



TIMBERLINE HIGH SCHOOL

701 E BOISE AVENUE - BOISE, IDAHO 83706 - PHONE: 854-6230

FAX: 854-6232

ATTENDANCE: 854-6235

SRO: 854-6236

Ted Hettinga, Principal

Dr. Randy Lance, Assistant Principal

Seniors

To be announced, Assistant Principal

Sophomores

Tim Ellinghouse, Assistant Principal

Juniors

Tol Gropp, Athletic Director

NAME _____

Our Mission

Timberline supports and educates all students to their highest level of academic ability in a caring, safe environment and encourages them to become committed, competent, reflective members of society and lifelong learners.

Staff Email: first.lastname@boiseschools.org Website: <https://timberline.boiseschools.org/>

BELL SCHEDULES

Monday, Tuesday, Thursday, Friday

Zero Hour 6:48 - 7:40

1st Period 7:45 - 8:37

2nd Period 8:42 - 9:37

Break 9:37 - 9:52

3rd Period 9:52 - 10:44

4th Period 10:49 - 11:41

Lunch 11:41 - 12:21

5th Period 12:21 - 1:13

6th Period 1:18 - 2:10

7th Period 2:15 - 3:07

End of Semester Schedule

Jan. 17, May 30

Per. 1 9 - 10:30; Per. 2 11 - 12:30pm

Jan. 18, May 31

Per. 3 9 - 10:30; Per.4 11 - 12:30pm

Jan. 19, June 1

Per. 5 9 - 10:30; Per. 6 11 - 12:30pm

See teacher or advisor for 0 hour and 7th periods

No School on these days:

Sept. 4

Oct. 5,6

Nov. 3

Nov. 20-24

Wednesday Schedule

Zero Hour 6:48 - 7:30

Staff PLC 7:30 - 8:15

1st Period 8:20 - 9:07

2nd Period 9:12 - 10:02

Break 10:02 - 10:17

3rd Period 10:17 - 11:04

4th Period 11:09 - 11:56

Lunch 11:56 - 12:36

5th Period 12:36 - 1:23

6th Period 1:28 - 2:15

7th Period 2:20 - 3:07

Morning Assembly Schedule

0 6:48 - 7:40

1 7:45 - 8:28

2 8:33 - 9:17

Assembly 9:22 - 10:22

BREAK 10:22 - 10:37

3 10:37 - 11:20

4 11:25 - 12:08

LUNCH 12:08 - 12:48

5 12:48 - 1:31

6 1:36 - 2:19

7 2:24 - 3:07

Dec. 22 -Jan. 5

Jan. 15

Feb. 19

Mar. 26 – 30

May 28

ATTENDANCE POLICIES & PROCEDURES

2017-18

ATTENDANCE REPORTING

Parents are required to call the **ATTENDANCE OFFICE**, 854-6235, on the day a student will be absent from class and repeat this call **EACH DAY** the student will not be in attendance. An answering machine is available for your convenience 24 hours a day.

ABSENCES

Activity Absence is an absence for school-sponsored programs in which classes will be missed.

Pre-Arranged Absence is a process of making prior arrangements for assignments, homework, exams, etc. when the students know that he/she will be absent from one or more classes for three (3) or more consecutive school days. This includes Activity Absences. In the case of an absence for an extended period of time, a student is required to fill out a prearranged absence contract.

TARDIES

A student who is twenty or more minutes late to class will be considered absent. All students are expected to be in class on time. A student who intentionally loiters in the hallway or on campus will be considered truant. Students who intentionally miss class to avoid being tardy will be considered truant.

Fourth Tardy - The student and parent will be notified (student signature required).

Fifth Tardy - The student will be notified and will conference with an administrator (student signature required).

Sixth Tardy - The student will be assigned to Saturday School or detentions, and the parent notified. Failure to attend Saturday School will result in a grade of F for the particular class, loss of credit, and the student will be removed from the class. Should a 7th tardy occur in the same class, the student will lose credit and be removed from the class (student signature required).

TRUANCY

If a student misses a single class without an excuse, he/she will be considered truant. Absences not cleared with the attendance office within 48 hours of the date will be considered truancy. Work missed while truant will be allowed to be made up for no less than half credit. Remember, **all truanancies are cumulative**, grades nine through twelve.

First Truancy – A notice of truancy form will be filed and sent home to parent/guardian. Students may be assigned In-House Detention and/or Saturday School.

Second Truancy - The student may be placed on In-House Detention for two days as well as possible attendance in Saturday School.

Third Truancy - The student will be placed on contract.

Fourth Truancy - As a result of this offense, the student may be withdrawn from Timberline High for the balance of the semester.

Off- Campus – Students who fail to have transportation to an off-campus class will be issued truancy on the third missed class and each one missed thereafter.

Appeal for Credit - Loss of credit for less than 90% attendance. Parents and students need to follow guidelines in section II of District Policy and Procedures in this agenda.

PERMIT TO LEAVE SCHOOL

Students are required to obtain a PTL prior to the time they leave school. Students must check in with the attendance office upon return.

NOTE: Any student who needs to leave after arriving at school must first check out with either the attendance office or the nurse's office. Failure to do so will result in truancy.

RELEASE PERIOD : Students who have a release period are required to be off campus unless arrangements have been made with an Assistant Principal.

CLASSES

REQUEST FOR TEACHER CHANGE

Every effort will be made to resolve problems through open communication. If it becomes necessary to consider a teacher change, the procedure will be as follows:

1. Student must initiate conference with teacher to resolve issue.
2. A parent/student request must be submitted in writing to the appropriate Assistant Principal. The request should contain specific reasons why a change is desired. A conference may be necessary with student, parent, teacher, counselor and Assistant Principal as the facilitator.
3. The administrator will consider the request. The following factors will be examined:
 - A. The best interest of the student
 - B. Merit of the written request
 - C. Effect of the proposed changes on the student's schedule
 - D. Any extraordinary circumstances
 - E. Available space in affected classes
 - F. Counselor/teacher feedback

Following this conference there will be a recommendation that the student:

- A. Stay in class
- B. Change to the new proposed class

Any exceptions must be approved by the Principal.

SEMESTER TESTS

Students will not be allowed to take semester tests early (District Policy).

DISCIPLINE

RE-ENROLLMENT

All students who have been suspended for the semester from Timberline High School must schedule a parental conference with the grade-level Assistant Principal. A notification letter concerning re-enrollment will be sent home notifying parents/guardians. It is the student's responsibility to schedule an appointment prior to the start of the following semester. **No student will be re-enrolled without a parent/guardian conference.**

MINOR DISCIPLINARY VIOLATIONS

Minor disciplinary offenses are student offenses that customarily occur within the classroom. If a problem occurs between a student and a teacher, the problem can usually be solved by the teacher contacting the student's parent/guardian. However, if this does not solve the problem, the teacher may file a Discipline Referral which is sent to the Assistant Principal. From then on, the following action will be taken by the Assistant Principal:

1st offense/referral - Student and/or parent/guardian will conference with the Assistant Principal.

2nd offense/referral - Student and/or parent guardian will conference with teacher. Student may be assigned In-house detention from class for one to three days, or until a conference with parents is completed.

3rd offense/referral - Major Disciplinary Violation issued, and student is removed from class for the remainder of the semester.

All consequences for minor disciplinary offenses are at the discretion of the teacher and the Assistant Principal.

MAJOR DISCIPLINARY VIOLATION See Boise School District Policy

STUDENT POLICIES

Hall Passes - All students must be issued a hall pass (Agenda) if it becomes necessary for the student to leave during the class.

Vending Machines - Students are not permitted to use the machines during class time.

Litter - All students are requested to help keep the Timberline High halls and campus litter free.

Food - Food or drink is not allowed in the lobby, academic hallways, gyms or library during the day.

Public Display of Affection - Excessive physical contact and public displays of affection are not acceptable on school grounds, on school buses, or at school activities.

Lockers - Students will be held responsible and if necessary assessed for damage or cleaning caused by neglect, vandalism or misuse. Decorations which are gang-related, obscene, sexual or encourage the use of illegal substances are not permitted. No stickers allowed on lockers.

Cheating - Cheating in any form or manner will cause the offending student to lose credit for the assignment. A second instance of cheating in the same class may cause the student to be withdrawn from the course with a failing grade. Student may be assigned a release period and required to be off campus.

Fine Cards - Students who have unpaid fine cards on file are advised of the school's policy which DOES NOT ALLOW STUDENTS TO REGISTER UNTIL SUCH FINES HAVE BEEN CLEARED. In order to avoid delay in registering, please return all missing books or equipment or make payment of the fines in the ASB office of the school prior to registration. If you have any questions regarding fines, please call the ASB office at 854-6246.

Posters and Advertisements - All posters, announcements or advertising must be approved by the building Principal or his/her designee. Approved posters and announcements must be stamped in the lower right hand corner and displayed only on unpainted surfaces. Posters needing approval should be taken to the Main Office. Posters need to be removed in a timely fashion.

Parking Privilege

Students must have a parking permit if driving a car to school and are to park in the designated student parking areas. If a student violates the parking privilege, the following could occur:

1st violation - Warning

2nd violation - Ticket, \$10.00 fine

3rd violation - Ticket, \$10.00 fine and conference with parents/student, warning that next violation will result in denial of parking privileges

4th violation - Ticket, \$10.00 fine, and parking denied for 30 days

5th violation - Vehicle will be booted; \$40 fine and parent conference

6th violation - Vehicle will be towed and parking privileges revoked for remainder of school year

Moving Violation Notice

1st violation - Ticket, \$20 fine, parking denied 2 weeks

2nd violation - Ticket, \$20 fine, parent/student conference, and parking denied 4 weeks

3rd violation - Ticket, \$20 fine, citation by SRO, parking privileges revoked for remainder of year

Electronic Policy - Electronic devices or accessories (i.e. headphones, speakers etc.) are not allowed to be visible anywhere in the building during class time and must remain turned off unless under the direct supervision of a classroom teacher for educational purposes. Electronic devices that are used during class time without teacher permission or used for non-educational purposes will be confiscated and picked up after school from the assistant principal. Parents will need to pick up any electronic device if it is confiscated a second time. Third and subsequent offenses will result in Saturday/Afternoon School, detention, or out of school suspension. Students who do not give the electronic device to a staff member will receive a MDV for insubordination. Personal devices are the responsibility of the student not the school.

ACTIVITIES

STUDENT CODE OF CONDUCT AND RESPONSIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES.

Students participating in extracurricular and co-curricular activities, which include elected positions, must realize these are special opportunities that in most cases will only happen during their junior and senior high school years. When students visit another school they represent everything that is associated with their activity or sport, including all the hard work and extra time that goes into it. In some cases, they will be wearing the school colors and uniform which represent the pride and tradition of our school, coaches, and fellow participants. Co-curricular activity shall be defined as any activity held in conjunction with a credit-bearing class but outside of the regular school day, including but not limited to activities such as debate, drama, drill team, and music. Extra-curricular activities shall be defined as those activities which take place outside of the regular school day and do not involve class credit. This code of conduct also applies to students participating in cheerleading and student leadership classes as well as students who are involved in community activities for which school letters are awarded.

If a major disciplinary violation results in suspension from school, students will also be suspended from participation in extracurricular and/or co-curricular activities for the duration of the suspension.

DANCE POLICY

For students bringing a guest to any Timberline dance, the guest must be approved by Assistant Principal. There is a specific form to be completed prior to a dance. Pick up form in main office and return for approval one week prior to dance.

INELIGIBLE PARTICIPATION

A student must attend at **least five hours** of class the day of an extra/co-curricular activity when classes are in session. Failure to attend school will make a student ineligible for participation. A student who is truant one or more periods in a day will be ineligible to participate in extra/co-curricular activities that day. All students whose athletic or activity season overlaps the semester grading period must maintain credit in five classes in order to be eligible for participation.

SUBSTANCE ABUSE (ADOPTED 2/28/94, See Board Policy #3233BP)

It is the policy of the Boise Public Schools to prevent and prohibit the possession, use, sale, distribution, and/or intent to distribute any illegal or controlled mood-altering chemical or alcohol by any student. It is the responsibility of any member of the school's faculty and/or staff who witnesses or has evidence of a student

being in possession of, or being under the influence of any of the previously mentioned substances, either on or off campus, to report.

Consequences for a **student** incident occurring at school or school-sponsored event may include:

First Offense—

1. 5 days home suspension
 2. 3 days home suspension/2 days in-school detention plus drug assessment
 3. 2 days home suspension/2 days in-school detention plus student enrollment in 6-week Survival Classes
 4. 1 day home suspension/2 days in-school detention plus student and parent enrollment in district classes
- Athletes and/or Activities students will face additional game/participation suspension.

MUSIC REHEARSAL/PERFORMANCE POLICY

Band, Choir, and Orchestra rehearsals, concerts, clinics, festivals, and music performances outside of scheduled class time are defined as an extension of the district's formal classroom instructional program and as such, require reasonable student participation and attendance.

SECURITY POLICY

Timberline High School uses video cameras for security purposes. The cameras are covert as well as visible and are found throughout the building.

Timberline may use police dogs in random searches on school property. These searches may be conducted several times per year as determined by the administration.

COUNSELORS (by student last name)

Laura Cromwell	A—G
Scott Warnock	H—Q
Lisa Ennis	AVID, R—Z
Craig Arnzen	College & Career Counselor

Counselors are available to students for individual counseling in personal, academic, and vocational matters. Students who wish to meet with a counselor must sign up in the counselor's suite. In extraordinary situations, students may request a hall pass from the teacher and report directly to their individual counselor.

Students desiring assistance in making decisions regarding colleges and career opportunities are encouraged to schedule an appointment with Mr. Arnzen and take advantage of the available programs and information. They can sign up in the Counselor's Office with Mrs. Mondada.

Telephone Calls

Note to parents: Please notify the counselor if a family crisis arises. We can best meet the academic and emotional needs of your son/daughter when we are informed.

SCHOOL RESOURCE OFFICE

The SRO provides assistance to ensure that students have a safe, orderly learning environment. He is also responsible for handling court cases that involve Timberline High students.

Detective Dave Thomas: 854-6236, dthomas@cityofboise.org

VISITING THE NURSE PROCEDURES

1. You need a pass from your teacher. (If you are going between classes, please check with your next period teacher.)
2. No pass is required at break or lunch.
3. If you have a minor problem and the nurse is not in the office, return to class and visit the Nurse's Office at the time posted on the door.
4. If you have an emergency and the nurse is not in the office, please contact the counseling or main office secretary.
5. If a student rests in the nurse's office longer than 20 minutes, it will count as a class absence.

PLEASE NOTE: With the completion of the Secondary Health Enrollment Form parents may give permission for their student to receive ibuprofen, acetaminophen, antacids, and cough drops. If you have serious medical conditions, especially those that require medication, please make the nurse aware of this condition. Proof of immunization or signed exemption is required within 60 days of enrollment to comply with Idaho Immunization Law.

PSYCHOLOGIST/SOCIAL WORKER

The psychologist and social worker are available to students who desire help in resolving personal or family problems. Resource recommendations and referrals are provided in situations that require long term attention.

SECURITY OFFICERS

The security officers assist in the enforcement of school rules and regulations, monitor the halls and grounds, and regulate the student parking program.

APPROPRIATE SCHOOL DRESS

Students are encouraged to use good judgment in selecting their clothing. Inappropriate dress is defined as anything that detracts from or disrupts the educational process.

Examples of inappropriate dress are items that: display obscene words, phrases, or illustrations; promote the use of drugs, alcohol, tobacco, or other illegal substances; promote gangs and/or weapon use.

Shirts and tops should go over the shoulder, no tube tops or halter tops. Spaghetti straps are not acceptable.

Shirts and tops should go below the belt line to cover stomachs. Low cut tops, exposing cleavage, are unacceptable. Shorts and skirts should be at least mid-thigh in length. Pants should be high enough to cover underwear and the mid-section. Tank tops for men are not acceptable. Pajamas and slippers are not appropriate for school. Hats/head coverings are not allowed in the building without administrative permission during the school day.

LIBRARY

Open 7:00 a.m. - 3:30 p.m., Monday - Friday

Come to the library to get Home Access Cards with passwords for databases.

Visit [our website using the links](#) on Timberline's home page, or go to:

<https://timberline.boiseschools.org/cms/one.aspx?pageId=2222656>

CITY BUS

Students are eligible to ride the Valley Ride bus system for free with school I.D. card