

# TIMBERVIEW MIDDLE SCHOOL



## Home of the Timberwolves

### **TMS Mission Statement**

We educate and inspire students to thrive.

**8680 Scarborough Drive, Colorado Springs, CO 80920 Phone: 719-234-3600**

Attendance: [tms-attendance@asd20.org](mailto:tms-attendance@asd20.org)

# STUDENT-PARENT INFORMATION HANDBOOK

## 2024-2025

Updated: 10/26/2024

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# TIMBERVIEW MIDDLE SCHOOL

A Place to Grow, A Place to Explore, A Place to Belong

## STUDENT-PARENT INFORMATION HANDBOOK

2024-2025

### ADMINISTRATORS:

Brian Casebeer, Principal

Christina Cherry, Assistant Principal/Athletic Director

Katie Smith, Assistant Principal

Charles Moricle, Dean of Students

Parents and Guardians,

Welcome to Timberview Middle School! We are so excited to welcome your student(s) to the Timberview Middle School Community! Here at Timberview, we believe that Middle School is a time for your child to grow, explore, and belong.

We are excited that you are part of our Timberview pack and hope you have an enjoyable year while you continue to learn, explore challenging opportunities, and make new friends. The expectation at Timberview is that students demonstrate the HOWLS Habits of Mind (**H**onor, **O**wnership, **W**ork hard, **L**eadership, and **S**afety) always. Students are expected to set achievable goals for high academic achievement and behavior expectations. Character expectations are centered in Respect, Integrity, Kindness, and Compassion. It is your responsibility to demonstrate proficiency in each of your classes and to conduct yourself appropriately. Timberview Middle School has a rich history that was founded on the cornerstones of Excellence; Exploration; Communication; and Commitment. These principles have guided the philosophy and direction of Timberview since it opened in January 1989. Timberview Middle School is a John Irwin School of Excellence and continues to rank in the top 25% of all middle schools in Colorado. Timberview Middle School offers a variety of challenging academic courses in a school culture guided by the core middle school principles of small academic teaching teams called packs. Students are also exposed to a variety of exploratory courses in the arts, technology, and the humanities. In keeping with traditional middle school philosophy students are randomly assigned to exploratory courses for 6<sup>th</sup> and 7<sup>th</sup> grade by quarter. 8<sup>th</sup> grade students can choose semester-long exploratory courses. Students have a Wolf Time period scheduled during the day where interventions, extensions, and pack activities are provided. Timberview Middle School offers a wide range of interscholastic and intramural sports programs, as well as many other extracurricular activities for students.

Please read this handbook carefully. It contains helpful information to make your year a success, but it is not all-inclusive. Questions and concerns should be directed to your teachers, grade level counselor, or an administrator. We ask that you make a commitment to become actively involved in your studies and in other activities offered to Timberview Middle School students. We want your experience at Timberview to be challenging, exciting, and fun! Have a great year... and as always... Go Timberwolves!

Sincerely,

Timberview Administrative Team

# THE TIMBERWOLF IS OUR SCHOOL MASCOT

## SCHOOL COLORS ARE BLUE AND SILVER

### IMPORTANT PHONE NUMBERS

TMS Main Office – 234-3600

TMS Counseling Office – 234-3626

D20 Administration Office – 234-1200

D20 Transportation Office – 234-1410

Please refer to the Timberview website calendar and the Academy District Twenty 2024-25 District calendar for additional information and details regarding these dates and other important activities.

### STUDENT-PARENT INFORMATION

#### Regular Academic Daily Schedule

7:45 am          Classes Begin  
2:50 pm          School Day Ends

#### District 20 Two-Hour Delay Start Daily Schedule

9:45 am          Classes Begin  
2:50 pm          School Day Ends

Emergency Closings (See Academy District 20 website for more information): The Superintendent or designee is empowered to close the schools, delay their start or dismiss them early in the event of hazardous weather or other emergencies that threaten the safety, health or welfare of students or staff members. Parents are asked to help with the decision as far as their own students are concerned. If a parent judges the weather conditions as too hazardous to send his/her student to school, that student should be kept at home and the absence will be considered excused. Please refer to the “Attendance” section for guidelines regarding making up missed work. If, at any time during the day a parent desires to pick up their student due to hazardous weather please follow the sign out procedures.

#### Emergency Closing Procedures:

- **School Cancellations:** If the decision is made to cancel school, the district will send a 20 Alert in addition to local radio and television stations announcing the district is closed. Local radio and television stations will be informed of the decision by 6:00 am. If the school is closed due to poor weather conditions, students may still participate in their scheduled courses through e-learning. If we have an e-learning day, students should check Schoology for instructions.
- **Delayed Start:** Should adverse weather conditions appear to be developing during the 5:30 am decision time frame, the Superintendent may delay the start of school. The district will send a 20 Alert in addition to local radio and television stations being informed by 6:00 am of the delay. We will also be on a delayed start for the Friday PLC’s.
- **Early Release:** If school is in session and a storm develops during the day, a decision may be made to send students home early. The district will send a 20 Alert in addition to local radio and television stations announcing that Academy District 20 students are being dismissed early. This information is also available on the district and school website. \*

\*Parents must make prior arrangements for their student to have a place to go on early release days. Timberview requires a completed “Inclement Weather/Emergency Dismissal” designation on IC at the beginning of the school year.

### HOURS

The main office for Timberview Middle School is staffed from 7:30 am to 3:00 pm on all school days. Parents must have transportation arrangements for their students to be off school grounds by 3:00 pm. Students in the building after 3:00 pm must be in a supervised activity. Students arriving prior to 7:30 am will have to wait outside until the doors are open at 7:35 am. During periods of inclement weather, the cafeteria will be opened at 7:15 am for students to wait in the cafeteria until 7:35 am. Students may enter the school prior to 7:30 only with a pre-arranged appointment with a teacher.

**Deliveries:** Deliveries for students, such as flowers, balloons, food, or gifts cannot be accepted by students or school personnel. If a student forgets something (e.g., materials, lunch, or lunch money), a parent/guardian may drop the item(s) off at the main office.

**Visitors:** In order to provide for the safety of students and minimize disruptions, visitation by parents, relatives, or guests is not permitted during school hours or at school sponsored activities intended for Timberview students only, such as dances, field trips, assemblies, etc. Anyone approved to visit TMS during school hours must be signed in through the

main office, pass an initial RAPTOR security screening, and receive a visitor's badge to be in the school.

**Volunteers:** Any individual who wishes to volunteer at Timberview in any capacity must complete the district volunteer form. Academy District 20 requires all parent volunteers who work with children on a regular basis to submit a form clarifying that the volunteer has or has never been convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction). Volunteers who work with children in Academy District 20 will be required to complete a Background Report/Applicant Testimony form and a criminal background check through the Colorado Bureau of Investigation (CBI). The parent volunteer process information may be requested from an administrator. Forms to be complete can be found below or can be retrieved from the TMS main office.

[Fillable Volunteer Form](#)

ATTENDANCE - To report an absence, email [tms-attendance@asd20.org](mailto:tms-attendance@asd20.org)

Daily attendance is imperative to academic and school success. Students are expected to be present and on time for all classes in an in-person learning or synchronous learning environment. All absences must be reported to the attendance office by the end of the day. Parents/guardians must provide written excuses for absences of three consecutive days or more. Excessive absences and/or tardies may require an attendance plan. Unverified absences will be recorded as unexcused after three days. In accordance with Colorado state law C.R.S. 22-33-107(3)(a), and Academy District 20 Administrative Policy JE, absences can only be excused for the following reasons:

- Verified absences due to temporary illness or injury\*
- Verified absences for an extended period of time due to physical, mental, or emotional disabilities
- Verified absences due to being in the custody of the court or law enforcement authorities
- Absences approved by the principal or principal's designee – Please use the [pre-arranged absence form](#) to obtain approval. Forms can also be found in the counseling office.

\*Excessive temporary absences due to illness or injury may require a written doctor's excuse. Absences not fitting into one of the above categories will be recorded as unexcused.

Any schoolwork missed during an excused absence must be made up within at least the same number of days that the student was absent. It is the student's responsibility to check with their teacher or pack Schoology page regarding missing assignments.

**Attendance and Extracurricular Activities:** If a student is absent from school, they cannot participate in any after school and/or extra-curricular activity (e.g., athletics, dances, clubs, etc.) on the day of the absence. The student must attend more than half (more than 3.5 hours) the school day to be eligible to participate in any after school and/or extra-curricular activity.

**Tardy Policy:** Students have four minutes between classes to attend to personal business and are expected to be prepared to learn on time, with all necessary materials. Students who are tardy to class more than twice will receive teacher consequences for the third, fourth, and fifth tardy. After the fifth tardy, students will receive an office referral and may receive additional consequences. Parents/guardians are asked to track student tardiness in IC and discuss the importance of being on time and prepared for class with their children.

**Signing Students In and/or Out:** For the safety of students, parents and/or guardians are required to sign students in and/or out at the attendance office after 7:50 am and before 2:50 pm. Students arriving after 7:50 am must be signed in at the attendance office by a parent/guardian. Students not signed in at the office by a parent/guardian will receive an unexcused tardy. If a student needs to leave school early for an appointment, the parent/guardian must sign the student out of school. Students will be called to the office for early release only after the parent/guardian has signed the student out from the attendance office. Proper identification is required for anyone signing students out. A parent or guardian must call the attendance office to give permission for their student to be released to anyone not listed in Infinite Campus. Students will not be released to siblings, grandparents, or emergency contacts without prior permission from the parent and/or guardian. Additionally, if you would like to authorize someone to check your child out, you may complete a [pick up authorization form](#) and submit it to the office. When coming to check out a student early, please allow **10-15** minutes for students to be ready to depart. If at lunch, students may not be available for immediate pick up and parents may need to wait until the following class period to pick up their student.

## ATHLETICS AND ACTIVITIES

Intramural and/or interscholastic athletic programs include football, volleyball, basketball, and track for 7<sup>th</sup> and 8<sup>th</sup> grade students. Intramural and/or interscholastic swimming, golf, soccer, racquet sports, cross-country, softball, and wrestling and cheerleading are available for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. Registration information for all sports and clinics is available online at [Athletics | Timberview Middle School \(asd20.org\)](https://www.asd20.org) and from the athletic office. All registration is to be completed online. If you do not have access to a computer, please contact the athletic office for more information.

Intramural and interscholastic practices begin immediately after school. Practice days and end times vary depending on sport. Interscholastic and intramural seasons for each sport run concurrently. Interscholastic teams compete against other schools and the intramural teams compete against other TMS intramural teams. Uniforms are provided for interscholastic games. Students are to provide their own shoes and practice clothing. The fee to participate in a sport is \$60, except football, which is \$100, and golf, which is \$75. Sports fees are payable by check or cash to the school bookkeeper or online through the parent portal on InfiniteCampus. If this fee presents a hardship, contact the Athletic Director as soon as possible. Refunds will not be issued unless the student follows proper withdrawal procedures as outlined in each sport's registration letter. Paying the fee does not register the student for the sport, the online registration and a current physical must be completed prior to participation in an intramural, interscholastic sport, or sports clinics. A current physical **MUST** be on file with the school before participating in any practices. Additionally, parents must register online for each sport and sign the sports constitution form online.

### **Athletic Eligibility Requirements (applicable to Interscholastic Athletes):**

- The purpose of athletic eligibility requirements is to foster an environment that enhances the responsibility of students at Timberview Middle School.
- All students selected for Interscholastic teams are expected to also participate in the Intramural program.
- The procedure outlined below allows for students to be notified of an academic deficiency and assume responsibility for correcting the deficiency. Each week during the competitive season, the Athletic Office completes a grade check. Students are placed on an ineligible list for the following week if they have one F or two Ds. Students will be made aware of their eligibility status weekly and will be provided eligibility forms as needed. It is the student's responsibility to complete the eligibility form if he/she is found to be in an ineligible status. The student will seek assistance from the teacher of the class in which he/she has the F or D. This plan will include a reasonable action plan with a timeline for completion. The student athlete will review the plan with his/her parent and obtain a parent's signature. The student will keep the form while working on the improvement plan. When the student has completed the improvement plan (or made steady progress), the student must obtain the teacher's signature next to Steady/Complete Progress on the form. This form must be turned in to the Athletic Director's secretary by Friday afternoon. The student is then given an eligibility pass to take to the coach, informing the coach that he/she is now eligible. **Important:** If the athlete does not correct the deficiency by Friday, they will be ineligible the entire following week.
- Parents will need to provide transportation to and from away games for Interscholastic events as school transportation will not be provided.

**After School Activity Release:** The time period for after school activities (athletics, clubs, instructional support, and other school sponsored activities) varies depending on the activity or amount of support required. The supervising teacher or coach will communicate after school activity times to parents. Students in after school activities are to remain with the supervising teacher or coach until released by the teacher or signed out by a parent. Parents are responsible for student transportation at the conclusion of all after school activities. In the event a parent needs to pick up a student during an after school activity they must sign them out with the sponsor and/or coach.

**After School Events:** After school events, such as dances and movies, are a privilege for students. An admission fee may be charged and attendance is dependent on student behavior. Students are expected to remain at the event until the end unless released to a parent. Students will be dismissed from events for inappropriate behavior.

## COMMUNICATION NORMS

Academy District 20 and Timberview Middle School are committed to a learning and working environment free from any form of violence and abuse including, but not limited to, actions, words, or insults toward our students, staff, and parents. Timberview Middle School believes that effective communication is at the heart of student success. The three tenets of effective communication are:

- **Be respectful**
- **Be student-centered**
- **Be solution-oriented**

Communication must begin with the person closest to the student and the problem (in most cases, the teacher). Parents are required to contact teachers first with their concerns prior to contacting a counselor or administrator. Parents who have not contacted the teacher will be directed back to the teacher if the teacher is not aware of concerns from a parent. Teachers will return emails and phone calls within two (2) school days.

**Announcements:** Parents may receive special announcements and updates via email with the 20Alert feature. To receive special emails from Timberview Middle School, you must sign up for this service through the District 20 website on the Parent/Student link. Important information is also posted on the Timberview website.

**Conferences:** Parent/teacher conferences are valuable in ensuring optimal opportunities for student success. Formal parent/teacher conferences are held in the fall (October) and in the spring (March). These conferences are scheduled by appointment and are designed to summarize a student's academic, behavioral, and social success with parents. Parent/teacher conferences may also be arranged with individual or pack teachers by request.

**Academic Information:** Students and parents have access to Schoology and Infinite Campus and teachers will communicate assignments and learning through these platforms.

## COUNSELING OFFICE

The counseling department's goal is to help all students reach their academic potential by enhancing students' social-emotional well-being. Counselors are assigned a grade level and follow students through each of their grade levels. Students may come to the counseling office before school or after school on their own or during school if the student has a pass from a teacher. If it is not an emergency, the student will make an appointment to see a counselor at the earliest possible time.

**ICAP:** The counseling department is responsible for the Individual Career and Academic Plans (ICAP) for students. ICAP is the result of the efforts of teachers, students, counselors, administrators and parents on the Graduation Requirements Implementation Committee. The committee understood the need for good post-secondary planning to assure that all students will be prepared to make decisions about their futures. ICAP is much like a portfolio where students learn about and record information such as learning styles, interest inventory results, awards, and community service records. Additionally, we will also use ICAP to help students plan for high school course work, keep track of graduation credits, and record college entrance exam scores. An integral component of ICAP is Naviance (<https://www.powerschool.com/classroom/naviance/>), an online program used in District 20. Naviance provides grade level appropriate career interest and abilities inventories, a work values survey, detailed information on careers, training and education, postsecondary majors and college admissions. You can access Naviance from home through the "Logins" button on the Timberview website. Once there, enter your user ID and password. Timberview students will be participating in the ICAP program through their pack teachers with the support of their grade level counselor. Students are encouraged to discuss with their parents what they have learned and visit the Naviance website together. As with all learning, your dialogue with your child will make this experience even more meaningful for him/her. You are very important in this process of post-secondary planning, so please let us know if we can assist you in any way. In order for your child to participate in ICAP, you will need to allow access by completing the District Internet Agreement. If you have questions or concerns about ICAP or Naviance, please contact your student's counselor at 719-234-3626.

## BEHAVIOR

**Student Code of Conduct:** In accordance with District 20 Policy JICDA, Timberview Middle School students are expected to conduct themselves in such a way that each student contributes to a school culture that is safe, healthy, positive, and conducive to learning.

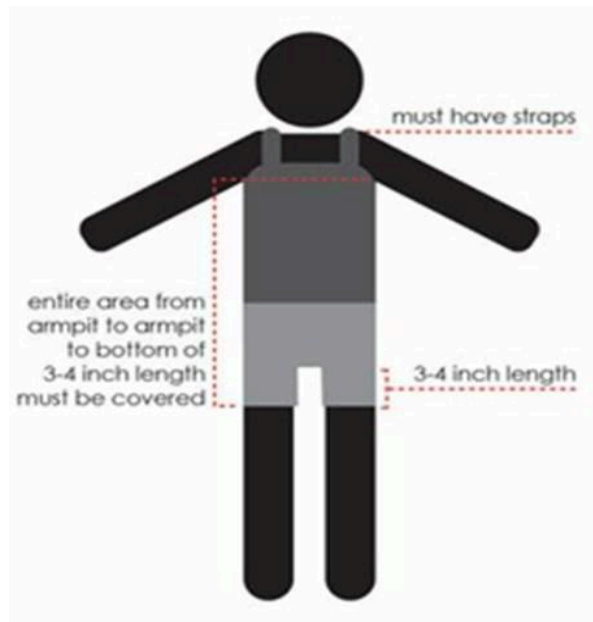
A safe, respectful, and effective learning environment is the priority at Timberview Middle School. The expectation at Timberview is that students demonstrate the HOWLS Habits of Mind (**H**onor, **O**wnership, **W**ork hard, **L**eadership, **S**afety) always. Timberview adheres to Academy District Twenty's Code of Conduct Policy JICDA and Bullying Prevention and Education Policy JICDE. The staff at Timberview believes all students should have the opportunity to learn from their mistakes; therefore, we have a tiered level of behavior interventions to support student success. In all situations, students are afforded the opportunity for due process. Students may be assigned a consequence based upon the severity of their offense

## DRESS CODE

**The following shall not be worn in school buildings, on school grounds or at school activities:**

Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that: are disruptive, or potentially disruptive, to the educational environment as determined by the Administrator; including but not limited to items that: refer to drug, tobacco, or alcohol; are obscene, profane, vulgar or defamatory in design or message; advocate drug use, violence, or disruptive behavior; threaten the safety or welfare of any person.

Clothing that: reveals all or part of the stomach, buttocks or chest, or; is backless, or; reveals underwear, or; is inappropriately sheer, short, tight or low-cut. If your clothes are inappropriately revealing or tattered or torn, you will be in violation of the dress code as well.



**Hoods and hats:** Students may not wear hoods while in the building. This is a safety concern in that it is difficult to identify a student who is wearing a hood. It also gives students the opportunity to wear ear buds which is a violation of our technology guidelines. Additionally, students may not wear any hats that disrupt the learning environment as determined by the administration.

Disciplinary actions for violation of the dress code standards will include notification to the student of the violation, the requirement that the clothing be changed before re-entering class, and at the discretion of the building administrator, a parental conference. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations.



## CELL PHONE POLICY

### Cell Phones and Personal Electronics Policy

Cell phones and personal electronic devices are not allowed out during the school day. [District 20 Policy JICJ](#) acknowledges electronic communication devices can play a vital communication role; however, **the use of electronic communication devices while at school is not permitted. Students must keep cell phones and electronic devices exclusively in their backpack - not in their pockets or on their person.** It is the student's responsibility to ensure the personal device is turned off and out of sight during unauthorized times.

If a student has their electronic device out they will be asked to bring the item to the office where it will be securely stored. **Parents/guardians will be contacted by the grade level administrator and will be required to come to TMS and pick up the item.** Any further offenses will result in further disciplinary action.

Personal Electronics include earbuds/AirPods, iPads, tablets, gaming devices, and anything not associated with educational activities. **Electronic watches may be worn, as long as they are not a distraction to the learning environment.** Timberview Middle School and Academy School District 20 do not assume responsibility for lost, stolen, or damaged personal electronic devices or property.

**Scent-Free School:** Timberview Middle School encourages the appropriate use of hygiene products before our students come to school. The inappropriate use of any aerosols, fragrances, or any other scented product are prohibited.

### FEES

Timberview Middle School charges a \$5 course fee for students to access resources in Science class as well as a \$30 course fee for band in addition to any instrument rental. A \$55 laptop rental fee is required for students in order to be issued a district device. Athletics, clubs, activities, band instruments, and field trips all require a fee. If you are in need of fee assistance, please contact your grade level administrator or the TMS Bookkeeper.

### FINES

Students are responsible for the maintenance and proper use of all school materials, textbooks, equipment, and rentals. Parents are responsible for financial obligations related to student use of all school materials. Parents are responsible for fines issued for loss and/or damage of school materials and unpaid balances for school lunches, field trips, and transportation. Fines will be entered into the Infinite Campus database and follow students from school to school.

Students with outstanding fines may be ineligible to participate in activities, be restricted in the issuance of materials, or have a delay in registration until the fines are paid in full.

### GRADING

Grading provides timely and effective feedback on student learning to both students and parents. As learning environments differ, so do grading systems. Timberview gives teachers the autonomy to utilize a grading system that provides the most effective feedback to encourage student learning in their classrooms. These grading systems generally fall into two categories: standards-based reporting, and traditional reporting. In both cases, grades are converted to letter grades and are posted to the student transcript.

**IC Grade Updating:** Teachers will communicate IC and Schoology grading procedures to students and parents at the beginning of the school year. All teachers will grade and enter daily homework, quizzes, and test scores in Schoology and IC within two weeks of the due date. Teacher illness and unexpected circumstances may necessitate deviation from the policy. Parents have 24/7 access to Infinite Campus to monitor their child(ren)'s progress in classes. Please use this tool regularly.

**WolfTime:** WolfTime classes are used for enrichment and academic support.

## HEALTH ROOM

Timberview does not have a full-time nurse on staff. A health clerk paraprofessional staffs the health room, as well as other trained Timberview office staff. Except for an emergency, students must have a pass from a staff member to go to the health room. Students may not stay in the bathroom when sick; they must come to the health room. Students are generally limited to approximately 10 minutes in the health room. After this limited time, parents will be called to make arrangements for the student to go home or the student will return to class. Before a student goes home, a parent/guardian must sign the student out at the attendance office. Students needing to be released from school due to illness or injury must be evaluated by the health room clerk prior to being excused from school.

**Academy District 20 Illness Guidelines and Infectious Diseases in School Setting:** Guidelines for School Nurses and Personnel per Colorado Department of Public Health and Environment states that students with one or more of the following symptoms will be excluded from school until the symptoms have resolved:

- Temperature of 100.5 Fahrenheit or higher (temperature must be normal for 24 hours without the aid of anti-febrile medications [aspirin, Tylenol, etc.] before returning to school);
- Constant runny nose
- Abnormal color or consistency of nasal or eye discharge
- Uncontrolled cough or unusual cough
- Frequent sneezing or other allergy related symptoms
- Lung or nasal discharge
- Vomiting or diarrhea in the previous 24 hours (symptoms must be resolved for 24 hours before returning to school)
- Undiagnosed skin rashes and/or open lesions
- If antibiotics are prescribed, the student must receive the antibiotics for 24 hours before returning to school
- Students should be free of illness symptoms for 24 hours before returning to school

Students should be allowed to return to school once the exclusion period is met or a health care provider clears the student to return.

**Immunizations:** If your child has had any immunizations over the summer, send a copy to the school for the district nurse or health room clerk to add to his/her shot record. The school nurse will be checking the immunization records on all students to see if minimum standards are met according to state requirements. Students may be denied school attendance if immunization records are incomplete or out of compliance with applicable federal, state, district regulations and policies.

**Communicable Diseases:** If your student has any communicable (contagious) diseases throughout the school year, leave a voicemail message at 719-234-8808 with name of student, grade and school so the district nurse may follow-up with any disease information that other parents may need. Examples are chickenpox, Covid-19, strep throat, head lice, scarlet fever, fifth's disease (slapped cheek appearance), meningitis, measles, impetigo, scabies, etc.

**Health Care Plans:** Academy District 20 requests health care plans for any student who needs a medical procedure done at school or has a health condition that needs to be closely monitored. Examples may include asthma, diabetes, seizure disorder, bleeding disorder, severe allergy, heart condition, etc. Forms are available in the school office. If possible, please complete this form before school begins if you have a student with a health condition.

**Injuries at School:** Typically, a student who is injured at school will be given basic first aid in the health room. Parents are contacted immediately for any head injuries, cuts, or potential broken bones. Again, the district nurse is not always on site to advise health room personnel; therefore, parents are encouraged to pick up their student for outside medical evaluation if warranted.

**Medications:** If your child will be receiving medication at school, a district medication form **MUST** be filled out and signed by you as well as the medical provider with prescriptive authority. Parents must transport all medication to and from school at both the elementary and middle school level. No medication will be given to the child to take home. Disciplinary action may also occur if your child is found with medication in his/her backpack or is taking medication unsupervised (this includes over the counter medications). Prescription and/or non-prescription medication such as Tylenol, cough drops, vitamins, etc. are prohibited at school. The exception to this rule applies to students with severe allergies who have permission to self-carry and self-administer medications (Asthma inhaler/Epi-pen) for life threatening emergencies. If the student mishandles the inhaler and/or the safety of other students is at risk, the school nurse/administrator will call the parent. All prescription and non-prescription medication must be in the original container with correct dosage and directions

on label when brought to the health room by the parent.

## LEARNING MEDIA CENTER

The Learning Media Center (LMC) is open each day from 7:35 am to 3:00 pm, unless otherwise announced. Students must have a Timberview student ID card to check out books. If a student loses their ID card, replacement ID cards may be purchased for \$5.00. Books can be borrowed for two weeks, with a limit of four books, and may be renewed if not on hold for another student. Materials can be borrowed from all Academy District 20 libraries through the inter-library loan program.

The library collection includes materials for a diverse student population, ranging in age and maturity levels. Parents are encouraged to be aware of the materials their student is checking out from the LMC.

**Overdue Library Book Policy:** Currently, fines are only charged for lost or damaged items; there are no fines for overdue books. Overdue lists are communicated to pack leaders. Depending on the delay in returning the book, the following actions are taken:

- 20 days overdue student is called to the LMC to resolve the overdue item.
- 30 days overdue student is assessed a replacement fine (cost of the book). If the book is found and returned, the replacement fine will be refunded.
- Parents will be notified of fines
- End of Year—all outstanding items are considered lost and the student is assessed a replacement fine. Lost book fines may be paid online through the parent portal on Infinite Campus.

## LOST AND FOUND

Students are responsible for their school supplies, materials, and personal items. Timberview is not responsible for the repair and/or replacement of lost, stolen or damaged property, including electronic devices, bicycles, etc.; however, found items are collected in the lower lobby and in the main office. Please be sure your student checks the lost and found periodically for items they may have lost. Lost and Found items will be given to charity at the end of each month.

## SAFETY AND SECURITY

Student success is dependent upon providing a safe and secure learning environment for all students and staff.

Timberview Middle School employs both active and passive safety and security measures. Timberview Middle School has a full-time armed security officer who works closely with the D20 Security Office, TMS administration, and the School Resource Officer (SRO). TMS shares the SRO with Liberty High School.

**Building Entrance:** Entry to the school is controlled by the Timberview staff. There is a camera-controlled entry system. Upon entry into the security vestibule, visitors are required to surrender a valid driver's license or ID to the Campus Monitor. The driver's license or ID will be used to run a background check through the RAPTOR System prior to visitors being permitted to enter the school. Once visitors are cleared by the RAPTOR System, they will be issued an identification badge that must always be worn while they are in the school. The visitor badge must be returned to the front office when departing the school.

**ID Badges:** Students and staff are required to wear their TMS issued ID badge where it is always visible.

**Bully Prevention:** The philosophy of Timberview Middle School is to provide a safe, secure, positive, and inclusive school environment by working to eliminate bullying through the teaching of positive character traits. Students have a responsibility to report instances of bullying to teachers, counselors, administrators, or the Safe2Tell program. Students may be disciplined for participation in events that are defined as bullying. [Refer to District Policy JICDE for more information.](#)

**Canine Searches:** Periodic and random canine searches are conducted during the school year. These searches may be conducted in classrooms, locker rooms, gyms, cafeteria, common areas, and outside.

**Character Education:** Timberview promotes HOWLS Habits of Mind (**H**onor, **O**wnership, **W**ork hard, **L**eadership, and **S**afety). Timberview is committed to providing an environment conducive to meeting the physical, social, emotional, and academic learning needs of all students.

**Emergency Drills:** Emergency evacuation and lockdown drills are conducted regularly. During emergency drills, parents will not have access to the building until the end of the drill. For evacuations, students should remain calm, silent, and walk in an orderly manner to the designated exit. After reaching the designated safe area, attendance will be taken. For

lockdowns, in-room emergency procedures are in place and students follow the instructions from their teachers.

**Security Cameras:** To enhance the safety of students and staff, security cameras are in use inside and outside of Timberview Middle School. Cameras are routinely reviewed to evaluate student conduct and school safety. Parents are not permitted to view camera footage at Timberview Middle School. Should a parent wish to review camera footage for any issue involving their child they need to make an appointment with District Security through the school administrator.

**Student Drop Off and Pick Up:** For the safety of staff and students, a student drop off/pick-up area is provided off Squirreltail Drive. This drop off/pick up point is known as Circle Drive. Please use Circle Drive to drop off and pick up your students. Parents are asked to pull all the way through Circle Drive for drop off and pick up of students. Parents are encouraged to drop students off along the sidewalk on Squirreltail and allow their students to walk up to the Timberview campus. In the event a parent drops their child off across the street from Timberview Middle School, students are required to use the crossing guard monitored crosswalks located at Scarborough and Squirreltail, and Kashmire and Squirreltail. For the safety of our students and staff, the use of the staff and visitor parking lot for student drop off or pick up between the hours of 7:15-7:45 am and 2:15-3:00 pm is prohibited. A special parking pass may be issued for parents with unique circumstances requiring the use of the staff and visitor parking lot for student drop off and pick up. Your compliance is essential in assuring a safe campus.

## TRANSPORTATION (DISTRICT BUS SERVICE)

Riding the bus is a privilege and may be suspended or terminated based on student conduct. Student responsibilities include riding only the assigned bus, being at the designated bus stop 5 minutes prior to pick up time, boarding the bus immediately following dismissal and obeying all District 20 bus rules for passenger conduct. The bus cannot wait if you are tardy. Wait for the bus in a safe place, well off the roadway. Respect others' property; do not play in yards or in the road near the stop. Once the bus has come to a complete stop and the door opened, enter quickly and in an orderly manner. Go to your seat immediately. (Traffic has stopped for the student loading, so it should be done quickly.)

ALL students must be on their bus by departure time from the school campus. For safety, once the driver has closed the door and the bus has started to move, students will NOT be allowed to get on their bus.

- A low noise level is imperative for the safest driving conditions. The expected and safest riding position is seated facing forward with your back against the seat back cushion. Be courteous and respectful to the school bus driver, paraprofessionals, and fellow passengers. Keep your hands to yourself; pushing, grabbing, reaching over seats, etc. can be dangerous and is not permitted. Enjoy the opportunity for socializing in quiet, acceptable ways. Be an example of good behavior for your own and others' safety. **Nothing** is to be thrown on the bus or out of the windows. The driver, transportation staff, or the school staff has full authority to assign seats.
- Students must not tamper with the bus or any of its equipment. Damage to the bus will be charged to the responsible individual. Suspension of riding privileges may also result.
- Harassment or bullying will not be tolerated. These situations will be dealt with through student discipline procedure, which could result in loss of student riding privileges or other disciplinary consequences. Follow the instructions of your school bus driver and keep the aisle clear. The driver must have a clear view down the aisle to the back of the bus at all times.
- No eating or drinking is allowed on the bus.
- Keep heads and arms inside the bus at all times.
- Any student displaying inappropriate conduct, using objectionable/disrespectful language or abusing the driver or other students may forfeit their bus privilege.
- Items not allowed on the bus include but are not limited to: balloons, pets, knives, firearms or explosive items, any tobacco products, matches, lighters or any item that is a health or safety hazard. No sharp instruments such as pencils, etc., shall be carried where they might cause damage to the bus or injury to others.
- Skateboards and portable scooters may only be brought on the bus if they are completely enclosed or secured to a fabric bag, like a backpack. The driver has authority to require objects that may be unsafe or a hazard to be placed in a safe area.
- No electronic equipment with a video display may be operated while on the bus. This includes, but is not limited to notebook computers, portable DVD players, cellular phones, and handheld game devices. If students must bring this equipment to school, it must be secured inside the student's backpack while on the bus.
- Acceptable entertainment devices with headphones are CD players, iPods, MP3 players, etc.

- In case of a road emergency, students are to remain in the bus unless otherwise instructed by the driver. Be alert to traffic when leaving the bus. Cross ten feet in front of the bus. Follow the instructions of your driver for safe procedures when crossing the street or leaving the bus drop-off location.
- Students must ride their assigned bus and get off at their assigned stop. An exception can be made if prior permission from parent/guardian is received by the attendance office and approved by the school office. An authorized bus pass will then be issued to the student.

To enhance safety on school buses, video and audio recording devices have been installed and may be in operation at any time. Violations will be dealt with on an individual basis between rider and driver. If a problem continues, parents will be contacted, and progressive disciplinary actions taken by Transportation and/or school officials. Remember, school bus transportation is a privilege, not a right; school bus transportation can be suspended or terminated for willful misconduct or endangering the overall safety of the school bus or its occupants.

**Transportation Exception Program:** The District 20 Transportation Department initiated a program to increase school bus ridership and allow families that are not eligible for transportation to ride buses on a space available basis. The Transportation Exception Program allows non-eligible families the opportunity to request bus transportation on a first-come, first-served basis. All requests must be submitted in person at the Transportation Facility at 6408-A Duryea Road. Applications are marked with the date and time received and requestors will be issued a receipt. The Transportation Exception Program applies only to regular education bus routes and existing bus stops, which means no new routes or stops will be created to accommodate exceptions. Exception riders must use existing bus routes and bus stops.

**Transportation Fees:** Parents of students who will use Academy District 20 transportation are reminded that a fee for transportation services will be assessed for the 2022-2023 school year beginning on the first day of school. Questions regarding fees may be directed to the District 20 Transportation Office at 234-1410.



# Student-Parent/Guardian Technology Guidelines and Responsible Use Agreement for Grades K-12

## Overview

Academy District 20 provides opportunities to access technology including digital devices (desktop and laptop computers, tablets, and cell phone) for its students. We seek to maintain an environment that promotes ethical and responsible conduct using digital resources.

When signing the Technology and Responsible Use Agreement in the Extended Parent Portal, you are acknowledging that you understand and accept the information in this document.

## Parent/Guardian Responsibilities

Academy District 20 makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of digital devices. Parents/Guardians assume several responsibilities. These are outlined below.

## Digitally Acknowledge the Technology and Responsible Use Agreement

In order for a student to access the internet or use a digital device, the student and their parent/guardian must acknowledge the Technology and Responsible Use Agreement, located in Infinite Campus in the Extended Parent Portal.

## Digital Device Rules and Guidelines

Policies [IJND](#) and [IJND E1](#) articulate the rules and regulations so that students and parents/guardians are aware of the responsibilities students accept when they use a personal or Academy District 20-owned digital device. For all of the topics listed below, please reference policies [IJND](#) and [IJND E1](#)

- Security reminders
- Appropriate content
- Activities requiring teacher permission
- Digital storage

## Digital Device Use and Care

- Digital devices are for educational purposes
- Only use your assigned device
- Do not pile things on top of the digital device
- Secure your device when not in use, such as during lunch, gym, or after-school activities
- Do not put the laptop in a place that it could easily fall off a desk, table, or other object
- Charge your personal or school-issued digital device fully each night, and bring your charger to school if necessary
- Only use the charger intended for your device
- Keep the device in its protective case at all times
- Protect the digital device from extreme heat or cold, food and drinks, small children and pets
- Hold your device with both hands

## Email for Students in Grades 6-12

All 6-12 grade students in Academy District 20 are issued an email login account. This allows students to safely and effectively communicate and collaborate with staff and classmates.

## **Guidelines and Reminders**

- Email should be used for educational purposes.
- Parents may check student email at any time.
- Students are encouraged to share their password with their parents. Parents can change the student password at any time.
- Academy D20 reserves the right to monitor student email accounts.
- Email should be used by the authorized owner of the account.
- Students are expected to protect their passwords and should change it if it has been compromised.

## **Digital Cameras**

- Many digital devices are equipped with an integrated digital camera. This equipment offers students an extraordinary opportunity to experience a device and to develop communication skills.
- Cameras are to be used for educational purposes only, under the direction of a teacher.
- All videos and photos can only be taken, shared, distributed or posted with the permission of the person being filmed.
- Device use is prohibited in private areas, such as locker rooms and restrooms.

## **Digital Images**

Any images displayed or stored using district resources (including but not limited to desktop or lock-screen images, avatars, and profile pictures) must comply with the Appropriate Use of Technology Policy ([IJND E1](#)).

## **Copyright and Plagiarism**

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

## **Behaviors and Discipline Related to Student Digital Device Use**

- See Board Policies [IJND](#) and [IJND E1](#)
- The discipline policies at each school apply to the use of all digital devices.

## **Examples of Unacceptable Use - See [IJND E1](#)**

Prohibited uses include but are not limited to:

- Publishing, accessing, downloading, storing, reviewing and/or distributing any content (text, graphic, photo, audio) that contains material, which is defamatory, abusive, obscene, profane, threatening, or sexually explicit.
- Using district technology in any fashion that violates school code of conduct, district policy, state law, or federal law (e.g. copyright violations).
- Using or attempting to use an Internet proxy server (anonymizer), proxy software or a proxy browser.
- Performing tests on the district network to identify security faults or vulnerabilities.
- Configuring any device as an ad-hoc wireless access point while it is connected to the district network or in any district facility.
- Configuring any device to provide unfiltered Internet access for yourself or other user(s), i.e. using a cell phone's data plan to access the internet or to provide access for other devices as a mobile "hotspot."
- Possessing or using software without appropriate registration and payment of fees to the software owner.
- Using encryption to cloak network traffic, data files, or email communications within the district network.
- Possessing or using malicious software, hacking software, proxy software, or devices used for these purposes on district property, including but not limited to: capturing software or devices, network discovery and monitoring software or devices, password recovery software and devices, and software specifically designed to remove the evidence of user activity from a computer.
- Storing personal music, videos, or other copyrighted material on any district device.
- Attempting to bypass the internet filter in any way.

## **Digital Device Security**

Two primary forms of security exist: digital device security and internet filtering. Academy District 20 strives to

strike a balance between usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the network. All files stored on Academy District 20 equipment or the Academy District 20 network are subject to review and monitoring. Security settings are in place on district-owned digital devices to prevent certain activities. These may include downloading or installing apps, removing software, changing system settings, etc. These permissions may vary.

### **Internet Filtering at School**

Academy District 20 maintains an on-site internet filtering software package. This program automatically filters all student access to the internet via the District network, whether using a school-owned or personally-owned device. Cell phone data is not filtered by Academy District 20, so all phones should be connected to the district wireless network when used on campus.

While internet filtering is provided on-campus by Academy School District 20 no filter provides an absolute guarantee that students will not inadvertently or purposefully access inappropriate content. While Academy School District 20 makes every attempt to protect students from inappropriate material and risks to their safety, no technology measure is 100% effective, and no technology measure is a substitute for open communication and involved parents/guardians. All students are expected to utilize only the district network while on school grounds. All internet traffic on the Academy District 20 network is tracked and recorded. If your child encounters inappropriate content, he or she should communicate with his or her teacher immediately.

### **Damaged Equipment**

#### Responsibility

Students are responsible for caring for personal or school-issued devices and equipment they use. Damaged personally owned devices will not be replaced or repaired by Academy District 20. Situations requiring disciplinary intervention will be processed by the administration at the school level.