



TIMBERLINE MIDDLE SCHOOL TOOLKIT FOR FAMILIES



Last updated: September 24, 2024

What Parents Need to Know...

1. **What are the differences between elementary and middle school?**
2. **What are the main communication lines between school and families?**
3. **What systems are used to keep track of student work, assignments, grades, and fees?**
4. **What to expect for academics and tests during the school year?**
5. **What sports and activities are available to students?**
6. **Transportation and school maps**
7. **Important Reminders**
8. **Getting to know your Timberline Middle School Staff**
9. **Getting to know your Timberline Middle PTSA**
10. **How can I get involved and volunteer?**
11. **Glossary of Terms and Acronyms**

WHAT ARE SOME DIFFERENCES BETWEEN ELEMENTARY AND MIDDLE SCHOOL?



Elementary School Expectations

Curriculum: Most subjects (except for specialists) are taught by one teacher in one classroom.

Student responsibilities: Students develop academic goals then the students, teachers, and parents work together to attain goals. Direct teacher/parent/student/counselor communication encouraged.

Student activities: Some are run by the school, many are run by the PTSA.

Parent involvement: Frequent volunteer opportunities during school and many PTSA-run programs/events.

Teacher Communication: Teachers typically send weekly classroom updates as well as meet each term for parent/teacher conferences. Additional parent/teacher/counselor meetings are available upon request.

Middle School Expectations

Curriculum: Each subject is taught by a different teacher in a different classroom.

Student responsibilities: Students develop academic goals and manage those goals on their own with guidance from teachers. Direct teacher/student/counselor communication encouraged.

Student activities: Most are run by the ASB or school, few are run by the PTSA.

Parent Involvement: Limited volunteer opportunities during school and occasional PTSA-run events.

Teacher Communication: Students are expected to advocate for themselves by taking responsibility for teacher communication. There are no scheduled parent/teacher conferences. Teacher/counselor meetings can be scheduled upon request.

WHAT ARE THE MAIN COMMUNICATION LINES BETWEEN SCHOOL AND FAMILIES?



School Communication

School Website/Social Media: This provides information on club, sports, and activities, course catalogs, daily schedules, curriculum updates, school calendar, and connects you to the TMS staff. <https://tms.lwsd.org/>

Back to School Day: In August, students go to school for ID pictures, books/laptops pick-up, PE uniform orders.

Curriculum Night: In late Sep/early Oct, parents experience child's daily schedule with teacher presentations.

Principal Weekly Bulletin: The principal updates families each week with a detailed bulletin.

Emails: The school principal, teachers, counselors, and staff are available via email for discussions or meetings.

Counselor Weekly Bulletin, Weekly Wolf: The counseling department updates families weekly with a bulletin.



Timberline Middle School

PTSA Communication

PTSA Website/Social Media: The PTSA provides staff grants, student scholarships, various student programs, and family education and outreach programs.

<https://timberlineptsa.org/Home>

<https://www.facebook.com/TimberlinePTSA>

<https://www.facebook.com/groups/timberlineparents>

PTSA Weekly Newsletter, Timberline Times: The PTSA is a major link between school and families. Be sure to sign up for this weekly newsletter to get the most accurate, up-to-date information. <https://timberlineptsa.us20.list-manage.com/subscribe?u=bfbac0a37149b79815dfd7b2a&iid=b9545b37dd>

PTSA Meetings: There are monthly meetings, either Board Meetings or Membership Meetings, to hear directly from our principal, meet other parents, and learn more about events and opportunities at Timberline.

<https://timberlineptsa.org/Page/Ptsa/PTSAmeetings>



District Communication

District/School Notifications: There are several notifications you can sign up for through the district, and they may include school emergencies, missing assignments, or updates on assistance for those in need. This site also track school buses, register for athletics, add funds to lunch programs, watch the district calendar, and pay any online fees or fines. Be sure to update your profile on Skyward. [Families - Lake Washington School District \(lwsd.org\)](https://www.lwsd.org/families-lake-washington-school-district)

District Emails: Watch your inbox for important weekly emails regarding district-wide updates and information.

District Website: It is important to bookmark the LWSD website for the most accurate and up-to-date district information. <https://www.lwsd.org/>



WHAT SYSTEMS ARE USED TO KEEP TRACK OF STUDENT ASSIGNMENTS, GRADES, AND FEES?



Microsoft Teams: This system is used district-wide for assignments, virtual events, gradebooks, and all student communication. Additional systems such as WellNet, OneNote, Amplify, Big Ideas Math, Turn It In, or FlexiSched may also be used for specific classes. Students receive training on these systems as needed.

Skyward Family Access: This district system is used to track student grades, test scores, attendance, schedules, and academic history.

Parent Square: All district, school, and teacher communication will come via Parent Square.

School Fees: Most fees can be paid through the LWSD website or directly to the Timberline Bookkeeper in the front office. Most of these fees can be completed during the Back-to-School Day event. Some fees that can be expected in middle school may include:

- ASB Fee - Students who wish to participate in after-school sports, music, clubs, or activities are required to pay an ASB fee – typically between \$25 and \$50.
- Classroom Supplies – Some classes may require an additional fee to cover supplies.
- PE Clothes and Spirit Wear – PE shirt is required. Spirit Wear, when available, is not required.
- Lunch Accounts – Student lunch accounts that can be replenished through the LWSD website
- Club or Team fees – There are often additional fees that need to be paid to participate in competitive clubs and sports; these fees vary per activity.
- Yearbook – Annual yearbooks can be ordered for typically between \$30 and \$40.
- Fines – Fines may accrue due to late library books, laptop repair, unreturned uniforms or equipment, etc.
- Fundraising – The school, the PTSA, and the counseling department run fundraising programs to help offset the costs of programs for students and to help families in need

Scholarships: Financial assistance is always available if needed. These scholarships are completely confidential and handled through the counseling office.

WHAT TO EXPECT FOR ACADEMICS AND TESTS DURING THE SCHOOL YEAR?



Course Catalog: The annual course catalog can be found on the school website. This catalog will list all available classes offered for students as well as information on class paths for middle school. Students will work with their parents, teachers, and counselors to determine the best classes each year. Class choices are typically submitted in January, final schedules are available in September at the beginning of the school year.

Final Schedules: Final schedules are typically released no earlier than one week before classes begin. Please note that when class requests are submitted each year, these are not guaranteed. Class placement is dependent on several factors including previous grades, pre-requisite completion, space availability, etc.

Schedule Changes: Students have the opportunity to request schedule changes at the beginning of each semester by contacting their counselor.

Core Classes: This term refers to classes that are required for all students to complete each year in order to move on to the next grade level.

Elective Classes: This term refers to classes that students can choose based on their specific interests. There are elective requirements that students must take each year. Electives give students an opportunity to explore subjects that they may not see during a typical school year.

Class Curriculum: A short description of each class can be found in the course catalog. A full syllabus for each class will be handed to each student at the beginning of the year.

Homework: Homework varies by class. Teachers may follow the 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). Parents can sign up at the district level to be notified of missing homework assignments. Grades can be checked on the LWSD site as well as the MS Teams pages for each class.

Tests and Exams: Tests will be administered periodically and will vary by class. Midterm and final exams are important and will occur in most classes to ensure all students are reaching standards. Test and exam expectations will be clearly stated the syllabus for each class.

Standardized Tests: Various standardized tests will be used throughout the school year. Information on these tests will be clearly communicated through school communication channels.

English Language Learning: Classes are offered to empower new English-speaking students to both participate in classroom curriculum and attain English proficiency.

WHAT SPORTS AND ACTIVITIES ARE AVAILABLE TO STUDENTS?



Athletics

Tryout Sports (3 seasons/8 weeks each):

Teams formed through try-outs and will travel to other schools for competitive games. May include Basketball, Tennis, Soccer, Badminton, and Volleyball.

Non-Tryout Sports (3 seasons/8 weeks each):

All skill levels welcome. Away competitions are limited based on # of participants. May include Cross-Country, Wrestling, and Track and Field.

Intramural Sports (6 sessions/2 weeks each):

Non-tryout, all skill levels welcome, games played amongst TMS students. Sports vary each season and may include Dodgeball, Ultimate Frisbee, Raquet Sports, etc.

Clubs/Activities

Clubs are generally student-run and supervised by TMS staff. Some clubs require parent volunteers.

Clubs:

Some have requirements to join, some are completely open. Most meet during FLEX; some may require time outside of school. May include Math, Speech & Debate, National Junior Honor Society, Green Team, Dungeons & Dragons, Cars, Gender & Sexuality Alliance, Anime, etc.

Competitive Clubs:

Teams compete locally and nationally against other schools. Requires time outside of school. May include Science Olympiad, Robotics, and National Science Bowl.

ASB:

The Associated Student Body (ASB) is a student-led organization focused on enhancing the school experience. It plans and coordinates events such as dances and fundraisers, engages in community service, and represents the student voice in school governance. It is led by a cabinet of eight 8th graders.

PTSA Sponsored Activities

Some PTSA activities are run every year and some are run based on student and family interest.

Activities may include:

Reflections Art Contest

Essay Contest

Service Projects

Speaker Events

Parent Education Seminars

Sustainability Programs

Family Nights

Food Drives

TRANSPORTATION AND SCHOOL MAPS



Traffic Flow During Drop-Off and Pick-Up

- Parents must pick up and drop off students in the student drop off area. No parent vehicles are allowed in the bus drop off loop.
- Please always pull completely forward, and allow 2-5 feet space between cars.
- Please only use parking spaces if you are entering the building.
- Being constantly aware and driving slowly is very imperative as Timberline has many walkers and bikers during peak times.
- Students are to be dropped off in designated areas (shown below on map) ONLY – no “street drop-offs” are allowed.

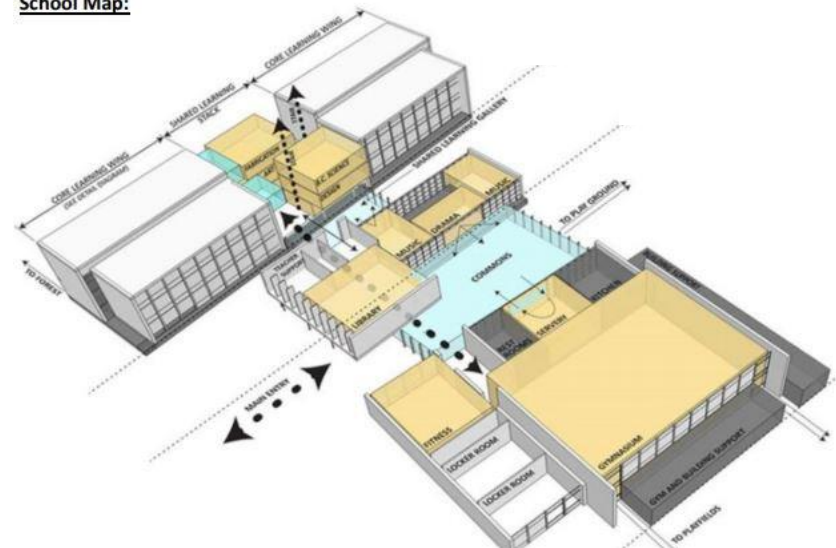


In-School Visitors

Persons who are not TMS students or district staff are not allowed on campus during school hours without permission. Visitors to Timberline Middle School are required to report to the main office to sign-in and out and obtain a name badge.

- Students not attending TMS are not permitted as guests during the school day.
- Regular volunteers at Timberline must complete an LWSD volunteer application.
- Parents wishing to visit their student’s classroom or teachers should make arrangements in advance.
- Previous TMS students are welcome to visit teachers by appointment and after school.

School Map:



IMPORTANT REMINDERS



Cell Phone Use: NO CELL PHONES may be used from the start of the school day (7:50AM) to the end of the school day (Mon, Tue, Thu, and Fri 2:20PM, Wed 12:50PM).

Dress Code: Students are expected to be dressed appropriately or in a manner that will not detract from the personal safety of the individual or group. A shirt, bottom (pants, shorts, leggings, skirt), or dress and footwear must be worn at all times. Clothing that is see-through, displaying offensive or distracting words, pictures or slogans, advertising or promoting alcohol, illegal drugs, or a controlled substance, or containing sexual innuendos are not allowed. If a student is in violation of the dress code they will be counseled privately by staff or administration.

Attendance: The school will determine whether absences or tardies are excused. Excused absences include the following: illness, medical appointments, family emergency, religious holiday, school-related field trips, suspensions, or other pre-arranged absence. If sufficient reason for an absence is not provided, the absence will be considered unexcused. Students who exceed four unexcused absences in a semester will be sent a letter of concern. Students who exceed ten total absences in a semester will be required to discuss a plan to prevent further absences.

Bathrooms: Students will use the bathroom that corresponds to your gender identity. Stay inside the lines of the bathroom corresponding to your gender identity at all times. Hand washing sinks are in a shared space and can be used by everyone.

Behavior: Students are to follow the PACK Way at all times whenever representing Timberline Middle School. **P**actice resilience, **A**ct with integrity, **C**are for others, and **K**ee safety first.



GETTING TO KNOW YOUR TIMBERLINE MIDDLE SCHOOL CONTACTS



Timberline Middle School

9900 Redmond Ridge Dr NE
Redmond, WA 98053

Phone: 425-936-2820 Fax: 425-868-1426 Website: <https://tms.lwsd.org/>

Timberline Calendar: <https://tms.lwsd.org/about-us/calendar> District Calendar: <https://www.lwsd.org/calendar>

- Attendance Phone Number: 425-936-2821
- Attendance Email: TimberlineMSAttend@lwsd.org
- Principal: Liz Spier - elspier@lwsd.org
- Associate Principal: Jonathan Glass - jonglass@lwsd.org
- Dean of Students: Kyle McKnight - kmcknight@lwsd.org
- Office Manager: Nancy Hunter - nhunter@lwsd.org
- Registrar: Lisa Fernandez - lifernandez@lwsd.org
- ASB club information/student activities: Daniel Wojcek - dwojcek@lwsd.org
- Counseling Office: 425-936-2824
- Counselor A-J: Jackie Coons - jcoons@lwsd.org
- Counselor K-Sh: Toby Doyle - tdoyle@lwsd.org
- Counselor Si-Z: Renee Hesky - rhesky@lwsd.org
- Sports sign-ups or student fees: Rebecca Elizondo - relizondo@lwsd.org
- Sports questions (outside of sign-up process): Ryan Jones - ryanjones@lwsd.org

GETTING TO KNOW YOUR TIMBERLINE MIDDLE PTSA



Timberline Middle PTSA

<https://timberlineptsa.org/>

Become a Member - Membership Benefits Us All!

Thank you to all of you who have already become Timberline Middle PTSA members. We hope that you are enjoying the benefits to being a member and attending our General Membership Meetings so that your voice can be heard! Please consider getting involved and continuing our ongoing efforts to advocate for our children!

<https://timberlineptsa.org/Page/Ptsa/PTSAMembership>

Donate Today - Your Generosity Makes a Difference!

Because of your generous donations to our annual Pass the Hat fundraiser, we have been able to provide enrichment programs to our students, update our emergency preparation supplies, provide appreciation and gratitude to our staff members, support our community members in need, fund several staff grants for equipment that directly effects every Timberline student, and so much more. To learn more about how you can help, visit our fundraising page - <https://timberlineptsa.org/Packet/Donate>

And please don't forget that you can DOUBLE YOUR DONATION with corporate matching! Check out which companies in this area match your tax-free donation -

<https://timberlineptsa.org/Packet/Donate>

Stay Connected with PTSA activities, clubs, and information!

We encourage you to sign up for our newsletter, Timberline Times, and follow our Facebook page. These are two communication channels that we rely on to connect with each of you!

Info@timberlineptsa.org - General inquiries

Programs@timberlineptsa.org - Before and after school program inquiries

Face@timberlineptsa.org - Family and community engagement inquiries

Volunteers@timberlineptsa.org - Volunteering inquiries

HOW CAN I GET INVOLVED AND VOLUNTEER?



- Without our amazing volunteers, many valuable programs and activities would not exist. Your time is valuable, and we are grateful for every volunteer minute. We have many different volunteer positions - there is something for everyone. Some positions require a year-long commitment, some require just a few hours.
- All volunteers must be approved by the Lake Washington School District. Before you start volunteering at Timberline, you must go through a screening process for the safety of students and volunteers alike. Follow this link to begin the application process. LWSD Volunteer Approval Process: <https://www.lwsd.org/get-involved/volunteering-in-lwsd/volunteer-application-process> You will need a scanned copy of your driver's license. The application takes about 10 minutes to complete, and you will receive a confirmation email regarding your approval status within 2 weeks. Once approved, your status as an approved volunteer will last for two years.
- We want to work together and there is always room for volunteers! Check out opportunities here: <https://timberlineptsa.org/Page/Volunteer/VolunteerInfo>
- We would love to have your help in supporting our school! If you can donate some time or have any special skills you're willing to share, please request to be added to our volunteer database: <https://timberlineptsa.org/Page/Volunteer/VolunteerInfo>
- If you have any questions, please email Volunteers@TimberlinePTSA.org



GLOSSARY OF TERMS AND ACRONYMS

ASB	Associated Student Body – similar to student council, a student-led leadership program within the school
AP	Advanced Placement – higher level courses that students can request for their schedule
Affinity Group	A community group led by volunteers that focuses on the needs and concerns of specific cultural groups
Ask Your Principal	A PTSA program that allows you to submit questions to Principal Paul directly https://tinyurl.com/y2q9uwqr
BTS	Back To School – the annual event that welcomes students and families back to school
CogAT	Cognitive Abilities Test – a test used to determine highly capable or gifted students
Directory	An online resource for PTSA members that lists contact information for families.
ELL	English Language Learner – this refers to students who are learning English as a second language
E-Prep	Emergency Preparation - a district wide initiative that ensures all schools are equipped with supplies to keep students safe during emergencies
GEAC	Gifted Education Advisory Council – a parent led association for families of gifted and highly capable students
Highly Capable	Term used to describe students who qualify to participate in advanced courses such as Quest – website: https://tinyurl.com/y5mayt4h
InvestEd	A service that collects and often matches donations to the school
PACK Way	The TMS expected culture – P practice resilience, A ct with integrity, C are for others, K ee safety first
Pass the Hat	Annual fundraiser for the TMS PTSA – helps fund staff grants, scholarships, families in need, curriculum needs
LWSD	Lake Washington School District – the school district for TMS
Let's Talk	A special opportunity for families to submit questions directly to the district and the superintendent https://www.lwzd.org/help/lets-talk
PBIS	Positive Behavioral Interventions and Supports – a program to reward students for positive behavior
Partner Fundraising	Ways to donate to TMS through typical shopping – AmazonSmile, Everything Party, etc.
PTSA	Parent Teacher Student Association
NJHS	National Junior Honor Society – an opportunity for students to achieve academic recognition
NSB	National Science Bowl – a competitive STEM club in which students may participate
SBA	Smarter Balanced Assessment – the standardized tests used in Washington for 3 rd – 8 th graders
SO	Science Olympiad - a competitive STEM club in which students may participate
Skyward	An LWSD website where families can pay fees, check grades, and get the latest school and district information
STEM	Science Technology Engineering Math
Timberline Games	Annual school fundraiser where students compete in team-based events
Timberline Times	The weekly TMS PTSA newsletter
TMS Help	Fundraiser that provides funding directly to our counseling department to help students and families in need
Wednesday Wolf	A TMS Counseling department email bulletin
WIAA	Washington Interscholastic Activities Association – the league in which our sports teams participate