

# Timberlane Regional Middle School

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## STUDENT HANDBOOK 2019-2020

Student Name: \_\_\_\_\_ Grade/Team: \_\_\_\_\_

HR Teacher: \_\_\_\_\_ Advisory Teacher: \_\_\_\_\_

## PRINCIPAL'S MESSAGE TO PARENTS AND STUDENTS

Dear Parents/Guardians and Students,

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

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

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

**[www.timberlane.net/ms/](http://www.timberlane.net/ms/)**

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

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

Sincerely,

*Maegan Koelker*

Principal

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

## **MISSION STATEMENT**

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

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

It is our mission to:

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

## **TRMS CORE VALUES**

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

### **Respect, Responsibility and Right Choices**

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

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

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

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

# STAFF DIRECTORY

## Timberlane Regional School District

### School Board

Shawn O'Neil, Chair	Danville
Jennifer Silva, Vice-Chair	Atkinson
Brian Boyle	Atkinson
Lee Dube	Sandown
Kimberly Farah	Danville
Sheila Lowes	Sandown
Sarah Machemer	Plaistow
Kristin Savage	Plaistow
Susan Sherman	Plaistow

### District Administration

District Administration and SAU staff listings can be found at <http://wp.timberlane.net/directory/>

## **Timberlane Regional Middle School**

### **Middle School Administration**

Maegan Koelker, Principal

Lisa Hamilton, Executive Administrative Assistant

Marilyn Hutnick, 6th Grade Assistant Principal

TBD, 7th Grade Assistant Principal

Mitch Mencis, 8th Grade Assistant Principal

Dianna Elwell, Bookkeeper

Laura Lipfert, Front Office Secretary / Attendance

Laurie Poshpeck, Front Office Secretary / Attendance

### **Special Education**

Shawn White, Director of Secondary Special Education (6-12)

Laurie Padellaro, Administrative Assistant

### **Counselors**

Amanda Huyler, 6<sup>th</sup> Grade Counselor

Zach Champion, 7<sup>th</sup> Grade Counselor

Pat Fanning, 8<sup>th</sup> Grade Counselor

Leslie Henderson Pasquini, School Adjustment Counselor

Kelley Binette, Student Assistance Program Counselor

Tracy Antczak, Administrative Assistant and Registrar

### **Medical**

Susan Dauer, RN, School Nurse

Kelly Sirois, RN, School Nurse

Patrice Antczak, Administrative Assistant

### **Teaching Personnel**

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

All district staff may be contacted by email by using the Staff Directory on the Timberlane Regional Middle School website: [www.timberlanems.com](http://www.timberlanems.com)

## **ACADEMICS**

### **Academic Dishonesty**

Students who cheat, plagiarize or forge in connection with academic endeavors and/or school procedures are subject to disciplinary action both from the classroom teacher and administration. Administrative consequences for academic dishonesty are consistent across all grade levels and is further detailed in the sections Rights and Responsibilities and Academic Guidelines.

### **Grading**

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

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

### **Honor Roll System**

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

### **Promotion**

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

### **Homework (Independent Learning Assignments)**

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

## **Parent Responsibilities**

- Supervise your child's homework as needed.
- Help develop good study habits by providing a comfortable, well-lit area away from television and other distractions.
- Regularly monitor your child's materials to ensure he/she has what is needed to succeed in school. Notebooks and folders should be updated and replaced as needed.
- Encourage your child to set a regular time for studying.
- Make homework a priority. Evaluate outside activities to be sure that your child has sufficient study time.
- Ask child to read or work on long-range projects when no homework has been given.
- Expect your child to write assignments in the agenda book and to have the appropriate materials to complete the task.
- Obtain missed assignments through the Counselors Office when your child is out for a prolonged period of time. Please allow 24 hours.
- Contact your child's teacher if he/she has regular difficulty with completing assigned homework.

## **Student responsibilities**

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

## **ATTENDANCE**

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

### **Pick-Up Patrol**

Pick-Up Patrol is used for the following things:

- Absence
- Tardy

- Dismissal
- Change in after school transportation

## **Absences**

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

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

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

## **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.

A parent/guardian's phone call to the attendance office on the day of the absence and a parent/guardian's note within 24 hours of the student's return to school is necessary to document a verified absence. The student must make up any work that has been missed in order to gain proper credit, and no disciplinary consequences will be imposed. It is the responsibility of the student to contact each teacher within 24 hours after returning to 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. Notes from parents or guardians in excess of three days from a student's return from an absence will not excuse an unverified absence.



Unverified absences will also be subject to the consequences of the TRSD Rights and Responsibilities regarding attendance.

## **Exempt Absences**

Exempt absences, like verified absences, are reasonable and within the spirit of the New Hampshire Education Laws. 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 24 hours 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 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 school visit.
- Student observes a religious holiday.

In all cases of exempt absences, even when an official's note is required, a parent or guardian must place a phone call to the attendance office on the day of the absence and provide written verification of the absence within 24 hours of the student's return to school.

## **Tardy**

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

## **Early Dismissal**

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

## **Make-Up Work for Absences**

Students can meet with their teacher(s) to establish a timetable for completing the make-up work. They will receive full credit for completed work.

## **Truancy**

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

## **Vacation Request**

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

# **CORE CURRICULUMS**

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

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

**Language Arts** instruction involves reading, writing, and oral communications. Students learn about the writing process, grammar, spelling, vocabulary development, and speaking and listening skills. Writing instruction helps students understand the characteristics of good writing and how to achieve and appreciate it. Students will learn how to write in response to literacy and informational text. Informational (reports, procedures and persuasive essays) and expressive writing will be taught. The reading curriculum is embedded in the Language Arts curriculum. Students learn to become strong self-assessors as they examine their writing for ideas, organization, voice, word choice, sentence fluency and conventions.

The **Mathematics** program at the middle school is a continuation and extension of the mathematical concepts and skills taught at the elementary level. The program is aligned with national standards for mathematics as defined by the National Council of Teachers of Mathematics and includes the strands of Numbers and Operations, Geometry and Measurement, Data Analysis, Statistics and Probability, and Algebra. Students

explore mathematical concepts such as identifying and computing with whole numbers, fractions, decimals, and percents; identifying relations and properties of numbers; identifying and selecting appropriate units of measurement; identifying geometric relations; representing and analyzing mathematical situations and structures using algebraic symbols; and selecting and creating appropriate graphical representations of data. A greater deal of emphasis is placed on application through the use of problem solving, reasoning, communication and making connections in order to build mathematical understanding. As students process through grades 6, 7 and 8, instruction focuses on developing deeper conceptual understanding of these topics. Teachers use numerous 21<sup>st</sup> century technology tools, hardware and software, in the design and execution of their math lessons. Technology integration is an integral part of mathematics at TRMS.

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

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

## **CO-CURRICULAR ACTIVITIES AND ATHLETICS**

### **Co-Curricular Activities**

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

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

### **Athletic Programs Overview**

The primary goal of our athletic program is to allow as many students as possible to learn basic skills and participate in team and individual competition. Interscholastic sports offered are as follows:

## Athletic Programs Offerings

### Fall Sports

August thru October

Boys' Cross Country  
Girls' Cross Country  
Girls' Field Hockey (A & B)  
Boys' Soccer (A & B)  
Girls' Soccer (A & B)  
Girls' Volleyball (A & B)

### Winter Sports

November thru March

Boys' Basketball (A & B), 6<sup>th</sup> Gr  
Girls' Basketball (A & B), 6<sup>th</sup> Gr  
Cheerleading  
Wrestling

### Spring Sports

March thru June

Boys' Baseball (A & B)  
Girls' Softball (A & B)  
Boys' Track and Field Track

## FOOD SERVICES

Our lunch program is subsidized by the US government, and is offered at a reduced rate. In order to meet the requirements of a reimbursable meal, each lunch must contain a specified quantity by age for each of the food components: meat, vegetable or fruit, grains/bread & milk. You must take a fruit or vegetable to make a meal. Otherwise your meal does not meet the requirements and is charged a separate price for each item. Our cafeteria also offers a-la-cart items, snacks, beverages and ice cream. Planning a budget with your child will help ensure he or she is spending wisely. If you have any questions or concerns, please call Sally Morris, TRMS Food Service Manager at 382-7131 X 4433 or email at [sally.morris@timberlane.net](mailto:sally.morris@timberlane.net).

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

### Cafeteria Expectations

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

13. Students who forget their lunch may use the phone in the front office to call home.

### **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 "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 front office or click on the following link: <http://>

## **HEALTH SERVICES AT TRMS**

### **Overview**

The staff in the Health Services Office is comprised of two registered nurses and a secretary. The nurses provide preventative health services, assess and treat ill students, and provide emergency response and treatment. They also administer medications based on doctor's orders. They provide for the assessment, teaching, consultation and referrals for a variety of medical issues. They also work with families to develop medical plans for students with server medical conditions. The primary responsibility for the overall health of

the school child lies with the parents. The school is not legally authorized to diagnose conditions or prescribe medication. This is the function of the Primary Care Physician or other licensed individuals or programs. There is also a part-time Athletic Trainer contracted by Access Sports Medicine who is available for students participating in after school athletics to assess and treat injuries.

### **District Health Services Website**

All contacts, immunization information, facts, bulletins and forms are available on the Timberlane Regional Middle School website by going to the TRSD health services section, and then to the district nurse's website.

### **Medication Administration**

If a student must take medication during school hours, the health office must receive an order from a physician and a signed permission form from a parent or guardian. The medication must be delivered by a parent to be kept in the Health Office. Without this documentation no medication will be administered by the school nurse. The medication must be in its original container and properly labeled. This applies to any prescription or over-the-counter medications. Your student's physician may fax the medication order to the school at (603) 382-2781, Attn: Health Office.

Students with asthma or life threatening allergies who have an order for an inhaler or Epi-pen are encouraged to carry their medication on their person. This requires a doctor's order that specifies that the student is authorized to self-carry; self-administer and is educated on the use of his/her inhaler and/or Epi-pen. It is strongly recommended that students with severe food/bee sting allergies or asthma also have a back-up Epi-pen and/or inhaler in the Health Office.

### **Guidelines for Keeping Your Student Home from School**

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

#### **Fever**

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

#### **Vomiting and/or Diarrhea**

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

#### **Strep Throat**

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

#### **Conjunctivitis (pink eye)**

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

#### **Rashes**

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

#### **Staph Infection**

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

### **Concussion**

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

#### **Procedural actions prior to putting the Academic Protocol into place:**

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

#### **The Academic Protocol for Concussed Students:**

1. The nurse will inform teachers of the student's initial concussion and the length of the recommended rest period. Teachers and Parents will also receive information on symptoms of a concussion.
2. During the "rest period" the concussed student's absences will be considered "exempt". All other absences related to the student's concussion will also be considered "exempt".
3. Teachers will defer missed daily assignments until the student is medically cleared to return to an appropriate level of academic participation. If an essential summative assignment(s) takes place during this time or during an extended period related to the concussion, the teacher will make accommodations for the student to make up the assignment(s).
4. Upon the student's return to school, the nurse will encourage the student to check in with her for ongoing assessment. This "check in" should take place daily. The student will continue to be monitored in this way for the time period he or she is exhibiting concussive symptoms.
5. The nurse and the student's guidance counselor, teachers, and/or trainer will periodically communicate with one another on the concussed student's status. Each student's needs will be considered on a case by case basis.

6. The severity of a student's symptoms as determined by a healthcare provider's assessment will help to determine the types of academic supports that are put into place. The counselor may refer the student for eligibility of 504 or special education at any time in the process. When the student continues to exhibit ongoing symptoms beyond 60 days, the guidance counselor will refer the student for consideration of eligibility for a Section 504 Plan or possible referral for a special education evaluation. If found eligible for 504 or an IEP, the 504 or IEP team will determine the accommodations that are required in order for the student to access his/her educational program. The 504 or IEP team will determine future interventions until such time as the team determines that the concussive injury can be effectively managed by the school nurse in consultation with other officials.
7. For the students who have suffered an injury and who are not placed on a 504 plan or IEP, notification of injury and subsequent clearance will be initiated through the nurse's office to teachers, counselors, advisors, coaches, trainers and administrators.
8. If the concussion and/or the recovery period extend through a grading period, the student's teachers will be instructed by the guidance counselor to assign an "Incomplete" for a grade in the course. The length of the incomplete period will be determined on a case by case basis.
9. Once the student has been determined ready to return to a regular academic work schedule by the nurse and/or trainer, he/she is to complete missed essential work and turn it into the teacher for assessment. As appropriate, the teacher is encouraged to differentiate the assessments or assignments(s) to allow the student an opportunity to demonstrate proficiency.

### **Student Returning from Injury**

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

*All absences should be called into the attendance line at your child's school. Please include symptoms of illness.*

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

### **When a Student Becomes Ill or Injured at School**

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

### **Health Emergency Information Sheets & Physical Forms**

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



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

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

### **Seventh Grade Health Screenings**

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

### **School Insurance**

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

## **OPERATIONS**

### **Backpacks and Personal Belongings**

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

### **Change of Residency or Contact Information**

If there is a change of residency or contact information at any point during the school year, it is the parent's obligation to inform the school counselors' office.

### **Dress Code**

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

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

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

## **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. Cell phone use is permitted during the school day with permission only. Parents are reminded that if they need to contact their student during the day, they may contact the front office. Photographs and videotapes should not be recorded at school, nor should students access social networking sites during the school day or school activities.

## **Hours of School**

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

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

Late bus is available on Tuesdays, Wednesdays, and Thursdays. Students should wait in the cafeteria for the bus once they have been dismissed from their activity with a late bus pass. Front Office hours are from 7:00 AM until 4:00 PM. The office is officially closed at 4:00 PM. There may be no one available in the immediate office area to answer phones after that time. In the event of bus concerns after 3:30 PM, we advise parents to contact First Student Bus Company at 382-2303.

## **Library/Media Center**

The TRMS Library Media Center is open daily from 7:30 am to 3:15 pm. Our friendly library staff is here to help you find just the right book or resource you need.

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

We have comfy beanbags and chairs for quiet reading, over 17,000 books including audio visual books like CD's and Playaways, and even a collection of Nooks loaded with books. We subscribe to over 70 magazines to meet all of your interest and hobbies, and we also have a number of research databases to help students' access high quality information for their research and information needs. All databases can be accessed from school or

home through the library's Destiny website. We look forward to seeing you often during your years at TRMS and helping you to succeed in becoming effective users of information and lovers of books!

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

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

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

### **Student Phone**

Students may use the student phone in the front office. Students are encouraged to leave a message when calling home. Parents should please drop off items for students in the front office. In order to minimize classroom disruptions, we are unable to disturb classes to call students to the office during the day. Students should check back at the office for their dropped off items. If items are not picked up, students will be called down at the 1:15 PM announcements at the end of the day.

## **ORGANIZATION OF THE SCHOOL**

### **Overview**

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

### **Teams**

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

### **Advisories**

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

## Unified Arts

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

## SCHOOL COMMUNICATIONS

### Student – Parent Communication during the School Day

Students may use the phone in front office to call their parents. Parents may call the front office to leave a message for their child. Cell phone use is permitted during the school day with permission only. Parents are reminded that if they need to contact their student during the day, they may contact the front office. Photographs and videotapes should not be recorded at school, nor should students access social networking sites during the school day or school activities.

### Parent – Teacher Communication

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

### Chain of Command

If concerns arise regarding a student, parent/guardians should address the concern at the building level first, starting with the classroom teacher, then then school counselor, and then an administrator if necessary.

**TRMS Website:** [www.timberlane.net/ms](http://www.timberlane.net/ms)

- Staff listing with email links.
- Team notices, policies and homework assignments are posted on Google classroom.
- TRMS and District calendar events.
- Daily bulletin of TRMS school announcements on current activities.
- Links to the lunch menu and MySchoolBucks accounts.
- Athletics: Handbook, forms, game schedules, tryout information, practice schedules, athletic updates for changes in schedule.
- Afterschool activities and clubs.
- Links to library databases, curriculum and grading information.
- Links to district information or visit [www.timberlane.net](http://www.timberlane.net).
- Sign up for the TRMS email notices about important upcoming events.

## School Notices

Occasionally students are sent home with notices that they are responsible for delivering to their parents. Other notices may be delivered via the Alert Now email and phone system.

## SCHOOL SAFETY AND VIOLENCE PREVENTION\*

**\*A complete copy of the Timberlane Regional School District Code of Rights and Responsibilities should be reviewed on-line on the district website at:**

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

### Behavior Expectations

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

### Hazing/Bullying/Harassment

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

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

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

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

At the middle school, students and staff are expected to treat each other with dignity and respect and are entitled to freedom from any kind of harassment. It should be clear that no form of hazing/bullying/harassment will be tolerated. A student who feels he/she is a victim of hazing, bullying, or harassment should bring the matter to the attention of a teacher, counselor, or principal. Retaliation, false reports, or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of hazing, bullying, cyber-bullying, harassment or sexual harassment are also prohibited and subject to disciplinary consequences.

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

Any student who knowingly participates in the hazing of another student or who knowingly submits to hazing and fails to report it, or who is present at or otherwise has direct knowledge of any student hazing and fails to report it to an administrator or law enforcement agent will be subject to the following:

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

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

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

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

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

### **Repeat Offense after Harassment Warning**

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

1. Immediate parent notification and conference.
2. Notification of the proper authorities.
3. Three-day suspension (minimum)

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

### **Sexual Harassment**

Sexual harassment is a particularly offensive type of harassment that consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Some examples of sexual harassment include: sexual innuendo, verbal harassment, including derogatory comments or slurs, or inappropriate comments about a person’s body or appearance, physical harassment such as unwanted touching, patting, or pinching, or physical interference with movement at work, or visual harassment such as derogatory cartoons, drawings, posters or graffiti. It also refers to offering benefits for sexual favors. Students who sexually harass other students or staff members will be subject to the consequences.

Notice: Pursuant to the amendment of RSA 193-F the Pupil Safety and Violence Prevention Law in June, 2004, the school is required to inform parents and legal guardians of students who have been bullied or harassed that they have the right to appeal the principal’s decision in such matters to the superintendent within 10 days of notification that their child has been bullied or harassed. If the parents or legal guardians are not satisfied with the superintendent’s decision, they may appeal in writing within 10 days to the school board. If the parents or guardians are not satisfied with the local school board’s decision, they may appeal to the State Board of Education pursuant to RSA 193-F. Such an appeal shall be in writing and filed with the Commissioner of

Education with a copy to the superintendent of schools and mailed to Stephen Berwick, NH Department of Education, 101 Pleasant Street, Concord, NH 03301. The State Board of Education shall notify in writing all parties involved on its decision.

### **Physical Assault**

Settling differences through physical altercation, (or threatened use of force), is unacceptable social behavior, which endangers others, and will not be tolerated anywhere on school property or at school-related functions (including athletic events, field trips, dances, buses, etc.). It is also against school policy for students to instigate or encourage a fight through verbal, written, or any direct or indirect action. In all cases of physical assault, a school incident report will be completed and filed with the local police department. Students violating will be subject to the following:

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

Second Offense:

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

## **SCIENCE EQUIPMENT REPLACEMENT POLICY AND SAFETY**

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

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

### **General Safety Guidelines**

- Students must read and follow all lab directions.
- Students may not eat or drink in the science labs.
- Lab materials should only be used for the purpose given by the teacher.

- The lab area must be kept free of books and other materials.
- Protective eyewear must be worn when directed to do so by the teacher.
- Students should not remove any lab materials from the classroom unless instructed to do so by the teachers.
- Students must act with safety in mind during every lab situation, so as not to put themselves, a classmate or a teacher in jeopardy.

### **Lab Dress Code**

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

### **Grade Level Safety Guidelines**

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

## **STUDENT SERVICES**

### **Counselors and Student Support Services**

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

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

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

### **Student Assistance Program**

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

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

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



# TRANSPORTATION

## Walkers

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

## Bicycles and Skateboards

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

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

## Buses

Students riding the bus should follow the directions of the driver and behave appropriately on the bus. Those who arrive by bus must enter the building immediately, and report to their specified area until 7:30 AM dismissal to classrooms. Sixth grade students report to the cafeteria. Both seventh and eighth grade students report to the gym. If the bus does not pick up a student in the morning, please call First Student Bus Company at 382-2303 to notify them. If a student leaves an item on the bus, please come to the front office and a secretary can contact the bus company for you.

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

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

Students using District Transportation must understand that they are under the jurisdiction of the school from the time they get on the bus until they exit the bus. All regular school rules exist while riding the bus in addition to the rules listed below. The safety of all students while riding the bus is of major concern. Students are expected to behave in a courteous and safety-conscious manner while on the bus. Timberlane students are required to obey the directions of the bus driver and to conduct themselves in a reasonable and orderly manner. For this reason, visual and auditory devices have been installed for security.

### **The following bus policies apply to all Timberlane Regional School District Students.**

1. Students should be at the bus stop at least five minutes before the bus arrives. The bus driver is not required to wait. Students must cross the street in front of the bus, waiting for the driver's "thumbs up" signal before crossing. Students are expected to act appropriately at the bus stop: pushing, shoving is not permitted.

2. Upon entering or exiting the bus, students should use the hand rail when climbing or descending the steps. Students must take a seat immediately. The law allows three students to a seat, if necessary, and the bus driver may assign seats. Students are expected to remain seated until the designated stop has been reached and must also keep aisles and exits clear. Books and other personal property must be kept on the student's lap or under the seat. Skateboards or other large items may not be transported on the bus for safety reasons.
3. Only authorized riders are permitted on the bus. Students will only ride the bus to which they have been assigned and are to get on and off the bus at their own stop. If a student needs to take a different stop, students must have a parent note. The parent request must be received in the front office by first period and approved by administration. Such requests will be honored on a space available basis. We cannot accept phone calls or emails for this change. A signed written note from a parent/guardian, a note through Pick up Patrol or fax are the acceptable ways to request a bus change. The fax number for the middle school is 382-2781. Students with unapproved notes will not be allowed to board the bus or get off at a different stop.
4. Profane language, gestures, excessive noise, fighting, throwing things in or out of the bus, or other disorderly behavior will not be tolerated. Students are to keep their hands and feet away from other students and their property. Heads, hands and feet will be kept inside the bus. Distracting the driver by disturbing or talking with him/her will also not be tolerated.
5. All acts of vandalism will be dealt with under the code of discipline with full restitution. There will be no marking or defacing of the bus. Students are not to touch any safety equipment on the bus. The emergency door is for emergencies only.
6. No food (including candy and gum) or drink is allowed on any bus runs or trips.

### **Bus Behavior Consequences**

Students who fail to comply with acceptable behavior on the bus may receive an assigned seat at the front of the bus, detention, suspension or removal of bus privileges up to the remainder of the school year. These rules have been developed to ensure student and adult safety on the school buses. They apply to regular transportation to and from school, as well as to and from sponsored events. Bus drivers file written reports to the assistant principals of misbehavior on the bus.