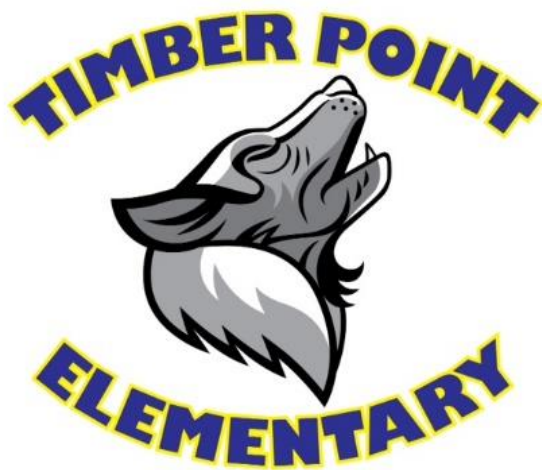


# Parent/Student Handbook

## 2025-26



Timber Point Elementary  
40 Newbury Lane  
Discovery Bay, Ca. 94505  
Main: 925-809-7550 Attendance: 925-809-7551 Fax: 925-516-9318

Principal: Kyle Anderson  
Office Manager: Lisa Neri  
Attendance Clerk: Sonia Cubic  
LVN: Teresa Allen

# ***Home of the Wolves!***

## **Welcome Timber Point Families,**

We're excited to welcome you to the 2025–2026 school year at Timber Point Elementary. Whether you're new to our community or a returning family, we're glad you're here and look forward to a wonderful year ahead.

This handbook is designed to serve as a helpful guide to our school, our staff, and the many programs and opportunities we offer. We encourage you to review it together with your child(ren) and refer back to it as needed throughout the year. If you ever have questions or need support, our office team is always here to help.

At Timber Point, we are committed to educating the whole child academically, socially, and emotionally. We believe in building a strong partnership with families to ensure every student feels safe, supported, and inspired to grow.

We invite you to be part of our vibrant school community. Join us for school events, volunteer in the classroom, or participate in our parent groups. Together, we can make this a great year for every student.

At Timber Point, we are proud to be a P.A.C.K.:

- **Positive**
- **Accountable**
- **Caring**
- **Kind**

And in everything we do, we strive to be:

- **Safe**
- **Responsible**
- **Respectful**
- **Kind**

Let's make it a fantastic year together.

Warm regards,

Kyle Anderson, Principal  
kanderson@byron.k12.ca.us

## **OUR SCHOOL VISION AND MISSION**

Everybody matters; every connection counts, building safe spaces to inspire productive members of society.

### **Our Behavior:**

Our staff regularly works collaboratively, respectfully, openly and honestly, with each other and the staff throughout the District in a positive, caring environment.

### **Curriculum:**

We seek to provide a multifaceted, child-centered, common core state standards-based curriculum. All students will experience a well-rounded curriculum to include the fine arts, computer technology, PE, character development, and additional academic support and enrichment in whole and small group, as needed to meet student needs.

### **Parent/ Community:**

Parents and community are informed of school accomplishments and events via electronic newsletter and our school marquee. Parents are valued as active participants in our students' learning. Our PTA is an integral part of our successes at Timber Point; your membership and fundraising support continue to push us toward excellence. All our parent volunteers and chaperones are fingerprinted and TB tested prior to working with students. All visitors must register through the school office by signing in through our automated check in system prior to coming onto campus.

### **Staff Development:**

Teachers receive training through staff professional development days covering topics such as: Science of Reading, Building Thinking Classrooms, Learning Acceleration, Social Emotional Learning, curriculum support, etc.

### **Measuring of Student Progress:**

A variety of assessments and data are used to drive instruction to meet the needs of each student. We fully implement various standards-based assessments at all grade levels.

### **How we treat our children:**

Students are seen as valuable contributing members of the school community (they are our primary reason for being here each day), and we will offer the support they need to work toward or exceed proficiency in standards in a respectful, honest, and caring environment. We believe in growing children's abilities to problem solve with support and navigate the world around them academically, socially, and emotionally.

### **How children treat each other:**

Students are expected to demonstrate kindness and respect to all of their peers regardless of their unique characteristics. At the same time students will learn to become responsible for their actions. Our Timber Point Pledge is recited daily: "I am a proud and respectful member of Timber Point and I pledge to do my personal best every day, because I believe in myself." We do not take this mantra lightly.

### **Climate:**

Students will use positive character traits to model an environment where cognitive, social, and emotional wellbeing is developed and nurtured. Leadership students facilitate spirit assemblies allowing our entire school to come together to celebrate students of the month, student performance(s), and a competition/game. We love it. All students participate in enrichment art and music classes, physical activity, buddy classes, library visits, and time accessing learning via their personal touchscreen enabled laptops.

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## Attendance/Absences

Regular attendance is vital for successful learning. Students missing class and instructional time results in educational gaps and a loss of revenue to school. The state mandates a 95% attendance rate. **A legitimate absence is when a child is ill or is in danger of spreading any infectious condition, as well as absences for dental or doctor appointments.** A death in the immediate family is also an excused absence. Please be aware that “excused” absences no longer are counted for apportionment in California (schools do not receive funding).

Vacations are considered unexcused absences unless parents request an Independent Study Contract. **How to Apply for Short Term Independent Study:** Contact their student’s school office. Complete the [Request and Master Agreement Form](#) and submit the completed documents to the School Office at least 10 school days prior to the first date of expected absence. In the event of an emergency or illness contact the school principal for arrangements. The Request and Master Agreement will be reviewed by the principal for approval. The school will provide notification if Short-Term Independent Study is Approved. If approved, the Teacher(s) will compile the student’s coursework/assignments and provide assignment information on the Assignment Log. The student will receive the Assignment Log and coursework on the last day of attendance prior to the beginning date of the Agreement. Upon the first day of the student’s return, all assignments and the Assignment Log must be turned in. **No Exceptions.**

Here is what you can do to help your student’s:

- Make good attendance a top priority. Attending school every day facilitates learning and helps build and maintain friendships with other children.
- Try to schedule appointments (e.g. doctor or dentist) before or after school.
- Plan family vacations during school holidays and breaks.

A student will be recognized as having perfect attendance when present at school, the entire year, all day/every day. A student will have perfect attendance when they:

- Arrives on time every day – no tardy (for any reason)
- Attends every school day, not on independent studies (for any reason)
- Attends school all day, no early check out (for any reason)
- Present 180 school days

When your child will be absent, please phone the school at 925-809-7551 and leave a message either on the 24-hour attendance recorder. You may also send an e-mail message to [lneri@byron.k12.ca.us](mailto:lneri@byron.k12.ca.us) or [scubic@byron.k12.ca.us](mailto:scubic@byron.k12.ca.us) . **Absences must be reported within 72 hours.** The following information should be given:

- ✓Child’s name
- ✓Your name
- ✓Teacher
- ✓Reason for absence
- ✓Phone number where you can be reached

Please give Lisa Neri, our office manager, a note from the doctor or dentist when your child returns from an office visit.

An attendance letter will be sent to students per schedule below for absences and/or tardies. State law considers students truant who have 3 or more days of unexcused absence and/or 3 tardies of 30 minutes or more without a valid excuse. Students who are habitually truant may be referred to the School Attendance Review Board (SARB) serving multiple school districts at the Brentwood Police Station.

Unexcused Absences and/or Tardies over 30 Minutes	Excessive Excused Absences
3: First Truancy Letter	10: Information Letter and Requirement of Dr’s Note
5: Second Truancy Letter and Parent Meeting	15: First Official Truancy Notice and Parent Meeting
7: Final Truancy Letter: Possible SARB Referral	16: Final Official Truancy Notice (SARB Referral)

**Release of Students During Class Time:**

If it is necessary for a child to leave prior to the end of the school day, parents must check the child out from the school office. **The office staff cannot call students out of class until a parent arrives.** For your protection, it is the school policy to contact the parent before releasing a child to anyone other than the parent, guardian, or previously authorized person as listed on emergency card. Any person picking up your child must be on your school emergency card on file in the school office. Throughout the year, please update your child's emergency card if any of your phone numbers or contact people have changed.

**Tardies**

If your child is late to school for any reason, they must check in at the office for a tardy slip, which will admit him/her to class. For an "excused" tardy (medical appointment, etc.) the parent should accompany the child to the office with a note from the doctor's or dentist's office.

**Bell Schedule**

8:10	First Bell – Gates opened for <b>STUDENTS ONLY</b>
8:22	Second Bell – Students Report to Classroom
8:25	Start School – Front and Rear Gates Secured
9:50-10:05	Recess: TK-3rd
10:05-10:20	Recess: 4 <sup>th</sup> & 5 <sup>th</sup>
11:25 - 12:00	Lunch: TK, K & 1 <sup>st</sup>
12:05 –12:40	Lunch: 2 <sup>nd</sup> & 3 <sup>rd</sup>
12:40 - 1:15	Lunch: 4 <sup>th</sup> & 5 <sup>th</sup>
12:30	Dismissal TK at Preschool Gate
2:00	Dismissal Kindergarten at Main Gate
2:40	Dismissal 1 <sup>st</sup> - 3 <sup>rd</sup>
2:50	Dismissal 4 <sup>th</sup> & 5 <sup>th</sup>

**\*\*Students are to be picked up within 15 minutes of dismissal\*\***

**Early Release Wednesday**

8:10	First Bell – Gates opened for <b>STUDENTS ONLY</b>
8:22	Second Bell – Students Report to Classroom
8:25	Start School – Front and Rear Gates Secured
9:50-10:05	Recess: TK-3 <sup>rd</sup>
10:05-10:20	Recess: 4 <sup>th</sup> & 5 <sup>th</sup>
11:25 - 12:00	Lunch: TK, K & 1 <sup>st</sup>
12:05 – 12:40	Lunch: 2 <sup>nd</sup> & 3 <sup>rd</sup>
12:40 - 1:15	Lunch: 4 <sup>th</sup> & 5 <sup>th</sup>
12:30	Dismissal: TK
12:45	Dismissal: K – 3 <sup>rd</sup>
12:55	Dismissal: 4 <sup>th</sup> /5 <sup>th</sup>

**Timber Point Bell Schedule  
Minimum Days**

8:25	Start School:
9:50-10:05	Recess: TK – 3rd
11:55	Dismissal All Grades

<b>Gates Opened</b>	<b>Gates unlocked for students</b>	<b>Gates locked</b>
Front & Back	8:10 am by teacher	8:25 am by teacher
Preschool Gate	8:10 am (For TK & K Only) by teacher	8:25 am by teacher
Preschool Gate	12:30 pm by TK teacher	12:40 by TK teacher
Front Gate	2:00 pm by kinder teacher (Wednesdays-Preschool gate)	2:10 by kinder teacher
Front & Back	2:40 pm by teacher	3:00 pm by teacher

In order to maintain a secure campus, classrooms remain locked during the school day. Additionally, our front and rear gates remain locked for the vast majority of the school day. Gates are locked at the start of the school day (8:25). Gates are unlocked at the end of the school day at 3:00. We appreciate all of our parents and students, your child's safety is our paramount concern.

**Only students are allowed on campus both during morning drop-off and afternoon pick-up. The first week of school parents may accompany students, beginning the second week it will be Kiss & Drop at the gates. All school volunteers must be TB tested, fingerprinted, and cleared through the district office.**

## **Student Pick-Up Policy**

We understand that everyone runs late from time to time, and we are flexible with our families when this happens on an occasional basis. Students who are not picked up within 15 minutes of dismissal will be taken to the office to call home. Parents who arrive late to pick up their students will receive a letter from the principal that outlines the concerns and gives information about The Academy, our afterschool childcare program.

## **Child Care**

Timber Point has onsite childcare through our Academy before and after school with hours from 6:30 a.m. to 6:30 p.m. For more information, please stop by D11 and speak with director, Monica Mathews or call 925-809-7557. <https://www.timberpointelementary.us/o/tpes/page/academy>

## **Classroom Placement**

The process of student placement begins in May each year as grade level teams collaborate to create well balanced classes. Grade levels take into consideration multiple factors, including gender, academics, behavior, special education services, counseling, parent volunteers, and English language learners. **We will not consider any classroom placement changes for the first two weeks of school.** This allows time for us to verify our enrollment numbers and for you to address any of your concerns directly with the classroom teacher; it is imperative that we work together to establish an environment of open communication and respect from the very beginning. If after the first two weeks of school you find that you still have concerns with placement and have met with the teacher to resolve your concern, please let the teacher and principal know and we will schedule a meeting with you and your child's teacher to develop a plan for success.

### **Parent Information for Placement:**

Parents frequently have information concerning their children's learning style they wish to have considered during the placement process. According to Board Policy 6152 (class placement), consideration shall be given to 1) placement recommendations of the current classroom teacher, 2) girl/boy balance, 3) academic balance, 4) social/emotional needs, 5) individual teacher strengths, 6) student interests, readiness, behavior, motivation and learning style. Parents with such information are asked to complete an Assignment of Pupils form prior to May 5<sup>th</sup> of each school year for consideration during student placement by grade level teams. Requests for specific teachers may not be taken into consideration. Teacher assignment is determined by principal.

## Communication Between Home/School

Timber Point Elementary School values clear communication between home and school. The e-mail addresses of all school staff are available on the Timber Point website. We encourage you to go directly to your child's teacher first to discuss areas of concern. They may refer you to another staff member for additional help. If an issue is not resolved to your satisfaction with the teacher or staff, please contact the principal, Kyle Anderson, at [kanderson@byron.k12.ca.us](mailto:kanderson@byron.k12.ca.us).

School Newsletters are sent home electronically each week via email and are on the school website. If you need a hard copy, please make your request directly to the classroom teacher.

Some items, such as field trip permission slips, will still come home as paper copies.

Email is the main method of communication, please check your email regularly and update your email in the school information system if there is an update.

### **Phone Messages for Students:**

We realize that emergency situations may arise when a message needs to be delivered to a student during the school day. As it is our intent to cause the least amount of classroom disruption during instructional time, the school office will receive the message and relay it to the classroom teacher who will deliver the message to the student. We encourage you to send a note to the classroom teacher, advising the teacher of childcare changes, medical appointments, or any other action the teacher and/or student needs to be aware of. If this is not possible, please try to telephone or email the school office prior to the lunch break, so that a note to your child (or teacher) may be left in the teacher's mailbox and the message can be delivered without interrupting the class.

### **Deliveries for Students:**

Items such as lunches, birthday treats, change of clothes, and school supplies are to be delivered and left in the office. Office staff will arrange for delivery or pick up. **Delivery of items to the classroom by parents is disruptive to classroom learning and is not permitted.**

Under no circumstances will balloons be delivered or taken to the classroom, as they are deemed a distraction to learning. We are happy to keep balloons in the office for pickup by students at the end of the school day. Treats for class must be individually wrapped (ex. Hostess cupcakes, Rice Krispy Treats, etc.).

## Behavior and Positive School Environment

### **Positive School Environment:**

It is our belief that all children have dignity and worth and can behave appropriately. Our goal is to help students develop self-discipline, and respect for others as well as themselves. Students, teachers, parents and administrators are all responsible for maintaining the following behavior expectations:

#### **School-wide Expectations**

1. Be Safe
2. Be Responsible
3. Be Respectful

Positive Behavior Intervention and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS supports all students through interventions ranging from a school-wide system to a system developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to promote prosocial behavior for all students and improve school climate. Students are part of the Wolf P.A.C.K, Positive Accountable Caring Kind.



## **Systems to create an inclusive and safe school environment:**

### **1. Social Emotional Learning**

Students will be learning more about the [Choose Lose](#) and the character traits. Teachers and the counselor will be teaching lessons in their class and assemblies will highlight the character traits. Courage + Gratitude + Forgiveness + Compassion-in-Action = Choosing Love. Students also learn about the Zones of Regulation. The Zones of Regulation is a framework that helps students recognize and manage their emotions by categorizing feelings, promoting self-awareness and self-regulation skills.

### **2. Acknowledgment Systems**

PAW Tickets reinforce the behaviors we want to see. These are given by teachers, office staff, parent volunteers, and student leaders. PAW Tickets may be used in the PAW Store to buy rewards.

### **3. Addressing Student Behavior**

Timber Point Elementary strongly believes that the best way to support all students when it comes to discipline is to use a restorative and educational approach whenever possible.

### **Classroom Rules:**

Each teacher has specific rules and guidelines in their classroom. Although specific rules and expectations may vary according to the grade level, behavioral expectations and discipline systems are explained to parents at Back-to-School Night. Email your teacher if you have questions about their classroom management policy. Ultimately, we want Timber Point students to practice behaving responsibly, respectfully, and safely so that these traits become fundamental characteristics that enable them to deal with the increasingly complex issues that they will face in the future. We expect students to learn from their mistakes and poor choices. In keeping with this, subsequent offenses will result in more severe consequences, and may include suspension from school.

### **Discipline**

Parents and teachers must work together as partners in providing the discipline that guides our children toward becoming responsible, self-directed people, and productive members of our community. Our goal at school is to educate, not to punish, and even misbehaviors and infractions may serve as opportunities for students to learn.

Student consequences for breaking classroom and school rules are based on the specific behaviors the student exhibited. Ultimately, we want students to make good choices every time, but when they don't, some of the possible consequences include, but are not limited to: teacher/staff and student discussion, principal and student conference, time out in another classroom or location at school, parent contact (phone or email) or required parent conference, reflective writing assignment or letter of apology, referral to office, denial of privilege non-curricular activities, conflict resolution, behavior contract, or suspension (Ed Code 48900).

### **Suspension/Expulsion**

Suspension from school can be imposed when other means of correction fail to bring about proper conduct. Suspension from school or expulsions from the district are based on state law, educational code, and board policy. The following are 'some' activities may result in a suspension or expulsion: See Board Policy 5144 and Ed Code 48900, 48915

- Caused, attempted to cause, or threatened to cause physical injury to another person 48900 (a)(1)
- Willfully used force or violence upon the person of another, except in self-defense 48900 (a)(2)
- Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is

- concurrent in by the principal or the designee of the principal 48900 (b)
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind 48900 (c)
- Committed or attempted to commit robbery or extortion 48900 (e)
- Caused or attempted to cause damage to school property or private property 48900 (f)
- Stole or attempted to steal school property or private property 48900 (g)
- Committed an obscene act or engaged in habitual profanity or vulgarity 48900 (i)
- Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm 48900 (m)
- Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both 48900 (o)
- Engaged in an act of bullying 48900 (r) - (see the Ed Code for information and meaning of: bullying, electronic act, burn page, credible impersonation, false profile, cyber sexual bullying, reasonable pupil)

### **Cyber Bullying**

Cyber Bullying is prohibited and defined as: "Prohibited student conduct includes but is not limited to: Harassment of students or staff, including bullying, intimidation, so-called "cyberbullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering.

Cyber bullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships."

Any and all types of bullying will not be tolerated at Timber Point School. Each incident of bullying will be investigated and dealt with, consequences could include, but are not limited to; loss of recess, lunch recess, detention, and suspension. Consequences will be assigned according to the specific details of the incident.

Bullying is never acceptable, but it is very often the symptom of insecurities or misunderstandings. When we observe or learn about an incident of bullying, it important to report. Is also important to educate and teach replacement behaviors. See Board Policy 5131.2

## **Dress Code for Students**

There are many purposes for dress code, the most important purposes include:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as science (eye or body protection), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with offensive images or language depicting or advocating violence or the use of alcohol or drugs.

- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

The following general guidelines need to be followed:

- Student dress should be neat and clean.
- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes. Sandals may be worn, but must have a back strap, flip-flop-type sandals are unsuitable for school use.
- Shirts and dresses must have fabric in the front and on the sides (under the arms).
- Clothing must cover undergarments.
- Fabric covering breasts, genitals and buttocks must be opaque (not able to see through).
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- Clothing which displays vulgar language, symbols, graphics or promotes drugs, alcohol, control substances, hate speech, weapons, or other inappropriate or illegal messages are not permitted.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

“Gang related apparel” is prohibited on campus (E.C. #35183). Dress, grooming or appearance which disrupts, or intends to disrupt, the education process or affects the health or safety of individuals is prohibited (E.C. #48900 and 48907). Students not adhering to the dress code will be asked to call home and to have a parent or guardian bring appropriate clothes in accordance with our school dress code.

## **Emergency Procedures**

At various times during the school year, emergency drills are conducted to review procedures and safety exits from the classrooms to the outside areas. Students are to follow the instructions of teachers and administrators exactly. In the event of a serious emergency, we ask that parents do not call the school to check on their children or ask what the situation is, as phone lines may be needed to deal with the emergency. The school will contact parents, as applicable, our automated phone and email messaging system. Additionally, lockdown drills are conducted to familiarize staff and students with the safest response possible should seeking shelter be necessary at any time during the day. We take safety very seriously and impart that on all students.

In the event of an emergency such as a major earthquake where parents are unable to reach the school, we are prepared to provide overnight shelter for our students. All teachers and staff members are required by law to remain on campus until all children have been picked up by parents or designated persons.

### **Emergency Cards:**

The school's emergency cards are very important since they provide information for each child that might be needed in case of an emergency. To keep the cards up to date, please update your information during data confirmation. It is vital that each child's emergency card contain the name of a neighbor or other person to whom we could release the child. Cards are available in the school office to update if and when your information changes. All information is then maintained within our student data management system, Aeries. Parents can log into the Aeries parent portal at any time to update information.

## **Field Trips**

At various times throughout the year, teachers plan field trips to enhance and supplement classroom learning. Teachers send home information, permission slip, request for parent chaperones and outline of requested

donation. Each student must return a signed slip to participate. Donations are requested to cover transportation, entry fees, and other related costs. If donations do not cover the related expenses, field trips may be cancelled. Chaperones must be fingerprinted, and TB cleared. **Siblings/non-school age children may not attend field trips under any circumstances.**

## Health

### **Health Checkup (Physical Exams):**

California law requires that all children have a physical examination within eighteen months of entry into first grade. Byron School District Board Policy requires a physical exam prior to the first day of attendance in kindergarten. Please turn in a copy of the medical report and the immunization record to the office prior to school opening. Our district LVN will verify that all records have been received and all required immunizations have been given. Parental waivers are available under certain conditions. Parents may call the school office for information.

Each child's health and wellbeing are of vital importance. Each classroom is equipped with a basic first aid kit. The district LVN and the office staff provide additional first-aid as needed. The following procedures help to provide for a child's needs should an emergency arise.

When a child is sent to the office feeling ill, the procedure is:

- Temperature is taken. If temperature is less than 100.4 the child is sent back to class.
- If a teacher sends the child to the office a second time, parents may be called to pick up the child.

Parents will be called:

- If child's temperature is 100.4 or higher. Students with a fever are to be kept home until they are fever free for 24 hours, without benefit from a fever reducing agent
- In cases of head injury, major wounds, severe coughing, vomiting, diarrhea, difficult or rapid breathing
- If there are other injuries or illnesses deemed to require a parent or physician's attention.

The school will contact the parent or person designated on the emergency card. State law requires parents to furnish the school with a current, working emergency telephone number. In life-threatening situations, we will call 911. Any charges incurred are the parents' responsibility.

**Medications:** The administration of medications to students by school staff may be done only in exceptional circumstances for chronic ongoing health conditions. If the time schedule of the dosage is flexible, parents should make arrangements to provide the medication to their child outside the school day. Any pupil who must take prescribed and/or over the counter medication during the regular school day must have on file a completed authorization to administer medication during school hours signed by both the parent and the physician. This form is valid only for the school year during which it is submitted. Medications must be brought directly to the school office in the original container with a label showing child's name, dosage, and time schedule. (Designated school personnel will assist in administering the medication). No medications are to be left in a child's possession to administer to themselves (with the exception of asthma and epi-pen for allergic reactions; notes must be on file)

**Lice:** A child suspected to have lice will be sent to the office inconspicuously for a thorough check by office staff. If lice or nits are found, the child's parent is notified and request made to take student home for treatment. Per Board Policy, the child shall be allowed to stay in school until the end of the school day if parents do not elect to pick them up to begin treatment. When a case of lice/nits is confirmed in a classroom/or grade level it will result in an informational letter being sent home with all students in the classroom/grade level. The child whom was identified with live lice is permitted to return to school the next day following treatment, but must be checked for live lice in front office. If live lice are present, student may not remain in school; the parent will be contacted to discuss treatment.

**Tobacco Free Schools:** (HS §104420): Use of tobacco products at any time by students, staff, parents, or visitors is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes.

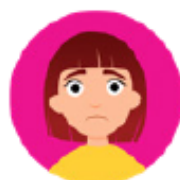


# When to Keep Your Child Home from School or Child Care

Below are suggestions for when to keep your child home when they are not feeling well. Contact a health care provider if your child needs medical care. A doctor's note is generally not required to return to school or child care. For more information, please visit the [CDPH guidance page](#).



Symptom of Illness	When should my child stay home and when can they return?
Overall, not feeling well	<b>STAY HOME IF</b> any new illness or symptom prevents a child from participating meaningfully in routine activities.
Fever	<b>STAY HOME IF</b> a fever is of 100.4°F (38°C) or higher. <b>RETURN WHEN</b> fever went away over the night and is gone in the morning without the use of medications such as Tylenol®, Advil®, or Motrin® (acetaminophen or ibuprofen).
Vomiting	<b>STAY HOME IF</b> vomiting has occurred 2 or more times in 24 hours. <b>RETURN WHEN</b> vomiting has ended overnight, and your child is able to hold down liquids and food. Recommend frequent handwashing.
Diarrhea	<b>STAY HOME IF</b> your child's stool is likely to leak from the diaper, or if they are unlikely to make it to the toilet in time (if potty trained). If the stool looks bloody or black, seek medical attention. <b>RETURN WHEN</b> improving. Recommend frequent hand washing.



Questions? EMAIL [tallen@byron.k12.ca.us](mailto:tallen@byron.k12.ca.us)



Scan the QR code find the latest version of this flyer.



# When to Keep Your Child Home from School or Child Care



## Sore throat

**OK TO ATTEND WITH MILD SYMPTOMS.** Please consider wearing a mask if age 2 years or older.

**STAY HOME AND SEEK MEDICAL ATTENTION** for difficulty breathing or swallowing, or continuous drooling.

**RETURN WHEN IMPROVING.** If an antibiotic is prescribed, take the first dose at least 12 hours before returning.



## Cold symptoms, such as cough, stuffy/runny nose, sneeze

**OK TO ATTEND WITH MILD SYMPTOMS.** Please consider wearing a mask if age 2 years or older.

**STAY HOME AND SEEK MEDICAL ATTENTION** for severe symptoms, including a bad cough, difficulty breathing or trouble catching their breath, or wheezing when not controlled by medication (like albuterol).

**RETURN WHEN IMPROVING.** If your child will need medication after returning, contact the site to let them know.



## Ear or eye irritation, including pink eye

**OK TO ATTEND WITH MILD SYMPTOMS.**

Recommend frequent handwashing.

**STAY HOME AND SEEK MEDICAL ATTENTION**

for difficulty seeing or hearing, an eye injury, or pain they cannot tolerate.



## Rash

**OK TO ATTEND WITH MILD SYMPTOMS.**

**STAY HOME AND SEEK MEDICAL ATTENTION** if rash is worsening, causing pain, has blisters, or is not healing.

**RETURN WHEN IMPROVING** or as guided by health care provider. In general, for conditions such as lice, impetigo, ringworm, scabies, and pinworms, your child may return as soon as they start appropriate treatment.

## Homework

The Governing Board recognizes that meaningful homework assignments can be a valuable extension of student learning time, provide enrichment, and assist students in developing good study habits. Homework and/or makeup work shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.

Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students shall receive credit for work that is completed late in order to encourage their continued learning.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians.

Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. Students may also work with other students and use approved outside resources as directed by the teacher.

In general:

When a child brings home homework, there are some things a parent can ask:

- *May I see your assignment?*
- *Show me your class work.*
- *When must you return this assignment to school?*
- *How can I help you with your assignment?*

It is recommended that all grade levels read for at least 20 minutes nightly (or being read to for non-readers). Beginning in 1<sup>st</sup> grade, teachers may assign an additional 10 minutes of homework per grade level (not to exceed):

- Kinder: 20 reading
- 1<sup>st</sup> grade: 20 reading + 10
- 2<sup>nd</sup> grade: 20 reading + 20
- 3<sup>rd</sup> grade: 20 reading + 30
- 4<sup>th</sup> grade: 20 reading + 40
- 5<sup>th</sup> grade: 20 reading + 50

If you find that your student is spending more time than the recommended time on homework, reach out to their teacher.

## Student Progress Reports

The curriculum for students follows Common Core Standards. The curriculum for all elementary students in this district includes:

- Language Arts – reading, literature, spelling, writing, phonics
- Mathematics – computation, algebra, number sense, problem solving
- Social Studies – history, geography, democratic participation skills
- Science and Health
- Visual and performing arts
- Physical education



Student progress toward standards is reported to parents three times each year. Standards offer a very specific way to identify student learning in a particular skill or activity. They also offer a way to give parents a more objective, thorough analysis of student achievement by way of grading to a standard. Each standard consists of several benchmarks that are assessed at various times during the year.

For grades k-3, scores are used to report progress and achievement are more precise indicators of what students know and are able to do.

The scores on standards are as follows:

- **1** means the student is having great difficulty.
- **2** means the student is making progress towards mastery; however, s/he has not completely accomplished or fully understands what has been taught thus far.
- **3** means the student has mastered the portion taught thus far and is on track for mastery of the standard by year end.
- **4** means that the student has knowledge and skills showing full mastery of grade level standards.

Grades 4-5 use letter grades.

## **Lunch**

Timber Point Elementary School serves nutritionally balanced lunches. Lunches may be purchased for a fee per day. The best way to purchase lunches is to set up an account through [myschoolbucks.com](http://myschoolbucks.com). Any student who forgets his/her lunch will be provided with a combination of fruit, vegetables, crackers with cheese, and milk. Your child's account will be charged with each lunch purchase and notice will be sent when more money is needed. A reduced rate or free lunch program is available for those who qualify; forms are available in the office. Additionally, all parents are provided application forms at Sneak-a-Peek and are encouraged to apply.

## **Breakfast and Snack Recess**

Breakfast is served each morning between 8:20 to 8:30 and may be purchased. The kitchen closes at 8:30 to prevent students from being late to class. Snack Recess is a second change option for students that were unable to attend breakfast.

## **Food from Home/Birthdays**

As you know, nutrition is integral to healthy, alert children (and adults). Therefore, we encourage parents to limit or eliminate sending sugary snacks and sweets with your child. Soda, caffeinated drinks, and energy drinks are not allowed at school.

Birthdays are a time for your child to feel uniquely celebrated that day. Teachers allow for celebrations in a variety of ways, though all staff adhere to our NON-FOOD ITEM celebrations for birthdays. Your child may donate a book, provide pencils/erasers to their classmates, or bring another non-food item to share with the class. Always be sure to arrange this celebration with your child's teacher.

## **Early Release Wednesday**

Early Release Wednesday for students occurs every Wednesday. These days include the minimum amount of instructional minutes allowed by the state and provide time in the afternoon for essential planning, collaboration, and professional development for staff. Students in TK are dismissed at 12:30, grades K-3 are dismissed at 12:45, and 4<sup>th</sup>/5<sup>th</sup> are dismissed at 12:55. We believe students in 4<sup>th</sup> and 5<sup>th</sup> grades should remain on campus during their lunch time (as opposed to being signed out early with younger siblings) in order to benefit fully from this important social and physical activity time with peers. Thank you for your consideration in this area.

## **Money**

- Checks for field trips (donations) should be made out to Byron Union School District.
- Checks for other student activities should be made out to the appropriate vendor. Parents should check with the child's teacher if unsure.

## Office Hours

The office hours at Timber Point Elementary are 8:00 a.m. to 4:00 p.m. Our phone number is (925) 809-7550, our FAX number is (925) 516-9318 and the Attendance line is (925) 809-7551. **Please leave a message if we are unable to answer your call and we will call you back as soon as we can.** Email is the best way to communicate, please email Lisa Neri @ lneri@byron.k12.ca.us

## Playground Rules

Our goal is to create a playground environment that is fun, safe and nurturing.

### **Before School .... Morning Recess and Lunch Recess:**

- Student supervision starts at 8:10 a.m. M-F. Students will wait at the front or rear gate and walk to the playground at 8:10. **For your child's safety, please do not have your child arrive at school before 8:10.**
- Students riding bikes must place their bikes in bike racks. The bike racks are off limits except during arrival and departure times. Students are to rack their bikes upon entering campus and may not pass through from one side to the other.
- Helmets are expected to be worn and students will be reminded about the importance of properly wearing one when riding all wheeled devices.
- From 8:10 – the start of school and during recess, students must be in the playground area. During all recesses students are responsible for being in a location where they can be easily seen by a yard duty supervisor. Students drop off their backpack and go to the playground.
- Students must always walk to and from the playground area.
- Students are encouraged to first try to solve problems themselves by talking, then to ask for help to talk over disagreements. We believe in empowering students to problem solve to gain skill and confidence in conflict resolution and avoidance.
- Use common sense when no rule seems to apply. When in doubt, do the safe thing.
- Students are to freeze when the bell rings or the whistle is blown and listen for staff to release them to walk to their lines.

### **Playground Rules and Lunch Rules:**

- Equipment: All students are expected to use common sense and to play safely while enjoying our playground structures. Running or playing tag on the equipment is not considered safe play.
- Swings: Go back and forth only sitting on your bottom. If someone is on the swing, wait on the side, count to 45 or sing ABC's twice. When someone counts on you, slow down carefully and get off.
- Tire Swing: One person at a time. One person pushing – feet on the ground. Wait on the side.
- Bars: Use two hands on the bars. Move hand-over-hand, one person at a time and one line going one direction.
- Slides: One person at a time. On your bottom, feet first. Wait until previous person is off slide. No going up backwards.
- Lunch equipment/Classroom Equipment: Be responsible for equipment taken. Share with other students. Return to proper place after use.
- Snack Recess: Sit at tables when eating snack. Throw trash into containers before leaving table area. Clean up after yourself. **Keep our school beautiful!**
- Lunch Rules: Walk to and from lunch area. Wait quietly in the lunch line. Find a seat quickly. While eating, stay at your table (you may sit or stand based on your comfort level). Raise your hand for permission to be excused (mandatory 15 min eating period for all grade levels). Your eating area must be clean and litter free before you may be dismissed to go to the playground. No food allowed away from the lunch table area.
- Bathroom Use: Students are to use the bathrooms quickly and responsibly for the purpose they were designed.

## **PTA**

The Timber Point Elementary School PTA benefits our school in many ways. The PTA raises funds for school projects, participates in classroom activities, and helps with school wide events. In order to help maintain a strong program, help and cooperation from parents as active members is vital. We hope to have 100% membership participation each and every year. Our PTA president is Angela Walker and there are membership forms in the school office. The PTA email address is: [timberpointptainfo@gmail.com](mailto:timberpointptainfo@gmail.com)

## **Response to Intervention**

Timber Point Elementary utilizes a comprehensive MTSS (multi-tiered student support) model to support student learning. Key components include strong “good first teaching” in the general education classroom, a multi-tiered approach of increasingly intensive interventions for students as determined by data, progress monitoring, pre and post assessment analysis, fluid grouping, research based interventions, MTSS initial and follow up meetings with teachers and support staff, and pull out and push in instruction by staff. Through the process of early and ongoing intervention, we believe we can appropriately meet the vast majority of student needs in a general education setting.

## **School Site Council**

The purpose of the School Site Council is to provide a method for collaborative decision making among representatives of those involved in and affected by the school program. SSC members are responsible for developing a School Site Plan, continuously reviewing the implementation of the plan, assessing the effectiveness of the school program, reviewing and updating the school improvement plan, School Safety Committee, and establishing the annual school improvement budget. Meeting dates and times appear on the website.

The School Site Council consists of five parent members (elected by parents), the principal, three teachers, and one additional staff person elected by their colleagues. Terms of office are for two years. Elections are held in late spring each year with approximately five meetings per school year.

## **Special Education**

Special education services are provided for all students meeting federal qualifying criteria. These students receive instruction on a regular basis, according to their Individualized Education Plans (IEP).

## **Special Programs**

We at Timber Point Elementary have the unique opportunity to develop new programs to meet the needs and interests of our students. We want to create an exciting, fun, nurturing and intellectually stimulating community of learners. Everyone's help and ideas are greatly appreciated! A great place to start is with your child's teacher; we encourage open communication and brainstorming . . . “What if?” is an excellent opening line.

Timber Point Elementary School offers a comprehensive program consisting of a core curriculum at each grade level. All students receive the same high level of curriculum and instruction. We offer the following support programs and services:

- Special Education Learning Specialist
- Behaviorist
- Response to Intervention (RtI)
- Multi-Tiered Systems of Support (MTSS)
- GATE (Gifted and Talented Education)
- English Language Development

- Literacy Support
- Library Services
- Speech and Language Therapy
- Art Docent Program
- Music
- Assemblies
- Counseling
- Student Success Team (SST)
- Daycare before and after school provided by our Academy

## **Standardized Testing**

The State of California and its public schools administer the Smarter Balanced Assessments as part of our state's adoption of the Common Core State Standards. The test is given in grades 3-5 via computer in ELA and mathematics. Science test is given to 5<sup>th</sup> graders.

## **Student Academic Support**

### **Intervention:**

State law requires that students who are at risk of being retained as a result of limited progress toward district standards and benchmarks be identified and parents notified as early in the school year as possible. In order to help support these students, we provide different means of academic support to these students. This support varies by grade level and student need. If your child is struggling academically, your child's teacher will inform you if your child qualifies for these services. Concerns regarding retention are brought to the principal who will schedule a Student Study Team to discuss strengths, history, concerns, and next steps. Promotion to the next grade level with strategic academic supports in place for the student is research based and our goal District wide.

## **Student Council**

Our student council provides leadership opportunities to fourth & fifth grade students led by teacher advisors from multiple grade levels. Students are elected by their peers. Student council provides general service to our school and make decisions regarding school activities and fundraising opportunities to support student activities. Additionally, they help facilitate our whole school spirit assemblies.

## **Student Study Team (SST)**

If a student demonstrates ongoing social, emotional, or academic difficulties despite documented and implemented interventions, a Student Study Team (SST) meeting may be initiated by the principal or teacher. The SST typically includes the student's teacher, support staff (such as the counselor, behaviorist, or interventionist), the principal, and the student's parent(s) or guardian(s). Together, the team collaborates to develop a targeted action plan aimed at supporting the student's success.

## **Technology (Student use of)**

Our 1:1 digital device rollout was completed in January 2017. We will continue to provide each grade level 1-5 with a mobile cart with a class set of netbooks for student use/instruction. Kindergarten uses iPads for learning support and academic development. Our infrastructure, web filters, and technology is constantly evaluated and improved in a changing digital world.

- Students in grades K – 5 have access to information resources selected by the teacher.
- Teachers work to incorporate technology appropriately at their grade level in support of CCSS.

- Parents must be notified in writing using the Student Acceptable use Agreement form, at least two weeks prior to the initial use of the Internet.
- If requested, staff shall provide an opportunity for parents to review the electronic resources.
- Staff will supervise student use of on-line services.
- Teachers and students will be given instruction on the proper use of the District Network and the Internet and educational software.
- 4<sup>th</sup> and 5<sup>th</sup> grade students will receive technology instruction as part of their classroom curriculum delivered by their classroom teacher. The learning they are demonstrating is impressive and will pay dividends for students in the years which follow. Use of electronic media provided by the District is a privilege.

Misuse of equipment, electronic resources and the network may subject the student to loss of privilege or disciplinary action.

## Transportation

Students walk, ride bikes, or are driven to school in private cars.

**Walking:** Students need to be sure to observe traffic rules and cross only at crosswalks with the direction of the crossing guard. We encourage students to walk with a buddy. When entering the campus, they are to follow the directions of the crossing guards.

**Private Cars:** We encourage families that drive their children to school to carpool considering the high number of vehicles arriving to pick up and drop off students in a short amount of time and with limited parking. The following guidelines will serve to ensure the safety of all students as they arrive and leave school each day. With approximately 400 children arriving at the same time, it is crucial that we all be patient, cautious, and courteous. **TK and Kindergarten parents are asked to park their cars legally and walk their children to the preschool gate in the morning and to pick them up from the main gate in the afternoon.** Please remember to exit at the EXIT ONLY end of the driveway. Only the preschool gate is unlocked during TK dismissal and the main gate for Kindergarten dismissal to maintain security while other primary aged students are still on campus. Parking in the rear lot is permitted and encouraged, but requires walking to the front of the school along the perimeter of our campus to gain entry.

### Key points are:

- Please remind your children to cross only at the cross walk and to follow the directions of the crossing guards.
- Please follow crossing guard's directions and do not drive through the crosswalk while any students or the crossing guard is still in any part of the crosswalk.
- Keep the traffic flowing by dropping your children off quickly, yet safely. When picking students up, keep the traffic moving by circling if your child is not there. Vehicles in outer lanes (non curb side) are not permitted to pick up (nor drop off); it is expected that a vehicle is parked along the curb when picking up children and children exit directly onto the curb.
- **Do not park or Double Park in a drop off zone (marked clearly in yellow); students are not permitted to enter a vehicle that is improperly parked due to safety concerns.**
- **Never leave your car unattended in a drop off zone (marked clearly in yellow).**
- Follow the directions of the adults directing traffic and be respectful ... their job is to assure all students arrive and depart safely.
- Proceed slowly to keep students safe!

**Bicycles, Skateboards, Roller-skates, Roller blades, Scooters:** Due to the potential for injury: skateboards, roller blades, roller-skates, bikes and scooters are not allowed to be ridden on the sidewalks leading up to the school nor upon passing through school gates onto campus. **All children must wear helmets, as required by law, with the straps snapped snugly under the chin,** California Code, Vehicle Code - VEH § 21212. <https://codes.findlaw.com/ca/vehicle-code/veh-sect-21212/> The school is not responsible for loss or damage to

items brought to school. Skateboards, scooters, bikes, or roller skates ridden on campus or arriving without a helmet may be impounded by staff and students will need to call their parents from the office. Parents will be required to pick the item up in the school office during regular office hours.

Information on electric scooter/bike legal requirements and restrictions <https://511contracosta.org/parents-ebikes-escooters/>

### **Toy guns or weapons are not permitted at school. Toys, cell phones**

Cell phones and/or watches are permitted at school under the law. Students are not permitted to use cell phones, smartphones, smartwatches, or other mobile communication devices once they arrive on campus for the instructional day. Cell phones must remain off and stored in backpacks from arrival until dismissal, except in emergencies or as required by a student's IEP or medical plan. Unauthorized use of devices during school hours may result in confiscation, requiring retrieval by a parent or guardian. Students needing to communicate during the school day must request permission to use a school provided telephone.

## **Animals**

Animals shall not be brought to school without explicit written prior permission of the principal. To achieve specific curricular objectives animals may be allowed by the principal provided student health and safety is not jeopardized and the individual requesting that the animal be brought to school abides by all school and district rules. The school campus means all parts owned by the school district, including the buildings, parking area and grounds. **Please avoid bringing family pets when dropping off and picking up students ensure everyone's comfort and safety.** See Board Policy 6163.2 and 1250

## **Visitors/Volunteers**

We love our campus volunteers! Please contact the office and/or your classroom teacher if you are interested in volunteering, and we can provide the most up-to-date requirements.

**Timber Point is a closed campus.** Volunteers checked in through the office working in classrooms are the exception. **Siblings/non-school age children may not be on campus during school hours.** Classroom volunteers have access to the assigned classroom and E-wing workroom only. Classroom volunteers are not to go to recess, gatherings, lunch, etc. Adult restrooms for volunteers are located in room E15 volunteer workroom. For security reasons adults are not to use student restrooms.

Timber Point Elementary volunteers help throughout the school on a regular basis. Many parents and community members also enrich the school program by sharing their own expertise as a guest speaker. **Effective January 1, 2015, the Byron Union School District Board of Trustees implemented board policies: AR1240, CF 4212.5, CF. 3515.5, (Ed code 45106, 45347, 45349, 49406), policy on the requirements for our parent volunteers and parent drivers. All classroom volunteers, and all drivers and chaperones on field trips will now have to have fingerprint clearance as well as a current Tuberculosis (TB) test. If you have had a TB test within the last 4 years and can provide the negative reading, you may use these results. If you have a fingerprint clearance through our district, you do not have to re-submit one, but if you have had a clearance through another agency, it is not transferable and will need to be done again.**

***All visitors, including volunteers, to our campus are required to sign in at the office and wear a visitor or volunteer sticker printed from our automated check in system. Staff members are required to wear school ID badge daily displayed on a lanyard or clip.*** All staff members are to refer campus visitors without a sticker to the office for sign in. Requests to observe in classrooms should be made through the school office, preferably at least 24 hours in advance. Nonparents conducting observations with parental approval must adhere to the following protocol:

- Provide documentation to principal of their license/credentials
- Provide supervisor name and number to principal to verify employment
- Provide letter of intent stating purpose of the observation

- Limit observation to 60 minutes or less
- Be accompanied by principal during observation period
- No audio or visual recording is permitted
- Staff are not obligated to answer observer's questions, but may choose to do so outside of instructional time

This policy is in place to protect the rights and safety of our students. For safety reasons the gates will be closed during school hours.

## Safety Concerns

We currently have approximately 400 students at Timber Point. To ensure safe arrivals and departures we have included some pick up guidelines. We would also like to encourage carpooling, safe bicycling and walking for students that live nearby Timber Point. Please take advantage of crosswalks when walking students to and from school. Remember modeling appropriate traffic laws street crossing behavior promotes safe student behavior. For students bicycling please remember to bring your own bike lock and inspect your safety equipment. We do not have a way to secure skateboards and scooters. The school also reserves the right to keep a student's bike, scooter, or skateboard if a student is not wearing a helmet or has broken safety equipment. We will keep the equipment until a parent can come and pick it up or a student can demonstrate they have their own helmet.

We encourage you to discuss safety precautions with your children at home. While we don't want our children to become alarmed or frightened, we do need them to understand how to react appropriately if confronted by a stranger.

- Make sure your children know what to do if they are confronted by a stranger.
- Children should keep their distance from strangers and not allow strangers to get close enough to grab them.
- Children should be taught to say no to a stranger's request or advance.
- Children should quickly get away from the stranger yelling and screaming to draw attention for help.
- Children should tell a responsible adult what happened as soon as possible.
- Encourage your student to walk and travel with a trusted friend or adult.
- Have a plan and secret code word that only you and your child know in case you ever need a friend to pick up your student.
- Children should be alert and aware of their surroundings (not looking down at their cellphone) as they walk.

A redacted School Safety Plan is available for review in the office.

## Parking Alert

It is very important we do not block handicapped parking stalls or the handicapped blue parking along the curb. We have many families that utilize these parking spaces on a daily basis, and we want all students and families to have equal access to Timber Point.

## Drop Off & Pickup Procedures

We utilize the main front and back parking lots to get students safely to their cars at pick up time. The office loop is for the bus. Vehicles must not be parked or unattended in any of the loops/curb. **(Please see the attached diagram on the back of this sheet)** Always **DROP OFF ONLY along the curb** to keep traffic flowing. It is extremely dangerous to drop off in the middle of traffic or block a crosswalk to drop students off.

- / Please arrange car seats for siblings, so students can safely board from the passenger side of the car along the curb.
- / Student should not be dropped off at school before 8:10.
- / Remember that we have early dismissal on Wednesday, K-3rd 12:45, 4<sup>th</sup>-5<sup>th</sup> 12:55.
- / The interior lane of both loops is not for picking up students.
- / Please notify the office in the event of an emergency that prevents pick up.
- / Last, but not least please be patient with volunteers, teachers, and other parent drivers as we work to get all students to and from school safely.

**Early Intervention Preschool:** Parents must park in a parking space to be able to walk their students to the classroom

**TK:** teacher will walk student to the preschool gate at 12:30 to meet parents

**Kindergarten:** teachers will walk students to the main gate at 2:00pm to meet parents

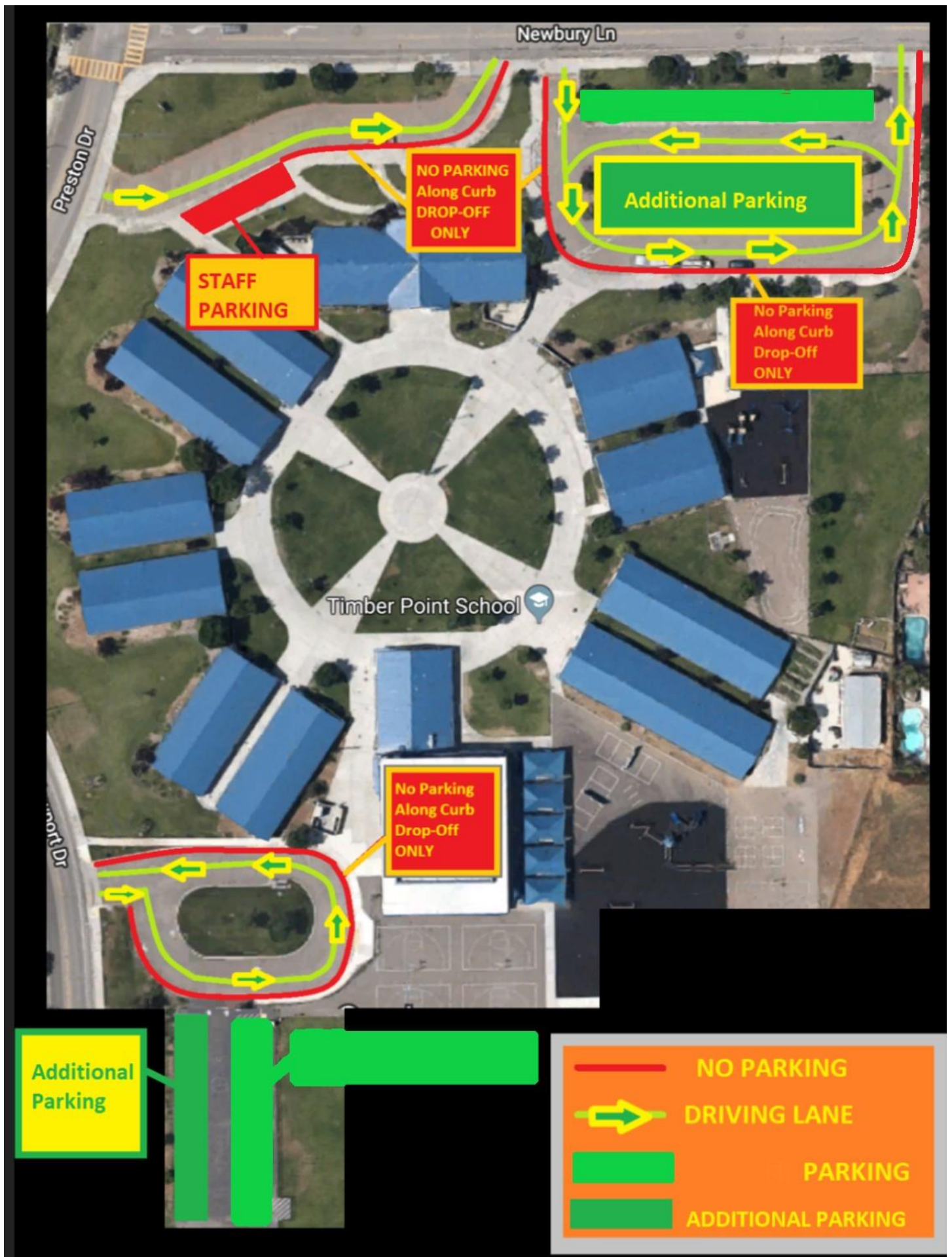
**1<sup>st</sup> grade:** teacher will let families know if students will be picked up from a certain loop and/or gate

**2<sup>nd</sup> and 3<sup>rd</sup> grade-** students will walk to the front or back gate. Teacher will unlock the gate after the 2:40 bell to release students from campus, then gates will be closed. Parents please talk with your student to make sure they know which gate to exit from.

**4<sup>th</sup> and 5<sup>th</sup> grade-** students will walk to the front or back gate. Teacher will unlock the gate after the 2:50 bell to release students from campus, then gates will be closed. Parents, please talk with your student to make sure they know which gate to exit from.

**\*\*PARENTS WILL NOT BE ALLOWED TO ENTER CAMPUS BEFORE SCHOOL OR AT DISMISSAL TIME\*\***





## We are the P.A.C.K- Positive, Accountable, Caring, Kids

	CLASSROOM	HALLWAY	BATHROOM	PLAYGROUND	CAFETERIA	TECHNOLOGY
<b>We are SAFE</b>	Students will: 1. Use walking feet 2. Be mindful of personal space	Students will: 1. Walk in line(s) 2. Be mindful of personal space	Students will: 1. Use walking feet 2. Be mindful of personal space	Students will: 1. Use equipment properly. 2. Follow playground rules	Students will: 1. Walk in line. 2. Be mindful of personal space	Students will: 1. Report inappropriate content. 2. Do not share personal information
<b>We are RESPONSIBLE</b>	Students will: 1. Use materials appropriately 2. Do your personal best work	Students will: 1. Stay on the concrete. 2. Be purposeful in your actions	Students will: 1. Go to the bathroom 2. Wash hands with soap	Students will: 1. Eat at designated tables and throw away your garbage. 2. Freeze at the bell, then walk to line	Students will: 1. Bring your lunch card. 2. You touch it, you take it	Students will: 1. Only use school devices and platforms for school related work. 2. Follow school rules, norms and guidelines
<b>We are RESPECTFUL</b>	Students will: 1. Treat others the way that you would want to be treated 2. Speak the school language with a classroom voice	Students will: 1. Use whisper voices. 2. Touch only what belongs to you	Students will: 1. Keep it private 2. Keep it clean	Students will: 1. Play fair. 2. Take turns	Students will: 1. Join the line at the end. 2. Be mindful of others	Students will: 1. Be a model citizen by using good social skills. 2. Use school language online

<p style="text-align: center;"><b>Playground Procedures and Guidelines</b></p> <p><i>Students are expected to take responsibility for their behavior and adherence to safety guidelines. Students are responsible for staying within view of a staff person on yard duty.</i></p> <p><b>Before School</b> Student supervision starts at 8:20 am when the gates are opened. There is no supervision prior; students should not be on campus until the front gates are open at 8:20am. Students should proceed to the playground upon arrival at school. According to the individual preference of teachers, students may leave their belongings outside the door of their classroom. Please check with your teacher to determine where you may place your belongings and where you will need to line up.</p> <p><b>Bicycles</b> Students riding bikes must place their bike in one of the bike racks and lock it securely. Bike racks can be found in at the center of campus. Students are to be in the bike rack area only when arriving or leaving school. Scooters, bikes, skateboards and the wheels from Heelies must be secured and may not be used on campus. The bike rack is off limits during the day.</p> <p><b>Before School, Recess and Lunch</b> Before school and during recess, students must be on the playground area unless the teacher is present in the classroom and has given students permission to stay. At no time should students hang out or play in the bathrooms. Students should remember other students are still in class and learning; they must remain quiet and walk through the halls at all times.</p> <p><b>Slides</b> Slides are to be used one person at a time. On your bottom, feet first. Wait until previous person is off the slide. No going up any slide. Do not sit on the bottom of a slide.</p>	<p><b>Freeze Bell</b> When the bell rings, all students must stop what they are doing and freeze. All students need to climb down from all play structures, stop all games and wait until they are whistled to go in. At that time, when the teacher whistles, they will walk, slowly to their classes. If a student is in the field when the bell rings, they are to run to the blacktop, at which time they are to slow and walk to their classroom. All equipment must be carried and not played with on the way back to class.</p> <p><b>Hallways/walkways</b> Students are to walk to and from the playground area and in all school hallways. Students should remember other students are still in class and learning; they must remain quiet and walk through the halls at all times.</p> <p><b>The Playground</b> The blacktop area (located near the lunch tables) is reserved for basketball and jump roping. Jump Ropers can only play on the blacktop areas! Football, kickball and tag must be played on the field.</p> <p><b>School Office</b> Students may not leave the playground without a Pass to the Office or checking in with Campus Supervisor/Duty. Students can be sent to the office from a teacher or yard duty. If there is an issue on the playground an injury or other type of incident, students must first see an adult (teacher or yard duty) that is on supervision duty. That adult will determine if the student needs to go to the office.</p> <p><b>Recess and Lunch:</b> Students are to use the Gym bathrooms. Students should not use the bathrooms in the L-Wing unless specifically given permission by an adult. At no time should students hang out or play in the bathrooms.</p>	<p><b>Bathrooms</b> <b>During class time:</b> Students must have a pass/permission to leave their classroom to use the bathroom. They must walk in the hallways both to and from the bathroom. Students are to use the designated bathroom. Students are not to use the gym bathrooms during lunch hours.. At no time should students hang out or play in the bathrooms. Students should remember other students are still in class and learning; they must remain quiet and walk through the halls at all times.</p> <p><b>Horizontal Bars</b> Use two hands on the bars. Students, when swinging from one bar to another, may use a single handgrip. Students may move, hand-over-hand, one person at a time, in one direction. Do not go in a direction that causes students to run head on into others. No climbing on top of the hanging bars. No dead man drops or single leg drops. Slides and poles are always down only! Walls and ladders are up only! When on the bars, no leg fighting or grabbing of anyone on the bars at any time. Bars are never to be jumped from.</p> <p><b>Play Structures</b> The play structures are for students to have fun, but they must be used them safely. Wall and ladders of the play structures are to be climbed up only. Climb after others have reached the top. The big wall can hold three students; the small wall can hold two. Students are only to go down the slides feet first. Running up or down the ramps is not permitted. Acrobatics, back flips or other parkour-like activities on the structures are forbidden. Climb on railings or on decorative arches, or jumping off any of the structures is also forbidden.</p> <p><b>Classrooms</b> During recess, lunch and before school students are not allowed to hang around outside their classrooms unsupervised.</p>
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<p><b>Basketball</b> Everyone is allowed to play to a limit of ten per team. Teams may elect to play half court with no more than 5 per side. Students fouling, pushing, or playing too rough may lose sports privileges.</p> <p><b>Tetherball</b> A student hits the ball and the opponent hits it back. The rules are listed below, no additions or changes.</p> <ol style="list-style-type: none"> <li>1. The first person in line in tetherball is the judge. Right or wrong, what they say is the answer. It is not majority rules. If an issue arises, find an adult on the playground</li> <li>2. Other than the serve, the ball should never be held again. Holding the ball except on the serve is an out.</li> <li>3. No reaching around the pole to hit or grab the ball.</li> <li>4. After three wins, you start over!</li> <li>5. Students are not to allowed to mock, tease or put down others.</li> <li>6. Bragging is not allowed.</li> <li>7. If in doubt, get an adult on the yard (yard duty or teacher).</li> </ol> <p><b>Tag</b> Can only be played on the field or the far large empty basketball court. Students are not to allowed to mock, tease or put down others. Bragging is not allowed.</p> <p><b>Kickball</b> Must be played on the field unless the game is being played during PE with teacher supervision. When playing kickball, play baseball rules. Students are not to allowed to mock, tease or put down others. Bragging is not allowed.</p> <p><b>Fences and Backstop</b> Fences and backstop are not to be climbed on at any time.</p>	<p><b>Wall Ball</b> Wall balls are two sided and can be shared when playing wall ball. Kicking games are not allowed on the ball wall and balls may not be thrown over the wall. Rubber playground balls should be used rather than tennis balls or soccer balls. If teams play, one side can be used for teams, the other must be reserved for individual players. Students are not allowed to mock, tease or put down others. Bragging is not allowed</p> <p><b>Football:</b> Must be played on the field, not on the playground. Students must use the flags for this purpose, and the number of players cannot exceed the number of flag sets. No contact is allowed. No blocking or tripping of any kind is allowed. Students are not to allowed to mock, tease or put down others. Bragging is not allowed.</p> <p><b>Ball and Equipment Check Out</b> Playground equipment is stored a large ball cart on the playground. Replacement equipment is available in the office by teacher request. Students should not bring playground equipment from home.</p> <p><b>Items from Home</b> Cell phones/watches, and other electronic devices must be turned off and stored in backpacks during school hours. Toys and other items from home that have no useful purpose at school are not permitted. These items may be confiscated and require a parent to pick them up. Students are not allowed to sell or barter toys/things at school.</p>	<p><b>Snacks</b> Snacks and lunch is to be eaten sitting in the designated covered area only.</p> <p><b>Recess</b> A student shall not be denied recess by a member of the school's staff unless the student's participation poses a threat to the physical safety of the student or to the physical safety of other students. Students may be asked to take a break from an activity or to sit down at the tables if the student's behavior may cause harm to self or others.</p> <p><b>Authority of Adults</b> It's important to note that these procedures and guidelines may not be all inclusive. It is important to relay to your student that they are to follow the instructions and directions of all school employees.</p>
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