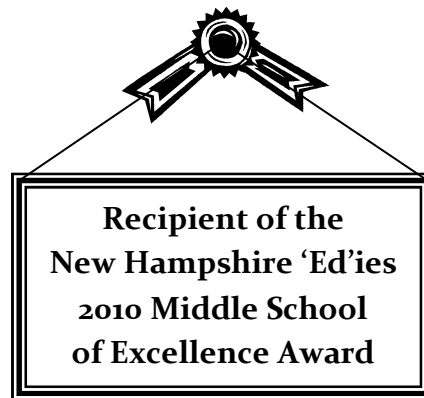
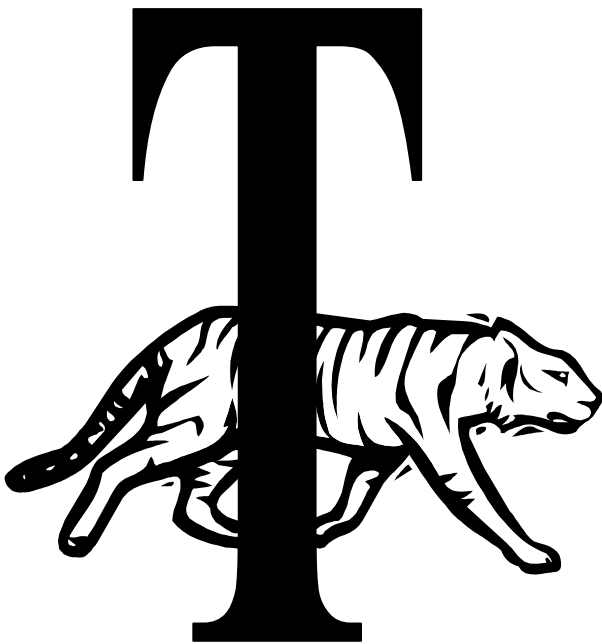


**Timberlane Regional
Middle School
2010-2011**

Student Name: _____ **Grade/Team:** _____

HR Teacher: _____ **Advisory Teacher:** _____



WELCOME TO THE HOME OF THE TIMBERLANE TIGERS

44 Greenough Road, Plaistow, New Hampshire 03865
Tel: (603) 382-7131 Visit us at: www.timberlanems.com
Accredited By The New England Association of Schools and Colleges

PRINCIPAL'S MESSAGE TO PARENTS AND STUDENTS

Dear Parents/Guardians and Students,

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

- **Please review the Student Handbook together.** We encourage each student to use the agenda book daily to record assignments and other important information. Please check the agenda book regularly with your student. The Student Handbook section is intended to give a general introduction to the middle school and a brief explanation of expectations that exist for students in the school. For students interested in participating on TRMS Athletic teams, the last section contains an overview of the program, explains eligibility for participation, and an athletic code of conduct.
- The **Timberlane Regional School District (TRSD) Code of Discipline** has been written and approved by the TRSD School Board. It provides specific policies and consequences regarding unacceptable behaviors and includes a district-wide policy regarding student use of school computers. **Please review these policies on:**

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

- **Please sign the form on page 5 with your son or daughter to acknowledge that you have reviewed the Student Handbook, the TRSD Code of Discipline and the TRSD Computer/Internet Policy.**

Situations may arise during the school year, which are not addressed specifically in this handbook. In those instances, actions will be guided by the basic principles of maintaining a safe, productive, pleasant and supportive environment for students in our school. Please feel free to contact your grade level Assistant Principal with any specific questions you may have.

The school website often provides additional useful information. Please visit us at:
<http://www.timberlanems.com>

Sincerely,

Michael Hogan, Principal

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

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Please note: The district calendar for the 2010-2011 school year is available on the district website: www.timberlane.net under Calendars/Events.

MIDDLE SCHOOL PERSONNEL

Administration

Michael Hogan, Principal

Jackie Oros, 8th Gr. Assist. Principal

Carol Mrowka, 7th Gr. Assist. Principal

Marilyn Hutnick, 6th Gr. Assist. Principal

Janet Gustafson, Curriculum Coordinator

Janet Hart, Curriculum Coordinator

Guidance

Susan Culver, 6th Gr. Counselor

Patricia Fanning, 8th Gr. Counselor

Kelley Binette, SAP Counselor

Joanne Anderson, 7th Gr. Counselor

Linda Chase, Special Ed. Counselor

Medical

Barbara Campbell, RN, School Nurse

Tracy Antczak, Nurse's Secretary

Secretarial/Bookkeeping

Lisa Hamilton, Principal's Secretary

Susan Rosenberg, Attendance Secretary

Pat Williams, Guidance Secretary

Sue Ingham, Front Office Secretary

Dianna Elwell, Office Manager

Sharon Skinner, Asst. Principal &
Curriculum Secretary

**Please see the Timberlane Middle School website for a
teacher/team directory.**

TRMS/DISTRICT POLICY ACKNOWLEDGEMENT

Please complete all 4 sections below and return to student's homeroom teacher by
September 8, 2010. *(Please Print)*

Student Name: _____ **Grade:** _____

Parent/Guardian Name: _____

SECTION 1	<p>STUDENT HANDBOOK</p> <p><input type="checkbox"/> We acknowledge that we have read the Timberlane Regional Middle School Student Handbook.</p>
SECTION 2	<p>TRSD CODE OF DISCIPLINE</p> <p><input type="checkbox"/> We acknowledge that we have read the Timberlane District's Code of Discipline found on the Timberlane Regional School District website at: http://www.timberlane.net/DOCS/TRSD-Discipline.pdf</p>
SECTION 3	<p>STUDENT COMPUTER/INTERNET POLICY</p> <p><input type="checkbox"/> We acknowledge that we have read and we agree with the Timberlane District's Computer/Internet Use Policy (EGA-R) found in the Code of Discipline, p. 5, on the Timberlane Regional School District website at: http://www.timberlane.net/DOCS/TRSD-Discipline.pdf</p> <p>* Students access the internet during the school day for school related information and activities. Some parents are still not comfortable with the access. Please check below <u>only</u> if you do <u>NOT</u> want your child to have internet access.</p> <p><input type="checkbox"/> I DO <u>NOT</u> GRANT MY CHILD TO HAVE ACCESS TO THE INTERNET.</p>
SECTION 4	<p>PHOTOGRAPHING AND VIDEO TAPING FOR PUBLIC VIEWING</p> <p><input type="checkbox"/> I acknowledge that newspaper photographers and TV cameramen visit our schools in order to take photographs. These are used to illustrate newspaper articles and provide visuals for TV programs. From time to time, school staff members video-tape school activities for teacher workshops or in order to present community programs.</p> <p>* If for any reason you do not wish your child to be photographed or video-taped for public viewing, <u>please put this in writing to your child's principal</u>. If we do not hear from you, we will assume you agree to allow your child to be photographed or video-taped during the 2010-2011 school year.</p>

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

TRMS STUDENT HANDBOOK

GENERAL SCHOOL INFORMATION & POLICIES

TRMS MISSION STATEMENT

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

It is our mission to:

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

TRMS CORE VALUES

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

ORGANIZATION OF THE SCHOOL

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

Teams

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

Advisories

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

Scheduling

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

Unified Arts

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

After School Activities

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

SCHOOL HOURS

The school day hours for all students are 7:30 AM to 2:15 PM. Parents please note there may not be supervision of students before 7:00. Students who are dropped off before 7:00 AM by parents need to sign in at Guidance and sit in the cafeteria until dismissed.

Students are expected to be in morning homeroom before 7:35 AM. Office hours are from 7:00 AM until 4:00 PM. The office is officially closed at 4:00 PM. There may be no one available in the immediate office area to answer phones after that time. **In the event of bus concerns after 3:30 PM, we advise parents to contact First Student Bus Company at 382-2303.**

ATTENDANCE

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

Absence

In the interest of students' safety, a parent or guardian must call the school at 382-7131 prior to 9 AM to report a student's absence that day. If no one calls, parents will be called at home or work to verify the student's safety.

Upon returning to school following an absence, students must report immediately to the school office upon arrival to obtain a readmission slip. The student must bring a note signed by a parent giving the date and reason for the absence. This procedure is a back up to the initial parental telephone call and provides a written record as required by law.

The student is responsible to find out what he/she has missed while absent. For absences of less than three days, students should call classmates or consult with their teachers upon their return to school about missed work. For absences longer than three days, arrangements may be made through the guidance office for assignments to be collected and sent home. The responsibility for

make-up work and extra help sessions rests with the student. **If a student is absent from school, they may not participate in any after school activities.**

Lateness

Students are considered late for school if they arrive in homerooms later than 7:35 AM. They must report to the school office for an admission slip. **A written excuse is needed from the parent.**

Truancy

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

Early Dismissal

A note from a parent is required for early dismissal from school. Students will not be allowed to leave school with anyone other than a parent without expressed written permission from the parent. **All dismissals for illness must be carried out through the school nurse.**

SCHOOL CANCELLATIONS

When it becomes necessary to cancel or delay school due to a winter storm or some other emergency, the announcement will be made on the following radio and television stations: WBZ (AM 1030), WERZ, WGIR (AM 610), WOKQ, WZID (FM 95.7), WBZ-TV4, and WMUR-TV9. Announcements will also be made on the local cable network and the parent notification call system through the SAU.

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

PARENT-TEACHER COMMUNICATION

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

We encourage all parents to contact the school concerning any issue. Parent meetings with teams or individual teachers can be scheduled by calling the guidance office at 382-7131 between 8:00 AM and 2:30 PM to request an appointment. Appointments can be scheduled during the school day or immediately after school.

CHAIN OF COMMAND

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

STUDENT EXPECTATIONS*

Behavior Expectations

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

*A complete copy of the Timberlane Regional School District Code of Discipline policies should be reviewed on-line on the district website at:

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

Respect, Responsibility, and Right Choices

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

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

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

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

Hazing/Bullying/Harassment

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.

Hazing is identified, by NH RSA-631: 7, as "any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when such an act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to

any person, particularly when such an act is a condition of initiation into, admission into, continued membership in or association with any organization or group.”

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

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

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

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

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

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

Repeat Offense after Harassment Warning

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

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

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

Sexual Harassment

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

visual harassment such as derogatory cartoons, drawings, posters or graffiti. It also refers to offering benefits for sexual favors.

Students who sexually harass other students or staff members will be subject to the consequences listed in section 6.0.

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

Prohibition of Open Containers

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

Homeroom

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

Hall Passes

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

Substitutes

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

Guests

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

GRADING

The grading system used at the middle school includes an achievement grade and an effort and conduct evaluation.

Grade System

A+ 97-100; **A** 93-96; **A-** 90-92; **B+** 87-89; **B** 83-86; **B-** 80-82; **C+** 77-79; **C** 73-76; **C-** 70-72; **D+** 67-69; **D** 63-66; **D-** 60-62; **F** < 60

Some classes are graded differently according to the following key: **P**=passing; **M**=medical; **N**=no grade; **I**=incomplete

Effort and Conduct

1=excellent; 2=good; 3=fair; 4=poor.

Some classes are graded differently according to the following key: **P**=passing; **M**=medical; **N**=no grade; **I**=incomplete

Honor Roll System

To earn a place on the Honors with Distinction honor roll, a student must have no grade lower than an A-. To be eligible for Honors, students must earn no grade lower than a B-. In both instances, all academic classes including Unified Arts are included in the criteria for eligibility.

Promotion

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

CHEATING

Students who cheat, plagiarize, or forge in connection with academic endeavors and/or school procedures are subject to disciplinary action both from the classroom teacher and administration. Administrative consequence for academic dishonesty is consistent across all grade levels and is further detailed in the Discipline Code section.

GUIDANCE AND STUDENT SUPPORT SERVICES

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

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

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

STUDENT ASSISTANCE PROGRAM

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

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

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

SCHOOL INSURANCE

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

NURSE

Two registered nurses staff the health office at TRMS. The nurses are available to provide care and emergency treatment for students who become ill or are injured during the school day. They also dispense medications and educate students on health issues and prevention of health problems.

All information regarding medications and immunizations is available on the TRMS website, by clicking on "Nurse/Health" in the left column. Any medication to be taken during the school day, whether prescription or "over the counter" medication, requires a signed doctor's order.

STUDENTS MAY NOT CARRY MEDICINE TO SCHOOL AND "DROP IT OFF" TO THE NURSE. All medications must be delivered to the school by a parent or assigned adult.

A new law in 2003 provides 2 exceptions to this rule. Epi-Pens and asthma inhalers may be carried by a student if their doctor's order indicates "may self-carry". If your child carries either or both of these medications, it is suggested they have a back-up supply in the health office.

If your child has been ill before school, or the evening before school, we urge you to consider carefully whether or not they are well enough to attend school. Any student who has had a fever (100.0 degrees or higher), must be "fever-free" for 24 hours, without the use of fever reducing medicine, before returning to school. Students should not attend school for 24 hours after vomiting.

All dismissals for illness must be done through the health office. Since cell phone use is not allowed during the school day, students will not be allowed to use them for medical dismissals. Students who are feeling ill should be assessed by the school nurse for their health and safety and that of others.

EMERGENCY CARDS

Parents complete emergency health forms each fall. They contain important information regarding emergency treatment for injury or illness. Returning this information promptly at the beginning of the school year and updating phone numbers and address changes as they occur, helps the nurse to reach parents quickly in an emergency. There should be three names listed as emergency contacts in case one contact cannot be reached.

SAFETY

Parents are not to come to the school in the event of a site-based emergency. Rather, please use the following media resources to obtain information as to where and when to pick up your child: WBZ (AM 1030), WERZ, WGIR (AM 610), WOKQ, WZID (FM 95.7), WBZ-TV4, and WMUR-TV9. Announcements will also be made on the local cable network.

Evacuation Drills

Evacuations for fires and other emergencies will be held several times during the school year. Administrators have walkie-talkies and cell phones that enable them to maintain contact with police and fire departments during an emergency. At all times students should act responsibly,

follow directions and posted evacuation instructions, hold the door for others, and exit the building in a quiet and orderly manner. In the case of a real emergency, exits may be blocked. It may save your life or that of another student to be responsible and listen to alternative instructions.

Safety Back Pack

There are safety backpacks in every classroom with first aid materials and information that would be helpful in case of an emergency. We are in the process of equipping all backpacks with safety blankets for extreme cold weather evacuations however many classrooms already have them.

False Alarms

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

Parents are not to come to the school in the event of a site-based emergency. Rather, please use the following media resources to obtain information as to where and when to pick up your child: WBZ (AM 1030), WERZ, WGIR (AM 610), WOKQ, WZID (FM 95.7), WBZ-TV4, and WMUR-TV9. Announcements will also be made on the local cable network.

TRANSPORTATION

Walkers

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

Bicycles and Skateboards

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

Auto Drop Off/Parking

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

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

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

Buses

Students riding the bus should follow the directions of the driver and behave appropriately on the bus. Those who arrive by bus must enter the building immediately, and report to their specific area until 7:30 AM dismissal. Sixth grade students report to the cafeteria. Both seventh and eighth grade students report to the gym.

Students taking a bus home in the afternoon must board that bus at the middle school. In the afternoon, students should go directly home from school. Those waiting for a later bus must wait in the cafeteria and must obtain a late bus pass from the staff member they are staying after school with. Students without a late bus pass will not be allowed to take the late bus home. Those

students waiting for a parent must wait in the lobby. No student is allowed to leave the grounds (ie., high school, PAC, off-campus) while waiting for transportation home.

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

Students using District Transportation must understand that they are under the jurisdiction of the school from the time they get on the bus until they exit the bus. All regular school rules exist while riding the bus in addition to the rules listed below. The safety of all students while riding the bus is 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. Skateboards and other large objects may not be transported on the bus for safety reasons.
3. Only authorized riders are permitted on the bus. Students will only ride the bus to which they have been assigned, and 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. Avoid distracting the driver by disturbing or talking with him/her.
5. All acts of vandalism will be dealt with under the code of discipline with full restitution. There will be no marking or defacing of the bus. Students are not to touch any safety equipment on the bus. The emergency door is for emergencies only.
6. No food (including candy and gum) or drink is allowed on any bus runs or trips.

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

LOCKERS

Students are issued a hall locker. The locker should be checked to be sure that it is locked before possessions are left in it. Unfortunately we do have some students who will take belongings

if they are not secured. Because of problems with theft, it is recommended that students that share lockers in grades six and seven remove valuable personal belongings daily. Students may not go in the locker except under the supervision of a teacher. **Students with shared lockers and students who have individual lockers should not share their combinations with other students in the school.** Students should be aware their assigned lockers will be jointly accessible to the student and school officials.

Lockers may be subject to search at the discretion of school officials who have reasonable suspicion that a student is in possession of weapons, drugs, stolen property or objects prohibited by school policy or state laws. A search may also include, but is not limited to: the person, book bags, backpacks, clothing, etc.

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

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

PERSONAL BELONGINGS

Clothing and other personal belongings should be marked with student names. Lost and found articles are held for several weeks before being donated to charity. Each year we donate hundreds of unclaimed articles of clothing and other items. Check with teachers, custodians, and the school office to locate misplaced items.

BOOKS

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

COMPUTERS

Please review the district's Computer /Internet "Acceptable Use Policy" on the district website, on page 5 of the Code of Discipline document. Students must sign the agreement form on page 5 of this handbook indicating that they have read and agree with the policies stated.

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

LIBRARY

The library media center is open daily from 7:00 AM to 3:15 PM. It contains over 10,000 books, 75 magazines and journals, books on tape, and videos. We subscribe to six online databases to help students become successful researchers. These databases are accessible from every computer in the school. They may also be accessed remotely from home from the library home page.

Students may come to the library throughout the day individually, in small groups, or with their entire class. They may also visit the library before school (7:00-7:25) or after school (2:15 – 3:15) to work on homework or research, to check out a book, or to read quietly. Students are

welcome to check out up to three books at a time. They are responsible for the proper care of those books and must pay for lost or damaged items.

CAFETERIA

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

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

PHYSICAL EDUCATION

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

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

In the event of a health problem that should excuse a student from physical education, the nurse must be consulted prior to the class. A note from a physician or parent must be presented. The nurse will determine if and for how long the student should be excused from class. Students excused from participating in physical education will usually observe the class, at the discretion of the nurse and teacher.

Parents may also request temporary or permanent release from health classes due to certain curriculum. The health curriculum is available in the guidance office.

STUDENT GOVERNMENT

The Student Senate exists to act as a representative form of government for all middle school students. It is intended to unite the student body, to coordinate and approve student activities, and to give students a voice in the operation of the school. Members are responsible for communicating all senate business to their school, and to represent the needs and concerns of students from their grade levels. Students may be suspended or removed from office for behavior which requires disciplinary action. This will be determined by the principal or his/her designee.

STUDENT ACTIVITIES AFTER SCHOOL

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

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

DRESS CODE

Appropriate school dress demonstrates respect for one's self, classmates and faculty. In adhering to the dress code, students are demonstrating their maturity, business-like mindset, and dignity. Specific standards of a dress code are designed to promote the health and safety of all students, faculty, staff, and visitors. Dress codes ensure that all students will have the right to learn without being offended or distracted by the clothing or appearance of others.

Students have the responsibility to learn and observe basic standards of personal cleanliness, appropriate school dress, modesty, and good grooming. Inappropriate school attire includes clothing, hats, or accessory items that pose a safety risk or are obscene, profane, vulgar, or immodest. Inappropriate items include but are not limited to the following:

1. Clothing, hats or accessories with insignia, words or pictures of alcoholic beverages, tobacco or other drugs, obscenities, sexual references, gang identification or which advocate prejudice or harassment of religion, race, ethnicity, sexual orientation, or disability are not appropriate and are prohibited.
2. Clothing that immodestly exposes the chest, midriff, genital area, or buttocks are prohibited.
3. Clothing must conceal undergarments at all times.
4. Additional items which are prohibited include, but are not limited to:
 - Spaghetti strap tops
 - Tube tops
 - Tank tops
 - Muscle style tank tops
 - Pants worn below the waist and /or heel
 - Backless tops
 - Halter tops
 - Shorts or skirts shorter than fingertip length
 - See-through fabrics
 - Chains
 - Studded or spiked bracelets, belts or neck laces
 - Indoor wearing of hoods, outdoor jackets, hats, headbands, bandanas, visors

Students are reminded that the school has the legal right to forbid articles or modes of dress, which disrupt the educational environment and/or mission of the school. The principal or a designated representative will determine the final decision on appropriate dress.

ACCESS TO STUDENT RECORDS

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

- The student’s name, address, date of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance in district schools
- Awards and honors received

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

DANCE RULES

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

ACADEMIC GUIDELINES

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

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

SOCIAL

Students are expected to:

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

SCHOOL PERFORMANCE EXPECTATIONS

Timberlane Regional Middle School will:

- Provide a challenging academic course of studies for all students.
- Examine and implement scheduling alternatives that maximize time for teacher preparation, collegial interaction, curriculum development, and interdisciplinary planning.
- Examine and implement scheduling alternatives that maximize time for whole class, small group, and individual student-teacher contact.
- Provide a universal effort to recognize and promote activities that identify positive achievements of both students and staff in order to promote self-esteem.
- Work with district administration to provide safe transportation for regular and after school activities.
- Provide a clean, safe, and educational environment for students and staff.
- Provide enough support staff, including secretarial, kitchen, and custodial to insure that all identified building management needs are addressed in a timely fashion.
- Ensure that equipment needs of the building are upgraded on a continuous basis.
- Seek to provide improved and upgraded technology equipment, both hard and soft, and to ensure access to the use of such equipment by all students and staff.
- Ensure ongoing communication between administration and staff by providing a nonjudgmental atmosphere in which to discuss needs.

- Maintain high standards of professionalism for administration and staff.
- Provide ongoing opportunities for parent, family, and community involvement.
- Provide a variety of co-curricular activities, both after school and evenings, which address the social, creative, emotional, physical, and intellectual needs of the middle school student.
- Provide a cross-section of faculty representation when investigating, researching, implementing, and evaluating new programs/curricula.
- Provide a continuum of integrated programs and services during the school day, which meet the educational, social, creative, physical, and intellectual needs of all students.
- Provide an environment that fosters respect and understanding of individual differences of all people in a diverse society.
- Accommodate individual learning styles by utilizing a variety of teaching techniques.
- Provide for all middle school personnel varied and ongoing in-service programs that address the changing needs of the school population.
- Ensure fair and consistent discipline of all students.

CORE CURRICULUMS

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

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

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

Students learn to become strong self-assessors as they examine their writing for ideas, organization, voice, word choice, sentence fluency and conventions. All teachers across all grade levels use six traits writing in their classrooms.

The **Mathematics** program at the middle school is a continuation and extension of the mathematical concepts and skills taught at the elementary level. The program is aligned with national standards for mathematics as defined by the National Council of Teachers of Mathematics and includes the strands of Numbers and Operations, Geometry and Measurement, Data Analysis, Statistics and Probability, and Algebra. Students explore mathematical concepts such as identifying and computing with whole numbers, fractions, decimals, and percents; identifying relations and properties of numbers; identifying and selecting appropriate units of measurement;

identifying geometric relations; representing and analyzing mathematical situations and structures using algebraic symbols; and selecting and creating appropriate graphical representations of data. A great deal of emphasis is placed on application through the use of problem solving, reasoning, communication and making connections in order to build mathematical understanding. As students progress through grades 6, 7 and 8, instruction focuses on developing deeper conceptual understanding of these topics. Teachers use numerous 21st century technology tools, hardware and software, in the design and execution of their math lessons. Technology integration is an integral part of mathematics at TRMS.

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

The **Social Studies** curriculum in the middle school is designed to help students develop a global perspective, foster democratic ideas and values, and understand economic theories. It is based on cultural area studies, which include the geographic patterns, climate, and natural resources of the cultural regions. Studies also include understanding the ethnic groups as well as the historical, political, economic, social, cultural and religious development of the regions. Students are given opportunities to demonstrate social studies skills, including the use of maps and globes, information processing, problem-solving, social participation, and time and chronology skills. The cultural areas studied in the 6th grade include Prehistory, Fertile Crescent, Egypt & Nubia, Ancient China, Ancient India, Ancient Israelites, and Greece. Students learn how the countries of the Western Hemisphere are inter-dependent. In the 7th grade, students learn about Geography, Rome, Middle Ages/Medieval Times, Exploration, and New World Civilizations. In the 8th grade, the curriculum is based on United States history from the age of exploration to the reconstruction period. Current events in the United States and throughout the world are also taught at all grade levels.

Throughout the middle school students also participate in many teams and cross discipline activities. The school's focus on character development, social equity, and academic excellence continues past the classroom into after school enrichment and extra-curricular activities. The end result is an integrated curriculum that prepares students for high school and beyond.

HOMework

It is the policy of the Timberlane Regional School District that homework be required of all students. Homework assignments are intended to accomplish course goals outside the classroom without immediate teacher supervision. Homework can refine skills, promote mastery, and help students prepare for exams.

It is reasonable to expect a middle school child to spend four to eight hours per week on homework. Your child should have a minimum of one hour's homework from Monday through Thursday.

Parent Responsibilities

- Supervise your child's homework, as needed.

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

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

Student Responsibilities

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

Obtain and make-up missed assignments when absent from school according to the policy of your Team/UA Teacher.

SCIENCE EQUIPMENT REPLACEMENT POLICY AND SAFETY

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

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

General Safety Guidelines**

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

Lab Dress Code

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

Grade Level Safety Guidelines

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

****Each science teacher will send a copy of these guidelines home to be signed by the student and parent at the beginning of the school year. This paper must be returned to the science teacher prior to the first lab.**

INTERSCHOLASTIC ATHLETIC **ELIGIBILITY HANDBOOK**

Dear Parents,

Please read the Timberlane Regional Middle School Athletic Handbook. It is time to begin the preparation for a new season of interscholastic athletics at the middle school. It is **MANDATORY** for all students trying out for an interscholastic sport to have an updated physical on file in the nurse's office. Physicals are good for two years and should be checked prior to tryouts. All 6th grade students need a new physical.

If your son or daughter is participating in the athletic program at Timberlane Regional Middle School, we hope he/she will have an enjoyable and worthwhile experience. We believe that it is important not only for athletes, but also for their parents, to realize that in addition to the minor bumps and bruises, there exists some potential for severe and debilitating injury in the playing and practicing of all sports at all levels of competition. Of course, this is minimized when correct techniques and proper skill are used. Toward that end, Timberlane Regional Middle School endeavors to employ coaches with a knowledge and interest in their particular program.

Each coach will be happy to provide you with more information regarding his/her program. Please be assured that this notice is not an attempt to scare or discourage your child from participating in the athletic programs, but to make you aware that injuries do occur.

We are very proud of our athletes and our programs at the middle school. The school belongs to the very competitive Tri-County League, which includes Bedford, Derry, Londonderry, Windham, Salem, Merrimack, Hudson, and OVER 40 other schools. The coaches must "cut" in some of our sports in order to conduct practices with manageable numbers. Some of our sports, such as cross-country and track are "non-cut" sports. We also offer "B" programs in soccer, basketball, baseball, softball, and volleyball. The "B" program plays in a very competitive league made up of "A" teams from some of the smaller schools and other large school "B" teams.

We are very proud of the sportsmanship and team spirit that all of our teams exhibit during the season. We hope that your son/daughter will join our teams for a very positive and challenging experience. If at any point during the year you should have questions regarding the athletic programs, please call me at 382-7131, extension 270.

Sincerely,
Bruce Johnson, Athletic Director

IMPORTANT ELIGIBILITY INFORMATION:

- **Students may not tryout for an interscholastic sport without an updated physical on file. The Athletic Health Form is available on the school website Athletic page or in the front office. Forms must be received before tryouts begin.**
- **Students and parents must also complete the Athletic Program Agreement Form and the Consent to Treat Form also available through the physical education department, the front office or on the school website.**

www.timberlanems.com

ATHLETIC PROGRAMS OVERVIEW

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

Fall Sports: August thru October

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

Winter Sports: November thru March

- Boys' Basketball (A & B), 6th Grade
- Girls' Basketball (A & B), 6th Grade
- Cheerleading
- Wrestling

Spring Sports: March thru June

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

On the pages to follow, you will find the Code of Conduct, the Timberlane Athletic Physical Exam Policy. The complete handbook is available on the school website.

Practices will be held Monday through Friday and it is the responsibility of the parent to provide transportation home within 15 minutes of the end of the practice or a contest. Practices will run beyond the late bus time, therefore athletes will not be able to ride the late bus home.

ATHLETIC CODE OF CONDUCT

Each participant should be informed of the necessary requirements of middle school athletics prior to the season. He/she should make a commitment to uphold the policies so as not to become a burden to the team.

Section Interscholastic Eligibility

A student shall have a physical examination by a doctor and submit evidence of same information. All entering students must have a physical exam prior to trying out for any sport. Exams are good for two years and must carry through the end of the season of participation. Parental permission is required to participate in any sport.

Timberlane Regional Middle School Athletic Physical Examination Policy

All students wishing to participate in any of the athletic interscholastic programs at Timberlane Regional Middle School **must** have a physical examination, which **specifically states that said student is able to participate in interscholastic sports without restrictions**. A licensed physician must perform this examination.

The physical will be good for two years from the date of the examination. No students may participate in interscholastic sports, including tryouts, until a record of a physical examination is on file in the nurse's office.

A student is eligible for participation in interscholastic sports if:

1. A physical examination was performed by a LICENSED PHYSICIAN WITHIN TWO YEARS PRIOR TO THE CLOSE OF THE SPORTS SEASON in which the student wishes to participate.
*ALL incoming 6th graders and transfer students must have a physical exam within the current calendar year (beginning Jan. 1st.).
2. The licensed physical states that the student is eligible to participate in INTERSCHOLASTIC SPORTS.
3. If any injury occurs after the physical examination date and medical attention is required, a release form from the attending physician must be presented to the school nurse before participation of any kind resumes.

Academic/Student Behavior Requirements

1. Any student receiving one or two failing grades on a report card will be ineligible for interscholastic sports and other activities governed by eligibility requirements until evidence of raising those grades to passing is provided to the coach or passing grades are maintained by the student for the remainder of the quarter. Biweekly evidence of such shall be provided to the coach upon request.
2. Any student receiving more than two failing grades in a quarter is ineligible to participate in interscholastic sports and other activities subject to the eligibility standards for the following quarter. Students receive a fresh start each year, with all students eligible first quarter.
3. Any student receiving an in or out-of-school suspension shall be ineligible for all school activities outside the regular school day (including social events and those not otherwise governed by these eligibility standards, except activities directly required for a graded course) for the period of the suspension, including any intervening weekends. Upon receiving a third suspension during the year, the student is ineligible for interscholastic sports and activities governed by the eligibility standards for the remainder of the school year.
4. An eligibility appeal board, made up of professional staff from the middle school has the responsibility of hearing appeals of ineligibility for those students judged ineligible for interscholastic sports and other activities by the academic and/or behavioral standards stated above. This board will hear evidence of extenuating circumstances, which may have contributed to the ineligibility. The board will consider each case individually and will make a recommendation to the principal for or against the granting of an exemption to the eligibility standards regarding eligibility. The final authority regarding eligibility rests with the principal.
5. A student's eligibility to participate in any school activity may be reviewed and suspended by the principal at any time for unacceptable behavior and/or poor academic performance.

Athletic Code of Conduct Oath

I promise:

1. Not to cause a hardship to my team because of irresponsible behavior including tardiness, absenteeism, or detention.
2. To respect people and property on and off the field.
3. To recognize myself as part of a team effort, as well as an individual.
4. To follow my coach's directions to the best of my ability.

General Rules

1. Students on suspension, or not participating in physical education class, may not participate in practices, games, meets, etc.

2. Athletes may not avoid or postpone detentions or extra help because of games or practices.
3. Individual coaches may set up rules and regulations for their teams, which will be approved by the athletic director and the principal.

Tryouts

In some interscholastic sports, tryouts are conducted because many more students go out than can be carried on the team. Each coach will have his/her criteria for selecting the team. We also feel that we are preparing some of our young athletes for the next step playing at the high school level. We encourage those that do not make a team to go out for an intramural or get involved in the town recreation program.

Insurance

Parents should list their health insurer on the health form and also the physical form. The family insurance will be the primary coverage in case of any injury.

Care of Equipment

1. Timberlane Regional Middle School provides its athletes with uniforms and other equipment. The athlete is responsible for the uniforms or equipment issued to him/her.
2. All uniforms and equipment issued to athletes will be collected at the end of the season. If an athlete quits during the season, it is his/her responsibility to turn his/her equipment in to the coach. Timberlane Regional School District does not give away any equipment or uniforms.
3. If an athlete loses or damages any of his/her equipment issued to him/her, he/she will be expected to reimburse Timberlane Regional Middle School (this also includes damage to any equipment or the building). Any lost uniform will be reported to the office. The player will reimburse the school by reporting to the office and getting the amount he/she will be billed. An athlete will be subject to school discipline if his/ her equipment is not returned or if he/she does not reimburse the school for lost equipment.

Care of Facilities

Timberlane Regional Middle School has many athletic fields and facilities. Each of the areas is for the benefit of the athlete and his/her program. Any athlete who is caught abusing any of the indoor or outdoor facilities will be subject to disciplinary action by the school. There will be no shoes, spikes, or soccer cleats allowed on the gymnasium floor. We need to care for the facility as best we can and it will begin with each person acting responsibly.

Athletic Rules and Regulations for Participation

The following regulations have been set forth by the Timberlane Regional Middle School Athletic Department to govern participation in the school athletic program.

1. The student/athlete must be physically fit.
2. The student/athlete is expected to be loyal and dedicated to his/her family, team, teammates, school and coaches.
3. All athletes are expected to attend all practices, scrimmages, games, and meets. Acceptable absences include only those for: a) illness; b) doctor appointments; and c) religious holidays. Athletes should notify their coach as soon as they know they may or will miss time away from the team (better to be safe and tell the coach before it happens). Participation on "Travel Teams" or in other leagues is not an acceptable absence. Your school should be your priority.

4. A student cannot participate in school sports or practices unless he/she is present in school on that day. If the violation becomes known at a later date, it will be enforced at the next practice or game following the disclosure.
5. Student/athletes who are tardy to school must report to school by 10:00 AM in order to participate in practice or games that school day. Any extenuating circumstances related to absences or tardiness should be referred to the athletic director.
6. Timberlane Regional Middle School athletes are to dress neatly when traveling to other schools for athletic events (unless uniforms are being worn). T-shirts and blue jeans are not acceptable.
7. All student/athletes must travel to and from away games with the transportation provided by the school. There is one exception to this rule. An athlete may be released directly to his/her parent after a contest by the coach. However, only the athlete may go with the parent. No athlete may be dismissed to someone other than his or her own parent/guardian.
8. Coaches will provide a practice and game schedule for their team. We would ask that the parent pickup their child within 15 minutes after practice is over. The athlete should also be able to tell his/her parent about the approximate time the bus will return from an away contest, as their coach will have that information.

**Note: The Athletic Health Form, the Athletic Program Agreement Form and the Consent to Treat Form are available through the physical education department or the front office, and may also be downloaded from the TRMS website on the Athletic Page at:
www.timberlanems.com**

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