

Timberlane
Middle School

STUDENT HANDBOOK
2016-2017

51 South Timberlane Drive
Pennington, NJ
08534
Telephone: (609) 737-4004
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This agenda belongs to:

NAME	
ADDRESS	
CITY/TOWN	
STATE, ZIP CODE	
PHONE	
STUDENT #	
HOMEROOM	



WELCOME

Welcome to Timberlane Middle School. We are glad you are here. This handbook will help you to be successful in organizing your academic assignments. It will also help you understand your rights and responsibilities as a member of our school community. Please read it carefully and refer to it often. Share the information on pages 3-20 with your parents. We hope you have a great year.

PERIOD	SUBJECT	TEACHER	ROOM
1			
2			
3			
4			
5			
6			
7			
	FLEX Period		

Daily Schedule

	6th		7th		8th
Homeroom	7:45 - 7:49	Homeroom	7:45 - 7:49	Homeroom	7:45 - 7:49
1	7:52 - 8:40	1	7:52 - 8:40	1	7:52 - 8:40
2	8:43- 9:31	2	8:43- 9:31	2	8:43- 9:31
3	9:33 - 10:21	3	9:33 - 10:21	3	9:33 - 10:21
4	10:23 - 11:11	Gr. 7 lunch	10:23 - 10:51	4	10:23 - 11:11
5	11:13 - 12:01	4	10:53 - 11:41	Gr. 8 lunch	11:13 - 11:41
Gr. 6 lunch	12:03 - 12:31	5	11:43 - 12:31	5	11:43 - 12:31
6	12:34 - 1:22	6	12:34 - 1:22	6	12:34 - 1:22
7	1:24 - 2:12	7	1:24 - 2:12	7	1:24 - 2:12
FLEX	2:15 - 2:45	FLEX	2:15 - 2:45	FLEX	2:15 - 2:45

NAME _____

HOMEROOM NO. _____ LOCKER _____

Mission Statement

By the end of 8th Grade, Timberlane students will enter the world as self-motivated learners, resourceful problem solvers, and compassionate individuals. They will be able to adapt to a change, collaborate with peers, and make good decisions that reflect open-mindedness and sound critical thinking.

ADMINISTRATION:

Phone: 737-4004

Dr. Rosetta Treece, Principal
Mr. Darren Lewan, Vice Principal
Mrs. Nicole Gianfredi, Vice Principal

SECRETARIES:

Phone: 737-4004

Mrs. Lisa Haenni
Mrs. Kathy Prassas
Mrs. Sharon Tiziker
Mrs. Marie DelGrande

SUPPORT SERVICES

SCHOOL NURSES:

Phone: 737 - 4004 ext. 3

Mrs. Kim Shevlin

SCHOOL COUNSELORS:

Phone 737- 4004 ext. 1

Mr. Scott Stuhlmuller, Grade 6
Mrs. Terri Stimmler, Grade 7
Ms. Amanda Fertig, Grade 8
Mrs. Susan Nissenblatt, S.A.C.

GUIDANCE PHILOSOPHY

At Timberlane Middle School, school counselors deal with student concerns through a preventative, as well as a responsive, approach. By being available to assist students with their academic, social-

What Counseling Services are Available to Students?

emotional, and life skills development, school counselors support the mission of the Hopewell Valley Regional School District.

What Academic Guidance Services are Available?

School counselors act as liaisons between students, parents, teachers, and child study team members in order to promote positive academic and educational development.

In addition to supporting home and school efforts, the school counselors assist students by:

fostering positive attitudes towards school, learning, and work

helping with academic achievement encouraging personal responsibility

facilitating educational planning developing career awareness

How is Developmental Guidance Helpful to Middle School Students?

The developmental guidance program at Timberlane provides students with important life skills and support that is needed during this crucial time in their development.

School counselors are present in the classrooms, in group settings, and in one-on-one sessions to assist students in areas such as:

problem solving
decision making
conflict resolution
negotiation
friendship issues
stress management
peer pressure
transition issues
study skills / organizational skills

By meeting the developmental needs of young adolescents, students will be better equipped to face the future challenges they will encounter.

In order to address the social and emotional needs of young adolescents, the school counseling program offers individual counseling, group counseling, and crisis intervention and resource / referral services. These services are designed to promote increased awareness of self and others, thereby resulting in better decision making and responsible behavior. Participation in these services is voluntary.

Student Assistance Program

The Student Assistance Program promotes healthy development through substance abuse prevention programs and confidential counseling and referral. Services are available for students, parents, and staff. Please contact Sue Nissenblatt, Student Assistance Coordinator, for information.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

Hopewell Valley is an equal opportunity employer and has an Affirmative Action plan, as well as policies on non-discrimination on file in the Board Office and in each school building. Parents and students have the right to file a grievance with the building Affirmative Action representative, Mrs. Georgette Rogers, if they feel the district, school, or a staff member has violated state or federal discrimination statutes. If the concern is not addressed to the satisfaction of the parent or student, the complaint should be forwarded to Mr. Tony Suozzo, the district Affirmative Action Officer.

Copies of the grievance procedure may be obtained from the building principal and grievances must begin at the lowest level stated in the policy. Hopewell Valley may not discriminate on the basis of race, creed, color, religion, sex, national origin, ancestry, age, political affiliation, physical handicap, or social or economic status in its education programs or activities.

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT

INCLEMENT WEATHER INFORMATION

Schools may be opened late or closed early due to weather conditions. Radio stations WHWH (1350 AM), WPST (97.5 FM), WBUD (1260 AM) will broadcast changes in the district's schedule beginning at 6:15 a.m. Check the district website (www2.hvrsd.org) for up to the minute closing information. Refer to the district calendar for additional information and schedules related to

ATTENDANCE

ABSENCE: Students learn best when they are in school. Our hope is that you will be present at Timberlane each of the 182 days in the school year. If you are going to be absent, your parent or guardian should leave a message on the Tel-Safe line (737-4004 ext. 2). **Parents who do not leave a message for an absent student will be contacted by the school attendance secretary to verify that the absence is authorized by the parent.** Please note that any student absent for nine days will have a warning letter sent home along with a copy of the Board Attendance Policy. After 12 absences, the Timberlane Attendance Committee will meet to review the situation and possibly require the student to make up time. A full copy of the Attendance Policy (BP #5200) is available from the main office and on the district website.

LATENESS: Students reporting to school after 7:45 a.m. are late. Lateness may be excused for medical appointments or family emergencies that are explained in a note signed by a parent. If a student is late four times, a consequence will be assigned. Chronic tardiness may be the basis for further disciplinary action. Students arriving to school after 7:45 should report to the Main Office for a pass to homeroom. Students must be in school by **10:45am** to be given credit for a full day of school. If you are going to be late, your parent or guardian should leave a message on the Tel-Safe line (737-4004 ext. 2).

Students are also expected to be on time to their classes during the school day. Students who are late to class four times will be assigned a teacher detention. Excessive tardiness to class will be reported to Vice Principal's office.

EARLY DISMISSAL: Students having a valid reason for leaving school early must take a note signed by a parent to the office during homeroom. Students will receive an early dismissal permission slip which they should show to their teacher at the beginning of the period during which they will leave. Return the slip to the office and sign out before leaving school.

MAKE-UP WORK: Students are responsible for making up any work missed because of an absence. Upon return to school, a student should arrange for make-up tests within a grace period equal to the number of days missed. Students absent the day of a test, but present the previous day, are eligible to be tested on the day of return to school. Students missing class due to a music lesson, guidance appointment, etc., are responsible for getting assignments. Parents may contact the main office to obtain assignments following an absence of three or more days. Students may also obtain assignments accessing the homework folder on the school's website if they are absent one or two days.

GYM EXCUSE

To be excused from gym class for an extended period of time, a student needs to present the school nurse with a note from a doctor.

SCHOOL CLIMATE

Learning thrives in an atmosphere of mutual respect. As part of the Timberlane School Community, it is your responsibility to contribute to a positive and productive learning environment. Observing the rules and procedures will ensure a more enjoyable and successful school year for everyone.

In class it is your responsibility to be orderly, cooperative, and courteous. Good behavior goes beyond the classroom and your relationship with your subject teachers. In the halls and other public areas, you are again expected to be orderly and courteous towards faculty, secretaries, paraprofessionals, custodians, cafeteria workers, administrators, and other visitors to the school, just as they are expected to be respectful to you.

If you are sent to the Vice Principal's office, you must report immediately. Both you and the teacher involved will discuss the incident with the principal or vice principal. In most cases, your parents will be

called. The Timberlane Behavior Code is shared with students and parents in September.

CAFETERIA CONDUCT

Lunch should be an enjoyable social time for all. Students are assigned to the cafeteria for one lunch period and are expected to behave in a polite and orderly manner. Those abusing cafeteria privileges by damaging cafeteria property, being disrespectful to others, or behaving improperly may lose cafeteria privileges, be assigned seats in the lunchroom, or face further disciplinary action.

Remember that a healthy lunch promotes learning. We offer both hot and cold lunches including made-to-order sandwiches. Feel free to speak to the cafeteria staff if you have any questions or ideas.

TELEPHONE/ELECTRONIC DEVICES

Use of office phones is permitted for emergency use only. Use of cell phones, iPods, and other electronic devices during school hours is not permitted unless permission is given by a classroom teacher for educational reasons to enhance instruction. All cell phones and other electronic devices should be kept in the locker during the school day.

ACTIVITY NIGHTS/DANCES

Activity nights/dances are for our students to socialize. Please follow the guidelines below:

1. Students should be properly attired according to the Behavior Code.
2. Students are to conduct themselves in a manner expected of any school activity.
3. Students are encouraged to have made arrangements to be picked up NO LATER than ten (10) minutes after the conclusion of the activity night/dance. All activity nights/dances, with the exception of the 8th grade dance in June, are over at 9:00 p.m.
4. Chaperones are expected to actively supervise and their instructions should be followed at all times.
5. Students should bring enough money for refreshments only.

6. Students are not to be on stage or near the performing group without the knowledge of the Student Council sponsors.
7. Students will be admitted to the activity night/dance until one-half hour from the time it starts. After that, students will be allowed in only if accompanied to the dance by a parent. Students may not leave the dance until the conclusion, unless a parent comes for an early departure.
8. Any student who was absent from school on the day of the activity night/dance or leaves early due to an illness is not permitted to attend the activity night/dance that evening.
9. The school reserves the right to impose social restrictions in the event a student is not making successful academic progress or has been involved in disciplinary action.
10. Activity nights/dances are restricted to currently enrolled students in our school.

CLASS TRIPS/SPECIAL SCHOOL EVENTS

When students go on class trips or participate in special school events, they represent our school. We are proud of the numerous compliments our students have received for their behavior and good manners. When students go on trips they are expected to wear clothing which is appropriate. On days when there are whole class sections going on a trip, students who are not going on the trip are legally required to report to school. These students will be assigned to follow another schedule. Students may be considered for exclusion from a class trip or special school event if they have poor behavior, grades, or attendance. Money collected for trips/special events or forms that must be returned for trips will be collected only on the day(s) and times specified. Students who fail to meet deadlines will not be permitted to go on the trip or participate in special events.

TRANSPORTATION

The bus driver has authority over students on the bus. Disciplinary problems will be reported to the principal. Students are expected to act maturely, stay seated at all times, and not extend any part of their bodies outside the bus. All Timberlane students are expected to sit in the front half of the bus. The district website contains a thorough explanation of transportation rules for students. Bus violations can result in loss of bus privileges.

Circumstances and conditions under which the district will permit a transported pupil to be

released at a location other than the normal residential stop, shall conform to the following:

1. Due to the limited seating on buses, a pupil may be permitted to travel with a friend on another bus on an emergency basis only. A **request must be made in writing by a parent or legal guardian at least twenty-four hours in advance**, granted by the building principal, in consultation with the Director of Transportation. All requests are subject to the availability of seating.

2. A pupil may be picked up or released at a licensed day care center, but only if such daycare center is located within the attendance zone within which the pupil resides, is safely accessible to the school bus, and funds are available for such purposes. The school district shall not provide transportation to/from daycare centers outside the pupil's residential attendance zone.

3. A pupil may be picked up and/or dropped off from an established bus stop other than the pupil's normal bus stop, but only if such change is for a minimum period of five school days and is subject to the availability of seating. This privilege must be requested in writing by a parent or legal guardian at least twenty four hours in advance and approved by the building principal in consultation with the Director of Transportation.

Other reminders for bus riders:

- Respect the bus driver's authority.
- Remain seated while bus is moving.
- Keep hands and head inside the bus.
- Don't throw anything in or out of the bus.
- Keep the noise level down.
- Keep seats clean and undamaged.
- Apply all school rules of proper behavior.
- Follow bus safety rules.

LOCKERS & VALUABLES

Students may use lockers before school, before and after lunch, and at dismissal and passing times. Valuables, including money, should not be left in lockers or desks. Personal belongings should be carefully guarded at all times. Lockers belong to the school district. The administration and teachers will periodically inspect lockers. Hall lockers will be cleaned on a regular basis. One student is assigned per locker. Students may not share lockers and must not give out their combination. The school retains

the right to conduct periodic on-the-spot locker searches.

LOST AND FOUND

All lost and found items should be turned in and claimed at the main office, cafeteria, or the gym office. At the end of the school year, unclaimed items will be given to a charitable organization.

VISITORS

All visitors are requested to check in at the main office and obtain a visitor’s badge. The office staff will be happy to address all inquiries or provide direction to classrooms and other areas of the building. If a parent/guardian would like to make arrangements for a classroom visit, advance arrangements must be made through the building administration.

ACADEMIC EXPECTATIONS

STANDARDS FOR SCHOOL WORK AND BEHAVIOR

Students at Timberlane will succeed by exhibiting the following behaviors:

- Taking an interest in school work and in extracurricular activities.
- Submitting all classwork, homework, and projects in a timely manner.
- Developing organizational and study skills to support learning.
- Seeking extra help when needed.

GRADING SYSTEM AND HONOR ROLL

The grading scale is as follows:

A	100-90
B	89-80
C	79-70
D	69-60
F	59-BELOW

Honor Roll

Research indicates that there is a high degree of correlation between academic achievement and time on task. Students who put forth extra effort to attend classes each day and be prepared for their subjects are more likely to succeed academically. Honor roll is an important way to recognize such achievement. At Timberlane, a student receives recognition for honor roll status by receiving an 80 percent or higher for a final average for the year in all subject areas. Students are not recognized for each marking period.

OnCourse

Parents and students are encouraged to monitor academic progress using OnCourse which can be accessed via the district website. Passwords will be provided to each student. For assistance with access to OnCourse contact Ms. Beth Horvath at bethhorvath@hvrsd.org or extension 2304.

ACADEMIC INTEGRITY

Academic integrity is valued highly at Timberlane Middle School. Students are expected to do their best at all times and turn in only their own work on tests, projects, and homework. Students need to avoid plagiarism by adhering to copyright laws related to both printed and electronic resources.

MEDIA CENTER

The Media Center contains an extensive collection of books, audiobooks, and DVDs for special projects, classroom assignments, and recreational reading. EBooks and reference databases are available through the Media Center link on the Timberlane website. The Media Center and its computer facilities are open to individual students during lunch periods, as well as before school. Most books may be borrowed for two weeks, and books may be renewed unless someone has reserved them. Overdue book notices are sent to students in their homerooms and via email. After the first notice, borrowing privileges may be limited.

TEXTBOOKS

Your textbooks are loaned to you each year. You are responsible for the books and equipment checked out to you. Fines for lost or damaged materials will be levied by the teacher. Administration has the right to withhold report cards for unpaid fines.

EXTRACURRICULAR ACTIVITIES AND ATHLETICS

AFTER SCHOOL ENRICHMENT

Timberlane offers an exciting after school enrichment program that allows students to meet new friends and learn new skills. Some of the many activities include Math Olympiad, Cartooning, Robotics, and Computers. The activities meet for eight-week sessions and are advised by faculty members. Information is sent home prior to each session and may also be viewed on the Timberlane website.

ACTIVITIES

Other opportunities to become involved in school life include the yearbook, drama, peer leadership, peer mediation, and Kids Bridge.

STUDENT COUNCIL

Your Student Council plans activities, dances, and fundraisers. It also shares in the management of the school by working with teachers and administrators to solve problems and implement ideas. Student council members are elected by their peers and should uphold high ideals of personal conduct, and remain in continued good academic standing. Any student interested in running for a position must be in good academic and good disciplinary standing.

ATHLETICS

As a member of an athletic team or a team manager, a student represents his or her school and is expected to display proper conduct and attitude at all times. Athletes sign an Athletic Code at the beginning of each session. Mark Amantia, Timberlane Athletic Coordinator, can be reached at markamantia@hvrsd.org. Tripp Becker, District

Athletic Director, can be reached at trippbecker@hvrsd.org.

Following is the complete listing of interscholastic athletics at Timberlane (note: "B" indicates a sport for boys"; G" girls):

Fall - cross country (G&B grades 6 - 8), field hockey (G grades 7 & 8), soccer (G&B grades 7 & 8), volleyball (Girls 6-8)

Winter - basketball (G&B grades 7&8), wrestling (G&B grades 6 - 8), cheerleading (grades 6-8)

Spring - softball (G grades 7 & 8), baseball (B grades 7 & 8), track (G&B grades 6 - 8), lacrosse (G&B grades 7 & 8)

Intramural sports are also available during the fall and spring through the TMS enrichment program.

Timberlane students are not eligible for high school participation or practice during the fall, winter, or spring season.

ELIGIBILITY

Good Disciplinary Standing: Students will not be eligible to participate on any day during which a detention is served or during any period of suspension. Students with continued infractions of the Behavior Code will face suspension from these activities for a period of one month or longer.

Good Academic Standing: Students must be in good academic standing at the beginning of the year, and remain in good academic standing, in order to be eligible for extracurricular activities. "Good academic standing at the beginning of the school year" means successful completion of the previous year's requirements, with no failures. "Continuing good academic standing" means the maintaining of passing grades in all subjects during the current year. If a student fails a course for the marking period, they must remediate in our Failure's Not an Option Program. If the student is participating in an extracurricular activity at the time of the failure, they will be removed from the activity until remediation is complete.

Attendance Requirement: A student may not participate in a performance, exhibition, practice or extracurricular event unless he/she has been present in school that day or has been absent for an excused reason other than sickness. Students must be in school by **10:45am** to be given credit for a full day.

BEHAVIORAL EXPECTATIONS

The overall motivation behind our behavioral expectations is to create an environment for learning that is safe and caring. The practices and policies highlighted below are designed to help us accomplish this goal. These policies and practices are based on the *NJ Anti-Bullying Bill of Rights Act*, effective September 2011. For more information regarding this act, please, refer to our district website.

The state of New Jersey passed an Anti-Bullying Law for all schools to implement and follow. The law states as follows:

BP 5512 Harassment, Intimidation, and Bullying

Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; [or]
- b) has the effect of insulting or demeaning any student or group of students [in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school]; or
- c) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Students and parents are encouraged to report cases of harassment/intimidation/bullying to teachers or school administration. Harassment, intimidation, and bullying are prohibited and will result in disciplinary action.

Conflict v. Bullying: Bullying is not a phase young people must endure or outgrow. Bullying is not a conflict between students or among groups of students. Conflict is a mutually competitive or opposing action or engagement, including a disagreement, an argument, or a fight which is a normal part of human development. Bullying is one-sided, where one or more students are victims of one or more person's aggression, which is intended to physically or emotionally hurt the victim(s).

COMPUTER ACCESS AND GUIDELINES

Each student is assigned an account, user name, and password. Accounts and passwords may not be shared. Students should never log in using another student's user name and password. Please refer to our district Responsible Computing Guidelines, outline of our Chromebook policies, and use of social media which are located on our website. Students who violate the Responsible Computing Guidelines face consequences outlined in our code of conduct located on page 12 of this handbook.

ASSEMBLIES

An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Appreciation for a performance should be demonstrated only through applause. Whistling, talking and boisterous behavior are unacceptable.

STUDENT ATTIRE

Timberlane encourages students to dress in a manner that displays modesty and good taste. Since we are an educational institution, students' clothing should promote a learning environment that is free of distractions. Clothing should be clean and neat. Clothes and hairstyles that are extravagant or offensive so as to distract or disturb the normal activities of the school day should not be part of a student's dress.

Students should not wear spaghetti straps, halter tops, crop tops with exposed stomachs, low cut shirts or tank tops that resemble beachwear. As a general rule, shorts, dresses, and skirts should not be higher than the student's fingertips when arms are extended down. Changing fashions and students' varying heights make it difficult to define appropriate lengths of shorts and skirts. We ask that parents and students use good judgment in selecting school attire. We reserve the right to ask students to return home and change clothes if their attire is considered offensive or provocative by school administrators. Hats are not to be worn inside the school. Pants must be worn above the hips. T-shirts that promote drugs and/or alcohol or have obscenities or lewd slogans are not permitted. The following attire is not permitted during school hours or at school related functions:

1. **Ripped or torn clothing as well as clothing that reveals undergarments.**
2. **Hats and sunglasses.**
3. **Shirts or blouses that are cut off or shorts, skirts or dresses that are too short.**
4. **Jackets and coats are not to be worn indoors.**
5. **Clothing making reference to alcohol, drugs, and cigarettes or containing inappropriate messages.**

POLICY ON ALCOHOL AND OTHER DRUGS

If a student is suspected of being under the influence of alcohol or any other drug, the student will be given an immediate medical exam by the school physician. A family doctor may perform the exam at the family's expense. The key word is *immediate*. In the absence of the school physician, the student will be transported to a local emergency room accompanied by a staff member for testing. Parents will be contacted as soon as possible. Students who are found to be in violation of Board Policies 5530 or R5530 on alcohol and other drugs are subject to additional sanctions as outlined in Board Policies.

SMOKING POLICY (BP 5533/Municipal Ordinance 16-8A)

The use, distribution, and/or possession of tobacco/nicotine products, including electronic cigarettes, are prohibited. Students who violate this rule are subject to the provisions of the Behavior Code.

Alcohol, drug, and smoking policies apply both to and from school, throughout the school day, and at any school related functions.

TIMBERLANE MIDDLE SCHOOL BEHAVIOR CODE 2016-2017

Our mission is to develop a supportive environment where respectful, responsible, and thoughtful behavior is fostered toward self and others; and to establish an atmosphere in which learning will occur. Once such an atmosphere is established, a productive learning experience will take place. The following guidelines are provided for all teachers and students in order to produce responsible behavior on the part of everyone. These guidelines are important for the safety and protection of all students (BP 5500).

STUDENT RESPONSIBILITIES

The Timberlane family has instituted the *Six Pillars of Character* as a character development model to ensure a positive and safe learning environment for all. Over the course of the school year, teachers, students and the administrative team will discuss ways to reinforce these pillars and how we all can model them in our building. The six pillars include:

1. **Trustworthiness**
2. **Respect**
3. **Responsibility**
4. **Fairness**
5. **Caring**
6. **Citizenship**

Following the six pillars will help students to have successful experiences both in the classroom and beyond.

STAFF RESPONSIBILITIES

At Timberlane, good citizenship is the foundation for a positive school climate. The Timberlane staff is dedicated to ensuring that students learn to be productive members of the school community. With this goal in mind, teaching staff will adhere to the following guidelines to maintain a caring and nurturing learning environment.

1. Read and discuss classroom rules. Be sure the expected behavior is understood. (Homeroom teachers will be responsible for discussing Timberlane's Behavior Code during the first week of school.)
2. Work with students to help them understand how choices can create both positive and negative outcomes.
3. Be a good listener.
4. Provide students with praise. Positive self-esteem breeds good behavior.
5. Treat students fairly by consistently supporting school rules.
6. Maintain open lines of communication with both students and parents.

MINOR INFRACTIONS

Teachers are expected to handle all cases of classroom discipline (minor infractions) except those chronically disruptive or constituting a serious violation of the Behavior Code.

MAJOR INFRACTIONS

Teachers should send students to the office after prior notification for major infractions of the Behavior Code. Minor infractions become major when chronic and documented. Examples of major infractions are:

- Continued willful disobedience
- Open defiance of authority
- Fighting

- Threats to school personnel
- Threats to another student
- Defacing, destroying, or damaging school property
- Truancy
- Leaving school grounds without permission
- Habitual use of profanity or obscene language and gestures
- Cutting detention
- Possession, use (under the influence) or distribution of drugs or alcohol
- Possession or use of a weapon (anything readily capable of lethal use or of inflicting serious bodily injury or pain)
- Unauthorized use of electronic devices (e.g. cell phones, iPods, iPads, etc.) (Board Policy #5516)
- Academic Dishonesty
- Possession of cigarettes
- Smoking in school or on school property
- Stealing
- Possession or use of matches or lighters
- Endangering the safety of others
- Transportation-related violations
- Harassment, Sexual Harassment, and Bullying
- Irresponsible computing

Violations of the Hopewell Valley Regional School District "Guidelines for Responsible Computing" will not be tolerated. Users who have demonstrated inappropriate computing behavior may face any of the consequences or combinations thereof listed previously in this document.

ADMINISTRATIVE ROLES

Good behavior and citizenship contribute greatly to how effectively a school operates from day to day. Students are encouraged to discuss their concerns with their teachers, a counselor, or a building administrator. Teaching and learning cannot take place in a disruptive atmosphere. Standards of student behavior must be set cooperatively among the students, parents, staff, and community, providing an atmosphere that encourages students to grow in self-discipline. Lack of respect for adults, peers, and/or school property will not be tolerated under any circumstances. The following guidelines are set to improve communication among all parties, providing clarification concerning administrator responsibilities.

1. Discuss school rules with students, parents, and staff members to be sure all parties understand their responsibilities and the behavior that is expected.
2. Demonstrate support for school rules and carry out District Policy.
3. Help students understand that they have a choice and that they are responsible for their actions.
4. Be a good listener.
5. Praise students. Positive self-esteem breeds good behavior. Emphasize that consequences are assigned for inappropriate school behavior.
6. Treat students fairly, reasonably, and consistently.
7. Maintain open lines of communication with both students and parents.

PARENT/GUARDIAN ROLES

Schools are most effective when a partnership exists between the school and the home. Interaction among students, staff, and parents/guardians can produce an atmosphere that encourages students to grow in self-discipline. The following guidelines will help parents/guardians to have an effective role in this cooperative effort to establish such an environment.

1. Read and discuss the Behavior Code with your child. Be sure he or she understands the behavior that is expected.
2. Show support for school rules.
3. Help your child to understand that she or he has a choice and that she or he is responsible for her or his actions.
4. Praise your child. Positive self-esteem breeds good behavior.
5. Communicate with your child's teachers, guidance counselor, and administrative team when there is a concern.

TIMBERLANE MIDDLE SCHOOL BEHAVIOR CODE
POSSIBLE CONSEQUENCES FOR MAJOR INFRACTIONS

Consequences for student misbehavior always have the purpose of empowering students to understand, correct, and take control of their own behavior. The following list of consequences is not exhaustive. Other consequences may include, for example, written apologies, community service, conflict mediation, educational seminars with the police liason, loss of privileges and possible police notification. Our hope with any disciplinary consequence is that parents, teachers and administrators work together to help students improve their own behavior.

INFRACTION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
1. Willful disobedience of rules and regulations	1 office detention	2 Office detentions	EWD-OSS
<i>18A:37-2. Causes for suspension or expulsion of pupils. Any pupil who is guilty of continued and willful disobedience or open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property shall be liable to punishment and to suspension or expulsion from school.</i>			
2. Open defiance of authority	1 EWD	1 ESD	1-2 days OSS
<i>18A:37-1. Submission of pupils to authority. Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them</i>			
3. Fighting.	1 ESD – 2 OSS depending on circumstances of incident	Minimum 2 day OSS	minimum 5 days OSS
4. Threats to school personnel	minimum of 4 days OSS parent conference required for student readmission to school	minimum of 10 days OSS and recommendation for expulsion	
<i>18A:37-2.1 Assault by a pupil upon teacher, etc.; suspension; expulsion proceedings. Any pupil who commits an assault, as defined pursuant to N.J.S. 2C:12-1, upon a teacher, administrator, board member or other employee of the board of education acting in the performance of his duties and in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local board of education. Said proceedings will take place no later than 21 calendar days following the day on which the pupil is suspended. Adopted L. 1979.c189.2.</i>			
5. Threats to another student	1 ESD- 1 Day OSS	minimum 2 days OSS	minimum 3 days OSS
6. Defacing, destroying, or damaging school property	minimum 1 day ESD	1 day OSS	minimum 3 days OSS
<i>18A:37-3 Liability of parents of pupils for damage to property. The parents or guardian of any minor who shall injure any public or non-public school property shall be liable for damages for the amount of the injury to be collected by the board of education of the district or the owner of the premises in any court of competent</i>			

<i>jurisdiction, together with costs of suit Amended: L. 198.c.302.1 effective Aug. 11, 1983.</i>			
7. Truancy	contact parent to verify; notify attendance officer; subject to disciplinary action (see Board Attendance Policy #5200, 5230)		
8. Habitual use of profanity or obscene language or gestures	1 Office Detention-1 EWD	1 day ESD	1 Day OSS
INFRACTION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
9. Profanity directed toward staff	1 ESD-1 OSS	2 days OSS	5 days OSS
10. Leaving class without permission/ wandering	1 Office Detention	1 EWD	1ESD
11. Leaving building or school grounds without permission	1 day ESD -1OSS	2 days OSS	minimum 3 days OSS
12. Cutting class	1 day EWD	1 day ESD	1 day OSS
13. Cutting detention	1 day EWD	1 day ESD	1 day OSS
14. Possession, use (under the influence) or distribution of drugs or alcohol (see School Board Policies #5530 and #R5530)	<p>First violations of the district policy on alcohol and drugs will result in an automatic suspension of 10 days out-of-school, loss of extracurricular activity privileges for 30 calendar days, and mandatory counseling sessions with the Student Assistance Counselor.</p> <p>Second violations will result in immediate suspension, and an expulsionary hearing with the Board of Education.</p>		
15. Possession, custody, or use of a weapon/dangerous instrument (see Board Policy #5611, R5611)	Students found possessing weapons (firearms, knives, clubs, brass knuckles, or similar articles) in or on school property will be suspended a minimum of ten days out-of-school pending action of the Superintendent of Schools. Review of extra-curricular privileges. With the approval of the School Board a student may be expelled from the Hopewell Valley Regional School District.		
16. Academic dishonesty, including cheating, plagiarism, and forgery (See Board Policy #5701)	grade of "0" parent contacted by the teacher 1 day EWD- 1 day ESD	1 day OSS	2 days OSS
17. Smoking in school or on school property (See Board Policy #5533), on the way to and from school, or within 1,000 feet of a school	4 days OSS	10 days OSS, loss of extracurricular activity privileges for 30 calendar days, and a referral to municipal court	

18. Possession, custody, or distribution of tobacco or tobacco/nicotine products including electronic cigarettes or smoking paraphilnelia.	2 days OSS	5 days OSS	
<i>Hopewell Township Smoking Ordinance, 16-8A, "Smoke Free School Zone": prohibits tobacco and tobacco products within 1000 feet Tobacco Free Zone.</i>			
19. Theft	1 day ESD-1 Day OSS	1-2 Days OSS	minimum 3 days OSS
20. Endangering the safety of others	1 day ESD	1 Day OSS	minimum 3 days OSS
21. Transportation related violations	Warning or detention and parent contact, depending on infraction. Continued offenses may result in loss of bus privileges.		
INFRACTION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
22. Harassment, Bullying, Sexual Harassment, Hazing, Intimidation, Cyberbullying (See Board Policy 5512, 5751)	After a thorough investigation, those who have participated in harassment, bullying and/or hazing will face any of the sanctions listed in this handbook.		
23. Violation of Medication Policy (see Board Policy #5330, R5330)	Detention	1 day ESD	2 days ESD
24. Inappropriate Computer Behavior	Violators of the district computer codes will face disciplinary actions associated with the degree of the offense. Sanctions may include Detention, EWD, ESD and OSS along with removal of computer privileges. The district computer code can be found at http://www2.hvrsd.org/OFFICES/TECHNOLOGY/Pages/AcceptableUsePolicy.aspx		
25. Disruptive hallway/lunchroom behavior	1 Detention	2 Detentions	1 EWD
26. Electronic Devices	Confiscation	Confiscation Parent/Guardian must pick up the device Office detention	1 ESD
27. Bias Comment/Bias Incident	Violators will face disciplinary actions associated with the degree of the offense. Sanctions may include detention, EWD, ESD, and OSS as well as an educational component. Students may be referred to the Anti- Bullying Specialist.		

GLOSSARY

Infraction	An infraction is any type of student behavior that is unacceptable on school property. For any major infraction the teacher and/or an administrator will automatically contact the parent or guardian.
EWD/ESD	The student will attend an Extended Weekday Detention from 3:00-5:00 or a Saturday Detention from 7:45 – 10:45 a.m. depending upon the incident
ECA (Extracurricular Activity)	Students are suspended from all Extracurricular Activities, such as team sports and the after school enrichment program for 5 calendar days for each day of OSS.
OSS (out of school suspension)	The student will not be permitted to attend school, and he/she will be readmitted only after a parent or guardian admission conference.
Willful disobedience	Students may not disobey the rules and regulations of a staff member or the school.
Open defiance of authority	Students may not blatantly defy the authority of a staff member in the school or at any school activity.
Academic dishonesty	Acts of academic dishonesty include cheating, plagiarism and forgery. This includes but is not limited to the sharing of answers on tests and homework, plagiarizing assignments by submitting work that is not the student's original work, collaborating with a student in preparing an assignment without the consent of the teacher, and signing someone else's name on a report card or a progress report.
Pass restriction	Students who are on pass restriction will not be given a hall pass during class unless it is an emergency.
Other privileges	Dances, activity nights, non-curricular trips and attendance at sporting events are considered privileges. Students who repeatedly violate school rules will lose these privileges for a period of one month or longer depending on the nature of the infraction.

STUDENT/PARENT APPEAL PROCESS

Following is the suggested way for parents and students to express their concerns to school administrators. Concerns should be discussed with the first person listed below; if those discussions have not led to a satisfactory conclusion, then the student and/or parents should proceed to discuss the matter with the next person on the list. Please note that it is important to follow the suggested steps in the order they are listed.

(1) Classroom Teacher(s); (2) Subject Supervisor; if the problem is subject matter centered; (3) Principal, who may include at his/her discretion the Assistant Superintendent; (4) Superintendent of Schools; (5) Board of Education; (6) County Superintendent of Schools; and (7) Commissioner of Education.

An appeal to the Superintendent or Board of Education must be submitted in writing. The Board of Education may conduct a hearing, and both the Board and Superintendent shall render written decisions. A further appeal may be made to the county Superintendent of Schools, and then finally to the Commissioner of Education, who is empowered to hear and decide controversies and disputes related to the conduct of the public schools.

Timberlane Athletic Code

All team-associated students are subject to this Athletic Code during the season (fall, winter, spring) in which they participate. However, all students, whether or not team associated, are subject at all times to the full range of rules, regulations, and sanctions set forth in the Hopewell Valley Regional School District Board Policy Book, and Timberlane Student Handbook. Please note: Individual coaches may have rules and regulations that are in addition to this Athletic Code that are implemented at his/her discretion.

Team associated students and parents must recognize that this Code of Conduct is as binding on these students as the student handbook is binding on all students.

A "team associated student" is defined as one involved in the secondary athletic program as an athlete, manager, statistician, and/or student trainer, or such other position as may be designated from time to time by the athletic director.

An "athletic season" extends from the first day of practice to the final interscholastic event, including playoffs/championships.

Athletic Eligibility

- **Good Disciplinary Standing:** Students will not be eligible to participate on any day during which a detention is served or during any period of suspension. Students who serve more than three detentions and/or suspensions during one term may, in the course of disciplinary proceedings, be disqualified from participating in specific extracurricular activities during the remainder of that term and during the following term.
- Timberlane students are not eligible for ninth grade or high school participation or practice during the fall, winter, or spring seasons.
- **Good Academic Standing:** Students must be in good academic standing at the beginning of the year, and remain in continuing good academic standing, in order to be eligible for extracurricular activities. "Good academic standing at the beginning of the school year" means successful completion of the previous year's requirements, with no failures. "Continuing good academic standing" means the maintenance of passing grades in all subjects during the current year. A student who begins the year not in good academic standing, but who maintains a passing grade in every subject area during the first semester, may request consideration to participate in extracurricular activities at the beginning of the semester. Participation in academically related coaching or tutoring may be exempt from academic eligibility requirements at the principal's discretion.

Rosters

- A complete squad eligibility list, including managers, statisticians, etc., must be turned into the athletic office at least one week prior to the first scheduled game/scrimmage.
- Every athlete must be medically cleared by the school districts medical examiner.

Expectations of Team Associated Students

Each team-associated student shall:

Recognize his or her obligation to abide by all rules of student conduct as outlined in the Timberlane Student Handbook, the Hopewell Valley Regional School District Board Policy Book and the Athletic Code.

- Recognize and understand the privilege of being a team associated student and assume the responsibilities that go with it.
- Buses are provided by the school district to and from each athletic contest and practices that are off site. If a student-athlete is unable to take the bus home, they must submit a written note to the Athletic Director from a parent/guardian by 10 am (contest day). Parents/Guardians may only transport their son/daughter home from an athletic event. Student-athletes are not permitted to drive themselves to athletic contests or practices without prior administrative approval.
- Abide by correct health and training routines.
- Be a team player and avoid actions that are detrimental to the unity of the team.
- Represent the school in a positive manner in appearance, conduct, and performance.
- Safeguard and properly care for all equipment that is issued. Student-athletes are financially responsible for all equipment that is not returned. They will not be permitted to try out for the following athletic season until all equipment has been returned or financial obligations have been met.
- Respect the role of spectators, coaches, officials, and teammates in his or her specific sport.
- Understand that “academics” come first. Athletics, as important as they may be, are but a part of the education process.
- Understand that “hazing” of any kind is not acceptable and anyone guilty of hazing will be sentenced as listed in the Central High School Student Handbook and/or the Hopewell Valley Athletic Code.
- Be permitted, at the discretion of the coach, to compete in outside competition, remembering that high school athletics come first. Students who compete on outside teams should have the director of the league or team contact the high school coach or athletic department to clarify training regulations or other issues prior to the beginning of each season.

Conditions for Athletic Participation by Team Associated Students

- If a team associated student is late to practice because of academic reasons, the student must bring a note from the teacher stating the time of dismissal.
 - If a team-associated student has detention, after serving the required time the student will then report to the coach for proper assignment and must bring a note from that teacher.
 - If a team-associated student is tardy to school and does not report by 10:45am, the student cannot practice or play that day or evening. Exceptions can be exercised at the discretion of the attendance officer or with prior approval of the administration.
 - If a team-associated student fails to participate in a scheduled physical education class for medical reasons, the student may not participate in practices, scrimmages, or games that day or evening.
 - If a team-associated student is suspended from school, the student will not be permitted to practice or play during that period of suspension.

Sanctions for Violations of the Athletic Code - Non-Training

A student-athlete, who has earned the role of captain and is in violation of the code of conduct, may forfeit the honor of being named a captain.

Profanity during an athletic contest (2 game suspension as per NJSIAA rules).

Conduct unbecoming an athlete during an athletic contest

- First offense - 2 game suspension as per NJSIAA rules
- Second offense - 4 game suspension as per NJSIAA rules

Hazing

- First offense - One week suspension from team
- Second offense - Two weeks suspension from team

Substance Abuse

The Hopewell Valley Regional School Districts considers prohibited substance use to pose medical and functional risks in student athletes and associated team personnel. Any student who violates the Board of Education Policy and Regulation 5530 regarding substance abuse may be subject to the penalties imposed at the discretion of the principal including:

- Suspension from school for up to ten (10) school days;
- Exclusion from extracurricular activities for up to thirty (30) calendar days;
- Counseling by the Student Assistance Counselor

Sanctions for Practice Attendance Violations

Pre-season, in-season, and weekends

- 1st offense – coach’s discretion
- 2nd offense - one game suspension at the coach’s discretion
- 3rd offense - one week suspension at the coach’s discretion
- 4th offense - meeting with athletic director and parents for dismissal

Appeal Process

The Timberlane School makes every effort to work cooperatively with parents and team associated students in the administration of the Athletic Code. Parents/guardians who feel their child has been unfairly accused of and/or penalized for a violation under the Athletic Code may appeal the decision. The appeal should begin with the person who determined that a violation occurred.

- Students and/or parent/guardians are requested to discuss their concerns with the head coach.
- If the parties concerned feel that the discussion with the coach has not led to a satisfactory conclusion, they may continue the appeal with the Athletic Director in an attempt to reach an amicable conclusion.
- If the parties concerned feel that the discussion with the Athletic Director has not led to a satisfactory conclusion, they may continue the appeal with the building principal.

- If the situation is not resolved to the satisfaction of the appellant, it may be further appealed to the Superintendent of Schools. The appeal to the Superintendent must be in writing, specifying the nature of the problem. The Superintendent shall attempt to resolve the matter promptly and shall communicate a decision in writing, with reasons, to the parties concerned.

If the decision rendered by the Superintendent is not deemed satisfactory by the appellant, the appellant may request a review by the Board of Education. Such request shall be submitted in writing. The Board of Education shall review the appeal and may, at its discretion, conduct a hearing. The Board of Education shall render a written decision. (If between any of the preceding steps, the appeal is not continued by the appellant, applicable sanctions mentioned above will be imposed.)

Procedural Notes

Alleged violations of the Athletic Code that are brought to the attention of the school administration by any person who is not a school employee must be forwarded to the Athletic Director in writing and signed by the person observing the alleged violation. Correspondence should include the names of individuals involved, the time, the place, and the nature of the violation.

A team coach, head coach, or the Athletic Director may make the determination that a team-associated student has violated a guideline.

All sanctions imposed for violations must be reviewed by the Athletic Director prior to imposition.