

**TIMBERLAKE MIDDLE
SCHOOL
STUDENT HANDBOOK
2021-2022**



HOME OF THE TIGERS

TIMBERLAKE MIDDLE SCHOOL, 5830 W. BLACKWELL BLVD., SPIRIT LAKE, ID. 83869
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Brook Cunningham, Human Resources Director
Danielle Robinson, Human Resources Assistant
Cindy Happeny, Treasurer
Kristi Graves, Payroll
Judy Gerstenberger, Head School Nurse

2021 – 2022 SCHOOL CALENDAR

September 7th	First day of School
Sept 30th- Oct 1st	Curriculum Days (No school for students)
November 4th	End of 1 st Quarter
November 5th	Professional Workday (No school for students)
November 10th and 11th	Parent/Teacher Evening Conferences
November 22nd - 26th	Thanksgiving Break
December 20th - Dec 31st	Holiday Break
January 3rd	School Resumes
January 17th	Martin Luther King Jr. Holiday (No school)
January 27th	End of the 2 nd Quarter
January 28th	Professional Workday (No school for students)
February 21st	President's Day (No School for students)
March 10 th	K-10 Student Led Conferences (No school)
March 24 th	End of the 3 rd Quarter
March 25th	Professional Workday (No school for students)
March 28th - April 1st	Spring Break (No School for students)
April 4th	School Resumes
May 20th	No Contract Day (No school for students)
May 30th	Memorial Day Holiday (No School for students)
June 10th	Last Day of school for students - Early Release

TMS BELL SCHEDULE:

6th Grade: Monday

7:45 – 8:22	Tiger Time
8:25 – 9:11	1st period
9:14 – 10:00	2nd period
10:03 – 10:49	3rd period
10:52 - 11:38	4th period
11:41 – 12:27	5th period
12:27 – 12:57	Lunch
12:57 - 1:50	6th period

7th Grade: Monday

7:45 – 8:20	Tiger Time
8:23 - 9:03	1st period
9:06 - 9:46	2nd period
9:49 - 10:29	3rd period
10:31 - 11:11	4th period
11:11 - 11:41	Lunch
11:41 - 12:21	5th period
12:24 - 1:04	6th period
1:07 - 1:50	7th period

8th Grade: Monday

7:45 – 8:20	Tiger Time
8:23 - 9:03	1st period
9:06 - 9:46	2nd period
9:49 - 10:29	3rd period
10:31 - 11:11	4th period
11:14 - 11:54	5th period
11:54 - 12:24	Lunch
12:24 - 1:04	6th period
1:07 - 1:50	7th period

6th Grade: Tues-Friday

7:45 – 8:38	1st period
8:41 – 9:34	2nd period
9:37 - 10:30	3rd period
10:33 - 11:26	4th period
11:29 – 12:22	5th period
12:22 – 12:52	Lunch
12:52 – 1:50	6th period

7th Grade: Tues-Friday

7:45 - 8:35	1st period
8:38 - 9:23	2nd period
9:26 - 10:11	3rd period
10:14 – 10:59	4th period
10:59 - 11:29	Lunch
11:29 - 12:14	5th period
12:17 - 1:02	6th period
1:05 – 1:50	7th period

8th Grade: Tues-Friday

7:45 - 8:35	1st period
8:38 - 9:23	2nd period
9:26 - 10:11	3rd period
10:14 – 10:59	4th period
11:02 - 11:47	5th period
11:47 - 12:17	Lunch
12:17 - 1:02	6th period
1:05 – 1:50	7th period

CODE OF CONDUCT

In light of Timberlake Middle School's philosophy and objectives, the Lakeland Joint School District's Code of Conduct shall be fair, consistent, nondiscriminatory, and protective of student rights and responsibilities. The code will be distributed to students and parents through each building's student handbook, which may be set forth in synopsis form.

In order to meet the varied needs of elementary and secondary schools within the Lakeland Joint School District No. 272, the Board of Trustees recognizes the need for individual schools and teachers to formulate and enforce additional rules and regulations that will supplement the Board's policies. School and classroom disciplinary rules shall have the force of policy when appropriately applied.

While on school property or under the supervision of school authorities, students shall be subject to the direction of school officials and shall at all times be subject to the rules, regulations, and policies of the district, along with the rules of individual schools and classrooms. Student handbooks may contain a synopsis of school district rules, regulations, and policies. Such policies, verbatim, have been reduced to writing and made available at the building principal's office and the district administration office for review by students and/or parents.

Academic:

ACADEMIC INFORMATION

- Sixth grade students are required to take English Language Arts, Math, Social Studies and Science. They will also have four exploratory classes, one per quarter, that will provide a variety of activities.
- Seventh grade students are required to take English Language Arts, Math, Science, and Social Studies, Physical Education/Health. Additionally, students may elect to participate in band, or an exploratory elective program.
- Eighth grade students are required to take English Language Arts, Math, Science, and World History, students may elect to participate in band, or an exploratory elective program.

PROMOTION GUIDELINES

It is the goal of Lakeland Jt. School District that each student exiting each grade demonstrates learning competencies prior to transitioning to the next grade. To meet this requirement, students may not fail the same class for two semesters.

Students who are having difficulty meeting these requirements will be expected to participate in an improvement plan that will include one or all of the following components:

- Classroom interventions designed and implemented by the classroom teacher.
- Referral to school support/MTSS team (required).
- Parent meeting.

- Academic contract.
- Assignment to extra help classes.
- Mandatory summer school for students failing Math or Language Arts.
- Alternative requirements developed with the student, parent teacher(s) and administrator.

ACADEMIC HONESTY- LJSD [Policy 3335](#)

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper attribution; and
- Taking papers from other students, publications or the Internet.
- Use of a cell phone during a test.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing an assignment/retaking the test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, limits on activity participation, detention, suspension, or expulsion.

GRADING AND PROGRESS REPORTS - LJSD [Policy 2620](#)

Report Cards will be issued upon completion of 1st and 2nd Semesters. Only semester grades become a part of a student's permanent record. Marking systems vary with individual teachers; however, the Lakeland Joint School District 272 grading standards will be followed in all classes.

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	Below 60%
P	Passing

Honor Roll

There will be an honor roll and high honor roll for each semester grading period. High honors require a GPA of 3.75 and honors require a GPA of 3.5 in academic subjects. Any student receiving any grade of "F" or "D" will be excluded from the honor roll.

Attendance:

ATTENDANCE

ATTENDANCE POLICY 3050 and COMPULSORY ATTENDANCE POLICY 3040

The Lakeland Board of Trustees recognizes that time on task is highly important to the education of the students and that regular attendance in class is very important to a student's success in learning that subject. Furthermore, encouraging good attendance is an integral part of developing a strong work ethic necessary for success in the employment world.

Lakeland schools will implement and administer attendance policies in accordance with rules set forth by the Idaho Statute and Lakeland Board Policy.

Each school shall keep accurate attendance records. Credit will not be given to any student in a subject when the student was not in attendance for at least 90% of the time that subject was being taught per semester.

ATTENDANCE (Definitions)

Absences - Missing class for any reason including family convenience. For absences unrelated to school activities a parent/guardian with an explanation of the absence shall verify a student's absence. Contact from the parent/guardian to the school should be made by note, telephone, or in person within three school days of the student's return to school or such absences may be considered truant and processed accordingly. School work may be made up for credit either before or after any absence.

Prearranged Excuse - If students expect to be absent, they must prearrange such absence(s) in order to coordinate school assignments with teachers. The parents must send a note to the office requesting a prearranged excuse at least one day prior to the absence(s) in order for the prearranged excuse to be granted.

Late to School - A student who is late to class with no note from a parent is tardy/absent. Students are encouraged to bring a note from a parent/guardian stating the reason for the student's tardiness; however, upon the student's third late arrival, the student will receive disciplinary action. See Tardies.

Suspensions - Absence due to in school or out of school suspension assigned by a school authority for disciplinary reasons. Students will be provided the opportunity to make up work missed during a suspension.

Truancy - An absence that occurs without the knowledge and consent of the parents and concurrence of school authorities. Work missed during a truancy and any subsequent suspension may not be made up for credit. The Superintendent shall be notified. Additional truanies could result in expulsion by the Board of Trustees. Any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant shall be guilty of a misdemeanor.

MAKE-UP WORK

Whenever a class is missed, it is the student's responsibility to see his/her teachers concerning make-up assignments. It is important that this be done the day the student returns to school. The student will have two days following an absence to make up class work or tests. Work previously assigned and due on the day of the absence will be due on the day the student returns. Students knowing of absences in advance should pre-arrange for homework. Assignments are due the day of return to school, and upon return, students should be prepared to take any tests or quizzes.

If a student will be absent from school for three or more days, it is recommended that the parent/guardian go online to gather information regarding missed assignments. Parents and students may also email teachers for assignments. If parents/students are unable to gather such information, please contact the middle school office.

TARDIES

Tardies are recorded in attendance records and on report cards. Excessive tardies (3 or more) in a semester per class period will result in disciplinary action. Students arriving more than 30 minutes late will be assessed a single period absence. Students will be automatically assigned three noon detentions beginning the following day. Excused tardies will be capped at two per semester.

Discipline: [Policy 3330](#)

SEARCHES AND SEIZURE- [Policy 3370](#)

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student's person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Other appropriate disciplinary measures may also follow including referral to appropriate law enforcement officials.

PHYSICAL RESTRAINT- [Policy 3345](#)

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policies. These could occur along with other emergency actions such as calling the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

HALLWAY BEHAVIOR

There should be no running, scuffling, or boisterous behavior in the hallways. Due to the large number of students in the hall during class changes and the fact that other students are in class, you are asked to be courteous and show respect for your fellow students. Students may not use aerosols of

any type in hallways, classrooms, or other public places nor should students have food or drink with the exception of water in a clear container.

HALL PASSES

The purpose of our school is EDUCATION and the most important part of education goes on in the classroom; thus, students must have a pass from a teacher or be with a teacher whenever they are out of the classroom.

FIGHTING

Fighting will result in up to five days suspension and a parental conference. All parties involved should expect disciplinary action.

DAMAGE TO PROPERTY

Any pupil who shall cut, deface, or otherwise damage any school building or equipment, or who shall be guilty of theft of school district property, shall be liable for disciplinary action, and his/her parents/guardians shall be liable for damages in the amount of the injury or theft to be collected by a school district official for the Board of Trustees. School pranks are strongly discouraged. Students involved in pranks may result in disciplinary measures if any property is damaged, compromised, or defaced. Students involved in pranks that result in loss of educational time and require additional time for district employees to clean or repair property will be required to pay for loss of compensation.

INITIATIONS

Initiation and/or hazing of students is strictly prohibited.

TEACHERS' AUTHORITY

Pupils are required to comply with the regulations of the school, pursue the prescribed course of study, and submit to the teachers' authority. Willful disobedience, open defiance of the teachers' authority, or the use of profane or obscene language are sufficient cause for appropriate disciplinary action.

All students, while on the premises of any school, riding any form of school transportation, or attending any school-sponsored activity, shall be responsible to and under the authority of any employee of the school district, and shall immediately respond to any reasonable request of said employee.

UNUSUAL DISCIPLINARY MATTERS (DANGEROUS ITEMS)- [Policy 3330](#) and [Policy 3340](#)

Guns, ammunition, knives, fireworks and other dangerous items are not to be brought onto school property, onto a school bus or to any school-sponsored activity by students. Teachers and principals are authorized to confiscate such items immediately. Pursuant to Idaho Code 18-33012, appropriate disciplinary action may include suspension from school, reporting to legal authorities for prosecution as a misdemeanor, and/or expulsion from school.

Employees of the Lakeland Joint School District No. 272, under supervision of administration, shall be deemed to have the right to search all students or minors, their belongings, and lockers, who are reasonably believed to be in violation of this policy.

Any student who brings a firearm onto school property, or is in possession of a firearm on school property, shall be subject to expulsion from school for a period of not less than one year from the date of initial suspension for such violation.

The district will not admit a student who has been expelled from another school or district for bringing a firearm or other dangerous item onto school property until that student has completed the expulsion period of not less than one year. The period of expulsion shall be confirmed in writing by the school district initially expelling the student.

A student who wishes to challenge a decision not to admit may request an appeal hearing before the Board of Trustees.

SUSPENSION AND EXPULSION- [Policy 3340](#)

Suspension is the temporary removal of a student from school when circumstances are such that he/she can no longer be kept in school without risk or detriment to the educational program or to himself/herself. The primary purpose of suspension is to give the student, his/her parents, and the school the time needed for resolving a problem. The parents must be notified of each suspension; contact with the parent should be made before the student leaves during school hours.

Suspension shall be for a maximum of five (5) days.

When a student refuses or fails to submit to reasonable and ordinary rules of order and discipline in such a way that his/her continued attendance may be expected to interfere with the educational program or the safety or welfare of school personnel or other students, such student may be suspended for up to five (5) days according to suspension procedures.

Expulsion is the removal of a student from attendance in the district by the Board of Trustees.

ALCOHOL and DRUGS- [Policy 3300](#)

Because the district believes that the use of drugs and alcohol is both illegal and harmful, students are prohibited from drinking, being under the influence of alcoholic beverages or being in the possession of, delivery of, or under the influence of drugs as herein defined, or other intoxicants on school property or while under the supervision of school authorities. "Drug" means (1) substances recognized as drugs in the official United States, or official National Formulary, or any supplement to any of them; (2) substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or animals; (3) substances (other than food) intended to affect the structure of any function of the body of man or animals; and (4) substances intended for use as a

component of any article specified in clause (1), (2), or (3) of this subsection. It does not include devices or their components, parts, or accessories. (However, possession of drug paraphernalia may be cause for disciplinary action.) A drug shall also include a counterfeit or pseudo drug which shall be defined as any substance which, or the contained or labeling of which, without authorization, bears a likeness and is intended by its possessor or deliverer or recipient to represent a drug whether or not the substance is actually a drug as herein above defined.

Students who violate the drug and alcohol policy may be subject to the following disciplinary actions for the duration of the entire students' attendance of K-12 grades at Lakeland School District:

First Offense: Out-of-school suspension of up to five (5) days with a parent conference.

Second Offense: Suspension and referral to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

However, any student who knowingly sells, delivers or otherwise provides drugs, as herein defined, or other intoxicants to another student at school, or while under the supervision of school authorities, shall be immediately suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

In all substance abuse cases, the appropriate law enforcement officials may be notified.

TOBACCO

Students are prohibited from using tobacco or being in the possession of tobacco products on the school grounds or while under the supervision of school authorities. Violations of this policy may be punishable by (1) The first offense shall result in a one (1) day in-school suspension; (2) The second offense shall result in a three (3) day in-school suspension with a parent conference; and (3) The third offense shall result in the student being suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion. Because possession of tobacco by a minor is in violation of Idaho State law, police contact may occur when a student is in possession of tobacco. (Note: "e-cigarettes are treated as tobacco products and carry the same discipline as tobacco products.")

This is in effect for the duration of the entire students' attendance of K-12 grades at Lakeland Jt. School District.

HARASSMENT/HAZING/BULLYING- [Policy 3295](#)

Timberlake Middle School is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers,

networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students at school. Timberlake Middle School expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. We expect students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

Discipline: Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board. Students or third parties may also be referred to law enforcement officials.

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District- sponsored activity or grade level attainment, such as forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic, or physical nature on the basis of an actual or perceived characteristic, including but not limited to age, race, religion, color, national origin, disability, gender, gender identity and expression, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic location, familial status, or weight.

"Harassment, intimidation, or bullying" means any act that substantially interferes with or disrupts the educational environment or impinges on the rights of other students at school, a student's opportunities or performance, that takes place on or immediately adjacent to school grounds, school property, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. Harming a student or damaging a student's property;
- B. Knowingly placing a student in reasonable fear of harm to the student or damage to the student's property; or
- C. Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, abusive, or hostile educational environment.

"Cyber bullying" includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs through the District's computer network and the internet, whether accessed on campus or off campus, during or after school hours or through any private electronic device done when the student is present at school. In the situation that cyber bullying originated from a non-school computer, but has been brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be reasonably expected to materially and substantially interfere with or disrupt educational environment of the school or impinge on the rights of other students at school and/or in violation of District policy or state law. The Administration shall, at their discretion, contact local law enforcement.

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, gender identity and expression, or sexual orientation.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

"District" includes District facilities, District property, buses, electronic technology or electronic communication equipment on District computers, networks, or forums and non- District property if the student or employee is at any District-sponsored, District-approved or District-related activity or function, such as field trips or athletic events where students are under the control of the District or where the employee is engaged in District business.

SCHOOL IS A PUBLIC PLACE

Respect for the feelings, property and the welfare of others is important. Improper attire, public displays of affection, any form of harassment or intimidation, inappropriate language, vandalism, theft, litter, etc. promote a negative school environment and will not be tolerated.

Improper Attire - Dress that is inappropriate for school. Refer to Dress Code.

Public Displays of Affection - Students should refrain from kissing and embracing while on school grounds. Public displays of affection are not allowed.

Inappropriate Conduct - Horseplay, gang activity, dangerous items, etc., will not be allowed.

Littering - Students should not litter on school grounds.

Leave it at Home - Cell Phones, large amounts of cash, skateboards, expensive jewelry, personal belongings, sprays (for protection), and other disrupting items or objects of theft.

DRESS- [Policy 3255](#)

When a student's dress or appearance causes undue attention, presents a danger, or causes a disruption of the educational process the student may be asked to change and is subject to disciplinary action.

Students are not to wear or carry items of apparel (clothing, accessories, cosmetics, tattoos, jewelry—including body piercings) which depict or allude to, by picture, symbol, or word, drugs, including alcohol and tobacco; controlled substances; drug paraphernalia; gangs; violence; sexually explicit, lewd, indecent, or offensive material; or illegal acts. The wearing, using, or displaying of any gang clothing or attire jewelry, emblem, badge, symbol, sign, codes, or other things which evidence membership or affiliation in any gang is prohibited on any school premises or at any school sponsored activity, regardless of location.

Head coverings are inappropriate in the school building during regular school hours, unless the principal or designee specifically makes an exception to the policy. Unless the principal or designee indicates otherwise, students will wear footwear at all times.

The Board of Trustees urges parents and students to exercise sound judgment, based upon the standard of appropriateness for the school setting. Clothing exposing bare midriffs, clothing with holes or tears, short shorts and short skirts will not be allowed.

- Shirts, tops, or any other type of clothing designed to act as a shirt or top must fall at least to the waistline and be free of holes, rips, or tears.
- Tank tops must have wide straps, fall at least to the waistline, and be free of holes, rips, or tears.
- Tube tops are not allowed.
- Pants, jeans, or any other type of leg coverings with any holes or tears must be below mid-thigh.
- Pants, jeans, or any other type of leg coverings must be worn at the waistline, undergarments must not be exposed.
- Shorts must extend to the mid-thigh without any holes or other openings. Skirts must be worn at knee length or longer, without any holes or other openings.
- Skirts that are part of a district required uniform are not subject to the length requirement; however, the skirt is only permissible to be worn at approved school functions, events, or activities.
- All undergarments must be covered at all times and not visible to any person during any class or activity.

Athletic Information:

[3380 - Philosophy and Code for Interscholastic Activities](#)

[3410 School Sponsored Student Activities](#)

[3400 Drug/Alcohol Testing for Students in Activities](#)

Philosophy and Code for Interscholastic Activities

The interscholastic activities program of Lakeland Jt. School District is designed to involve students in wholesome, healthy competition; teach respect for rules and authority; teach respect for property and person of others; develop self-discipline through rigorous training; develop sportsmanship through winning and losing in competition; teach the fundamentals of each activity and develop the individual participant to his/her fullest potential; teach democratic values through participation; teach the students the values of participation; teach the student the value of working with others as a team: build physical and mental capacities; and to develop the attributes of cooperation and social adjustments, especially stressing high moral character.

Participation in interscholastic activities programs is a privilege to those students willing to agree to and abide by the rules and guidelines established by the coaches and advisors, the administration, the Board of Trustees, and the Idaho High School Interscholastic Activities Association.

To implement and teach the philosophy, the following rules are established for participants to observe and follow. The student shall:

1. Attend classes regularly, strive for academic achievement, and set positive examples in the school and community with his/her personal conduct.
2. Attend school the entire day before practicing or competing inter scholastically unless special permission for an absence has been granted in advance by the principal. Students will not be released from class to attend an activity if they are failing or in danger of failing the class.
3. Conform with the instructions, guidelines and training rules established by the coach or advisor with reference to but not limited to the practice schedule, equipment use, physical conditioning and practice activities.
4. Do not use profanity or obscene language.
5. Maintain standards of dress set by the school and the coach or advisor.
6. Not be involved in the willful destruction and/or theft of school or personal property.
7. Maintain standards of scholastic eligibility established by IHSAA and/or the school.
8. Not use or possess illegal drugs, alcohol, or tobacco during the school year as outlined in "A" under definitions or be knowingly present while such activity is taking place.

DISCIPLINE

Violations of rules 1 through 7 or conduct that brings discredit to the participant, the school, or the community, could result in temporary or permanent suspension from the activity with a subsequent loss of award. Such determination shall be made by the coach and/or administration. A violation of rule eight (8) shall result in a ten (10) school day suspension from team competitions (will be allowed to practice) and required to complete a state approved substance abuse education and awareness course. Students will be required to participate in substance testing for the remainder of the season and any subsequent seasons in which they participate that year.

Second offense; student will be removed from the team for the remainder of the season and be required to complete an in-person substance abuse education and awareness course (see definition d). Students will be required to participate in substance testing for any subsequent seasons in which they participate that year.

Third offense; Student will be removed from all extracurricular activities for one calendar year.

A student who voluntarily discusses his/her substance abuse problem with a coach, counselor, or administrator, and agrees to participate in an approved substance abuse assessment and treatment program shall not be subject to suspension if a violation has not been otherwise reported.

DEFINITIONS:

- Illegal Drugs - as defined in Board Policy, Article VI, Section F.
- School Day - Shall be any day within the adopted school year calendar plus any days prior to the opening of the school year which are allowed for interscholastic activities under IHSA rules
- Suspension - The student shall be allowed to participate in practices or contests during suspension time after the first offense. The student shall not be allowed to participate in practices or contests after the second or third offense as outlined above.
- Approved Substance Abuse Program - The program must involve an intake or assessment procedure followed by appropriately prescribed treatment. This may vary from "awareness education" to "addiction treatment". The family and school personnel should be involved in the assessment, and treatment if prescribed. The student and his parent or guardian shall be responsible for all costs and arrangements for the program. Students choosing this option shall, with a parent or guardian, sign a contract. Failure to fulfill the contract and complete the program shall result in suspension from all interscholastic activities for one calendar year from the date of the violation.
- Knowingly Present: for the purpose of this policy, "knowingly present" shall mean that a student attended a gathering of two (2) or more individuals (except religious church sponsored or family gatherings) at which one or more of the attendees (other than the student at issue) were using or in possession of drug paraphernalia, controlled substances, drugs, or alcohol or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

COMMITMENT TO THE CODE

Prior to participation in an activity, each student shall have a copy of this "Code" signed and dated by himself/herself and a parent on file in the school office. Failure to comply with this provision shall preclude any participation in any activity until such time as the student and parent/guardian have complied with this section.

ASSOCIATION WITH IHSAA

Upon payment of annual dues, Lakeland Jt. School District assumes membership in the Idaho High School Interscholastic Activities Association and thereby recognizes and accepts the constitution, bylaws, rules, and regulations of the Association currently adopted, or thereafter amended (IHSAA "rules"), for the governing of all high school (grades 9-12) interscholastic activities for Lakeland Schools, which IHSAA "rules" are incorporated herein as a part of this Philosophy/Code. Said rules as appropriate for grades 6, 7 and 8 shall by this policy also govern interscholastic activities and student participants in grades seven and eight.

ATHLETIC INSURANCE RELEASE

Lakeland Jt. School District No. 272 does not provide medical and/or dental insurance coverage for students involved in extracurricular activities, nor does the Idaho High School Activities Association require a student to have athletic insurance.

Under most circumstances, Lakeland Joint School District is not liable for injuries to students who are engaging in extracurricular school activities. Parents also assume responsibility for injuries to students injured while traveling to and from all student activities (except injury directly resulting from an accident involving school district operated vehicles).

General Information:

ILLNESS OR ACCIDENT DURING SCHOOL

Students who become ill or are injured will be sent to the office. A student may then be placed in the sick room. Office personnel will call home to notify parents of the situation and arrange for transportation home, if necessary. Students may not call for someone to pick them up without permission from the office. This includes using a cell phone to text or call a parent without permission from the office. In case of an emergency when parents cannot be reached, emergency contacts will be used. If necessary, appropriate emergency medical treatment will be sought.

CLOSED CAMPUS

Timberlake Middle School is a closed campus.. You are required to remain on school grounds in designated areas when you are not in class. This applies from the time you set foot on school grounds in the morning until school is dismissed in the afternoon. Permission to leave campus is granted only with written permission from a parent. You must check out through the office before you leave school. When you return, you must also check back in through the office. This expectation applies to students wishing to go to the high school as well as any other location.

BUS REGULATIONS

All students that live on a bus route must register with the Bus Garage regardless of whether they will or will not be riding the bus. TMS students must get on the bus at TMS, they cannot walk to the High School and then catch the bus. It is important to remember that riding the bus is strictly a privilege, not a right. School rules, in addition to those rules of the driver do apply. Failure to follow these rules may result in a loss of this privilege for a short time or even permanently.

LOST AND FOUND

Items found should be turned in to the office. Students who lose personal items or textbooks should check with the office. Possible thefts should be reported to the Assistant Principal. Unclaimed lost and found items will be disposed of at the discretion of the office.

STUDENT MESSAGES/DELIVERIES

Students and parents are asked to cooperate to minimize requests for messages to students during the school day. Delivering messages to students interrupts class and the work of the office personnel. No delivery of food, drinks, or non-essential school items will be accepted by the school office.

VISITORS TO THE SCHOOLS - [Policy 4140](#)

Parents are always welcome to visit school. We ask that you contact the principal and classroom teacher in advance. For the security of students, **all visitors** are asked to sign in and out at the main office. A visitor's pass will be given to every visitor to wear while at our school. A government issued picture I.D. (Driver's License) will be required for processing before being admitted into areas of the school where children are present. Students are not allowed to have other children visit them during the school day.

LOCAL SCHOOL WELLNESS- [Policy 8200](#)

Lakeland Jt. School District 272 offers a national hot lunch program at Timberlake Middle School. A nutritionally balanced lunch is available to all students at a reasonable fee. Applications for free and reduced lunches, for those who qualify, are available at the office.

ADDRESS/TELEPHONE CHANGES

It is extremely important that a parent/guardian notify the office immediately in the case of address/telephone number changes. Our ability to contact parents/guardians in the case of an emergency depends on accurate information.

ELECTRONIC COMMUNICATION DEVICES / CELL PHONES [Policy 3265](#)

Students are welcome to use the office phone for matters relating to school. It is not available for social or personal issues. Because of the potential for disruption and/or distraction, cellular telephones are not to be used in halls, classrooms, cafeteria or recess break and should be turned off during the school day. Cell phones may be used before school and after school but not between or during classes (this includes text messaging). Use of a cell phone during any test will be considered as cheating on the test. Any student found in violation of this policy will have their cell phone confiscated.

ARRIVING/LEAVING SCHOOL

Anytime a student comes to school after the beginning of the school day, they must check in at the office. Students are not to leave the grounds while school is in session without checking out through the office. Should students need to leave during the school day, their parents/guardian must contact the office to make arrangements. In the case of an emergency or special situation students should see the principal or vice principal. Failure to follow this procedure will result in missed class time being counted as unexcused.

STUDENT SCHEDULES & SCHEDULE CHANGES

Students are given ample time to make class requests in the registration and scheduling process. In some cases, student preferences may not be met due to class availability and balancing of class numbers. Students will remain with the same teachers for core classes throughout the school year whenever factors allow. Students are highly encouraged to communicate with their counselor well in advance of the beginning of the semester if they have a schedule change request regarding an elective. Schedules will be final after the third day of the semester start date.

CHROMEBOOK/TEXTBOOKS/FEES

Chromebooks/Textbooks are issued to the student as his/her personal responsibility for the year. Each chromebook/textbook is numbered and students will be held liable for damages to books/chromebooks

while checked out to them. Chromebook Damage Coverage is available to be purchased from the district to offset the cost for damages to chromebooks that are checked out to students.

ASB FEE [Policy3440](#)

Students wishing to participate in extracurricular activities need to purchase an activity card for \$20.00. This may be paid to the TMS office. This card entitles the student to: The opportunity to participate in all extracurricular activities, attend all TMS home athletic events and music events at no additional charge, and use as identification as a student at all away games, high school games, and community activities.

FINES

Fines must be paid by students at the office for loss of, or damage to, school property. Failure to pay these fines will result in holding of the student's report card at the time of his/her withdrawal from school.

PUPILS MUST LEAVE PREMISES AT CLOSE OF SCHOOL DAY

Pupils shall not loiter in the building or on the school grounds following dismissal of classes unless involved in supervised, school-sponsored activity or with the permission of the principal. The building will be open at 7:35 AM and all students need to be out of the building ten minutes after the last instructional period.

SCHOOL ACTIVITIES

During the course of the year, several assemblies and dances will be held. Socials and assemblies are for full-time enrolled Timberlake Middle School students only. Student behavior at these events is subject to the same guidelines as during class. Students will be expected to sit in their assigned areas during assemblies. Inappropriate behavior during the regular school day may result in loss of the privilege of attending a social. **Students who are ineligible for activities as a result of failing grades are also ineligible for Socials.**

Transportation to and from off campus events may not use private cars for transportation. In order to participate in activities students must ride school transportation to out of town events. Students should also plan to return to school in this manner, unless arrangements have been made in advance. No student will be allowed to ride home with anyone other than their own parents. Any special arrangements must be made in writing through the middle school administration in advance.

FREEDOM OF EXPRESSION AND ASSEMBLY

Student's rights and responsibilities shall be based on the following assumptions:

- That the right to attend school is purposeful.
- Students are free to exercise their constitutionally protected rights but shall not infringe upon the rights of others.
- Fair treatment and due process, where appropriate, shall be guaranteed to all students.
- Students shall be encouraged to exercise their rights and responsibilities by being an active member of our school.
- Students shall have the right to equality of educational opportunity regardless of race, creed, or sex.
- The effective development of a climate for learning requires understanding and good faith on the part of all concerned.

The Board of Trustees and the school administration believe that genuine student involvement in educational programs requires responsible student action. Students shall be expected to act with respect for school regulations, concerns for others, and personal dignity. Students are encouraged to express their beliefs and feelings, but not in a manner that is disruptive or degrading to others.

PROCEDURAL DUE PROCESS

A student's right to fair treatment and due process shall be safeguarded through a consistently applied practice of informing the student of any alleged rule violation and the evidence against him/her (notice), and by allowing the student an opportunity to explain his or her version of the facts (hearing) before deciding on or imposing any punishment.

Upon request, the hearing process may be extended to a "higher authority". The normal channel for hearing complaints or concerns regarding student discipline shall be from Student to Teacher to Principal to Superintendent to School Board. Neither the board as a whole nor any individual member will entertain or consider communications or complaints from students or parents until they have first been referred to the building principal or Superintendent of Schools.

STUDENT RECORDS [Policy3570](#)

Timberlake School District No. 272 will maintain records on all students enrolled in its schools. The principal of each building is responsible to see that such records are kept current and safeguarded against misuse. The term "Record" is interpreted to mean identifying data, academic work completed, level of achievement, attendance data, test scores, family background information, and other pertinent data.

Lakeland Jt. School District Board of Trustees:

- Randi Bain- Zone 1 - Randi.Bain@lakeland272.org
- Ramona Grissom - Zone 2 Ramona.grissom@lakeland272.org

- Michelle Thompson - Zone 3 - Chair Michelle.thompson@lakeland272.org
- Rob Irons - Zone 4 - Vice-Chair rob.irons@lakeland272.org
- Debbie Major - Zone 5 Debbie.major@lakeland272.org

The following policies, procedures, and forms shall be distributed to students and their parent(s) and/or guardian(s) on an annual basis:

2140 , 2140F	Student and Family Privacy Rights
2425	Parental Rights
3280	Equal Education, Nondiscrimination, and Sex Equity
3295P	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3320	Substance and Alcohol Abuse
3330	Student Discipline
3335	Academic Honesty
3500	Student Health/Physical Screenings/Examinations
3570F1	Student Records
3275	Student Data Privacy and Security
4160	Parent Right-to-Know Notices - *policy will be added when approved by LJSD Board of Trustees
5120	Equal Employment Opportunity and Non-Discrimination
5265	Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying - *policy will be added when approved by LJSD Board of Trustees
8200	Local School Wellness
8245	Unpaid School Meal Charges