

Timberlane Regional High School

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STUDENT HANDBOOK 2022-2023

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TIMBERLANE REGIONAL SCHOOL 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.

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.

Core Values

- Academic Rigor
- Communication
- Creativity
- Community
- Critical thinking
- Respect
- Responsibility

Beliefs

- All students have the ability to learn.
- Social interactions, interpersonal relations, and communication with others influence learning.
- Motivation determines, directs, and sustains what students do to learn.
- Personalized instruction and educational opportunities honor students’ interests, curiosity, strengths, and contributions.
- Open communication and collaboration among staff, students, parents, and community stakeholders ensure a supportive educational environment.
- Students must learn and apply 21st century skills, such as critical thinking, problem solving, communication, and collaboration.
- Exposure to relevant and challenging curricula fosters lifelong learning through real-life application of knowledge and skills.
- Technology is a tool to support and enhance learning and skill development.

21st Century Learning Expectations - Academic

Timberlane students will:

- Read and apply information from a variety of texts.
- Research and gather information effectively.
- Use critical thinking and problem-solving strategies effectively.
- Write effectively for a variety of purposes and audiences.

21st Century Learning Expectations - Social and Civic (OWLS)

Timberlane students will:

- Offer their best effort and be involved, contributing citizens at school and in the wider community.
- Work cooperatively and resolve conflicts peacefully.
- Live responsibly and lend a helping hand to those in need.
- Speak and act respectfully toward all.

STAFF DIRECTORY

Timberlane Regional School District

School Board Members 2022-2023 School Year

Michael Boucher
Dr. Kimberly Farah
Steve Finnegan, Chair
Brian Boyle
Shauna Manthorn

Katie Knutsen
Kim McCormick
Kristin Savage, Vice Chair
Mark Sherwood

District Administration

District Administration and SAU staff listings can be found on the district webpage [HERE](#).

High School Faculty & Staff

High School Administration, Faculty and staff listings can be found on the high school webpage [HERE](#).

ACADEMICS

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 TRSD Rights and Responsibilities.

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, including cell phone use, 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, including online translators or math programs.
- Copying another student’s assignment (whole or part).
- 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 (working together without permission, splitting assignment and copying).
- 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 may 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 peers, faculty, and parents.

Teachers may use Google Originality Reports within Google Classroom to educate and deter 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.

Academic Dishonesty

Academic dishonesty 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 notes).
- Parent/Guardian Contact

Intentional Dishonesty or Plagiarism

First Offense

- Receive a zero (0) for the assignment-may be allowed to re-do the assignment for partial credit or to submit an alternative assignment for partial credit at the discretion of the teacher.
- Teacher writes a disciplinary referral.
- Parents and administrators are notified.
- Up to a ten-day suspension.

Second Offense

- Receive a zero (0) for the assignment with no opportunity for make-up assignment.
- Teacher writes a discipline referral.
- Parents and the proper administrator will be notified.
- Up to a ten-day suspension.

In addition, the following consequences may occur of more serious or multiple offenses:

- No academic scholarship money granted by the Timberlane Regional High School Scholarship Fund
- Notification to honor societies

Auditing Courses

Students who desire to enrich their academic program may request to audit courses. Auditing of required courses is acceptable, after successful completion of these courses. No formal credit will be given for class audits; the course will be listed on the student’s report card and permanent record with the letter “N”, and will be recorded each marking period.

An audited course will not be considered meeting the minimum standards established for students (required number of courses per year).

No student will be allowed to change from a credit basis to an audit basis in any course once the course has passed the withdrawal period.

To audit a course, a student will adhere to the following requirements:

- a. Meet with the school counselor.
- b. Obtain approval from the teacher.
- c. Register for course.
- d. Follow attendance policy.
- e. Be accountable for all in-school/out-of-school assignments deemed appropriate by the teacher.

Note: In cases of conflict, the principal will make the final decision.

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.

Early Graduation

Early graduation is defined as a student who has completed their graduation requirements in three or three and a half years and will no longer be taking courses at Timberlane Regional High School. Students who complete early graduation in three or three and a half years will be awarded a diploma in June with the four year graduating class. Documentation will be provided to students completing their graduation requirements early which will clear students to begin post-secondary course work. Students should contact their college or university to determine if they are eligible for financial aid.

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 arrange a conference with his/her school 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.
2. 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.
3. The student's parent or guardian must also prepare a written composition indicating support for the student's early graduation plans.
4. The student must provide letters of support from two faculty members who have taught the student in an academic course.
5. The student must then arrange a conference with their assigned Assistant Principal, school counselor, to review the completed Early Graduation process and the required attachments.
6. Students who remain on track to graduate one full year early will achieve senior status in the second semester of their third year.
7. 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.

For those planning to graduate a semester early, the procedures listed above must be completed by June 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 June 1st after the student's second year of high school. The Assistant Principal will send approved applications to the Superintendent of Schools for informational purposes.

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 the form of a course syllabus from each teacher within the first week of the course. This policy will include grading procedures and course requirements.

Students will receive quarterly reporting based on the OWLS rubric.

recognizing differences in maturity, needs, interests, and abilities at each learning level. Homework will be worth up to 10% of all calculated course grades.

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.

Long-term Projects and Papers

Long-term projects/papers will be accepted late, but on the basis of a reduction of 10 points from the actual grade for each day late. The grade reduction can be no more than a 50, unless the student's grade was lower than a 50 prior to any reduction due to lateness. After school time can be assigned by teachers or administrators to students who have not completed long-term projects/papers in a timely fashion.

ATTENDANCE

Attendance Policy and Procedures

Class attendance is essential for gaining the full learning experience provided by the high school. Students must be in class on a daily basis to get the 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. **Leaving the building without permission is a violation of the TRSD Rights and Responsibilities and consequences will be administered.** 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, co-curricular advisor, or coach.-Students waiting for the late bus are to stay in the cafeteria. Students in the hallways after school hours with no supervision are in violation of the TRSD Rights and Responsibilities, and consequences will be administered.

Reporting an Absence/Pick-Up-Patrol

In the event that a student is going to be absent from school due to illness, or other reasonable circumstances, the student’s parent/guardian is to use the Pick-Up Patrol Online Program to inform the school of the expected absence. The high school administration has the right to determine whether the absence is verified 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 you failed to report the absence through the Pick-Up-Patrol Online Program, the returning student’s parent/guardian must provide a written verification to the Main Office within 24 hours 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/guardian

Upon receipt of a parent/guardian’s note, the attendance secretary will record the absence as verified by the parent/guardian. Students are responsible for meeting with teachers within 48 hours of their return to school or the next class meeting to determine a plan to make up missed work in a timely fashion.

Students, regardless of age, are not permitted to write or sign a tardy, a dismissal, or an absent note. Forging a note and/or a false telephone report is a serious violation of the TRSD Rights and Responsibilities and consequences will be administered.

Three Types of Absences

Verified Absences

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 absences are considered reasonable, they will count toward the limit of five absences for a semester-long course or ten for a year-long course.** A student with a verified absence must contact each teacher within 48 hours or the next course meeting after returning from school to make arrangements for make-up work.

Unverified Absences

Unverified absences from class or school are unreasonable and are not within the spirit of the New Hampshire Education Laws. Unverified absences are absences taken for illegitimate reasons. Unverified absences may include, but are not limited to skipping school, refusing to participate in the educational program, cutting classes, or being tardy by more than 10 minutes to class. **A student absence without parent notification and verification will count as an unverified absence even if the student was legitimately absent from school.**

Unverified absences will also be subject to the consequences of the TRSD Rights and Responsibilities regarding attendance and will count toward the limit of five absences for a semester-long course or ten for a year-long course. A student with an unverified absence must contact each teacher within 48 hours or the next course meeting after returning to school to make arrangements for make-up work. Students will earn up to 50% of earned credit for the make-up work.

Exempt Absences

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 five absences for a semester course or ten absences 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 48 hours or the next course meeting 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 sponsored by a teacher or coach.
- Student attends a funeral.
- Student must make a court appearance. Written verification from the court is required.
- Student must take a military physical or exam. Written verification from the military is required.
- Student has a chronic illness. Written verification on a physician’s/healthcare provider’s letterhead on file with the nurse is required.
- Student has a serious illness or injury. Written verification on a physician’s/healthcare provider’s letterhead is required.
- Student is assigned an out of school suspension (This exemption will not be granted when a student is removed from class due to a failure to take part in the education program).
- Student has an IEP or a 504 Plan in which attendance/absence is related to the identified condition.
- Student has a scheduled college visit. This exemption is limited to third and fourth year students only. There is a limit of four exempt college visits per year. Student must have documentation from the college or university.
- Student observes a religious holiday.

Tardies

Any student arriving late for school must present a **written note** from a parent/guardian to the Main Office upon arrival otherwise progressive disciplinary actions will be enforced. Students must report through the Main Office before proceeding to class if tardy to school.

Unexcused tardies of more than ten minutes will be recorded as TU in PowerSchool and will count as an unverified absence from class (Class Cut) with appropriate discipline to follow.

Dismissals

Students may be dismissed for legitimate reasons when the parent enters **the dismissal through the Pick-Up-Patrol Online Program**. Dismissals must be entered into the Pick-up-Patrol online Program by 10:30AM of the day of the dismissal. Please abide by the following procedures for student dismissals.

- In case of a medical emergency or an unusual health related circumstance, the school nurse will notify an administrator and a parent/guardian that a student is to be sent home or to a medical facility.
- If a student does not follow the proper procedures for dismissal, appropriate progressive disciplinary actions will be taken.
- A parent or guardian may dismiss their child in person through the Main Office.

- **Telephone, email, and fax dismissals are not allowed.** Approval from an administrator is required in cases of emergency.

Make-up Work for Absences

Verified or Exempt Absences or Tardies

Students are to meet with their teacher(s) within 48 hours or the next course meeting following the absence(s) to establish a timetable for completing the make-up work. They will receive full credit for completed work.

Unverified Absences or Tardies

Students must meet with their teacher(s) the next course date following the unverified absence(s) to complete the make-up work from the absence. They will receive up to 50% credit for completed work.

Truancy

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.

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

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 and assistant 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 five verified absences per Semester Course or ten per Year-Long Course, so such requests should be made rarely and with precaution.

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 in good standing who have a study hall for their first or last period are eligible for approval for Late Arrival/Early Dismissal. Students who have been approved for Late Arrival/Early Dismissal 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 through the Main Office.

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.

CO-CURRICULAR ACTIVITIES AND ATHLETICS

Co-Curricular Programs

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 positive contributor to his/her school environment.

Clubs & Organizations

- | | |
|--|--|
| <ul style="list-style-type: none"> Best Buddies Big/Sr. Buddy BUILT Dance Team Drama Equestrian Executive Committees (Class Officers) <ul style="list-style-type: none"> Freshman Sophomore Junior Senior Genders and Sexualities Alliances (G.S.A.) Garden Club Geek Culture Club German American Partnership Program (G.A.P.P.) History Book Club Honor Societies <ul style="list-style-type: none"> Art Business Drama English French German Math National RHO KAPPA (Social Studies) Spanish Tri-M (Music) | <ul style="list-style-type: none"> Life of an Owl Math Team Milkmen Model United Nations Music Programs <ul style="list-style-type: none"> Band Chorus Jazz Band Orchestra Newspaper (<i>The Hoot</i>) Peer Outreach Project Hope School Musical Science Olympiad Snowriders – Ski and Snowboard Club Student Council Student Store Students of Service (S.O.S.)/Key Club Surf Club Sustainable Timberlane Yearbook Youth in Government |
|--|--|

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 club/organization application with the following information to the Assistant Principal:
 - a. Name of club or organization
 - b. Goals & Objectives
 - c. How the school will benefit
 - d. Cost considerations
 - e. Name of potential advisor(s) (must have their acceptance) and students
2. Upon completion of Step 1, a meeting with the 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 for approval.

Academic Honor Societies

Timberlane offers multiple honor societies. Honor societies’ eligibility, selection, and membership will be posted on the school website. The faculty advisors for each honor society will review these specific criteria with eligible students.

Participation in Interscholastic Athletics

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

Fall Program	Athletic Offerings	Spring Program
	Winter Program	
Bass Fishing	Basketball – Boys	Baseball
Spirit	Basketball – Girls	Lacrosse – Boys
Cross Country – Boys	Spirit	Lacrosse – Girls
Cross Country – Girls	Gymnastics	Softball
Field Hockey	Ice Hockey	Spring Track – Boys
Football	Skiing – Boys	Spring Track – Girls
Golf - Coed	Skiing – Girls	Tennis – Girls
Soccer – Boys	Swimming - Boys	Volleyball – Boys
Soccer – Girls	Swimming - Girls	
Volleyball – Girls	Unified Basketball - Coed	
	Winter Track – Boys	
	Winter Track – Girls	
	Wrestling	

Athletic, Co-Curricular, and Extra-Curricular Eligibility

The Timberlane Regional School District strives to offer challenging learning experiences and opportunities which will meet the needs, abilities, and desires of each student.

Committed to the development of a well-rounded student, Timberlane fosters intellectual, emotional, physical, social and civic development. Emphasizing these skills, the District provides a large number and variety of co-curricular activities.

In order to participate in any athletic or co-curricular activities, students in the Timberlane Regional School District must meet the following standards.

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 for high school students.

TRHS Athletics/Co-Curricular Activities Eligibility

Students who lose their academic eligibility as defined below while participating in any identified athletic/co-curricular activities in which the activity extends beyond the marking period will not be allowed to continue participating. Students participating in all identified athletic/co-curricular activities who do not meet academic requirements will lose eligibility at the time the report card is issued.

1. A student must pass all courses in the prior marking period in order to be eligible for all identified athletic/co-curricular. Summer courses are not considered when determining eligibility unless they correct a failure from the previous quarter. For the purposes of eligibility, incomplete courses that are currently not passing are equivalent to a failing grade.
2. Students will not be eligible for all identified athletic/co-curricular activities unless they have earned the following minimum credits (all credits approved by Administration can be used).
 - Beginning of 10th grade = 5 credits
 - Beginning of 11th grade = 10 credits
 - Beginning of 12th grade = 15 credits
3. Students are ineligible to participate, compete, practice, or perform while suspended from school. On a third or subsequent suspension, a student will remain ineligible until such time an eligibility hearing is conducted and a decision is rendered.
4. A student’s eligibility may be reviewed and denied at any time for unacceptable behavior, poor academic performance or poor attendance.

Any student who does not meet NHIAA academic eligibility standards is ineligible to participate in athletics. 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 school hours. However, while a student is suspended they may not participate in any school activity.

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 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/advisor no later than the beginning of that school day to notify them of the dismissal. The coach/advisor will notify the Athletic Director or Music Director immediately. Otherwise, the student will not be permitted to return to school for a practice or activity.

Activity Eligibility Committee

The Activity Eligibility Committee 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 have been 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. Students seeking an exception to eligibility standards must complete the waiver application process (forms can be found with the Athletic and Music Directors). Applications must be fully completed before a student sets up an eligibility waiver hearing with the committee. The final authority regarding eligibility rests with the Principal.

Interscholastic Medical Examinations

A TRSD student-athlete must successfully pass a physical examination and complete the physical examination form provided by the Timberlane Regional High School Athletic Department or the issued physical exam form provided by the Doctor’s Office. This must be done prior to playing or practicing a sport at Timberlane Regional High School. The exam may be valid for two (2) years, unless specified yearly by the Physician or Practitioner.

Prior to the start of each season, the Athletic Director or designee will send out notifications to those who need an updated physical examination and/or ImpACT test.

Athletic “Super Fan” Pass

Any full time student at Timberlane Regional High School may purchase an athletic pass to all regular scheduled home athletic events for the school year for \$10.00. An adult may pay \$20.00 for a Super Fan Pass.

Student Government

Student Government

The Student Government Program 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. Provide social activities for the student body in general and raise money for the Student Council Scholarship Program.
3. Promote school spirit and provide student leadership within the school, community, and the State of New Hampshire as a member of NHASC.

Each class elects its own Officers. Elections are held annually, in May, for the following year.

FOOD SERVICES

Cafeteria Expectations

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. Students may not order outside food to be delivered to the school.

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.

Food Service Meal Account Balances

The district encourages all parents/guardians to provide a healthy breakfast and lunch for their student(s). The district provides the opportunity to purchase breakfast and lunch that meets or exceeds the federal nutrition standards from the school cafeteria. The student lunch account remains with the student throughout his/her time with the Timberlane Regional School District.

Payment is expected no later than when the meal is served and can be made by using the online payment system that is available on the district website. Fees associated with the use of this online system shall be borne by the depositor. Meals may also be paid for at the time of purchase with cash or personal check. (TRSB Policy DO)

Federal assistance is available through the Free and Reduced Priced Meals Program to any family that qualifies. The district requires all families to return this application at the beginning of each school year. The “Free and Reduced Price School Meals Family Application” is available both on the district/school websites and at each school and can be submitted during the school year if financial circumstances change. The applications are reviewed at the district central office based on federal guidelines, and families are notified by mail of the results.

It is the opinion of this district that financial hardships will happen and will need to be addressed on a case-by-case basis before other actions are instituted to see if other acceptable resolutions can be arranged. Parents/guardians who refuse to communicate with district officials regarding their student’s negative meal balance will be subject to full prosecution.

Additionally, it is the opinion of this district that children who are not provided with a bagged lunch from home or the funds to purchase a lunch at school, on a regular basis, constitutes child neglect and may be reported to the appropriate child welfare authorities.

Free and Reduced Lunch Program

School lunches, at no or reduced cost, are available to those students whose family income meets certain standards set by the Federal Government. Students and their families may pick up applications in the Administration Office or click [HERE](#).

HEALTH SERVICES

Overview

Health services are provided by registered nurses. The nurses assess and treat ill students and provide preventative and emergency health services. They also administer medications based on doctor’s orders. They 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 parent(s)/guardian(s). 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.

PLEASE, IF YOU ARE FEELING SICK, DO NOT COME TO SCHOOL. IF YOU BECOME SICK DURING SCHOOL, REPORT IMMEDIATELY TO THE HEALTH OFFICE FOR ASSESSMENT.

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.

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 prescription or over the counter medications.

Students with asthma or life threatening allergies, who have an order for an inhaler or EpiPen, 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 and self-administer and is educated on the use of his/her inhaler and/or EpiPen.

Students are not permitted to carry prescribed or over the counter medications on their person or in their backpacks unless documented as above.

Guidelines for Keeping Students Home from School

A sick student of any age should not attend school. Children 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** – 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.

- **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 free of fever.
- **Conjunctivitis (pink eye)** – Students with crusty, itchy, red eyes with thick yellow drainage should be kept home from school. Once a diagnosis of conjunctivitis is made, the student may return to school after 24 hours of antibiotic treatment.
- **Rashes** – Any student with an unusual rash, or rash with fever, should be evaluated by a physician prior to returning to school.
- **Staph Infections** – All infections should be reported to nurse and all open wounds must be covered while at school/school activities.

All absences should be reported to the attendance office through Pick Up Patrol by 8:30 AM. Include symptoms of illness so the school nurses can be responsive to students’ needs and be aware of health trends at the school.

In addition, please report any contagious illnesses or hospitalizations, including surgery or injuries, to the Nurses’ Office. 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. For 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. Absences of five or more days due to illness may require a note from a health care provider when the student returns to school.

Emergency Information Sheets

Emergency information forms are available through InfoSnap and must be completed by a student’s parent/guardian at the very beginning of each school year. These are necessary so that the Nurses’ Office has current medical information for students and current parent contact information. Please notify the school of any changes in medical and/or contact information. Please contact the School Counseling Office with any changes to contact information. Any medical changes should be provided to the Nurses’ Office.

Tenth Grade Health Screenings

Each year, Grade 10 students will report to the Health Office at a designated time for a Health Screening. The screening will consist of a vision test, a hearing test, a blood pressure check, a height measurement, and a weight measurement. There may be times that the district receives assistance from volunteers, or contracted services, to assist with the screenings.

Academic Protocol for Concussed Students

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.
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 school counselor, teachers, administrator, and the Athletic Director (if applicable) for the purpose of enacting the Academic Protocol.
5. The nurse will encourage the concussed student’s parents/guardians to keep the student home for at least two days to one week, 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 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 a 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/she is exhibiting concussive symptoms.
5. The nurse and the student’s school 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 school 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 school 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 assessment(s) or assignment(s) to allow the student an opportunity to demonstrate proficiency.

Insurance

Student accident insurance is available to students at the beginning of the school year in September. Students should access the administrative office if they would like information on insurance. Students should take advantage of this program, particularly if they are involved in co-curricular activities.


All athletes 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.

STUDENT INFORMATION

2022-2023 Bell Schedule

Timberlane Regional High School

2022-2023 BELL SCHEDULE



Block 1 7:20-8:55 OWLS News 7:20-7:25	Lunch A Lunch: 10:35-11:03 Class: 11:05-12:35 <i>PE/Health, Science, Engineering, Trades, Culinary</i>
Block 2 9:00-10:30	Lunch B Class: 10:35-11:03 Lunch: 11:07-11:33 Class: 11:35-12:35 <i>English, Social Studies, Studies</i>
Block 3 10:35-12:35	Lunch C Class: 10:35-11:35 Lunch: 11:37-12:03 Class: 12:05-12:35 <i>Math, World Language</i>
Block 4 12:40-2:10	Lunch D Class: 10:35-12:05 Lunch: 12:07-12:35 <i>Music, Art, Study Hall, Learning Center</i>

Bus Passes

Students must have a bus pass to ride on a different route or get off at a different bus stop. These can be obtained through the front office with a parent or guardian note or through pickup patrol.

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 SmartPass for the late bus from the teacher with whom they stayed after school.
2. Students must present the SmartPass to the administrator or faculty member on duty in the cafeteria.
3. Students will then get a paper pass with their information to present to the bus driver.

Dress Code

The Board recognizes that a 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 mid-section; 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 administration so the student is in compliance with this policy. Students who repeatedly violate this policy may face more appropriate discipline.

Electronic Equipment

Timberlane strives to provide challenging academic experiences and opportunities for all students in an environment conducive to learning. In order to avoid distractions to the learning environment, the use of personal electronic devices, including cell phones and iPods, is restricted during the school day (7:20 AM to 2:10 PM). **Electronic devices may only be used during passing time, lunches, and senior free periods.** They should not be visible, turned on or used in any classroom or academic setting, including the Media Center and PAC, unless a teacher gives express permission for a student or students to use them for an academic purpose. Students who refuse to put their electronic device away or use their device without permission will be subject to progressive discipline measures. Parents are reminded that if they need to contact their student during the day, they may contact the front office.

Students may not photograph, videotape, or digitally record another person without their consent and/or disseminate/post without permission. Any student found to have taken and/or posted an image or

recording without consent may face disciplinary consequences.

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. Students must stay with the teacher at all times.

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 with administrative permission. It is important to note that class time may not be used in any way regarding fundraising. A building administrator must approve all fund raising activities in advance. Forms are available in the Main Office.

Graduation Activities

Graduation activities at the high school may include the senior prom, senior breakfast, and graduation. Participation in the senior prom is optional, but attendance at graduation rehearsals and graduation is required. Attendance at Senior Awards, Senior Excellence in Academics Dinner, and Senior Scholarship night is by invitation. Seniors who do not complete the academic requirements for graduation will not take part in the graduation ceremonies.

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 a locker the first day of school. Students are responsible for the cleanliness and orderliness of their locker, and may not move, swap, or use another locker without being assigned by the administration 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 locker is 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 or 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.

If you would like a locker, please contact Mrs. Laycock in the admin office.

Lost and Found

Valuable items, such as wallets, phones, or glasses should be turned into the Assistant Principals’ Office. Clothing and books should be placed in the ‘lost and found’ storage container in the cafeteria. Students should check there as well as checking in the Assistant Principals’ Office for missing items. The school is not responsible for lost or stolen items.

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. Students must first report to class/study for attendance and create a SmartPass for either a quick visit or study time. Students must sign into the Media Center upon arrival and stay there until returning to their classroom. Students are responsible for returning all borrowed materials to the media center by the due date. Students with overdue materials are subject to disciplinary consequences, including restitution for lost books.

Hours 7:20 am – 2:10 pm Monday, Tuesday, Wednesday, Thursday, Friday

Non-Discrimination Policy

The School Board in accordance with the requirements of federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees, that there shall be no discrimination on the basis of gender, sexual orientation, race, color, religion, nationality, ethnic origin, age or disability for employment in, participation in, admission or access to, or operation and administration of, any educational program or activity in the school district.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 or the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

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

Parking Regulations

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

Student parking on school property is essentially a senior privilege. Although a senior privilege, juniors who are involved in school-sponsored internships or who attend an approved CTE education program may be issued parking permits directly when appropriate. If any student parking spaces are available after these two groups are assigned, junior students can enter a lottery for the remaining spots.

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 may only park in assigned spots and may not park on any other district property. Students are not to park in areas designated for faculty and visitors.
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 Assistant 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 discipline which may include the loss of a student's parking privileges.
11. When a student's assigned space has been taken by another vehicle, the student should park in the closest space available and report the matter to the front office by logging it in the Parking Log book. Students should note their own vehicle information and the number of the space they parked in. Failure to follow this procedure may result in discipline.
12. Students who leave the building during the school day without administrative permission will lose their parking privileges. This applies to all who leave, whether they are driving or not.

WARNING: Cars not registered with the school may be ticketed or towed without warning and at the owner's expense.

Temporary Parking Pass

With limited available parking on the TRHS campus, spaces are first allotted to teachers and staff as well as seniors. Due to the limited number of visitors and open space availability, the school can only offer temporary parking passes when there is an extraordinary health/medical circumstance or on an as-needed basis to students who can demonstrate a special need. Students or parents must speak with the assistant principal for such requests and administrative approval is required for issuance of any temporary parking pass.

Permission for Photography and Video Recording for Publication

If you do not want your student's name or image (photograph/video) used in district or local publications

including but not limited to: social media sites, school and district websites, newsletter, newspaper, etc., please make sure to check the box when completing registration.

Physical Education 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 physical education 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, the School Nurse should, under such circumstances, instruct a child to dress appropriately (sneakers, shorts or sweatpants 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. Locker rooms will be locked during class periods.**

The Physical Education Department would like to make parents/guardians 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.

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 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.

Eligibility

1. Academic Performance – Academic Performance can be reviewed on a quarterly basis.
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. The Assistant Principal’s office/ Building Principal has the right to take away senior privileges for the remainder of the school year. A senior may appeal a loss of privileges through the Principal’s Office.
3. Students may recover parking privileges through meeting with administration and setting up a recovery plan.

Privileges

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.
 - b. Submit a copy of a valid driver’s license.
 - c. Submit a copy of the car registration.
 - d. Submit proof that the car is insured.
 - e. Pay a designated fee for a parking hanger.
2. Unassigned blocks – Every senior will be required to be enrolled in five courses. For the remaining blocks, seniors will not be assigned to study halls unless they disrupt the educational environment or violate the discipline code. The following guidelines must be followed:
 - a. Seniors must remain in the cafeteria, courtyard, media center or other designated area during their unassigned periods. Seniors cannot be walking the hallways during their free time.

3. Media Center Passes – Seniors in good academic and behavioral standing may utilize this facility during an unassigned period.
4. Senior 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. Students must throw away all of their trash.
 - d. Avoid destructive, dangerous, distracting or provocative behaviors.
 - e. Electronic devices are for private listening only.
5. Cafeteria – During unassigned blocks, 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 blocks.
 - b. Seniors going to the cafeteria are to take care of their needs (lockers, etc.) between classes.
 - c. 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 blocks 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 mid-day unassigned blocks will lose parking privileges and receive other disciplinary consequences, including loss of privileges.

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

WHDH - Boston Channel 7
 WOKQ - Dover
 WZID - Manchester

Television

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

TEN Channel 6 or 22

Student Pass System

Timberlane Regional High School utilizes the online pass system, **SmartPass**, for all daily passes. SmartPass is a digital version of the sign-out sheet and paper passes. The digital version allows staff and administration to see a real time list of which students are in the hallway and out of the classroom, so every student is accounted for digitally. SmartPass does not have a GPS tracking system, rather it holds the same information that a paper pass would, just without the physical pass. It provides administrators an accounting of which students are outside of the classroom during the school day and will help us ensure that our students are safe. Students and staff can access SmartPass from their school-provided device. Students do not need a personal device, though there is an app that can be used by students and staff if they would like.

Students must have a SmartPass any time they need to leave a scheduled class. Students are required to report to an assigned class or study hall on time. If a teacher detains a student, a SmartPass from that teacher will be necessary to the teacher to whom he/she is supposed to report. All students leaving a classroom must have an active SmartPass. Staff on hall duty may ask for your name to verify your pass. See below for specific procedures.

Classroom Procedure

- Request a pass from your teacher.
- No passes in first 5 mins or last 10 mins of class.
- Passes during direct instruction at the discretion of your teacher.
- Wait for your teacher to approve your pass.
- End your pass when you return.

Library Procedure

- Staying for the period? Use the Library Study pass.
- Do not end your pass until you are back in class or end of the period.
- No passes are accepted after 1:50 pm.
- No passes available? That means the library is full at that time! Please check back in later.
- Round trip pass - 10 mins - books/printing only

Study Hall Procedure

- In study hall? Must go to study hall first and get a pass accepted by your study hall teacher.
- You **MUST** check-in and take attendance at the beginning of the block.
- Want to go see another teacher? That teacher should schedule/send you a pass **BEFORE** the hall - then show your study teacher.
- Want to go to the library? See above!

Lunch Procedure

- Going to a teacher's room during lunch? You must have a pre-assigned pass in order to leave the cafeteria.
- There are **NO** passes to the cafeteria during period 3 to get food.

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 administrative 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 school counselor or administrator and the student should use the following procedures:

- a. See School 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 administration:
- 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. School Counselor
- 2. Alternate Assistant Principal
- 3. Building principal

Study Halls

Study hall students will follow the rules and regulations established by the study hall teacher. Study halls should be quiet spaces to allow students to focus on academics. 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. Students must remain in the classroom during their study hall period.

Campus Resource Officer (C.R.O.)

The purpose of the C.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 C.R.O. as a legal resource.

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.

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.
5. A legal health form signed by a parent

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.

STUDENT SERVICES

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 at Salem High School and Pinkerton Academy. Salem High School is the primary CTE Center for Timberlane students with bus transportation provided to and from Salem High School. Students enrolled at the Pinkerton Academy CTE Center must provide their own transportation.

Juniors and seniors enrolled in a CTE program attend academic classes at Timberlane and CTE sessions at a CTE Center. Upon graduation, students who meet program requirements may earn both a Timberlane High School Technical Diploma and a certification in a specific trade or skill area.

By attending CTE sessions one hour and forty minutes per day, students learn using a hands-on approach and students gain specific knowledge, with entry-level professional skills, that can be used after graduation. Two credits a year towards high school graduation are awarded upon successful completion of a CTE course.

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 School Counselor 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.

Students who miss the Salem bus will face progressive discipline. CTE students are expected to maintain good attendance and performance in their academic classes and in their CTE program.

Credit Recovery Program – Academics

Credit Recovery Program – Failure of a Quarter

For some courses, students who fail a quarter will have the opportunity to recover the failed grade while still enrolled in the course. In order to recover a failed grade, students must complete the following:

- Students must meet with their school counselor immediately after failing a quarter to determine if Credit Recovery is available for the course.
- Arrange a plan with their counselor to complete the recovery work for the course.
- Students must complete 100% of the Credit Recovery work with at least an 80% overall course grade by the end of the next marking period.
- **All Credit Recovery tests and quizzes must be completed in school. After school sessions will be available for students who need it.**

Students who successfully complete the recovery work for a course will receive a passing grade of 60% for the quarter.

Credit Recovery Program – Failure of a Course

Students have the following options to recover the lost credit due to failure of a course:

- Retake the course in alternative settings such as Evening Division or VLACS.
- Enroll and complete summer school for the failed course. (NOTE: Not all courses are offered during summer school)

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.

Evening Division

Full and half-credit courses are available to students in the school’s Evening Division program. Interested students should consult the Program of Studies or meet with a School Counselor and/or the Assistant Principal - Alternate Education for more specific information about Evening Division courses.

Extended Learning Opportunities (ELO)

Timberlane Regional High School encourages students to pursue extended learning opportunities (ELO) to acquire knowledge and skills through instruction or study outside the traditional classroom methodology. Extended learning opportunities may include, but are not limited to, independent study, private instruction, performing groups, internships, community service, apprenticeships, online education, or other opportunities to provide educational experiences that are meaningful and relevant.

Extended learning opportunities may be taken for credit to supplement regular academic courses or to fulfill prerequisite requirements for advanced classes.

All extended opportunities must be approved. Students wishing to pursue programs of study under these guidelines must first present their proposal to:

Dr. Cornelius Campbell
 Email: cornelius.campbell@timberlane.net
 x3904

Excel Study

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, school counselor, student, or parent request for tutoring in a deficient subject area. If it is determined that a student requires the support of the Excel Program, the student will be assigned to an Excel Study Period. The student will meet with the Excel Program Coordinator daily to review the student’s academic progress.

HiSET Diploma Program

The HiSET Diploma Program is an alternative route to graduation that is available for students meeting certain eligibility requirements. Interested students should meet with their school counselor for more details and determine if they are eligible. Students who successfully complete this program receive a Timberlane diploma.

Military Recruiters/Higher Education Access to Information

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Timberlane Regional School District must comply with any such request, provided that parents have been notified that they and secondary school students have the right to request that this information not be released without their prior written consent.

School Counseling

School 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 scheduled for a course. Students need to see their school counselor or the secretary to schedule the 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 an active SmartPass. 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.

School Counselor and Administrator Assignments

School Counselor Assignments 2022-2023

FRESHMEN Grade 9 <i>Class of 2026</i>	A - Clark	MS. LAURA JEFFORDS
	Consalvo – Gondolfo	MRS. KRISTEN ROY
	Gonthier – McCarthy	MS. ALYSSA GUILMET
	McFadden - Santosuosso	MRS. SARAH ROCHEFORT
	Sawyer - Zibolis	MRS. JUDY WINTERS

SOPHOMORES Grade 10 <i>Class of 2025</i>	A – Consolvo	MS. LAURA JEFFORDS
	Contarino – Hammer	MRS. KRISTEN ROY
	Helfrich – Melendez	MS. ALYSSA GUILMET
	Meneses – Russell	MRS. SARAH ROCHEFORT
	Saa - Zannini	MRS. JUDY WINTERS

JUNIORS Grade 11 <i>Class of 2024</i>	A – Crane	MS. LAURA JEFFORDS
	Cunha – Hemenway	MRS. KRISTEN ROY
	Hernandez – McNeil	MS. ALYSSA GUILMET
	Meehan – Robinson	MRS. SARAH ROCHEFORT
	Rosko – Wise	MRS. JUDY WINTERS

SENIORS Grade 12 <i>Class of 2023</i>	A – Coppeta	MS. LAURA JEFFORDS
	Cordio – Gulezian	MRS. KRISTEN ROY
	Hadwen – Mazur	MS. ALYSSA GUILMET
	McFadden – Priest	MRS. SARAH ROCHEFORT
	Raposa – Zambrowicz	MRS. JUDY WINTERS

Class	Assistant Principal	Class Advisors
2026 (gr. 9)	(A-F) Mr. Tim Brown (G-M) Ms. Danielle Foley (N-Z) Mrs. Ashley Harbel	Mrs. Kristin LeFebvre & Ms. Ali Roschewski
2025 (gr. 10)	Ms. Danielle Foley	Ms. Marie Coye & Mrs. Laura Sweet
2024 (gr. 11)	Mr. Tim Brown	Mrs. Danielle Larson-Clark & Ms. Marisa Lerner-Lam
2023 (gr. 12)	Mrs. Ashley Harbel	Ms. Helena Bird & Mr. Alex Horgan
Full Time Evening Div. and HiSet students –Dr. Neal Campbell		

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 school 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.

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 school counselor.

Student Assistance Program (S.A.P.)

The S.A.P. 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, psychological-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 may include, but are not limited to, the following:

Name of Group	Description of Group
Prime for Life Under 21	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.
Concerned Persons	For those affected negatively by someone else’s substance abuse.
Smoking Education	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.
Not On Tobacco (NOT)	A voluntary tobacco cessation program for those who need help in breaking their nicotine addiction.

Recovery For students who are in treatment or returning from treatment facilities for chemical dependency issues who may need support around adjustment issues in school.

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

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

A student in need of any of these services can request an appointment by going to the School Counseling Office.

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

Students who are transferring academic credit from institutions outside of Timberlane Regional High School will need to provide an official record of all completed course work. Upon receiving an official record, a review of the course work will be conducted and credit and GPA weight will be awarded.

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 school 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 school 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 school counselor will arrange a meeting of the following people: student, parent/guardian, school 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, school counselor, and parent/guardian all agree.
3. If a student withdraws from a full-year course after 30 school days or after 20 school days for a semester course, he/she will receive an “F” for the final grade with no credit awarded.
Advanced Placement courses may have different (earlier) withdrawal deadlines- please see Advanced Placement course syllabi for withdrawal deadline.
4. 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 school counselor.

Withdrawal from School

Parents or guardians wishing to withdraw their student must notify the School Counseling Office and schedule an appointment with the student’s school 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.

TIMBERLANE REGIONAL HIGH SCHOOL CODE OF CONDUCT

Bus Behavior

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 administration will be notified. This could include an assigned seat or removal from the bus.

Computer/Electronic and Internet Usage

The use of a computer/electronic device and the internet is important to the educational process at Timberlane. Students are expected to follow the District Internet and Acceptable Use Policy. To protect individual rights while maintaining confidentiality and copyright regulations, the following behaviors will not be permitted:

- Use of another student’s sign on, under any circumstance.
- Giving out one’s user name and or password to another student.
- Unauthorized entry, transfer or destruction of files or networks.
- Use of electronic devices to interfere with the work of another student, faculty member, or school operations.
- Use of electronic devices to create or send inappropriate, obscene, abusive, harassing or threatening messages.
- Accessing inappropriate websites or chat rooms.
- Attempting to break into the network system and/or discover a system code, number or password.
- Inputting or attempting to input a virus in the system.
- Downloading, copying, or use of a “code cracking” file or device.
- Streaming videos and downloads.
- Downloading large files, such as movies or music files.
- Engaging in multi-player network gaming where data is continuously exchanged among players.

Violations of this policy will result in:

- a) Immediate parent/guardian notification.
- b) Up to a 10-day suspension.
- c) Suspension from computer and internet privileges.

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 privileges.

Destruction of School or Personal Property

Timberlane takes a great deal of pride in maintaining a physical environment conducive to good learning, and we applaud the vast majority of our students’ population who show their concern for the condition of the building by acting appropriately.

Willful destruction/abuse of school property, such as, but not limited to books, desks, chairs, windows, equipment, operating software, or of personal property belonging to others, is unacceptable and will not be tolerated. Any student who engages in this behavior will be subject to the following:

- d) Immediate parent/guardian notification.
- e) Restitution for the repair or replacement of property destroyed or damaged.
- f) Up to a 10-day suspension.
- g) Students may be assigned to an appropriate work detail in response to damage caused.
- h) Depending upon the severity and or frequency, proper legal authorities may be notified.
- i) Additional offenses: a referral to the Superintendent of Schools.

Disruption/Inappropriate Student Behavior

Students are expected to conduct themselves in a respectful manner at all times. The following are instances of disruption that may result in a suspension:

- Engaging in excessive public displays of affection that may include kissing, caressing, or embracing.
- Engaging in student verbal abuse in the form of racial, ethnic, or religious slurs (this may also be deemed harassment).
- Engaging in student verbal abuse in the form of profanity, obscenity, or inappropriate gestures (this may be deemed harassment or bullying).
- Engaging in potentially dangerous behavior such as excessive horseplay.
- Engaging in irresponsible or inappropriate classroom behavior that disrupts the education opportunities for others.
- Engaging in or initiating inappropriate physical contact.
- Forging notes or passes.
- Being insubordinate to a staff member.
- Refusing to comply with teacher requests related to hats, dress code, cell phones, electronic devices, etc.
- Refusing to identify oneself upon request of a staff member.
- Continuous skipping classes/truancy.
- Engaging in loitering, in either the halls or the bathrooms, throughout the school day or after school.
- Violating school safety and security procedures such as propping open doors, entering through a door other than the main office after school is in session, opening doors for others.
- Having any packages or food items delivered to the school during school hours.
- Any other behavior deemed to be a disruption/inappropriate by the administration.

Extortion/Theft of School or Personal Property

Any student who steals or 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/guardian notification
- b) Immediate notification to the proper authorities
- c) Full restitution
- d) Up to a 10-day suspension
- e) Additional offenses: a referral to the Superintendent of Schools

Leaving the Building or School Campus without Permission

As soon as students arrive on school property, they are expected to enter the building. The Timberlane School board does not recognize open campus. **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 is subject to the following:

- Disciplinary consequences progressively resulting in Saturday detentions and suspensions.
- Academic consequences of having to complete make-up work that counts for no more than half credit.
- Loss of parking privileges, if applicable (one week, nine weeks, remainder of the school year).

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, 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 filled with the local police department. Students violating this will be subject to:

- Immediate parent/guardian notification.
- Up to a ten suspension.
- Immediate notification to the proper authorities.
- Referral to the student assistance program.

Students may not photograph, videotape, or digitally record another person without their consent and/or disseminate/post without permission. Any student found to have taken and/or posted an image or recording without consent may face disciplinary consequences.

Prohibited Drug, Alcohol, Smoking/Vaping Use by Students

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 Drug 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, vaping (e-cigarettes) and other drugs policy. Because the District cares about the overall health of students, it will carry out this policy with care and compassion.

In all cases where alcohol/vaping, misuse of over the counter medications and other drugs possession or usage, the following procedures will be implemented:

- Staff member notifies a school administrator
- 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. Failure to cooperate will result in an automatic ten day suspension.
- The school nurse will conduct an assessment and report the results to the referring administrator.
- In all cases of suspected alcohol and drug usage/possessions, the parents will be immediately notified and the student referred to the student assistance program.

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

- Immediate parent/guardian notification.
- Immediate notification to the proper authorities.
- First Offense- up to a ten day suspension with possible referral to the Superintendent of schools for the purpose of recommending additional days.

Additional offenses: 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 of suspension for the remainder of the school year.

School Safety and Violence Prevention

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 school 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 TRSD Rights and Responsibilities on the district website for further information on these subjects.

Hazing

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 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 hazing 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 administration or law enforcement agent will be subject to the following:

- Immediate parent notification.
- Notification of the proper authorities, including the superintendent and law enforcement officials.
- A minimum of a three-day suspension.
- For subsequent offenses, up to a ten day suspension with referral to the Superintendent of schools for the purpose of recommending additional days.
- Referral to the student assistance program.

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:

- Immediate parent notification
- Notification of the proper authorities, including the Superintendent and law enforcement officials.
- Disciplinary action may include but not be limited to warnings, cease and desists, detentions, multiple day suspensions.
- Referral to student assistance program
- For multiple offenses, up to ten-day suspension with referral to the superintendent of schools for the purpose of recommending additional days.

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.

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

- Immediate parent notification.
- Possible suspension and notification of the proper authorities depending upon the severity/frequency of the behavior.
- Harassment warning formally issued by an administrator.
- Referral to student assistance program.

Repeat offense after Harassment Warning

- Immediate parent notification and conference
- Notification to the proper authorities
- Disciplinary action may include but not be limited to warnings, cease and desists, detentions, multiple day suspensions.

- Possible referral to the superintendent of schools.

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 school counselor.

Students who engage in this behavior will be subject to the following:

- Immediate parent notification.
- Possible suspension and notification of the proper authorities depending upon the severity/frequency of the behavior.
- Harassment warning formally issued by an administrator.
- Referral to student assistance program.

Repeat offense after Harassment Warning

- Immediate parent notification and conference.
- Notification to the proper authorities.
- Disciplinary action may include but not be limited to warnings, cease and desists, detentions, multiple day suspensions.
- Possible referral to the superintendent of schools for a serious infraction.

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:

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.

Weapons/Dangerous Objects

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 gun, knife, razor, bullet, metallic knuckles, aerosol self-defense sprays or other dangerous object or weapon on school property or at school events greatly increases the risk of accidental injury to both the student carrying the object and to others. For the purposes of the district’s policy JICI, "weapon" includes but is not limited to: slung shot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24). "Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury

Weapons and/or dangerous objects of any kind are not allowed in the building, lockers and buses or anywhere on school property or during any school sponsored events. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the public who violate this policy may be reported to local law enforcement authorities, if possession of the weapon is used in a threatening, harassing or intimidating manner. The Principal or designee may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public.

In accordance with Policy JIH-R, the Superintendent, Principal or Principal’s designee may detain and search any student or students on the premises of the school or while attending or while in transit to any school sponsored event if they have reasonable suspicion that the student may be in possession of a dangerous weapon/object.

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

- a) Immediate parent/guardian notification
- b) Confiscation of the object
- c) Immediate notification to the proper authorities
- d) Up to a 10-day suspension with referral to the Superintendent of Schools for the purpose of recommending additional suspension days.
- e) Potential expulsion from school

Threatened Use of Weapon/Dangerous Object

The threatened use of a weapon/object is also considered a serious offense and will result in:

- a) Notification of the student’s parents/guardians
- b) Notification of the proper authorities
- c) Notification of the Superintendent of Schools
- d) Up to a 10-day suspension
- e) Potential expulsion from school.