

TIMBERLINE MIDDLE SCHOOL

2014-15 STUDENT HANDBOOK



TIMBERLINE

MIDDLE SCHOOL

STUDENT HANDBOOK 2014 – 2015

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500 WEST CANYON CREST

ALPINE, UTAH 84004

Front Office: (801) 610-8765

Counseling Office: (801) 610-8762

Web Site: <http://timberline.alpineschools.org/>

This student handbook belongs to:

NAME _____

ADDRESS _____

CITY _____ Zip Code _____

TELEPHONE _____

PARENTS' TELEPHONE _____

Alpine School District Calendar 2014-2015

August 14	Back to School Night (5:00-7:30)
August 18	Optional 7 th Grade Day (8:15-12:00)
August 19	Classes Begin
September 1	Labor Day
October 16-17	Fall Break
October 20.....	Professional Development: No School
November 26.....	Teacher Comp. Day
November 27-28	Thanksgiving Break
December 22 – Jan 2.....	Christmas Break
January 19	Martin Luther King Jr. Day
February 16	President’s Day
March 9	Professional Development: No School
April 6	Snow Make-up Day
April 7	Teacher Comp Day
April 8-10.....	Spring Break
May 25	Memorial Day
May 29	Last Day of School

Dates for Parent-Teacher Conferences Timberline Middle School

1st Term: Thursday, September 18, 2014
2nd Term: Thursday, November 20, 2014
3rd Term: Thursday, February 12, 2015



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TIMBERLINE MIDDLE SCHOOL

500 WEST CANYON CREST ALPINE, UT 84004

PHONE (801) 610-8765 Web Site: <http://timberline.alpineschools.org>

Dear Students,

Welcome to Timberline! We as a faculty and staff are pleased that you are going to be a member of our student body. We are excited to begin another year as Grizzlies at Timberline Middle School. Our school has a mission to foster a safe learning environment which encourages high achievement, active inquiry, and responsible citizenship in society.

Students and their parents should use this handbook as a means to orient themselves to Timberline. This handbook will be reviewed with each student by their homeroom teacher. Additionally, it should be understood that individual teachers may add appropriate policies and procedures that would be in effect in their classrooms. If you have any student or curriculum concerns please contact the appropriate administrator listed below.

The policies and procedures in this handbook, following the guidelines established by the Alpine School District Board of Education, have been developed in order for us to operate Timberline in a safe and orderly manner.

We are committed to assist you in your success at Timberline. We look forward to a great year together as Timberline Grizzlies!

Sincerely,

Terry Hill,
Principal
Counseling, Fine Art
Performing Arts
& CTE

Matthew King,
Asst. Principal
Math, Social Studies,
Science and Library
Students A – K

Michelle Larsen
Asst. Principal
English, PE, Sp. Ed.
World Languages
Students L – Z

TIMBERLINE GRIZZLIES ARE:

ACHIEVERS
INQUIRERS
RESPONSIBLE CITIZENS



General School Information

School Address 500 West Canyon Crest, Alpine, UT
Telephone Number.....(801) 610-8765
Counseling Office(801) 610-8762
School Office Hours7:30-3:30 (during school year)
School Mascot.....Grizzly
School Colors.....Forest Green, Navy Blue & Light Grey

School Hours: On Monday school hours are from 8:15 a.m. to 1:45 p.m. Tuesday through Friday, school hours are from 8:15 a.m. to 2:45 p.m. The building is open at 7:30 a.m. The collaborative areas are locked at 2:00 p.m. on Mondays and 3:00 p.m. during the rest of the week. Students who are involved in school related activities, working with a teacher, or are under the supervision of a school employee are welcome to be in the building after school hours.

Closed Campus: Once students arrive at school, they may not leave until school is dismissed or unless properly checked out through the office. If a student is officially checked out of school, we ask that they check in with the front office when they return to campus.

Visitors:

1. Parents/Guardians are welcome to visit classes. Please contact the front office, giving 24 hours' notice, if possible, prior to visiting/observing a class. Please check in at the front office, upon your arrival, where a visitor's pass will be provided.
2. **All other visitors** must check in and receive a visitor's pass in the main office. **NOTE:** An Administrator may refuse to issue a visitor's pass in order to maintain an appropriate educational environment.
3. Students who attend or have attended Alpine School District schools may not visit Timberline.
4. Visitors are expected to adhere to Timberline policies while visiting the school.
5. Any person found on school grounds without permission is trespassing and may be arrested by the authorities.
6. No visitors are allowed during the last week of a term, the last week of school, or during state testing.
7. Students wishing to bring a visitor to Timberline classes must have the prior permission and pass from the principal. Only visitors currently enrolled in 7th to 9th grade will be allowed. The student and visitor must comply with the other 5 rules in order to be considered for a pass.

Timberline Website (<http://timberline.alpineschools.org>): May be used to access the school calendar, student handbook information, PTSA information, bus routes, teachers, etc. It is useful to access a student's grades, assignments, tardies, or attendance, click the Skyward tab and follow the instructions.



Academics

Counseling Department: Hours: M-TH: 7:30-3:30 F: 7:45-3:15

Please call for an appointment (801) 610-8762

Dianne Brown: **A-F**

Shaun Noyce: **G-Mi**

Andrea Paxman: **Mo-P**

Colleen Roundy: **Q-Z**

Registrar: Jennifer McKenna

Registrar Assistant: Kay Christiansen

Class Changes: Class changes may be made for the following reasons:

1. A scheduling or computer error (i.e., too many 5th period classes, class not taught that hour, etc.).
2. A change requested by teacher or principal to better serve student needs.
3. A situation in which parent, counselor, teacher, and principal feel it is in the best interest of the student.
4. Changes may not be made for students to be with friends or for students to request a teacher preference.
5. A \$5.00 fee will be assessed for class changes made by parent or student request.

Counselors can help students: Counselors are here to assist you in making your junior high experience as beneficial as possible. This includes but is not limited to:

With School

Selecting classes
Identifying talents
Assessing interests
Organizing your time

With Relationships

By listening
Helping solve problems
Teaching communication skills
Conflict resolution

With Life

Dealing with stress
Adapting to change

With Career Planning

Learning about careers
Preparing for future jobs
Matching careers to interests

With High School and College Prep

Graduation requirements
College Entrance requirements
Scholarship information

Counselors can help set goals for good grades and/or remediation

1. **Academic Tracking:** Methods include teachers, counselors, parents, planner or Homework Center.
2. **Deficiency Failing Notices (District Policy 4056):** Parents must receive notice at least 3 weeks before the end of the term if their son/daughter is in danger of failing any class, ("D+" grade or below. Notice may be sent by mail or student, phone contact, or conference.
3. Students may be allowed to make-up missing work within a reasonable time according to teacher policies.

Parent/Teacher OR Parent/Student/Counselors Conferences

1. **Parent/teacher conferences** are held in September, December & February
2. College and Career Readiness planning (CCR's) held yearly with counselor

Stay in touch:

Stay in touch with your assignments: Record assignments, information, tests, and projects in your PLANNER daily.

Stay in touch with your grades: SKYWARD: Internet site where students and parents can access information about grades/attendance. Access it as a link from our school website at

<http://www.timberline.alpineschools.org>.

Student ID number and password should be kept confidential. The password will be changed by request over the phone with personal data verification or in person by the Registrar, in the Counseling Office.

Stay in touch with your teachers through email and Skyward.

Grade Reports: Are distributed at midterm and within 2-weeks after term end. Fourth term grades are available in Skyward. Questions regarding grades should be directed first to teachers, then counselor, or administrator, as needed. Please call or email teacher directly for an appointment.

Media Center: The Media Center is a wonderful place to study, do research, relax, play a few games with your pals, or read something wonderful that whisks you off to far away or really closes places. No matter what, the Media Center has lots of ways to open the universe as well as your mind to so many interesting things. If you want to succeed in school, making friends with Mrs. Wagstaff, Mrs. Davies, and all the wonderful things in the Media Center will certainly be a great place to start. How many books or words can you read this year?

- Most books, with the exception of reference sources, may be checked out for two weeks, and may be renewed upon request.
- Books should not be taken from the media center unless properly checked out.
- Some encyclopedias and reference materials may be checked out overnight.
- Fines consist of \$.10 per day beginning with the second day the book is overdue. Fines for overnight books will be \$.50 per day beginning the morning the book is due.
- Fines should be paid at the time the book is returned. Failure to comply with the media center rules may lead to loss of media center privileges.
- Books which are damaged or lost by students must be replaced. Damaged books must be paid for in whole or in part at the determination of the media center staff.
- Computer printouts listing overdue books will be sent to SSR classes. Students need to pay for lost or damaged books.
- Students wishing to use the media center should come prepared to study. They should remain in the media center until the end of the class period. All students must have a pass from their teacher.

Computer Use: INTERNET, WIDE AREA NETWORK ACCEPTABLE USE POLICY (District Policy 5225): *Alpine Board of Education* requires all students, patrons, or employees of the district to sign and comply with the ASD Acceptable Use Policy. Public school students may have permission to use the Internet @ TMS, only if they have written parental permission ([Alpine School District Acceptable Use Policy form](#)) and under direct school supervision. No personal or private information is published on any school sponsored web site without prior authorization from a parent. Alpine School District filters access to the Internet. However, some accessible sites may contain illegal, defamatory, inaccurate or potentially offensive material. Please report this immediately if you come upon these. Appropriate disciplinary action shall be taken against any student who willfully and knowingly violates the Acceptable Use Policy.

Timberline Middle School follows all district policies related to computer use. At Timberline Middle School, students have access to a high speed Internet connection. There is no charge for using TMS Internet services. The privilege of computer use at Timberline depends upon acting responsibly and appropriately. The computers are not allowed to be used to access or create materials that are not appropriate for school. This includes, but is not limited to: images or messages that are sexually explicit, grotesque, violent, or seek to demean or harass.

Field Trips: School-sponsored activities use district transportation for travel. Depending on the type of trip, a participation fee may be assessed to defray transportation costs. Students are expected to adhere to TMS dress code, behavior guidelines, and policies while participating in school-sponsored activities. Students missing class to participate in any school-sponsored activity will be considered school-excused provided they have followed proper procedures. Any work missed will need to be made up.

Cheating: Cheating is not acceptable and will be addressed as outlined in individual classroom disclosure documents and policies.

TMS Grizzly Pride Program

Have you got Grizzly Pride? Show your pride by earning a Grizzly Pride Card. All you need to do is meet achievement criteria in the area of high achievement, active inquiry and responsible citizenship, and you can begin earning great incentives! Cards are issued each quarter based on the previous term's achievement. Requirements will be posted in classrooms for student reference.

Criteria

Silver Card

1. 4.0 GPA **OR** No Missing Assignments
2. No unexcused absences
3. No discipline referrals (including nuisance items)
4. No more than 1 tardy in a term
5. Participation in school sponsored group, drama, sport, or service organization

Green Card

1. 3.9 GPA **OR** No Missing Assignments
2. No unexcused absences
3. No discipline referrals (including nuisance items)
4. No more than 2 tardies in a term
5. Participation in school sponsored group, drama, sport, or service organization

Blue Card (must meet 4 out of 5 requirements)

1. 3.7 GPA
2. No unexcused absences
3. No discipline referrals (including nuisance items)
4. No more than 3 tardies in a term
5. Participation in school sponsored group, drama, sport, or service organization

Incentives

Silver Card

1. 2 Homework Passes
2. 4 Fast passes per term
3. Early out lunch every Friday
4. Early out Friday three times per term
5. Invitation to the *Silver Lounge* once per term
6. Free admission to school concerts and performances (except Grand Concert)

Green Card

1. 1 Homework Pass
2. 3 Fast passes per term
3. Early out lunch every other Friday
4. Early out Friday two times per term
5. One free admission to a school concert or performance (except Grand Concert)

Blue Card

1. 2 Fast passes per term
2. Early out Friday once per term
3. Early out lunch once per month
4. One free admission to a school concert or performance (except Grand Concert)

- Students must present their PRIDE card in order to obtain incentives and privileges
- Membership incentives and privileges are only valid for the quarter in which they were issued

Lost cards will not be replaced. Criteria and incentives are subject to change. Every effort will be made to notify students if changes occur.

Grizzly Pride
2014-14 Approved Activities List

Students must participate in an approved activity each term in order to qualify for a card the following term. For example, you could perform in a band concert during 1st term to receive a card for 2nd term. Students may also use a Grizzly Tracker card to receive credit for attending school athletic games, concerts and other qualifying events. Grizzly Trackers may be obtained in the media center. (Not all activities are available every term)

<u>Activity</u>	<u>Supervisor</u>
9 th Grade Basketball Teams	Coach Zinman, Coach Woodcox
Band and Jazz Band*	Miss Sawyer
Bear Paws	Mr. Noyce
Chess Club	Mr. Corry
Choir*	Mrs. Jolley
Dance*	Mrs. Leonard
Drama/Musical Theater*	Mr. Fortie
History Fair	Mrs. Lefler
Improv Team	Mr. Fortie
Intramural Sports (School Sponsored)	Coach Doane, Coach Zinman
Knowledge Bowl	Subjects Vary
Orchestra*	Mrs. Hodge
Paparazzi	Miss Dansie
School Newspaper	Mr. Malouf
Science Club (STEM)	Mr. Hughes, Mr. Busby
Science Fair	Mr. Jolley
Service Club	Miss Garfield
SOAR Program	Mrs. Brown
Spanish Club	Miss Barksdale
Student Book Club	Mrs. Wagstaff
Student Council	Mr. Wood
The Ultimate Math Group (Math Club)	Mr. Kroupa
Track**	Mr. Wood, Miss Barksdale
Yearbook	Mr. Wood
Other approved activities***	Mr. King

*Performing arts students must participate in an after school performance to qualify

**Students must participate in at least one track meet to qualify

***Proposals for additional activities must be submitted to the Pride Committee for review and approval.

School Tips

Injuries and health services: The school nurse is available on a limited basis (typically one day a week). The nurse can arrange for vision and hearing screening and keeps all immunization records. Several first responders have been trained to help when needed. A student who is ill should check with his/her teacher and then report directly to the office. The school can only administer simple first-aid to anyone injured at school. We are not permitted to change dressings on previous injuries or administer medication. In any case of injury or illness, parents or individuals listed on the online student information sheet will be contacted to check the student out of school. This form is completed during the online enrollment process, and can be updated by parents in Skyward at any time.

Insulin—Students who use insulin products must dispose of waste in the bio- hazardous waste container in the office. A care plan must also be completed by the nurse, the student, and the parent. If needed, the nurse may ask the doctor for further information.

Student insurance: The Alpine School District Board of Education has set district policy that ALL STUDENTS in physical education classes in secondary schools have a minimal school insurance policy. This insurance is with a private company and awarded to the company offering the best coverage in relation to the cost to students. The Board of Education provides a waiver for those families without adequate personal insurance. Those wishing to be exempt from taking the district insurance may apply for exemption by completing the exemption waiver available at school.

Extra help with classes: **1.** Arrange for a time to meet with your teacher to help you with class work, studying for tests, etc. (after school, after class, before school). **2.** Arrange for a time to meet with your counselor. **3.** Attend Homework Help in the Student Service Center (see schedule posted outside their door).

Textbooks: When a student is issued a book, he/she should report any damage to the teacher immediately to avoid having to pay for damage that occurred prior to being issued. At the end of the course, the book will be checked for damage beyond normal wear and tear. The student is responsible for the condition of the book and will be assessed a fine for damages, lost, or stolen books.

Locker problems: See Mrs. Cox in the front office.

Paying for class projects, fees, fines, or purchasing a yearbook: See Mrs. Jensen, Financial Secretary, in the front office.

PTSA: All parents and students are strongly encouraged to join and be active members of the Timberline Middle School Parent-Teacher-Student Association. The 2014-2015 President is Kristen Johnson.

Lost & found: Timberline is not responsible for lost or stolen items. Please do not bring large sums of money or valuable items (expensive electronics, jewelry, etc.) to school. Please check with the office for lost and found articles. Secretaries allow students to search for specific items upon request. Unclaimed items are held until the end of the term and then donated to charity.

Purchasing school lunch: Questions concerning cafeteria should be directed to the lunch manager. The best time to pay your money is before school in the cafeteria, (7:45 a.m. - 8:10 a.m.). You may also pay at lunch if you miss the before school time. Students may buy daily breakfast for **\$1.10** and lunch for **\$2.00**. Milk is **30** cents. If a student wants to purchase more than one breakfast or lunch, he or she must pay an additional \$1.50 for breakfast and \$3.00 for lunch. **Each student is responsible for picking up his/her own garbage.** All lunches, including food brought from home, must be eaten in the cafeteria.

Grades and/or attendance: Follow links to Skyward found on the TMS Homepage.

(<http://timberline.alpineschools.org>). The user name is the student's login. The password can be reset over the phone by data validation or in person by Mrs. McKenna, Registrar.

Becoming sick while at school: Communicate with your teacher. **Check with the secretary in the office to call home.** If you are leaving school, your parent or your parent's designated emergency person must check you out in person in the front office.

If you are absent: Have your parent call the office to report your absence (610-8765) by 3:15 pm to avoid a phone call home. **Students' absences must be excused within 10 school days of the absence.** After 10 days, absences will need to be excused by an administrator. Check with your teacher immediately upon returning to school to obtain and make-up missed work. If absent more than four days (2A & 2B days), you may check with the Student Service Center to help gather homework.

Deliveries to students: Items may be dropped off at the front office to be delivered to you when appropriate. Please do not ask us to deliver items which are not school related. Flowers, balloons, and gifts are disruptive to the educational process.

Decorating lockers: Lockers may be decorated on the *inside, not the outside*. In order to protect student privacy, the front office will not give out combinations to another student's locker.

Attendance/tardy policies: Timberline Middle School follows the Utah State and Alpine School District attendance policies, making every effort to invite and keep students in school. In order to reach their potential, **students need to be in school** participating in the educational process and social environment. **A parent/guardian should report absences to the attendance secretary within 10 school days of the absence** (801 610-8765). Excessive absences, excused or unexcused, may be referred to the administration and/or district for appropriate action.

Work/tests missed - Missed items due to an excused absence can be made up as outlined in teachers' disclosure documents. Work/test missed due to truancy may or may not be made-up at the teachers' discretion.

Excused Absence - An absence caused by participating in school-sponsored activities will be considered a school-excused absence. All missed school work must be made up.

Checkouts – Students must be checked in and out of school by a parent/guardian or by an individual who has been listed on their emergency contacts in Skyward. The authorized person must come into the office to sign out the student. If the authorized person calls in advance, the student will be waiting in the office. **Authorized persons may be added by parents to emergency contacts in Skyward at any time.** Failure to follow these procedures may result in truancy.

Late arrival - Students coming late to school should report to the office with a written excuse from their parent/guardian.

Tardies - Students entering class late disrupt the instructional and learning process. If a tardy is the result of late dismissal from class, the dismissing teacher should contact the school office.

Just a reminder--Parents can monitor student's attendance/tardies through Skyward via the TMS website: (<http://timberline.alpineschools.org>)

Unexcused Absences/Truancy

Please be diligent in taking care of attendance issues as soon as possible. Parents/Guardians: **report absences to the attendance secretary within 10 days of the absence (801-610-8765)**. If not taken care of, Skyward records the absence as unexcused or truant. As per district policy, students accumulating 20 or more unexcused class absences are issued Citation letter #1 for truancy. If unexcused absences continue to 40 or more, a student is issued Citation letter #2 for truancy and may be referred to truancy school and/or juvenile court. School activities and field trips are considered school-excused absences.

Truancy—A student is truant when he/she is absent from class without being **previously** excused. A student needs to be checked out and checked in by a parent/guardian or by one who is listed as an emergency contact in Skyward. Failure to do so **in advance** may result in truancy. School personnel will make every effort to resolve truancy issues before they become problematic. Incidents of truancy may result in one or more of the following consequences: detention, suspension, district referral, other administrative intervention. Truancy may affect your school-wide citizenship grade. If a student has excessive absences he/she may be referred to truancy school and eventually Juvenile Court (District Policy #5160).

Note: Students may be suspended to in-school or out-of-school suspension for a period of time determined by school administration based on the truancy and time of year the truancy occurs.

Tardy policy

Between 8:15 a.m. and 8:35 a.m., students who come late to school with a parent excuse, are already in the building, or are late without an excuse, will report to the Adult Student Tracker who will check them in and send them to class with a pink tardy slip with time, date, and tracker's signature. Tardies due to late arrival at school must be cleared within 24 hours of the tardy. The TMS tardy policy outlined below will be followed:

- 1st tardy in the quarter** – Student will be given a warning and required to review school policy and sign it, indicating they understand the policy.
- 2nd tardy in the quarter** – A 30 minute detention will be assigned. While in detention, students will be required to contact parents to inform them of their second tardy.
- 3rd tardy in the quarter** – An email will be sent home to the parent, and student will be assigned a 30 minute detention either before or after school. If the student fails to come to detention, student and parent will meet with an administrator.
- 4th tardy in the quarter** – Parent will be contacted. A 30 minute before or after school detention will be assigned. If the student fails to make up the assigned time, the student and parents will meet with an administrator.
- 5th tardy in the quarter** – A 60 minute detention will be assigned. At this point, the student and a parent will need to meet with an administrator to make a plan to change present course of action. Student may also earn a School-wide-“U.”
- 6th tardy in the quarter** – The student and parent will meet with an administrator to discuss a possible schedule change, ISS, OSS or other interventions. Student may earn a School-wide-“U.”

Note: Unless arrangements have been made with an administrator, before and after school detentions must be completed within one week of being assigned.

School-Wide Citizenship: School wide citizenship is determined by school administration based on a student's performance in these areas: Classroom Behavior, attendance, tardies, dress code, nuisance items, use of computers and other electronic devices (digital citizenship), truancy, administrative discipline (Bullying, Harassment, Safe Schools Violations, Suspension, etc.). Students who receive a school wide “U” may lose his/her right to participate in student government, end-of-year activities, and/or extracurricular activities.

District/school-sponsored extra-curricular activities

Academic Eligibility: Alpine School District adheres to the Utah High School Athletic Association guidelines for all sports as well as other activities. Minimum requirements for participation in school-sponsored sports or extra-curricular activities state that students must have a 2.0 Grade Point Average (GPA) with no more than one “F” (failing grade) the previous term in order to qualify. Students must maintain a 2.0 GPA (which will be monitored) throughout the activity to remain eligible. Students must contact coaches/activity directors in person for clarification.

All participants in Sports, Music, Drama, Clubs/Activities are subject to the academic eligibility requirements listed above. Eligibility will continue to be monitored for the duration of the activity.

Citizenship Eligibility: Students participating in any extra-curricular activity must keep satisfactory citizenship (no more than 2 N’s and no U’s) the previous term.

District Sponsored Sports @ TMS: Basketball is open to all eligible 9th grade boys/ girls only. Track is open to all eligible 7th/8th/9th grades boys/girls.

9th Grade boys/girls may participate in high school athletics if they tryout and make the team(s). The same academic and citizenship rules apply. Interested students must contact coaches at Lone Peak High School for additional information regarding team sports.

TMS Performing Arts: Drama, Dance, Music are held to the same standards listed above, including auditions as required by the teacher/director.

TMS Student Government: Students are represented by an elected student council and a home room representative. Every student has an opportunity to express his/her concerns and ideas relating to school matters. The principal is the final authority in student government issues.

Student Body Officer Requirements (Eligibility): Student body officers must have a cumulative 3.0 GPA during election year and maintain a 3.0 GPA while in office. (The Vice President of Academics/Historian must maintain a cumulative 3.4 GPA.). Student body officers must have and maintain an Q or an S citizenship grade in each class during the election year and while in office. **Citizenship grades from previous terms may not be changed to establish eligibility.** In addition, students who have been suspended during the election year are not eligible to run for office. Students interested in participating in student government should complete and submit an election packet to the front office by 3:00 pm on the due date. Election packets will be reviewed by a board composed of teachers and administrators. To participate in student government students must be enrolled full-time.

Elections:

7th Grade Positions: There are three 7th Grade Representatives. All 7th grade students are invited to submit an application for these offices. After the applications are reviewed, interviews will be scheduled with a selection committee consisting of teachers, administration, student council members and randomly selected seventh grade students. The committee will consider each candidate and appoint three 7th Grade Representatives.

8th and 9th Grade Positions: The winners of the primary elections will be chosen by student vote (50%), teacher vote (25%) and a questionnaire (25%). The winners of the final elections will be selected by student vote (40%), teacher vote (30%) and an interview (30%). Student Body Artist winners for the primary election will be based on a questionnaire (30%) and an art portfolio (70%). The top two candidates proceed to the final election and are then chosen by the same parameters. Student Body Technician(s) will be appointed

Middle School Activities NOT sponsored by Alpine School District

Activities such as cheerleading, football etc. are not sponsored by Alpine School District at the Middle School/Junior High level. *These activities are usually sponsored by city and private organizations.* Questions related to such activities should be referred to the sponsoring organizations.

Rules of conduct & behavior

All district/school-wide discipline, safe schools, rules of conduct or policies regarding student behavior, attendance, and standards of dress are followed at TMS. The administration has the authority to suspend students from school for persistent opposition to school authority, general bad behavior, and/or causing injury to others.

Safe Schools, Fighting, and Intimidation Policies (District Policies 5181 & 5182)

All students have the right to be safe at school. Timberline Middle School prohibits acts of violence, aggression, intimidation, bullying, cyber bullying, use or possession of a weapon, criminal behavior, or gang activity in the school, on the school ground, at school sanctioned activities, or when students are being transported to and from school. Reported conduct occurring either on or off campus that adversely affects the educational process will be addressed by the school counselors or administrators.

Aggressive and defiant behavior may result in out-of-school suspension. A second offense may result in police referral and/or expulsion. Instigators (students who carry rumors, encourage others to fight, carry information back and forth between other individuals, etc.) may also be suspended. Students should not take matters into their own hands, but should report fights or acts of aggression to a teacher or administrator. Also, students who are being intimidated or harassed by another student should report it to a teacher or administrator.

Discrimination: No TMS student shall be excluded from participation in, denied the benefits of, or be subjected to discrimination because of the student's race, color, national origin, sex, religion, or disability under any program or activity of Timberline Middle School. **Initiations, hazing, etc. are not allowed at school.**

Consequences: 1ST Offense: Parent contact/conference and other administrative interventions as appropriate.

Repeated Offenses: Will result in parent contact and conference, as well as additional interventions that include suspension, police referral, and/or recommendation to a district administrative hearing resulting in possible probation, suspension, or expulsion.

Disrespect and Insubordination toward Staff Members or Students: Acts of disrespect and insubordination interfere with students' opportunity to learn and the teachers' ability to teach.

Student Attitude: Be respectful. When confronted by a faculty member, speak calmly presenting your position. Your attitude, and how you come across to others, is very important.

Student Relationships: The district and school discourage junior high students from dating. Physical contact between students (PDA) is inappropriate at school. Students are asked not to grab, hold hands, walk arm in arm, hug, kiss, or make out, etc. while at school.

Profanity: Swearing, vulgar language and acts, or gestures are not acceptable either vocally, written out, or printed on clothing. The use of such language or gestures may result in administrative intervention.

Substitute Teachers: Students are expected to treat substitute teachers with the respect and courtesy that is due all faculty and staff at Timberline. Failure to do so may result in teacher or administrative intervention.

Buses: TMS students must demonstrate responsible behavior when riding the school bus, so everyone arrives safely. **Riding the bus is a privilege, not a right.** Students who violate rules may lose bus privileges. Line up on the curb in single file. **Don't step off the curb until the bus comes to a complete stop.** Enter and load the buses in an orderly manner. Be seated and stay seated while the bus is moving. Do not place objects or any part of your body out the windows, even if the bus is stopped. Do not play around, fight, or otherwise distract the driver from his/her duties.

Drug, Tobacco, and Alcohol (District Policy 5430):

Drug offenses are defined as the possession, use, or distribution (giving away or selling) of any controlled substance (including methamphetamine, marijuana, cocaine, or other drugs listed in the law) or any imitation of a controlled substance (something that looks like a controlled substance even though it isn't) or any drug paraphernalia (hypodermic needles, bongs—made from any substance such as fruit, wood, or metal, roach clips, hash pipes, etc.), which may be used to produce, package, distribute, or use drugs. An alcohol or tobacco offense consists of the possession, use, or distribution (giving away or selling) of any alcohol or tobacco product.

Controlled substances are strictly prohibited. Controlled substances include but are not limited to marijuana, cocaine, steroids, and all other drugs listed in the law, such as tobacco and alcohol; prescription medication not prescribed to the student; and any imitation or look-a-like drugs.

CONSEQUENCES: Administration will enforce the Alpine School District Substance Abuse Policy including police intervention and possible expulsion. Any student in violation of drug policies shall be subject to the following disciplinary actions:

1. Suspension from school for up to 10 school days.
2. Referral to local police and Alpine School District Program. 2nd or 3rd offense will result in a referral to an administrative hearing panel for possible expulsion.
3. First offense distributing or selling drugs or alcohol may be subject to district administrative hearing panel for possible expulsion.

Note: If a juvenile does not yet have a driver's license and is convicted of a drug or alcohol offense, the issuance of the driver's license may be delayed.

Disruptive Act: Disrupts daily operation of school includes but are not limited to physical or sexual assault intimidation, aggression, or possessing a weapon.

Dangerous Weapons: Guns, Knives, and Gang Paraphernalia or their look-a-like, etc: Any item capable of causing death or serious bodily injury, or a facsimile or representation of the item. Includes--firearms, knives, metal knuckles, straight razors, explosives, poisons, drugs and noxious irritating gasses, and gang paraphernalia including clothing, gang colors, and bandanas in gang colors are strictly prohibited at TMS.

Hazing/Harassment: Any intimidation of students, staff. Any act that injures, degrades, or disgraces students or staff. Harassment and/or bullying will be treated seriously. Those involved may be suspended, placed on probation, or sent to a district administrative hearing for possible expulsion. Harassment is defined as unwanted conduct or communication of a nature that adversely affects a person's educational opportunities, relationships, or environment. Every student has the right to a learning environment that is free of harassment. A student who feels she/he is being harassed should report the incident and fill out a complaint form with a counselor. The complaint will be investigated and acted upon by the administration in compliance with state and federal law.

Abetting: Supporting, encouraging, and/or assisting activities which violate the Safe Schools Policy.

Gangs: A group of two or more people who form an allegiance and engage in a range of disruptive behaviors that include violent or unlawful activity or which advocate hatred or discrimination on the basis of race, religion, sex, national origin or disability.

Sexual harassment

District Policy 5185 “prohibits sexual harassment of any kind. Sexual harassment is not tolerated at any time or in any place at Timberline. Sexual Harassment is defined by the victim, not the harasser. ANY unwanted communication or action causing the victim to feel threatened, afraid, belittled, ashamed, angry, verbally, emotionally, or physically assaulted/hurt, or upset in will be addressed. Any person who feels that they may have been the victim of sexual harassment should bring it to the attention of a school representative.

Consequences: Acts of sexual harassment will result in one or more of the following consequences: warning, suspension, police referral, district referral, or other administrative intervention.

Respecting/maintaining all school property

Theft and Vandalism: Vandalism, theft, and willful destruction of school property will be dealt with aggressively by the school administration and /or the police. Vandalizing rest rooms, the building at large, lockers, textbooks, equipment, etc., with writing, tagging, stickers, or by mistreating them in any way, may result in loss of locker privileges, restitution/fines, student-parent-administrator conference, suspension, or expulsion from school.

Vending machines in the school are a privilege:

1. If the vending machines take your money, report it to the front office.
2. Anyone found abusing the vending machines (knocking, hitting, rocking etc.) may be fined or pay for property damages to the company.
3. Students buying items from the vending machines, when the bell rings for class to begin, may have their items confiscated.
4. Along with the privilege of having vending machines comes the responsibility to keep the school clean. Please help keep Timberline clean so you may keep your vending privileges.

Auditorium Conduct/Etiquette

1. Appropriate behavior includes the following guidelines:
 - a. Keep feet off the furniture.
 - b. No food or drink in the auditorium.
 - c. Be seated as quickly as possible.
 - d. Remain seated during assembly, except for emergencies where you will be given further instructions
 - e. Restroom needs should be taken care of before an assembly begins.
 - f. Show respect for the performers and those taking part.
2. Consequences for those who do not show proper behavior include, but are not limited to:
 - a. Sitting in the office during the assembly.
 - b. Missing future assemblies.
 - c. Working with the custodians in after school detention, cleaning and picking up trash.
 - d. Administrative intervention.

Halls: During class time students should not be in the halls without a pass. It is the students' responsibility to ask for a hall passes prior to leaving class.

Be where you are supposed to be, when you are supposed to be there.

Litter and Garbage: Each of us is responsible to keep Timberline looking clean and at its best. Please take time to pick up after yourselves. Garbage should be placed in garbage cans. Each teacher has a recycling box for paper. The cleanliness of the halls, etc. is the first thing a visitor sees.

Lockers

1. Students are responsible for the care of their assigned locker and liable for any damage. Locker damage will result in a fine.
2. Lockers are the property of the school and they are provided for students use. School administrators have a responsibility and a right to examine the contents of lockers for reasons of health, safety, and security. Random searches may occur periodically.
3. Books and personal belongings should be kept neat and organized. Please store only school related items in your locker. Do not leave money or other valuables in your locker!!!
4. Locker combinations should not be given out to anyone. There is a \$5.00 fee to change locker combinations. Do not change lockers without going through Mrs. Cox.
5. If your locker does not function properly, report it immediately to Mrs. Cox in the office.
6. Any person caught tampering, opening, or removing items from a locker other than his/her own, without permission, will be subject to administrative intervention.
7. Never leave your locker without making sure you have locked it. Shut the door, turn the combination dial and test the door to make sure it is locked.

Bicycles, Scooters and Skateboards

1. All bicycles and scooters should be locked in the bicycle rack. Students must provide their own lock
2. Skateboards are to be locked in the skateboard rack. Students must provide their own lock.
3. The school is not responsible for damaged or stolen bicycles, scooters or skateboards.
4. Riding or performing tricks on skateboards, scooters, and bicycles on school property is not allowed.

Snowballs: Throwing or kicking snow is prohibited

Nuisance items: Items that are harmful, distracting, or disruptive to the educational process are not to be brought to school. These items will be confiscated if they are being used from 8:10 a.m. to 2:45 p.m. Such items include, but are not limited to the following: Electronic devices (see below), playing cards, practical joke items, toys, rubber bands, and other non-school related items. Using another student's nuisance item will be considered the same offense for both the owner and the offender. **The first time** a nuisance item is confiscated it will be returned at the end of the school day. **On a second offense**, parents are required to meet with an administrator to pick up the item. **On a third offense**, parents and an administrator will determine the consequence with the option of not returning the item for an agreed upon length of time. **Subsequent offenses** may be considered insubordination rather than a nuisance item issue. The same consequences apply to the following electronic items. The tally of offenses does not start over from year to year.

Electronic communication devices (District Policy 5250): The Alpine School District Board of Education recognizes the value of electronic communication devices as a learning tool. Electronic communication devices may be used before school, after school, during class breaks and lunches. During class time, devices should be completely powered down, turned off and kept out of sight, unless they are being used under the direction of the teacher. The school is not responsible for lost or stolen devices.

Electronic communication devices and cameras may not be possessed, activated or utilized in school situations where a reasonable expectation of personal privacy exists. These locations include but are not limited to locker rooms, shower rooms, restrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

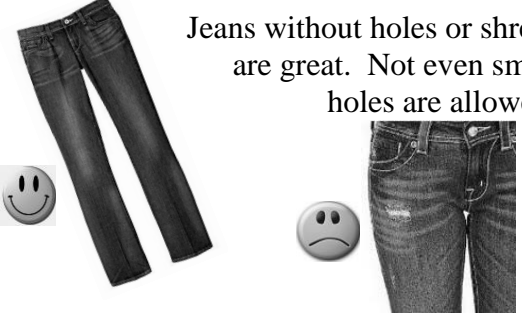



At no time may an electronic communication device be used by any student in a manner that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Students should not be subject to video or audio capture, recording or transmission of their words or images by any student at the school, or school sponsored event, without prior notice and consent for the capture.

Electronic devices that are used inappropriately will be considered nuisance items and may be confiscated. A phone is provided in the office for student use. Using the office phone during class time will require a hall pass.

Dress Code (District Policy 5152): Students' dress and appearance should be appropriate and conducive to a positive learning environment. *If clothing or hair wear is not in compliance with the school dress code, the student may be asked to change clothes. If a change of clothes from home is not available, students may dress in their PE clothes or be sent to in-school suspension for the remainder of the school day.*

- Students must wear appropriate footwear while in school or at school-sponsored events. Students are not allowed to go barefoot. Day time shoes (no slippers) are expected unless the student has a foot injury.
- Clothing with holes, tattered, shredded, ragged, or grubby is not appropriate for an educational environment
- Sleeveless tops, bare midriffs, cutoffs, short shorts, short skirts, and low cut tops showing cleavage are not appropriate school attire.
- Shorts, skirts (including slits) are too short if the fabric is not longer than the finger tips when arms are held straight down to the sides.
- Clothing bearing vulgar, suggestive, profane or obscene pictures, slogans or language, as well as clothing bearing pictures, or advertisements for alcohol, tobacco, or drugs are not to be worn at school.
- Hats, bandanas, headbands (worn below the hairline) or other head wear; and chains, studs etc., are not allowed at school.
- Saggy or baggy pants must be belted at the waist.
- Hair color that does not occur naturally in the human species is prohibited. Students with hair styles which are distracting or disruptive to the educational process may be asked to reconcile the situation.
- Students with disruptive body jewelry or body piercings, other than ear piercings, may be asked to remove or surrender the items.
- No costumes, stage make-up or stickers are allowed on any days other than Halloween.

 <p>Jeans without holes or shreds are great. Not even small holes are allowed!</p>	<p>Lace tops (<u>Front or Back</u>), or off the shoulder tops always need to have a shirt with sleeves underneath. No bare midriffs or underwear showing. Shirts must have Sleeves that cover shoulders, underarms and cleavage.</p> 
<p>Pajamas and Slippers are for bed and home, not for an atmosphere of high achievement and learning</p> 	<p>Skirts, shorts or tops need to be down to your finger-tips, even when wearing leggings.</p> 

Head-wear of any kind is not to be worn in the school.



Hair color that does not occur naturally in the human species is a distraction to our educational environment



Black Red Brown Blonde

No gang clothing, symbols, including bandanas and chains



No profanity, innuendo, or vulgarity

No clothing or paraphernalia referring to or promoting alcohol, tobacco, drugs, violence or sexual harassment.



Distractions to the educational environment such as piercings, sunglasses, or hairstyles will be dealt with on a case by case basis.

Failure to adhere to TMS or District Rules may result in Administrative Interventions which include, but are not limited to, the following: Referral to a counselor, schedule changes, parent conference, student behavior contract, daily or weekly progress reports, tracking, assignment of work or community service hours , after school custodial work, fines, restricted activities, lunch detention, in-school suspension, out-of-school suspension, referral to truancy school, police or court referral, referral to an Alpine District program , referral to an alternative school program, or referral to a district administrative hearing.

Emergency Procedures for Students

Note: In case of an emergency, students will need to be checked out by a parent/guardian or other individual listed as an emergency contact in Skyward before leaving campus. Upon arrival, parents will be directed to the designated pick up area. If necessary, information regarding off-site reunification of students with their families will be communicated by either school or city officials.

Bomb Threat: If it is determined that an evacuation is the safest solution:

1. The fire alarm will sound to evacuate the building.
2. Students will remain outside until the all clear signal is given.

Earthquake:

1. Students should seek cover under desks, tables, or by inside walls and doorways.
2. Students should keep away from glass areas or outside walls.
3. If outside, stay at least 55 feet away from buildings until cleared as indicated by signal from office staff.

Fire:

1. Alarm will sound for students to evacuate the building.
 2. Students should remain outside in their assigned places until building is clear.
 3. If damage warrants, students will be sent home by regular methods.
- NOTE:* a student may be fined and/or referred to the police for falsely sounding a fire alarm.

Lock-down

1. Type of lockdown will be determined by each individual situation.
2. District personnel will be notified for further instructions.
3. Police will be notified if they are not already on campus.
4. Students will remain in lockdown until the all clear signal is given.

Special Communications: Under the direction of local or state authorities: Radio Station KSL 1160 AM, 102.7 FM and KSL Channel 5 will broadcast any special announcements for the school such as when it is necessary to close the school because of severe weather or other reasons.

Student Council, PTSA, School Community Council

Student Body/Grade Level Officers 2014-2015

Student Body Officers

President	Seth Ogden
Vice President of Public Relations	Alex Nibley
Vice President of Activities	Wyatt Seal
Vice President of Communications	Sierra Guerrero
Historian	Jessa Call
Artist.....	Annika Mikkelson
Technology.....	Davis Larsen
Mixed Media Specialist.....	Jacob Arnold

9th Grade Officers

Rachel Neeleman
Hannah Swenson
Ben Turnbow

8th Grade Officers

Miranda Muggleston
Dylan Sorensen
McKenzie Swalberg

7th Grade Representatives

Rachel Bacon
Grayson Hardman
Lauren Heath

**For information about Timberline PTSA or School Community Council,
please refer to our school website at:**

<http://timberline.alpineschools.org>

TMS Hall Pass: Term 1

The student must have this hall pass when in the halls during class time.

Name: _____

The student is responsible to complete **Date, Destination, and Time Out** columns of the log.

The teacher will initial the **Teachers=** column. The student will fill in the **Time In** column upon returning to class.

Class	Pass	Date	Destination	Time Out	Time In	Teacher
A1	1					
	2					
	3					
A2	1					
	2					
	3					
A3	1					
	2					
	3					
A4	1					
	2					
	3					
B5	1					
	2					
	3					
B6	1					
	2					
	3					
B7	1					
	2					
	3					
B8	1					
	2					
	3					

CAUTION: If you misplace or lose this Timberline Planner, you will not have any hall pass privileges for the remainder of the term

TMS Hall Pass: Term 2

The student must have this hall pass when in the halls during class time.

Name: _____

The student is responsible to complete **Date, Destination, and Time Out** columns of the log.

The teacher will initial the **Teachers=** column. The student will fill in the **Time In** column upon returning to class.

Class	Pass	Date	Destination	Time Out	Time In	Teacher
A1	1					
	2					
	3					
A2	1					
	2					
	3					
A3	1					
	2					
	3					
A4	1					
	2					
	3					
B5	1					
	2					
	3					
B6	1					
	2					
	3					
B7	1					
	2					
	3					
B8	1					
	2					
	3					

CAUTION: If you misplace or lose this Timberline Planner, you will not have any hall pass privileges for the remainder of the term

TMS Hall Pass: Term 3

The student must have this hall pass when in the halls during class time.

Name: _____

The student is responsible to complete **Date, Destination, and Time Out** columns of the log.

The teacher will initial the **Teachers=** column. The student will fill in the **Time In** column upon returning to class.

Class	Pass	Date	Destination	Time Out	Time In	Teacher
A1	1					
	2					
	3					
A2	1					
	2					
	3					
A3	1					
	2					
	3					
A4	1					
	2					
	3					
B5	1					
	2					
	3					
B6	1					
	2					
	3					
B7	1					
	2					
	3					
B8	1					
	2					
	3					

CAUTION: If you misplace or lose this Timberline Planner, you will not have any hall pass privileges for the remainder of the term

TMS Hall Pass: Term 4

The student must have this hall pass when in the halls during class time.

Name: _____

The student is responsible to complete **Date, Destination, and Time Out** columns of the log.

The teacher will initial the **Teachers=** column. The student will fill in the **Time In** column upon returning to class.

Class	Pass	Date	Destination	Time Out	Time In	Teacher
A1	1					
	2					
	3					
A2	1					
	2					
	3					
A3	1					
	2					
	3					
A4	1					
	2					
	3					
B5	1					
	2					
	3					
B6	1					
	2					
	3					
B7	1					
	2					
	3					
B8	1					
	2					
	3					

CAUTION: If you misplace or lose this Timberline Planner, you will not have any hall pass privileges for the remainder of the term

TIMBERLINE MIDDLE SCHOOL

ROOM ASSIGNMENTS

2014-2015

First Floor

A101	Goold
A102	Lassen
A103	Ridge/Staff
A104	Peterson
A105	Kelly
B106	Davis
B107	Mappin
B108	Garrison/Svensson
B109	Ruud
B110	Wood, Mrs.
C111	Student Service Center (Homework Center)
C112	Smith
C113	Corry
C114	Grace
C115	Crawford
D116	Wood, Mr.
D117	Jorgensen
D118	Lacey
D119	Arce
E121	Lab
E122	Jensen
E123	Bass
E124	Lab
E125	Thomas
E126	Anderson
F127	Jolley, C
F128	Tippetts
F129	Sawyer
F130	Fortie

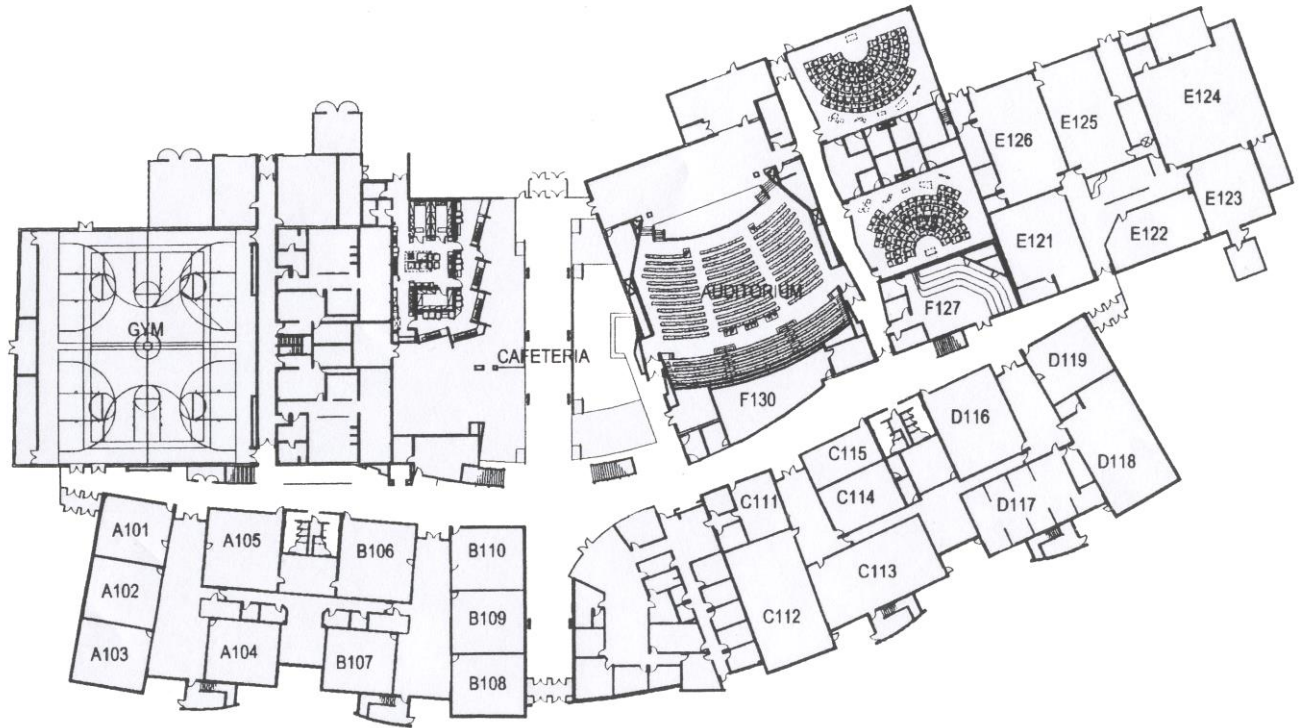
Second Floor

A201	Kroupa
A202	Garfield
A203	Leavitt
A204	Merket
A205	Friden
B206	Jolley, B
B207	Buhrley
B208	Roberston
B209	Green
B210	Barksdale
C211	Stucki
C212	Malouf
C213	Brasfield
C214	Lefler
C215	Mortensen
D216	Hughes
D217	Claybaugh
D218	Dansie
D219	Nelson
D220	Busby
Gym	Zinman(Boys)
Gym	Doane (Girls)
Dance	Leonard/Symmes
Media	Wagstaff
Asst. Media	Davies
Advisory	
A103	Doane
A203	Zinman
B207	Leonard/Symmes
C112	Staff

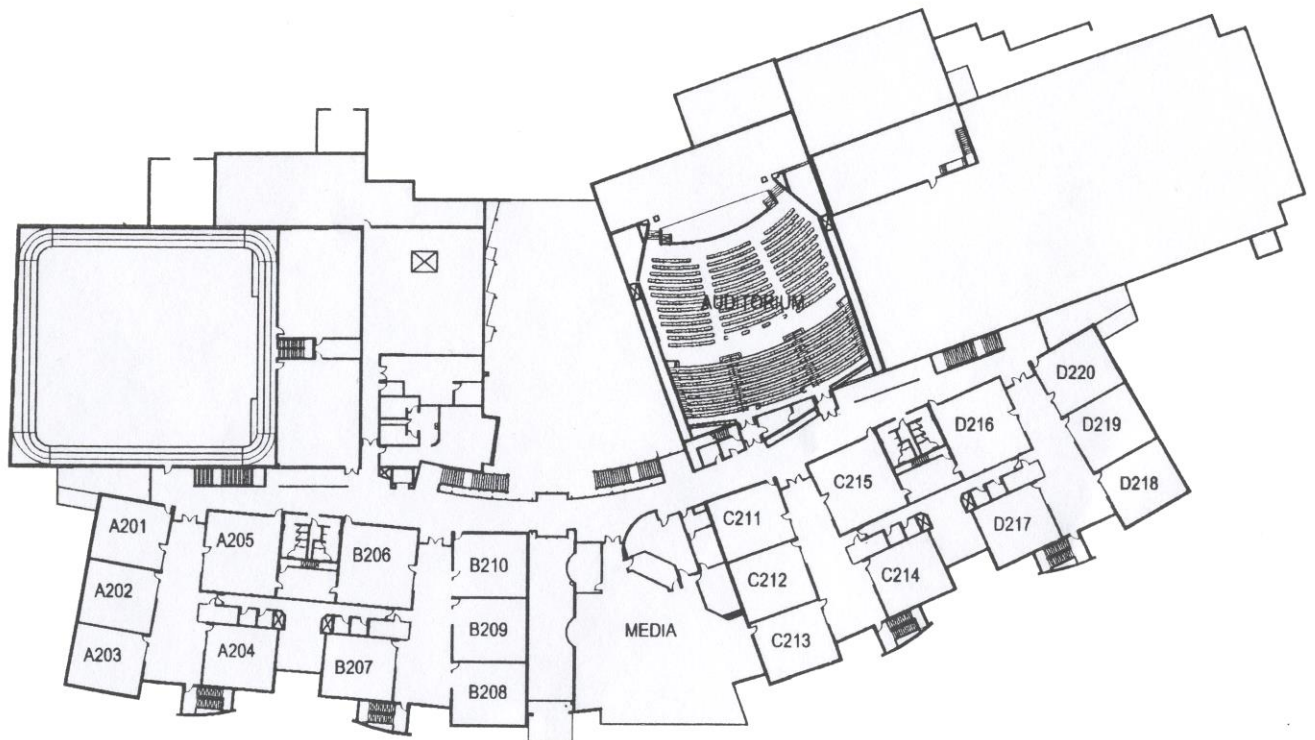


Building Map

Main Floor



Top Floor



**Timberline Middle School
Bell Schedule
2014-2015**

Monday Collaboration

1st Lunch Schedule

A1/B5	8:15 - 9:30	75 min
A2/B6 (Announcements)	9:35 - 10:50	75 min
Lunch	10:50 - 11:20	30 min
A3/B7	11:20 - 12:30	70 min
A4/B8	12:35 - 1:45	70 min

2nd Lunch Schedule

A1/B5	8:15 - 9:30	75 min
A2/B6 (Announcements)	9:35 - 10:50	75 min
A3/B7	10:55 - 12:05	70 min
Lunch	12:05 - 12:35	30 min
A4/B4	12:35 - 1:45	70 min

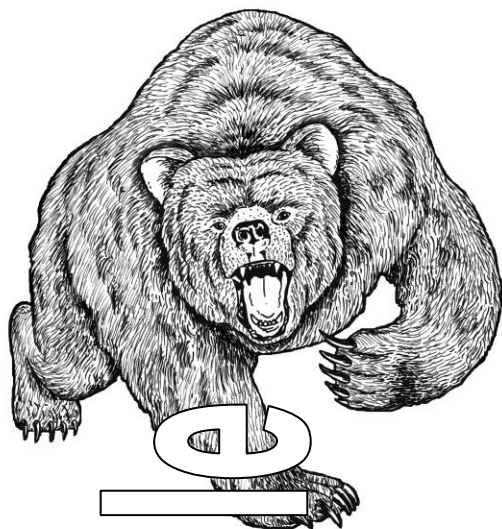
Tuesday; Wednesday; Thursday; Friday

1st Lunch Schedule

A1/B5	8:15 - 9:35	80 min
Advisory	9:40 - 10:10	30 min
A2/B6	10:15 - 11:35	80 min
Lunch	11:35 - 12:05	30 min
A3/B7	12:05 - 1:25	80 min
A4/B8	1:30 - 2:45	75 min

2nd Lunch Schedule

A1/B5	8:15 - 9:35	80 min
Advisory	9:40 - 10:10	30 min
A2/B6	10:15 - 11:35	80 min
A3/B7	11:40 - 1:00	80 min
Lunch	1:00 - 1:30	30 min
A4/B8	1:30 - 2:45	75 min



Bell Schedule