



Timberline
Middle School

9900 Redmond Ridge Drive NE
Redmond, WA 98053
Office: (425) 936-2820
Attendance Line: 425-936-2821
TMS Website: <https://tms.lwsd.org/>

Welcome to Timberline Middle School. We are happy that you are here and part of our community!

What does that mean Timberwolves? It means that each day, we want you to walk into school feeling welcomed, safe, supported, and excited to learn. Our school is a place where you can be yourself, make meaningful connections, take risks, and grow with confidence. No matter who you are, you are a valued part of our community, and we celebrate what makes you uniquely you. In short, **You Matter and You Are Important!**

Here are some of the people in addition to your teachers that can help you here at TMS:

Administration

Principal: Ms. Spier - elspier@lwsd.org

Associate Principal: Mr. Glass – jonglass@lwsd.org

Dean of Students: Mr. McKnight – kmcknight@lwsd.org

Counseling Office

Counselors: Ms. Coons - jcoons@lwsd.org (Student last names beginning with A-J)

Mr. Doyle - tdoyle@lwsd.org (Student last names beginning with K-Sh)

Ms. Hesky – rhesky@lwsd.org (Student last names beginning with Si-Z)

Registrar: Ms. Fernandez - lifernandez@lwsd.org

Main Office

Office Manager: Ms. Jonson – sjonson@lwsd.org

ASB Office Professional: Ms. Singereanu - asingereanu@lwsd.org

Attendance Office Professional: Ms. Zanco – kzanco@lwsd.org

Activity Coordinator: Ms. Campana – kcampana@lwsd.org

Athletic Director: Mr. Jones - ryanjones@lwsd.org

PACK Way

The PACK Way is our guide of how we should act in our community here at Timberline and how each of us should support one another. As you are growing in your independence, reflection, and leadership; the PACK Way will guide you in the expectations we have at Timberline.

Follow the PACK Way and Good Things will follow you!



P- Practice resilience

We believe a resilient student will have the courage to face challenges with persistence.

A- Act with integrity

We believe a student with integrity will choose to do the right thing even when it's not easy or popular, and when no one is looking.

We believe a student shows integrity when they take responsibility for their own actions.

C- Care for others

We believe an empathic student will listen and learn to understand the experiences and feelings of unique individuals.

We believe a kind student will intentionally value others.

We believe a student will see a need and act on that need by serving others.

K- Keep safety first

We believe safety is a priority; every student is responsible for maintaining physical and emotional safety of the school environment.

You will see the PACK Way posted in many areas of the school.

Here is an example and the full list is at the end of the handbook on Page 14 -16.

The P.A.C.K. Way Timberline Behavior Expectations				
Locations	P actice Resilience	A ct with Integrity	C are for Others	K ee Safety First
Hallways and Stairways 	Practice patience when traffic flow is slow	- Cell phone free zone - View displays, windows, and walls without your hands - Leave physical property clean and unmarked - Dispose of food and waste in proper bins, even if it is not yours	- Keep hands to self and your personal property - Be aware of others physical space - Pass through halls quietly during class time - Keep interactions brief, quiet, and positive	<u>Walk at all times</u> - Keep all passing areas clear - Right is Right: maintain flow, stay to the right - Take a Hall Pass with you during class - Report unsafe and unkind behaviors

Daily Schedules

Monday, Tuesday, Thursday, Friday Schedule

Class	Start	End	# of mins
Period 1	7:50	8:43	53
Period 2	8:48	9:36	48
Period 3	9:41	10:29	48
HOMEROOM: PACK TIME (M) FLEX (T, Th, F)	10:34	11:09	35
A Lunch	11:09	11:39	30
Period 4	11:44	12:39	55
Period 4	11:14	11:39	25
B Lunch	11:39	12:09	30
Period 4	12:14	12:39	25
Period 4	11:14	12:09	55
C Lunch	12:09	12:39	30
Period 5	12:44	1:32	48
Period 6	1:37	2:25	48

Wednesday Schedule

Class	Start	End	# of mins
Period 1	7:50	8:25	35
Period 2	8:30	9:05	35
Period 3	9:10	9:45	35
A Lunch	9:45	10:15	30
PACK Time	10:20	10:45	25
Period 4	10:45	11:20	35
PACK Time	9:50	10:15	25
B Lunch	10:15	10:45	30
Period 4	10:50	11:20	30
PACK Time	9:50	10:15	25
Period 4	10:15	10:50	35
C Lunch	10:50	11:20	30
Period 5	11:25	12:00	35
Period 6	12:05	12:40	35

Homeroom: Homeroom meets every Monday after 3rd period in your homeroom teacher's classroom. 

FLEX: FLEX is an opportunity for you to get some extra help from one of your teachers, make-up an assignment or assessment, or have a place to study. You can sign up for FLEX and sometimes a teacher will sign you up for their FLEX so you can make up an assignment. On Friday's we have clubs that meet during FLEX time.

PACK Time: On Monday during Homeroom we use PACK Time to learn together about ourselves, others, our school, and build relationships with your peers. On Wednesday you have PACK Time with your 4th period teacher after lunch (if you have A Lunch) or before lunch (if you have B or C Lunch). We use this time for organization, competing current or missing assignments, goal setting, and learning more about school support and expectations.

Special Schedules

There are times when we will have different schedules during the school year for Assemblies, School Activities, State Testing, and more. On those days your teachers will have the schedule posted in their room so you can review the schedule. We will have all 6 classes during the school day on these schedules and your lunch period will not change.

School Late Start or Closures:

When there is inclement weather, you can learn about school closures/late start by 5:30 am by going to www.lwsd.org or <https://tms.lwsd.org/> and you will see a pop-up alert box. You can also tune-in to local radio and television stations and your parents should receive a phone call/text message from the district.

If school is closed: All before or after school activities including athletic events are cancelled

If school starts late: TMS will start one or two hours late and we will have shortened classes along with lunch. TMS will dismiss at regular times unless otherwise announced.

Morning Arrival

When you arrive at school, you will be allowed to enter school at 7:40 AM with class starting at 7:50 AM. When entering school you should head directly to their first period class or the commons for grab and go breakfast items. If you arrive late to school after 7:50 AM go to the main office to sign in.

Instruments: If you need to drop instruments off in the music room when you arrive to school in the morning; you may enter the music rooms through the doors in the Wolf Den to drop off your instrument.

Lunch at TMS

During lunches students can eat in the Commons or the Wolf Den. The Wolf Den is meant for quiet talking or reading during lunch and the Commons is a traditional lunch area where you can socialize and eat with friends in small groups. You are expected to clean up after yourselves and leave their lunch space free of garbage. TMS is a green school, and students should be sorting their trash, recycling, composting, and emptying liquids in the bucket.

Laptops are not allowed during lunch. You may access the game areas if they have signed up at the beginning of lunch. Game areas open 15 minutes into each lunch period and you are not allowed to eat or drink in these areas. You are expected to take care of the equipment and allow others to use the game areas by playing short games and rotating players.

You may use the outside courtyard area behind the commons 15 minutes into lunch. It is expected that you will take care of the basketballs/soccer balls and other equipment. You may not eat/drink in the outdoor area except for water. The outside area may be closed if the weather is poor (i.e. smoke, snow, ice, and/or heavy rain). The outdoor area and game tables are a privilege, these areas may close if students do not follow the procedures, take care of equipment, leave the area a mess, or treat one another kindly per the PACK Way.

With one and a half minutes remaining in lunch, students are signaled to clean up their lunch area when music is played in the commons. In the Wolf Den, an announcement is made to clean up at the end of lunch.

When lunch is dismissed, you are expected to return directly to their classroom and not congregate in hallways or pods. This will limit distraction of classes that are still in session and working. Do not bring any food with you back to class unless it is sealed in your backpack/lunch box.

Note: If you parent drops-off you lunch after school has started, you can find it at the tall table by the library stairs in the commons. No driver delivery food services (Door Dash, Uber Eats, etc.) are allowed at Timberline.

End of Day Dismissal

When the bell rings at the end of the school day please follow the expectations below:

- Bus Rider: you have 7 minutes until bus leaves after the bell rings, please go to your bus quickly
- Getting Picked Up: Please wait in the parent loop area and look for your car so we can keep the line moving
- Participating in Athletics: Go to your designated area to change and get ready for practice, do not come outside to socialize and then come back in
- Walking/Biking from school: Please exit campus no later than when buses leave campus

Transportation To and From School

Parent Drop-off /Pick-Up:

Your parent must pick up and drop off the student drop off loop. No parent vehicles are allowed in the bus drop off loop. Please do not let you parent/guardian drop you off on Redmond Ridge Drive as this is a safety hazard for yourself, your parent, and other drivers. Always come through the parent loop for drop-off/pick-up.

Bus Drop-off /Pick-Up:

Students arriving by bus will be dropped off in the bus loop only. During the school year, students are not allowed to ride any bus except the one they are assigned to.

Students are expected to conduct themselves with the same respect for their peers and the bus driver as they do with their peers and teacher in the classroom setting. If behavior is an issue on the bus the following consequences could be assigned (but not limited to) assigned seats, revoking bus privileges, and school based consequences.

Bicycles and Scooters:

Students must practice safe bicycling etiquette to and from school including: wearing a helmet, using bike lanes where available, and following all traffic safety rules. Bikes must be parked and locked at a bike rack during the school day. Students should walk their bike on and off campus (past the drop-off and bus loops) 10 minutes before school begins and 10 minutes after school ends each day to avoid the potential of bumping into another student or adult. These same expectations apply to students using scooters for transportation to or from school

Important Places at Timberline

Counseling Office:

Counselors: Ms. Coons - jcoons@lwsd.org (Student last names beginning with A-J)

Mr. Doyle - tdoyle@lwsd.org (Student last names beginning with K-Sh)

Ms. Hesky – rhsky@lwsd.org (Student last names beginning with Si-Z)

Your counselors can support your academic, social, and emotional growth by helping you build skills, manage challenges, and plan for the future. We create a safe and caring environment where every student can learn, grow, and thrive through guidance, advocacy, and strong relationships.

Seeing Your Counselor:

To request to see your counselor, you can sign up for an appointment in the counseling office. Your counselor will then send a pass within the next day to your class, and you can use the pass to access your counselor. If it is an urgent issue, please make a note of that or let Ms. Fernandez know. You can also email their counselor directly to ask a question, relay a concern, or request to be seen. If you need immediate help and would like to talk with your counselor, tell your teacher and use a hall pass to visit your counselor. You can also go see your counselor during lunch. If you are in need of an Athletic Scholarship, please contact your counselor.

Student Resources and Links

[Academic Support Resources](#)

[Study Tips](#)

[King County Library Study Zone](#)

[Time Management Tips](#)

[Crisis Resources](#)

[What does Stress & Anxiety Look Like?](#)

Library:

The Timberline Middle School library is a great place to study, complete homework, read, create, play games and find an amazing book!

- The library is open most days from 7:50 am to 2:20 pm, except on Wednesdays when we close at 12:40 pm. Students are encouraged to visit before and after school, during lunches, and FLEX.
- Students are required to bring a pass from their teacher if they visit the library during class time.
- Students may check out 3 books at a time and keep them for 3 weeks. All materials are expected to be returned on time. Fines will be charged for lost or damaged items.
- When using the library, students are expected to respect all library users and library property.

Bathrooms:

Use the bathroom that corresponds to your gender identity. Stay inside the lines of the bathroom corresponding to your gender identity at all times. Bathroom stalls should be used only for the purpose of using the bathroom and students should promptly return to class when finished. Only one student is allowed in a bathroom stall at a time. Hand washing sinks are in a shared space and can be used by everyone.

Health Room:

The health room is for emergencies if you are feeling sick or are injured. You parents/guardians are notified when a student is ill, injured, or has a serious emergency during school hours. Please let your teacher know if you come to the Health Room during class so they can support you. You do not need a pass to visit the health room during passing periods.

Attendance

Consistent attendance for all students is a high priority at Timberline Middle School.

Students must attend school for at least half a day to attend or participate in ANY after school activities. This includes participating in athletics, being in the audience for sports or music events, attending clubs, or school dances.

You may be excused from school by parents/guardians only for medical and dental appointments and to accompany their parents/guardians on out-of-town trips. Vacations or other non-illness absences should be avoided as vacation days are provided within the regular school calendar. Your parent or guardian may excuse an absence by either Emailing Attendance Office: TimberlineMSAttend@lwsd.org or Calling Attendance Office: 425-936-2821.

Please use a pre-arranged absence form if you and/or parents know about an absence ahead of time. Please schedule vacations, appointments, and other events on non-school days or outside of school hours. Fill out the following form at least one week before your absence: [PRE-ARRANGED ABSENCE FORM LINK](#)

Students who demonstrate chronic absenteeism or tardiness may be required to meet with school staff, an administrator, or the BECCA Specialist to develop a plan to support their educational progress.

TMS is a closed campus. To support the safety to all students, students cannot leave during the school day without permission.

Athletics, Activities, and Clubs

Interscholastic: Timberline's school-based athletic program is highly structured and organized. All those participating must meet eligibility requirements before they can participate in their first practice.

Athletics Bus: Transportation will be provided to away contests, **transportation back from away contests will not be provided (this is a change for the 2026-2027 school year)**. Parents/guardians are responsible for transportation after practices and after contests/games and are required to pick up students within 15 minutes of the event ending.

Eligibility requirements are:

1. Physical examination form completed every two years by a physician certifying the student to be fully capable of participating in interscholastic sports.
2. Proof that a student is adequately covered by accident insurance, at least to the limits specified by the Washington Interscholastic Athletics Association (W.I.A.A.) Accident insurance may be purchased through the school for those who have none.
3. Purchase of a Timberline Middle School Associated Student Body Card. (ASB card)
4. Students must have passing grades in all classes.
5. Students must attend school for at least half of the day.
6. Completed "Interscholastic Athletics Registration" packet.
7. Pay Participation Fee in accordance with LWSD fee schedule.

School and District: You are expected to follow the PACK Way and Timberline expectations when you are visitors at other schools. Students will be held accountable for the behavior and any violations that occur at other district schools or at school sponsored events. Students must show picture identification for events and when attending high school athletics TMS students must be accompanied by an adult.

Lockers/Locker Rooms: You are provided with a lock and locker during PE classes. Locker room access will be provided for after-school athletics. Electronics are not permitted to be used as the locker room is a photography free zone. No staff member is responsible for lost or stolen items from the locker room. All valuables should be locked securely in lockers or taken out of the locker room when one is not present in the locker room.

Activities: All students are encouraged to get involved in after-school activities such as sports or activities. There are a variety of clubs and activities that meet before and after school. Listen to the announcements for days and times of upcoming meetings.

Clubs: If you're interested in starting a club, start with the document, "So You Want to Start a Club!" This can be found by speaking or emailing with our activity coordinator Ms. Campana (kcampana@lwsd.org) The constitution must be submitted to the cabinet, so it may be reviewed and voted on whether it should be an official club. We typically don't turn down clubs unless they have huge startup costs and then we'd want to work with you to keep costs low. Once you submit the constitution, your adviser will be notified that you're an official club and you can start announcing club meetings on the Activity Page on our school website as well as on the announcements and flyers around school.

Associated Student Body (ASB): Membership in the Timberline ASB is open to all enrolled students, and each student is encouraged to join. ASB membership is **\$35.00**. Membership is required for all those participating in

interscholastic sports and clubs. ASB membership also provides admissions for most ASB sponsored events and funds athletics and activities. A \$5.00 fee is charged for damage or replacement of ID/ASB cards.

Dances: The Leadership students put a great deal of time and effort into planning our dances. For us to plan accordingly to ensure the safety of our students, we have some specific dance/social guidelines:

- Dance tickets are sold on the week prior to the dance during lunches.
- Students must purchase their own dance ticket and must present a valid student ID card at the time of purchase to receive the dance ticket.
- To enter the dance, students must present their ticket and ASB card at the door.
- Students must follow the school dress code at the dance or will not be admitted.
- Students are expected to dance in an appropriate manner and follow the PACK Way and school rules during the dance.
- Students wishing to leave the dance prior to the end must be picked up at the door by a parent.
- Once a student leaves the dance, they will not be readmitted.
- Students must be present at school on the day of the dance or social activity for at least half the day to be eligible to attend.
- If a student purchases a dance ticket and loses it, or a student loses their ID card, they may be admitted (if verification of a ticket is made, and verification of being a Timberline student is made). However, these students may have to wait in line to be verified and may miss part of the dance.
- Dances are for current Timberline Middle School students only.

Student Expectations

Homework Policy: The purpose of homework is to *practice or apply* learning from the classroom and the homework load or amount can vary depending on the subject area. Students are expected to responsibly follow homework expectations outlined within each teacher's classroom syllabus.

As often as possible, follow 10 minute per grade rule:

- 6th grade (60 minutes for all subjects)
- 7th grade (70 minutes for all subjects)
- 8th grade (80 minutes for all subjects)

Teachers work to avoid large tests and assignments given/due on the same day.

Hall Passes: If a you must leave the classroom during class:

- Ask for permission from your teacher
- Sign out on the sign out sheet
- Take a Hall Pass
- If you are going to the bathroom, go to the closest bathroom to your class.
- If you are going to the counseling office, main office, or library take the correct pass
- If you arrive late to school after 7:50 AM go to the main office to sign in.
- If you are leaving school early, you will receive a pass or a call from the main office and will need to sign out in the main office.

Food and Beverage: Consume all food and beverages in the cafeteria area. Teachers may decide whether food and beverages are allowed in individual classrooms. A water bottle is always allowed. Water bottles must have a lid that seals completely and may not be sport water bottles (like Athletic/Gatorade squeeze bottles)

Gum: Be respectful with gum so that everyone can enjoy this privilege. Chew quietly and dispose of gum and wrapper in a trash can.

Dress Code: The student and their parent/guardian hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). Schools are responsible for assuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

Universal Dress Code Students must wear:

- Top (shirt, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear (Athletic shoes are required for PE Classes).

Students may not wear clothing, jewelry, or personal items that:

- Promote illegal or violent conduct such as the use of weapons, drugs, or alcohol,
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups,
- Intentionally show private parts. Clothing must cover private parts in opaque (not able to be seen through) material, or
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear
 - Attire worn in observance of a student's religion is not subject to this policy.
- Typical consequences for non-compliance of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. A student may be instructed to leave their classroom briefly to change clothes.

Public Displays of Affection: School is an institution of learning and students are expected to be professional. Please keep public displays of affection off school campus.

Tardy Policy:

Being on time for classes is an expectation at Timberline. The expectation is that you are in class and ready to learn before the bell rings each class period. Note that tardies are cumulative for all classes (Periods 1-6) and the number of tardies reset each semester. Below is the Tardy Policy at Timberline Middle School:

Number of Tardies	Action Steps
2	• Verbal reminder from Teacher • Automated Email Home
4	• Student Assigned a Lunch Detention • Automated Email Home
6	• Student Assigned Community Service • Email Home from Administrator
7+	• Parent conference with Administrator • Attendance Contract

Cell Phones, Wireless Headphones, and other Electronic Devices:

NO CELL PHONES may be used from the moment a student steps into the building at TMS (Doors open at 7:40AM) to the end of the school day (M,T,TH,F- 2:25PM, W-12:40PM). All cell phones must be “silent” and out of sight during the school day, including lunch and passing periods.

Other Electronic Devices include (but are not limited to) Air Pods, Wireless Earbuds, Wireless Headphones, Tablets, Video Game Devices, Smart-Glasses are not allowed at Timberline and should be kept at home.

Use of these devices during the school day is not allowed and they will be confiscated.

Wired Headphones are the only approved listening device. They may be used with Teacher Permission during independent worktime only.

Students may use a Kindle for reading purposes only with teacher permission.

Smart watches are to only be used for the purpose of keeping time during the school day. Inappropriate use of a smart watch may result in the smart watch being confiscated.

If your phone, airpods, or other electronic devices are out/being used during the school day here are the consequences:

- 1st time: The cell phone/wireless earbuds/electronic device is confiscated and left in the main office. The student may pick it up at the end of the school day.
- 2nd time: The cell phone/wireless earbuds/electronic device is confiscated and left in the main office. The student’s parent must pick up the phone.
- 3rd time: The cell phone/wireless earbuds/electronic device is confiscated and must be picked up in the office by a parent; student may be put on a contract that includes turning their device in at the beginning and end of the school day

NOTE: In any of the above times, the student may need to conference with a teacher or administrator. In addition, the collective number of incidents is based building-wide (not teacher to teacher).

In cases of emergency you may make a phone call to your parent from the main office using the office phone.

Academic Honesty Policy: Academic honesty is vital to learning. We expect all Timberwolves to show work that reflects their own voice, knowledge, and skills. We believe that all Timberwolves have the opportunity to demonstrate their learning when academic honesty is in question. When academic dishonesty occurs, a student’s grade on their assignment will be adjusted.

Academic Dishonesty is all forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student’s course of studies. Copying or borrowing the work of others and claiming it as your own constitutes Academic Dishonesty. This includes the use of digital AI tools (such as Chat GPT, Co-Pilot, Gemini, etc.) to fabricate work that does not reflect a student’s own voice, knowledge, and skills.

AI Use in Assessments (Tests, Quizzes, Projects, Papers, etc.) : There will be no use of AI assistance when students are working on assessments at Timberline. Assessments include (but are not limited to): Tests,

Quizzes, Projects, and Essays to name a few. Assessments must be completed without AI assistance because we are assessing a student's individual knowledge, skills, and voice.

AI Use in Assignments (non-assessments): There will be no use of AI assistance when students are working on assignments at Timberline without teacher written permission at the top of the assignment page (physical or digital). If a teacher has given written permission for the use of AI for an assignment, they will also include AI use guidelines at the top of the assignment page. If a student has a question about using AI on an assignment they should ask their teacher directly.

Using AI the Right Way at Timberline Middle School

1. AI can help you come up with ideas, like a brainstorming buddy. But the writing should still be your own words and your own thinking.
2. You can ask AI to explain things if you're confused. But don't use it to skip reading, thinking, or solving problems. That's how you learn!
3. AI is a learning tool, not a shortcut. The goal is to understand what you're doing—not just to get it done fast.
4. You can ask AI questions like you would ask a teacher. But don't ask it for the answers—just like your teacher wouldn't give you the answers right away either.
5. If you're not sure if it's okay to use AI for something, ask your teacher!

Consequences for Academic Dishonesty or Inappropriate AI Usage

First Incident within school year

Second Incident within school year

• Teacher will discuss matter with student • Teacher will email student's family and Dean of Students • Student can re-do the assignment for up to 70% max (teacher will have discretion as to the nature of the make-up assignment or assessment) • Teacher may choose to refer student to Dean of Students for Community Service	• Teacher will discuss matter with the student • Teacher will email student's family and Dean of Students • Student will complete reflection form • Student can re-do the assignment for up to 60% max (teacher will have discretion as to the nature of the make-up assignment or assessment) • Dean of Students will meet with student to assign Community Service.
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If a student has more than two Academic Dishonesty incidents in one school year, a parent/family conference with the Associate Principal will be required. Consequences will be discussed during the conference.

Student Laptops: Your school issued laptop is an integral part of your daily learning. It is an expectation that students at TMS will use their laptops in a responsible manner as outline in the [Acceptable Use Procedures \(AUP\)](#) policy. School issued laptop computers are intended for schoolwork only. Students should not personalize, add or remove software on school computers. [Student Laptop Handbook](#)

Laptop Care

It is an expectation that students at TMS take care of their school-issued laptop and charging chord as follows:

- Bring the device to school, fully charged, each day.

- Ensure equipment is not lost, stolen or damaged by keeping track of and caring for equipment:
 - Do not leave unattended
 - Laptops closed in hallways (unless being used for filming school projects)
 - Do not force open the computer lid past its stop point.
 - Do not scratch or mar the device's exterior.
 - Do not remove district identification barcode.
 - Do not insert foreign objects (paperclips, pens) into the device.
 - Do not eat or drink near the mobile device.
 - Use on a flat, stable surface.
 - Do not use water or cleaning solutions to clean your laptop, only wipe surfaces lightly with clean, soft cloth or monitor wipes.
 - Be sure to RESTART your computer each week to allow for software updates.
 - Purposeful destruction includes bar code removal, keyboard damage/removal of keys or guard, cracked screens, damage to ports, damage to the charging chord, intentional breaking of laptop case, etc.

Laptop Usage

Students engaging in off-task behavior on their laptop during class including playing games, visiting websites, etc. without teacher permission will result in the following:

- 1st time: Warning
- 2nd time: Loss of laptop for the period and family communication
- 3rd time: Loss of laptop for the day and family communication
- 4th time: Meeting with Administration and Guardian

NOTE: The collective number of incidents is based building-wide (not teacher to teacher).

Students who intentionally damage their laptop will have the following consequences:

- 1st time: Warning and family communication
- 2nd time: Community service and family communication
- 3rd time: Meeting with guardian and possible loss of laptop privileges and guardian communication
 - If laptop is functional students will continue to use their own laptop

Note: Students who intentionally take their peer's laptops or purposefully destroy peers laptops will have a guardian meeting and possible loss of laptop privileges for themselves.

Student Support and Discipline

The PACK Way is our guide of how we should act in our community here at Timberline and how each of us should support one another. As you are growing in your independence, reflection, and leadership; the PACK Way will guide you in the expectations we have at Timberline. At the beginning of each year (and periodically throughout the school year), we will intentionally review all expectations and consequences with the entire student body.

Your teachers will also teach classroom-specific expectations to you by:

- Provide teacher syllabus for each class which contains subject specific rules and expectations
- Develop behavior expectations for the classroom and teach students
- Directly teach and model classroom and school expectations

Your teacher will support you by:

- Making you aware of the inappropriate behavior and provided with the “next step consequence” if it were to be repeated.
- Giving you an opportunity to explain your behavior choice, setting goals, and fixing the behavior.
- Giving you a behavior-reflection form and emailing this home to your parents.

If inappropriate behaviors continue in the classroom you will speak to a member of the Administration Team:

You will be supported by one or more of the following:

- Having a conference with the Dean of Students, Associate Principal, or Principal to review the PACK Way expectations in the classroom.
- Having a mediation conference with impacted parties and the Dean of students to improve peer relationships and discuss expectations moving forward.
- Working on a respectful written or spoken apology to a peer or staff member who was impacted by your actions.
- An email home to your parent explaining the situation and the consequences from an administrator (or one written by yourself and sent to your parent and an administrator)
- Lunch Detention: 30-minute lunch time in the main office and a reflection form. You may work on assignments for class or read but may not use your laptop.
- Community Service: 30 minutes after school where you give back the community by doing cleaning on campus and reflecting on your actions

If your behavior does not align with PACK Way and TMS expectations or if you are exhibiting a pattern of behavior that does not follow TMS expectations and/or causes safety concerns for you or other students you may be assigned:

- In-School Suspension- Students spend their school-day hours in the main office. Students will not be allowed to participate or attend any extracurricular activities during the days they are serving their suspension
- Out-of-School Suspension- Students will be required to complete school work and complete a Restoration Plan and their parents will be called prior to their day(s) of suspension. They serve the suspension at home. The student will not be allowed to participate in extracurricular activities during the days they are serving their suspension.

Bus Conduct and Expectations: These expectations are designed to assure every student has safe transportation to and from school and school-sponsored activities.

- PACK Way and TMS expectations follow students on the bus. Students are expected to remain in their seat, speak in low volumes, treat people with dignity and respect, and avoid use of substances including alcohol, vape, tobacco, or illegal prescription.
- Students who violate these rules may have consequences which can include suspension from bus riding privileges and in certain cases suspension from school.

The P.A.C.K. Way
Timberline Behavior Expectations

Locations	Practice Resilience	Act with Integrity	Care for Others	Keep Safety First
Hallways and Stairways 	Practice patience when traffic flow is slow	- Cell phone free zone - View displays, windows, and walls without your hands - Leave physical property clean and unmarked - Dispose of food and waste in proper bins, even if it is not yours	- Keep hands to self and your personal property - Be aware of others physical space - Pass through halls quietly during class time - Keep interactions brief, quiet, and positive	- Walk at all times - Keep all passing areas clear - Right is Right: maintain flow, stay to the right - Take a Hall Pass with you during class - Report unsafe and unkind behaviors
Commons 	When unexpected situations occur, practice problem solving on your own first	- Cell phone free zone - Honor each other's place in line - Dispose of food and waste in proper bins, even if it is not yours - Come prepared with lunch items - Leave table clean	- Tables are open to all - Keep backpacks out of the way of others - Keep hands to self and your personal property	- One person per seat - Walk at all times - Keep hallways clear - Report unsafe and unkind behaviors
Commons Game Areas and Courtyard 	When unexpected situations occur, practice problem solving on your own first	- Cell phone free zone - No food or drink allowed in these areas	- Allow for others to participate in a timely and fair manner - Keep hands to self and your personal property	- Report unsafe and unkind behaviors - Treat equipment with care to avoid damage
Wolf Den 	When unexpected situations occur, practice problem solving on your own first	- Cell phone free zone - View displays, windows, and walls without your hands - Leave physical property clean and unmarked - Dispose of food and waste in proper bins, even if it is not yours	- Push in your chair when done - Allow for others to participate in a timely and fair manner - Keep hands to self and your personal property	- Walk at all times - Keep all passing areas clear - Return games intact - Stay within Wolf Den area - Report unsafe and unkind behaviors

Assembly 	• When unexpected situations occur, practice problem solving on your own first • Practice patience when traffic flow is slow	• Cell phone free zone • Be positive and use kind communication • Sit with your teacher • Leave physical property clean and unmarked • Dispose of waste in proper bins, even if it is not yours	• Give attention to the speaker • Honor the purpose of the assembly	• Keep hands, feet, and objects to self • Follow arrival and dismissal procedures to ensure physical safety of others • Report unsafe and unkind behaviors
Bathroom 	• When unexpected situations occur, practice problem solving on your own first	• Cell phone free zone • Respect personal space around urinals, sink, and mirrors • Leave physical property clean and unmarked (walls, floors, ceiling, mirrors, and stalls) • Dispose of food and waste in proper bins, even if it is not yours	• Honor the privacy of each person • Keep interactions minimal, quiet, and positive • Keep within the bathroom, of your identified gender, as established by the line	• Hall passes must be visible • Return to class promptly • Keep electronics away as the bathroom is a cell phone and laptop free zone • Avoid germs by washing hands • Report unsafe and unkind behaviors
Pod Spaces and Yellow Rooms 	• When unexpected situations occur, practice problem solving on your own first • Use positive collaboration skills • Use problem solving skills to work through task • Meet academic challenges with patience and persistence	• Cell phone free zone • Ensure all members have a voice • Honor your group role • Writeable surfaces are used for the specific task assigned by teacher • Conversations are focused on the task • Leave physical property clean and unmarked and dispose of waste in proper bins	• Honor all perspectives, including ones that differ from your own • Honor the learning needs of others • Erase work from writeable surfaces when leaving space • Keep voice level quiet • Keep shared materials in the space • Keep hands to self and your personal property	• Follow your teacher's procedures • Work within the collaboration space • Push in chairs when leaving • Room use with teacher permission only • Report unsafe and unkind behaviors

Gym 	• When unexpected situations occur, practice problem solving on your own first	• Cell phone free zone • View displays, windows, and walls without your hands • Leave physical property clean and unmarked • Dispose of food and gum in waste bins before entering	• Keep hands to self and your personal property stored in a safe place • Respect other classes' space	• Report unsafe and unkind behaviors
Locker Room 	• When unexpected situations occur, practice problem solving on your own first	• Cell phone free zone • Leave physical property clean and unmarked • Dispose of food and waste in proper bins, even if it is not yours • Use bathroom and changing stalls appropriately	• Keep hands to self and your personal property locked in your locker	• Report unsafe and unkind behaviors • Locker room is a photo and video free zone
Library 	• When unexpected situations occur, practice problem solving on your own first • Be open to new viewpoints and experiences • Use positive collaboration skills	• Cell phone free zone • Leave physical property clean and unmarked • Keep food and beverages out of the library • Return books and games to their proper place when finished	• Keep hands to self and your personal property • Share books, games and materials with others • Respect others' learning needs	• Report unsafe and unkind behaviors • Walk carefully and keep backpacks tucked under tables • Push in chairs when you leave
Counseling Office 	• When unexpected situations occur, practice problem solving on your own first	• Cell phone free zone • View displays, windows, and walls without your hands • Leave physical property clean and unmarked • Keep overheard conversations and office business confidential and private	• Keep hands to self and your personal property • Keep conversations professional and quiet • Put away office materials when finished • Wait patiently for your turn with the counselor	• Report unsafe and unkind behavior

Middle School Rights and Responsibilities: The Lake Washington School District's mission is that each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society. Furthermore, it is part of the mission of the District to provide a positive, harmonious environment in which diversity is respected and encouraged. This student handbook is intended to provide all students, teachers, administrators, and parents with access to and an understanding of District expectations.

These expectations help to reinforce the District's mission and the core values of a democratic society. They express the value of mutual human respect for each person that we expect to be manifested in the daily behaviors of students, staff, and volunteers. This handbook provides a summary of some of the laws, regulations and District policies that govern student rights, responsibilities, student discipline and due process. Specific policies are referenced by the policy letters (i.e, JF). The complete policies are available on the district website: www.lwsd.org

View the Lake Washington School District Student Rights & Responsibilities Here:

<https://www.lwsd.org/services/student-and-family-engagement/student-rights-and-responsibilities>

Student Searches: Administrators may make general searches of all student desks or storage areas without prior notice to students. An individual student, his/her property (including cell phones), locker, and vehicle parked on campus may be searched by school district employees if there is a reasonable, individualized suspicion the search is related to the discovery of contraband or other evidence of a student's violation of law or school conduct rules. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities. Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

Harassment, Intimidation, and Bullying (HIB): The Lake Washington School District Harassment, Intimidation and Bullying (HIB) Policy defines HIB violations as severe, persistent or pervasive behaviors that create an intimidating or threatening educational environment; or that have the effect that substantially disrupts the school learning environment. These behaviors can include but are not limited to acts intended to physically or emotionally harm the student or damage their property.

Harassment or discrimination based on gender, religion, race, or sexual orientation is not tolerated in any way. This includes slurs, targeted joking, unwanted interaction, online-communication, visual display, vandalism, or intentional isolation based on difference.

All incidents need to be reported to an administrator for investigation. Depending on the situation and the severity of the incident, these investigations can vary from building level to formal investigations that include district-level cooperation. Violation of these rules are considered extreme misconduct and would result in serious consequence or suspension from school.

The Anti-Bullying Rules include: 1. We will not bully others, or engage in bully type behavior.
2. We will be kind to others. 3. We will try to help other students who are bullied.
4. We will try to include students who are left out.
5. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

LWSD District's Tip Reporting Service

Safety is one of our district's top priorities, that's why the LWSD is now using Safe Schools Alert, a tip reporting system that allows students and parents to submit safety concerns to our administration four different ways:
Phone: 425.529.5763 Text your tip: 425.529.5763 Email: 1342@alert1.us Web: <http://1342.alert1.us>