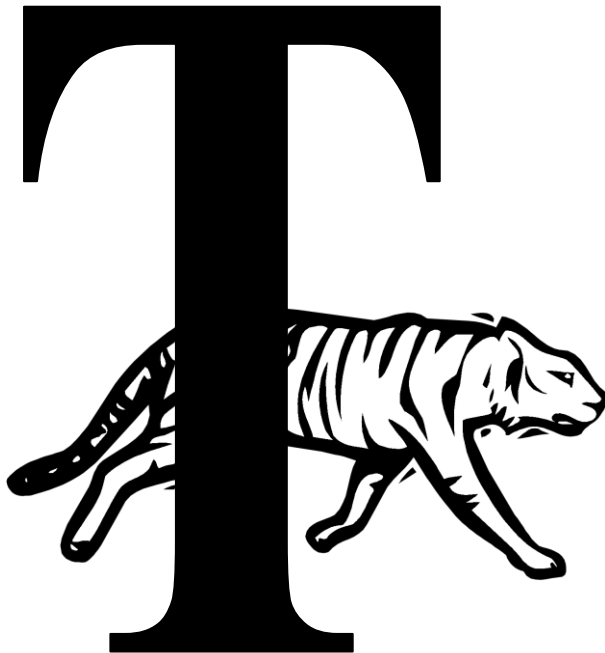


Timberlane Regional Middle School

Student Name: _____ Grade/Team: _____

HR Teacher: _____ Advisory Teacher: _____



Welcome to the Home of the Timberlane Tigers

44 Greenough Road, Plaistow, New Hampshire 03865

Tel: (603) 382-7131 Fax: (603) 382-2781

<http://wp.timberlane.net/ms/>

Accredited By the New England Association of Schools and Colleges

PRINCIPAL'S MESSAGE TO PARENTS AND STUDENTS

Dear Parents/Guardians and Students,

Welcome to a new year at Timberlane Regional Middle School. We are looking forward to partnering with you in the important work of growing and learning. In the middle years young adolescents undergo great changes. As a learning community, our goal is to help each of our students to integrate these changes with the knowledge, skills, and attitudes needed for success in school and, importantly, later in life.

- ✓ **Please review the Student Agenda Book together.** We encourage each student to use the agenda book daily to record assignments and other important information. Please check the agenda book regularly with your student.
- ✓ The **Student Handbook** is now located on the school website. The handbook is intended to give a general introduction to the middle school and a brief explanation of expectations that exist for students in the school. For students interested in participating on TRMS Athletic teams, the last section contains an overview of the program, explains eligibility for participation, and an athletic code of conduct. Situations may arise during the school year, which are not addressed specifically in this handbook. In those instances, actions will be guided by the basic principles of maintaining a safe, productive, pleasant and supportive environment for students in our school. Please feel free to contact your grade level Assistant Principal with any specific questions you may have.

The school website often provides additional useful information. Please visit us at:

<http://wp.timberlane.net/ms/>

- ✓ The **Timberlane Regional School District (TRSD) Rights and Responsibilities** have been approved by the TRSD School Board. It provides specific policies and consequences regarding unacceptable behaviors and includes a district-wide policy regarding student use of school computers. **Please review these policies on:**

<http://www.timberlane.net/documents/>

Sincerely,

Michael Hogan, Principal

Please Note: Because each student is required to keep this assignment book and use it, each student is given a copy at no charge at the beginning of the school year. Replacement copies for lost handbooks are available in the front office while supplies last at a cost of \$6.00

MIDDLE SCHOOL PERSONNEL

Administration

Michael Hogan, Principal

Lorin Caffelle, Middle School SPED Administrator
Christine Desrochers, Curriculum Coordinator
Marilyn Hutnick, 6th Grade Assistant Principal
Carol Mrowka, 7th Grade Assistant Principal
Michael Flynn, 8th Grade Assistant Principal

Guidance

Patricia Fanning, 8 th Grade Counselor	Amanda Huyler, 6 th Grade Counselor
Zachary Champion, 7 th Grade Counselor	Leslie Henderson Pasquini, School Adjustment Counselor
Tracy Antczak, Guidance Secretary	Kelley Binette, Student Assistance Program Counselor

Medical

Diane Murphy, RN, School Nurse	Laura Dolloff, RN, School Nurse
Patrice Antczak, Nurse's Secretary	

Secretarial/Bookkeeping Personnel

Lisa Hamilton, Principal's Secretary	Dianna Elwell, Office Manager & Bookkeeper
Sue Ingham, Front Office Secretary	Laura Lipfert, Attendance Secretary
Laurie Padallaro, Special Education Secretary	

Teaching Personnel

**Please see the Timberlane Middle School website <http://wp.timberlane.net/ms/>
for a directory of staff by teaching teams and departments.**

Timberlane Regional School District

Atkinson, Danville, Plaistow, Sandown

2016 – 2017 School Calendar

The MISSION of the Timberlane Regional School District is to engage all students in challenging and relevant learning opportunities, emphasizing high aspirations and personal growth.

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

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

Student Year = 180 days Teacher Year = 187 days
 Quarters: November 2, January 18, March 31, and Last Day of School
 Trimesters: December 2, March 15, and Last Day of School

August 25	New Teacher Orientation	Dec 26-Jan 2	Holiday Break
August 29-30	Professional Development	January 16	Martin Luther King Jr. Civil Rights Day
August 31	First Day of School	January 27	Professional Development
September 5	Labor Day	Feb 27-Mar 3	Winter Break
October 10	Columbus Day	March 14	Professional Development
October 11	Professional Development	April 24-28	Spring Break
November 8	Presidential Election	May 29	■ Memorial Day Observed
November 11	■ Veterans Day Observed	June 16	Last Day of School **
November 23-25	Thanksgiving Break	June 16-22	Make Up Days

■ Required day out of school per RSA 288:4 ** Subject to change due to school closures
 Early Release days: September 26, November 7, May 26 and last day of school.

Approved by the Timberlane Regional School Board March 19, 2015. Modified on March 17, 2016.

TRMS STUDENT HANDBOOK

MISSION STATEMENT

The Timberlane Regional School District's mission is to engage all students in challenging and relevant learning opportunities, emphasizing high aspirations and personal growth.

The Timberlane Regional Middle School is committed to sustaining a collaborative learning environment so that our students may become successful, independent learners.

It is our mission to:

- Provide a safe, respectful and nurturing environment that encourages enthusiasm for learning.
- Foster responsible citizenship and provide opportunities for students to acquire and demonstrate leadership and service.
- Provide a challenging, integrated, standards-based curriculum.
- Meet the individual needs of students by identifying differences and using assessment to differentiate instruction and learning.

TRMS CORE VALUES

In order to provide a safe, respectful, nurturing environment, Timberlane Regional Middle School has adopted respect, responsibility, and right choices as our core values. Core values are supported school-wide through banners, posters, daily readings, faculty support, assemblies, the Character Development Committee, and student recognition activities. These values are promoted throughout the school year as a tool to help students develop character and social skills that they will continue to build on in the future.

ORGANIZATION OF THE SCHOOL

The purpose and functions of Timberlane Middle School center on the intellectual, social, emotional, moral and physical developmental needs of our young adolescents. Timberlane Middle School seeks to address the distinctiveness of early adolescence with various instructional and organizational features:

Teams

Each student is assigned to a small team of teachers. The purpose of these small teams is to develop close, trusting relationships between students and adults and to increase engagement with learning and feelings of positive self-esteem and belonging. Teachers deliver integrated instruction in the areas of math, science, social studies, language arts and literacy. Because teachers share the same students, they are able to respond more quickly to the needs of individual students through collaboration, meeting jointly with parents, and designing thematic units that increase relevance and foster the transfer of ideas among disciplines.

Advisories

The advisory program at TRMS is a structure that ensures that every individual student has one adult who knows that individual well and can be an understanding advocate. Our advisory program provides daily opportunities for interaction with a small group of peers and a caring adult.

Homeroom

Every student is assigned to a homeroom. Some teams include an afternoon homeroom. Notices and important information will be given daily during the homeroom or advisory time. Printed notices from the school or SAU are sent home periodically.

Scheduling

The school utilizes a flexible schedule that allows each team to create appropriate patterns for the learning environment. Offering a choice of time configurations and flexible scheduling benefits both our students and teachers.

Unified Arts

Unified Arts classes provide all students with an opportunity to explore areas of learning and interest in an integrated manner to see the integration of the classroom learning into life experiences. Classes are activity based and have special appeal for middle school students, who learn best through active involvement. Students at each grade level spend two periods a day in Unified Arts. They explore classes in seven different subject areas: art, technology, family and consumer science, health, world language, music, and physical education. Through Unified Arts classes students will gain knowledge and skills that are designed to enrich their lives long after they have completed formal schooling. Band, chorus, and orchestra are electives

After School Activities

A varied after school program includes enrichment activities such as art, drama, technical education, sewing, chess, and community service. A full inter-scholastic athletic program including cross-country, soccer, field hockey, basketball, wrestling, softball, baseball, and track and field are also offered.

GENERAL SCHOOL INFORMATION & POLICIES

SCHOOL HOURS

The school day hours for all students are 7:30 AM to 2:15 PM. Parents please note there may not be supervision of students before 7:00 AM. Students are expected to be in morning advisory or homeroom before 7:35 AM.

If possible students should not be dropped off before 7:00 AM as there may be no supervision before then. If a student does arrive before 7:00 AM, they should proceed directly to the cafeteria and wait for supervision. Students staying after school must be staying for a club, sport, with a teacher, or have a pass for the library. Students are not allowed to stay afterschool unsupervised and are not allowed to loiter on school grounds.

Late bus is available on Tuesdays, Wednesdays, and Thursdays. Students should wait in the cafeteria for the bus once they have been dismissed from their activity with a late bus pass. Front Office hours are from 7:00 AM until 4:00 PM. The office is officially closed at 4:00 PM. There may be no one available in the immediate office area to answer phones after that time. **In the event of bus concerns after 3:30 PM, we advise parents to contact First Student Bus Company at 378-9468**

SCHOOL CANCELLATIONS

When it becomes necessary to cancel or delay school due to a winter storm or some other emergency, an announcement will be made on the following radio and television stations as of press time (please refer to School Cancellation Notice to be distributed in October): WBZ-TV4 (AM 1030), WOKQ (FM 97.5), WZID (FM 95.7), WMUR-TV9, WCVB-TV5, WHDH-TV7, and TEN – TV-6/12. Announcements will also be made on the local cable network and the parent notification call system through the SAU.

Occasionally, students are dismissed early from school due to emergencies or inclement weather. Parents may not be contacted in these situations. Parents who might not be available at home when students arrive are encouraged to make arrangements for their child's supervision in their absence. On wintry days it is wise to check on school cancellations before dropping off students. Due to a delay in opening, there may be no school personnel on the campus for quite some time.

ATTENDANCE

Students need to be present in school to succeed. Parents should support students in their efforts to be in school on time every day. Students should be absent only in cases of illness or family emergency. Please try to schedule family vacations when school is not in session. Any such absences should be discussed, in advance, with the student's team teachers, guidance counselors, and the principal.

Absences

In the interest of students' safety, all absences should be called into the attendance line at your child's school by a parent or guardian. Please call the TRMS attendance line at 382-7131, Option 1, prior to 7:30 AM to report a student's absence that day. When leaving your message, please include the symptoms of the illness. In addition, please report any contagious illnesses and hospitalizations, including surgery or injuries to the school nurse. Doctor's notes are required for these students to return to school. The doctor's note must indicate any activity restrictions related to illness, injury, or surgery for physical education, wellness, recess or school related activities. **If we do not receive a call regarding an absent student by 9 AM parents will be called at home or work to verify the student's absence.** When calling a student in, please leave only messages regarding attendance on the attendance line. Requests for student work should be made through the guidance office. **If a student is absent from school, they may not participate in any after school activities.**

Upon returning to school following an absence, students must bring a note signed by a parent giving the date and reason for the absence. This procedure is a back up to the initial parental telephone call and provides a written record as required by law.

The student is responsible to find out what he/she has missed while absent. For absences of less than three days, students should check their Google Classroom or call classmates and consult with their teachers upon their return to school about missed work. For absences longer than three days, arrangements may be made through the guidance office for assignments to be collected and sent home, 382-7131, Option 2 Guidance. The responsibility for make-up work and extra help sessions rests with the student.

Lateness

Students are considered late for school if they arrive at school later than 7:35 AM. They must report to the school office for an admission slip. **If you know your student is going to be late please calling the attendance line at 382-7131, Option 1. Upon arrival to school, if you have not called ahead, please send your child in with a written note OR escort them into the front office.**

Truancy

In recognition of the need for students to be in school regularly, the Assistant Principal will intervene with students who are frequently absent or tardy without good reason. Being absent from school without parent permission is called truancy. It is governed by laws and will be referred to the attendance officer and police as needed.

Early Dismissal

A note from a parent is required for early dismissal from school. Students will not be allowed to leave school with anyone other than a parent without expressed written permission from the parent or from your designated emergency contact. In order to minimize classroom distractions, and to have your child waiting in the front office when you arrive for pick up, **please send them into school with a dismissal note.** Students should bring the note to the front office upon arrival to school. The front office will give them a dismissal slip. **All dismissals for illness must be carried out through the school nurse (see p. 16)**

HALL PASSES

Passes are required for most travel through the halls during class time. Any student arriving late to class should present a pass signed by a staff member.

GUESTS

Students who wish to bring guests to the school need to bring a written request from a parent. This request should be submitted to the student's team teachers. Final decisions will be made by the school's administration. Please allow 48 hours for all decisions regarding this issue.

STUDENT GENERATED PETITIONS

Students wishing to create and distribute a petition for any reason must get approval from the principal. Petitions that are deemed to cause disruption to the learning environment will not be allowed.

SAFETY

Video Surveillance

There are video and/or audio surveillance devices on District properties to ensure the health, welfare, and safety of all staff, students, and visitors and to safeguard District buildings, grounds, and equipment. Students will be responsible for any violations of school rules recorded by video and/or audio surveillance devices.

Emergency Procedures

Parents are not to come to the school in the event of a site-based emergency. Rather, please use the following media resources to obtain information as to where and when to pick up your child: WBZ-TV4 (AM 1030), WOKQ (FM 97.5), WZID (FM 95.7), WMUR-TV9, WCVB-TV5, WHDH-TV7, and TEN – TV-6/12. Announcements will also be made on the local cable network.

Evacuation Drills

Evacuations for fires and other emergencies will be held several times during the school year. Administrators have walkie-talkies and cell phones that enable them to maintain contact with police and fire departments during an emergency. At all times students should act responsibly, follow directions and posted evacuation instructions, hold the door for others, and exit the building in a quiet and orderly manner. In the case of a real emergency, exits may be blocked. It may save your life or that of another student to be responsible and listen to alternative instructions.

Safety Back Pack

There are safety backpacks in every classroom with first aide materials and information that would be helpful in case of an emergency. Backpacks are equipped with safety blankets for extreme cold weather evacuations.

False Alarms

There are very strict penalties for anyone pulling a false fire or emergency alarm. **False alarms will be referred to the police for action.**

STUDENT PROFILE/EMERGENCY INFORMATION

The district will again be using the Infosnap program for parents to update contact information electronically. This will be available in August. If parents do not update information electronically, we will send forms (paper copies) home with students in the fall. Returning this information promptly at the beginning of the school year, and updating phone numbers and address changes as they occur, helps the school to reach parents quickly. There should be three names listed as emergency contacts in case one contact cannot be reached. **The first emergency contact should be a parent's emergency contact number.** Please contact the Guidance office if you have any changes to contacts, addresses, or phone numbers during the year at 382-7131, Option 2. Any changes to medical information please contact the Nurse's office at 382-7131, Option 3.

ACCESS TO STUDENT RECORDS

The following records are considered "Directory Information" and will not be treated as confidential information. Such information will be made available for publication through school district news releases.

- 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 in district schools
- Awards and honors received

Parents, guardians, and/or students 18 years of age and older who desire that such "Directory Information" not be released for publication shall notify the appropriate principal in writing by the third Monday in September. For more information regarding the release of student records, please reference School District Policy Code JO.

LOCKERS

Students are issued a hall locker. The locker should be checked to be sure that it is locked before possessions are left in it. Unfortunately we do have some students who will take belongings if they are not secured. Because of problems with theft, it is recommended that students that share lockers in grades six and seven remove valuable personal belongings daily. Students may not go in the locker except under the supervision of a teacher. **Students with shared lockers and students who have individual lockers should not share their combinations with other students in the school.** 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.

Radios, cameras, video games, iPods, cell phones and other valuables should not be brought to school unless approved by a teacher for a specific purpose, and if brought in for a class should be left with the office or locked in the student's locker for safekeeping. The school cannot take responsibility for the loss or theft of any valuables from the building.

Lockers are provided during physical education classes; however students must bring their own lock. All locks are to be removed at the end of class. Locks that are not removed are subject to removal by administration. Gym teachers also have lock boxes available to lockup valuables at the beginning of a class when a student does not have their own lock. It is the student's responsibility to request the gym teacher lock up their valuables if they do not have their own lock.

ELECTRONIC EQUIPMENT

Teacher and administrative directives limit the private use of cell phone, I-PODS, MP3 players, e-readers and any other forms of electronic equipment during the school day. Cell phones should not be turned on or used during school hours, unless specifically directed by a teacher for an academic lesson. Photographs and videotapes should not be recorded at school, nor should students access social networking sites during the school day or school activities. They must be turned off and kept in student lockers. Students may use the phone in the front office to contact parents during the day.

BACKPACKS AND PERSONAL BELONGINGS

Backpacks are not to be worn on a child's back during the day. Students must store their backpacks in their lockers before first period in the morning. Clothing and other personal belongings should be marked with student names. Lost and found articles are held for several weeks before being donated to charity. Each year we donate hundreds of unclaimed articles of clothing and other items. Check with teachers, custodians, and the front office to locate misplaced items.

IF YOU FORGET ITEMS AT HOME AND NEED THEM DROPPED OFF

Students may use the student phone in the front office. Students are encouraged to leave a message when calling home. Parents should please drop off items for students before 9:35 am and 1:45 PM. Students are called to the office during announcements at 9:35 and at the end of the day. In order to minimize classroom disruptions, we are unable to disturb a class to call a student to the office after the 9:35 announcements. Students should check back at the office for their items. If items are not picked up, students will be called down again at the end of the day.

COMPUTERS

Please review the district's Computer /Internet "Acceptable Use Policy" on the district website: <http://www.timberlane.net/wp-content/uploads/EGA-R-Acceptable-Use-Procedures.pdf>

BOOKS

Students are responsible for the care of books. If a book is lost or damaged, the student must pay for a replacement. Books should be covered and labeled with student's name, grade, and homeroom number. Books should be treated carefully, as the replacement cost is over \$50 for most textbooks.

SUBSTITUTES

Occasionally a substitute may fill in for a teacher who is ill or has other business to carry out on a school day. Students have a responsibility to cooperate with a substitute teacher in all matters.

PROHIBITION OF OPEN CONTAINERS

No open beverage containers are allowed in the building by students except for clear water bottles containing water only. This includes soda cans, energy drinks, hot chocolate, or coffee. The only exception is during lunch or snack time with adult supervision.

PHYSICAL EDUCATION

Students are required to change into appropriate attire for physical education class. Shorts, tee shirts, sweatshirts, sneakers and socks are appropriate for the activities in physical education. Please mark their clothes with their name. Clothing worn to school may not be worn for physical education class due to hygiene reasons.

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.

In the event of a health problem that should excuse a student from physical education, the nurse must be consulted prior to the class. A note from a physician or parent must be presented. The nurse will determine if and for how long the student should be excused from class. Students excused from participating in physical education will usually observe the class, at the discretion of the nurse and teacher. Parents may also request temporary or permanent release from health classes due to certain curriculum. The health curriculum is available in Guidance.

DRESS CODE

The Board recognizes that student's individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff and others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal shall take appropriate action to correct the situation.

The following apparel is not to be worn during the school day: caps, hats, and other head gear; tank tops; clothing with offensive, vulgar, or racist language or pictures; tops that do not completely cover the midsection; clothing that glorifies, encourages or promotes the use of alcohol or drugs.

Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal so the student is in compliance with this policy. Students who repeatedly violate this policy may face more appropriate discipline

DANCE RULES

- Only Timberlane Regional Middle School students may attend school dances. **No visitors or guests are permitted.**
- Students must be present in school on the day of the dance. Students on in-school or out-of-school suspension for the day may not attend dances.
- Students attending dances must remain inside the building. Once they leave they will not be permitted to return. Only parents may dismiss a student early. Dances are generally held from 7:00-9:00 PM. Parents are responsible for picking up students no later than 9:15 PM. Failure to do so will result in suspension for the next dance.
- No drugs, alcohol, or cigarettes are allowed anywhere on school property. The parents of anyone under the influence of drugs or alcohol will be notified immediately, and appropriate disciplinary action will be taken.
- No one may gather in the parking lot before, during or after the dance. All regular school rules apply.

SCHOOL COMMUNICATIONS

STUDENT – PARENT COMMUNICATION DURING THE SCHOOL DAY

Students may use the phone in front office to call their parents. Parents may call the front office to leave a message for their child. **Students are not allowed to use cell phones in school during school hours.** Cell phones must be turned off during the day and should be kept in the student's locker, unless it is being used for an academic lesson at the direction of a teacher. See page 12 for the electronics' policy.

PARENT-TEACHER COMMUNICATION

A variety of avenues exist for effective parent-teacher communication. Progress reports are given at the midpoint of each quarter reporting on a student's progress to that point. Report cards are issued four times during the year. An open house for sixth, seventh, and eighth grade parents is held in September. Letters email, and telephone calls are frequently exchanged between parents and teachers about the progress of students. A staff directory of email addresses is available on the TRMS website. **Students Google Classrooms** also provides parents with important information regarding their child's current work assignments.

A student-led conference is held during the second quarter. Students prepare their portfolios with their teachers to identify their strengths and the areas they need to work on. Students then present the evaluation to their parents at their conference. We encourage all parents to contact the school concerning any issue. Parent meetings with teams or individual teachers can be scheduled by calling the guidance office at 382-7131, Option 2 Guidance, between 8:00 AM and 2:30 PM to request an appointment. Appointments can be scheduled during the school day or immediately after school.

CHAIN OF COMMAND

When dealing with concerns regarding a son or daughter, parents should be addressed at the building level first, starting with their teacher, then their guidance counselor, and then an administrator.

HOW TO FIND OUT SCHOOL INFORMATION

Get to Know the TRMS Website: <http://www.timberlane.net/ms/>

You will find a complete **staff listing** with email links.

- All team notices, policies and homework assignments are posted on **Google Classroom** accessible through the website.
- Important TRMS and district events are located on the **TRMS Calendar** on the website. You will also find the district school year calendar(s).
- **Daily Bulletin** of TRMS School Announcements on current activities
- Links to the **lunch Menu and MySchoolBucks** accounts
- **Athletics:** Handbook and forms as well as the Athletic Game Schedule, Tryout information, Practice Schedules, Athletic Updates for changes in schedule
- **Afterschool activities & Clubs**
- Links to library databases, curriculum and grading information and much more.
- Links to district information, or visit www.timberlane.net

SIGN UP FOR THE TRMS EMAIL NOTICES

On the TRMS website, find the link to sign up for periodic email notices about important upcoming events.

SCHOOL NOTICES

Occasionally students are sent home with notices that **they** are responsible for delivering to their parents. Other notices may be delivered via the Student Messenger and on our website.

STUDENT SERVICES

GUIDANCE AND STUDENT SUPPORT SERVICES

The Guidance Department at the middle school strives to meet the academic, social, personal and career development needs of students. Classroom guidance programs will address such areas as organizational and study skills development, student memberships within the community, and career awareness and exploration.

Group counseling is available on issues relevant and appropriate to middle school students. Groups are offered as part of the guidance curriculum. If you do not want your child to participate in a group, please notify the guidance office in writing. These may include topics such as social skills, stress management, anger management, peer influences, and grief support. Individual counseling is available on an as needed basis.

The Guidance Department is responsible for teacher and parent consultation, scheduling, assisting with the coordination of standardized testing, and addressing the developmental needs of the middle school student.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is available to provide prevention and intervention services related to substance abuse and also assist with at risk behaviors. This confidential counseling opportunity may include individual substance abuse assessments, in-school support group experiences, and/or referrals to appropriate services outside of school.

The TRMS SAP counselor seeks to respond to the many and varied personal problems that students bring with them to school, including alcohol and other drug related problems. The program aims to identify at risk students so they can receive the helping services they need.

Upon completion of an initial screening (usually 2-3 sessions), the SAP counselor may make recommendations for further intervention and/or treatment, both in and out of the school. While the SAP counselor assesses the need for intervention services, school policy as well as state and federal law regarding confidentiality will be employed.

HEALTH SERVICES AT TRMS

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 doctor's 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. There is also a part-time Athletic Trainer contracted by Access Sports Medicine who is available for students participating in after school athletics to assess and treat injuries,

District Health Services Website

All contacts, immunization information, facts, bulletins and forms are available on the Timberlane Regional Middle School website by going to the TRSD health services section, and then to the district nurse's 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. Without this documentation no medication will be administered by the school nurse the medication must be in its original container and properly labeled. This applies to any prescription or over-the-counter medications. Your student's physician may fax the medication order to the school at (603) 382 0 2781, Attn: Health Office.

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. It is strongly recommended that students with severe food/bee sting allergies or asthma also have a back-up Epi-pen and/or inhaler in the Health Office.

Guidelines for Keeping Your Student Home from School

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

Fever - Students having a fever over 100 degrees during the night or morning before school should be kept home from 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.

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

Strep Throat - Students with strep throat may return to school after 24 hours of antibiotic treatment and be fever free without the use of fever reducing medications.

Conjunctivitis (pink eye) - Students with crusty, itchy, red eyes with thick yellow drainage should be excluded from school. Once a diagnosis of conjunctivitis is made, the student may return to school after 24 hours of antibiotic treatment and a clearance note from a physician.

Rashes - Any student with an unusual rash or rash with fever should be evaluated by physician prior to returning to school. A physician's note must accompany the student that the rash is not contagious and the student may return to school.

Staph Infections - All staph infections should be reported to the nurse and all open wounds must be covered while at school or school activities.

Concussion - A student who has been determined to present with symptoms of a concussion will fall under the guidance of the academic protocol for concussed students. Concussions vary in degrees of severity, so it is best to address each student's needs on a case by case basis. However, in each case, the following procedures should be followed:

Procedural actions prior to putting the Academic Protocol into place:

1. Whenever a student suffers a head injury or is suspected of having a concussion, the school nurse will be promptly notified.
2. The school nurse will perform an assessment of the student for symptoms of a concussion unless a physician's assessment has already been performed and reported to the school nurse. The school nurse will notify the parents/guardians of her determination and give parents concussion information sheets
3. If the student has not yet been seen by a physician, the nurse will recommend to parents/guardians that the student be referred to a physician.
4. If the student is determined to have symptoms of a concussion either by a doctor, the school nurse, or the athletic trainer, the nurse will notify the student's guidance counselor, teachers, administrator, and the Athletic Director (if applicable) for the purpose of enacting the Academic Protocol. A note from a Health Care Provider should be given to the school nurse with any academic/athletic accommodations listed.
5. The nurse will encourage the concussed student's parents/guardians to keep the student home for a period of time or come to school half days, depending on the severity of the concussion, to rest the brain. The nurse will explain the importance of reducing stimuli to allow the brain to begin to heal. The nurse, as spokesperson for the school, will encourage the parents/guardians to keep the student from using electronic stimuli such as, television, cell phones, iPods, video games and computers. In the event where a student attends school during a period of time when s/he should be resting the brain, the school will take measures to reduce the student's brain stimulation.
6. For cases of severe concussions, the nurse, trainer, and healthcare provider's recommendations, along with the parent's input, will determine the length of rest period.

The Academic Protocol for Concussed Students:

1. The nurse will inform teachers of the student's initial concussion and the length of the recommended rest period. Teachers and Parents will also receive information on symptoms of a concussion.
2. During the "rest period" the concussed student's absences will be considered "exempt." All other absences related to the student's concussion will also be considered "exempt."
3. Teachers will defer missed daily assignments until the student is medically cleared to return to an appropriate level of academic participation. If an essential summative assignment(s) takes place during this time or during an extended period related to the concussion, the teacher will make accommodations for the student to make up the assignment(s).
4. Upon the student's return to school, the nurse will encourage the student to check in with her for ongoing assessment. This "check in" should take place daily. The student will continue to be monitored in this way for the time period he or she is exhibiting concussive symptoms.
5. The nurse and the student's guidance counselor, teachers, and/or trainer will periodically communicate with one another on the concussed student's status. Each student's needs will be considered on a case by case basis.
6. The severity of a student's symptoms as determined by a healthcare provider's assessment will help to determine the types of academic supports that are put into place. The counselor may refer the student for eligibility of 504 or special education at any time in the process. When the student continues to exhibit ongoing symptoms beyond 60 days, the guidance counselor will refer the student for consideration of eligibility for a Section 504 Plan or possible referral for a special education evaluation. If found eligible for 504 or an IEP, the 504 or IEP team will determine the accommodations that are required in order for the student to access his/her educational program. The 504 or IEP team will determine future interventions until such time as the team determines that the concussive injury can be effectively managed by the school nurse in consultation with other officials.
7. For the students who have suffered an injury and who are not placed on a 504 plan or IEP, notification of injury and subsequent clearance will be initiated through the nurse's office to teachers, counselors, advisors, coaches, trainers and administrators.
8. If the concussion and/or the recovery period extend through a grading period, the student's teachers will be instructed by the guidance counselor to assign an "Incomplete" for a grade in the course. The length of the incomplete period will be determined on a case by case basis.
9. Once the student has been determined ready to return to a regular academic work schedule by the nurse and/or trainer, he/she is to complete missed essential work and turn it into the teacher for assessment. As appropriate, the teacher is encouraged to differentiate the assessments or assignment(s) to allow the student an opportunity to demonstrate proficiency.

Student returning from injury

If a student is returning to school on crutches, in a cast, sling or splint please bring a note from the physician stating that it is safe for the student to be in the school environment and what restrictions if any need to be observed, e.g. no gym, no recess etc. When the student no longer requires these restrictions another physician note should be presented to the nurse so the student can resume activities. For liability issues a student on crutches requires a note from the parent giving them permission to ride the bus. We appreciate your cooperation in our efforts to keep all students safe.

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

When a Student Becomes Ill or Injured at School

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

Health Emergency Information Sheets & Physical Forms

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

Please notify the school of any changes in medical and or contact information. Please contact the Guidance Office with any changes to the contact information. Any medical changes should be provided to the nurse.

Physical examinations are required every two years for students who are trying out for school athletics. Please submit the physical exam forms to the nurse's office prior to the tryout dates.

Seventh Grade Health Screenings

Each year, grade 7 students will report to the Health Office at a designated time for routine health screenings. The screening will consist of a vision and hearing test and blood pressure check. Parents will be notified by letter if a student screening is outside normal limits. It is up to the parent to follow up with their primary physician for more in-depth screening. If you do not want your student to undergo the routine screenings, a letter may be sent to the Health Office requesting to opt out.

SCHOOL INSURANCE

A school insurance plan including health and accident insurance is offered early in the school year. Although the school provides the information regarding insurance, the plan is handled by an agency, and all claims, questions or problems are referred to the agent. In the case of an accident or injury, school personnel will complete an accident form and an insurance form. The matter of bills connected with an accident or injury that occurs at school is the responsibility of the parent and the insurance agency. The school has no insurance to pay for treatment of accidental injuries that may occur at school.

TRANSPORTATION

Walkers

Safe arrival at school depends on responsible and mature behavior by students whether they walk or ride the bus. Walkers should use sidewalks where available, and walk facing traffic when there are no sidewalks.

Bicycles and Skateboards

Bicycles must be walked on school grounds and locked in the bicycle racks provided. Skateboards and roller blades may not be used on school grounds.

Auto Drop Off/Parking

Students being given a ride to school should be dropped off in front of the school at the main entrance. In the afternoon, students should be picked up in the same spot. The only exceptions to this rule are if an older sibling is responsible for driving a middle school student home or if the student has musical lessons or a performance at the PAC. We require a note regarding pick up location from a parent in that instance.

For the safety of all students, when driving on campus, please respect all traffic patterns and signs. We ask parents dropping off or picking up students to use the front circular drive. Please enter at the high school entrance in the designated entrance area.

There are also designated visitor parking spaces in the front of the building. Parking at the high school, including the Performing Arts Center (PAC), is off limits to middle school students.

Buses

Students riding the bus should follow the directions of the driver and behave appropriately on the bus. Those who arrive by bus must enter the building immediately, and report to their specified area until 7:30 AM dismissal to classrooms. Sixth grade students report to the cafeteria. Both seventh and eighth grade students report to the gym. If the bus does not pick up a student in the morning, please call First Student Bus Company at 378-9462 to notify them. If a student leaves an item on the bus, please come to the front office and a secretary can contact the bus company for you.

Students taking a bus home in the afternoon must board that bus at the middle school. In the afternoon, students should go directly home from school. Those waiting for the late bus must wait in the cafeteria and must obtain a late bus pass from the staff member they are staying after school with. Students without a late bus pass will not be allowed to take the late bus home. Those students waiting for a parent must wait in the lobby. No student is allowed to leave the grounds (ie., high school, PAC, off-campus) while waiting for transportation home.

A **late bus** is provided for each town in the district every **Tuesday, Wednesday, and Thursday**. It travels the main roads of the town and may drop students off at a different place from their regular bus. Details of late bus routes may be obtained from the bus company. Parents must provide transportation to or from any other destination.

Students using District Transportation must understand that they are under the jurisdiction of the school from the time they get on the bus until they exit the bus. **All regular school rules exist while riding the bus in addition to the rules listed below.** The safety of all students while riding the bus is of 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. Students are expected to remain seated until the designated stop has been reached and must also keep aisles and exits clear. Books and other personal property must be kept on the student's lap or under the seat. Skateboards or other large items may not be transported on the bus for safety reasons.
3. Only authorized riders are permitted on the bus. Students will only ride the bus to which they have been assigned, and are to get on and off the bus at their own stop. **If a student needs to take another bus or to get off a different stop, students must have a parent note. The parent request must be received in the front office by first period and approved by administration. Such requests will be honored on a space available basis. We cannot accept phone calls or emails for this change. A signed written request of fax is accepted. Fax # 382-2781.** Students with unapproved notes will not be allowed to board the bus or get off at a different stop.
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. Avoid distracting the driver by disturbing or talking with him/her.
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. These rules have been developed to ensure student and adult safety on the school buses. They apply to regular transportation to and from school, as well as to and from school sponsored events. Bus drivers file written reports to the assistant principal of incidents of misbehavior on the bus.

CAFETERIA

Our lunch program is subsidized by the US government, and is offered at a reduced rate of \$3.00. In order to meet the requirements of a reimbursable meal, each lunch must contain a specified quantity by age for each of the food components: Meat, Vegetable or fruit, grains/bread & milk. You must take a fruit or vegetable to make a meal. Otherwise your meal does not meet the requirements and is charged a separate price for each item. Our cafeteria also offers a la carte items, snacks, beverages and ice cream. Planning a budget with your child will help ensure he or she is spending wisely. If you have any questions or concerns, please call the Sally Morris, TRMS Food Service Manager.

Breakfast and lunch are served daily in the school cafeteria. Breakfast must be purchased and eaten prior to 7:35 AM. Parents can send in check/cash or pay by credit card using the school website and clicking on Lunch/Menu and then MyNutrikids.com. Each student has a lunch period by team/grade level. Members of each table are responsible for cleaning both the tops and underneath area of their table. This will be accomplished on a rotating basis. During lunch, students are expected to eat in a relaxed atmosphere as they visit with their classmates. The cafeteria/lunchroom is to be used as a student would use a dining area in his/her own home.

1. Students are to enter the cafeteria quietly, in an orderly manner and take their seat with their feet under their own seat.
2. Students need to speak in soft voices when in the cafeteria so that others are not disturbed and may enjoy their lunch. Students may not call out to others at surrounding tables, and all conversations must be with the people at their own table.
3. There are to be no glass bottles.
4. There is no soda on sale at lunchtime.
5. When students need something, they should raise their hand and one of the adults will come and help.
6. It is important for students to remember good table manners, which include saying "please" and "thank you" to those who help serve the food.
7. It is important for students to leave their table and floor area clean for others. Students need to remember to pick up all straws, papers, napkins, etc. before they are dismissed. One student each day will be assigned to wash the table before leaving.
8. Students are expected to listen to and follow the directions of all the adults in the lunchroom.
9. Students are to stay at their table until they have been dismissed by an adult.
10. Students go outside for recess following lunch weather permitting so appropriate clothing should be worn.
11. Students who forget their lunch may use the phone in the front office to call home.

LIBRARY

The TRMS Library Media Center is open daily from 7:30 a.m. to 3:15 p.m. The library is a calm (usually), colorful information oasis for reading, research, homework, etc. Our friendly library staff is here to help you find just the right book or resource you need.

Students are allowed to check out up to three books at a time for a two-week period. If books are lost or damaged, students are responsible for replacement cost of the item(s). Students will not have library privileges if they have overdue books or damaged books that need to be returned or replaced. Please speak to the librarian about the situation if you get overdue notices so we can make a plan for the library materials to be replaced.

We have comfy beanbags and chairs for quiet reading, close to 12,000 books including audio visual books like CDs and Playaways, and even a collection of Nooks loaded with books. We subscribe to over 80 magazines to meet all of your interests and hobbies, and we also have a number of research databases to help students' access high quality information for their research and information needs. All databases can be accessed from school or home through the library's Destiny website. We look forward to seeing you often during your years at TRMS and helping you to succeed in becoming effective users of information and lovers of books!

STUDENT ACTIVITIES AFTER SCHOOL

Throughout the year there are many after school activities available for students. Some activities are for specific grades; others are open to all students. Activities may be sponsored by the student senate, PTSA, enrichment, or by other groups.

Students staying for intramural activities or other related after-school events must have a pass from the sponsoring staff member. Late bus passes are also required to board late buses. Students waiting for a late bus should assemble in the cafeteria and sit quietly at a table immediately following their activity. Other areas of the school are off limits. Disruptive behavior during late activities, waiting for the late bus or on the bus, will disqualify students from further after school activities.

STUDENT EXPECTATIONS*

***A complete copy of the Timberlane Regional School District Code of Rights and Responsibilities should be reviewed on-line on the district website at:
<http://www.timberlane.net/DOCS/TRSD-Discipline.pdf>**

Behavior Expectations

Students are expected to be active participants in their education. Good attendance and appropriate behavior, consideration for the rights and feelings of others, and a realization that each individual has to take responsibility for his or her own actions are keys to success. Behavior rules exist to ensure a safe, pleasant environment for all students. Actions that are inconsiderate, dangerous, or detract from the quality of the learning environment have no place at TRMS. Consequences for such actions are intended to encourage students to learn appropriate behaviors and to exhibit them in the future.

Respect, Responsibility, and Right Choices

Respect, responsibility, and right choices are promoted and encouraged throughout a student's years at the middle school. We realize students are still growing and developing. As a school community, our goal is to support families in their efforts to help our students become positive members of society by modeling good examples of character and citizenship for them.

Behavior that interferes with the rights and/or safety of others is prohibited. Examples of such behavior are possession of weapons, fighting, physical or verbal intimidation or harassment, discrimination, disrespect toward adults or other students, cheating, stealing, possession of fireworks, selling of any items to students, cutting class, misbehavior on the bus, and vandalism. Middle school students may not enter the high school building, nor remain on the high school grounds without permission of the high school principal.

In order to maintain this level of respect, TRMS has a zero tolerance policy for gang related behaviors or references and will not tolerate the forming of gangs in our school. This includes but is not limited to, gestures, inferences, gang related clothing, bandanas, colors, signs, graffiti, etc. which may connote gang behavior. Discipline of this type of behavior will be consistent with state and school policy and may range from a warning to a suspension. Unacceptable items in student publications include, but are not limited to: so-called "hate" literature which attacks ethnic, religious, and racial groups; other irresponsible items aimed at creating hostility and violence.

Materials such as "slam books" denigrating to specific individuals in or out of school; plus pornography, obscenity, and other similar materials is not suitable for distribution in school.

Hazing/Bullying/Harassment

See the complete policy on this subject under Rights and Responsibilities on the districts website:

<http://www.timberlane.net/DOCS/TRSD-Discipline.pdf>

Also see Bullying Prevention law CRSA 193-F on the district website:

<http://www.timberlane.net/DOCS/BullyingPreventionLaw.pdf>

At the middle school, students and staff are expected to treat each other with dignity and Respect and are entitled to freedom from any kind of harassment. It should be clear that no form of hazing/bullying/harassment will be tolerated. A student who feels he/she is a victim of hazing, bullying, or harassment should bring the matter to the attention of a teacher, counselor, or principal. 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 also prohibited and subject to disciplinary consequences

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:

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

Bullying is identified, by New Hampshire RSA-193-F: 3, as a form of harassment. It is defined as "subjecting a student to insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response." It

is recognized by the school administration that bullying is characterized by a pattern of repeated offenses, such as the ones listed above. Any student who bullies another student will be subject to the following:

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

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:

1. Immediate parent notification.
2. Possible suspension and notification of proper authorities depending upon the severity and/or frequency of the behavior.
3. Harassment warning formally issued by an administrator.

Repeat Offense after Harassment Warning

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

1. Immediate parent notification and conference.
2. Notification of the proper authorities.
3. 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

Sexual harassment is a particularly offensive type of harassment that consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or 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, or visual harassment such as derogatory cartoons, drawings, posters or graffiti. It 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 6.0.

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

Physical Assault

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, buses, etc.). It is also against school policy for students to instigate or encourage a fight through verbal, written, or any direct or indirect action. 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:

1. Immediate parent notification and conference.
2. Immediate notification of the proper authorities.
3. Up to five days in-school suspension or out-of-school suspension depending upon severity of the incident.

Second Offense:

- a. Immediate parent notification and conference.
- b. Immediate notification of proper authorities.
- c. Up to ten days out-of-school suspension, referral to the Superintendent for the purpose of recommending additional day's out-of-school suspension and consideration for suspension for the remainder of the school year.

ACADEMIC GUIDELINES

Timberlane Regional Middle School is accredited under the New England Association of Schools and Colleges (NEASC). Below are the Academic and Social Expectations and School Performance Expectations approved by NEASC. Students are expected to develop strategies to enhance their academic performance by:

- Becoming effective communicators through oral, written, and listening skills.
- Improving organizational and study skills.
- Improving the quality of their work.
- Setting individual goals in academic areas and striving to complete these goals through reflection and self-evaluation.
- Maintaining and increasing their knowledge and skills in all subject areas.
- Learning to accept suggestions for improvement as well as praise.
- Participating in co-curricular programs.
- Becoming effective managers of ideas, information, and resources.
- Developing strategies using process, problem solving, and critical thinking skills to integrate and transfer knowledge across all subject areas.

SOCIAL

Students are expected to:

- Take responsibility for their own behavior.
- Learn to make decisions that will lead to positive outcomes.
- Take pride and ownership of their school as well as their community.
- Show respect for the cultural and individual differences of all people beginning with the Timberlane Regional School District Community.
- Develop an increasing awareness of the global community.
- Develop the ability to work cooperatively in small/large group settings.

SCHOOL PERFORMANCE EXPECTATIONS

Timberlane Regional Middle School will:

- Provide a challenging academic course of studies for all students.
- Examine and implement scheduling alternatives that maximize time for teacher preparation, collegial interaction, curriculum development, and interdisciplinary planning.
- Examine and implement scheduling alternatives that maximize time for whole class, small group, and individual student-teacher contact.
- Provide a universal effort to recognize and promote activities that identify positive achievements of both students and staff in order to promote self-esteem.
- Work with district administration to provide safe transportation for regular and after school activities.
- Provide a clean, safe, and educational environment for students and staff.
- Provide enough support staff, including secretarial, kitchen, and custodial to insure that all identified building management needs are addressed in a timely fashion.
- Ensure that equipment needs of the building are upgraded on a continuous basis.
- Seek to provide improved and upgraded technology equipment, both hard and soft, and to ensure access to the use of such equipment by all students and staff.
- Ensure ongoing communication between administration and staff by providing a nonjudgmental atmosphere in which to discuss needs.
- Maintain high standards of professionalism for administration and staff.
- Provide ongoing opportunities for parent, family, and community involvement.
- Provide a variety of co-curricular activities, both after school and evenings, which address the social, creative, emotional, physical, and intellectual needs of the middle school student.
- Provide a cross-section of faculty representation when investigating, researching, implementing, and evaluating new programs/curricula.
- Provide a continuum of integrated programs and services during the school day, which meet the educational, social, creative, physical, and intellectual needs of all students.
- Provide an environment that fosters respect and understanding of individual differences of all people in a diverse society.
- Accommodate individual learning styles by utilizing a variety of teaching techniques.
- Provide for all middle school personnel varied and ongoing in-service programs that address the changing needs of the school population.
- Ensure fair and consistent discipline of all students.

CORE CURRICULUMS

Our strong academic curriculum offers students opportunities to apply and advance their knowledge and skills developed in elementary school. Five blocks per day of academic instructional time are offered in the areas of literacy, language arts, mathematics, science and social studies. Two blocks a day are devoted to learning a wide array of life skills through our Unified Arts program. Teachers utilize instructional strategies and structures that support the success of all students. All curriculums are aligned to the NH Curriculum Frameworks and stated as standards-based learning goals in all content areas.

Literacy at TRMS involves a focus on reading and writing across all content areas in order to help students *read to learn* across the curriculum. Today's students need sophisticated literacy skills in order to negotiate a rapidly changing world. TRMS students are exposed to daily literacy strategy instruction that is explicit, systematic and in context across all grades and content areas. Our goal is to develop students with critical thinking skills ranging from simple recall to the analysis and evaluation of information and ideas. Our teachers use a wide variety of print materials including novels, nonfiction materials, student chosen materials, primary sources, and web based information.

Language Arts instruction involves reading, writing, and oral communications. Students learn about the writing process, grammar, spelling, vocabulary development, and speaking and listening skills. Writing instruction helps students understand the characteristics of good writing and how to achieve and appreciate it. Students will learn how to write in response to literary and informational text. Informational (reports, procedures and persuasive essays) and expressive writing will be taught. The reading curriculum is embedded in the Language Arts curriculum.

Students learn to become strong self-assessors as they examine their writing for ideas, organization, voice, word choice, sentence fluency and conventions.

The **Mathematics** program at the middle school is a continuation and extension of the mathematical concepts and skills taught at the elementary level. The program is aligned with national standards for mathematics as defined by the National Council of Teachers of Mathematics and includes the strands of Numbers and Operations, Geometry and Measurement, Data Analysis, Statistics and Probability, and Algebra. Students explore mathematical concepts such as identifying and computing with whole numbers, fractions, decimals, and percents; identifying relations and properties of numbers; identifying and selecting appropriate units of measurement; identifying geometric relations; representing and analyzing mathematical situations and structures using algebraic symbols; and selecting and creating appropriate graphical representations of data. A great deal of emphasis is placed on application through the use of problem solving, reasoning, communication and making connections in order to build mathematical understanding. As students progress through grades 6, 7 and 8, instruction focuses on developing deeper conceptual understanding of these topics. Teachers use numerous 21st century technology tools, hardware and software, in the design and execution of their math lessons. Technology integration is an integral part of mathematics at TRMS.

The middle school **Science** program is an inquiry-based program that emphasizes the scientific process. Each student is expected to learn to discover, comprehend, identify, interpret, and apply scientific information and theory in meaningful ways. The approach is, to the greatest extent possible, a "hands-on," experience-based one. Students are involved in projects applying the scientific method. At the sixth grade level, students are instructed in general science, which includes units in the physical, life, and earth sciences. Seventh grade emphasizes life science, including the study of protists, bacteria, invertebrates and ecology. The eighth grade focuses on earth science, including astronomy, geology and climatology. All students are thus prepared in the basics of science and the scientific method necessary to understand the complex and ever-changing world in which we live.

The **Social Studies** curriculum in the middle school is designed to help students develop a global perspective, foster democratic ideas and values, and understand economic theories. It is based on cultural area studies, which include the geographic patterns, climate, and natural resources of the cultural regions. Studies also include understanding the ethnic groups as well as the historical, political, economic, social, cultural and religious development of the regions. Students are given opportunities to demonstrate social studies skills, including the use of maps and globes, information processing, problem-solving, social participation, and time and chronology skills. Throughout the middle school students also participate in many teams and cross discipline activities. The school's focus on character development, social equity, and academic excellence continues past the classroom into after school enrichment and extra-curricular activities. The end result is an integrated curriculum that prepares students for high school and beyond.

HOMEWORK (Independent Learning Assignments)

It is the policy of the Timberlane Regional School District that homework is required of all students. Homework assignments are intended to accomplish course goals outside the classroom without immediate teacher supervision. Homework can refine skills, promote mastery, and help students prepare for exams. It is reasonable to expect a middle school child to spend four to eight hours per week on homework. Your child may average of one hour of homework each school night.

Parent Responsibilities

- Supervise your child's homework, as needed.
- Help develop good study habits by providing a comfortable, well-lit area away from television and other distractions.

- Regularly monitor your child's materials to ensure he/she has what is needed to succeed in school. Notebooks and folders should be updated and replaced as needed.
- Encourage your child to set a regular time for studying.
- Make homework a priority. Evaluate outside activities to be sure that your child has sufficient study time.
- Ask child to read or work on long-range projects when no homework has been given.
- Expect your child to write assignments in the agenda book and to have the appropriate materials to complete the task.
- Obtain missed assignments through Guidance when your child is out for a prolonged period of time.
Please allow 24 hours.

Contact your child's teacher if he/she has regular difficulty with completing assigned homework.

Student Responsibilities

- Expect to spend four to eight hours on homework per week.
- Keep an up-to-date agenda book for homework and other assignments.
- Clarify with teacher any instructions not understood before you leave the classroom.
- Turn-in homework on the due date.
- Complete written homework in proper form, clearly identified (name, date, class), legibly written, and grammatically correct.
- Homework is a priority. Plan other out-of-school activities accordingly.
- Arrange a proper study area, manage time to accomplish homework assignments, and have study materials (pens, pencils, paper, books, etc.).
- Establish a regular study schedule that is relatively free from distraction (television, telephone calls, computer)
- Make arrangements with your teacher and parent prior to staying after school for extra help.
- **Obtain and make-up missed assignments when absent from school according to the policy of your Team/UA Teacher.**

GRADING

Timberlane Regional Middle School will report grades on a quarterly basis. Grades are determined through summative (end of learning) assessments tied to specific learning goals. The calculation of the grade for each summative will be done using a 100 point scale, and a student's final grade for the quarter will be an average of these scores. Teachers will include a grade for homework that is weighted to 10% of the grade for the quarter.

Teachers use a variety of formative (for learning) assessments that guide instruction. Formative assessments are used to guide instruction and provide an opportunity for teachers to give accurate, specific and timely feedback, thereby improving student performance. All assessments formative and summative are tied to specific learning goals or standards. Parents will be able to see the standards/learning goals for each content area and their student's progress on each through a link on the school website.

Honor Roll System

To earn a place on the honor roll, students with all grades of A- or better will receive "Honors with Distinction". Students with all grades of B- or better will receive "Honors".

Promotion

Placement to the next grade depends on successful completion of each year's work. Student placement is considered individually, with the decision being made based on what is in the student's best interest. Attendance at summer school to make up subjects may be required. The final decision on promotion or retention rests with the principal.

ACADEMIC DISHONESTY

Students who cheat, plagiarize, or forge in connection with academic endeavors and/or school procedures are subject to disciplinary action both from the classroom teacher and administration. Administrative consequence for academic dishonesty is consistent across all grade levels and is further detailed in the section. (See a **Rights and Responsibilities**) also Academic Guidelines p. 21)

SCIENCE EQUIPMENT REPLACEMENT POLICY AND SAFETY

We are lucky in the middle school to have the support of the community in supplying an adequate stock of laboratory equipment, glassware, and supplies. The ability of the Science Department to maintain a high quality program depends, in part, upon the materials that are available. Therefore, it is extremely important to require students to take responsibility for maintaining and conserving our laboratory materials and equipment. In the interest of keeping an adequate stock of materials and equipment for all students to use, we have established the following policy:

1. Any glassware or laboratory equipment that is broken during the normal course of use, or which fails due to general wear and tear, is the responsibility of the Science Department. We will repair or replace any such equipment, as we have specific funds to do so.
2. Any glassware or laboratory equipment that is broken or damaged as a result of student carelessness or horseplay will be replaced at the student's expense. A bill will be sent home to parents in the event that the student is unable to pay for damages in one week's time.

General Safety Guidelines

- Students must read and follow all lab directions.
- Students may not eat or drink in the science labs.
- Lab materials should only be used for the purpose given by the teacher.
- The lab area must be kept free of books and other materials.
- Protective eyewear must be worn when directed to do so by the teacher.
- Students should not remove any lab materials from the classroom unless instructed to do so by their teacher.
- Students must act with safety in mind during every lab situation, so as not to put themselves, a classmate, or the teacher in jeopardy.

Lab Dress Code

Students may not wear any clothing that could be a safety concern in a lab situation (i.e. tops with loose fitting sleeves, jackets, slippers, open-toed shoes, or hanging jewelry).

Grade Level Safety Guidelines

In addition to the above school-wide safety guidelines, there may also be guidelines that are set by individual teachers to address safety in particular labs. Students must follow these guidelines if they are to participate in those labs.