



Timber Ridge Elementary School Student and Family Handbook

5000 Timber Ridge Road

Marietta, GA 30068

[View Map](#)

Phone: [770-642-5621](tel:770-642-5621)

Fax: [770-642-5623](tel:770-642-5623)

Website: www.cobbk12.org/timberidge

About Timber Ridge

Timber Ridge Mission

To be a positive place for learning where children and adults grow in knowledge, skills, and respect.

Timber Ridge Vision

Learning, Caring, Sharing Today...for Tomorrow's Dreams

Mascot

Timber Wolf

School Colors

Maroon and Gray

At Timber Ridge, we have Wolfpack PRIDE!

Purpose

Respect

Integrity

Determination

Enthusiasm



Arrival:

School Starts promptly at 7:50 a.m. Students who are not in their classroom at 7:50 will be marked absent. Once a child is marked ABSENT, this goes into the district's automated system which sends messages to the parents notifying them of the absence. The Timber Ridge office will change the absence to a tardy once the parent has signed in the child as tardy.

Absences:

If a student is absent from school, please send a note within 3 days explaining why your child was absent. Extended absences may require a doctor's excuse.

Cobb County has an established policy and protocol for students with excessive unexcused absences.

Attendance Protocol:

- 3 Unexcused absences: Teacher contacts enrolling adult
- 5 unexcused absences: CSIS attendance letter sent to enrolling adult
- 7 unexcused absences: School Social Work referral may be generated by the principal or designee.

[District Administrative Rule JB-R Student Attendance](#)

Tardiness:

Students who are not in their classroom by 7:50 AM are officially tardy. Parents/guardians must accompany the child to the office to sign them in.

Buses

Bus transportation is provided for all students who reside in the Timber Ridge attendance zone. Bus transportation is not for students who attend Timber Ridge on a transfer. Routes and schedules are available on the CCSD transportation page. Students may ride their assigned bus only. Riding another bus home with a friend is not permitted. When students 8 and under are dropped off, a parent or guardian must be at the stop. If not, the student will be returned to school and the parent will be responsible for picking the child up from school.

Carpool**Morning Protocol:**

- Carpool begins at 7:20 AM. Students may not be dropped off before 7:20 AM.
- Parents are not permitted to walk students to class. We have helpful staff members available in the mornings to assist students in finding their classes, carrying bulky items, etc.

- Parents arriving after 7:50 AM need to park and walk their students to the front office to sign them in.
- Carpool is a single file line. Do not pass cars unless directed by staff.
- The front car should pull up to the first cone for unloading.
- Students should be ready to exit the car when it is their turn. Please be sure breakfast is finished, goodbyes are said, and backpacks are ready.
- Students should ONLY exit/load on the right side of the car.
- Please do not use your cell phone in the carpool line.

Afternoon:

- Afternoon carpool begins at 2:20 PM.
- Have your bar code visible for scanning.
- The front car should pull up to the first cone for loading.
- Students not picked up by 2:45 PM will be placed in ASP at parent expense.

***Additionally, we ask that cars lined up on Timber Ridge Road not block the bus exit/entry.**

Dismissal

- Dismissal begins at 2:20 p.m.
- If your child must leave before the end of the school day, please check them out before 1:45 PM.
- If your child is not picked up by 2:45 PM from carpool, he/she will be checked into the After School Program and charged the daily fee.
- All dismissal plans and changes must be made in GoSafe by 1:40PM. Follow this link for instructions: <https://www.cobbk12.org/timberidge/page/85922/gosafe>

ASP (After School Program)

The After School Program (ASP) provides a safe, fun, and nurturing environment for the care of elementary students in the Cobb County School District who attend Face-to-Face instruction from after school until 6:00 PM each day school is in session, including early release days. The program does not operate on Student Holidays or District holidays. ASP will be closed upon the District's announcement of inclement weather. ASP is a self-supporting program and receives no support from taxpayer funds.

ASP Information:

- \$20 Annual Non-Refundable Registration Fee
- Attendance Fee Invoiced Weekly: \$10 Per Day, Per Child
- Register, pay for, and manage accounts on any device
- View and print invoices, receipts, and annual tax statements
- Pay for programs using secure and convenient digital payment methods

ASP Payment:

After School Programs at the Cobb County School District have partnered with Eleyo to provide easy-to-use, mobile-friendly technology for online registration, account management, and payments. Online payments made with a credit card and ACH/electronic check will be subject to a 4.75% processing/program fee. Cash or check payments may be made directly to your school's program with no processing/program fee. Please see your school's ASP Director for more details.

ASP Enrollment:

ASP enrollment in [Eleyo](#) must be completed before the student can attend ASP.

To enroll your elementary school-aged student in ASP, the Enrolling Adult will need to register for an [Eleyo](#) account and submit a contract for each student. The Enrolling Adult, as defined by Cobb County School District Policy, is the parent/guardian with whom the student resides and who enrolled the student in school.

NOTE: Contracts submitted by anyone other than the Enrolling Adult will not be accepted.

Additional Information:

- Click here for [Printable Parent Guides](#) to help with Eleyo Account Management
- Click here for [After School Program Terms and Conditions](#)
- Click here for [Frequently Asked Questions](#) about ASP and Eleyo

ASP Contacts:

For Questions about the After School Program, please contact:

Anyce Craig, Director, [email](#)

ASP Phone Number: 770-642-5621

ASP Hours of Operation:

2:15 p.m. until 6:00 p.m. on all days on which school is in session

The program does not operate on teacher workdays or holidays. During conference week the hours are extended to 12:15 p.m.- 6:00 p.m. to cover the early release time. No additional fee is required.

LATE PICK-UP: Anyone arriving after 6:00 p.m. (by the school clock) will be considered late and charged a late pickup fee of \$1.00 per minute for each child being picked-up. This is a Cobb County School District policy and cannot be pardoned.

Parents must give prior permission for students to stay in ASP. Children must be signed out of ASP by an adult authorized on the Eleyo account. Identification is required for all student pick-

ups. Changes to the pick-up list must be completed in Eleyo by the enrolling adult. No phone, text, or email changes will be allowed.

Daily Fees:

The prepaid fee is \$10.00 per child per day. Payments are accepted daily and balances will carry over if your child does not attend ASP. The full fee of \$10 is charged to all students who are present when attendance is taken, regardless of how long a student stays each day.

ASP checks should be made payable to “Timber Ridge ASP”. If your child has a different last name, please put their first and last name on the check so that funds are credited appropriately.

DO NOT include payment for any other school items/services (i.e., lunch money) with your ASP tuition. We also CANNOT make change.

To ensure proper credit, please use brown ASP envelopes for all ASP payments which are available at the ASP desk or in the front office.

Students may be suspended or withdrawn from the After-School Program for the following reasons:

- Excessive late pick-up
- Discipline problems
- Nonpayment of tuition and/or late pick-up fees

Digital Learning Days

CCSD has scheduled Digital Learning Days during the school year. On these days, students will complete school activities asynchronously.

Early Release Days

CCSD has Early Release days during the year. On these days, dismissal will begin at 12:30 PM. Please see the calendar for early release days. ASP is in session on Early Release days.

School Closings/Inclement Weather

When the Cobb County School System is closed due to inclement weather, this decision will be shared with parents as early as possible through CTLS Parent. If a decision to close schools occurs during the school day, parents will be contacted through CTLS Parent and we will dismiss students according to their GoSafe dismissal plan.

Food Services

Timber Ridge offers breakfast and lunch each day. Please let your child's teacher know if you want your child to eat breakfast at school.

Menus:

You can view Menus for the fresh lunch and breakfast offerings our cafeteria team happily prepares for your child each school day. Menus are subject to change.

Meal Prices

BREAKFAST		LUNCH	
Student All Levels - Full Pay	\$2.50	Student All Levels - Full Pay	\$3.50
CCSD Staff & Guests	\$2.75	CCSD Staff	\$5.00
		Guests	\$5.25

Birthday Celebrations:

The Timber Ridge Cafe is available to help you celebrate any occasion in your child's classroom in a safe way. Use the order form attached below to select celebration treats to be distributed to the class based on the teacher's time preference. Submit the order form and payment to the Cafeteria Manager three weeks before the day of the event. [Birthday Celebration Order Form](#)

Contact the Timber Ridge Café:

Manager: [Vicki Harris-Baker](#)

[Family Meal Application Information](#)

[CCSD Food and Nutrition Services](#)

Lunches from Home:

We ask that students who bring lunch from home have a healthy lunch. Carbonated beverages, food in bags/containers from fast food restaurants, and glass bottles ARE NOT permitted.

Lunch Visitors:

Parents are allowed to eat lunch with their students. Parents visiting for lunch should check in with the front office. Lunch visitors use the table on the stage to enjoy lunch with their child. Students may not invite classmates to join them for lunch on the stage.

Advanced Learning Program/Target

The Cobb County School District provides services for identified gifted students at all grade levels that are designed to meet the specific academic needs of gifted students. Cobb adheres to the rules and regulations established by the Georgia Department of Education for the identification and service of gifted learners.

The Gifted Learner Program provides services for identified gifted students at all grade levels. Gifted services are designed to meet the specific academic needs of gifted students by emphasizing the following competencies:

- Critical and creative thinking
- Higher-order reasoning
- Comprehensive and research skills
- Advanced and accelerated academics

Special Education Program

Services are provided for students with special learning needs who qualify for the program. For further information, contact the Support and Services Administrator for Timber Ridge Elementary School.

Specials

Students participate daily in one of the following scheduled enrichment opportunities offered at Timber Ridge: Art, Music, Physical Education, and STEM.

PE instruction is required by Georgia law. Students should dress in comfortable clothing and athletic shoes or flat rubber-soled shoes for safety reasons and the prevention of possible injury on PE day. Students are expected to participate in PE unless they have a medical reason excusing them from participation.

The requirements for identifying and placing students in the gifted program are governed by [Georgia State Department of Education Rule 160-4-2-.3](#). Please contact your local school for specific information about available gifted program services.

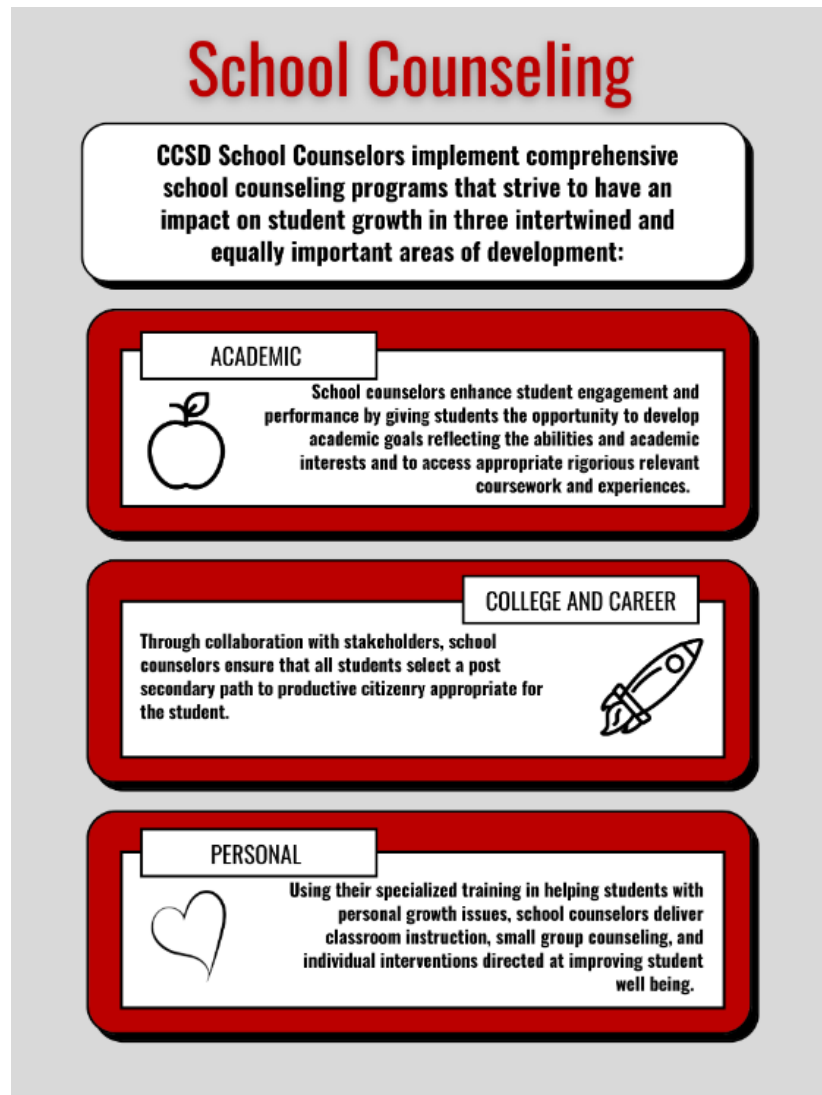
Learning Commons

The Learning Commons is operated during school hours. Students may come individually, in small groups, or as a whole class to check out books, work on reports, complete research, hear stories, or participate in lessons to develop media skills. Students must have their teacher's permission to go to the Learning Commons.

Students are expected to responsibly care for books and Learning Commons materials checked out to them. In case of loss or damage, students and their parents will be charged and are expected to pay the replacement or damage cost. If a lost book is found within 45 days of payment, the money paid will be refunded.

Counselors

Our counselors conduct individual, group, and classroom lessons focused on academic success, college and career readiness, and personal well-being.



RTI (Response to Intervention)

RTI is a 3 tier system requiring problem identification and analysis, research-based instruction, intervention, and progress monitoring. Data is used on a regular basis to monitor student achievement and progress with adjustment to instruction and interventions as needed. Support becomes more individualized and specialized through tier progression.

Cell Phones and Smart Watches

Students are not permitted to receive or send calls or messages or to access the internet from their phones or smart watches during the school day. Cell phones should be turned off and remain in their backpack.

Please see District Policy JCDA-R F below:

JCDA-R F. PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES: 1. Elementary and Middle School: Students shall not use, display, or turn on smartwatches, cellular phones, video phones, or electronic devices during instructional time, class change time, recess, breakfast, or lunch. The Principal shall determine specified times on campus when electronic devices may be used for instructional purposes.

Clinic and Medication:
Ruth Bridgers, School Nurse

The school clinic is staffed from 8:00 AM – 3:00 PM each day. Students 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 more serious so that they may pick up their student.

Is my child too sick for school?

I NEED TO STAY HOME IF...						
I have a fever  I have a temp. of 100.2 F or higher	I am vomiting  Within the last 24 hours	I have diarrhea  Within the last 24 hours	I have a rash  I am itching or have a fever	I have lice  Itchy head, presence of nits/eggs or live lice	I have an eye infection  Redness, itchy or crusty drainage from eye	I have been to the doctor or hospital  If doctor says to stay home for 24 hours or more.
I MAY RETURN TO SCHOOL IF...						
Child has been fever free without the use of medication, i.e. Tylenol, Motrin, ect.	Free from vomiting for at least two solid meals	Free of diarrhea for at least 24hrs	Free from rash, fever, and have been evaluated by a doctor.	Treated with appropriate lice shampoo, nit free, and have been evaluated by the school health office with my parent/guardian present	Evaluated by a doctor and have a note to return to school	Released by a medical doctor to return to school

The school clinic is staffed by a nurse from 8:00 AM - 3:00 PM. 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 more serious so that they may pick up their child.

Whenever your child must receive medication at school, the guidelines below must be followed:

1. Medication must be in the original labeled container. Pharmacists may provide two labeled bottles for this purpose. Medications sent in baggies or unlabeled WILL NOT BE GIVEN. If your child takes daily medication, please send an extra bottle for field trips and ASP.
2. If your student needs medicine while at school, you will need to complete a CCSD Medical Form.
3. The parent/guardian must inform the school of medication changes. New medications or doses WILL NOT be given unless a new form is completed.
4. Medications must be brought to the clinic by the parent.
5. Unused medication will be disposed of unless picked up within one week after the medication is discontinued. If medication is given throughout the school year, it will be disposed of according to the medication regulations.

Additional Clinic Information:

- [CCSD School Health Services Home Page](#)

Field Trips

A student must have signed permission from the parent/guardian to participate. The cost of transportation and admission must be paid by the school. A donation is requested from each student to cover the cost. No student will be excluded from a field trip for financial reasons. However, if sufficient funds are not collected, a trip may be canceled.

Lost and Found

Please put your child's name in their coats, jackets, sweaters, lunch boxes, and book bags so that they can be returned when misplaced. Clothing that is left at each break (Winter, Spring, and Summer) will be donated to a charitable organization.

PBIS

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting *students'* behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives.

Schools implementing PBIS:

- Use a continuum of evidence-based practices to support student needs
- Engage students, families, and community members to co-create culturally responsive practices

- Regularly check the effectiveness of their practices
- Rely on teams to guide implementation
- Use data to identify strengths, uncover needs, and monitor student progress
Implement universal screening
- Develop content expertise through coaching and on-going professional development

PBIS is not a curriculum you purchase or something you learn during a one-day professional development training. It is an ongoing commitment to supporting students, educators, and families through systems change. When you implement PBIS well, students experience improved behavioral, social, emotional, and academic outcomes; schools and programs reduce their use of exclusionary discipline practices and improve their overall climate.

PBIS School-wide Behavior Expectations:

TIMBER RIDGE ELEMENTARY				
BEHAVIOR EXPECTATIONS				
	PLAYGROUND	CAFETERIA	HALLWAY	RESTROOM
P <i>PURPOSE</i>	Exercise body and brain	Eat your own food	Walk single file, second tile	Use the restroom for intended purpose
R <i>RESPECT</i>	Use hands and feet appropriately	Use an inside voice	Keep it quiet	Give others privacy and space
I <i>INTEGRITY</i>	Be inclusive	Stay in your seat	Go directly to your destination	Keep the restroom clean
D <i>DETERMINATION</i>	Accept when you win or lose	Finish your food on time	Keep hands and feet to yourself	Be quick
E <i>ENTHUSIASM</i>	Encourage others to participate	Talk to your closest tablemates	Follow adult directions	Report any problems to an adult

Visitors:

When visiting Timber Ridge, please sign in on the computer at the desk in the front office. You will need your driver’s license. You will print a nametag or receive a lanyard to wear while you are on school property. Please no re-entry to classrooms after school is over at 2:20.

Additional Information

Many answers to questions you may have can be found on the district or school websites.

[Timber Ridge Website](#)

[CCSD Website](#)