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Timberline PK8 - Student/Family Handbook

Welcome to Timberline PK8, home of the Wolves! We are looking forward to a wonderful year with you. Please take a moment to review our Student/Family Handbook for a one stop shop of all things Timberline.

Timberline PK8 is a STEM focus school (Science, Technology, Engineering, Math) where we provide students with the skills they need to become tomorrow's leaders. We utilize the steps of design thinking to support innovative thinking with our students, staff and families. In addition, we believe in the power of biliteracy and offer our students the ability to become fully fluent in both English and Spanish. With this, comes a community rich in diversity and cultural experiences that widen opportunities for every member of the Timberline Wolfpack. Our vision statement is Timberline PK-8 is a vibrant and diverse community, empowering learners to be responsible citizens who positively impact their world.

Throughout the year, we keep you updated through our Timberline Howl weekly digital newsletter, on Facebook @TimberlinePK8, Twitter @TimberlinePK8, Website (http://tpk8.svvsd.org) and our Marquee on Mt. View Avenue.

We look forward to working beside you as our partners in education and welcome you to our Pack!

The Timberline Administrative Team

Audrey Seybold, Principal, seybold_audrey@svvsd.org
Brendon Schwirtz, Assistant Principal, schwirtz_brendon@svvsd.org
Carey Williams, Assistant Principal, williams_carey@svvsd.org

School Hours

The office is open from 7:30am to 4:00pm. Our administrators have an open door policy; however, you may call to schedule an appointment if that works best for you. If we miss you, please leave a message for us at 303-772-7900.

Office Phone: 303-772-7900
Fax Number: 720-494-3624
School Address: 233 East Mountain View Avenue, Longmont, Colorado 80504

School Hours: 8:20am - 3:30pm
Office Hours: 7:30am - 4:00pm
Late Start Hours: 10:50am - 3:30pm

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Preschool Hours:
Monday-Friday
Mornings: 8:40-11:20am
Afternoons: 12:35-3:15pm

School Calendar
The Timberline calendar can be found on our school website as well as being shared with students and families monthly. The SVVS Calendar can be accessed on the SVVSD website and is available in both English and Spanish.

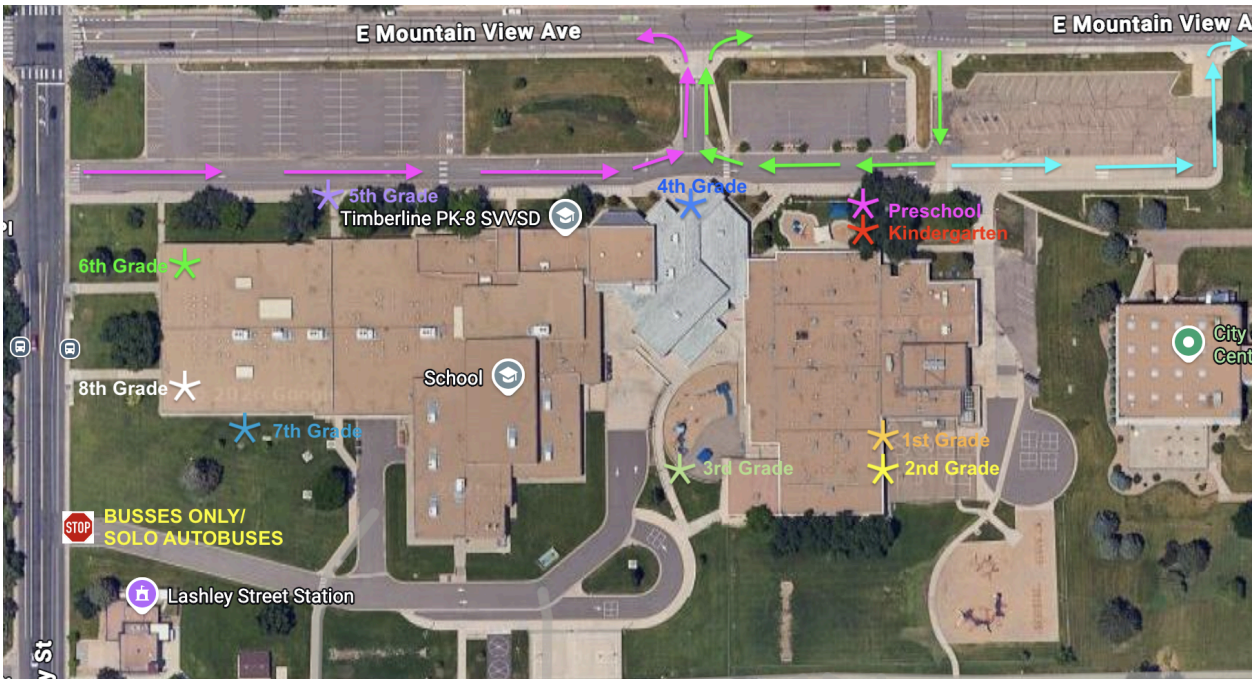
Arrival
Supervision for students begins at 8:15am. Students may not arrive prior to 8:15am without an adult as we want to ensure student safety first. The first bell rings at 8:20am and teachers meet students and welcome them into the building. Each grade level has a specific location designated to gather and enter the building each morning. Please make every effort to have your child to school on time so they don't miss any learning!

Dismissal
School dismisses at 3:30pm and there is supervision until 3:35pm. Elementary students exit the same door they came in at arrival. Preschool and Kindergarten students are required to be picked up by a parent, guardian or sibling unless they are riding the bus. Please communicate your regular pick up schedule and any changes to your child's classroom teacher. Students who remain at school after 3:35pm will be escorted to the office by an adult to ensure their safety. Please make every effort to pick up your child on time and contact the office if you have to be late. We will only release students to emergency contacts listed in Infinite Campus unless we have permission from a parent or guardian.

Family Drop Off/Pick Up Loop
Timberline provides a drop off and pick up area as well as a parking area on the north side of the building for dropping off and picking up students. Please note that the rear loop located on the south side of the building is for bus traffic only. See the traffic flow map for a visual reminder of the traffic flow around the building. **Please make sure that your students use proper crosswalks. We must not have students entering traffic lanes to get into cars or to exit cars to get into school.** Cars need to stay in the designated traffic areas or use designated parking places. The safety of our students, families, and staff is a priority.

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Visiting School

We welcome visitors at Timberline! When you visit, you can expect to be welcomed through the doorbell/intercom system at our front entrance. Identification is required for anyone we do not know by name. This is for the safety of our students and staff. When entering the building, you will be required to sign in at our front office and wear a school name tag to identify yourself to our staff. This is required for visits of any duration, and is to ensure the safety of all. Please support school safety by adhering to this policy and being kind to the office staff who will require that you sign in and wear a name tag each time you visit. If you wish to observe in our classrooms, please call the office for available times that work best for you and the teacher.

Family Engagement

At Timberline, we highly encourage family engagement. We have many groups and committees where family members are welcome! We are always in need of volunteers and welcome regular visits, visits for special events or just once in a while when you have an extra minute. Please check our weekly Timberline Howl newsletter for volunteer opportunities, stop by the office, contact your child's teacher to ask, or visit our website.

Teacher Communication

Communication between families and teachers is vital to support student success. Teachers are happy to set an appointment to meet with you one on one. Their regular hours are from 8:10am to 3:40pm. Please email our teachers or leave them a voicemail when you call 303-772-7900. District emails are last name_first name@svvsd.org and are also on our website under Staff. You can always call the office and we will be happy to make sure the teacher receives your message.

Teachers make every effort to respond within 24 hours. Please be aware that teachers cannot take phone calls while they are supporting your students in their classrooms.

Student Attendance

At Timberline, we support student attendance in many positive ways. Why? Because staff and students both miss out when students are absent. One criteria of a student's success in school is regular and punctual attendance. We want to support excellent attendance for our Wolf families in any way we can. Please reach out to your child's teacher if you are in need of support with attendance.

Students are considered tardy if they arrive at school after 8:25am or if they arrive after the start time of each period at the middle school level. Students who come in after class has started are at a disadvantage both academically and socially. It is a challenge to catch up after the teacher has introduced the learning for the day. We ask for your support in ensuring your students arrive to school on time.

Reporting Student Absences

Please notify the school office in the morning if your child will be absent. The school needs to know that your child is with you and safe. If we are unable to contact you, we must consider the absence unexcused. You can report an absence to our office by phone at 303-772-7900 or by email to ramirez_eva@svvsd.org

Attendance Policy

It is our goal to support families with attendance needs. Expect communication from your child's teacher if they have missed 3 unexcused days of school. At Timberline, we care deeply about our students and their well being. Please accept this phone call as support.

If a student has missed 6 unexcused days of school, one of our administrators will contact the family to meet to create and sign a building level attendance contract. The purpose of the contract is to ensure we are supporting our families' attendance needs.
If a student has missed 10 days of school, a district attendance liaison will be contacted to intervene and assist. Please note, after 10 absences a doctor's note will be required for the absence to be excused.

If a student has missed 17 days of school, they are considered chronically absent. At this point, the school principal and district attendance liaison will consider next steps.

When students are not in school, they lose their connection to our community which impacts their learning. Our emphasis on attendance is solely to ensure our students are provided with the world class education they deserve. We will work with you as our partners to support our attendance efforts.

Make-up Work for Absenteeism

Teachers cannot replicate the instruction in the classroom students miss when absent. Teachers will make their best effort to provide missing work for students to complete due to an absence. Please support your child in completing missed work. We are here to support you and your child so do not hesitate to reach out to the classroom teacher or our office staff for help getting missing work for your child if they are absent.

Late Start

SVVS has a late start the first Wednesday of September, November, December, February, March, April and May. Late start information can be found in the Timberline Howl newsletter or on our website. Feel free to call our front office at 303-772-7900 for information as well.
Kindergarten - 8th Grade: 10:50am - 3:30pm
Preschool has PM classes only on Late Start days. **There are no AM classes for preschool on Late Start days**.

Delayed Start

At times, SVVS will call for a delayed start due to inclement weather. Families will receive an announcement from SVVS Communications via email and phone. Please ensure your Infinite Campus settings allow for you to receive these announcements. Delayed start hours are below.
Kindergarten - 8th Grade: 10:20am - 3:30pm
Preschool: No Morning Preschool; Afternoon Preschool runs on a regular schedule.

Inclement Weather - Building Closure

At times, our school will be closed for in person learning due to inclement weather. Students will have a modified virtual schedule that can be found on our SVVS Website. Attendance is taken on these days. Families may call the school to excuse their child's absence if they are unable to attend. Please use this link, https://www.svvsd.org/schools/inclement-weather/ to access more information and student schedules on the district website.

Health Services

Our health clerk is in the building from 8:15am - 3:45pm each school day. It is ESSENTIAL that current contact information for parents and emergency contacts is updated in Infinite Campus in case of illness or emergency. Please check with our office staff if you need support in accessing Infinite Campus to update your contact information.

Dispensing of Medication

Our staff may only dispense prescription or non-prescription medication with written consent from the parent and directions from a physician. If a student is required to take oral medication during school hours and the parent cannot be at school to administer medication, only the health clerk or his/her designee from the district will administer the medication. Before such medication is administered, the Permission for Medication form MUST be on file in the school; this form can be obtained at the school office.

Immunization Requirements

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Colorado law states that children entering a Colorado school for the first time must have the immunizations listed below. Your application for admission to school will not be considered completed until we have a Certificate of Immunization or a completed Exemption Form. Please contact our Health Clerk with any questions or support you need to comply with these requirements.

Minimum School Immunization Requirements: Number of Doses

Vaccine	Age 0-4	Age 5+
DPT	4	5
Polio	4	4
MMR*	2	2
Hep B	3	3
Varicella*	2	2

*Immunizations for MMR and Varicella must take place on or after the first birthday.

Kindergarten Immunizations

Kindergarten students entering school for the first time must submit proof of full immunizations by their first day of school. We cannot permit your child to attend or continue to attend any school in our district without meeting the legal requirements for immunizations unless the student has a valid exemption for health, religious, personal or other reasons as provided by law. Please contact our Health Clerk with any questions or support you need to comply with these requirements.

Preschool: General Health Appraisal Form (GHAF)

A GHAF is required by Colorado State Law to be completed prior to entering preschool. It must be completed with a medical provider signature every year. As this form is required for attendance per state child care licensing stature, lack of this form may cause a disruption in your child's attendance. Please contact our Health Clerk with any help or support you need with the GHAF.

Breakfast and Lunch at Timberline

Breakfast is available each morning to our students in the blue and green cafeterias. Doors open at 8:15am for students to enter to eat breakfast.

Lunch is served in the cafeteria each school day. We ask that if you bring lunch for your child, you provide only for your own child and not others. Many students have dietary restrictions that are vital to their health and well being. Please make sure your classroom teacher and our health clerk are aware of any dietary restrictions your child has prior to them beginning school at Timberline.

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School Lunch

All students have access to free meals (breakfast and lunch) in the state of Colorado. No paperwork is needed for this benefit. However, to qualify for **free or reduced price school meal status,** families **MUST** fill out an application. Applications are continuously accepted and processed throughout the school year and families are invited to apply or reapply at any time.

Benefits of the free or reduced price school meal status include fee waivers for school and preschool programming, discounts on AP, SAT and ACT exams and college applications, discounts on utilities and internet service, and discounted participation in community organizations like sports or YMCA programs.

Our school also benefits when families submit their free or reduced-price meal applications. Schools receive an increase in federal dollars for student and classroom support, school programs during and after-school, preschool programs, and technology.

The application is completely confidential and not shared with any other agency or organization.

Birthdays

Health and Wellness are an emphasis at Timberline. As such, we encourage small classroom treats to celebrate birthdays (ex. cookies or mini cupcakes). We have many students with dietary restrictions who may not be able to partake of outside treats, and it also causes undue financial hardship for some of our families. Instead, we recognize student birthdays daily in our morning announcements and each grade level celebrates student birthdays in different ways. Invitations to birthday parties for children must be handed out outside of the classroom and outside of the school day. We discourage handing out birthday invitations on school grounds.

Conferences

Time is set aside twice a year for the purpose of meeting with the parents to discuss student progress. Timberline's goal is 100% family participation in conferences. We look forward to the chance to share our student celebrations and to get feedback from you, the people who know your child best! Families schedule a conference time at their convenience through our conference selection form. The invitation to sign up will begin approximately two weeks prior to the opening of the conference window. Please ensure that your contact information is current to avoid missing the invitation to sign up for a conference time as well as other important information from school. Additional appointments outside the conference window are welcome and may be requested at any time by the teachers or families.

Student Expectations

Our Timberline expectations are the same in every classroom and in every part of the building. They are our **PAWS**-itive Expectations!

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August: Review of all 4 **PAWS** traits
September: **P**ositive Attitude
October: **A**ct Responsibly
November: **W**ork Hard
December: **S**how Respect
January: **P**ositive Attitude
February: **A**ct Responsibly
March: **W**ork Hard
April: **S**how Respect
May: Celebration of all 4 **PAWS** traits

We focus on these traits monthly and encourage you to participate through our **PAWS** nomination forms.

We celebrate students who model the **PAWS** behavior traits through our **Leaders of the Pack**. Students are selected monthly by our community and honored in school assemblies. They receive a special #leaderofthepack t-shirt and Timberline water bottle. Parents/ Guardians receive a special email with information about the recognition.

Wolfpack Wednesday
Every Wednesday at Timberline is **Wolfpack Wednesday!** We encourage students to wear Timberline t-shirts or colors (blue and green). This supports our positive, consistent, and scholarly school culture. We believe that our students are happiest and most successful when they know what is expected of them, receive support when they are not meeting expectations, and feel that they are part of a strong, collaborative community. Timberline will employ a school-wide behavior management system, routines, procedures, values instruction, and language to support the creation and reinforcement of a positive, consistent culture.

Classroom rules are based on the expectation that students are following the PAWS expectations and are supported by learning how to reflect and self-regulate. Staff teach and model classroom rules and expectations with students at the beginning of each school year and continue to reinforce throughout the year.

St. Vrain Valley School District Code of Conduct
Our students and families must abide by the SVVS Code of Conduct which is available online in both Spanish and English. All families must read through and acknowledge receipt of the Code of Conduct (https://www.svvsd.org/schools/student-conduct/) by signing the digital form. Please follow these instructions (https://tech.svvsd.org/support/2020/04/21/ic-parent-permissions/) to indicate that you acknowledge this information.

Outdoor Recess

Recess is scheduled as part of the regular school day to encourage student wellness. All students play outside during recess. Students get time for movement as well as socializing with others. If your child is too ill to participate in recess, please consider keeping them home. If a child has a doctor's note excusing them from recess for a specified time, the student will be supervised in the office during recess time.

The principal or designee will determine when students will stay inside due to inclement weather. During these times, students will have a recess indoors. Please ensure that your child is dressed appropriately for weather and prepared for outdoor recess.

Playground Rules

Students are expected to follow the **PAWS** expectations on the playground at all times. Staff teach and model playground expectations at the beginning of each school year and continue to reinforce throughout the year. Please ensure that your child is dressed appropriately for winter weather in Colorado.

Homework

Most of our teachers assign some level of homework assignments. Please encourage your children to complete their work. Discussing their work with your children helps them to develop a positive attitude about learning, especially when learning something new or difficult. At home reading is strongly emphasized at Timberline and we offer different home reading events throughout the year. Please join in and enjoy reading at home with your children.

Student Dress

The SVVS Code of Conduct explains dress code expectations. Please read to stay informed. At Timberline, we ask students to remove hoodies while in the building. This is a sign of respect as well as ensuring a safe learning environment where we are able to recognize all students. Please do not hesitate to reach out to our office staff, counselor or interventionist if you need support in providing appropriate clothing for your child. We are here to help.

Lost and Found

Please help us by clearly labeling, with student's name, all items of clothing such as mittens, caps, hats, jackets, coats, sweaters, boots, and umbrellas. Many mix-ups occur during the year and an unbelievable amount of clothing is unlabeled and unclaimed by June of each year. All unclaimed items are donated to a local charity at the end of the school year. The Lost and Found are located on both the blue and green sides of the building, and you are welcome to check it out anytime throughout the school year.

Cell Phones

At Timberline, we will always ensure families have access to their children through our office at 303-772-7900. If you need to speak to your student or leave a message for them, call our office and we will find your student immediately. Our office phone rings to multiple locations so that we can

ensure there is someone to take your call. We will never limit access to your student and commit to supporting family-student communication. We do ask that you respect the learning environment and leave a message for your student unless it is an emergency.

RESPONSIBLE USE OF CELL PHONES AND PERSONAL DEVICES

We commit that each and every student will be recognized for their unique talents and aspirations, and receive an exceptional PreK-12 experience in St. Vrain Valley Schools in order to graduate with a strong competitive advantage.

EXPECTATIONS

- Phones must remain off and in backpacks/lockers during school hours.
- Phones may only be used during emergency situations or with staff approval.
- No photography, video, or audio recording is allowed during the school day without explicit permission from a teacher or administrator.
- Texting, calling, or using social media is not allowed during class time.
- Smartwatches and other wearable devices are subject to the same rules as phones.

CONSEQUENCES - Secondary

- **First offense:** Verbal reminder of the expectation. The phone is confiscated and returned at the end of the class. Student places phone in their locker prior to next class.
- **Second offense:** Phone is confiscated, held in the main office, and returned at the end of the day. Parent/guardian is contacted.
- **Third offense:** Phone is confiscated, held in the main office, and returned only to a parent/guardian.
- **Further offenses:** Additional disciplinary action, which may include loss of phone privileges at school for a set period of time or other consequences.

CONSEQUENCES - Elementary

- **First offense:** Verbal reminder of the expectation. Student places phone in their backpack and parent/guardian is contacted.
- **Second offense:** Phone is confiscated, held in the main office, returned at the end of the day, and parent/guardian is contacted..
- **Third offense:** Phone is confiscated, held in the the main office, and returned only to a parent/guardian.

- **Further offenses:** Additional disciplinary action, which may include loss of phone privileges at school for a set period of time or other consequences.

Student Internet Use

St. Vrain Valley Schools offers students access to electronic devices and the internet to support our District vision and mission. In order to provide open access to the resources, tools and equipment we believe are essential to teaching and learning, it is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Staff will teach and model responsible use of technology throughout the school year. If a student does not use technology responsibly, they may be restricted from such technology for a period of time and their parent or guardian will be notified.

Weapons Policy

Carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity without the authorization of the school or the school district is prohibited. Violation of this policy may require that proceedings for the expulsion of the student involved might be initiated by the principal. Students have the duty and responsibility to immediately report all weapon violations to the attention of any staff member at the school.

Transportation

Bus Passes: All eligible transported students will be issued an individual bus pass card through their school. As the student enters or leaves the bus, he/she will pass his/her assigned bus pass card in front of a reader allowing the current time, date, and geographic location to be recorded into a secure database. The information is then readily available through a secure means in case of an emergency or lost student situation.

Bus riders will receive an initial bus pass card, a clear rubber sleeve and a lanyard at no cost. Reissue of nonworking cards due to normal wear and tear will be free of charge as long as the non-working bus pass card is surrendered to St. Vrain Valley Schools Transportation. Lost or stolen bus pass cards along with a new rubber sleeve will be reissued at a cost of $5.00.

Please note Bus Drivers CANNOT accept any form of payment at any time. For questions, comments or concerns please feel free to contact the Transportation Department at 303-702-7540 or via the bus pass dedicated email address at buspass@svvsd.org

Bicycles, Scooters, Rollerblades & Skateboards

We encourage students to walk or ride to school. Bike racks are provided at the front and rear of the school and bikes are to be parked and locked in the racks. Skateboard racks are available at the

rear of the school as well. The school is not responsible for damage to or loss of a student's bicycle. Scooters, rollerblades & skateboards must be safely placed in backpacks on school grounds and stored in classrooms.

As school grounds become congested at arrival and dismissal, bikes, scooters, rollerblades and skateboards may not be ridden on school grounds for safety reasons. General traffic safety rules should be followed by bicycle riders leaving school grounds and students are expected to adhere to respect, responsibility and safety expectations when riding. It is recommended that all students wear helmets.

We welcome you to the Timberline Wolfpack where our strong and vibrant community relies on the

#powerofthepack!