



TIMBERLINE MIDDLE SCHOOL TRANSITION KIT FOR PARENTS



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 parents?**
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 clubs: Most clubs are run by PTSA volunteers

Parent involvement: Multiple in-class parent volunteer opportunities and teacher communication

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 clubs: Most clubs are run by the ASB

Parent Involvement: Limited in-classroom volunteers, occasional event volunteer opportunities

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 PARENTS?



School Communication

Back to School Day: Each August is an opportunity for school pictures, books/laptops pick-up, PE uniform orders

Curriculum Night: At the beginning of the year, parents experience your child's daily schedule with teacher presentations

Principal Weekly Bulletin: Principal Paul updates families each week with a detailed bulletin

Hot Drinks with Heidi: Principal Paul meets parents and families face to face for an open forum discussion

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

School Website/Social Media: Be sure to bookmark the school website and follow the school social media pages. <https://tms.lwsd.org/>



Timberline Middle School

PTSA Communication

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: As members of the PTSA, you are invited to General Membership Meetings every other month. These are a great way to hear directly from our principal, meet other parents, and learn more about the many events and opportunities at Timberline. Meeting schedule: <https://timberlineptsa.org/Page/Ptsa/PTSA Meetings>

PTSA Website/Social Media: It is important to bookmark the PTSA website and follow the PTSA social media pages. Important PTSA and school information is always updated to these areas. <https://timberlineptsa.org/Home>



District Communication

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/>

District/School Notifications: There are several notifications you can sign up for through the district, be sure to update your profile on Skyward so you get the notifications you need. These notifications may include school emergencies, missing assignments, or updates on assistance for those in need. <https://www.lwsd.org/students-families/for-students-and-families>



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



Timberline School Website: The school website is the hub for school information. This site will help you find information on club, sports, and activities, course catalogs, daily schedules, curriculum updates, school calendar, and connect you to the TMS staff.

Microsoft Teams: New to LWSD during COVID-19 remote learning, this system is used district-wide for virtual classrooms, 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.

LWSD Website: The district website is a wealth of information. This site can be used to not only access Skyward but to also track school buses, register for athletics, add funds to lunch programs, watch the district calendar, and pay any online fees or fines.

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

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 uniforms are required when enrolled in a PE class. 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 \$50 and \$75.
- 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

PTSA: The Timberline Middle PTSA is a robust organization that works directly with the school to foster communication between parents and the school. The PTSA provides staff grants, student scholarships, various student programs, and many family education and outreach programs. PTSA memberships and donations can be made during BTS Day or on the PTSA website.

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.

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. It is expected that this syllabus be read, discussed, and signed by both students and parents and then returned to teachers.

Homework: Homework is assigned daily but will vary by class. Teachers will typically 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?



School Sponsored Activities

Intramural Athletics:

Non-competitive sports played with teams formed within TMS. These sports vary each season and are dependent upon student interest.

Competitive Athletics:

Teams are formed through try-outs and travel to other schools for competitive games. The current competitive sports available include: Basketball, Cross-Country, Tennis, Soccer, Badminton, Wrestling, Track, and Volleyball.

Competitive STEM Clubs:

These clubs are formed through tryouts and testing. Teams compete locally and nationally against other schools.

Current competitive STEM clubs include:

National Science Bowl and Science Olympiad

Open Student Clubs:

These are clubs supported by the school with the help of teacher and parent volunteers. Some clubs do require specific skills to join, others are offered to allow students to learn new skills. Some of these clubs include: Math Club, Science Club, Robotics Club, Band and Orchestra, National Junior Honor Society

ASB Sponsored Activities

ASB clubs are started and run completely by students with the help of the ASB teacher coordinator. Students are encouraged to develop and offer a variety of club opportunities to fellow students. These clubs are held during school hours in flex-time.

Some ASB sponsored clubs may include:

Battle of the Books

Knitting

Crafting

Green Team

Comic Club

Drawing Club

Minecraft

Photography

PTSA Sponsored Activities

PTSA sponsored clubs include both annual, recurring clubs as well as clubs based on student and family interest.

Some PTSA sponsored activities may include:

Reflections Art Contest

Essay Contest

Financial Beginnings

Spelling Bee

Speaker Events

Parent Education Seminars

Sustainability Programs

Bike Safety Rodeo

Family Bingo Nights

Debate Club

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 be courteous of other families. Please only use parking spaces if you are entering the building.

Avoid excessive idling for the health of our students and staff.

Strict adherence to traffic rules is imperative during drop-off and pick-up times so as not to cause major traffic jams. 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 ever!

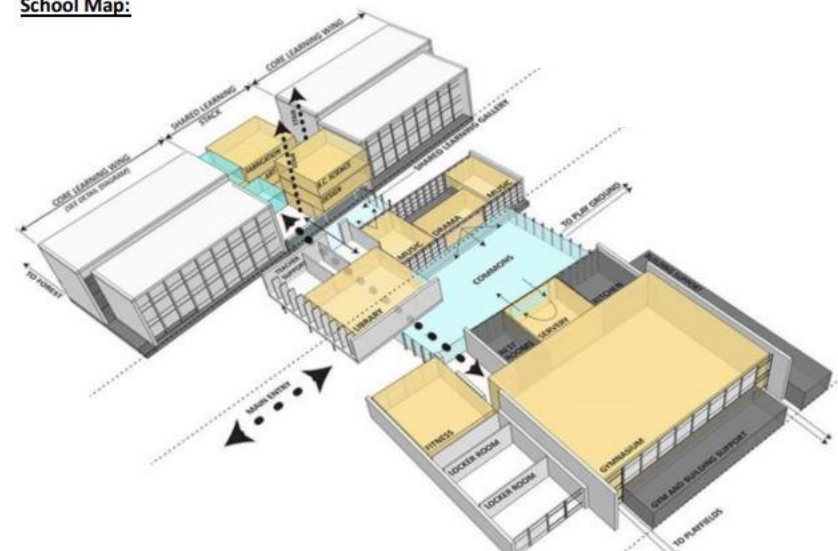


In-School Visitors

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 (8:25AM) to the end of the school day (M,T,TH,F- 2:55PM, W-1:25PM).

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**practice resilience, **A**ct with integrity, **C**are for others, and **K**eeep safety first.

Daily Schedule:

Monday (PACK TIME)

Class	Start	End	# of mins
Announcements	8:25	8:30	5
Period 1	8:30	9:20	50
Period 2	9:25	10:15	50
Period 3	10:20	11:10	50
A Lunch	11:10	11:40	30
PACK TIME	11:45	12:15	30
Period 4	12:15	1:05	50
PACK TIME	11:15	11:45	30
B Lunch	11:45	12:15	30
Period 4	12:20	1:05	45
PACK TIME	11:15	11:45	30
Period 4	11:45	12:35	50
C Lunch	12:35	1:05	30
Period 5	1:10	2:00	50
Period 6	2:05	2:55	50

Tuesday / Thursday (FLEX)

Class	Start	End	# of mins
Announcements	8:25	8:30	5
Period 1	8:30	9:15	45
Period 2	9:20	10:05	45
FLEX TIME	10:10	10:55	45
Period 3	11:00	11:45	45
A Lunch	11:45	12:15	30
Period 4	12:20	1:15	55
Period 4	11:50	12:15	25
B Lunch	12:15	12:45	30
Period 4	12:50	1:15	25
Period 4	11:50	12:45	55
C Lunch	12:45	1:15	30
Period 5	1:20	2:05	45
Period 6	2:10	2:55	45

Wednesday (PACK TIME)

Class	Start	End	# of mins
Announcements	8:25	8:30	5
Period 1	8:30	9:05	35
Period 2	9:10	9:45	35
Period 3	9:50	10:25	35
A Lunch	10:25	10:55	30
Period 4	11:00	11:35	35
PACK TIME	11:35	12:05	30
Period 4	10:30	11:05	35
B Lunch	11:05	11:35	30
PACK TIME	11:40	12:05	25
Period 4	10:30	11:05	35
PACK TIME	11:05	11:35	30
C Lunch	11:35	12:05	30
Period 5	12:10	12:45	35
Period 6	12:50	1:25	35

Friday (normal)

Class	Start	End	# of mins
Announcements	8:25	8:30	5
Period 1	8:30	9:25	55
Period 2	9:30	10:25	55
Period 3	10:30	11:25	55
A Lunch	11:25	11:55	30
Period 4	12:00	12:55	55
Period 4	11:30	11:55	25
B Lunch	11:55	12:25	30
Period 4	12:30	11:55	25
Period 4	11:30	12:25	55
C Lunch	12:25	12:55	30
Period 5	1:00	1:55	55
Period 6	2:00	2:55	55

GETTING TO KNOW YOUR TIMBERLINE MIDDLE SCHOOL STAFF



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://tinyurl.com/yyduybt3>

- Attendance Phone Number: 425-936-2821
- Attendance Email: TimberlineMSAttend@lwsd.org
- Principal: Heidi Paul - hpaul@lwsd.org
- Associate Principal: Lindsay Schilaty - lschilaty@lwsd.org
- Dean of Students: Garrick Chock - gchock@lwsd.org
- Office Manager: Debbie Rist - drist@lwsd.org
- Attendance Secretary: Alicia Melton – amelton@lwsd.org
- AP/ASB Secretary: Carla Yamashiroya Hedges - cyamashiroyahedges@lwsd.org
- Counseling Secretary: Ashley Short - ashort@lwsd.org
- Counselor A-J: Jackie Coons - jcoons@lwsd.org (425) 936-2812, ext.53252
- Counselor K-M: Renee Hesky - Rhesky@lwsd.org (425) 936-2812, ext. 54211
- Counselor N-Z: Toby Doyle - tdoyle@lwsd.org (425) 936-2812, ext. 53221
- Activity Coordinator: Sally Rusk - srusk@lwsd.org
- Athletic Director: Ryan Jones - ryanjones@lwsd.org

GETTING TO KNOW YOUR TIMBERLINE MIDDLE PTSA



Timberline Middle PTSA

<https://timberlineptsa.org/>

2020-2021 Board

• Co-Presidents	Meredith Cain Anusha Rao	president@timberlineptsa.org president@timberlineptsa.org
• Treasurer	Trish Lorr	treasurer@timberlineptsa.org
• Co-Secretaries	Ann Cygan Sema Ustuntas	secretary@timberlineptsa.org secretary@timberlineptsa.org
• VP Communications	OPEN	communications@timberlineptsa.org
• Co-VP Programs	Divya Jain Hemalatha Kannan	programs@timberlineptsa.org programs@timberlineptsa.org
• VP Volunteers	Thea Warner	volunteers@timberlineptsa.org
• VP Ways and Means	Amrit Bhui	waysmeans@timberlineptsa.org
• Co-VP FACE	Hamna Faisal Kelley Osmanbhoy	face@timberlineptsa.org face@timberlineptsa.org
• Co-VP Sustainability	Roo Hall Whitney Holt	sustainability@timberlineptsa.org sustainability@timberlineptsa.org
• Membership Chair	Elizabeth Christian	membership@timberlineptsa.org
• Advocacy Chair	OPEN	
• E-Prep Co-Chairs	Vincent Bersagol Jason Moore	eprep@timberlineptsa.org eprep@timberlineptsa.org
• Hospitality Co-Chairs	Tia Kim Heather Sarmast	hospitality@timberlineptsa.org hospitality@timberlineptsa.org
• Webmaster	Sangeetha Visweswaran	webmaster@timberlineptsa.org
• Social Media Chair	Larissa Ruiz	socialmedia@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 many benefits to being a member. We also hope that you are attending our General Membership Meetings so that your voice can be heard! That is the most powerful member benefit, so please consider getting involved and continuing our ongoing efforts to advocate for our children! Click here to learn more about PTSA Member Benefits and how you can become a member today - <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!

HOW CAN I GET INVOLVED AND VOLUNTEER?



Volunteering at School

While the volunteering opportunities at the middle school level are less available for parents, there are still many ways to get involved! Reach out to your teachers or Timberline staff to see how you can help and join the PTSA - these are the best ways for parents to be involved and advocate for their Timberline students.

Some possible volunteer opportunities at the school may include:

- Classroom assistance
- Library Help
- ASB Events
- Pantry Packs
- School Pictures
- Competitive Club Coaches
- Activity Chaperones
- Timberline Games
- Campus Clean-Up
- Traffic Safety

All volunteers (virtual or in-person) must be approved by the Lake Washington School District. LWSD Volunteer Approval Process: <https://www.lwsd.org/get-involved/volunteering-in-lwsd/volunteer-application-process>

Volunteering with the PTSA

- 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 (virtual or in-person) 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. 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.
- LWSD Volunteer Approval Process: <https://www.lwsd.org/get-involved/volunteering-in-lwsd/volunteer-application-process>
- We want to work together and there is always room for volunteers! Please click the link below to learn more about getting involved and advocating for your child!
- Check out opportunities here: <https://timberlineptsa.org/Page/Volunteer/VolunteerInfo>

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 GroupA 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 – a term referencing 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
- DirectoryAn online resource for PTSA members that lists contact information for families.
- ELLEnglish Language Learner – this refers to students who are learning English as a second language
- Eprep.....This is 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>
- InvestEdA service that collects and often matches donations to the school
- PACK WayRefers to the TMS expected culture – **P**practice resilience, **A**ct with integrity, **C**are for others, **K**eeep safety first
- Pass the HatAnnual fundraiser for the TMS PTSA – helps fund staff grants, scholarships, families in need, curriculum needs
- LWSDLake 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.lwsd.org/help/lets-talk>
- PBISPositive 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
- NSBNational Science Bowl – a competitive STEM club in which students may participate
- SBA.....Smarter Balanced Assessment – the standardized tests used in Washington for 3rd – 8th graders
- SOScience Olympiad - a competitive STEM club in which students may participate
- SkywardAn 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 HelpFundraiser that provides funding directly to our counseling department to help students and families in need
- WIAAWashington Interscholastic Activities Association – the league in which our sports teams participate