

Timberlane Regional High School

36 Greenough Road
Plaistow, NH 03865

Tel: 382-6541 Fax: 382-8086
Website: www.timberlanehs.com

STUDENT HANDBOOK

2011-2012

Building Principal

Donald H. Woodworth

Associate Principal

John J. Leary

Assistant Principals

Maria Di Nola

Sean F. Kiley

TBD

Evening Division Administrator

TBD

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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

Lori Aubrey, Chair
Elizabeth Kosta
William M. Baldwin
Robert Collins

Michael Mascola
Peter Bealo
Louis Porcelli
Nancy Steenson
Lisa Withee

Administrators

Richard LaSalle, Superintendent of Schools
Winfried Feneberg, Assistant Superintendent
Scott Strainge., 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

Maria DiNola
Sean F. Kiley
TBD

Evening Division Administrator

TBD

Curriculum Coordinator for Math, Science and Technology

Mark Pedersen

Special Education Director

Rosalyn Moriarty

Student Support Services

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

Guidance Department

A. James Fish
Beth Corkum
Maura Maher

Barry Chooljian, Chair

Robin Mahoney
Heather Roy

English Department

Corey Blais
Eric Constantineau
Jen Clark
Patty Deyermond
Allison Donohue
Julie Patrisso
Meaghan Guanci

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

Matthew Gallant
James Jenkins
Meghan McQueen
Jennifer Pellerin
Jeff Shaw
Christine Smith
Michael Smith
Michael Woodworth

Art Department

Kristina Currier
Michael DiCicco

Dessa Landry, Teacher Leader

Deb St. Germain

Mathematics Department

Jo-Ann Albert
Jeffrey Baumann
Al Bradley
Sue Broadhurst
Caitlyn Clapper
Brett DeBay
Maranda Donnelly

Lee Daneau, Teacher Leader

Michael Grenier
Jeffrey Hill
Stacey Kendall
Jeanine Luther
Lorraine Mascioli
Dorette Migliori
Bill Vickers

Music Department

Kenneth Clark
Robert Harrington

Anthony DiBartolomeo, Director

Louise Pajak
William Metevier
John Zevos

Physical Education Dept.

Paul Cardone
Dan Donovan
Kevin Fitzgerald

Angelo Fantasia, Director

Mark Pasquini
Melinda Ryan
Katie Strey

Science Department

Stephanie Barkanic
Mark Cerniglia
Steve Delcambre
Ron Edmiston
Neville Fernando
Roxanne O'Connor
Sean Peters
Steven Rugoletti

Lou Broad, Teacher Leader

James Fraser
Erica Gregson
Meghan Marley
Ben Morse

Stacy Sinibaldi
Tim Thomas

Social Studies Department

Suzanne Basso
Daniel Donnellan
Daniel Joyce
Kristen Lefebvre
Jennifer Libby
James Kelly

John Dube, Teacher Leader

Matthew Hunter
Ray Moore
Tricia Moore
David Morse
Ryan Richman
Joshua Silveira

**Special Education Toni Rogers & Wm. Mealey,
Co-Teacher Leaders**

Bistra Botcheva
Terri Demaine
Cheryl Derby
Elizabeth Ferreira
John Hayes
Noel Houle
Susan Lavrich
Nathan Leveille
Lahlayne Manzi

Joanne Markavitch
Rebecca McHugh
Darlene Nulk
Graham Phillips
Sam Richman
Anna Tantaró
Mimi Trisdale
Deb White
Karie Williams

World Language

Sherry Allen
Jose' Chaves
Dana Giampaolo
Elysa Kirschhoffer

Amy O'Leary, Teacher Leader

Douglas Madsen
Carolyn Morse
Beth Runnells
Mary Widman

Technology Division**Susan Takesian, Teacher Leader****Business Technology**

Wendy Bibeau
Jenny Caouette

Home Technology

Michelle Monti
Lisa Bisson

Industrial Technology

Michael Wilds
Raymond Williams

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

Bell Schedule 2010-2011

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

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

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

TRSB Policy JJAA

Student Store
Timberlane Players (theater)
U.S. FIRST – Robotics
Ultimate Frisbee
Writers' Club
Poetry Slam 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
Thespian Honor Society

Student Government

Freshmen Exec Committee
Sophomore Exec Committee
Junior Exec Committee

TRSB Policy JIBA

Senior Exec Committee
Student Council

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

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.

Athletic, Co-Curricular, and Extra-Curricular Eligibility

TRSB Policy JJIC

1. Students are expected to pass all courses in the prior marking period in order to be eligible for all identified athletic/co-curricular/extra-curricular activities. Students will not be eligible for these activities if they fail or receive an “incomplete” for the prior marking period. Summer courses are not considered when determining eligibility unless they correct a failure from the previous quarter.
2. Students must attain a designated number of high school credits by the beginning of each academic year to be eligible. By 10th grade: 5 credits - By 11th grade: 10 credits - By 12th grade: 16 credits
3. Any student who does not meet NHIAA academic eligibility standards is ineligible to participate in TRHS athletics until the next report card is issued.
4. Suspended students are not eligible for the length of their suspension, including weekends. Any student suspended 3 or more times will remain ineligible until such time an eligibility hearing is conducted and a decision is rendered.
5. A student’s eligibility may be reviewed and denied at any time for unacceptable behavior, poor academic performance or poor attendance.
6. Any activity for which a grade is given, or which is part of the curriculum of a graded subject is not governed by the eligibility standards, i.e., a student is participating in band, orchestra, chorus, drama and performs after hours.
7. Co-curricular and extra-curricular activities identified by a building committee that meet no more than once per week such as intramural sports and special interest clubs are not subject to eligibility requirements.

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. Students who have graduated may not compete in interscholastic athletics.
3. Students must pass five courses during the previous marking period in order to represent the school in any interscholastic contest. A minimum of five courses per marking period is required for participation in interscholastic athletics.
4. Students may not 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.

Attendance for Co-Curricular Activities

Students participating in any school activity or sport must attend school for all 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.

Activity Eligibility Committee

This is a committee of professional staff having the responsibility of hearing cases of appeal for those students deemed ineligible by existing standards, yet can show that there may be extenuating circumstances that contributed to the ineligibility. The Activity Eligibility Committee will hear evidence of extenuating circumstances which may have contributed to the ineligibility. The Activity Eligibility Committee will consider each case individually and will make a recommendation to the principal for or against the granting of an exception to the eligibility standards. The final authority regarding eligibility rests with the principal.

Athletic “Super Fan” 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 Leadership Groups

Student Council

TRSB Policy JIBA

The Student Council 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 student organizations 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.

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

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 or Assistant Principals' Offices, 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

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. 3922, whenever they feel their input would be helpful or to schedule a parent conference.

Health Services

The staff in the Health Services Office is comprised of two Registered Nurses and a Secretary. The Nurses provide preventative health services, assess and treat ill students, and provide emergency response and treatment. They also administer medications based on doctors' orders. They provide for the assessment, teaching, consultation and referrals for a variety of medical issues. They also work with families to develop medical plans for students with severe medical conditions. The primary responsibility for the overall health of the school child lies with the parents.. The school is not legally authorized to diagnose conditions or prescribe medication. This is the function of the Primary Care Physician or other licensed individuals or programs.

District Health Services Website

All contact information, immunizations, facts and bulletins and forms are available on the Timberlane Regional High School website by going to the TRSD health services section-then district nurses website.

Medication administration

If a student must take medication during school hours, the health office must receive an order from a physician and a signed permission form from a parent or guardian. The medication must be delivered by a parent to be kept in the Health Office. The medication must be in its original container and properly labeled. This applies to any medication, prescription or over the counter.

Students with Asthma or life threatening allergies who have an order for an inhaler or Epi-pen are encouraged to carry their medication on their person. This requires a Doctor's order that specifies that the student is authorized to self-carry, self-administer, and is educated on the use of his/her inhaler and/ or Epi-pen.

Keeping Your Student Home from School

Sick Children of any age should not attend school. Your child will benefit from extra rest and will recover more quickly while minimizing the spread of illness at school. Some guidelines/directives:

Fever- any fever over 100 degrees during the night or morning before school. Students should be fever free for 24 hours without the use of fever reducing medications such as Tylenol or Motrin before returning to school. For fevers over 101 a call to the doctor may be necessary.

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

Strep throat- In accordance with the Department of Health and Human Services guidelines, students with strep throat may return to school after 24 hours of antibiotic treatment and be free of fever.

Staph Infections- In accordance with the Department of Health and Human Service guidelines, all infections should be reported to nurse and all open wounds must be covered while at school/ school activities.

Rashes- In accordance with the Department of Health and Human Service guidelines, any student with an unusual rash, or rash with fever should be evaluated by physician prior to returning to school.

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

All absences should be called into the attendance line at your child's school

Please include symptoms of illness.

In addition please report any contagious illnesses, hospitalizations or injuries to the school nurse. Doctors' notes are required for activity restrictions related to illness or injury for physical education, wellness, or school related activities. For an illness/injury that occurs during the day at school, students should see the school nurse who will then assess student and arrange dismissal, when appropriate. Students should not contact parents/guardians to arrange dismissal without going to the nurse. 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.

Emergency Information Sheets

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

Tenth grade Health Screenings

Each year, grade 10 students will report to the Health office at a designated time. The screening will consist of a vision and hearing test, blood pressure check and a height and weight.

Insurance

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

Valuable items, such as wallets, phones, I-pods, or glasses, should be turned into the Main Office. Clothing and books should be placed in the 'lost and found' storage cabinet in the cafeteria. Students should check there as well as checking in the Main Office for missing items.

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:

Name of Group	Description of Group
<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.
<i>Anger Management</i>	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 & 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 OUT OF THEM.

Career & Technical Education (CTE)

Those students who wish to gain technical training and certification while still in high school should consider the opportunity of attending the CTE centers in Salem and Pinkerton. Salem High School is the primary CTE center and bus transportation is provided to and from Salem. Students enrolled in Pinkerton must provide their own transportation.

Junior and seniors, enrolled in the CTE program, attend academic classes at Timberlane and CTE sessions at a CTE center. Upon graduation, students will receive not only a Timberlane high school diploma but also a certification in a specific trade or skill area.

By attending CTE sessions one hour and forty minutes per day, students learn by doing and gain specific knowledge and job entry-level skills, which can be used after graduation. Two credits a year toward high school graduation are awarded upon successful completion of the CTE program.

Bus transportation is provided only to Salem, and CTE students are required to take the bus to Salem. All bus regulations apply to CTE students. If a student should be removed from the bus, transportation will be the responsibility of the parent/guardian.

If a student misses the Salem bus, he/she must sign in with the Guidance secretary. The student will then use the time he/she should have been at Salem as a study period as directed by the student’s administrator. Failure on the part of the student to report to the Guidance Office will be dealt with as insubordination.

The Guidance department chairperson will deal with any student who continues to miss the Salem bus. CTE students are expected to maintain good attendance and performance in their academic classes and in their vocational program.

Working Permits

Students under the age of 16 must obtain a N.H. Youth Employment Certificate within 3 business days of the first day of employment when they obtain a job in New Hampshire. Students employed in the State of New Hampshire may obtain working forms from the main office during school hours. The following requirements must be met:

1. Pass a minimum of **five** academic classes each marking term.
2. Not fail more than **one** class in any given marking term.
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

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 for a semester course or eighteen for a year-long course.** These limits from class constitute 10% of the days in a semester or year-long course; beyond these limits is excessive even for verified absences.

A parent/guardian's phone call to the attendance office on the day of the absence or a parent/guardian's note within five school days of the student's return to school is necessary to document a verified 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 for a semester course and eighteen in a year-long course.**

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 for a semester course or eighteen for a year-long course.** 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. 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 a scheduled class, the student will be considered unexcused and truant.
- Student attends a funeral. **Written verification is required from a parent** 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's 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 a serious illness or injury confirmed by a doctor. **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 a **School Suspension**.
- Student has an IEP or a 504 Plan in which attendance/absences is related to 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. At the teacher's discretion, the student may be allowed to make up time and work for partial credit after school within three days of the unexcused absence. Notes from parents or guardians will not excuse such an **unexcused absence**.

Tardiness is defined as an unexcused late arrival to class. Tardiness will also be subject to the consequences of the discipline code regarding attendance. Students who are tardy to class may be required to make up time or missed assignments after school.

Truancy is defined as being absent from school without authorized permission. **Ten half-days or five full days of unexcused absence during a school year constitute habitual truancy according to New Hampshire RSA 189: 35a.** A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time. Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence. Students who are determined to be truant will be placed on Administrative Probation.

N.B. The official number of absences in any course will be based on those recorded in PowerSchool by the teacher of that course.

Minimum Attendance Policy

A student who has **any combination of ten (10) or more verified and unexcused absences from a semester class or nineteen (19) or more from a yearlong class will be placed on Administrative Probation** until he/she makes up the time required by his/her assigned administrator.

Students who are placed on Administrative Probation will not be allowed to do any of the following until they have completed the make-up time determined by their assigned administrator:

- Park on school property
- Request permission for family vacation/trip leave
- Attend dances, class trips, or after school social events
- Begin a new driver's education class
- Sign-in late / sign-out early
- Participate in athletics and/or extra-curricular activities

Reporting an Absence (Parent/guardian's phone call or note is 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 secretary (382-6542) 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. 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.

If a parent/guardian's call was not made at the time of the absence, the parent or guardian must provide a written verification to the attendance secretary 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

Upon receipt of a parent/guardian's note, the attendance secretary will verify the absence as excused. The student is responsible for obtaining and completing all missed work in a timely fashion.

No student, regardless of his/her age, is permitted to write or sign tardy, dismissal or absence notes, without specific parental authorization. Forging a note is a serious violation of the discipline code as is a false report over the phone.

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.**

- 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 secretary will then issue a dismissal slip authorizing the dismissal time and date.
- Dismissal notes are to be presented to the Main Office secretaries before 10 A.M.
- 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 for dismissal, he/she will be considered to be absent unexcused, 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 secretary. 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 allowed in the event of a verified or exempt absence or an excused late arrival to school. 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. Make-up work may be allowed for partial credit 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 assigned assistant 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 assigned assistant principal will review the appeal in a timely fashion. After reviewing the appeal, the assistant principal 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.

Vacation Request

On occasion, parents or guardians request permission for students to be absent from school for a family 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. If approved, these absences will be **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 dishonest academic behavior are subject to the discipline code. (12.0)

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 when such communication is reasonably suspicious
- 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

Auditing Courses

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

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 the Associate 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.
8. Students must strictly abide by the minimum attendance regulations to remain eligible for early graduation. Violation of the minimum attendance policy will nullify eligibility for early graduation.
9. Students on Administrative Probation are not eligible to apply for Early Graduation.

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 1st** 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

The number of credits required for graduation is as follows: 22 for a Standard diploma, 23 for a Technical diploma, and 25 for a Scholastic diploma. These credits must be earned in accordance with the requirements described in the Program of Studies.

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.

A+ 97-100 B+ 87-89 C+ 77-79 D+ 67-69 F 0-59
A 93-96 B 83-86 C 73-76 D 63-66
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. An individual's effort is an important factor in helping to judge overall performance. The codes are as follows:

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

Grade Point Average (G.P.A.)

Determining course quality points to calculate the G.P.A.:

Class of 2012		
Grade	CCP	ACC
A +	4.10	4.80
A	3.80	4.50
A -	3.50	4.20
B +	3.10	3.80
B	2.80	3.50
B -	2.50	3.20
C +	2.10	2.80
C	1.80	2.50
C -	1.50	2.20
D +	1.10	1.80
D	0.80	1.50
D -	0.50	1.20
F	0.00	0.00

Course Weightings and Honor Roll

The level designation given to courses is important as it is used to determine **quality points**, which determines a student's Grade Point Average (GPA). GPA is used to determine honor roll status and class rank. For example, a grade of "C" in a CCP level class earns 1.8 quality points for a student graduating in 2012.

Class of 2013 and later			
Grade	CCP	ACC	AP
A +	4.30	4.60	4.80
A	4.00	4.30	4.50
A -	3.70	4.20	4.20
B +	3.30	3.60	3.80
B	3.00	3.30	3.50
B -	2.70	3.00	3.20
C +	2.30	2.60	2.80
C	2.00	2.30	2.50
C -	1.70	2.00	2.20
D +	1.30	1.60	1.80
D	1.00	1.30	1.50
D -	0.70	1.00	1.20
F	0.00	0.00	0.00

Determining the number of rated credit:

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

To calculate one's G.P.A. for a given year the following steps must be taken.

1. Multiply the quality points earned in a course by the number of rated credits for that course to determine the number of quality points earned in that particular course. In most cases, you will be multiplying by .5, 1.0, or 2.0 depending upon the number of credits you can earn in a course. Most electives earn .5 credits whereas a Studies course earns 2.0 credits.
2. Repeat step 1 for each course.
3. Total the number of quality points earned.
4. Divide the total quality points by the total number of credits earned. The resulting figure is one's G.P.A.

Honors G.P.A. of 2.80 to 3.49

Honors with Distinction 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.

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 course, which includes grades received for each quarter of the course. This 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. Three honors programs will be held: one daytime combined program for freshmen and sophomores, one daytime program for juniors, and two evening programs for seniors.

Homework (Independent Learning Assignments)

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, electronic messaging, 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. After school time may be assigned by teachers or administrators to students who have not completed long-term projects/papers in a timely fashion. Be prepared to stay!

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, cell phone 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.
- i. Support teachers and administrators who provide after school time for students to make up missing 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 district approved 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.
- l. Provide students with after school time to make up missing 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.
 - g. Support teachers who provide students with after school time to make up missing assignments.

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.

Honor Societies

Honor Societies in Academic Disciplines (*English, French, German, Historical, Math, Science, Spanish, Thespian (Drama) & 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's 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 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 or who have failed parts of the course. Students will be assigned to the Credit Recovery Program during school hours or after school. Students, who qualify, may recover lost credit during Summer School hours.

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.

G.E.D. Diploma

This alternative route to graduation from Timberlane is only available to district seniors (4th year students). It is limited by NH Law to those students whose credit total is below a particular level at the beginning of their fourth year in high school. See your Guidance Counselor for more details. Students who successfully complete this program receive a Timberlane diploma.

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	Monday-Thursday

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

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. Students must attend school until the age of 18 without exception.

Directory Information

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.

School Procedures

Bus Conduct

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 use of audio and video recordings by the Bus Company is permissible for the interior of all school buses.

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”

TRSB Policy EGA/IJNDB

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. Act ethically and courteously. 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. Students who are requested to show a hallway pass or to identify themselves by a faculty member are expected to comply with such a request.

Junior Semi-Formal Dance

The Junior Semi-Formal Dance 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.

The Junior Semi-Formal will be open to Timberlane Regional High School juniors 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 8:15 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.

Dress Code

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 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, tight fitting or see-through clothing, strapless tops, halter tops, spaghetti straps, tube tops, muscle shirts, tank tops, pennies, exposed midriffs, skirts or shorts more than 5" above the top of the knee cap, and any such clothing or accessories that, in the opinion of the administration, is considered provocative, obscene, profane, threatening, dangerous, or immodest.
3. Exposed underwear or undergarments
4. Hats, caps, hoods, or other headgear
5. Pajamas or slippers

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. Students may be asked to change their clothing, and parents may be contacted to provide appropriate clothing. Multiple offenses will result in administrative detentions, parent notification, and placement on Administrative Probation for a minimum two week period. Confiscated items such as hats or clothing accessories may be picked up by parents/guardians only.

Electronic Equipment

Teacher and administrative directives limit the private use of I-Pods, MP3 players and other forms of electronic equipment during the school day. **Cell phones should not be turned on or used in any classroom or academic setting, including the Library/Media Center and PAC, unless a teacher gives express permission for a student or students to use them for an academic purpose.** (See Discipline Code)

Fire and Emergency Evacuations

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.

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. Seniors whose GPA is less than 1.5 are not eligible to park on school property.

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. Seniors who are on Administrative Probation are not eligible to park on school property or to sign in late or sign out early for the duration of the probation.

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. Media Center Passes

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

4. 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, distracting or provocative behaviors.
- e. Electronic devices are for private listening only.

5. 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.

6. 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.

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 required. Attendance at Senior Honors Recognition and Scholarship nights 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 – 11:30 pm.
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 may be suspended from graduation exercises. Also, any violation of Timberlane's alcohol/drug code at any post prom school activities may 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.

N.B.: The Physical Education Department would like to make people aware that throughout the school year, the students will be involved in a variety of activities ranging from individual and team sports to project adventure type exercises. As always there is an assumption of risk associated with any type of physical activity. The Physical Education instructors attempt to modify sports and activities to address the top priority of safety for our students. Thus, it is acceptable for parents to supply their child with protective equipment, such as mouthpieces and eye goggles. Please feel free to consult with your child's teacher if you have any questions or concerns.

Lockers and Searches

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.

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). Students who are subject to an Attendance Contract are ineligible to receive parking privileges. **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 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.
12. Students who are placed on Administrative Probation for any reason will lose their parking privilege for the length of time they are on Administrative Probation.

All students need to understand that if they bring a car 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

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:

Grade 9	Grade 10	Grade 11	Grade 12
Mr. Kiley	Mr. Leary	Mrs. Di Nola	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

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.

Non-Discrimination Policy TRSB Policy ACA

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

School Safety and Violence Prevention TRSB Policy JICK & ACAA

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. Incidents of hazing, bullying, cyber-bullying, harassment or sexual harassment should be reported immediately to an Administrator, teacher or Guidance Counselor. Retaliation, false reports, or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of hazing, bullying, cyber-bullying, harassment or sexual harassment are prohibited and subject to disciplinary consequences. (See the Discipline Code for further information on these subjects.)

Hazing

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 or Cyber-bullying

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

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

“Bullying” includes actions motivated by an attempt to intimidate, dominate, or control another person or by an imbalance of power based on a pupil’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil’s association with another person and based on the other person’s characteristics, behaviors, or beliefs.

Bullying in schools has historically included actions shown to be motivated by a pupil’s actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional, or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

Bullying 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

Sexual Harassment 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.

Sexual harassment is also 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 perceived sexual orientation or gender identity 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 or another person has been the victim of hazing, bullying, or any form of harassment shall report the incident(s) to the school principal, assistant principal, teacher or guidance counselor.

Notice: Pursuant to the amendment of RSA 193-F the Pupil Safety and Violence Prevention Law, **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.

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

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 faculty and staff 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 • Administrative • 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

TRSB Policy ACA

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 by the Superintendent to handle all inquiries, complaints or other communications relative to this policy and applicable laws and regulations concerned with non-discrimination:

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

Bullying or Cyber-bullying

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

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

“Bullying” includes actions motivated by an attempt to intimidate, dominate, or control another person or by an imbalance of power based on a pupil’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil’s association with another person and based on the other person’s characteristics, behaviors, or beliefs.

Bullying in schools has historically included actions shown to be motivated by a pupil’s actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional, or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

Bullying 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.

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. Referral to Student Assistance Program
- e. For multiple offenses, up to ten-day suspension with referral to the Superintendent of Schools for the purpose of recommending additional days.

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

TRSB policy JIH & KNAJ

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”

TRSB 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 1,400 students. When students do not conduct themselves appropriately, we employ a multi-level system of discipline.

Detention

TRSB Policy JKB

In instances of minor infractions of school or classroom rules, a detention may 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

A 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 or school behavioral expectations
- Failure to participate in the academic program or to complete assigned work

Administrative Detention

Detentions will be held between 2:30 to **3:15** 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 Administrative Probation and/or 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 placed on Administrative Probation and become subject to suspension. 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, Saturday morning detentions and/or Administrative Probation.

Suspension

TRSB policy 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 his/her teachers to make up all missed 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.
- Any suspension greater than ten days may be appealed to the Superintendent of Schools.

Administrative Probation

A student may be placed on Administrative Probation for a period of time determined by an administrator due to violations of the Minimum Attendance Policy or the Discipline Code. During this probationary period a student will not be allowed to:

- Park on school property
- Request permission for family vacation/trip leave
- Attend dances, class trips, or after school social, club or sports events
- Begin a new driver's education class
- Sign-in late / sign-out early
- Participate in athletics and/or co-curricular activities*

*Students completing a minimum of 3 hours/week of make-up time will retain their eligibility for athletics and co-curricular activities while on Administrative Probation.

Levels of Disciplinary 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 Disciplinary Conference

Parent and student conference with the Principal and other TRHS professional staff; referral to the Student Support Team (SST); letter to the Superintendent.

Level II Disciplinary Conference

Parent and student conference with the Superintendent and a TRHS administrator

Level III Disciplinary Conference

Parent and student conference with the Superintendent; referral to the School Board to consider suspension for the remainder of the school year.

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 Categories

1.0 Weapons/Dangerous Objects

TRSB Policy JICI

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

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

TRSB Policy 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 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 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 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 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 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 or Use of Tobacco Products

TRSB Policy JICG

Smoking or any other use of tobacco products 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 tobacco-free environment for all students and staff.** If a student enters a room that is full of smoke, he/she should immediately notify a teacher on duty or an administrator.

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 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.

Any student suspected of smoking or using tobacco products 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, 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 an incident report will be filed with the local police department.

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

3.2 Verbal Abuse of a Staff Member or Disorderly Conduct

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
- c. Possible police notification and/or arrest when a student is disorderly and unresponsive or defiant toward administrative directives

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 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:

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

6.0 Hazing/Bullying/Harassment

TRSB Policy 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 or any form of bullying or harassment should bring the matter to the attention of a teacher, counselor, or principal.** Retaliation, false reports, or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of hazing, bullying, cyber-

bullying, harassment or sexual harassment are prohibited and subject to disciplinary consequences.

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 days.
- e. Referral to Student Assistance Program

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

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

(See the Student Handbook section for a more detailed description of bullying.)

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

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

Repeat Offense after Harassment Warning

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

- f. Immediate parent notification and conference
- g. Notification of the proper authorities
- h. 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, 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

TRSB Policy 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.
- i. Depending upon the severity and/or frequency of the offense, proper legal authorities and/or the Superintendent of Schools may be notified.
- j. 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 Saturday Morning detention to Administrative Probation to a suspension depending upon the number of infractions.

8.1 Leaving the Building or School Property without permission

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 and/or school property 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 may assign detentions that are equivalent in length to the amount of time the student was tardy. 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

An absence from school without parental permission will be considered an unexcused 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. Placement on Administrative Probation
- c. Inability to make up any missed assignments
- d. Loss of parking privileges, if applicable

9.0 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 verbal abuse in the form of racial, ethnic, or religious slurs. This may be deemed harassment.
- c. Engaging in verbal abuse in the form of profanity, obscenity, or inappropriate gestures. This may be deemed harassment.
- d. Engaging in potentially dangerous behavior such as horseplay or throwing snowballs.
- 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.

9.1 False Alarm

False alarms of any kind that disrupt the general climate and safety of the school will result in consequences appropriate to the severity of the act. This may include the following:

- a. Parent notification.
- b. Notification of appropriate authorities.
- c. Up to ten days suspension with an additional ten days suspension from the Superintendent of Schools.

9.2 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 to a staff member or refusing to identify yourself
- d. Refusing to comply with teacher requests related to hats, cell phones, I-pods, seat changes, etc.
- e. Refusing to identify yourself upon request
- f. Provoking or encouraging others to break school rules
- g. Being present in a part of the school building or grounds for no legitimate reason
- h. Engaging in loitering, either in the halls or the bathrooms, throughout the school day or after school
- i. Hacky-sacking or ball playing inside the building, unless under a teacher's supervision.
- j. Skateboarding or rollerblading, etc., on school grounds
- k. Violating the school dress code (*See the Student Handbook section on Dress Code*)
- l. Violating the electronic device usage policy (*See the Student Handbook on Electronic Equipment*)
- m. Eating or drinking outside the cafeteria without an administrator's permission

9.3 Computer and Internet Usage

TRSB Policy 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.

9.4 Electronic Equipment

Timberlane strives to set high educational standards, challenging learning experiences and opportunities to all students. For this reason, the use of radios, I-Pods, cell phones, 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 devices 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 detention. Any student who continues to violate this policy will be subject to progressive disciplinary action, including Administrative Probation and suspension.

9.5 Parking Violations

TRSB Policy 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

9.6 School Bus Behavior

RSB Policy 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)

10.0 Demonstrations

TRSB Policy 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.

11.0 Academic Dishonesty *(Please refer to the Student Handbook section on "Academic Honesty and Integrity" under Academic Procedures.)*

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:

Accidental or unintentional plagiarism

Partial or full credit options:

- Allow the student to add appropriate missing documentation (e.g. in-text citation, works cited page, proper attribution)
- 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 – may be allowed to re-do the assignment for partial credit or to submit an alternative assignment for partial credit
- Teacher writes disciplinary referral
- Parents and Administrator are notified

Second offense and subsequent offenses:

- 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