

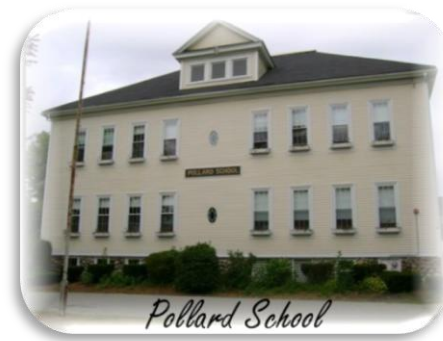
The MISSION of the Timberlane Regional School District is to engage all students in challenging and relevant learning opportunities, emphasizing high aspirations and personal growth.



Atkinson Academy



Darville Elementary



Pollard School



Sandown Central Elementary



Timberlane Regional Middle School

Code of Discipline

Timberlane Regional
School District

2009-10



Sandown North Elementary



Timberlane Regional High School

SAU 55

30 Greenough Road, Plaistow, NH 03865

Timberlane Regional School District

Serving the communities of Atkinson, Danville, Plaistow and Sandown

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 Winfried Feneberg, Assistant Superintendent
 George Stokinger, Business Administrator
 Kathy Smith, Asst. Business Administrator
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Scott Strange, Curriculum: Humanities
 Barbara Hopkins, Curriculum: Math & Science
 Anthony DiBartolomeo, Music Director/PAC
 Angelo Fantasia, Athletic Director

Table of Contents

District Information..... 2-8
 Elementary Code of Discipline..... 9-19
 Middle School Code of Discipline..... 20-35
 High School Code of Discipline..... 36-48

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.

Statement of Purpose

The Timberlane Regional School District is committed to providing the best education possible for the diverse population of Atkinson, Danville, Plaistow, and Sandown. The District recognizes that the quality of any discipline policy is determined largely by the level of interaction between students, parents, teachers and administrators. One of our primary goals is to foster an atmosphere of trust and communication among the district schools, students and parents, and an atmosphere which encourages and seeks parental involvement. An essential component is a healthy and safe environment, where teachers have a right to teach, and students have a right to learn. We acknowledge that each individual student is at a different developmental level (elementary, middle and high school). Therefore, our objective is to foster self-discipline and develop responsible members of society. It is expected that students and staff will treat each other with dignity and respect, and that teachers will lay out a clear and consistent set of rules as it applies to each individual classroom.

It is the charge of the school administration to maintain and perpetuate a school environment conducive to obtaining the optimum academic experience, and an environment which supports the idea that school is a place for teaching, and a place where academic, physical, social, and emotional growth are equally emphasized. This includes establishing standards for behaviors for all members of the educational community.

Every student will:

- Be a good role model
- Be respectful of all people
- Be diligent about his/her studies
- Be prepared with materials for classes
- Attend school regularly and be on time
- Follow all school policies and procedures

Every parent will:

- Be a good role model
- Communicate and get involved with the school
- Encourage positive attitudes and desire to learn
- Know, understand and support policies & procedures
- Promote good healthy habits (grooming, dress and nutrition)
- Foster respect for and cooperation with the school community

The school community will:

Be a good role model

Communicate with parents

Be enthusiastic and adaptable

Maintain an instructional environment for good learning

Maintain a working knowledge of district policies and procedures

Foster respect and cooperation with parents and the community

It is the responsibility of the administration to implement the district code of discipline in a consistent, firm and fair manner, using the resources available to make decisions based upon available facts, good judgment, common sense, and the general good of the school. The administration recognizes the importance of exhibiting compassion and understanding, when possible and appropriate, in dealing with specific violations of the code by individual students. The administration also recognizes the importance of exhibiting compassion and understanding toward the staff in dealing with situations where student behavior has been unacceptable. It is the responsibility of the administration to maintain a balance between students and teachers' rights and responsibilities and to assure that everyone is treated fairly, with dignity and respect.

The Code of Discipline has identified two classifications of unacceptable student behavior: major infractions (those considered to be serious in nature) and minor infractions (discipline requiring some form of intervention by a teacher or administrator). At all times Federal and State Education laws, School District Policy, Code of Discipline and the Student Handbook are to be adhered to and enforced.

Major Infractions

An objective of the education process is to nurture growth in students so that conflict resolution is learned. Major infractions are those that endanger the safety of oneself or others. The school community takes pride in maintaining a physical environment conducive to good learning. Offenses in this classification are considered serious in nature and are clearly unacceptable. Students violating this section of the discipline code will be referred to school administration for appropriate disciplinary action. Any physical altercation or threatened use of force will be unacceptable. Also, students are expected to treat each other with dignity and respect and are entitled to freedom from any kind of harassment.

Minor Infractions

Every student has the right to be educated without disruption of the educational process by others; therefore, no student may hamper the efforts of other students to learn. Minor infractions which interfere with any student's right to learn will be dealt with in the classroom by the teacher and not necessarily involve the administration. Parents will be notified if an offense recurs. Chronic offenders will be referred to the administration for further disciplinary action.

Note: Repeat minor infractions may result in the offense being considered as a major infraction.

Types of Consequences**Detention**

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

Suspension

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

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

Request for Assistance

A number of programs and counseling services are provided to students in the Timberlane Regional School District who are having difficulties. Students are encouraged to take advantage of them. For more detail, students and parents/guardians may contact the Guidance Department.

Non-Discrimination

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

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

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Winfried Feneberg, Assistant Superintendent
 SAU 55 - 30 Greenough Road
 Plaistow, New Hampshire 03865
 Telephone: 603-382-6119

Inquiries concerning the application of non-discrimination policies may also be referred to:

The Regional Director, Office of Civil Rights
 U.S. Department of Education
 J.W. McCormack, POCH, Room 222
 Boston, Massachusetts 02109-4557

Directory Information

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

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

Bus Conduct

Students using District Transportation must understand that they are under the jurisdiction of the school from the time they arrive at the bus stop until they exit the bus stop. The safety of all students while riding the bus is a major concern. Students are expected to behave in a courteous and safety-conscious manner while on the bus. Timberlane students are required to obey the directions of the bus driver and to conduct themselves in a reasonable and orderly manner. For this reason, visual and auditory devices have been installed for security. The following bus policies apply to all Timberlane Regional School District Students.

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

Bus Behavior Consequences

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

Notice of Search

Students should be aware their assigned lockers will be jointly accessible to the student and school officials. Lockers may be subject to search at the discretion of school officials who have reasonable suspicion that a student is in possession of weapons, drugs, stolen property or objects prohibited by school policy or state laws. A search may also include, but is not limited to: the person, book bags, backpacks, clothing, etc. Also, students should be aware that automobiles parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs, or objects prohibited by school policy or state laws are contained therein.

Chain of Command

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

Guidelines:

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

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

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

Oversight: The District reserves the right to:

1. Monitor all activity.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.

5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

Internet Code of Conduct:

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

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

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

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

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

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

These activities consume excessive network bandwidth and slow down access for other users. The on-demand feature of video streaming can be used at school by students before and after regular school hours.

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

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

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

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

The Timberlane Regional School District Code of Discipline Handbook is a resource tool of school and district policies and procedures, the administrations notice of rights and obligations of students. Let this handbook be your guide to a successful, rewarding and productive journey through the school year!

Code of Discipline

Timberlane Elementary Schools

Atkinson, Danville, Pollard, Sandown Central, Sandown North

Introduction

It is the philosophy of the Elementary Schools of the Timberlane Regional School District that education is a process that lays the foundation for lifelong learning. We believe quality education encourages an enthusiasm for learning and recognizes individual abilities and differences. We believe that the goals of education are:

- To help children learn
- To encourage open communications
- To behave in socially acceptable ways
- To recognize that parents are partners in learning and discipline
- To emphasize that parents are partners with teachers, teacher assistants, custodians, administrators, and the community at large.

Student Expectations

The Timberlane Regional School Board recognizes that the quality of student behavior is determined largely by the level of interaction between students and adults. Our mission is to help children learn to behave in successful ways. This happens when an atmosphere is created which encourages trust and communication amongst everyone. Parents are vital to this process. They have a responsibility, in a shared partnership with the school, to reinforce socially acceptable standards of behavior, as well as the entire learning process, at home. Therefore, in order to provide a safe and successful learning environment, the Timberlane Regional School Board, hereby, has developed the following frameworks:

1. Students, parents, and staff will treat each other with dignity and respect.
2. Effective discipline is an on-going process.
3. Discipline works when situations are structured to encourage successful student behavior.
4. A discipline policy is developed that fosters trust in the system.

Students are expected to conduct themselves in accordance with school policy on the bus, on the playground, in the classroom, cafeteria, hallways/bathrooms, on field trips and after school. Each of these will be discussed in more detail in the Code of Discipline.

1.0 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 knife, razor, other dangerous object or weapon in school greatly increases the risk of accidental injury to both the student carrying the object and to others. Therefore, weapons and/or dangerous objects of any kind are not allowed in the building, lockers, or anywhere else on school property. A weapon shall be defined as either of the following:

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

Behavior Consequences

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

- a. Immediate parent notification
- b. Confiscation of the object with return to appropriate persons (e.g. parents, police)
- c. Immediate notification of the proper authorities
- d. Ten days out of school suspension with referral to the Superintendent of Schools for the purpose of recommending an additional suspension or expulsion. During this time the Superintendent will review the case. Once a determination is made that the student has brought a weapon/dangerous object onto school property, the student shall be expelled from school up to one calendar year (365 days) in accordance with State Law and School Board Policy (JICI).

1.1 Threatened Use of a 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
- b. Notification of the student's principal
- c. Notification of the Superintendent of Schools

In addition, the threatened use of a weapon/object may result in the following:

- a. Immediate notification of the proper authorities
- b. Suspension from school
- c. Expulsion from school

2.0 Alcohol and Other Drugs

The local and school communities support all efforts in educating our youth to the dangers of alcohol and other drugs. The Timberlane Regional School Board strongly endorses the concept of prevention through education and intervention. The Alcohol and Other Drugs policy is based on the belief that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives: spiritual, emotional, physical, intellectual and social. Substance abuse and chemical dependency can cause physical illness and injury, impair judgment, limit mental capacity and impact negatively the learning and socialization process of both the abuser and surrounding people. Because of the seriousness of the consequences to young people who are abusing substances, the administration will take the hardest line possible with anyone violating the Alcohol and Other Drugs policy. Because we care about the overall health of students, we will carry out this policy with care and compassion.

2.1 Possession and/or Use of Alcohol or Other Drugs

Possession and/or use of alcohol and/or other drugs as well as misuse of over-the-counter or commercially available products (such as white-out) are prohibited. A student shall not possess, use, be under the influence of, or knowingly be in the presence of alcohol and any illicit drugs such as, but not limited to: barbiturates, amphetamines, narcotics, hallucinogens, marijuana, or any other controlled substances while on school property and/or at any school event at any time. In all cases where alcohol and other drug usage is suspected, the following procedures will be followed:

- a. Staff member notifies a school administrator who will escort the student to the main office.
- b. The student is notified of the concern of possible change in behavior.
- c. A search is conducted by having the student empty his/her pockets, backpack, etc. This will also include his/her locker. On completion, the school nurse will conduct an assessment of the student and report the results to an elementary school administrator.
- d. In all cases of suspected alcohol and drug use or possession, the student needs to be informed of his/her due process rights and the parents will be notified immediately and the student referred to the Student Assistance Program.

Behavior Consequences

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

- a. Immediate parent notification and conference
- b. Notification of the proper authorities
- c. Referral to the Student Support Team
- d. If the offense occurs during any school activity, the student may be removed from future activities (i.e. field trips, sporting events, etc.)
- e. Suspension

2.2 Selling or Distributing Alcohol or Drugs

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

Behavior Consequences

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

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

Possession or Distribution of Counterfeit Drugs

Possession or distribution of counterfeit drugs or any represented as a controlled substance will result in:

Behavior Consequences

- a. Immediate parent notification
- b. Notification of the proper authorities
- c. Suspension

2.3 Drug Paraphernalia

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

- a. Immediate parent notification and conference
- b. Referral to the Student Support Team
- c. Notification of the proper authorities
- d. Suspension

2.4 Smoking

Smoking is unhealthy, and contributes to or is a direct cause of many serious ailments. Passive smoke is also unhealthy, and contributes to allergic reactions, irritated eyes, and other discomfort for the non-smoker. Recognizing that the smoking of tobacco or the use of any other type of tobacco products is of no benefit to anyone, and can in fact, cause severe and life-threatening physical

complications, the Elementary Schools remain committed to maintaining a smoke-free environment for all students and staff (JICG).

Furthermore, the State of New Hampshire has passed a law effective July 1, 1991, that makes it illegal for anyone under the age of 18 to smoke. In addition, a subsequent law has been passed which makes it illegal to smoke anyplace on school property. In complying with the law, the Elementary Schools will not allow students to possess cigarettes, chewing tobacco, snuff, lighters, matches, etc., on school property, including busses, or during any school-related function. Students are considered to be smoking when they have a cigarette lighted or unlighted, in hand; when smoke is coming out of the student’s mouth or nose; or when circumstances are such that it is apparent that the student has been smoking; i.e., alone in a room filled with smoke and a cigarette lies at the feet of the student, etc. If a student enters a bathroom that is full of smoke, he/she will immediately notify a teacher. Any student caught in a bathroom that is full of smoke will be warned the first time, but if it happens again, further disciplinary action may result. Any student suspected of smoking will be subject to search and seizure for any smoking product and the following disciplinary consequences:

Behavior Consequences

- a. Immediate parent notification and conference
- b. Notification of the proper authorities
- c. Suspension

3.0 Bus Behavior/Discipline

All students who ride any of our school buses are subject to the rules and regulations as set forth by our State as well as our own School Board. Any violation of the rules does not afford our school bus drivers an opportunity to provide safe transportation, which is our prime responsibility. The following infractions may result in bus suspension, restitution, school suspension, a special seat assignment, verbal warning and incident report sent to parents.

INFRACTIONS

- Disobedient to driver
- Eating/drinking/littering
- Excessive mischief
- Failure to remain seated
- Fighting
- Harassment – sexual/racial/religious
- Possession/use of controlled substance
- Possession/use of tobacco
- Riding ANY bus during suspension
- Throwing objects
- Unacceptable language
- Vandalism

Parents are responsible for their child’s behavior walking to and from the bus stop and at the bus stop. Inappropriate behavior at the bus stop may result in disciplinary action by the school. The bus driver has the responsibility and authority for the safety of all students during loading, riding, and disembarking the bus. Students are expected to follow the direction of the bus drivers at all times. The bus driver or school administrators have the right to establish reasonable rules, including assigning seats. Students are expected to conduct themselves in an appropriate manner and

observe the following rules of safety. At the bus stop (at school or home) students are expected to follow all school rules.

- a. Upon entering the bus, students must take a seat and remain seated. Do not change seats while the bus is in motion. Aisles and exits must be free of personal property. Students must stay seated until the bus stops and the driver opens the door. The law allows three students to a seat.
- b. Books and other personal property must be kept on the student's lap or under the seat.
- c. Depending on the severity and/or the number of referrals further disciplinary action may be taken (such as warning, suspension, and possible removal from the bus for the remainder of the year and full restitution).
- d. Throwing anything on the bus or out the window is not allowed. Arms, hands and heads do not belong outside the window. Headsets are not allowed on the bus.
- e. For the safety of everyone, excessive noise and shouting will not be allowed.
- f. Students are not to touch any safety equipment on the bus. The emergency door is for emergencies only. Also, students are to keep their hands away from other students and their property.

When leaving the bus students should:

- a. Allow those in front of them to leave first
- b. Take all of their property with them
- c. Leave quickly, do not shove and watch their step, use the handrail
- d. Leave the unloading area immediately; catch up with friends later
- e. If the student has to cross the street, do so in front of the bus
- f. Look both ways before crossing the street

Behavior Consequences:

- a. School notification in writing by the bus driver of the incident/infraction
- b. Student/parent conference
- c. Determine consequence (any of the following)
 1. Warning
 2. Loss of school privileges
 3. Assigned seat
 4. Bus suspension

It will be the responsibility of the parent to provide transportation for those children who lose bus-riding privileges.

4.0 Behavior

4.1 Playground Behavior

Recess time is a learning part of each student's day as well as time to play. Time spent on the playground in the morning before school, during the day, and after school is monitored by adults. Students are expected to seek them out if they need assistance. The following guidelines are to be followed by all students for everyone's safety.

- a. Respect is to be shown for others and their property. Therefore, no tripping, hitting, spitting, shoving or knocking each other down is allowed. No tackles or hands-on games are allowed. There is no swearing or name-calling.
- b. Fighting or pretend fighting (horseplay) is not allowed.
- c. Students are to play in the area they are assigned. They may not return to the building unless it is absolutely necessary and they have permission from the adult on duty.

- d. All trash must be disposed of properly.
- e. Students must line up quickly at the end of recess. Students who do not follow the guideline for playground behavior will run the risk of losing recess time or losing the right to play with their friends.
- f. For everyone's safety, the following is not allowed:
 1. Throwing sand, stones or snow
 2. Sitting or standing on top of parallel bars
 3. Jumping off or standing on swings or monkey bars
 4. Running through sandboxes, the quiet area, or others' games

Behavior Consequences

- a. Warning or Time Out
- b. Loss of Privilege
- c. Detention (parent notification)
- d. Referral to an administrator
- e. Suspension

4.2 Classroom Behavior

Students are expected to conduct themselves in a manner reflecting a sense of responsibility, good citizenship and consideration for the rights of others. The Timberlane School District will not tolerate behavior that is disruptive to the learning process. The following guidelines are to be followed by all students in class:

- a. Students will come to class prepared with books, pens, pencils, and paper, etc.
- b. Students will be responsible for completing all assigned work on time.
- c. Students will be courteous and respectful at all times and practice good manners.
- d. Students are expected to come to class with an attitude which will allow them to participate in a manner which will benefit the student and others in their class.
- e. Students have a responsibility to care for all school property and conduct themselves in a manner which will reflect favorably upon themselves and the school community.
- f. Students have a responsibility to follow adult directions and requests.

Behavior Consequences

- a. Warning or Time Out
- b. Loss of privilege
- c. Detention (parent notification)
- d. Referral to an administrator
- e. Suspension

4.3 Cafeteria/Lunchroom Behavior

- a. 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.
- b. All students are to enter the cafeteria quietly, in an orderly manner and take a seat with his/her feet under his/her own seat.
- c. Students need to speak in soft voices when in the cafeteria so that others are not disturbed and may enjoy their lunch. Students may not call out to others at surrounding tables and all conversations must be with the people at their own table.
- d. When a student needs something, s/he should raise her/his hand and one of the adults will come to help.

- e. It is important for students to remember good table manners which include saying “please” and “thank you” to those who help serve the food.
- f. It is important for students to leave the table and floor area clean for others. They need to remember to pick up all straws, papers, napkins, etc. before they are dismissed.
- g. Students are expected to listen to and follow the directions of all the adults in the lunchroom.
- h. Students are to stay at the table until they have been dismissed by an adult. They are to go straight outside unless they have permission to go elsewhere.
- i. Parents are welcome to join their child for lunch with advanced notice.
- j. There are to be no glass bottles or soda in the cafeteria.

Behavior Consequences

- a. Warning or time out
- b. Loss of privilege
- c. Detention (parent notification)
- d. Referral to an administrator
- e. Suspension

4.4 Hallway Behavior

In order to guarantee the safety of all students in the hallways it is expected that students will follow the guidelines listed below:

- a. Noise level should be kept down
- b. Students will keep hands and feet to themselves
- c. No shoving, pushing, jumping, tripping or running
- d. Students should not be in the hallways unless they have permission

Behavior Consequences

- a. Warning or time out
- b. Loss of privilege
- c. Detention (parent notification)
- d. Referral to an administrator
- e. Suspension

4.5 Bathroom Behavior

Bathrooms are intended for everyone’s use and should be kept as neat and clean as possible. It is expected that students will follow the guidelines listed below:

- a. Wash hands
- b. Flush toilets
- c. Throw paper towels in trash containers
- d. Keep the walls free of writing

Behavior Consequences

- a. Warning or time out
- b. Detention (parent notification)
- c. Referral to an administrator
- d. Suspension

4.6 Field Trip Behavior

In order to bridge the gap between the classroom and the real world the school provides opportunities for field trips. Field trips are planned as an extension of the curriculum. It is

important to remember that our school and community will be judged by students' behavior. It is expected that students will follow the guidelines listed below:

- a. Obey bus policies and be well behaved
- b. When on field trips all school rules apply
- c. Students are expected to follow adult directions

Behavior Consequences

- a. Warning
- b. Adult escort
- c. Removal from activity
- d. Referral to administrator and parent notification
- e. Privileges on future trips may be lost

4.7 After School Behavior

There are numerous school-sponsored activities after school. Students are encouraged to take advantage of these activities, but it is expected that students will follow the guidelines listed below:

- a. Students will be supervised by an adult during school activities.
- b. Students will conduct themselves according to regular school rules.
- c. It is expected that students will have a legitimate purpose for staying after school.

Behavior Consequences

- a. Warning or time out
- b. Detention (parent notification)
- c. Referral to an administrator
- d. Suspension and privileges for future activities may be lost

5.0 Academic Dishonesty

(cheating, plagiarism, forgery)

Although it is wonderful to work together, copying what someone else has done from notes, a book, the computer or online (internet) does not reflect the student's level of performance or ability and is dishonest. It is expected that students will follow the guidelines listed below:

- a. Students are responsible to complete their own work.
- b. Students will seek extra help if needed.
- c. Students should manage their time in and out of school to enhance class learning.

Behavior Consequences

- a. Parent notification
- b. Student/parent conference
- c. Academic consequence - this should be left up to the discretion of the administrator.

6.0 Computer Usage

The use of computers is very important to the educational process at Timberlane. Students are expected to follow the District Internet and Acceptable Use Policy, TRSB Policies: EGA-R. (See Introduction to Discipline Code.) Parents who do not want their child accessing the Internet must notify the building principal in writing by the end of the first week of the school year. To protect individual rights while maintaining confidentiality and copyright regulations, the following behavior will not be permitted:

- a. Using another student's sign on
- b. Giving out a user name and/or password to another student

- c. Unauthorized entry and transfer, destruction of files or networks
- d. Using computers to interfere with the work of another student, faculty member, or school operation
- e. Using computers to create or send inappropriate, obscene, abusive or threatening messages, accessing inappropriate websites or getting into a chat room is not acceptable.
- f. Attempting to break into the network
- g. Inputting or attempting to input a virus
- h. Accessing Internet radio stations or video services (typically referred to as "streaming" audio or video) - The on-demand feature of video streaming can be used at school by students before and after regular school hours.
- i. Downloading large files, such as movie or music files
- j. Engaging in multi-player network gaming where data is continuously exchanged among players

7.0 Language

To foster appropriate social behavior and meaningful, respectful communication students will demonstrate respect and tolerance through the use of proper language. Students will not engage in profanity, which will include swearing, verbal abuse, racial and/or ethnic slurs. It is expected that students will follow the guidelines listed below:

Behavior Consequences

- a. Parent notification and cancellation of computer use determined by the building principal.
- b. Parent conference, loss of computer privileges and possible suspension as determined by the building principal.
- c. Referral to an administrator.

8.0 Vandalism

Destruction of personal and/or school property. We, at Timberlane, take a great deal of pride in maintaining a physical environment conducive to good learning and we applaud and congratulate the vast majority of our student population who show their concern for the condition of the school building and its contents by acting appropriately. Students will work cooperatively to keep their classrooms and building clean by:

- a. Proper disposal of trash
- b. Picking up paper off the floor
- c. Not writing on furniture or the walls

Abuse or destruction of school property, such as, but not limited to books, desks, chairs, personal property belonging to others, etc., is unacceptable and will not be tolerated.

Behavior Consequences

- a. Immediate parent notification
- b. Restitution for the repair or replacement of property
- c. At the discretion of the principal, a suspension may be invoked.

Depending upon the severity and/or frequency of the offense, notification of proper authorities and the Superintendent of Schools.

9.0 Hazing/Bullying/Harassment

At the Elementary Schools students are expected to treat each other and all staff members 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.

9.1 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 an act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person, particularly when such an act is a condition of initiation into, admission into, continued membership in or association with any organization or group.” Any student who knowingly participates in the hazing of another student, or who knowingly submits to hazing and fails to report it, or who is present at or otherwise has direct knowledge of any student hazing and fails to report it to an administrator or law enforcement agent will be subject to the following:

- a. Immediate parent notification
- b. Notification of the proper authorities, including the Superintendent and law enforcement officials
- c. Three day out of school suspension

9.2 Bullying

Bullying is identified, by New Hampshire RSA-193-F:3, as a form of harassment. It is defined as “subjecting a student to insults, taunts, or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response.” Any student who bullies another student will be subject to the following:

- a. Immediate parent notification
- b. Notification of the proper authorities, including the Superintendent and law enforcement officials
- c. Three day out of school suspension

9.3 Harassment

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

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

9.4 Repeat Offense after Harassment Warning

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

- a. Immediate parent notification and conference
- b. Notification of the proper authorities
- c. Three day out of school suspension

9.5 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; or visual harassment such as derogatory cartoons, drawings, posters or graffiti. It also refers to offering benefits for sexual favors. Students who sexually harass other students or staff members will be subject to the consequences listed in sections 9.3 and 9.4 above.

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.

Code of Discipline

Timberlane Regional Middle School

Introduction

Timberlane Regional Middle School is an academic community, which acknowledges and celebrates the unique characteristics of middle school students, while balancing their needs with a well defined, comprehensive, and rigorous curriculum. Recognizing the nature and importance of this transitional period in the lives of middle school students, it is our responsibility to provide a learning environment for all students that fosters our core values: respect, responsibility and right choices. We recognize that the Timberlane Middle School learning community extends far beyond the physical boundaries of the building. Parents, business leaders, and members of the community all make valuable contributions to the educational process. It is our goal to provide avenues to involve them in planning, decision-making, and support for our students and our school.

Disciplinary Process

Failure to behave or abide by class guidelines may result in the following:

- Verbal warnings
- Detentions with teacher
- Parent notification by teacher
- Meeting with parent, guidance, and other teachers
- Possible loss of a grade that class day

Detention System

Detention is unnecessary in most cases and can easily be avoided by adhering to reasonable rules in the school. However, there will be those who, for one reason or another, choose not to conform and a detention will be assigned. Parents will be given 24-hour notice, if they did not give verbal permission, for any detention to be served. Detentions will be held Tuesday, Wednesday and Thursday due to the availability of late buses. Students are expected to attend the detention, to be punctual, and will not be allowed to go to the school store. All students will remain in the room with the supervisor or designee until they are dismissed to their late bus. Detentions fall into three categories that include:

Teacher Detention

Teacher detentions will be held at the discretion of the teacher and will be assigned in reference to such areas as:

- Late to class
- Minor forms of disrespect to staff member
- Misbehaving or failure to abide by class guidelines

Office Detention

Parents will be given 24-hour notice, if they did not give verbal permission, for any detention to be served. Detentions will be held Tuesday, Wednesday and Thursday due to the availability of late buses. Students are expected to attend the detention, to be punctual, and will not be allowed to go to the school store. Repeated violations may result in suspension.

Friday Afternoon Detention Program

Students who do not learn from such interventions as classroom detentions, office detentions and/or counseling, or repeatedly refuse to abide by the code of discipline guidelines will receive a Friday Afternoon Detention. The Friday Afternoon Detention Program is meant to be a deterrent to repeat offenders of the discipline code. It is to reinforce that the student's behavior must stop immediately. Friday Afternoon Detention begins at 2:15 after dismissal and ends at 4:15. **No excuses for tardiness will be accepted.** Students who fail to attend Friday Afternoon Detention will be suspended.

Student Adjustment Center Program

A middle school administrator will issue the Student Adjustment Center when it is deemed appropriate. While in the SAC Program, the student will be given the opportunity to reflect on his/her infraction by completing a processing form. The appropriate guidance counselor will be given the form to further process with the student. Only after the processing procedure has been satisfied will the student be able to complete academic assignments. **During the course of any school adjustment or suspension, a student may not participate in and/or attend any school activity for the day.** Student adjustments are served in the School Adjustment Center (SAC) for a violation of the code of discipline. The following procedures will be followed for students assigned to SAC:

- a. Parents will be notified by telephone and/or by letter
- b. Daily class work will be completed while in SAC
- c. All make-up of exams will be at the teachers' discretion
- d. Students will not attend assembly, class meetings, or other programs **at the discretion of administration**
- e. SAC is included in the after school athletic activity eligibility policy. The number of adjustments and/or suspensions may affect a student's eligibility.
- f. All students in SAC will eat lunch separately from the rest of the student population
- g. Mandatory completion of processing form reviewed by an administrator or SAC supervisor

Discipline Levels

Discipline - Level I

Up to five days of SAC or suspension; parent conference with the principal; referral to the Student Support Team (SST); letter to the Superintendent.

Discipline - Level II

Five days out of school and five days in SAC; letter to the Superintendent; conference with parent, student, Superintendent, and middle school administration.

Discipline - Level III

Ten days out of school suspension with an additional minimum suspension of ten days out of school by the Superintendent of Schools; or referral to the School Board for expulsion for the remainder of the school year.

Any time a student is in SAC or suspended, a parent will be notified by a letter from the middle school administration. In addition, every attempt will be made to contact the parent by telephone. Suspensions over ten days may be appealed to the School Board. When, in the judgment of the Superintendent of Schools, and it is necessary, **a student may be referred to the School Board for a serious infraction, regardless of the number of cumulative suspensions, this may result in expulsion for the remainder of the school year.**

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

1.0 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 knife, razor, or other dangerous object and/or weapon in school greatly increases the risk of accidental injury to both the student carrying the object and to others. Therefore, weapons and/or dangerous objects of any kind are not allowed in the building, lockers, or anywhere else on school property. A weapon shall be defined as either of the following:

- a. A firearm as defined in Section 921 of Title XVIII of the United States Code, or
- b. Any device, object, or artifact that has been determined by the Superintendent of Schools to be dangerous to any student or faculty member. Students found in possession, selling or distributing, or being in the presence of any weapon and/or dangerous object will be subject to the following:
 1. Immediate parent notification
 2. Confiscation of the object with return to appropriate persons (e.g. parents, police)
 3. Immediate notification of the proper authorities
 4. Ten days out of school suspension with referral to the Superintendent of Schools for the purpose of recommending an additional ten days out of school suspension.

During this time the Superintendent will review the case. Once a determination is made that the student has brought a weapon onto school property, the student may be expelled from school for not less than one year (365 days) in accordance with State Law and School Board Policy (JICI).

1.1 Threatened Use of a 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
- b. Notification of the student's guidance counselor
- c. Notification of the Superintendent of Schools

In addition, the threatened use of a weapon/object **may** result in the following:

- a. Notification of the proper authorities
- b. Suspension from school
- c. Expulsion from school

2.0 Alcohol and Other Drugs

The local and school communities support all efforts in educating our youth to the dangers of alcohol and other drugs. The Timberlane Regional School Board strongly endorses the concept of prevention through education and intervention. The Alcohol and Other Drugs Policy is based on the belief that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives: spiritual, emotional, physical, intellectual and social. 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 the hardest line possible with anyone violating the alcohol

and other drugs policy. Because we care about the overall health of students, we will carry out this policy with care and compassion.

2.1 Possession and/or Use of Alcohol, Drugs or Counterfeit Drugs

Possession and/or use of alcohol and/or other drugs as well as misuse of over-the-counter or commercially available products (such as white-out) are prohibited. A student shall not possess, use, be under the influence of, or knowingly be in the presence of alcohol and/or any illicit drugs such as, but not limited to, barbiturates, amphetamines, narcotics, hallucinogens, inhalants, marijuana, or any other controlled substances while on school property and/or at any school event at any time. In all cases where alcohol and other drug usage is suspected, the following procedures will be followed:

- a. Staff member notifies a school administrator who will escort the student to the main office.
- b. The student will be notified of the concern of possible change in his/her behavior.
- c. A search will then be conducted by having the student empty his/her pockets, backpack, etc. This will also include the student's locker. The school nurse will conduct an assessment of the student and report the results to a middle school administrator.
- d. In all cases of suspected alcohol and drug usage/possession, the student must be informed of his/her due process right, the parents will be immediately notified and the student referred to the Student Assistance Program/Counselor.

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

- a. Immediate parent notification and conference
- b. Mandatory referral to the Student Assistance Program/ Counselor
- c. Notification of proper authorities
- d. Referral to the Student Support Team
- e. If the offense occurs during any school activity, the student may be removed from future activities, i.e. field trips, sporting events, etc.

First Offense:

Five days out of school suspension and up to five days of SAC upon student's return to school. Referral to the Superintendent of Schools for the purpose of recommending an additional ten days of SAC and referral to the Student Assistance Program/Counselor.

Second Offense:

Ten days out of school suspension with referral to the Superintendent of Schools for the purpose of recommending an additional ten days or consideration for expulsion for the remainder of the school year and referral to the Student Assistance Program/Counselor.

2.1 Selling or Distributing Alcohol, Drugs or Counterfeit Drugs

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

- a. Immediate parent notification
- b. Immediate notification of proper authorities
- c. Referral to the Student Assistance Program/Counselor
- d. Ten days out of school suspension by principal with referral to the Superintendent of Schools for the purpose of recommending an additional ten days or consideration for expulsion for the remainder of the school year.

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

2.2 Possession or Distribution of Counterfeit Drugs

Possession or distribution of counterfeit drugs or any item represented as a controlled substance will result in:

- a. Immediate parent notification and conference
- b. Referral to the Student Assistance Program/Counselor
- c. Notification of proper authorities

First Offense:

Five days out of school suspension. Up to five days in SAC upon the student's return to school with possible referral to the Superintendent of Schools for the purpose of recommending an additional ten days of SAC. A Referral will be made to the Student Assistance Program/Counselor.

Second Offense:

Ten days out of school suspension with referral to the Superintendent of Schools for the purpose of recommending an additional ten days out of school suspension or expulsion for the remainder of the school year. A Referral to the Student Assistance Program and Counselor will follow.

2.3 Drug Paraphernalia

A student shall not possess on his/her person or any other place on school property including the school bus, locker, or desk, etc. Any type of drug paraphernalia, including: pipes, rolling papers, clips, etc. Any violation of this policy will result in the following:

- a. Immediate parent notification and conference
- b. Referral to the Student Assistance Program/Counselor
- c. Notification of proper authorities

First Offense:

Up to five days in SAC.

Second Offense:

Ten days out of school suspension with referral to the Superintendent of Schools for the purpose of recommending an additional ten days or consideration for expulsion for the remainder of the school year.

2.4 Smoking

Smoking is unhealthy, and contributes to or is a direct cause of many serious ailments. Passive smoke is also unhealthy, and contributes to allergic reactions, irritated eyes, and other discomforts for the non-smoker, as well as potential serious ailments. Recognizing that the smoking of tobacco or the use of any other type of tobacco products is of no benefit to anyone, and can in fact, cause severe and life-threatening physical complications, the Middle School remains committed to maintaining a smoke-free environment for all students and staff (JICG). Furthermore, the State of New Hampshire has passed a law effective July 1, 1991, that makes it illegal for anyone under the age of 18 to smoke. In addition a subsequent law has been passed which makes it illegal to smoke anyplace on school property. In compliance with the law, the Middle School will not allow students

to possess cigarettes, chewing tobacco, snuff, lighters, matches, etc., on school property or during any school-related function.

A student is considered to be smoking when s/he has a cigarette lighted or unlighted, in hand; when smoke is coming out of the student's mouth or nose; or when circumstances are such that it is apparent that the student has been smoking; i.e., alone in a room filled with smoke and a cigarette lies at the feet of the student, etc. If a student enters a bathroom that is full of smoke, s/he will immediately notify a teacher. Any student caught in a bathroom that is full of smoke will be warned the first time, but if it happens again, further disciplinary action may result. Any student suspected of smoking or in possession of tobacco products will be subject to search and seizure for any smoking product and the following disciplinary consequences:

First Offense:

A minimum of a one-day suspension with mandatory participation in a Smoking Education/Quit Smoking Group; An incident report will be filed with the local police department.

Second Offense:

A minimum of three days suspension and mandatory referral to the Student Assistance Program/Counselor with parent or guardian permission for individual assessment; the local police department will be called and a summons may be issued.

Third Offense:

A minimum of five days suspension with mandatory referral to the Student Assistance Program with parent/guardian permission for additional services; the local police department will be called and a summons may be issued.

3.0 Physical Assault on a Staff Member

One of the objectives of the educational process is to nurture growth in young people so that conflict resolution is learned. The importance of being able to solve interpersonal problems without violence or physical contact cannot be overstated and we, as professional educators, will continue to stress the necessity of learning to resolve differences of opinion through appropriate dialogue. Use of force (and threatened use of force) against any staff member will be considered an assault, and will not be tolerated. Students violating the provisions of Section 3.0 are subject to the following:

- a. Immediate parent notification and conference
- b. Immediate notification of proper authorities
- c. Up to ten days out of school suspension with referral to the Superintendent of Schools for the purpose of recommending an additional ten days out of school suspension or expulsion for the remainder of the school year.

3.1 Verbal Abuse of a Staff Member

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

First Offense:

- a. Immediate parent notification and conference
- b. One day in SAC

Second Offense:

- a. Immediate parent notification and conference
- b. Multiple days in SAC

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

4.0 Physical Assault on a Student

Settling differences through physical altercation, (or threatened use of force), is unacceptable social behavior, which endangers others, and **will not be tolerated** anywhere on school property or at school-related functions (including athletic events, field trips, dances, buses, etc.). It is also against school policy for students to instigate or encourage a fight through verbal, written, or any direct or indirect action. In all cases of physical assault, a school incident report will be completed and filed with the local police department. Students violating 4.0 will be subject to the following:

First Offense:

- a. Immediate parent notification and conference
- b. Notification of the proper authorities
- c. Up to five days in SAC or out of school suspension depending upon severity of the incident

Second Offense:

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

5.0 Extortion/Theft of School or Personal Property

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

- a. Immediate parent notification conference
- b. Notification of proper authorities
- c. Full restitution

First Offense:

Up to five days out of school suspension and up to five days in SAC (at the discretion of the principal) upon the student's return.

Second Offense:

Up to ten days out of school suspension with referral to the Superintendent of Schools for the purpose of recommending an additional ten days or consideration for expulsion for the remainder of the school year.

6.0 Hazing/Bullying/Harassment

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.**

6.1 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 an act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person, particularly when such an act is a condition of initiation into, admission into, continued membership in or association with any organization or group." Any student who knowingly participates in the hazing of another student, or who knowingly submits to hazing and fails to report it, or who is present at or otherwise has direct knowledge of any student hazing and fails to report it to an administrator or law enforcement agent will be subject to the following:

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

6.2 Bullying

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

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

6.3 Harassment

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

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

Repeat Offense after Harassment Warning

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

- a. Immediate parent notification and conference
- b. Notification of the proper authorities
- c. Three day suspension (minimum)

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

6.4 Sexual Harassment

Sexual harassment is a particularly offensive type of harassment that consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Some examples of sexual harassment include: sexual innuendo, verbal harassment, including derogatory comments or slurs, or inappropriate comments about a person's body or appearance, physical harassment such as unwanted touching, patting, or pinching, or physical interference with movement or work, or visual harassment such as derogatory cartoons, drawings, posters or graffiti. It also refers to offering benefits for sexual favors. Students who sexually harass other students or staff members will be subject to the consequences listed in sections **6.1, 6.2, and 6.3.**

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

7.0 Destruction of School or Personal Property

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

- a. Immediate parent notification
- b. Restitution for the repair or replacement of property destroyed or damaged
- c. At the discretion of the administration suspension may be invoked. Depending upon the severity and frequency of the offense, proper legal authorities and/or the Superintendent of Schools may be notified.

8.0 Student Attendance

8.1 Tardiness to School

All students are expected to be in school prior to homeroom every day. It is the responsibility of all parents to have their children in school prior to homeroom. Habitual offenders will be reported to the administration for appropriate disciplinary action.

8.2 Tardiness to Class

The classroom teacher on the first two offenses will discipline students who are tardy to class.

First Offense: Verbal warning

Second Offense: Classroom detention

Third Offense: Office detention and notify parents

Fourth Offense: One day in SAC

8.3 Truancy

Absences from school without parent/guardian permission will be considered truancy. In all cases, the authorities will be notified and students will be subject to the following:

First Offense:

- a. Parent notification
- b. One day in SAC

Repeated Offenses:

- a. Parent notification
- b. Multiple days in SAC or Out-of-school suspension

8.4 Leaving the Building

As soon as students arrive on school property, they are expected to enter the building. **Going across the street before, during, or after school, including going to the high school and returning without permission, will be considered leaving the building.**

First Offense:

- a. Parent notification
- b. Notification of proper authorities if the student cannot be accounted for or is assumed to be a runaway.
- c. One day in SAC

Repeated Offenses:

- a. Parent notification
- b. Notification of proper authorities
- c. Multiple days in SAC

9.0 Student/Classroom Misbehaviors

It is not possible to list all offenses that may occur during the school year, but it is important for students to understand that behaviors that interfere with the rights and/or safety of other students are prohibited. The following school-based offenses carry with them a range of possible disciplinary actions from a simple warning to a suspension. The degree of the disciplinary action will be directly related to the severity and frequency of the offense and the student's past disciplinary record.

- a. Being present in a part of the building or grounds for no legitimate reason
- b. Engaging in loitering, either in the halls or the bathrooms, throughout the school day or after school
- c. Noncompliant and or disrespectful toward an adult
- d. Provoking or encouraging others to break school rules
- e. Engaging in dangerous behavior such as excessive horseplay, pushing shoving, running in the halls, and throwing of any objects (elastics, pencils, snowballs, rocks, books, rulers, etc.)
- f. Plagiarizing, forging, and/or cheating
- g. Gambling and selling items without permission
- h. Insubordination
- i. Repeatedly unprepared for class
- j. Public display of affection
- k. Substantially disrupting class in a repeated or flagrant manner
- l. Engaging in any form of dangerous or harmful behavior
- m. Theft of school or personal property

9.1 False Alarm

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

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

10.0 School Based Offenses

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

- a. The school premises are not an appropriate environment for the display of certain types of affection, which might include kissing, caressing, or embracing. Display of affection does not have a place at school.
- b. Engaging in inappropriate social behavior such as pushing, shoving, horseplay, running in the halls, snowball throwing, etc. is not acceptable.
- c. Engaging in dangerous behavior of any kind is not acceptable.

First Offense:

- a. Parent notification
- b. Warning or detention

Second Offense:

- a. Office detention(s)
- b. Conference with parent

Third Offense:

- a. Parent conference
- b. Suspension

10.1 Computer Usage

The use of computers is very important to the educational process at Timberlane. Students are expected to follow the District Internet and Acceptable Use Policy, TRSB Policies: EGA-R. (See Introduction to the District Discipline Code.) Parents who do not want their child accessing the internet must notify the building principal in writing by the end of the first week of the school year. The use of technology at Timberlane Regional Middle School is an integral part of the educational process. It is provided to students and staff for educational purposes only. It is intended to enhance student learning and to aid in classroom management. The privilege to use the Internet technology may be taken away at any time for inappropriate activities or behaviors. To protect individual rights while maintaining confidentiality and copyright regulations, the following behavior will not be tolerated in school and will lead to disciplinary action. The list cannot cover all situations that may arise and, therefore, is not considered to be exhaustive.

Level One Infractions

- a. Using another person's password or allowing another person to use your password to access the computer network

- b. Altering a desktop, screensaver or any other settings on the computer
- c. Using the computer network for political or religious purposes
- d. Using the computer network for commercial, financial, or personal gain
- e. Using e-mail, chat-rooms, or on-line discussion groups for non-educational purposes
- f. Using the computer network to violate intellectual property rights, including plagiarism and/or unauthorized use or reproduction of information
- g. Violating copyright laws or license agreements, including the illegal duplication and/or use of copyrighted programs on school computer equipment
- h. Accessing Internet radio stations or video services (typically referred to as "streaming" audio or video) - The on-demand feature of video streaming can be used at school by students before and after regular school hours.
- i. Downloading large files, such as movie or music files
- j. Engaging in multi-player network gaming where data is continuously exchanged among players

First Offense:

Parent notification; one day of in-school suspension and suspension of Internet computer usage for five school days.

Second Offense:

Parent conference, minimum of two days of in-school suspension and suspension of internet computer usage for ten school days.

Third Offense:

Parent conference, up to five days out-of-school suspension, and loss of internet computer usage for the remainder of the school year.

Level Two Infractions

- a. Using the computer network to reveal or transmit personal information about oneself or others
- b. Using the computer network to access, view, or transmit profane, vulgar, offensive, pornographic, or obscene materials or messages
- c. Using the computer network to access, view, or transmit harassing, racist, sexist, offensive, or demeaning messages or materials
- d. Accessing or altering another person's files, folders, work, or e-mail

First Offense:

Parent conference; five days in-school suspension, and suspension of internet computer usage for twenty-five school days.

Second Offense:

Parent conference; five days out-of-school suspension, and suspension of internet computer usage remainder of the school year.

Third Offense:

Parent conference; up to five days out-of-school suspension; and loss of internet computer usage for the remainder of the school year.

Level Three Infractions

- a. Using the computer network to send hate mail, anonymous or threatening messages
- b. Using the computer network to intentionally infiltrate, disrupt, alter, or interfere with the network or its operations
- c. Using computer software intentionally to introduce viruses, worms, etc. into the computer network
- d. Using the computer network for illegal activities
- e. Misuse, abuse, or destruction of computer network or computer equipment

First Offense:

Parent notification; minimum of ten days out-of-school suspension; loss of internet computer use for remainder of school year; limited access to school computers. *Notification to the proper authorities and additional disciplinary action may be taken in cases of extreme or extensive offenses.

10.2 Electronic Equipment

Timberlane strives to set high educational standards, challenging learning experiences and opportunities to all students. For this reason radios, CD players, MP3 players, cell phones, laser lights or any other form of electronic equipment are not permitted during the school day. If these items are being used during the school day, they will be brought to the main office where they may be picked up at the end of the school day. Note: Any exceptions must be cleared through administration.

First Offense:

- a. Confiscation of the item
- b. Returned at the end of the day

Second Offense:

- a. Confiscation of the item
- b. Parent notification and item retrieved by parent

Third Offense:

- a. Confiscation of the item
- b. Parent conference
- c. Administrative detention

Any subsequent offense may result in suspension. Any other violations will result in SAC at the discretion of administration.

10.4 Parking Violations

No Timberlane Regional Middle School student, regardless of age, will be allowed to bring a vehicle to school.

10.5 Cafeteria/Lunchroom Behavior

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.

- a. Students are to enter the cafeteria quietly, in an orderly manner and take a seat putting his/her feet under his/her own seat.

- b. Students need to speak in a normal voice when in the cafeteria so that others are not disturbed and may enjoy their lunches. Students may not yell or call out to others at surrounding tables. All conversations must be with the people at the same table.
- c. Students are not allowed to run during lunch.
- d. Students must leave the table and floor area clean for others.
- e. Students are expected to listen and follow the directions of all the adults in the lunchroom.
- f. Students are to stay at the table until an adult has dismissed them.
- g. There are to be no glass bottles.
- h. No throwing of food.

Range of Behavior Consequences

- a. Warning/time out
- b. Lunch detention
- c. Lunch detention for multiple days
- d. Referral to an administrator, greater consequences and parent notification.
- e. Up to 5 days of in-school suspension.

10.6 Bathroom Behavior

Bathrooms are intended for everyone's use and should be kept as neat and clean as possible. Graffiti is not allowed on walls, stalls, mirrors etc.

Behavior Consequences

- a. Detention and parent notification
- b. One day in SAC
- c. Multiple days in SAC or out of school suspension

10.7 Hallway Behavior

In order to guarantee the safety of all students in the hallway, it is expected that students will follow the guidelines listed below:

- a. Students shall speak in a normal voice. Yelling or shouting is not permitted.
- b. Students must keep hands and feet to themselves.
- c. Students must not shove, push, jump, trip or run.
- d. Students must not be in the hallways unless they have permission.
- e. Students should not engage in public displays of affection.

Range of Behavior Consequences

- a. Warning
- b. Detention and parent notification
- c. Office detention/SAC
- d. SAC/out of school suspension

10.8 Field Trip Behavior

In order to bridge the gap between the classroom and the real world, the school provides opportunities for field trips. Field trips are planned as an extension of the curriculum. It is important to remember that our school and community will be judged by students' behavior. It is expected that students will follow the guidelines listed below:

- a. Students must obey bus policies.
- b. Students must comply with all school rules.
- c. Students are expected to follow adult directions.

Range of Behavior Consequences

- a. Parent notification and classroom detention
- b. Adult escort
- c. Removal from activity
- d. Referral to administrator and parent notification
- e. Privileges on future trips may be lost
- f. SAC/out of school suspension

10.9 Language

To foster appropriate social behavior and meaningful, respectful communication, students will demonstrate respect and tolerance through the use of proper language. It is expected that students will follow the guidelines listed. Students will not engage in profanity, which will include swearing, verbal abuse, gestures, and racial and/or ethnic slurs.

Behavior Consequences

- a. Parent notification/detention
- b. Office detention/in-school suspension at discretion of an administrator
- c. In-school-suspension/out-of-school suspension at the discretion of an administrator.

11.0 School Bus Behavior

The safety of all students while riding the bus is a major concern of the district. Students need to understand that all school rules apply while students are on the school bus whether being transported to or from school related activities. If there is a bus issue, the school administration will be notified. All students who ride any of our school buses are subject to the rules and regulations as set forth by our State as well as our own School Board. Any violation of the rules does not allow our school bus drivers the ability to provide *safe transportation, which is our prime responsibility*. The following infractions may result in bus suspension, restitution, school suspension, a special seat assignment, verbal warning and incident report sent to parents and school.

Infractions

Disobedient to driver
 Eating/drinking/littering
 Excessive mischief
 Failure to remain seated
 Fighting
 Harassment- sexual/racial/religious
 Possession/use of controlled substance
 Possession/use of tobacco
 Riding **ANY** bus while being suspended
 Throwing objects
 Inappropriate language
 Vandalism
 Weapons/explosives/flammables

The administration will investigate the incident and will discuss it with the student, and implement the following procedures:

- a. Parent notification
- b. Depending on the severity of the violation, the consequences may range from a warning to a school suspension.

- c. Depending on the severity and/or the number of referrals, further disciplinary action will be taken (such as warning, suspension, and possible removal from the bus for the remainder of the year and full restitution).

12.0 Demonstrations

Student demonstrations are not allowed at the Middle School. However, the administration at Timberlane remains committed to being responsive to student needs, and will continue to make every attempt to intervene and defuse potentially volatile situations. If students feel the need to meet as a group in order to discuss an issue of particular concern with the principal, they should do the following:

- a. The issue should be brought to the Student Council to be discussed
- b. Arrange an appointment with the building principal to discuss the issue

13.0 Academic Dishonesty

Academic dishonesty at Timberlane will not be tolerated. The Internet, high-powered calculators, electronic pagers, and even fax machines have changed the ways in which cheating can take place.

In any instance where cheating, forgery, plagiarism, copying or sharing of the same materials is detected, a zero will be entered in the grade book for the assignment, quiz, test, paper, etc. Although it may be helpful to work together, it is academically dishonest to claim another's work or thoughts as one's own. The teacher will notify his/her curriculum coordinator and the parent/guardian of the student. The teacher will arrange a conference, and this meeting will include the parent/guardian, the student and the curriculum coordinator. At the conclusion of the conference, the teacher will file a summary report with the grade level Assistant Principal. A student violating this policy beyond the first offense will be subject to the following:

- a. Immediate parent notification by teacher
- b. Immediate notification to administrator
- c. A zero grade will be assigned for the assignment quiz, test, paper, etc.
- d. Up to five days of in school suspension

Code of Discipline

Timberlane Regional High School

Introduction

Timberlane Regional High School is a place for students to obtain the best education possible. Common sense, self-discipline, respect, and understanding are the keys to providing an environment for learning for over 1,600 students. When students do not conduct themselves appropriately, we employ a multi-level system of discipline.

Detention (JKB)

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

Detentions fall into three categories:

Teacher Detention

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

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

Administrative Detention

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

Saturday Morning Detention

Saturday Morning Detention, although intrusive into both students and parents' lives, is used to deter offenders of the attendance policy and discipline code. Saturday Morning Detention begins at 8:30 AM. No excuses for tardiness will be accepted. The program ends at 11:00 AM. Students who fail to attend a Saturday morning detention will be suspended. Students who are concerned about not being able to attend an assigned Saturday morning should make certain that their behavior does not bring them to that point. The school reserves the right, depending upon the severity of the offense and the number of times the offense has been repeated, to assign any combination of suspensions and/or Saturday morning detentions.

Suspension (JKD)

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

- An administrator will make a reasonable attempt to notify the parent as soon as possible by phone or email. In addition, an administrator will send a letter to a parent/guardian.
- The student will be held responsible for seeing their teachers to make up all assignments, quizzes and tests as soon as the suspension ends.

- The student will not be allowed on school property and will not be eligible to participate in or to attend any school activity for the length of the suspension.

Levels of Suspensions and Conferences resulting from multiple suspensions or serious infractions of the Discipline Code. In such matters, a certified letter will be sent to the parents advising them that they are to schedule the appropriate Level conference and that refusal to attend the conference will be viewed as parental negligence and could be referred to Social Services.

Level I Suspension and Conference

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

Level II Suspension and Conference

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

Level III Suspension and Conference

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

Any suspension greater than ten days may be appealed to the Superintendent of Schools. When in the judgment of the Superintendent of Schools it is necessary, a student may be referred to the School Board for a serious infraction, regardless of the number of cumulative suspensions.

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

Disciplinary Concerns

1.0 Weapons/Dangerous Objects (JICI)

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

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

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

“The Superintendent, principal, teacher or security personnel of the school (authorized personnel) may detain and search any student or students on the premises of the public schools or while attending or while in transit to any event or function sponsored or authorized by the school when

that authorized person has reasonable suspicion that the student may have on the students' person or property, alcohol, dangerous weapons, electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have taken from a student, a school employee or the school during school activities or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook." (JIH-R)

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

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

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

2.0 Alcohol and Other Drugs (JICH)

The local and school communities support all efforts in educating our youth to the dangers of alcohol and other drugs. The Timberlane Regional School Board strongly endorses the concept of prevention through education and intervention.

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

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

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

2.1 Possession and/or Use of Alcohol or Other Drugs

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

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

- a. Staff member notifies a school administrator.

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

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

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

First Offense:

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

Additional Offenses:

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

2.2 Selling or Distributing Alcohol or Drugs

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

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

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

2.3 Drug Paraphernalia

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

- a. Immediate parent notification
- b. Notification of proper authorities, and referral to the Student Assistance Program
- c. Up to five-day suspension on first offense.

Additional Offenses:

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

2.4 Possession or Distribution of Counterfeit Drugs

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

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

First Offense:

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

Additional Offenses:

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

2.5 Smoking (JICG/ADC/GBED)

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

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

If a student enters a room that is full of smoke, he/she should immediately notify a teacher on duty or an administrator. Any student suspected of smoking will be subject to search and seizure for any smoking product and the following disciplinary consequences:

First Offense:

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

Second Offense:

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

Third Offense:

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

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

3.0 Assault on a Staff Member

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

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

3.1 Physical assault on a staff member:

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

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

First Offense:

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

Additional Offenses:

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

3.2 Verbal Abuse of a Staff Member

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

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

4.0 Physical Assault on a Student

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

The act of provoking, inciting or otherwise causing a confrontation, which creates a risk of harm to any other student, will be considered as a student assault. In all cases of physical assault, a school

incident report will be completed and filed with the local police department. Students violating 4.0 will be subject to the following:

First Offense

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

Repeated Offense – Physical Assault on a Student

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

5.0 Extortion/Theft of School or Personal Property

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

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

First Offense:

Up to ten-day suspension

Additional Offenses:

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

6.0 Hazing/Bullying/Harassment (JICFA-JICK)

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

6.1 Hazing

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

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

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

6.2 Bullying

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

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

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

6.3 Harassment

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

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

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

Repeat Offense after Harassment Warning

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

- e. Immediate parent notification and conference
- f. Notification of the proper authorities
- g. Three-day suspension (minimum)

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

Sexual Harassment (JBAA) is a particularly offensive type of harassment that consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or communication of a sexual nature. Some examples of sexual harassment include: sexual innuendo; verbal harassment, including derogatory comments or slurs, or inappropriate comments about a person’s body or appearance; physical harassment such as unwanted touching, patting, or pinching,

or physical interference with movement or work; electronic harassment such as sexting; or visual harassment such as derogatory cartoons, drawings, posters or graffiti. It also refers to offering benefits for sexual favors.

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

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

7.0 Destruction of School or Personal Property (JICB)

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

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

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

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

8.0 Class Cuts

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

8.1 Leaving the Building

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

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

8.2 Tardiness

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

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

8.3 Truancy (JHB)

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

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

9.0 School-Based Offenses

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

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

- a. Gambling and card-playing of any type
- b. Forging notes or passes
- c. Being insubordinate
- d. Refusing to identify yourself upon request
- e. Provoking or encouraging others to break school rules
- f. Being present in a part of the school building or grounds for no legitimate reason
- g. Engaging in loitering, either in the halls or the bathrooms, throughout the school day or after school
- h. Hack sacking or ball playing inside the building, unless under a teacher's supervision.
- i. Skateboarding or rollerblading, etc., on school grounds
- j. Violating the school dress code
- k. Violating the electronic device usage policy
- l. Eating or drinking outside the cafeteria without the permission of a classroom teacher

10.0 Inappropriate Student Behavior

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

The following are instances of inappropriate student behavior:

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

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

10.1 Computer and Internet Usage (EGA-R)

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

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

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

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

10.2 Electronic Equipment

Timberlane strives to set high educational standards, challenging learning experiences and opportunities to all students. For this reason, the use of radios, Walkmans, CD/tape players, or other electronic devices is limited by classroom teacher and administrative directives during the school day (7:20 to 2:10). If these devices are used at inappropriate times and/or contrary to teacher or administrator directives, they will be confiscated and sent to the Assistant Principals' office area. The first option for teachers and administrators is to have students put the device away. If the device is confiscated, it will not be returned until a detention has been served. Any student who continues to violate this policy will be subject to progressive disciplinary action.

Students are not allowed to use a beeper or a cellular phone during the school day (7:20 to 2:10) except during assigned lunch periods and only in the cafeteria. (See directly above for course of disciplinary actions.)

10.3 Parking Violations (JLIE)

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

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

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

10.4 School Bus Behavior (JICC)

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

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

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

11.0 Demonstrations (JFI)

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

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

12.0 Academic Dishonesty

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

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

First Offense:

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

Second Offense

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