian

**Suzanne Judd, Teacher Leader****Home Technology**

Michelle Monti  
Lisa Spaneas

**Industrial Technology**

Raymond Williams

## Bell Schedule 2009-2010

**Period**

**1** 7:20 – 8:06

**2** 8:11 – 8:57

**3** 9:02 – 9:51

**4** 9:56 – 10:43

**Period 4 Lunch**

**A** Study 9:56 – 10:18  
Lunch 10:20 – 10:43

**5** 10:47 – 11:35

**Period 5 Lunch**

**B** Lunch 10:47 – 11:10  
Study 11:12 – 11:35  
**C** Study 10:47 – 11:10  
Lunch 11:12 – 11:35

**6** 11:39 – 12:27

**Period 6 Lunch**

**D** Lunch 11:39 – 12:02  
Study 12:04 – 12:27  
**E** Study 11:39 – 12:02  
Lunch 12:04 – 12:27

**7** 12:32 – 1:19

**Period 7 Lunch**

**F** Lunch 12:32 – 12:55  
Study 12:58 – 1:19

**8** 1:24 – 2:10

## Timberlane Regional School District 2009 – 2010 School Calendar

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

PD = Professional Development Day (no school for students)      Student Year = 180 days Teacher Year = 187 days  
 X = Holiday/School Vacation Quarters: November 6, January 22, April 2, and Last Day of School  
 MU = Make-up Day      Trimesters: November 30, March 12, Last Day of School

▲ Per TRSD Policy IC/ICA: Instructional days will begin the day after Labor Day when Labor Day falls on September 1, 2, or 3 and will begin the week before Labor Day when Labor Day falls on September 4, 5, 6 or 7.  
 ■ Required day out of school per RSA 288:4  
 \* Early Release Days: October 1, January 27, April 20, May 14 and Last Day of School

## Activities and Organizations

Timberlane Regional High School strives to offer challenging learning experiences and opportunities to meet the needs, abilities, and interests of each student. Committed to the development of a well-rounded student, Timberlane values academic, personal, creative and social growth. To foster this growth, Timberlane provides a variety of co-curricular activities.

### Co-Curricular Programs

### TRSB Policy JJA

Timberlane has one of the most comprehensive co-curricular programs in the State of New Hampshire and students are urged to take advantage of as many activities as possible. Being involved in school activities provides a student with an opportunity to be a more positive contributor to his/her school environment.

### Clubs & Organizations

### TRSB Policy JJAA

Audiovisual Club  
Computer Club  
Chess Club  
Math Team  
Model United Nations  
Kaulele Pueo -Hawaii Program  
G.A.P.P. German American Partnership Program  
Ski Club

Student Store  
Timberlane Players (theater)  
U.S. FIRST – Robotics  
Ultimate Frisbee  
Writer’s Club

### Service Organizations

Peer Mediation  
Peer Outreach  
S.A.D.D. – Students and Teachers against Destructive Decisions  
S.T.O.P. – Students Opposed to Prejudice  
S.O.S. – Students of Service  
G.S.A. – Gay Straight Alliance

### Honor Societies

English Honor Society  
French Honor Society  
German Honor Society  
Historical Honor Society  
Math Honor Society  
National Honor Society  
Spanish Honor Society  
Science Honor Society  
Tri-M Music Honor Society

### Student Government

Freshmen Exec Committee  
Sophomore Exec Committee  
Junior Exec Committee

### TRSB Policy JIBA

Senior Exec Committee  
Student Council  
Student Voice

### Student Publications

As We Are (Literary Magazine)  
The Scribe (School Newspaper)

### TRSB Policy JICE

The Modulus (School Yearbook)

## **Activity Programs & Procedures**

### **Starting a New Club or Organization**

Anyone at Timberlane Regional High School wishing to start a new club or organization needs to comply with the following procedures:

1. Submit a new club/organization form containing the following information to appropriate assistant principal.
  - a. Name of club or organization
  - b. Goals & Objectives
  - c. How the school will benefit
  - d. Cost considerations
  - e. Stipend Request
  - f. Name of Advisor(s) and Students
2. Upon completion of step 1, a meeting with the designated Assistant Principal will be set up to review the proposal and to answer all questions.
3. The building principal will then review the request with the Assistant Principal, and, if approved, the request will be submitted to the School Board for consideration.

### **Participation in Interscholastic Athletics      TRSB Policy JJIB/JJIC**

#### **Fall Program**

Cheerleading	Field Hockey	Soccer/Girl/Boy
Cross Country/Boy	Football	Volleyball/Boy
Cross Country/Girl	Golf	Volleyball/Girl

#### **Winter Program**

Cheerleading	Ice Hockey	Winter Track/Girl
Basketball/Boy	Ski Team	Wrestling
Basketball/Girl	Winter Track/Boy	

#### **Spring Program**

Baseball	Lacrosse/Girl/Boy	Spring Track/Girl
Softball	Spring Track/Boy	Tennis/Girls/Boy
Ultimate Frisbee		

Any request regarding Interscholastic Athletics must be submitted to the Timberlane Regional School District Athletic Director.

## **NHIAA Eligibility Requirements**

1. Any student may compete in interscholastic athletics during the school year if his/her 19th birthday is on or after September 1 of that school year.
2. No post-graduate student may compete.
3. No student who has failed to pass four units of work during the previous marking period shall represent the school in any interscholastic contest. A minimum of four units of work per marking period is required for participation in interscholastic athletics.
4. No student may regain athletic eligibility by making up academic deficiencies or failures from the regular school year during the summer months.
5. No student is eligible for competition (whether the student competes or not) in interscholastic athletics more than eight (8) consecutive semesters (1461 days or 365 x 4 plus 1) beyond eighth grade.

### **Interscholastic Medical Examinations**

No student shall be eligible for interscholastic athletics unless he/she has successfully passed his/her physical examination and completed the physical examination form provided by the Timberlane Regional High School Athletic Department. This must be done prior to playing or practicing a sport at Timberlane Regional High School. This examination is good for two years.

### **Interscholastic Athletic Pass**

Any full time students at Timberlane Regional High School may purchase an athletic pass for the school year. This pass will be \$6.00 per student and \$15.00 per adult for admission to all regular scheduled home athletic events.

### **Student Council**

### **TRSB Policy JIBA**

The Student Council, in conjunction with the Student Voice, is an organization that serves as a liaison between the school administration, the faculty, and the student body. Students with concerns and suggestions should express them at regularly scheduled Student Council meetings. The Student Council will conduct the following functions:

1. Work as a service organization for the school and community
2. Work with the Student Voice and school administration in recommending changes and innovations in school procedures and policies
3. Provide social activities for the student body in general and raise money for the Student Council Scholarship Program
4. Promote school spirit and provide student leadership within the school, community, and the State of New Hampshire as a member of NHASC.

### **Executive Committees**

Each class elects its own Executive Committee. Elections are held annually, in May, for the following year. Each class will elect twelve (12) members.

A student wishing to run for Executive Committee must be a full-time student, obtain a nomination form from the Assistant Principals' office, and obtain twenty signatures from members of his/her class.

Once this has been accomplished, the student running for the Executive Committee must submit the nomination sheet to the Assistant Principals' office in order for the student's name to be placed on the ballot. Elections will be held on an announced date (no absentee ballots). The twelve students receiving the most votes will then constitute the Class Executive Committee.

From these elected members, each Executive Committee will elect a president, vice-president, secretary, and treasurer. If there is an opening on the Executive Committee, the class advisor(s) will appoint a student.

### **Responsibilities of the Executive Committee**

1. The Executive Committee will follow the direction of the appointed class advisor in regards to all matters.
2. The Executive Committee will hold regular meetings to be attended by all members and the class advisors.
3. If any member of the Executive Committee does not accept or execute the responsibilities of the position or fails to attend meetings, the class advisor may request that the member resign. A student will be named to fill any vacancy by the class advisors.
4. The Building Principal must approve all scheduled class meetings for fundraising activities and social functions. It is recommended that at least two fund raising activities be held for each class per school year.

5. Any meeting must have at least one advisor in attendance, and the class advisors must first approve all decisions made by the Executive Committee. The Principal must approve school wide activities such as fund raising, social events, etc.
6. The Executive Committee will represent its class regarding concerns about school policies and express those concerns to the school administration through the Student Council or the student voice to the Building Principal.
7. Each Executive Committee will establish a written policy regarding attendance, responsibilities, and activities.

#### **Attendance for Co-Curricular Activities**

Students participating in any school activity or sport must attend school for four periods or ½ their scheduled classes. Any student who does not attend school during the school day may not participate in any school activity/practice/sports event unless there are extenuating circumstances such as a doctor/dentist appointment, illness, or death in the family. If this absence occurs on a Friday, or a day before a non-school day, the student may not participate until the following school day.

Any student participating in an athletic event or practice may be dismissed only for a valid reason such as doctor/dentist appointment or some form of emergency. The student must see the coach no later than the beginning of that school day to notify the coach of the dismissal. The coach will notify the Athletic Director immediately. Otherwise, the student will not be permitted to return to school for a practice or activity.

#### **Co-Curricular Eligibility Program                      TRSB Policy JJIC**

Any activity for which no credit is given that begins after the end of the school day at 2:30 p.m. will be defined as co-curricular, and the following eligibility policy applies:

1. At the beginning of each quarter the AD and all advisors to any sport/co-curricular activity will be required to check the report card of those students participating in their program and then notify the building principal, in writing, of those students who have received failing grades.
2. A student must be taking at least five courses and must have passed a minimum of four in the previous ranking quarter to be eligible for all co-curricular activities. No student will be allowed to participate in any co-curricular activity if he/she has failed more than two courses in a quarter. Any student who does not meet NHIAA academic eligibility standards is ineligible to participate in athletic activities until the next quarterly report card is issued.

3. If a student receives one (1) failure on their report card they will be required to complete 50 minutes of academic support each week throughout their season. The student support program meets on Tuesday, Wednesday and Thursdays in the Media Center/Library. Meeting times are from 2:20 to 3:10 p.m. It should be noted that this is the only place you may receive your academic support minutes.

Any student-athlete who fails to complete their support minutes will become ineligible to participate for one week the first time they miss their deadline, and the entire quarter the second time they miss the deadline.

Note: If, after progress reports come out, you are not relieving any failing grades, you do not have to participate in the Student Support Program any longer.

4. If a student receives two (2) failures on their report card they will be required to complete 100 minutes of academic support each week throughout their session. The Student Support Program meets on Tuesday, Wednesday and Thursdays in the Media Center/Library. Meeting times are from 2:20 to 3:10 p.m. It should be noted that this is the only place you may receive your academic support minutes.

Any student who fails to complete their support minutes will become ineligible to participate for one week the first time they miss their deadline, and the entire quarter the second time they miss the deadline.

5. Any student who is suspended from school will be ineligible for co-curricular participation for the length of the suspension, which may include weekends.
6. A co-curricular eligibility process exists for appeal cases of students who are declared ineligible and who can show that there may have been extenuating circumstances that contributed to their ineligibility. A parent/guardian must request such an appeal in writing within one week after report cards are received. This request must be addressed to the assistant principal in charge of student affairs (Mr. Sean Kiley) who will either make a determination on the appeal or forward it to the Co-Curricular Appeals Committee for a determination.
7. On a Level 1 suspension and subsequent suspensions, a student will remain ineligible until such time that an eligibility hearing is conducted and a decision rendered.
8. The principal has the right to suspend a student from participating in any co-curricular/athletic activity if that student conducts him/herself in a manner, which, in the opinion of the school principal, would reflect unfavorably upon other students and the school.

## **Student Support Program**

The Timberlane Student Support Program is an optional program geared toward any student who is ineligible for co-curricular activities due to course failures from the previous marking period. To enter and remain in the program, there are certain weekly requirements that must be met as outlined in TRSD policy JJIC-R.

As a student fulfills the support requirement, he/she becomes eligible to participate in co-curricular activities during the ineligible period. If, however, a student does not meet his/her obligation or a student is dismissed from the program, he/she may not re-enter the program for one calendar year.

### **Student Obligations in the Student Support Program**

1. Students are required to complete a minimum of fifty (50) minutes per week of extra help for each course he/she has failed.
2. If the weekly requirement is not fulfilled, the student will be ineligible to participate in co-curricular activities the following week. A second offense will result in ineligibility for the remainder of a season or quarter. Attendance in the support program takes precedence over a practice, game, or meeting.

### **Eligibility Committee for Co-curricular Activities**

The purpose of the Eligibility Committee is to hear cases referred by the assistant principal for student activities regarding student eligibility to participate in co-curricular activities at the high school. The Eligibility Committee has five members, including a building principal, the District Athletic Director, two teachers, and a coach.

The Eligibility Committee will be responsible for the following procedures:

1. Hear cases regarding student co-curricular eligibility.
2. Refer final eligibility appeals to the building principal.
3. Meet at least once a year to discuss policy and procedures.

### **School Resource Officer (S.R.O.)**

The purpose of the S.R.O. is to provide a safe and secure environment that is conducive to learning. This Plaistow Police Officer is available

during school hours as a resource for students, faculty, and staff for occurrences involving law related counseling, law related education and law enforcement. Students and their parents/guardians are encouraged to use the S.R.O. as a legal resource.

## **Facilities and Services**

### **Cafeteria - Food Services**

### **TRSB Policy EF**

School lunches, at no or reduced cost, are available to those students whose family income meets certain standards set by the Federal Government. If a student believes his/her family may be eligible, he/she may pick up an application form in the Main Office, if he/she does not receive one in homeroom on the first day of classes.

Students are responsible for appropriate social behavior in the cafeteria at all times. Trays and empty containers are to be returned and other trash disposed of before students leave the cafeteria. Students are not to take food out of the cafeteria without administrative permission.

Any inappropriate behavior in the cafeteria will result in disciplinary action, which may include assigned seating in the cafeteria, cafeteria clean-up duties, detention, or suspension. All students are expected to be cooperative and orderly in the cafeteria. They are responsible for keeping it clean and making sure that all tables are free from papers, food, and other materials before they leave the area.

### **Counseling**

### **TRSB Policy JLD**

Guidance counselors are available to assist students in course selection, college and career decision-making, and day-to-day school related problem solving. Counselors work very closely with faculty, students, and parents to assist with these matters. A student may see his/her counselor, with that counselor's permission, any time that he/she is not in a class. Students need only to obtain a pass from the guidance secretary in the guidance office, or they may see their counselor directly to schedule an appointment.

If a student is scheduled to see a counselor during a class, he/she is to notify the teacher before going to that appointment and have the pass signed. Students are able to see any counselor if their counselor is not available. Parents are invited to contact their student's counselor, at 382-6541 Ext. 221, whenever they feel their input would be helpful or to schedule a parent conference.

### **Health Services**

### **TRSB Policy JLC**

Health Services are available to all high school students for in-school injuries and illness and school related accidents (i.e. gym classes, sports). Primary responsibility for the overall health of the schoolchild lies with the parent. The school is not legally authorized to diagnose conditions or prescribe medication. This is the function of the family physician or other licensed individuals or programs.

**Students are not allowed to carry medicine in school.** If a student must take medicine during school hours, the student is responsible for bringing a written note from a physician and a signed permission form from a parent or guardian, which must be delivered to the Health Office. The medication must be in a prescription bottle, which details the prescribed dose and number of times a day the medication is to be administered.

**Emergency cards** must be returned to the Health Office completely filled out and signed by a parent or guardian the day after they are received. These are necessary in the event that a parent or guardian must be reached during the day. Please notify the school of any changes in emergency telephone numbers or email addresses during the year.

Each year, Grade 10 students will report to the Health Office by appointment for a height, weight, hearing, vision, and blood pressure health check-up.

#### **Insurance**

#### **TRSB Policy JLA**

Student accident insurance is available to students at the beginning of the school year in September. The homeroom teacher will provide a registration form to the students with the cost of the insurance program. Students should take advantage of this program, particularly if they are involved in co-curricular activities.

All athletes, including cheerleaders, participating in interscholastic sports will be covered by the School District's insurance. All school accident forms will be submitted to the Main Office. The student will be instructed about the claim procedure, and an insurance form requiring a parental signature will be given to the student. Any follow-up bills must be submitted directly to the insurance company.

#### **Lost and Found**

Clothing, books, and other articles found should be turned into the Main Office. A lost and found storage cabinet will be placed in a designated location for lost articles, and students should check there as well as checking in the Main Office.

### **Student Assistance Program**

The SAP is a short-term counseling and referral service available to all students at the high school who may be experiencing a dramatic change in performance or behavior. These services include: screening for substance abuse and other mental health issues, motivational counseling, psycho-educational support group experiences, and referrals to outside service providers. Because one of the areas of specialty of the program is to help students dealing with problems related to substance abuse, the entire program is subject to the federal law of confidentiality governing substance abuse records.

In-school support groups offered through the Student Assistance Program include, but are not limited to, the following:

<b>Name of Group</b>	<b>Description of Group</b>
<i>Prime for Life Under 21</i>	For those who are interested in exploring how their own use of substances may be negatively affecting their lives - Students learn ways to reduce their risk for impairment and addiction problems and to protect the things they value in life.
<i>Concerned Persons</i>	For those affected negatively by someone else's substance abuse.
<i>Smoking Education</i>	For those students who have violated the smoking policy - a brief overview of smoking hazards and a self-assessment for the "stages of change" and readiness for voluntary cessation program.
<i>Not On Tobacco (NOT)</i>	A voluntary tobacco cessation program for those who need help in breaking their nicotine addiction.
<i>Recovery</i>	For students who are in treatment or returning from treatment facilities for chemical dependency issues who may need support around adjustment issues in school.

*Anger Management*

For those students who want to learn ways to assert themselves and demand the respect they deserve, without resorting to violence.

The Student Assistance Program offers additional information sessions and support groups on matters related to stress management, eating disorders, and healthy life choices, as the need arises.

A student in need of any of these services can request an appointment with his/her Guidance counselor or with the Student Assistance Program Counselor.

**Youth Risk Behavior Survey and Youth Tobacco Survey**

Timberlane Regional School District in partnership with the Southern Rockingham County (SoRock) Coalition for Healthy Youth collects survey data every other year (odd) to get a sense of the needs of our students related to risk behaviors. This allows the school and the community coalition to fine tune our educational and community prevention efforts to be more effective in reducing the risk behaviors and increasing the protective measures that are present in our school and community. Conducting this survey has led to a number of grant initiatives that have promoted prevention in our community, including the “Drug Free Communities Support Grant” (DFC) and “The Strategic Prevention Framework, State Incentive Grant” (SPF/SIG).

Participation in these surveys is totally voluntary, and all responses are kept completely anonymous. Since many of these questions are somewhat sensitive in nature, including questions about substance abuse and sexual behaviors, parents are also able to opt their child out of taking the survey. By signing the emergency card you are acknowledging that you have read the student hand book and that you are giving permission for us to survey your child, if they choose to participate, on an every other year basis. We will be sending out a number of reminders as we get closer to the survey date, including direct mailing, Website posting, TEN Network announcement, and newsletters. The protocol for collecting the most valid data does require us to use this more “passive permission” process in which parents must make their wishes known only if they **do not** want their child to participate.

**IF YOU DO NOT WISH YOUR CHILD TO PARTICIPATE IN THESE SURVEYS, WE NEED TO KNOW IN WRITING YOU ARE OPTING THEM OUT.**



3. Submit to the Principal proof of meeting the above requirements (by way of the previous marking term's report card)
4. Have a completed "Employer's Request for Child Labor" form signed by the prospective employer.

The certificate may be revoked if the student does not continue to meet a satisfactory level of academic performance. Parent(s) requesting waiver of these regulations under provision of RSA 276-A:5 IV must do so in writing after meeting with the high school principal. Parents have the right to appeal any decision by the principal not to grant working papers. If the student is to work in Massachusetts, a permit must be obtained in the school district of the community in which the student will be working.

## **Attendance Policy and Procedures**

### **Attendance**

### **TRSB JHA-HS**

Class attendance is essential for gaining the full learning experience provided by the High School. Students must make every effort to be in class on a daily basis to get full benefit from the opportunities for academic, social, personal and creative growth that the school and classroom setting provides.

Class discussions, student collaborative work, teacher guidance and directives all offer learning opportunities that are hard to make up outside the classroom. RSA 193.1 of the New Hampshire Education Laws, states that every child between six and eighteen years of age shall attend school "... during all the time the public schools are in session unless he/she has been excused from attending on the ground that his/her physical or mental condition is such as to prevent his/her attendance ..."

The school day runs from 7:20 A.M. to 2:10 P.M, although a student becomes subject to all school rules from the moment he/she boards a school bus and/or arrives on school property. During these hours, no students are to leave the building unless a school administrator grants permission or the students are participating in an approved school activity under the supervision of a staff member. Students are expected to enter the building as soon as they arrive on school property.

At dismissal time (2:10 P.M.), students who are not participating in academic or co-curricular activities are expected to leave the building and school grounds. No students should be in the building after that time, unless they are under the supervision of a teacher or co-curricular

advisor or coach. Students waiting for the late bus are to stay in the cafeteria.

### **Three Types of Absences**

1. **Verified absences** from class are those that are reasonable and within the spirit of the New Hampshire Education Laws. Such absences may include personal illness, family emergencies, unexpected car trouble, and medical appointments. While these are considered reasonable, they **still count toward the limit of nine absences per semester**. Ten absences from class constitute more than 10% of the days in a semester; this is excessive even for verified absences.

A note from the student's parent or guardian must document a verified absence within **five school days** of the student's return to school. A phone call by the parent or guardian to the attendance secretary, also, should have been made the day of the absence. The student must make up any work that has been missed in order to gain proper credit, and no disciplinary consequences will be imposed.

**It is the responsibility of the student** to contact each teacher within three days after returning to school to make arrangements for make-up work. **Verified absences will count toward the limit of nine absences per semester.**

2. **Exempt absences**, like verified absences, are reasonable and within the spirit of the New Hampshire Education Laws. Due to their unique character this type of absence **will not count toward the limit of nine absences per semester**. The following absences are considered to be **exempt absences**:
  - Student attends an approved school activity. (An approved school activity is an activity sponsored by a faculty member for which permission has been granted by the principal prior to the activity.) Some examples are field trips, musical performances, sporting events, special lectures, or assemblies. If a student participates in an activity without permission and does not attend class, the student will be considered unexcused and truant.
  - Student attends a funeral. **Written verification is required, usually a funeral program**, within **five school days** of the student's return to school. A phone call by the parent or guardian to the attendance secretary should also be made the day of the absence.

- Student must make a court appearance. **Written verification from the court is required** within **five school days** of the Student's return to school. A phone call by a parent or Guardian to the attendance secretary should also be made the day of the absence.
  - Student must take a military physical or exam. **Written verification from the military is required** within **five school days** of the student's return to school. A phone call by a parent or guardian to the attendance secretary should also be made the day of the absence.
  - Student has a chronic illness. **Any student with a chronic illness must have a physician's/health care provider's written verification on letterhead on file with the nurse.** One statement for each academic year is adequate. When a student absence is related to the chronic illness **the student must bring a written verification by a parent or guardian** within **five school days** of the student's return to school. A phone call by a parent or guardian to the attendance secretary should also be made the day of the absence.
  - Student has an illness confirmed by a doctor's statement. **Written verification on a physician's/health care provider's letterhead must be provided.** A phone call by a parent or guardian to the attendance secretary should also be made the day of the absence.
  - Student is assigned an **Out of School Suspension.**
  - Student has an IEP or a 504 Plan in which attendance/absences is a part of the handicapping condition. **Written verification through the IEP or the 504 Plan is required.** A phone call by a parent or guardian to the attendance secretary should also be made the day of the absence.
  - Student has a scheduled college visit. Verification of a pre-arranged visit must be submitted to the appropriate assistant principal at least one week prior to the visit. The maximum number of school days allowed for exempt status for such scheduled visits is four.
  - Student observes a religious holiday. A parent/guardian note must be received and approved by the appropriate assistant principal prior to the day to be observed. (Limit: 2 days per year)
3. **Unexcused absences** from class or school are unreasonable and are not within the spirit of the New Hampshire Education Laws. They are absences taken for illegitimate reasons. Unexcused

absences may include, but are not limited to, leaving the building without permission, truancy and class cuts.

**Unexcused absences will count toward the limit of nine absences per semester. Unexcused absences will also be subject to the consequences of the discipline code regarding attendance.** The student who has an **unexcused absence will not be allowed** to make-up any missed class work for credit. Notes from parents or guardians will not excuse such an **unexcused absence**.

4. Tardiness is defined as an unexcused late arrival to class. Tardiness **will also be subject to the consequences of the discipline code regarding attendance.** The student who is tardy to class **will not be allowed** to make-up any missed class work for credit.

#### **Minimum Attendance Policy**

- A student who has **any combination of ten (10) verified and unexcused absences from a semester class or nineteen (19) for a year long class** will receive no credit, "NC", for that course. The student will still receive the earned numerical/letter grade.
- The official number of absences from a course will be based on those recorded by the teacher in that course. Upon verification that a student has been absent without an excuse, the teacher is to **notify the student's principal.**

#### **Reporting an Absence (Parent phone call and note both required)**

In the event that a student is going to be absent from or late to school due to illness or other reasonable circumstances, **the student's parent or guardian is to phone the school attendance office (382-6542 ext. 223) before 8:30 A.M. to inform the school of that expected absence or late arrival to school.** The school administration has the right to determine whether or not that absence or late arrival is excusable or exempt.

**In addition,** when the student returns to school from an absence, the **parent or guardian must provide a written verification to the attendance office within five school days of the student's return.**

The note should include the following information:

- Student's full name and grade
- Date of return
- Date(s) of absence(s)

- Reason for absence(s)
- The signature of the parent or guardian

No student, regardless of his/her age, is permitted to write or sign tardy, dismissal or absence notes. Forging a note is a serious violation of the discipline code.

The attendance office will notify the school nurse of any absences of three or more consecutive days. **Absences of five or more days**, due to illness, require a note from a physician when the student returns to school.

Upon receipt of the parent/guardian's note, the attendance officer will issue the student an "excused re-admit slip" to return to classes. The student must show this slip to the classroom teachers within five school days of a verified or exempt absence in order to be eligible to do make-up work. The student is responsible for obtaining and completing all missed work in a timely fashion.

If the absence or late arrival falls into the "exempt" category, it is the responsibility of the student and parent/guardian to provide proper written verification to the attendance officer. (See acceptable reasons for "exempt" absences listed above.) In questionable instances, the appropriate principal will make a ruling as to whether the absence is unexcused, verified or exempt.

### **Dismissals**

Students may be dismissed for legitimate reasons only with a written verification from a parent or guardian. Timberlane Regional High School reserves the right to verify any dismissal note and to approve or restrict the reasons for which students may be dismissed from school. Students may not write their own dismissal notes. **Dismissals count toward the minimum attendance policy restrictions unless they fall in the exempt category or take place during the midterm or final exam weeks.**

- The student must present a dismissal note written by a parent or guardian before their first class of the day, indicating his/her full name, student identification number, the date, the reason for the dismissal and the time of their dismissal. The attendance office will then issue a dismissal slip authorizing the dismissal time and date.
- Dismissal notes will be processed until 10 a.m., unless a student arrives late due to a late bus arrival or with a note from a parent or guardian.

- A student who has been dismissed may not return to the building until the end of the school day, unless specified in the dismissal note, e.g., dismissal for a dentist appointment but returning to school, or permitted by a building principal. Failure to comply with this rule may result in disciplinary action.
- In cases of emergencies or unusual circumstances, the school nurse will notify an administrator and parent or guardian that a student is to be sent home or to a medical facility. A note must be sent in by the parent/guardian the following day.
- If a student does not follow the proper procedures, he/she will be considered to have an unexcused absence and appropriate disciplinary action will be taken.
- Telephone and fax dismissals are not allowed except in emergency situations. Approval from a principal is required.

### **Tardiness**

Students who are late to school or to class are considered tardy. Any student who is tardy after 7:35 AM must sign in at the Main Office with the attendance officer. Students who are tardy to class are subject to the discipline code, including teacher detentions. Students who are excessively tardy to class will be subject to the academic and disciplinary consequences built into the minimum attendance procedure.

### **Make-up Work**

Make-up work is only allowed in the event of a verified or exempt absence or late arrival to school. The student must obtain a verified or exempt absence or late arrival slip from the attendance office. The verified or exempt absence or excused late slip indicates that an appropriate note has been received that entitles the student to be able to make up work in a reasonable amount of time, usually within one week. It is the responsibility of the student to meet with the teacher(s) within three school days following the absence to establish a timetable for completing the make-up work. No make-up work will be allowed for any unexcused absence or tardy.

### **Appeals for Waiver of the Minimum Attendance Procedure**

A student, or the parent or guardian of that student, may request a waiver of the minimum attendance policy, when the student has exceeded the number of absences allowed in a semester or yearlong course.

An appeal may only be made in cases where exceptional circumstances exist, and an appeal will only be recognized when the student has

complied with the provisions of the attendance policy. An appeal must be made in writing and received by the principal at least five school days prior to the end of the marking period in which the absences have occurred. (See the school calendar for the ending dates for each quarter.)

The principal will appoint an Appeal Board to review the appeal in a timely fashion. After reviewing the appeal, the board will consider whether or not the absences in excess of the limit are of an exceptional (therefore, exempt) nature and notify the student and/or parent or guardian of the outcome of the appeal.

#### **Recovering “Loss of Credit” through an *ATTENDANCE CONTRACT***

Students who have lost credit for a course or courses due to excessive absences may apply for a remedial attendance contract with their assigned assistant principal in order to regain credit. The attendance contract severely limits the number of allowed absences in a designated period of time. The purpose of the attendance contract is to encourage continuous improvement as well as personal growth and responsibility. Students who successfully complete an Attendance Contract will regain their lost credit.

#### **Vacation Request**

On occasion, parents or guardians request permission for students to be absent from school on vacation. Permission may be given in such cases, based on the parent or guardian submitting a written statement to the principal beforehand explaining the educational value and benefits of the trip. If the absence is approved, the student will be allowed to make up quizzes and tests missed during the period he/she was absent. However, these absences are **verified but not exempt**. It will be the responsibility of the student to see his/her teachers for these assignments upon return to school. These days will count toward the limit of nine absences per semester.

#### **Sign In/Dismissal Procedure for Seniors and Juniors**

Seniors who have an unassigned period(s) before their first scheduled period and after their last scheduled period and Juniors with a 2.5 GPA or above who have a study hall for their first or last period need to sign in and out at the Main Office. Both Seniors and eligible Juniors must be in school on time and remain in school for all other periods. Eligible Juniors must have a parent or guardian request in writing to partake in this option. This request requires approval by their assigned assistant principal. **All students signing out must leave school grounds.**

As with other dismissals, seniors or juniors who sign out may not return to school before 2:10 PM except with the permission of a building administrator.

## **Academic Procedures**

### **Academic Honesty and Integrity**

Academic honesty and integrity means that all academic work is the legitimate, truthful work of the student. Cheating and plagiarism are choices that destroy academic excellence. It is the student's personal responsibility to submit tests, essays, projects and homework that are free of fraud and deception. Honest, ethical behavior is an essential component of the learning process.

### **Instances of academically dishonest behaviors include, but are not limited to:**

- Submitting a paper or project that is not the student's work
- Communicating with another student during an exam or quiz
- Copying during an exam or quiz
- Allowing another student to copy from one's exam or quiz
- Using unauthorized notes or devices
- Copying another student's assignment
- Allowing another student to copy one's assignment
- Any intentional falsification or invention of data citation or other authority in an academic exercise
- Unauthorized collaboration
- Copying from a print or online source without providing proper citation
- Paraphrasing from a print or online source without providing proper citation
- Failing to cite with quotation marks the words, written or spoken, of another
- Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, visuals, or other projects.

### **To help students avoid plagiarism in the writing process teachers will provide:**

- An assignment sheet with explicit requirements and directions
- A specific rubric for assessment of the process and product
- Checkpoints to facilitate the research process to assist students in time management and to provide opportunities to help students during the process

- Availability for students who are having difficulty with note taking, documenting, or formatting procedures
- Clear guidelines for acceptable help from human sources, i.e. peers, faculty, and parents

Note: Teachers will make use of bibliographic and anti-plagiarism software available at the time to check for plagiarism.

**The student is responsible for:**

- Meeting checkpoint deadlines
- Asking questions and seeking help from faculty
- Following MLA or APA format per teacher direction
- Submitting an acknowledgment page to credit help given by others (help that has been approved by the teacher giving the assignment)
- Using in-text or in-project documentation accurately and appropriately
- Using work cited and works consulted pages accurately and appropriately
- Submitting only his or her own work

**Accidental or unintentional plagiarism**

Partial or full credit options:

1. Allow the student to add appropriate missing documentation (e.g. in-text citation, works cited page, proper attribution)
2. Re-do the assignment from an earlier, satisfactorily met checkpoint (outline or notes)

**Intentional dishonesty or plagiarism**

**First offense:**

- Receive a 0 for the assignment
- Teacher writes disciplinary referral
- Parents and Administrator are notified

**Second offense:**

- Receive a 0 for the assignment
- Teacher writes disciplinary referral
- Parents and Administrator are notified
- Suspension from school

**In addition the following consequences may occur for more serious or multiple offenses:**

- No academic scholarships money granted by Timberlane Regional High School Scholarship Fund
- Withdrawal from class in which multiple offenses occurred with failing grade

- Notification of Honor Societies

### **Auditing Courses**

### **TRSB Policy IKFD**

Students who desire to enrich their academic program may request to audit courses. To audit a course, a student will adhere to the following procedures:

1. Obtain initial approval from the teacher, department chairperson/teacher leader, guidance counselor, and building principal.
2. Register through the Guidance Office.
3. Be accountable for all regular classroom attendance.
4. Take an active part in the classroom activities but not have to take exams or write term papers.

No formal credit will be given for an audited class. The student will receive an “N” on his/her report card and permanent record.

An audited course will not be considered meeting the minimum standards established for students (required number of courses per year). Students cannot switch to auditing a course once that course is in its fourth week.

### **Early Graduation**

### **TRSB Policy IKFA**

It should be noted that early graduation in three or three and a half years at Timberlane Regional High School is a privilege not a right according to School Board Policy. Therefore, students who wish to graduate early must adhere strictly to the following procedures to be considered eligible for this privilege:

1. The student will meet first with his/her assistant principal to discuss the possibility of graduating early. He/she will then complete the following procedures (#2 - #5)
2. The student will arrange a conference with his/her guidance counselor to determine his/her credit status. The student must show evidence of a plan to complete a program of studies that satisfies all graduation requirements. Then the student will need written verification from the counselor that he/she will be able to gain the required number of credits in time for early graduation.
3. The student must prepare a written composition indicating how early graduation is in his/her best interests. Strong

- emphasis should be placed on the student's immediate and long-term educational or career plans beyond Timberlane.
4. The student's parent or guardian must also prepare a written composition indicating support for the student's early graduation plans.
  5. The student must provide letters of support from two faculty members who have taught the student in an academic course.
  6. The student must then arrange a conference with his/her assistant principal and parent(s)/guardian(s) to review the completed Early Graduation process and the required attachments.
  7. Students who remain on track to graduate one full year early will achieve senior status in the second semester of their third year.

For those planning to graduate a **semester early**, the procedures listed above must be **completed by July 1st** of the student's third year of high school. For those planning to graduate a **year early**, the procedures listed above must be **completed by July 1<sup>st</sup>** after the student's second year of high school. The school principal will send approved applications to the superintendent of schools for informational purposes.

**Graduation Requirements** **TRSB Policy IKF**  
**The number of credits required for graduation for the Classes of 2010 and 2011 are as follows: 20 for Standard, 21 for Technical, and 21 for Scholastic diplomas. These credits must be earned in accordance with the requirements described in the Program of Studies. Graduation credit requirements for the Class of 2012 and all classes thereafter have been increased as follows: 22 for Standard, 23 for Technical, and 25 for Scholastic diplomas.**

Graduation credit requirements noted above surpass the minimum requirements set by the New Hampshire State Department of Education. A student must be enrolled as a full time student for the entire school year in order to receive a diploma from Timberlane Regional High School. **Students who have not completed the school's academic requirements for graduation may not participate in graduation exercises.**

**Grading System**

The Timberlane Regional High School Grading system is as follows.

<b>A+ 97-100</b>	<b>B+ 87-89</b>	<b>C+ 77-79</b>	<b>D+ 67-69</b>	<b>F 0-59</b>
<b>A 93-96</b>	<b>B 83-86</b>	<b>C 73-76</b>	<b>D 63-66</b>	

**A- 90-92      B- 80-82      C- 70-72      D- 60-62**

Students will receive a grading policy in writing from each teacher within the first week of the course. This policy will include grading procedures and course requirements. Students will receive a quarterly effort comment in each course. The codes are as follows:

**1-Excellent    2- Good    3-Fair    4- Poor**

An individual's effort is an important factor in helping to judge overall performance.

**Homework (Independent Learning Assignments)    IKB**

The School board believes that meaningful homework (an independent learning assignment to be accomplished outside of the regular classroom) is an integral part of the teaching/learning process when geared to the needs and abilities of students.

Independent learning is a worthwhile use of time outside of the regular classroom to practice, reinforce, maintain, complete, make up, or enrich classroom activities. It is also meant to help develop independent study habits and an appreciation for the value of learning.

It is the policy of the school district that independent learning is required for all students. Independent learning standards and procedures will be established and administered within each school building, recognizing differences in maturity, needs, interests, and abilities at each learning level.

The School Board recognizes that an effective independent learning program requires a four-way responsibility, involving the pupil, the teacher, the parent, and the administration.

**1. Student Responsibilities re: homework**

- a. Spend the time required in the guideline for each learning level.
- b. Keep an up-to-date assignment notebook for independent learning and other assignments.
- c. Clarify with the teacher any instructions not understood.
- d. Turn in independent learning on the assigned date.
- e. Complete written independent learning in proper form: clearly identified (name, date, class), legibly written, and grammatically correct.

- f. Treat independent learning as a priority. Plan other out of school activities accordingly.
  - g. Arrange a proper study area, either at home or in school, and manage time to accomplish independent learning assignments.
  - h. Establish a regular study schedule that is relatively free from distraction (television, instant messages, telephone calls, etc.).
  - i. Obtain and make up missed assignments when absent from school.
  - j. Accept the consequences of late projects. Long-term projects/papers will be accepted late, but on the basis of a reduction of 10 points for each day late, down to 50 points deduction from the grade of the paper.
2. **Parent Responsibilities re: homework**
- a. Assist student to develop good study habits by providing a comfortable, well-lighted area away from television and other distractions.
  - b. Encourage students to set a regular time for studying.
  - c. Stress that independent learning is a priority. Monitor television watching, computer use and other distractions and evaluate outside activities to be sure that the student has sufficient study time.
  - d. Ask that time be used for reading or other activities related to schoolwork when no independent learning assignments have been given.
  - e. Expect the student to know what his/her assignments are (check the Agenda book) and to have the appropriate materials to complete the task.
  - f. Expect the student to spend the appropriate amount of time to accomplish the assignment.
  - g. Obtain missed assignments when student is out for a prolonged period of time.
  - h. Confer with the school about independent learning assignments.
3. **Teacher Responsibilities re: homework**
- An independent learning assignment is intended to accomplish course goals outside the classroom without immediate teacher supervision. The term “independent learning” does not include assignments that require expert instruction and supervision. Meaningful independent learning can help students to refine skills, promote mastery, prepare for examinations and assist understanding of units of study. Independent study will not be used as a punitive course of action.

- a. Clearly define work to be completed outside of class including due dates and grade penalties for late submission.
  - b. Assign independent learning on a regular basis.
  - c. When possible, assign independent learning in advance, permitting students to schedule their own time, including weekends and holidays, if they choose.
  - d. Limit the assignment of independent learning over weekend and holiday periods to the equivalent of one night's assignment.
  - e. Follow the time guidelines for the students' learning level.
  - f. Inform parents relative to independent study rules.
  - g. Evaluate all tasks assigned and communicate this to students in a timely fashion. Anything worth assigning is worth evaluating.
  - h. Make sure students understand grade weight assigned to independent learning.
  - i. Avoid assigning independent learning that requires resources not available to students.
  - j. Develop a sense of "fair play." Be considerate, especially at the secondary level, of assignments made by other teachers.
  - k. Communicate with students and parents about the student's progress in completion of independent learning assignments.
4. **Administrator Responsibilities re: homework**
- a. Develop, implement, and monitor independent learning standards and procedures consistent with the policy.
  - b. Disseminate the policy guidelines to teachers, students, and parents.
  - c. File individual building independent learning procedures.
  - d. Offer in-service courses that can assist teachers to improve independent assignments.
  - e. Provide a supervised quiet area in each building for appropriate independent learning.
  - f. Implement and supervise a system that clearly defines bounds of assigning independent learning, and assure consistency in evaluation, grade weighting, and evaluation procedures.
5. **Time Guidelines for "Independent Learning Assignments"**
- The following guidelines are not intended to be rigid and restrictive. They identify appropriate levels of time and effort. Reference to time means average student time to complete the assignment. For example, students of like ability may use different amounts of time to complete assignments of similar quality.

It is, therefore, expected that meaningful independent study assignments will be developed within these guidelines. The word “meaningful” is stressed, as these guidelines are not intended to include the assignment of meaningless busy work when none is needed. For high school students, “independent learning assignments” of 3 hours duration per day and from 8 to 15 hours per week may be assigned with recommended inter-department coordination.

### **Honor Roll**

Students who earn Honors and Honors with Distinction will be designated at the end of each marking period, based upon their grade point average (G.P.A.) for that marking period. All subjects offered will be awarded letter grades and all rated subjects will be included in the determination of Honor Roll status.

To be considered for the Honor Roll, a student must carry at least five units of work in a specific marking period, and these courses must carry a level of College & Career Preparation or Accelerated. All students, including seniors, must, by school policy, carry a minimum of five rated units of work. (See Table II)

### **Grade Point Average G.P.A.\*\***

To calculate the G.P.A. for a given marking period the following steps must be taken.

1. Determine the grade points earned for the course. (See Table I)
2. Multiply the grade points by the number of rated units (See Table II) for that course to determine the number of quality points.
3. Repeat steps 1 and 2 for each course.
4. Total the number of quality points earned.
5. Divide the total quality points by the total number of rated units, the result being the G.P.A.

<b>Honors</b>	G.P.A. of 2.80 to 3.49
<b>Honors with Distinction</b>	G.P.A. of 3.50 to 4.80

Students receiving a grade of “D” or “F” in any subject will not be eligible for Honor Roll, regardless of their G.P.A.

**Table I:** Determining grade points for courses to calculate the G.P.A.

<b>Grade</b>	<b>Accelerated</b>	<b>College &amp; Career Preparation</b>
A+	4.80	4.10
A	4.50	3.80

A-	4.20	3.50
B+	3.80	3.10
B	3.50	2.80
B-	3.20	2.50
C+	2.80	2.10
C	2.50	1.80
C-	2.20	1.50
D+	1.80	1.10
D	1.50	0.80
D-	1.20	0.50
F	0.00	0.00

**Table II:** Determining the number of rated credit:

1. A 2-semester, 2 credit course is rated 2 credits.
2. A 2-semester, 1 credit course is rated 1 credit.
3. A 1-semester, ½ credit course is rated ½ credit.
4. A 2-semester, ½ credit course is rated ½ credit.

\*\*Classes graduating 2013 and later will be subject to a revised G.P.A. System with a .3 differential in letter grades between CCP and ACC leveled courses and a .5 differential in letter grades between CCP and AP leveled courses. For example, a letter grade of “A” will earn 4.0 grade points in a CCP leveled course, 4.3 in an ACC course, and 4.5 in an AP course.

### **Rank-in-Class**

A student’s rank-in-class is a reflection of a student’s cumulative Grade Point Average (G.P.A.) for grades 9-12. Rank-in-Class is determined at the end of the freshman, sophomore, and junior years. In the senior year, it is calculated at the end of the first semester, and again at the end of the third quarter.

The yearly cumulative grade point average is calculated from the final grades received in each class, which includes grades received for the four quarters, mid-term, and final examinations. The cumulative grade point average is used to determine a student’s rank-in-class.

### **Honors Recognition Programs**

Each spring, honors recognition programs will be held to recognize all students who have achieved or maintained a cumulative GPA of 3.5 or above. Two honors programs will be held: one for freshmen and sophomores and one for juniors and seniors.

## **Honor Societies**

### **Honor Societies in Academic Disciplines** (*English, French, German, Historical, Math, Science, Spanish, & Tri-M Music*)

There are several academic honor societies at Timberlane. Each particular academic honor society has its own criteria for eligibility, selection, and membership. The Faculty Advisors for each honor society will review these specific criteria with eligible students.

### **National Honor Society (NHS)**

The purpose of the National Honor Society is to recognize students who have excelled in the area of scholarship, leadership, character, and service. NHS is a national organization sponsored by the National Association of Secondary School Principals. The national organization provides the guidelines to be used in the selection and dismissal process. Membership is a lifelong privilege.

The Timberlane National Honor Society works in conjunction with the State National Honor Society on its yearly theme. The Timberlane Chapter provides scholarships to members, encourages community involvement and supports commitment to volunteer work.

## **Independent Study**

It is recognized that students may desire to pursue individual interests that are not directly offered in the Timberlane curriculum. Circumstances may also warrant that a student pursue regular school subjects on an independent basis.

The Independent Study Program may be utilized to fulfill the above needs. The students should already be scheduled into five rated classes in order to be considered for the program. The student shall follow the procedures listed below to participate in this program.

1. Enlist a faculty sponsor who will assist in developing the independent study proposal.
2. Present the proposal to the department chairperson/teacher leader for approval and/or adjustments.
3. Present the proposal to the building principal for approval and/or adjustments.
4. Present the proposal to parent(s) for their approval.

5. Complete the Course Add/Drop slip procedures.
6. Complete the above procedures prior to the beginning of a semester.

### **Excel**

Excel is a program that has been established to provide academic assistance to any student needing help in any subject area. The process begins with a teacher, guidance counselor, student, or parent request for tutoring in a deficient subject area.

Students are then assigned to a teacher, during their study period, on a one-to-one basis by the department teacher leader and students continue their involvement until such time as their needs are met. This program is open to all students in all grades, and provides an early detection system through which students may receive extra help before it becomes too late.

### **Credit Recovery**

The high school offers a credit recovery program in core subject areas for students who are in serious danger of failing a required course due to prior poor performance in this particular course. Students must commit to after school time to be eligible for and to remain in the Credit Recovery Program. This program is primarily geared to freshmen and seniors.

### **Evening Division**

Full and half credit courses are available to students in the school's Evening Division program. Please consult the Program of Studies or meet with a Guidance Counselor or the Assistant Principal for Evening Division for more specific information about Evening Division courses.

### **Media Center**

The media center is a place for quiet reading and research. Passes from study halls to the media center can be obtained from the media center staff before or after school. Students must first report to class/study for attendance and present a media center pass. Any subject area teacher can issue a "request" for a Media Center pass on behalf of a student who needs to complete a specific assignment. The student must exchange the "request" pass for a Media Center pass prior to the period the student wishes to use the Media Center.

Students are responsible for returning all library materials to the media center by the due date. Students with overdue materials are subject to disciplinary consequences, including restitution for lost books.

Hours	7:00-3:00	Friday
	7:00-3:30	All other school days

### **Mid-Year and Final Examinations**

In all semester courses, a final exam will be administered. The score on that exam will count 20% of the final grade for that course. In all full-year courses, a mid-year exam will be administered as well as the final exam. The score on each of these exams will count 10% for a total of 20% of the final grade for a course.

The scores on these exams will not be used to determine the grade for any one quarter but are used to calculate the final grade for the course. The grades received on these exams will be printed on the report card.

There is no make-up on either mid-term or final exams, unless an administrator has granted prior approval. Students must be on time to exams. Tardy students will not be granted extra time to complete an exam. All students will be required to remain in the exam room until the exam period ends.

### **Scheduling**

Scheduling of classes for each school year begins early in the second semester of the preceding school year. Prior to the actual sign-up process, students will be given adequate time to consult with their parents, current teachers, and assigned guidance counselor using the program of studies.

Course offerings are based on student selections. The master schedule is formed from these selections. Therefore, once a student completes his/her selection sheet in March, he/she will be expected to enroll in his/her selected courses.

### **Student Records and Privacy Rights (JRA-R)**

The Family Educational Rights and Privacy Act (**FERPA**) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

**The right to inspect and review the student's educational records within 5 days of the day the District receives a request for access.**

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.**

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** (See Directory Information)

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.** The address to file a complaint to is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### **Transfer of Credits**

Every attempt will be made to evaluate incoming credits fairly with the system used at the high school. If a question arises regarding a course taken at another school, a call will be made to the previous school to resolve the question. Where doubts arise, decisions will be made in favor of the student.

### **Withdrawal from Courses**

Scheduling of classes for each school year begins early in the second semester of the preceding year. Each student, therefore, has at least six months prior to the opening of the school year in which to consider the courses he/she will be taking. In view of this lengthy period of time, there will be no student or parent initiated changes to a student's schedule after the opening of school except under the following conditions:

1. The student has been misplaced in a course.
2. The student has failed a prerequisite for a course now scheduled.
3. The student has a study period and wishes to add a class.
4. There is a major change in the student's post graduation plan.
5. A conflict in the Master Schedule exists.

A student seeking to drop a course should discuss this with his/her parents, the teacher, and a guidance counselor. It is important to remember that students must carry a minimum of five units of work per semester.

1. If a student is eligible to withdraw from a course, he/she is to meet with a counselor to explore the pros and cons of such a move.
2. In questionable circumstances where a student remains committed to dropping a course, the guidance counselor will arrange a meeting of the following people: student, parent/guardian,

guidance counselor, teacher, and an administrator. After a thorough discussion of the matter, the decision to allow a student to drop the course will be based on a majority vote of this group.

**Note:** Step 2 can be eliminated from course level changes if student, teacher, guidance counselor, parent/guardian and department chairperson/teacher leader all agree.

3. If a student withdraws from a full-year course after 30 school days, or after 15 school days for a semester course, he/she will receive an “F” for the final grade with no credit awarded.

For an official change to occur in a student’s schedule of courses, the add/drop form with all signatures must be completed along with confirmation from the student’s guidance counselor.

### **Withdrawal from School**

Parents or guardians wishing to withdraw their student must notify the guidance office and schedule an appointment with the student’s guidance counselor. A completed withdrawal form and the return of all students’ books must take place prior to the release of student records. Parents or guardians must sign the withdrawal form in person. All school books/materials must be returned or the student will be billed for payment.

## **School Procedures**

### **Bus Conduct**

EEAEC-R/JICC-R

The safety of all students while riding in school buses is a major concern. Students are expected to behave in a courteous and safety-conscious manner while on the bus. Timberlane students are required to obey the directions of the bus driver and to conduct themselves in a responsible and orderly manner. For this reason, visual/auditory devices have been installed for security.

Bus drivers are in charge of their buses and must be obeyed. Also:

1. Students should be at the bus stop at least five minutes before the bus arrives. The bus driver is not required to wait for late passengers. Students must cross the street in front of the bus. Upon entering the bus, students must take a seat; the law allows three students to a seat, if necessary, and the bus driver may assign seats. If directed, a student must sit in an assigned seat. Students are expected to remain seated until the designated stop has been reached. Students must also keep aisles and exits clear.
2. Only authorized riders are permitted on the bus and students will ride only on the bus to which they have been assigned and get

on/off at their own stop, unless they have a note signed by a school administrator. Anything that creates a safety hazard for the bus and/or passengers will not be tolerated. At no time will eating, drinking, or smoking be permitted on the bus.

3. Profane language, gestures, excessive noise, fighting, throwing things in/out of the bus, or other disorderly behavior will not be tolerated.
4. Heads, hands, and feet will be kept inside the bus and there will be no marking or defacing the bus.
5. All acts of vandalism will be dealt with under the code of discipline and will require full restitution for all damages.
6. All school rules and district policies are in effect and are to be observed.

**Warning note to all students and their Parents/Guardians:** The School Board has approved the use of audio and video recordings by the Bus Company for the interior of all school buses. (Effective August 2006)

### **Bus Drills**

In accordance with federal safety regulations, students will participate in at least two bus drills a year, one by October 15th and one by May 15th. Procedures will be explained fully by a designated person, and students are expected to follow these instructions. The high school and middle school will coordinate these drills for their students.

### **Bus Passes**

Late buses will operate on Tuesday, Wednesday, and Thursday. In order for a student to ride the late bus, the following procedures must be followed:

1. Students must obtain a late bus pass from the teacher whom they stayed after school for.
2. The late bus pass must be filled out completely by the appropriate teacher.
3. Students must present the completed late bus pass to the administrator or faculty member on duty in the cafeteria to be stamped.

### **Computer/Internet “Acceptable Use Policy”** EGA-R

#### **Guidelines:**

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.

2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts. Users will not lend their account and/or password to others, nor will they use another person's account and/or password.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.
5. All communications and information accessible via any District network should be treated as private property.
6. While working within school district property, users will not connect to wireless access points not provided by the district, to gain unmonitored access to the Internet.

***Unacceptable Use:*** The Timberlane Regional School District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.

11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

***Oversight:*** The District reserves the right to:

1. Monitor all activity.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what appropriate use is.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

***Internet Code of Conduct:***

Use of the Internet by students and staff of the Timberlane Regional School District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Internet Code of Conduct.

1. Respect the privacy of other users.
2. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
3. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
4. Treat information created by others as the private property of the creator. Respect copyrights.
5. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
6. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
7. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

**Internet Access Form:** As a condition of a student's right to use the Timberlane Regional School District network resources, including access to the Internet, he/she must agree, in writing, to abide by the District's Acceptable Use Procedures and Internet Code of Conduct.

**In order for the Technology Department to manage network capacity and ensure optimal performance of the network:**

**1. Do not access Internet radio stations or video services (typically referred to as "streaming" audio or video).**

These activities consume excessive network bandwidth and slow down access for other users.

The on-demand feature of video streaming can be used at school by students before and after regular school hours.

**2. Do not download large files, such as movie or music files.**

Downloading large files impacts network performance in a manner similar to streaming audio and video files. We do not have the capacity to store those types of files on our server. In addition, copyright laws prohibit downloading or distributing of many music and video files.

**3. Do not engage in multi-player network gaming where data is continuously exchanged among players.**

Multiplayer Internet games continuously send data to and from all players. Like audio and video streaming, these activities consume excessive network bandwidth and slow down access for other users.

### **Corridor Behavior**

Students are expected to proceed in an orderly fashion during passing time between classes. The time allowed for passing between classes is adequate for students to arrive at their next class. Congregating between classes impedes the flow of traffic, so students are expected to heed teacher directives to move along. Any student in the corridors during class time is to act in a manner respectful of the instruction taking place in the classrooms. Unsupervised students are not welcomed to congregate in the corridors after school hours.

### **Dance Guidelines**

Only one (1) dance per month may be held at the high school, and it may not be in conflict with other events. Dances will be held from 7:00 – 10:00 p.m., and due to **fire regulations** no more than 450 students may attend. Tickets will go on sale one week before the dance. Only sneakers or socks will be worn if the dance is held in the gym; the school dress code will be adhered to; and the following procedures will be followed:

Dances will be open to Timberlane Regional High School students and their guests only. At least ten (10) chaperones from the high school staff, a high school administrator, and two (2) police officers must be in attendance.

Students planning to bring a guest to the dance must register their guest in the assistant principals' office prior to the dance, and host students will be held responsible for their guests. Guests of our students (*only one per student*) must be in high school and under the age of 21 and may attend only with prior permission.

Students will not be allowed into the dance after 8:00 p.m. unless prior approval is given by one of the building principals. To obtain approval students must have signed up in the assistant principals' office to indicate they will be arriving late to the dance. They must also sign in upon arriving at the dance. Once a student enters and then leaves the dance, that student will not be permitted to return to the dance. Students attending dances should inform their parents as to the time they are to be picked up (10:00 p.m. or earlier).

It is expected that all students will conduct themselves in a proper manner. All school rules will apply. Anyone exhibiting suspicious behavior will be subjected to a breathalyzer test by an administrator and assessment by the nurse, SRO, or attending fireman or police officer. Anyone deemed to be under the influence of drugs or alcohol will not be admitted to the dance and will be placed in protective custody and may be subject to arrest. The school dress code will be adhered to, and students will not engage in overtly immodest or violent forms of dancing.

Back packs, athletic bags, and other containers will not be permitted in the dance area. The remainder of the school building, other than the site of the dance, bathrooms, and any access corridors, will be off-limit to dance attendees.

### **Directory Information**

TRSB Policy JRA-R

Directory information may include the student's name, address, date of birth, grade level, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, honors and awards received, the previous educational agency or institution attended by the student, and other similar information.

Parents wishing to ensure that the school does not release this information must make a written request to the building principal.

## **Dress Code**

TRSB Policy JICA

Dress codes ensure that all students will have the right to learn without being offended or distracted in the learning process by the clothing or appearance of others. Students should comply with the dress code at all school functions.

Students have the responsibility to learn and observe the basic standards of appropriate school dress, personal cleanliness, modesty, and good grooming. Inappropriate school attire may include, but is not limited to, the following:

1. Any clothing advertising or related to drugs, alcohol, or tobacco products.
2. Clothing which includes, but is not limited to, strapless tops, halter tops, spaghetti straps, tube tops, muscle shirts, exposed midriffs, skirts or shorts more than 5" above the top of the knee cap, and see-through clothing.
3. Clothing or accessories that are obscene, profane, threatening, dangerous, or immodest.
4. Exposed underwear.
5. Hats, caps, hoods, or other headgear
6. Pajamas, slippers, or flip-flops

Students are reminded that the school has the legal right to forbid articles or modes of dress that disrupt the educational mission of the school. The principal or a designated representative will make the final decision on appropriate dress.

## **Electronic Equipment**

Teacher and administrative directives limit the private use of radios, walkmans, tape players, and other forms of electronic equipment during the school day. **Cell phones and beepers should not be turned on or used during school hours, except during assigned lunch periods or when a teacher has students working with them for educational purposes.** (See Discipline Code)

## **Fire and Emergency Evacuations**

TRSB Policy EBCB

When the fire alarm sounds, students and faculty are to leave the building by designated exits. Silence is important during all drills so that emergency instructions can be heard immediately and accurately. A lot of noise could lead to loss of life in the event of a real fire.

Students are required to leave in class groups under the direction and leadership of their teacher. There must be no running, but all must exit

the building quickly. Attendance will be taken outside the building and, in a drill, upon return to class.

Smoke is far more dangerous than flames in most types of fires. Any student who encounters a smoke-filled area should immediately get down on the floor and crawl through the area. It is important to stay close to the floor.

### **Fund Raising**

Student organizations may solicit funds or materials within the school and/or community; however, the Building Principal must approve all fund raising activities in advance. Forms are available in the Main Office.

It is important to note that class time may not be used in any way regarding fund raising. Also, students need to be aware that during lunch periods the sale of food, beverages, candy, etc., is not allowed due to Timberlane's participation in the State and Federal Lunch Program.

### **Graduation Activities**

Graduation activities at the high school will include the senior prom, class trip, senior breakfast, and graduation. Participation in the senior prom and/or class trip is optional, but attendance at graduation rehearsals and graduation is mandatory. If a senior does not participate in rehearsals, he/she will not be allowed to participate in the Graduation Ceremony. Attendance at scholarship night is by invitation, but any senior may choose to attend. **Seniors who do not complete the academic requirements for graduation will not take part in the graduation ceremonies.**

The **Senior Prom** is held on an annual basis and the following procedures will be adhered to:

1. The senior prom will be open to any member of the senior class and his/her guest.
2. Guests must be at least in grade 9 and under age 21.
3. Hours of the prom will be from 7:00 – 12:00 midnight.
4. There will be at least two (2) police officers in attendance.
5. Once a person enters and then leaves the prom, he/she will not be permitted to return.
6. Alcoholic beverages and drugs are prohibited. Anyone exhibiting suspicious behavior will be subjected to a breathalyzer test by an administrator and assessment by the nurse or SRO. Anyone

deemed to be under the influence of drugs or alcohol will not be admitted to the prom and will be placed in protective custody and may be subject to arrest. Also, he/she will be subject to the school disciplinary code and will be suspended from graduation exercises. Also, any violation of Timberlane's alcohol/drug code at any post prom school activities will result in suspension from participation in graduation exercises.

7. It is expected that all students attending the prom or post prom activities will conduct themselves in a proper manner. All school rules will apply, and the discipline code will be enforced.

### **Gym Class Participation**

It is the philosophy of the high school that all students will participate in physical education classes unless documented reasons have been provided. A parent requesting that a student be excused from physical education participation must follow the following procedures:

1. Provide written documentation to the School Nurse of the need for the student to be excused from the class.
2. If the School Nurse has a question regarding the documentation, he/she will contact the student's parent/guardian for further information.
3. The School Nurse will determine whether the child should participate in gym class, and if necessary, will contact each parent/guardian by telephone for information.
4. The School Nurse may allow a child to participate in limited activities only; however, he/she should, under such circumstances, instruct a child to dress appropriately (sneakers, shorts or sweat pants and a T-shirt).

In most cases when a student is excused from a physical education class, that student will be given an alternative assignment that will include dressing for class with limited participation.

All students participating in physical education class must secure their valuables either in a locked locker or give them to their teacher for the period. Students are not allowed in the gym, locker rooms, weight room, or the mini gym without supervision.

### **Lockers and Searches**

(JIH/JIH-R)

Lockers and desks are furnished and maintained by the School District and remain the property of the School District. Students are assigned

lockers the first day of school. Students are responsible for the cleanliness and orderliness of their lockers and may not move, swap, or use another locker without being assigned by the main office. As a condition of usage of a school locker, students are advised that the school administration reserves the right to inspect a student's locker if necessary to maintain the integrity of the school environment, to protect other students, or to enforce safety regulations. Students should be aware their assigned lockers are accessible to school officials and are subject to search at the discretion of school officials.

School lockers and school desks are the property of the school not the student. The users of lockers, desks and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any thing that should not be at school.

When school officials have reasonable suspicion to believe weapons, drugs, or objects prohibited by school policy or state law are in the student's possession, they may search the student's person, personal belongings, book bags, backpacks, clothing, etc.

Also, students should be aware that automobiles parked on the school premises or in the school parking lot are subject to search by school officials when there is reasonable suspicion.

When a reasonable suspicion exists, general or individual searches may be conducted under the authorization of the principal or his/her designee.

### **Non-Discrimination Policy**

TRSB Policy AC

The School Board in accordance with the requirements of 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.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-

discrimination shall be received by the superintendent or his/her designee.

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 or 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.

Statutory Reference:  
RSA 354-A:7, Unlawful Discrimination Practices  
Appendix AC-R

## **Parking Regulations**

The right to drive on public roads is subject in all areas of the United States to control by the state government authorities. Such institutions as schools commonly feel the need to regulate automobile usage connected with them for the sake of both students and the school. It is the feeling of the administration and school board that students should avail themselves of the bus transportation provided by the district. Parents are reminded that bus transportation is the safest mode of travel for their child.

**Student parking on school property is essentially a senior privilege.** To be eligible for this privilege, a student must achieve a qualifying Grade Point Average (Seniors-1.5, Juniors-2.0). **Spaces not used by seniors will be available on a limited basis to juniors by means of a quarterly lottery.** However, juniors who are involved in school-sponsored internships or who attend an approved vocational education program other than at Salem High School will be issued parking permits directly when appropriate.

It is School Board Policy that all vehicles parked on school property must be registered with the school. Students who do not register their vehicle with the school and have not obtained a parking hanger will be ticketed or towed without notice at the owner's expense. Students with parking privileges may only park in spaces designated for students.

Driving and parking a vehicle on school property is a privilege for students, and this privilege may be revoked at any time due to

excessive tardiness, absences, unsatisfactory academic performance, parking violations or violations of the discipline code.

The following procedures and rules apply:

1. Students are not to park in areas designated for faculty and visitors. Students spots will have the letter "S" before the number and the Faculty spots will have the letter "F" before the number. Students may only park in assigned spots and may not park on any other district property.
2. Eligible students will be issued parking hangers upon presentation of their valid driver's license, car registration, and proof that the vehicle is insured.
3. There will be an administrative fee charged for each parking permit.
4. Only vehicles with valid parking hangers may be parked at the designated student lots. The parking hanger must be hung from the front inside mirror, clearly visible upon inspection. It is recommended that students keep their cars locked at all times.
5. There are times when it may be necessary for an eligible senior to drive another automobile to school. When this occurs, the senior must notify the building principals' office and place their parking hanger in that automobile.
6. Parking is prohibited on both sides of Greenough Road, from the eastern property line boundary of the Vic Geary Drop-In Center to the Atkinson town line, except for off-street head-in parking along the area known as "the fence."
7. Parking hangers are not transferable to any other student. A parking hanger is only valid when used by the student to whom it is issued and if that student is using another car for the day, he/she must follow the procedure in # 5.
8. Vehicles parked improperly or in non-designated parking areas such as fire lanes and handicapped areas may be ticketed by the Plaistow Police Department and/or towed at the owner's expense. Underclassmen who park illegally will forfeit their future parking privileges.
9. All automobiles parked on school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs, or objects prohibited by school policy or state law are contained therein.
10. Students with hangers are to park in their assigned parking spaces only. Violation of this rule will result in the following: ticketing and/or loss of parking privilege
11. When a student's assigned space has been taken by another vehicle, park in the closest space available and report the matter to the front office in the Parking Log book, noting your own vehicle

information and the number of the space you parked in. Failure to follow this procedure may result in ticketing.

All students need to understand that if they bring a car, which is not registered with the school; it may be ticketed or towed without warning and at the owner's expense.

### **Assemblies**

Any organization at the high school that wants to hold an assembly must complete the student activity request form. Completed forms are to be submitted to the building principal.

Assemblies will be coordinated by an identifiable high school staff member. Once the event has been approved, a representative from the requesting organization will meet with the building principal to review the program. The main office will dismiss students from classes to attend the event.

### **School Cancellation or Delayed Opening**

TRSB Policy EBCD/EBCE

When it is necessary to cancel school for the day or to delay the opening, information will be broadcast over the following radio and television stations early in the morning:

#### **Radio**

WERZ - Portsmouth  
WOKQ - Dover  
WGIR - Manchester

#### **Television**

WBZ - Boston Channel 4  
WCVB - Boston Channel 5  
WMUR - Manchester Channel 9

### **School Safety and Violence Prevention**

TRSB Policy JICK

The Timberlane Regional School District expects that students will treat each other with dignity and respect, and that they are entitled to participate in the educational process and school activities without being subjected to any kind of hazing, bullying, or harassment. These forms of behavior will not be tolerated; suspected or alleged instances will be investigated and appropriate action will be taken. (See the Discipline Code for further information on these subjects.)

#### **Hazing**

(JICFA)

Hazing is defined as any conduct, coercion, or intimidation used as a method of initiation into a student organization or team, which is likely to endanger the physical or mental health of any student. Keep in mind

that, under the law, the implied or even express consent of any person toward whom any act of hazing is directed is not a defense for hazing.

### **Bullying**

Bullying according to New Hampshire RSA 193-F is defined as a form of pupil harassment. It is conduct which subjects a student to insults, taunts, or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. It is characterized by forms of intimidation that seek to control the behavior of others.

### **Harassment**

Harassment is defined as unwelcome, harmful behavior towards another student. This behavior is annoying, bothersome, and/or physically or emotionally injurious. Harassment can take the form of, but is not limited to, verbal and/or written remarks, gestures, innuendoes, cruel personal jokes, teasing, gossip, symbols, or physical contact. No one is allowed to harass you based on your race, religion, nationality, language, ethnic background, physical appearance, gender, disability, sexual orientation or physical and/or mental capacity.

### **Sexual Harassment (JBAA & JBAA-X)**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or electronic communication or physical conduct of a sexual nature or related to a person's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating a hostile, intimidating or offensive environment; or
- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual

**Any student who believes that he/she has been the victim of hazing, bullying, or any form of harassment shall report the incident(s) to the school principal, assistant principal or guidance counselor.**

**Notice:** Pursuant to the amendment of RSA 193-F the Pupil Safety and Violence Prevention Law in June, 2004, **the school is required to inform parents and legal guardians of students who have been bullied or harassed** that they **have the right to appeal** the principal's decision in such matters to the superintendent within 10 days of notification that their child has been bullied or harassed. If the parents

or legal guardians are not satisfied with the superintendent's decision, they may appeal in writing within 10 days to the school board. If the parents or guardians are not satisfied with the local school board's decision, they may appeal to the State Board of Education pursuant to RSA 193-F. Such an appeal shall be in writing and filed with the Commissioner of Education with a copy to the superintendent of schools and mailed to Stephen Berwick, NH Department of Education, 101 Pleasant Street, Concord, NH 03301. The State Board of Education shall notify in writing all parties involved on its decision.

### **Senior Privileges: Rationale**

The matter of senior privileges falls within the context of Timberlane's Mission Statement. Just as the overall task of education is a shared responsibility, so too, senior privileges can exist only within a context of shared responsibility.

Privileges for seniors do not automatically come into effect along with senior academic status, nor do privileges come with payment of class dues. Seniors earn and maintain senior privileges through appropriate academic and social behavior.

The administration, in consultation with senior class and teacher representatives, has the responsibility both to set the standards for appropriate academic and social behavior and to determine the specific privileges to be granted.

It is hoped that students will value privileges that have been earned through responsible behavior. This will create a sense of personal accomplishment as well as foster respect and cooperation within the school community.

### **Senior Privileges: Eligibility**

1. Academic Performance  
Academic Performance will be reviewed on a quarterly basis. In order to earn certain privileges, seniors must maintain a cumulative 1.5 grade point average each quarter. Only report card grades will be used to determine eligibility, not progress reports.
2. Social Behavior  
Seniors will abide by all rules governing acceptable behavior as expected of seniors in high school and will not abuse, in any way, senior privileges. Upon a third suspension, a senior may lose all privileges for the remainder of the school year. A senior may appeal a loss of privileges through the building principal.

## **Senior Privileges: Listed**

Seniors at Timberlane Regional High School may be eligible for the following senior privileges:

### **1. Parking**

Parking spaces are very limited at the high school; therefore, seniors should remember that parking on school property is a privilege that must be earned and that can be revoked by the administration. Seniors wishing to obtain a senior parking permit must do the following:

- a. Complete a parking application/registration card.
- b. Submit a copy of a valid driver's license.
- c. Submit a copy of the car registration.
- d. Submit proof that car is insured.
- e. Pay a designated fee for a parking hanger.

### **2. Unassigned Periods**

Every senior will be required to be enrolled in five courses. For the remaining periods, seniors will not be assigned to study halls unless they disrupt the educational environment or violate the discipline code.

- a. Seniors must remain in the cafeteria, courtyard, library, or other designated area during their unassigned periods. Please note that this includes the first and last five minutes of a period.
- b. Seniors, with specific written teacher permission, can be in the corridors during unassigned periods to conduct school business.

### **3. Examination Exemption**

Any senior who has maintained an "A" average (90-100) in a course may be exempted from the final examination in the course, at the teacher's discretion.

### **4. Media Center Passes**

Seniors in good academic and behavioral standing may utilize this facility during an unassigned period.

### **5. Student Courtyard**

During the fall and spring months, Senior unassigned periods may be spent in the student courtyard. Seniors must realize that classes are being held and appropriate social behavior is expected. If classes are disrupted, the courtyard will be closed. Seniors are also expected to keep the following rules:

- a. Proper dress is required; sunbathing is not permitted.
- b. Lying on tables or ground is not permitted.
- c. Keeping the courtyard clean is required.
- d. Avoid destructive, dangerous, distractive or provocative behaviors.

- e. Electronic devices are for private listening only.

#### 6. Cafeteria

During unassigned periods, seniors may spend their time in the school's cafeteria. Seniors are expected to follow these rules while in the cafeteria:

- a. Seniors must keep the cafeteria clean during unassigned periods.
- b. Seniors are to be seated in the cafeteria closest to the window parking lot, and are not to sit on top of the cafeteria tables.
- c. Seniors will also have the opportunity to buy late breakfast in the cafeteria.
- d. Seniors going to the cafeteria are to take care of their needs (lockers, etc.) between classes.
- e. The noise level in the cafeteria is to be kept to an acceptable level conducive to a good learning environment for the rest of the school.

#### 7. Senior Sign In/Out

Sign in/out procedures for seniors with unassigned periods will be announced at the first senior assembly. Seniors who fail to comply with this requirement may lose their unassigned periods. Also, any senior who leaves the building without permission during his/her unassigned periods may lose parking privileges and receive other disciplinary consequences, including loss of privileges.

### **Special Education and 504 Accommodations**

Students and parents who feel the student may be eligible for special education or 504 accommodations should contact the student's guidance counselor

### **Student Pass System (Agenda Book)**

Students who are in corridors at times other than the passing time between periods must have a pass written by a teacher or administrator. Students are required to report to an assigned class or study hall on time. If a teacher detains a student, a pass from that teacher will be necessary to present to the teacher to whom he/she is supposed to report. In most instances, the pass may be written in the Student Agenda booklets under the current date.

Students requesting permission to leave a study hall for an area other than the media center must present a pass from the teacher they wish to see. In other words, a student must make prior arrangements with the teacher to whom they will report. The student must have the pass in

his/her possession when he/she arrives at the study hall. The study hall teacher will initial the pass.

Students who are using the library during a study hall period must have a pass issued by the media center staff. This pass is to be left in the media center, when the student checks in at the front desk.

### **Student Grievance Procedure**

A grievance is generally defined as a complaint by a student about a staff member or administrator concerning unfair disciplinary practices or procedures. The burden of proof is always placed on the student, and the decision of the building principal is binding and final.

A grievance procedure is established to encourage open communication. Forms are available in the Main Office. All grievances must be initiated within 24 hours after the alleged unfair practice took place. All grievances must be submitted in writing to a guidance counselor or building principal, and the student should use the following procedures:

- a. See Counselor/Administrator for an appointment, which must be scheduled within four days of reception of the submitted grievance.
- b. If unresolved, an appeal should be made to the following administrators:

Grades 9	Grade 10	Grade 11	Grade 12
Mrs. DiNola	Mr. Kiley	Mr. Leary	Assigned A.P.
- c. The final step, if the matter remains unresolved, is an appeal to the building principal or his designee. All appeals will be held within four days and a final determination will be rendered.

If the student grievance is regarding an administrator, the student will use the same procedure as indicated above, using the order listed below:

- 1. Counselor
- 2. Assistant Principal
- 3. Building principal

### **Study Halls**

Study hall students will follow the rules and regulations established by the study hall teacher. Students with media center and/or teacher passes must report to their study hall teacher first for attendance purposes. Students failing to sign out of study hall may have their use of the media center restricted.

### **Visitors to School**

TRSB Policy KI

Due to safety and academic considerations, all visitors to the high school are to check into the Main Office upon entering and leaving the building. Visitor badges will be issued, and visitors will be required to wear these badges for the duration of their visit. Social visits should take place at the end of the school day. Students are not allowed to bring “guest students” to school.

## **Introduction to the District Code of Discipline**

### **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 code of discipline 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 Code of Discipline has identified two classifications of unacceptable student behavior. They include major and minor infractions. At all times Federal and State Education laws, School District Policy, and stipulations in the Code of Discipline and Student Handbook are to be adhered to and enforced.

**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.

### **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 as a major infraction.

### **Types of Consequences:**

#### **Detention**

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

#### **Suspension**

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

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

#### **Request for Assistance**

A number of programs and counseling services are provided to students in the Timberlane Regional School District 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:

Winfried Feneberg, Assistant Superintendent  
SAU 55 - 30 Greenough Road  
Plaistow, New Hampshire 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

### **Directory Information**

A school district may designate certain personally identifiable student information as “directory information”.

1. Disclosure of directory information does not require consent of the parent or eligible student.
2. Directory information may include the student’s name, address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the previous educational agency or institution attended by the student, and other similar information.
3. Parents wishing to insure that this information is not released by the school must make a written request to the principal of the school.

### **Bus Conduct**

Students using District Transportation must understand that they are under the jurisdiction of the school from the time they arrive at the bus stop until they exit the bus stop. The safety of all students while riding the bus is a major concern. Students are expected to behave in a courteous and safety-conscious manner while on the bus. Timberlane students are required to obey the directions of the bus driver and to conduct themselves in a reasonable and orderly manner. For this

reason, visual and auditory devices have been installed for security. The following bus policies apply to all Timberlane Regional School District Students.

1. Students should be at the bus stop at least five minutes before the bus arrives. The bus driver is not required to wait. Students must cross the street in front of the bus, waiting for the driver's "thumbs up" signal before crossing. Students are expected to act appropriately at the bus stop: pushing, shoving is not permitted.
2. Upon entering or exiting the bus, students should use the hand rail when climbing or descending the steps. Students must take a seat immediately. The law allows three students to a seat, if necessary, and the bus driver may assign seats. Finally, the students are expected to remain seated until the designated stop has been reached. Students must also keep aisles and exits clear. Books and other personal property must be kept on the student's lap or under the seat.
3. Only authorized riders are permitted on the bus. Students will only ride the bus to which they have been assigned, and get on and off at their own stop. Students must have a parent note to take another bus or get off at a different stop. The parent request must be received by first period and approved by administration. Such requests will be honored on a space available basis.
4. Profane language, gestures, excessive noise, fighting, throwing things in or out of the bus, or other disorderly behavior will not be tolerated. Students are to keep their hands and feet away from other students and their property. Heads, hands and feet will be kept inside the bus.
5. All acts of vandalism will be dealt with under the code of discipline with full restitution. There will be no marking or defacing of the bus. Students are not to touch any safety equipment on the bus. The emergency door is for emergencies only.
6. No food (including candy and gum) or drink is allowed on any bus runs or trips.

#### *Bus Behavior Consequences*

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

#### **Notice of Search**

Students should be aware their assigned lockers will be jointly accessible to the student and school officials. Lockers may be subject to search at the discretion of school officials who have reasonable suspicion that a student is in possession of weapons, drugs, stolen property or objects prohibited by school policy or state laws. A search may also include, but is not limited to: the person, book bags,

backpacks, clothing, etc. Also, students should be aware that automobiles parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs, or objects prohibited by school policy or state laws are contained therein.

#### **Chain of Command**

Parents are reminded that when dealing with disciplinary concerns regarding a son or daughter they should be addressed at the building level first, starting with the teacher then guidance counselor, and then an administrator.

#### **Computer/Internet “Acceptable Use Policy”**

EGA-R

*(See the full Computer/Internet ‘acceptable use policy’ in the Student Handbook. Also, see section 10.1 of the High School Code of Discipline)*

### **High School Code of Discipline**

Timberlane Regional High School is a place for students to obtain the best education possible. Common sense, self-discipline, respect, and understanding are the keys to providing an environment for learning for over 1,500 students. When students do not conduct themselves appropriately, we employ a multi-level system of discipline.

#### **Detention (JKB)**

In instances of minor infractions of school or classroom rules, a detention will be assigned.

Students will be given a 24-hour notice for any detention to be served. Detention will be held Tuesday, Wednesday, and Thursday when late buses are provided. The teacher or an administrator will inform a student of the detention date. The student will then be expected to attend the detention and to be punctual.

#### **Detentions fall into three categories:**

##### **Teacher Detention**

Teacher’s detention will be held at the discretion of the teacher and will be assigned in reference to such infractions as:

- Late to class
- Disrespect to staff member
- Misbehavior or failure to abide by class guidelines

**Administrative Detention**

Detentions will be held from 2:15 to 3:10 PM on Tuesday, Wednesday, and Thursday. If a student fails to serve an administrative detention, the student will be assigned a Saturday detention. Repeated violations may result in suspension.

**Saturday Morning Detention**

Saturday Morning Detention, although intrusive into both students and parents' lives, is used to deter offenders of the attendance policy and discipline code. Saturday Morning Detention begins at 8:30 AM. No excuses for tardiness will be accepted. The program ends at 11:00 AM. Students who fail to attend a Saturday morning detention will be suspended. Students who are concerned about not being able to attend an assigned Saturday morning should make certain that their behavior does not bring them to that point.

The school reserves the right, depending upon the severity of the offense and the number of times the offense has been repeated, to assign any combination of suspensions and/or Saturday morning detentions.

**Suspension (JKD)**

When a student commits a serious violation of school rules, a high school administrator will assign a suspension when it is deemed appropriate. Any time a student is suspended,

- An administrator will make a reasonable attempt to notify the parent as soon as possible by phone or email. In addition, an administrator will send a letter to a parent/guardian.
- The student will be held responsible to meet with their teachers to make up all assignments, quizzes and tests as soon as the suspension ends.
- The student will not be allowed on school property and will not be eligible to participate in or to attend any school activity for the length of the suspension.

**Levels of Suspensions and Conferences resulting from multiple suspensions or serious infractions of the Discipline Code:**

In all such instances, a certified letter will be sent to the parents advising them that they are to schedule the appropriate level conference and that refusal to attend the conference will be viewed as parental negligence and could be referred to Social Services.

**Level I Suspension and Conference**

Five-day suspension; parent and student conference with the principal; referral to the Student Support Team (SST); letter to the Superintendent.

**Level II Suspension and Conference**

Ten-day suspension; parent and student conference with the Superintendent and high school administrator.

**Level III Suspension and Conference**

Ten-day suspension with an additional minimum suspension of ten days by the Superintendent of Schools; parent and student conference with the Superintendent; referral to the School Board to consider suspension for the remainder of the school year.

**Any suspension greater than ten days may be appealed to the Superintendent of Schools.**

When in the judgment of the Superintendent of Schools it is necessary, **a student may be referred to the School Board for a serious infraction, regardless of the number of cumulative suspensions.**

Students who have been suspended from school for the remainder of the school year by the School Board may request re-admission prior to the first week in August of the following school year. A meeting will be held with the principal and/or the principal's designee to hear the request in order to render a disposition. All parties involved will sign a contract containing the re-entry agreement prior to re-admission.

## **Disciplinary Concerns**

**1.0 Weapons/Dangerous Objects (JICI)**

It is the responsibility of the school administration to protect every student and staff member from any possible injury. The possession of any type of knife, razor, or other dangerous object or weapon in school greatly increases the risk of accidental injury to both the student carrying the object and to others.

Therefore, weapons and/or dangerous objects of any kind are not allowed in the building, lockers, and buses or anywhere on school property. A weapon shall be defined as either of the following:

- a. A firearm as defined in Section 921 of Title XVIII of the United States Code, *or*
- b. Any device, object, or artifact that has been determined by the Superintendent of Schools to be dangerous to any student or faculty member.

“The Superintendent, principal, teacher or security personnel of the school (authorized personnel) may detain and search any student or students on the premises of the public schools or while attending or while in transit to any event or function sponsored or authorized by the school when that authorized person has reasonable suspicion that the student may have on the students’ person or property, alcohol, dangerous weapons, electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have taken from a student, a school employee or the school during school activities or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.” (JIH-R)

Students found in possession, selling, or distributing, or being in the presence of any weapon and/or dangerous object will be subject to the following:

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

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

## **2.0 Alcohol and Other Drugs** (JICH)

The local and school communities support all efforts in educating our youth to the dangers of alcohol and other drugs. The Timberlane

Regional School Board strongly endorses the concept of prevention through education and intervention.

The “Alcohol and Other Drugs Policy” is based on the belief that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives: spiritual, emotional, physical, intellectual and social. Early use of alcohol or other drugs greatly increases the likelihood of future problems.

Substance abuse and chemical dependency can cause physical illness and injury, impair judgment, limit mental capacity and impact negatively on the learning and socialization process of both the abuser and the people around them.

Because of the seriousness of the consequences to young people who are abusing substances, the administration will take a hard line with anyone violating the alcohol and other drugs policy. Because we care about the overall health of students, we will carry out this policy with care and compassion.

### **2.1 Possession and/or Use of Alcohol or Other Drugs**

Possession and/or use of alcohol and/or other drugs as well as misuse of over-the-counter or commercially available products (such as white-out) are prohibited. All prescription medication is to be turned into the nurse, or it becomes subject to the discipline code. A student shall not possess, use, be under the influence of, or knowingly be in the presence of alcohol or any illicit drugs such as, but not limited to, barbiturates, amphetamines, narcotics, hallucinogens, marijuana, or any other controlled substances while on school property and/or at any school event at any time.

In all cases where alcohol and other drug usage are suspected, the following procedures will be implemented:

- a. Staff member notifies a school administrator.
- b. Upon reasonable suspicion, the administrator will conduct a search by having the student empty his/her pockets, backpack, etc. A breathalyzer test may be administered. The search will also include the student’s locker and, if the student drives to school, his/her vehicle.
- c. The school nurse will conduct an assessment and report the results to the referring administrator.
- d. In all cases of suspected alcohol and drug usage/possession, the parents will be immediately notified and the student referred to the Student Assistance Program for a voluntary assessment.

Students found to be under the influence or in the possession of alcohol and/or other drugs are subject to the following actions:

- a. Immediate parent notification
- b. Immediate notification of the proper authorities

**First Offense:**

Up to ten-day suspension with possible referral to the Superintendent of Schools for the purpose of recommending an additional ten day suspension. Referral to the Student Assistance Program.

**Additional Offenses:**

Ten-day suspension with referral to the Superintendent of Schools for the purpose of recommending an additional ten days and referral to the School Board for consideration of suspension for the remainder of the school year. Referral to the Student Assistance Program.

**2.2 Selling or Distributing Alcohol or Drugs**

Distribution of alcohol and/or drugs is prohibited. A student shall not buy, sell, or distribute alcohol and/or drugs on school property at any time. Students violating this policy are subject to the following:

- a. Immediate parent notification
- b. Immediate notification to the proper authorities
- c. Referral to the Student Assistance Program
- d. Up to ten-day suspension with referral to the Superintendent of Schools for the purposes of recommending an additional ten days and referral to the School Board for consideration for suspension for the remainder of the school year.

**Parents and students must be aware that Section 2.1 and 2.2 refer to possession on his/her person, or any place on school property including bus transportation to and from school, co-curricular activities (home or away) or on any school sponsored trip.**

**2.3 Drug Paraphernalia**

A student shall not possess on his/her person or any other place on school property (including bus transportation to and from school), such as lockers, or desks, any type of drug paraphernalia, including: pipes, rolling papers, clips, etc. Any violation of this policy will result in the following:

- a. Immediate parent notification
- b. Immediate notification of proper authorities, and referral to the Student Assistance Program

**First Offense:**

Up to five-day suspension.

**Additional Offenses:**

Up to ten-day suspension with referral to the Superintendent of Schools for the purpose of recommending an additional ten days and referral to the School Board for consideration for suspension for the remainder of the school year. Referral to the Student Assistance Program.

**2.4 Possession or Distribution of Counterfeit Drugs**

Possession or Distribution of Counterfeit Drugs or anything represented as a Controlled Substance will result in:

- a. Immediate parent notification
- b. Immediate notification to the proper authorities

**First Offense:**

Up to five-day suspension with possible referral to the Superintendent of Schools for the purpose of recommending an additional ten days. Referral to the Student Assistance Program.

**Additional Offenses:**

Ten-day suspension with referral to the Superintendent of Schools for the purpose of recommending an additional ten days and possible referral to the School Board for consideration for suspension for the remainder of the school year. Referral to the Student Assistance Program.

**2.5 Smoking (JICG/ADC/GBED)**

Smoking is unhealthy, and contributes to, or is a direct cause of, many serious ailments. Passive smoke is also unhealthy and contributes to allergic reactions, irritated eyes, and other discomforts for the non-smoker. Recognizing that smoking tobacco or the use of any other type of tobacco products is both illegal for all who are under 18 years of age and for anyone on school property, and can, in fact, cause severe and life threatening physical complications, **Timberlane Regional High School remains committed to maintaining a smoke-free environment for all students and staff.**

Timberlane Regional High School, in compliance with the law, will not allow students to possess cigarettes, chewing tobacco, snuff, lighters, matches, etc., on school property or during any school-related function. Students are considered to be smoking when they have a cigarette lighted or unlighted, in hand; when smoke is coming out of the student's mouth or nose; or when circumstances are such that it is

apparent that the student has been smoking; i.e., alone in a room filled with smoke and a cigarette lies at the feet of the student, etc.

If a student enters a room that is full of smoke, he/she should immediately notify a teacher on duty or an administrator.

Any student suspected of smoking will be subject to search and seizure for any smoking product and the following disciplinary consequences:

**First Offense:**

A minimum of a Saturday morning detention with mandatory participation in Smoking Education/Quit Smoking Group, and an incident report will be filed with the local police department.

**Second Offense:**

A minimum of a one-day suspension and referral to the Student Assistance Program for individual assessment, and the local police department will be called to the school to issue a summons.

**Third Offense:**

A minimum of a two-day suspension with referral to the Student Assistance Program for additional services, and the local police department will be called to the school to issue a summons.

Any subsequent offense will be referred to the principal for further disciplinary action.

**3.0 Assault on a Staff Member**

One of the objectives of the educational process is to nurture growth in young people so that conflict resolution is learned. The importance of being able to solve interpersonal problems without violence or physical contact cannot be overstated, and we, as professional educators, will continue to stress the necessity of learning to resolve differences of opinion through appropriate dialogue.

Use of force (and threatened use of force) against any staff member will be considered an assault, and will not be tolerated. Students violating the provisions of Section 3.0 are subject to the following:

**3.1 Physical assault on a staff member:**

- a. Immediate parent notification
- b. Immediate notification to proper authorities
- c. Ten-day suspension with referral to the Superintendent of Schools for the purpose of recommending an additional ten days and referral to the School Board for

consideration for suspension for the remainder of the school year.

**Threats of use of force or physical assault on a staff member:**

**First Offense:**

Up to ten-day suspension with possible referral to the Superintendent of Schools for the purpose of recommending an additional ten days and referral to the School Board for consideration for suspension for the remainder of the school year.

**Additional Offenses:**

Ten-day suspension with referral to the Superintendent of Schools for the purpose of recommending an additional ten days out of school suspension and possible suspension for the remainder of the school year.

**3.2 Verbal Abuse of a Staff Member**

Recognizing that conflict resolution is not solved through verbal abuse, students who use profanity, obscene gestures, etc., towards a staff member will be subject to the following:

- a. Immediate parent notification
- b. Up to two-day suspension

**4.0 Physical Assault on a Student**

Settling differences through physical altercation, (or threatened use of force), is unacceptable social behavior which endangers others and **will not be tolerated** anywhere on school property or at school-related functions (including athletic events, field trips, dances, etc.). It is also against school policy for students to instigate or encourage a fight.

The act of provoking, inciting or otherwise causing a confrontation, which creates a risk of harm to any other student, will be considered as a student assault. In all cases of physical assault, a school incident report will be completed and filed with the local police department. Students violating 4.0 will be subject to the following:

**First Offense**

- a. Immediate parent notification
- b. Up to ten-day suspension
- c. Notification of the proper authorities
- d. Referral to Student Assistance Program

**Repeated Offense – Physical Assault on a Student**

- a. Immediate parent notification
- b. Notification to the proper authorities
- c. Ten-day suspension with referral to the Superintendent of Schools for the purpose of recommending an additional ten days and referral to the School Board for consideration for suspension for the remainder of the school year.

**5.0 Extortion/Theft of School or Personal Property**

Any student who steals or who attempts to force an individual to give up personal belongings, money or anything else considered the property of another is subject to the following:

- a. Immediate parent notification
- b. Immediate notification to the proper authorities
- c. Full restitution

**First Offense:**

Up to ten-day suspension

**Additional Offenses:**

Ten-day suspension with referral to the Superintendent of Schools for the purpose of recommending additional ten days and referral to the School Board for consideration for suspension for the remainder of the school year.

**6.0 Hazing/Bullying/Harassment (JICFA-JICK)**

Timberlane recognizes that students are expected to treat each other and all staff members with dignity and respect and are entitled to freedom from any kind of personal hazing/bullying/harassment. At the high school, **no form of hazing/ bullying/ harassment will be tolerated. A student who feels he/she is a victim of hazing, bullying, or harassment should bring the matter to the attention of a teacher, counselor, or principal.**

**6.1 Hazing** is identified, by NH RSA-631: 7, as "any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when such an act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person, particularly when such an act is a condition of initiation into, admission into, continued membership in or association with any organization or group."

Any student who knowingly participates in the hazing of another student or who knowingly submits to hazing and fails to report it, or who is present at or otherwise has direct knowledge of any student

hazing and fails to report it to an administrator or law enforcement agent will be subject to the following:

- a. Immediate parent notification
- b. Notification of the proper authorities, including the Superintendent and law enforcement officials.
- c. A three-day suspension (minimum)
- d. For multiple offenses, up to a ten-day suspension with referral to the Superintendent of Schools for the purpose of recommending an additional ten days.

**6.2 Bullying** is identified, by New Hampshire RSA-193-F: 3, as a form of harassment. It is defined as “subjecting a student to insults, taunts, or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response.” It is recognized by the school administration that bullying is characterized by a pattern of repeated offenses, such as the ones listed above.

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

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

**6.3 Harassment** is identified, by NH RSA 644-4, as unwelcome, harmful behavior towards another person. This behavior must be purposefully annoying, alarming, bothersome, and/or physically or emotionally injurious. Harassment can take the form of, but is not limited to, verbal and/or written remarks, gestures, innuendoes, gossip, symbols, or physical contact.

Students who harass another student will be subject to the following:

- a. Immediate parent notification
- b. Possible suspension and notification of proper authorities depending upon the severity and/or frequency of the behavior.
- c. Harassment warning formally issued by an administrator.

**Repeat Offense after Harassment Warning**

Any student who continues to harass students or staff members will be subject to the following:

- e. Immediate parent notification and conference
- f. Notification of the proper authorities

- g. Three-day suspension (minimum)

When in the judgment of the principal it is necessary, a student may be referred to the Superintendent of Schools for a serious infraction, regardless of the number of harassment referrals.

**Sexual Harassment** (JBAA) is a particularly offensive type of harassment that consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or communication of a sexual nature. Some examples of sexual harassment include: sexual innuendo, verbal harassment, including derogatory comments or slurs, or inappropriate comments about a person's body or appearance; physical harassment such as unwanted touching, patting, or pinching, or physical interference with movement or work; electronic harassment, such as sexting; or visual harassment such as derogatory cartoons, drawings, posters or graffiti. This also refers to offering benefits for sexual favors.

Students who sexually harass other students or staff members will be subject to the consequences listed in section **6.3**.

**Notice:** Pursuant to the amendment of RSA 193-F the Pupil Safety and Violence Prevention Law in June, 2004, the school is required to inform **parents and legal guardians of students who have been bullied or harassed** that they **have the right to appeal** the principal's decision in such matters to the superintendent within 10 days of notification that their child has been bullied or harassed. If the parents or legal guardians are not satisfied with the superintendent's decision they may appeal in writing within 10 days to the school board. If the parents or guardians are not satisfied with the local school board's decision, they may appeal to the State Board of Education pursuant to RSA 193-F. Such an appeal shall be in writing and filed with the Commissioner of Education with a copy to the superintendent of schools and mailed to Stephen Berwick, NH Department of Education, 101 Pleasant Street, Concord, NH 03301. The State Board of Education shall notify in writing all parties involved on its decision.

#### **7.0 Destruction of School or Personal Property (JICB)**

In many surveys nationwide, educators, parents, and students complain most about the depressing physical conditions of their schools. We, at Timberlane, take a great deal of pride in maintaining a physical environment conducive to good learning, and we applaud and congratulate the vast majority of our student population who show their concern for the condition of the school building and its contents by acting appropriately.

When you walk into a building where lockers remain in good condition, walls remain graffiti free, furniture is unbroken, and the floors are clean, then you are in a place where all people who utilize the space make a collective effort to keep it in good condition. It is the administration's responsibility to ensure that this message is consistently presented, and that those who choose to abuse the physical structure of the building, or its contents or grounds, will be properly disciplined.

Willful destruction/abuse of school property, such as, but not limited to books, desks, chairs, windows, equipment, and operating software, or of personal property belonging to others, is unacceptable and will not be tolerated. Students who violate Section 7.0 will be subject to the following:

- a. Immediate parent notification
- b. Restitution for the repair or replacement of property destroyed or damaged
- c. At the discretion of the principal, a suspension may be invoked.
- h. Depending upon the severity and/or frequency of the offense, proper legal authorities and/or the Superintendent of Schools may be notified.
- i. Students may be assigned to an appropriate work detail in response to damage caused.

### **8.0 Class Cuts**

All class cuts will be defined as unexcused absences, and they will be dealt with as a violation of the Attendance Policy. Parents will be notified, and students will receive a disciplinary consequence ranging from a detention to a suspension depending upon the number of infractions.

### **8.1 Leaving the Building**

As soon as students arrive on school property, they are expected to enter the building. Students are expected to stay within the confines of the building unless supervised by a staff member. Any student who leaves the building without permission from a school administrator will be subject to the following:

- a. Disciplinary consequences up to a suspension
- b. Academic consequences for cutting classes
- c. Loss of parking privileges, if applicable

## **8.2 Tardiness**

Being on time is an important lesson students need to learn. Tardiness is bothersome and distracting to those who have already begun to work in the classroom. There usually are adverse academic consequences due to excessive tardiness, and the teacher will assign detentions. Teachers will notify the administration of incidents of excessive tardiness.

Students are reminded that the Timberlane School Board does not recognize open campus and, as such, if seniors or eligible juniors have unscheduled periods at the beginning of the school day, they must sign in 10 minutes prior to their first scheduled period. Also, if an eligible student's schedule ends before the school day, he/she must sign out each day. No one may leave the building without administrative permission during the school day.

## **8.3 Truancy (JHB)**

An absence from school without parental permission will be considered an unexcused absence and the student will be considered truant. Students who are truant will be subject to the following:

- a. Up to two-day suspension, including assignment to Saturday detention(s)
- b. Inability to make up any missed assignments
- c. Loss of parking privileges, if applicable

## **9.0 School-Based Offenses**

It is not possible to list all offenses that may occur during the school year. The following, however, is a list of offenses that most commonly occur; the list is not all-inclusive, and violations not covered by this code will be dealt with, as the administration deems appropriate.

The following school based offenses carry with them a range of possible disciplinary actions, from a simple warning to a suspension. The degree of the disciplinary action will be directly related to the severity and frequency of the offense and to the student's past disciplinary record. The following are school-based offenses:

- a. Gambling and card-playing of any type
- b. Forging notes or passes
- c. Being insubordinate
- d. Refusing to identify yourself upon request
- e. Provoking or encouraging others to break school rules
- f. Being present in a part of the school building or grounds for no legitimate reason
- g. Engaging in loitering, either in the halls or the bathrooms, throughout the school day or after school

- h. Hacky-sacking or ball playing inside the building, unless under a teacher's supervision.
- i. Skateboarding or rollerblading, etc., on school grounds
- j. Violating the school dress code
- k. Violating the electronic device usage policy
- l. Eating or drinking outside the cafeteria without a classroom teacher's permission

### **10.0 Inappropriate Student Behavior**

Students are expected to conduct themselves in a respectful manner at all times. Students must be aware that the following offenses may result in a suspension, the length of which will depend upon the severity and frequency of the offense and the student's past disciplinary record.

The following are instances of inappropriate student behavior:

- a. Engaging in excessive public displays of affection that might include kissing, caressing, or embracing. Excessive public displays of affection are not appropriate in the school environment.
- b. Engaging in student verbal abuse in the form of racial, ethnic, or religious slurs. This may be deemed harassment.
- c. Engaging in student verbal abuse in the form of profanity, obscenity, or inappropriate gestures. This may be deemed harassment.
- d. Engaging in dangerous behavior such as excessive horseplay and snowball throwing.
- e. Engaging in irresponsible or inappropriate classroom, corridor, or lunchroom behavior.
- f. Engaging in or initiating inappropriate physical contact

Depending upon the severity of the behavior, the student may receive a warning, detention, or suspension. Multiple and/or repeat offenses will result in progressively more severe consequences.

### **10.1 Computer and Internet Usage** (EGA-R)

The use of computers is very important to the educational process at Timberlane. Students are expected to follow the District Internet and Acceptable Use Policy. (*Refer to Student Handbook section related to Acceptable Use Policy, EGA-R*) Parents who do not want their child to access the Internet must notify the building principal in writing by the end of the first week of the school year.

To protect individual rights while maintaining confidentiality and copyright regulations, the following behaviors will not be permitted:

- a. Using another student's sign on, under any circumstances
- b. Giving out one's user name and/or password to another student.
- c. Unauthorized entering, transferring or destroying of files or networks
- d. Using computers to interfere with the work of another student, faculty member, or school operations
- e. Using computers to create or send inappropriate, obscene, abusive, harassing or threatening messages
- f. Accessing inappropriate web sites or getting into a chat room
- g. Attempting to break into the network system and/or to discover a system code, number or password
- h. Inputting or attempting to input a virus into the system
- i. Downloading, copying, or using a "code cracking" file or device
- j. Accessing Internet radio stations or video services (typically referred to as "streaming" audio or video).
- k. Downloading large files, such as movie or music files.
- l. Engaging in multi-player network gaming where data is continuously exchanged among players.

Depending upon the severity and/or frequency of the computer offense, disciplinary consequences will range from a detention to a major suspension as well as a suspension of computer and/or Internet usage from five days to the remainder of the school year. Parent notification will take place in all instances. With serious violations of the Acceptable Use Policy, the proper authorities will also be notified.

## **10.2 Electronic Equipment**

Timberlane strives to set high educational standards, challenging learning experiences and opportunities to all students. For this reason, the use of radios, Walkmans, CD/tape players, or other electronic devices is limited by classroom teacher and administrative directives during the school day (7:20 to 2:10). If these devices are used at inappropriate times and/or contrary to teacher or administrator directives, students will be disciplined and phones may be confiscated. The first option for teachers is to have students put the device away, followed by progressive disciplinary actions, including detentions. If the phone is confiscated by an administrator, a parent will be notified and the student will be assigned a Saturday morning detention. Any student who continues to violate this policy will be subject to progressive disciplinary action, including suspension.

### **10.3 Parking Violations**

(JLIE)

Parking at Timberlane Regional High School is a privilege not a right and may be awarded through proper grade level standing as well as appropriate academic standing and social behavior. Parking violations will be defined as:

- a. Driving recklessly, carelessly, or discourteously on school grounds or in the vicinity of the school.
- b. Parking without a sticker or pass
- c. Transferring a parking sticker to another student or to a vehicle for which the sticker was not issued
- d. Failing to properly display one's parking sticker in plain view
- e. Parking without school registration, without a sticker or a temporary pass
- f. Parking in a space not designated for students
- g. Parking in fire lanes or in areas that are not used for parking purposes.

Parking violations may be subject to the following: fines, loss of parking privileges, towing at the student's expense, Saturday morning detention, or suspension

### **10.4 School Bus Behavior**

(JICC)

All school rules apply while students are on school buses, whether being transported to and from school or on a school-related trip/activity. If there is a discipline problem with a student while on a bus, the high school administration will be notified. Parents will be contacted and appropriate discipline action will be taken. This could include temporary removal from the bus.

**Students/parents should know that the school administration and the bus company may elect to remove a student permanently from the bus for serious infractions.**

*Warning note to all students and their Parents/Guardians:* The School Board has approved the use of audio and video recordings by the Bus Company for the interior of all school buses. (JFCCA)

### **11.0 Demonstrations**

(JFI)

The administration and staff at Timberlane are committed to being responsive to student needs and will make every attempt to intervene and diffuse potentially volatile situations. If students feel the need to meet as a group in order to fully discuss an issue of particular concern with the principal, the following process needs to be implemented.

If a student has an issue that he/she wishes to discuss, he/she should first attempt to resolve any differences through the Student Council and/or the monthly meeting of the Student Voice. If the issue remains unsatisfied, a request may be made to the building principal, who will, in turn, designate a room, date, and a time for a meeting to hear the student's concerns. Student demonstrations are not allowed at Timberlane Regional High School due to their disruption of the educational environment.

**12.0 Academic Dishonesty**      *(Please read the Handbook section on "Academic Honesty and Integrity")*

Academic dishonesty at Timberlane will not be tolerated. Although it may be helpful to work together, it is academically dishonest to claim another's work or thoughts as one's own. In any instance where intentional cheating, plagiarism, copying or improperly sharing of the same materials is detected, the following disciplinary measures will be taken:

First Offense:

- A grade of zero will be assigned to the student
- Parents and the proper administrator will be notified

Second Offense

- A grade of zero will be assigned to the student
- Parents and the proper administrator will be notified
- A suspension from school will be assigned