

Timber Ridge Elementary School Handbook

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Timber Ridge Elementary School Profile

Description:



Timber Ridge Elementary School opened in 1990-1991. Located in east Cobb County, the school is nestled into a residential area near Highway 120 and the Chattahoochee River. Students' families represent an upper-middle range of socioeconomic backgrounds. They value and expect quality education. Parents make an exceptional commitment to be involved in their child's education at home and with volunteer presence at school. PTA activities support, enhance and enrich students' learning experiences.

Our school enrollment averages just over 500 students in Kindergarten through fifth grade classes including special needs preschool and special needs Kindergarten. The ethnic distribution of our school population is:

Most Timber Ridge students have their own family-planned after school activities, still the school provides an after school program (average attendance of 75 students) with enrichment activities. Chorus is offered for fourth and fifth grade students, and being on the Juggling Team is a goal to achieve.

The school's climate well represents the school motto of "Learning, Caring, and Sharing Together." High expectations exist for achievement and discipline. Ten to twenty parents are in the school every day to volunteer. Teachers share and cooperate with each other. A safe and caring atmosphere prevails.

Timber Ridge Elementary School serves capable students and involved parents through a committed staff. Members of this school community are learners. The environment is of good quality in which to learn. Even with all of these advantages, continued improvement is emphasized as essential.

Mission:

Our mission is to be a positive place for learning where children and adults grow in knowledge, skills and respect.

Covenant:

At Timber Ridge students learn best when:

- they are a responsible part of a respectful environment,
- their unique educational needs are addressed,
- they are provided with tools and opportunities to be successful in learning,
- they are provided with a positive and safe learning environment,
- faculty members have an awareness of the core curriculum and demonstrate proficiency in their educational role,
- faculty members are life-long learners, and
- school and community work together to support learning.

Character Education:

Timber Ridge Elementary School fully participates in Cobb County's Character Education program. The counselors, the Curriculum and Instruction Task Force, the PTA Character Education Committee, and the staff work together to help this

program be successful. Announcements are made each day of the week concerning that week's character word. Students are recognized weekly for displaying single acts of character

**Partners in
Education:**

This program is a joint effort of the Cobb Chamber of Commerce, the Cobb County Public School System and the Marietta City School System. The goal of the program is to encourage businesses and organizations to form a partnership with a local public school, and help put business in the classroom. Timber Ridge's partners are Cobb EMC, Edward Jones Investments, Kroger at Coleman Village, Kid Chess and Northeast Cobb YMCA. We're proud and excited about the relationships we have developed.

Timber Ridge Instruction Program

Description:	Each child differs in abilities, personality and maturity. Our instructional program endeavors to meet the individual needs of children. . At the completion of elementary school, a child should have mastered the basic skills and been given the opportunity to participate in as many enrichment activities as possible.
Organizational Design For Instruction:	Close cooperation between teacher and parent is essential. We have one planned conference period during the school year when parents are notified and invited to meet with the teacher to discuss their child's progress. However, teachers and parents are encouraged to schedule conferences as needed to keep up with a child's progress. All children in all classes at Timber Ridge are given the best education possible through teachers who care and provide the best instructional program they know how to give. The composition of all classes at Timber Ridge is heterogeneous. That means each class has an equitable balance of: boys and girls, varied rates of learning, varied learning styles, and variations in work habits, self-control, and needs for extra time from the teacher.
Quality Core Curriculum:	<i>Cobb County District Curriculum Standards and Georgia Performance Standards can be located at www.cobb.k12.ga.us at the Picasso link. More information about the Georgia Performance Standards is also available at www.doe.k12.ga.us</i>
Standardized Testing:	The overall program of standardized testing is planned and designed by a system-wide committee of teachers, counselors, principals and instructional supervisory personnel. The information provided through the testing program is used primarily to: 1) identify the strengths and weaknesses in the educational development of individual students; 2) support the planning of appropriate instructional programs; 3) serve as a basis for decision making regarding curriculum offerings and the appropriate instructional placement of students; 4) enable an overall comparison of the achievement of Cobb County students with the achievement of students on a national basis; and 5) establish a basis for the evaluation of the educational program. A schedule of tests and testing dates for designated grades is published each year and is available at www.cobb.k12.ga.us .

Timber Ridge Enrichment Programs

After School Program (ASP):

Timber Ridge offers an after school care program for its students from dismissal to 6:00 PM on days school is in session. Students may attend every day or stay on an as-needed basis if they are registered for the program. Students who attend as needed must have a note and payment for the day from their parents to their teacher by 7:50 AM the day they wish to stay. Registration for the program is available through the office any time during the school year, and must be completed for a child to attend. Cost of the program is \$7 per day. There is a one time registration fee of \$10. Payment is made in advance. A snack, art activity, playtime, games, homework, and enrichment activities are part of the program. Students signed up for ASP must go directly from the classroom. Students are not allowed to be dropped off by parents after 2:20 due to doctor appointment, etc.

Art:

The major objectives of our art program are to:

- Encourage individual direction, personal images, awareness, exploration and expression of the student;
- Produce attitudes of appreciation and enjoyment in the creation of art work and it's history;
- Introduce art media, tools and various processes and techniques; and
- Develop a vocabulary that permits discussion of artists, art forms and purposes of art and permits thoughts, ideas, and judgments to be expressed meaningfully.

Students will explore the elements and principles of design (color, line, shape, form, texture, pattern, space, balance, contrast, proportion) through various art activities such as painting, drawing, sculpture, ceramics, printmaking, weaving, graphics, architecture, art displays, art careers, art history and crafts. Students are instructed to put on a shirt-smock to protect clothes when using certain art media.

Computers:

Our PURPOSE for using computers at Timber Ridge is to integrate technology with curriculum and instruction. This includes instruction and practice of concepts and skills. Problem solving and higher levels of thinking are promoted. The computer lab and laptop computers are used for whole class needs.

Counselors:

The counselor's role is to develop students' self-understanding, self-esteem, and awareness of potential. The counselors conduct individual, group counseling and classroom guidance activities focused on helping students know, understand and accept themselves and become responsible for their own choices and actions. Career awareness is also a part of the counseling program at the elementary level.

Field Trips:

Field trips are a supplement to the classroom curriculum. They enrich a unit of study or extend a class project. A student must have written permission from the parent/guardian to participate. Prior to a field trip, the teacher will send home

written information about the trip. The cost of transportation and admission must be paid by the school. A donation is requested from the participating students to help cover costs. No individual student will be excluded from a field trip for financial reasons. At the same time, sufficient funds must be available to cover the cost of a field trip. If sufficient funds are not available, a trip will be canceled.

Gifted Services:

The Georgia State Board of Education defines a gifted student as "...a student who demonstrates a high degree of intellectual, and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or special ancillary services to achieve at levels commensurate with his or her abilities."

Cobb County provides services for identified gifted students at all levels. The gifted program is designed to meet the very specific needs of these students and extend competencies in the areas of cognitive skills, learning skills, research and reference skills, communication skills, and metacognitive skills beyond the experience of the regular classroom.

Cobb's gifted program is part of the School Improvement Division and is funded by the state. The Georgia State Department of Education governs the procedures for identifying and placing students in the gifted program.

Transfer Students:

A student already participating in a gifted program in Georgia will most likely be transferred into the Cobb County program. However, the eligibility committee will review the student's records and test data before a final placement decision is made. Students who transfer from out-of-state must meet Georgia requirements for placement in the Cobb County program. Test data from a previous school will be considered if the test results are less than two years old and if they meet the Georgia eligibility criteria. Referrals for transfer students are available from the guidance office or from the Accelerated Learning Program (ALP) teacher.

For questions, contact the Target teacher at the Timber Ridge.

Media Center:

Overview: The Mary K. Widener Media Center welcomes students, staff, and parents to explore and enjoy our resources, which have been selected to support and enhance the curriculum offered at Timber Ridge.

The Media Center houses a collection of both print and non-print materials and also provides access to the Internet. Throughout the school year, students receive guidance and instruction to enable them to find and retrieve information from both print and non-print sources. Students are introduced to both fiction and non-fiction books to enrich their learning experience and their appreciation of different genres of literature. The Media Center staff also strives to provide technical support for staff and students as they explore and research the world of information at our fingertips through technology.

Circulation:

Students may borrow two books for a loan period of two weeks. Books may be

returned at any time. **There will be no check-out of additional books if there is an overdue book.** If a book is not returned with 30 days, the cost of the replacement of the overdue item will be sent home with the student. If a lost book is returned during the current school year, money paid for the missing item will be refunded. Slips with the return date will be available at the circulation desk to remind students of the due date.

Hours:

Students may visit the Media Center between 7:35 AM and 2:50 PM on regular school days. Students need to come with a pass and a purpose. Each classroom teacher will have four student passes to the Media Center to be used during the school day, thus limiting the number of students from any one class at one time to four.

Music:

The major goal of our music program is to increase the sensitivity of all children to the power and beauty of music as an art. Music is a unique form of expression and communication. It gives meaning to our celebrations, daily routines and traditions. It offers pleasure, arouses the emotions and increases our sensitivity to the world around us. We develop understandings, attitudes, appreciation and skills through instruction of wide scope and quality. To be effective, music education must involve both the mind and the feelings. Students will be listening, singing, playing instruments, moving, creating, reading and writing notation. Fourth and Fifth grade students have the opportunity to try out for chorus. All fifth grade students will learn to play the soprano recorder. Students learn:

Melody	Upward/ Downward	High/ Low	Steps/ Skips	Repeated tones	
Rhythm	Steady beat	Slow/ Fast	Accent/ No-Accent	Sound/ Silence	Beats in two, three, four

**Physical
Education:**

P.E. is a vital part of our children’s total education. Our program is focused on the development of a good self-image, creative expression, motor skills, physical fitness, and a positive attitude toward the student’s personal involvement in physical activity. Social development is also very important. Some of the objectives are respect for property, respect for rules, cooperation and group responsibility, respect for others and learning how to be a good winner and a good loser. Some of our activities include physical fitness tests; stunts and tumbling; rhythmic such as square dancing, jump rope, hoops, etc.; games; locomotor and non-locomotor skills as well as manipulative skills such as throwing, catching, kicking, balancing, etc. The Timber Ridge Juggling Team debuted in 1996-97. Students need to be aware of appropriate “dress” for class and weather conditions. Tennis shoes are required. If illness or injury prevents participation in P.E., a dated, written note to the P.E. teacher is needed from a physician explaining the need and amount of time before participation may resume.

Timber Ridge School Policies

Attendance/Admission/Withdrawal Requirements:

Attendance:

School Hours:

School Hours: 7:50 AM - 2:20 PM

Arrival Time: 7:20 AM - 7:50 AM

The earliest a student may arrive is 7:20 AM. School staff responsibility for students begins at 7:20 AM.

Tardiness:

Students arriving at school after the 7:50 AM bell must be signed in at the office by a parent when they arrive. Late arrival is difficult for the student. Instruction begins at 7:50 AM, so a late arriving student begins the day by catching up. It is important that a student arrive at school to be in class by 7:50 AM for a smooth and more relaxed start to the school day. Tardiness should be an unusual circumstance. If a habit of tardiness develops, school personnel will work with parents to help plan for solutions to change the habit.

Absences:

When a child returns to school after an absence, he needs a note to his teacher that is signed by his parent or guardian giving the date(s) and reason for the absence. Excused absences are those for personal illness, serious illness or death in the family, and special recognized religious holidays of the student's faith. Georgia State Law establishes this procedure. If a student will be out for an extended period of time or acquires a contagious disease, please notify the school.

Make-up Work When Absent:

If a student is out of school for only one day, he/she may make up the work the next day at school. If a student is absent more than one day, parents need to call the office by 9:00 AM to request make-up work. Teachers will send the work to the office to be picked up after school. A sibling or designated student may pick up the homework if the parent requests. Makeup work is given for excused absences only.

Admission Requirements:

Registration:

Registration: Parents or legal guardians must register children for school each year. Returning students pre-register in April, new students register two weeks prior to school starting. The exact registration day is announced in the school newsletter and in local newspapers. New students are registered as they arrive during the school year.

Required Information For All Grades:

- Official birth certificate as proof of age
- Two proofs of residency in the school district (current service provided at the address, utility bill, phone, etc.)
- Student's Social Security card (or waiver)
- Custody papers (as applicable)
- Correct VISA or passport if not an American citizen
- Previous school records are helpful but not required
- Immunization record on Georgia Form 3231 from doctor or Cobb County Health Dept.**
- Hearing, Vision and Dental screening recorded on Georgia Form 3300**

** The Cobb County Board of Health charges a \$2.00 fee for the Form 3300 Dental Screening and the Form 3231 Immunization. Any necessary immunizations may require additional fees.

** No student may be enrolled without completed Immunization form & Ear, Eye and Dental form

Age Requirements for Kindergarten and 1st Grade:

- Kindergarten: Must be 5 yrs old on September 1
- 1st Grade: Must be 6 yrs old on September 1

Withdrawal of Student:

The classroom teacher or school office should be notified at least one day in advance when a student is going to move. A transfer/withdrawal form will be completed to take to the new school for enrollment at that school. We do not release a student's cumulative records to parents. The new school will have to request the records or a parent may fill out a form to have the records mailed to the new school.

Clinic:

Each day a Clinic Nurse during school hours. Children who become ill or injured at school are given health care in the clinic. Minor injuries are treated. Parents are contacted when the injury or illness is of a more serious nature so that they may pick up their child. Many of our pupils require medicine from time to time. A labeled bottle with the pupil's name and dosage is required. A letter of permission signed by the parent is also required. Designated school personnel will administer the medicine. Parents need to notify the teacher when a child is on medication.

Conference, Parent-Teacher:

Parent-teacher conferences are held during the year to review a child's academic progress and his personal and social growth. One conference week is scheduled during the school year. Students are dismissed two hours early during that week, and parents are scheduled for twenty-minute conferences beginning at 12:40 PM each day. To schedule conferences at other times, parents and teachers may choose to send a note or leave a message by phone. A conference can then be scheduled before or after school at a convenient time.

Early Dismissal:

A student must attend at least one-half of the school day to be counted present. A student must be present 7:50 - 11:05 AM or 11:05 AM –2:20 PM to be counted present for that day. Students who have early morning doctor appointments and arrive after 7:50 AM are counted tardy. Please make every effort to schedule appointments after school hours to avoid interruptions during the school day. A student shall be dismissed before the school day officially ends only when a parent or person designated by the parent comes to the office and signs the student out. **Please send a note to the teacher when you will be picking up your child, as it is helpful for the teacher to know when a student will be leaving early.** We ask that parents picking up students early do so before 2:05 to avoid disrupting the school's dismissal procedures and confusing the children. Students will not be sent to the office to await a parent's arrive. They will be called from the classroom when the parent arrives. **DO NOT GO TO THE CLASSROOM OR PLAYGROUND TO GET YOUR CHILD. COME TO THE OFFICE. WE WILL GET YOUR CHILD FOR YOU.**

Games or Toys:

Musical instruments, games or toys may be brought to school only with teacher's permission. The student bringing the item is responsible for care of the item. Cards or electronic games should not be brought to school.

Homework:

Homework may be defined as additional needed preparation in a given subject area which is assigned, suggested, or approved by the student's teacher. This study is to be completed within a specified time limit and normally is of such length and/or of such a nature that the learner must complete independently part or all of the assignment during non-class time.

Purposes:

Valid purposes for homework are that it:

- promotes growth in self responsibility and self-direction in learning,
- directs students toward good work habits,
- enriches, enhances, and extends school experiences,
- brings students into contact with out-of-school learning resources,
- helps children learn to budget time; and
- provides essential practice in developing skills.

Parental Involvement:

By working closely with the school, parents can help their children acquire good study habits, which will carry over into studying at school and in all areas of life. A home can become an educational environment in which learning is an everyday experience and the physical atmosphere promotes learning when parents assure that:

- there is a specific place with no interruptions for their child to study regularly,
- the necessary supplies for study are available
- there is a set time of day for homework,
- assignments are completed with a minimum of assistance from parents and

others; and

- all assignments are completed and written work is neat.

Expectations:

In order to maximize the learning of students, teachers maintain high standards of performance for all homework. Natural consequences occur when standards are not met.

Inclement Weather - School Closing:

When the Cobb County School System is going to be closed because of inclement weather, the decision for closing schools is usually made and given to the radio and television stations by 6:00 AM. Most metro-area radio stations will announce school closings right after the headlines on the hour and at frequent intervals. If a decision to close is made during the working hours of the school day, the statement will be given to the media. We will then follow parents' written information and our local school plans for such early dismissal situations. Please discuss with your child what you expect to do if school is closed during the day. Each parent cannot be called.

Insurance for Students:

Accident insurance plans are available to students through the Cobb County Board of Education. The school plan covers the student at school. The 24-hour plan covers the student at any time. Insurance purchase is offered for students at the beginning of each school year and when new students register during the school year.

Lost and Found:

Please label clothing with your child's name. A "Lost and Found" cabinet is located by the playground doors. Check there for missing items. Clothing that is not claimed will be donated to a charitable organization throughout the year.

Messages for Students and Staff:

Please make necessary arrangements with your children regarding after-school activities prior to their coming to school. Phone calls and messages to students (excepting those of an emergency nature) tie up valuable office time and interrupt your child's instructional program.

If students forget to bring an item they need or must have at school, please bring the item to the office. We will have the student come to the office for it.

Messages for teachers may be written and sent in, or phoned into the office. Most phone messages to teachers go to their voice mail. Teachers usually check voice mail once daily and after school. Instructional time is not interrupted unless a real emergency is evident. Please allow 48 hours for a teacher to return a call.

Pets:

Prior approval by the teacher is needed before a pet of any type can be brought to school. Pets are not allowed on the bus and must be brought by the parent and taken from school when the lesson or demonstration is over.

Report Cards:

Effective communication with parents regarding their child's progress in school is essential in fostering successful home-school partnerships. In Cobb County elementary schools, report cards are provided each nine weeks. Each teacher

will communicate with the parent in between if necessary.

Responsibilities for Materials:

Students are expected to responsibly care for books and Media Center materials that are checked out to them. In case of loss or damage, students and their parents will be charged and are expected to pay replacement or damage costs.

Returning to the Classroom after Dismissal:

A part of being responsible is making sure all materials to be taken home have been gathered before being dismissed at the end of the day. **Students and parents may not reenter classrooms after dismissal to locate materials not taken home.**

School Lunch:

Our school food service program is an established part of the school day. Its purpose is to provide a nutritionally balanced lunch to all children at a reasonable cost. Each student has an account in the cafeteria. Money may be put into the account at any time by sending in payment or using the mealpay system online. A student may also pay cash on a daily basis.

We ask that students who bring lunch from home also meet the same lunch requirements as a school-prepared lunch. **No candy. No carbonated beverages. No lunches brought in from restaurants.** Drinks brought from home for lunch are to be in a thermos, box, or in juice cans. No glass is permitted.

Parents unable to pay for all or part of their child/children's lunch(es) should fill out an application either for free or reduced lunches. Applications are to be returned to the school office. If you feel your child qualifies, please complete the form and state the exact income and hardship.

Eating in the lunchroom is a learning experience. It is there that a student learns to eat new foods and practice courtesy and good manners. In order for mealtime to be a comfortable and happy experience, it is necessary that all students conduct themselves in an acceptable manner. While in the lunchroom, students are under the supervision of adult lunchroom monitors employed by the Cobb County Board of Education. Parents are welcome at any time to have lunch with their child.

Dining with your child:

Adult lunches are \$2.50. Siblings who eat lunch at school and are not a Timber Ridge student must pay the full price of \$2.50 for a lunch, since only student lunches are subsidized at the reduced rate.

If you are coming to have lunch with your child, report to the office upon arrival and sign-in before going to the dining room.

Snacks:

Nutritious, healthy foods are allowed for snacks during the day. The teachers as individuals and as instructional teams establish guidelines and procedures for snacks and snack time.

Social Events or Parties:

Cobb County elementary students shall be permitted one party each year on school time. There will be no elementary school sponsored social activities off school property. There are no exceptions to this policy. No food or

Student Birthday
"Snacks"

refreshments are brought to a classroom unless the food or drink is to supplement a unit of study or part of a nutrition program for the students (Cobb County Policy).

Refreshments in honor of a student's birthday may be provided at snack time or lunchtime. Leave them in the front office for the child to pick up, already cut to individual portions. You must make arrangements with the teacher prior to bringing in any item. We encourage you to bring in healthy snacks.

Transportation to and from School:

Times of Arrival and
Dismissal:

Arrival: ALL STUDENTS are to arrive at school from 7:20 to 7:45 AM. Teachers are not required to report until 7:20 AM; therefore, students are not under adult supervision until just after 7:20 AM. Classes begin at 7:50 AM.

Dismissal: Students riding buses will be dismissed first each afternoon to facilitate bus drivers' subsequent trip to our school. Students who ride home in cars are dismissed after bus riders. Car line up in front of school starts at 2:15 PM. Student dismissal begins at 2:20 pm.

Bikes/Walking:

Most students will be transported to school by buses or parent-provided transportation since most students in our school district live across Roswell Road.

Riding bikes or walking to school is considered safe only where sidewalks have been constructed as Timber Ridge Road is a two-lane road.

Bikes are to be parked only in the bike rack. Students who ride bikes are to wear safety helmets, knee and elbow pads. Only one student may be on a bike.

Buses:

Bus transportation is provided for all Timber Ridge students. Routes and schedules are available in our school office. Bus lanes are clearly defined. Parents and visitors are asked not to use this area at any time. It is reserved for buses, physical education classes, and other instructional activities.

Bus drivers have a tremendous responsibility in transporting our students safely each day. They need our cooperation. Parents and guardians are responsible for establishing the behavior they expect of their children, including at the bus stop Parents have jurisdiction at the bus stops, **not the school**. School bus transportation is a privilege that may be withdrawn for inappropriate behavior

School Bus
Conduct:

The behavior of students on school buses is considered an extension of classroom behavior. Maintaining proper conduct while on the bus shall be the

joint responsibility of the student, parent, bus driver and school officials. Students shall observe the following code of conduct established by the Cobb County Public School:

1. Students must show proper respect to the driver at all times and obey all driver instructions.
2. Large toys, insects, glass bottles, animals, plastic bags, straight or safety pins, skateboards or objectionable and dangerous items are not permitted.
3. Tobacco, illegal drugs, alcohol and weapons or look-alikes are prohibited
4. Student will keep his/her arms and head inside the bus at all times.
5. Nothing is to be thrown in, out or from the bus.
6. The use of obscene language or gestures is forbidden.
7. Destruction or defacing school property is prohibited
8. Fighting or physical play is prohibited.
9. Unnecessary noise is prohibited.
10. Food, gum or drinks cannot be consumed on the bus.
11. Drivers are required to assign seats to elementary and middle school students.
12. Students must be seated at all times unless otherwise instructed by the driver.
13. Student must be quiet at railroad crossings.
14. When crossing a street is necessary, students will wait for the driver to signal to cross the street and then cross in front of the bus in full view of the driver.
15. Students may transport band instruments only if space is available.
16. The emergency door, windows and hatches are to be used only at the direction of the driver.
17. Students are to be at the bus stop five minutes prior to the scheduled time and are to wait in an orderly manner. The bus is not considered late until five minutes past the scheduled time.
18. Students may be allowed to ride a bus and to disembark at a bus stop other than that assigned for their residence provided the parent/guardian submits the request in writing to the principal, or the principal's designee, for approval.
19. Any other disruptive behavior will be referred to the principal as deemed necessary to insure safe transportation of students.

Bus Stop Info:

Bus drivers have a tremendous responsibility in transporting our students safely each day. As hard as we try to provide a timely service each and every day, there are times when a driver is absent from work due to illness, inclement weather, mechanical breakdowns or personal matters. When this happens, routes may be run as a second load. This will cause the route to be run late. In these instances, we ask the parents and students to please be patient.

Students should not leave their assigned stop. A bus will be by to pick them up as quickly as possible.

Parents leaving their children at a stop before going to work are encouraged to have a contingency plan, such as a neighbor or family member they can go to, a way to get back in their house and a phone number for your work or another family member. Perhaps there can be an agreement among parents in your neighborhood to supervise or car pool students to school if the bus is extremely late.

We cannot emphasize enough the need for supervision at the bus stop.

School Bus Statement:

Our goal is to provide each student that is eligible to ride the bus, the most safe and sufficient means of transportation to our schools. We believe that students are citizens of Cobb County and have a right to a safe and comfortable trip to and from school. Along with these rights are responsibilities. Safety rules and regulations have been developed to assure all students eligible to ride the bus of their rights, but it is also their responsibility to follow these rules. When rules are broken, the privilege of riding the bus will be interrupted. We encourage our parents to help instill the rules of conduct to bring about an atmosphere of respect and safety for one another.

Any further concerns of policy and procedures should be directed to the Transportation Department at (678) 594-8000.

Car-Riders:

Parents who transport their children to and from Timber Ridge are to use the one-way traffic driveway designated for all vehicles other than buses. Arrival and dismissal procedures in this area are designed for one-way traffic and SAFETY.

Do not leave your vehicle unattended in the driveway, next to the curb, or in the parking lot behind other cars. If you must get out, park in a designated parking space. Drive safely, with caution, and follow these procedures:

- A. Stay in a single-file line next to the sidewalk.
- B. Keep the children in the car until you are at the front of the school. The four or five cars at the front-door area are to unload or receive children. Student safety patrol and adult staff members on duty will assist.
- C. Have children leave or enter your vehicle only on the right side - the side

next to the sidewalk and building. Do not allow students to exit or enter your vehicle into the driveway.

- D. **Stay in line. Do not pull out.** Cars will leave the front of the building in single-file order. The few moments of waiting can prevent accidents and keep our children safe.

At the end of the driveway, stop at the stop sign, give buses the right of way, and then proceed to Timber Ridge Road.

**Transportation
Changes
(Temporary):**

As stated previously, the bus driver wants to make sure your child is picked up for school and taken home in the afternoon in the most safe, appropriate and orderly way possible. For this reason, parents are to send a written note in advance to the principal any time the routine transportation procedures are changed, i.e.:

- walking or riding in a car instead of riding the bus;
- riding a bus to a friend's house;
- riding a different bus; and/or
- getting off his/her bus at a different stop.

The note is critical and is for your child's protection. Approval of the change for the bus is contingent upon available seating space on the bus. The bus driver is under direct orders, if the written permission has not been sent by the parent and signed by the principal, or the principal's designee, the child will have to ride the regular bus home and get off at the regular stop. We thank the parents and guardians in advance for your understanding and cooperation in keeping our children safe.

**Visitors and
Volunteers:**

We encourage parents to visit and be an active part of their child's school. Visitors and volunteers to the school, including all parents, must report to the Office, sign in and get a tag to wear while in the building. This policy and county ordinance serves three purposes: 1) If a parent is helping in a classroom or somewhere else in the building, we need to know where that parent can be contacted; 2) Our children need to be assured that persons do not come to the classroom and deprive students of instructional time by engaging in conversation when the teacher is to be attending to students; and 3) We must protect our children from strangers of questionable intent who have no reason to be in the building.

Please do not be offended if some member of the staff asks for your identity or purpose for being in the building. You will be asked to report to the school office. It is impossible for all of us to know each other personally, and if there is a question, the welfare of our children takes precedence over any other consideration.

Timber Ridge Conduct Guidelines

Respect and Safety Guidelines:

To maintain appropriate instructional programs for students, good conduct is essential. Students are expected to display behavior in keeping with their level of maturity. Discipline procedures at Timber Ridge are designed to build mutual respect between children and adults. Our purpose is to guide our students' growth toward learning self-discipline, personal responsibility, problem solving, and cooperation.

When a student is having difficulty with his behavior, school staff will work with the child and the parents to make a plan toward improvement using the principles of kindness, firmness, and encouragement.

Chewing Gum:

Students are not permitted to chew gum at school or on the bus.

Classroom:

1. Listen in class and follow teacher's instructions.
 2. Show courtesy to adults and students by not interrupting.
 3. Avoid any type of activity in the classroom that takes away from learning.
 4. Respect school property and the property of fellow students.
 5. Never copy work that is not your own.
 6. Stay quiet and in your place when the teacher must be out of the classroom and when visitors are present.
 7. Help keep your classroom neat and clean
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General Rules:

1. Come to school clean, neat and well groomed.
2. Be honest.
3. Be kind, friendly, and courteous.
4. Respect the rights of others.
5. Show respect for all adults and other students in our school.
6. Take care of textbooks. Students or their parents have to pay for lost or damaged books.
7. Observe health and safety rules going to, from, and in school.
8. Follow all rules during emergency drills.
9. Fighting is not allowed.
10. Musical instruments, games, or toys may be brought to school only with teacher's permission.
11. No knives or weapons play or real, are allowed at school.

12. Gum is not allowed at school.
13. Healthy snacks are permitted.
14. A written excuse must be provided for absence or if you are unable to participate in Physical Education.
15. Walk quietly when dismissed at the end of the day. Go directly to your ride or the After School Program.

16. Hats and/or caps are not to be worn inside the building unless there is a special activity that requires a hat or cap.
17. Help keep our school clean and neat.
18. Take pride in your school. We want it to be the very best it can be. You can help to make it the best.

Halls:

1. Walk quietly.
2. Quiet voices
3. Keep hands at your sides.
4. Keep feet on the floor.

Playground:

1. Follow the rules of the adult in charge.
2. Remain in your assigned area. Follow safety rules.
3. No roughness.
4. Show good sportsmanship. Be a good winner and a good loser.

Restrooms:

1. Stay quiet. Do not play.
2. Use restroom. Remember to flush.
3. Wash and dry hands.
4. Return to class immediately.

Wolfie's Café:

1. Enter Wolfie's Cafe quietly.
2. Walk.
3. Obey monitors.
4. Walk carefully with trays.
5. Use good manners (Please-Thank you-Excuse me).
6. Talk quietly only to the students near you.
7. Seats may not be saved or exchanged unless told to do so by teacher or monitor.
8. Students may not bring candy, gum, carbonated beverages, fast food

lunches, or glass containers for lunch.

9. Stay in seat.
10. Students who bring drinks from home will bring them in a thermos, box or juice can. No glass containers.
11. Students are not to waste or play with their food.
12. Students will leave their eating-place clean - table, chairs and floor. Teachers are responsible for making sure their class does this.
13. Put trays away carefully.
14. Line up quietly.

Cobb County student behavior policies can be located at www.cobb.k12.ga.us in the Board policy manual.

Timber Ridge PTA

The Purposes of PTA:

- To promote the welfare of children and youth in the home, school, community, and place of worship;
- To raise the standards of home life;
- To secure adequate laws for the care and protection of children and youth;
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth; and
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

The PTA Mission:

- To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of the nation.

National PTA Standards for Parent and Family Involvement:

Over 30 years' research has proven beyond dispute the positive connection between parent/family involvement and student success. Effectively engaging parents and families in the education of their children has the potential to be far more transformational than any other type of educational reform. The National PTA has developed the following standards as guidelines for leaders in the education arena to develop dynamic programs to improve student achievement through parent involvement.

Standard I: Communicating

Communication between home and school is regular, two-way, and meaningful.

Standard II: Parenting

Parenting skills are promoted and supported.

Standard III: Student Learning

Parents play an integral role in assisting student learning.

Standard IV: Volunteering

Parents are welcome in the school, and their support and assistance are sought.

Standard V: School Decision Making and Advocacy

Parents are full partners in the decisions that affect children and families.

Standard VI: Collaborating with the Community

Community resources are used to strengthen schools, families, and student learning.

PTA Volunteers:

Volunteers are an integral part of Timber Ridge. They give of their time, interest, talents, and knowledge to enrich our school as a learning community. Parents and other community residents are welcome to know their school better through our volunteer program. We are fortunate to have daily volunteers at school - e.g. tutoring, assisting in classrooms, reading stories, chaperoning field trips, serving as resource persons, making teaching materials, helping with bulletin boards, duplicating material or assisting in the Media Center. Volunteers enrich and expand our educational setting. Anyone wanting to volunteer may contact the school office, their child(ren)'s teacher(s) or designated PTA chairpersons. All volunteers are expected to maintain confidentiality in respect for each child. Any concerns a volunteer may have are to be communicated by appointment with the Principal.

Cobb County

**Cobb County
Description:**

Located just across the Chattahoochee River from Atlanta, Cobb County is a dynamic community of approximately 616,000 residents. Cobb provides access to cultural activities, professional sports, recreation, and colleges and universities. The third largest county in Georgia in population, Cobb covers 346 square miles and has six cities – Acworth, Austell, Kennesaw, Marietta, Powder Springs, and Smyrna.

The Cobb County School District is the second largest school system in Georgia and among the 30 largest in the United States. The student population of more than 107,000 grows by about 2,500 each year. With more than 13,000 full-time employees, nearly 8,000 who are classroom teachers and other certified personnel, the School District is the largest employer in Cobb County.

Board of Education:

All public board meetings are held at the Cobb Central Office at:
514 Glover St
Marietta, GA 30060
(770 426-3300)

Daytime Work Sessions begin at 9:00 AM and Evening Board Meetings begin at 7:30 PM. Public participation is allowed PRIOR to the start of each meeting. For more information, see

<http://www.cobb.k12.ga.us/board/schedule.htm>

Post	District Representative	E Mail	Work Telephone	Home Telephone
1	Lindsey Tippins	Lindsey.tippins@cobbk12.org	770 428-8530	770 427-3607
2	Holli Cash	Holli.cash@cobbk12.org		
3	Betty Gray	Betty.gray@cobbk12.org		770 948-4669
4	Dr. John Abraham	John.abraham@cobbk12.org		
5	Johnny Johnson	Johnny.johnson@cobbk12.org	770 640-1965	770 973-6134
6 (TR)	Dr. John Crooks	John.Crooks@cobbk12.org		
7	Dr. Teresa Plenge	Teresa.plenge@cobbk12.org		770 319-3830

**Civil Rights
Concerns:**

Policies of the Cobb County Board of Education require full compliance with all federal and state non-discrimination laws. This compliance policy is inclusive of the following federal laws:

- Title VI and VII of the Civil Rights Act of 1964
- Title IX of the Educational Amendments of 1972
- Age Discrimination and Employment Act (ADEA)
- Section 504 of the Rehabilitation Act of 1973
- Public Law 101-476, Individuals with Disabilities Education Act (IDEA)
- Americans with Disabilities Act of 1990 (ADA)

Questions concerning policies and practices of an individual school of the Cobb County School System may be addressed to;

- the building Principal;
- any of the persons listed below, located at
Cobb Country Board of Education
P.O. Box 1088
Marietta, GA 30061
(770) 426-3300;

For issues concerning:	contact:
Facilities Accessibility	Director of Construction
Title VI; Title VII; Title IX; ADEA; Employee Issues; ADA; Personnel Issues; Section 504	Chief Human Resources Officer
Student Program Accessibility; Section 504; ADA; Public Law 101-476 (IDEA)	Assistant Superintendent, Special Student Services
Title IX; Student Issues	Director, Student Activities Policy & Planning
Title VI; Student Issues	Assistant Superintendent, Policy & Planning Division

or,

- Director
Office for Civil Rights
Education Department
Washington, D.C. 20201

Policies & Procedures:

All Cobb County School Board Policies are available for review on the Web at http://www.cobk12.org/HRBoardPolicies/J_Policies/indexj.htm.

**Alcohol/ Drugs/
Tobacco**

Selected "J" Policies regarding students were sent home the first day of school so parents would know the policies on student behavior, use of tobacco, alcohol/prohibited substances, weapons, removal from the classroom, and other specified policies.

Selected portions of policies are highlighted below for easy reference

(Policies JCDA and JCDAB/C): Smoking or use of drugs or alcohol by students, employees, or non-employees is prohibited at all times on school property. Possession of tobacco, drugs, or alcohol of any form will result in an automatic suspension from school for students.

The use of tobacco products by employees or non-employees assisting in school activities is prohibited on all school system property, and while supervising student activities or school-sponsored events. Tobacco use is prohibited from all school system property with the exception of spectators at outside school events.

**Corporal
Punishment**

(Policy JDA): Cobb County School Board policy does not provide for corporal punishment at school. Such action is considered a parental choice and responsibility.

Dress Code

(Policy JCDB): All students of the Cobb County School District shall be required to maintain the level of personal hygiene necessary to ensure a healthful school environment and to refrain from any mode of dress that proves to contribute to any disruption of school functions.

All students of the Cobb County School District are encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation.

Administrators and teachers shall enforce the dress code policy, and the principal or his designee shall be the final judge as to the appropriateness, neatness and cleanliness of the wearing apparel, or whether or not apparel is disruptive, distracting or in violation of the dress code.

The minimum standard of dress for students shall be as follows:

- Shoes shall be worn.
- Caps or hats are not to be worn in the school buildings during the school day unless there is a special activity during which they are deemed appropriate by the administration.
 - Clothing or ornamentation displaying or advertising substances illegal for minor is prohibited. Suggestive phrases, designs, markings, or profanities are also prohibited.
 - All students shall maintain an acceptable standard of dress.
 - Clothing or ornamentation advocating, promoting, or suggesting illegal activity is also prohibited.

Student Dress Code for Timber Ridge – all grade levels (in addition to the CCSD policy above)

- Shorts and skirts must be fingertip length (arms held straight at sides – hem must be at the fingertips)
- No thin/spaghetti straps
- No shoes with retractable wheels
- No clothing that shows the midriff

Sexual Harassment (Complete Policy JAB is available for review in the Media Center): It is the policy of the Cobb County Board of Education that its students shall be able to enjoy an educational environment free from all forms of discrimination, including sexual harassment. Sexual harassment is unlawful under federal law and is specifically prohibited by the Board of Education and will not be tolerated.

Solicitation on School Property (Cobb County Policy JK): No person, firm, corporation or business shall enter school property for any purpose of selling, trading or bartering merchandise of any kind to a student, employee, school club or organization. Nor shall any of the above enter school property for the purpose of soliciting money from a student, employee, school club or organization for any purpose other than those approved.

Use of School Facilities Commercial use of school facilities is prohibited. Use of the school facility by community groups and organizations is regulated by the Cobb County Board of Education. School sponsored activities shall take priority over all such use. Group activities on school grounds may be permitted upon approval of the school principal. No group is to use the school or grounds unless they have a Cobb County contract to do so.

Weapons Policy (Policy JCDAC): A copy of the complete weapons policy was sent home the first day of school. In the most concise of summaries, no weapons of any kind, and no look-alike (play/toy) weapons may be brought to school.

Traffic Control: (County Policy) The operation of motor vehicles of all descriptions on school property presents a serious safety hazard to pupils and employees. The maintenance of athletic fields, general play areas, tracks and other school grounds is a continuous concern. Therefore, use of go-carts, mini-bikes, and other non-licensed or unauthorized motor-driven vehicles on Cobb County public school property is prohibited. Licensed, authorized, motor-driven vehicles may be operated only on paved drives and parking lots during authorized school functions, and in a manner and speed in keeping with safe practices in accordance with county ordinances.