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Fast FAQs about Timber Ridge!

We are glad you are here, and we are ready to help you become the best Ranger you can be!

School Phone: 254-336-6630	School Website:
School Hours: 7:30AM-3:00PM	www.timberridgees.org
Office Hours: 7:00AM-3:45PM (with dismissal closure from 2:30-3:00)	Breakfast: 7:00AM-7:20AM Grades K-5 7:45AM-8:00AM for Pre-K

Tardy: 7:30AM - You must be in your classroom when the tardy bell rings for you to be counted as being "on time".

School Staff Ready to Help You:

Mrs. Tanya Dockery	Principal
	Assistant Principal
	Assistant Principal
Ms. Alice Barnebey	Campus Special Programs Facilitator
Mrs. Jennifer Larson	Principal's Secretary
Mrs. Julie Marchione,	Front Office Staff
Mrs. Dessiree Hernandez, & Mrs. Ymelda Sanchez	
Mrs. Jennifer Beaulé & Mrs. Debbie DeVito	Counselors
Mrs. Regina Doerr & Mrs. Jenna McDaniel	Nurse and Clinic Aide
Ms. Torena Person	Cafeteria Manager



Welcome to the 2021-2022 School Year!

Dear Parents of Timber Ridge Rangers,

Welcome to the 2021-2022 school year! We are so happy to welcome you to the campus. Many of you are returning after our time of virtual learning. We are happy to see your smiling faces again. For those who are new to Timber Ridge, I want to personally welcome you and let you know that you are joining a strong community of learners. We also want to welcome the families who are attending our special programs for PBS, PPCD 3/4, and CASTLE 3/4. We are excited to welcome all who joining the Ranger Family. Please reach out to us if we can help you in any way.

During the 2020-2021 school year, our students and staff members faced tremendous challenges as we navigated new methods of learning in both the virtual and in-person format. Our theme for the year was “Better Together” and each day our students and staff lived out the theme as they worked together to make our school successful. As a principal, I cannot thank the Ranger staff enough for all they did to help our students and families during this unprecedented time.

We know that despite the challenges we overcame this past year, many of our students will need additional support this year to ensure that they gain the skills that they need to master to be proficient in the next grade-level. Our teachers at all grade-levels will be providing instruction to ensure that gaps are closed as we move forward with new learning for this year. Small group tutoring will take place before- and after-school for students in first through fifth grades.

At Timber Ridge, we know the importance of growing future citizens and the important role that we play as your child’s school. Our focus this year will be to instill a sense of kindness within our students. We will learn about using kind words, how to resolve conflict, and how to be good friends to others. We will complete community service projects throughout the year and random acts of kindness to show kindness to others.

This year you will also notice a campus focus on literacy. We know that students who are most successful in reading and writing concepts taught in elementary are also successful in other future learning endeavors. We want our students to have the best possible future and we believe that providing a strong foundation in literacy will ensure that our students have all options available to them whether they choose to learn a trade, go on to college, join the workforce or enter the military.

We have a wonderful parent involvement program led by our parent liaison, Ms. Smith. We invite you to attend Little Rangers Early Literacy Club meetings if you have a child who is not yet school age. Throughout the year, we will also host parent education programs on topics such as digital citizenship, how to help your child with homework, summer fun activities and more. We will also host many activities for parents to participate such as Kite Day, Field Day, Christmas parties, and more!

We are so proud of our Ranger Family for all that they have accomplished during the last school year. We are glad to be back together for the 21-22 school year. We have learned that we can do great things no matter how spread out we are as long as in our hearts we remember that #kindnessmatters . We are looking forward to building strong relationships with your family and working with you and your children this year. We are looking forward to the great learning that will take place this year. We are excited to have you join us at Timber Ridge where “Hustle and Heart Set us Apart.”

Kind Regards,

Tanya Dockery
Principal



SCHOOL SCHEDULE

7:00	Campus opens to all students
7:00-7:25	Breakfast served in café for students in grades Kinder to 5
7:30	Tardy Bell—Students must be in their classroom at this time or will be counted as tardy
7:45	Breakfast for PK and ECSE/CASTLE students
10:30-12:45	Lunch served in café. Check with your child's teacher for information on your child's lunch time which is always subject to change.
2:30-3:00	Office is closed as we prepare for dismissal procedures
3:00	Dismissal
3:15	Students who have not been picked up in a timely manner are brought to the front office. Parents/Guardians will need to show ID for children to be released.
3:45	Office is closed

GENERAL INFORMATION

Timber Ridge Elementary School is a pre-kindergarten through fifth grade campus. Our campus offers several programs to meet the special and individual needs of each child at our school. These programs include services for English Language Learners (ELL), students who are identified as gifted and talented (GT), special education, Section 504, dyslexia, speech therapy, and interventions within the school day. By offering these programs, we hope each student will achieve his/her fullest potential. Our school mascot is the Ranger and our school colors are royal blue and hunter green.

Circumstances related to COVID-19 may change throughout the coming school year and we will keep parents informed as conditions change.

Enrolling in PK, Kindergarten, and First Grade:

Enrolling in Pre-Kindergarten:

About The Program

- Full-Day Program
- Certified Teachers and Trained Paraprofessionals
- Research-Based Curriculum

- Before and After-School Care Program with the Armed Services YMCA - for campuses *off post*.

Eligibility Requirements

Student must be 4 (four) years old on or before September 1, 2021 AND must meet one of the following conditions:

- Home Language Survey indicates a language other than English; has a qualifying score on an Oral Language Proficiency Test and is identified as ELL by the LPAC; qualification under this criteria is provisional until an LPAC is held
- Eligible for free/reduced lunch program (income level based)
- Qualifying Military Dependent - Active Duty Military ID, DEERS form, or other reliable documentation to show that the child is an eligible dependent of an Active Duty Military member or of a prior military member who was injured, killed, or MIA while on active duty; simply being a retired military member does NOT meet this criterion
- Has been under the conservatorship (foster care) of the Department of Family and Protective Services (DFPS) following an adversary hearing
- Parent eligible for or recipient of Star of Texas Award

NOTE: The Interstate Compact for Military Students (ICMS) does not cover eligibility for Pre-Kindergarten enrollment.

Enrolling in Kindergarten:

A child entering Kindergarten must be at least 5 (five) years old on or before September 1, 2021. Kindergarten enrollment in another state or country does not determine eligibility in the state of Texas. The only exception is for those students meeting the eligibility requirements of the Interstate Compact for Military Students (ICMS).

Enrolling in First Grade:

A child entering 1st grade must be 6 (six) years old on or before September 1, 2021. Exceptions exist for underage students that meet the requirements of the Interstate Compact for Military Students (ICMS) or any student who has completed public school kindergarten or been enrolled in 1st grade in a public school in another state prior to enrolling in Texas. The ICMS requires acceptable documentation to show student is a dependent of a current military member and documentation of either current year 1st grade enrollment or kindergarten completion (promotion to 1st grade) in prior-year from a public school in a compact state.

FIRST DAY OF SCHOOL

It is natural for children to experience some anxiety (as well as excitement!) about beginning school. Here are a few things you can do to make it easier for your child:

- Make plans to attend our "Meet the Teacher Night" on Thursday, August 12th. Your child's teacher and room assignment will be posted on the library windows as well as on the cafeteria windows. We will have staff members in the halls to help you. You will have time to tour the building, help your child locate his/her classroom, put away school supplies, fill out our "How I Get Home" form and visit briefly with the teacher.
- On the **first day of school** students should report to their classrooms. We will have TRES staff available to assist students with finding their classrooms. The sooner we can teach the students the routine of the school, the sooner they will be ready to enjoy learning.
- Be sure your child knows what to do for breakfast and lunch. Is your child participating in our meal program or are you sending a lunch from home each morning?
- Be sure your child and teacher understand what to do AFTER SCHOOL. Is he/she to walk home? Is he/she sure of the way? Should he/she wait to be picked up by a parent or a babysitter? Does he/she ride a bus? Walkers exit on Aspen and are expected to leave campus immediately upon dismissal. Car riders will be dismissed from their grade-level designated doors. Parents must have secured a car rider tag/number prior to dismissal. Bus riders are dismissed directly to their busses. All PK and Kinder bus riders must have a transportation release form on file.
- Label all belongings with your child's name. This is also important later in the year when coats, hats, and mittens are brought to school. We have over 200 coats left at school each year by students who never claim their coats (and no names on them). **Every personal item that comes to school should be marked.** Additionally, please note that some classes combine supplies and share. Please do not send fancy or expensive items that need monitoring.

BEFORE SCHOOL

Due to our concerns for student safety, students should NOT arrive before 7:00 a.m. No staff members are on duty before that time and the building will not be open. Students will not have any supervision before 7:00 a.m. If you get to school prior to 7:00 a.m., **please stay with your child until the building opens at 7:00 a.m.** or make arrangements with the YMCA or other childcare provider.

All students will enter through their designated doors and proceed to their classrooms.

- Students in grades K-5 who want to eat breakfast will be dismissed to the café by their teachers.
- Students in PK and ECSE will wait in the classroom until their classes go to the café together after the bell.

In addition, from when we open the doors until all the children are in the classroom, we ask that no adults other than school personnel be in the hallways.

DURING SCHOOL

Once students arrive at school, they may not leave campus unless they have been properly signed out through the office by a parent or guardian. **Please note that only those people whose names are listed on the registration card, and who produce identification will be allowed to sign a student out of school.** Any changes to the registration must be made in person ONLY. If you need to pick up your child from school during the day, you must come to the office to sign him/her out. If you need to give your child a message or an item that was forgotten at home, please attach a note to the item and leave it on the table in the front office. Our staff will be glad to deliver it to your child.

Please note: If you need to pick up your child and cannot wait until the children come out at 3:00 p.m., you will need to come to the office prior to 2:30 p.m. and we will call your child to the office. On early dismissal days, prior to 12:30 p.m. is the pickup time.

AFTER SCHOOL

Bus students will be dismissed at their designated areas. Assigned staff will monitor and then escort students to the bus. The bus loop is located in the front of the building. Students may only ride the bus they are assigned to ride. Cars are not permitted in the bus loop.

Students who ride their bicycles will be dismissed at their designated areas and will be monitored going to the bicycle rack and walking their bicycle off campus.

Students riding daycare vans will be dismissed at their designated areas. Assigned staff will monitor and then escort the students to the daycare vans.

Students who are designated as "Car Riders" will be monitored by their teacher/buddy teacher at their designated area at the back of the school where they will wait for their car number to be called. Car rider students will have a tag attached to their backpacks. Parents will have a matching tag for their car. If a parent/guardian/babysitter etc. arrives without the corresponding car rider tag number, the child will be escorted to the front office where the adult will be required to show a valid ID card that matches a name on the child's registration card.

Students who are designated as "walkers" will be escorted by their teacher/buddy teacher to the designated area where they will meet up with siblings and/or friends and will walk home. Students who are walkers must leave school grounds immediately upon dismissal. Supervision is not provided to students who are listed as walkers but are meeting an adult off-campus (or near the fence line). If your child requires supervision, or you have concerns about weather changes such as rain, please use the car rider line.

At 3:15 p.m., any students who have not been picked up will be brought to the office. The person picking up the student will need to come to the office **with a picture ID, either driver's license or military ID**, and sign the student out. Please know we will begin calling contact phone numbers to find out who is picking up the student. This policy also includes students who go to off campus daycare. We start with parent numbers but will move to other contact numbers if no one is reached. The office will be documenting late pickups.

SAFETY BEFORE & AFTER SCHOOL

Your child's safety is a top priority at Timber Ridge. The following suggestions are things you may want to discuss with your child. Students should walk to/from school in groups or pairs. Students should not go with anyone they do not know--no matter what the person says. Children are to leave campus immediately after dismissal unless they are in the YMCA childcare program. There is NO supervision outside on the playground, which is a safety hazard for students who stay after to play instead of going home.

ATTENDANCE OF STUDENTS

Student achievement is directly linked to student attendance. Help your child establish good habits by making school attendance a priority. Students on transfer to Timber Ridge must keep good attendance in order to stay. This includes keeping tardiness to a minimum. If your child is going to be absent, please call **336-6630** as soon as you know and state your student's name, teacher and reason for the absence. If you haven't called by **8:30 a.m.**, we will call you to verify the absence. An official record of each student's attendance is required by state law. Daily login for attendance and student participation in online learning activities will be required for virtual students is virtual learning is approved for the 2021-2022 school year.

If your child is absent, the reason for an absence must be stated in writing and signed by the parent or guardian. In your note, please include the following:

- Student's full name
- Date of absence
- Full explanation of absence
- Teacher's name
- Parent's signature



Notes about absences must be received in the school office within five days of the student's return to school. **If a note is NOT received within five days, the absence becomes UNEXCUSED.** Medical verification may be required. Attendance is taken each morning at 9:30 a.m. Students who are present at that time are counted present for the entire day. Students who are absent at that time are counted absent for the entire day. **EXCEPTION:** If a student returns to school following a visit to a doctor and brings a doctor's note, the student will be counted present for the day. All work missed during the time the student is away from the school must be completed. For further information, please refer to the KISD Attendance Policy.

BAD WEATHER DAYS

Parents, students and staff members should tune to Facebook, the Killeen ISD webpage, radio and television broadcasts for information in the event of inclement weather conditions or other emergencies that may necessitate the closing of schools. Timber Ridge also utilizes a mass phone call out system, Mass Comm, to inform parents and students about school closings and other important information. In the event

that schools must be closed, the Superintendent will make the decision and the information will be disseminated as soon as it becomes available.

BICYCLES

Bicycles are to be parked in the racks provided at the **front** of the school. All bikes should be locked when not in use. Bicycles are not to be ridden or touched except by owners. Bikes should be walked (not ridden) across school grounds. This includes parking areas and sidewalks. The school is not responsible for loss or damage to bikes. Mopeds and electric scooters are not permitted on campus.

BIRTHDAY INVITATIONS & CUPCAKES

Invitations to birthday parties will not be handed out at school. Exception: If invitations are going to be handed out to every student in the classroom, invitations to that class may be handed out with prior approval of the classroom teacher. The rule of thumb is: invitations passed out to all students are okay. Invitations passed out to only a few students in the class are not acceptable.

Cupcakes are permitted during the last 15 minutes of the day and should be arranged with the teacher ahead of time. Cupcakes must be delivered to the school office by noon to ensure they are received by students at the end of the day. Cupcakes should be commercially prepared-- homemade cupcakes are not allowed. This policy applies to any food items brought to school for class parties. Balloons and other distractions are never allowed in KISD buildings.

BUSES

Riding the bus is a privilege that the Killeen Independent School District allows its students. Students will behave properly on the bus. Our first concern is the safety of your children. Students who misbehave on the bus will receive a bus referral and visit with their assigned Assistant Principal. Consequences are listed in the Student Code of Conduct and range from lunch detention to bus suspension to out of school suspension. Students who consistently abuse this privilege may be suspended from riding the bus. For a complete list of rules, see "Bus Rider Rules & Regulations" in the KISD Information Section of this handbook.

Bus Behavior expectations:

- Keep hands, feet, and all objects to yourself and out of the aisle
- Sit on your bottom, facing forward and with your backpack in your lap

- Voice Level is 1
- Feet should be on the floor and off the seats

Bus transportation can only be provided from the student's home to school and back to the student's home. In addition, students are not allowed to ride the bus home with someone else in order to spend the night, etc. Transfer students do not qualify for bus transportation. Bus privileges can be revoked if parents are not at the bus stop to pick up Pre-K and kindergarten students.

CAFETERIA

Children enjoy their meals and eat more when the cafeteria is orderly. Students have the following responsibilities while in the cafeteria:

- Walk in the cafeteria at all times.
- Talk quietly (we use a visual code: a "red cup" means no talking (or a "0"); a "green cup" means whisper or talking quietly (or a "1").
- Raise your hand for help and stay seated.
- Sit with knees under the table.
- Students who want to share food may select an item from the sharing table.
- Pick up your trash and push in your chair.

Our staff works hard to maintain a safe and orderly environment for students. Our students have 30 minutes for lunch. Students have a series of visual cues to follow in order to help procedures run smoothly. Students have 15 minutes of quiet time for eating only and 15 minutes to eat while socializing. If the district allows us to have visitors for lunch, parents/guardians (without siblings or other guests) may have lunch in the café at our "Special Guest" table. Cell phones/tablets and other electronic devices are not allowed to be on or visible when visiting the café.

CAFETERIA SCHEDULES & SPECIAL EVENTS

As you know, we have many times where we need to adjust schedules due to things like field trips, early release days, state testing or assemblies. All of these events are communicated to parents as soon as we have the information. Almost all of these events will require a change in the lunch schedule. If you plan to eat lunch with your child on one of these days, feel free to call the office to find out what time your child's class will be eating lunch. Our cafeteria will be closed to parents/guests on

state-testing days and may be closed on other days as well. Please make sure your child has what is needed for the day (lunch or money in the lunch account) when she/she arrives at school. Please do not plan to make daily lunch drop-offs. Our schedule is flexible, and we don't want our students to miss out on the special lunch you are providing. Our cafeteria is subject to change without prior notice. Please send all needed items (including snacks and lunches) when dropping off your student in the morning.

CELL PHONES

Students are discouraged from making phone calls from school; **cell phones must be turned off during school hours and kept in their book bags.** Phones that are out/in use will be collected by staff and the parent/guardian will have to pick the phone up from the office (or may be returned at the conclusion of the school day at the discretion of the principal). Parents are asked not to call their children during the school day. Please call the office instead of your child. Some of our classrooms are designated as BYOD classrooms. If your student's teacher has designated their room as a BYOD classroom, you will receive updated information, rules and procedures with regard to the use of cell phones and electronic devices. On state testing days, all cell phones must be turned off and be picked up by the classroom teacher. The phones will be labeled with student's name and secured until the end of the testing day.

CHANGE IN DISMISSAL

Due to the importance of dismissing students appropriately and for safety reason, all requests for change in dismissal must be in writing. If you wish to change your child's normal dismissal procedure, you must send a note with your signature to the classroom teacher **prior to noon**. A text, email, or social media message (Class DoJo, Remind, etc.) will not be acceptable for the change. After noon, there are no guarantees that there will be a change in dismissal. **If you need confirmation that a note has been received, please call the office to ensure the message was received.**

CHECKING STUDENTS OUT EARLY

For the safety of your children, any parent, guardian, babysitter, emergency contact person (whoever is trying to check your child out from the school), **MUST PROVIDE A PHOTO ID** and their name **must** appear on the student's enrollment card. This procedure will be used **every time** a child is picked up. Students will only be released to authorized persons. Please make sure that the person we are to release your child to at the end of the day is on his/her enrollment card. It is because we care about

your child and their safety that we have this procedure. You may change the information on their card at any time, but it must be done in person. We cannot take this information over the phone.

Please do not call the office and ask that a child be waiting for you. We cannot be sure how long it will take you to arrive at the school and instructional time is too important to lose while waiting for you to arrive. Please remember, if you need to pick up your child and cannot wait until the children come out at 3:00 p.m., please come to the office prior to 2:30 p.m. and we will call your child to the office. Beginning at 2:30 p.m., we will not release any students until the end of the school day. If you need to pick up your child early for an appointment, please do so prior to 2:30 p.m. On early out days, if you need to pick up your child early, please do so prior to 12:30 p.m.

According to KISD procedures (see the district portion of this handbook), parents are required to sign their child out through the office. Even if you are visiting the classroom or having lunch and want to take your child home with you, you must return to the office with your badge so that you can retrieve your ID and then the office will call your child down for dismissal. This is for the safety of your child.

CHILD ABUSE

The reporting of suspected child abuse is a state law that teachers and administrators must observe. The health and safety of our children is of utmost importance so we will abide by the state law. As mandated reporters, staff members are permitted to report anonymously and are not required to inform the administration when a report is made.

CLINIC

It is our mission to promote well-being, good health, and to stop the spread of contagious illnesses. We are glad to be a part of your student's school day and look forward to working with you to keep all of the students healthy and in class so they may reach their educational goals. We will do our best to keep you informed when your child visits the clinic. You can always expect a written communication if your child comes to the clinic for an assessment or non-routine issue. If warranted, we will call a parent/guardian to keep you informed of timely information.

Here are a few highlights regarding the clinic:

- **Injuries:** "The school will care for minor injuries which occur at school but are not responsible for the treatment of injuries that occurred at home. In case of serious injury, the parent/guardian will be called immediately. If the parent/guardian cannot be contacted in the event of a serious injury, the school will get immediate medical attention for the child. If the service of an ambulance is necessary, THE PARENT OR GUARDIAN WILL BE RESPONSIBLE FOR THE TOTAL COST." We will provide basic first aid for students who are injured at school and give a courtesy call to parents if the injury is moderate to severe. Your child should present you with a yellow copy of their clinic visit that evening.
- **Head Injuries:** We will perform a basic nursing neurological check to ensure your student does not have the symptoms of a severe head injury and then we will give you a courtesy call and provide you with a head injury information sheet to have at home.
- **Illness:** We follow best health practices and will give a courtesy call to parents when we assess that an illness may potentially increase in severity or require a doctor's visit.

Medication at school:

Please refer to the KISD Student Handbook and District Information or <https://www.killeenisd.org/WebData/DocumentViewer/KISDMedicationProcedureENG.pdf> for more information.

Excluding Students from School:

- The school district follows the guidelines provided by the Texas State Department of Health for exclusion and readmission to school due to illness. The complete document can be located at [www.dshs.state.tx.us/idcu/health/schools_childcare/School-Chart\(4\).pdf](http://www.dshs.state.tx.us/idcu/health/schools_childcare/School-Chart(4).pdf)
- Please refer to the KISD Student Handbook and District Information or <https://www.killeenisd.org/webdata/DocumentViewer/illnessinjuryatschool.pdf> for more information.
- Please help us keep these illnesses from spreading in the classrooms by checking your students before school and keeping them at home if they are sick.

- Students sent home due to a fever must be fever free for 24 hours before returning to school and they may not attend school if given a medication to control a fever.
- Students must clear the clinic before they will be re-admitted to class.

Allergies:

- Please complete the allergy information sheet in the clinic.
- Epi-pens require a special doctor's order to be on file.
- We do not stock Benadryl in the clinic; it must be provided along with a doctor's order.
- **By law** food allergies and food substitutions require a written order from a doctor.
- <https://www.killeenisd.org/webdata/DocumentViewer/foodallergy-physicianorder.pdf>

Toilet Accidents:

We do not stock undergarments or changes of clothing. You will be called to provide your student with new clothing if there is none in the backpack. See procedure VII-V.

- Parents of all ECSE, PK, and K students must provide an extra set of clothing (to include shirt, shorts, pants, underwear, socks and shoes) labeled with the child's name in a grocery sack or Ziploc bag. The clothing will be stored in the classroom. At the change of seasons, the clothing should be sent home to be replaced by season-appropriate clothing.
- If a child is unable to change his/her own clothing, the parent will be required to come to the school to change the student's clothing.
- Before assisting any child with zippers, buttons, clasps or belts, permission from the child will be obtained.
- The school will not provide clothing for any student. The parent must provide all changes of clothing.
- If a child appears ill (no energy, pale, stomach cramps) and has diarrhea (liquid stool), they will be sent to the clinic for an evaluation.
- If the child has soiled his/her clothes, the parent will be called immediately and required to come and take care of the child's personal needs as soon as possible.

The child will await the parent in a campus designated area (not to include the clinic) and be given the option to stand until the parent arrives.

- The child cannot be sent home on the bus or to after school day care with wet/soiled clothing.

Immunizations:

All immunizations must be up to date for your student to attend school. You may request a copy of your student's immunization history by submitting a request in writing to the clinic with 24-hour notice.

Vision and Hearing- Students in Pre-K, Kindergarten, 1st, 3rd, and 5th grades, and all students who are new to the state of Texas are screened each year for vision and hearing as mandated by the Texas Department of State Health Services. The parent/guardian will be notified if the screening results are not within normal limits after the 2nd screening. *25 TAC 37.23 Health and Safety Code 36.005(a)*

Spinal- In the fall, boys in the 8th grade and girls in the 5th & 7th grades will be screened for spinal problems as mandated by the Texas Department of State Health Services. Notice of the screening will be sent home with the students prior to the screening day. The parent/guardian will be notified if the screening indicates a potential problem. Students can be exempt from the screening with a written request from the parent, but the parent must provide screening results from the child's physician. *25 TAC 37.144 Health and Safety Code 37.002,*

Please keep the office/clinic informed of any change in address or telephone numbers by coming in to change the registration card, or by sending written notice. It is also important to keep emergency contact information current. It is important that an emergency contact person/number be someone other than yourself. Please pick up your child from the clinic within 30 minutes of the nurse/clinic aide contacting you.

CONFERENCES

At Timber Ridge Elementary we believe that communication between home and school is crucial for the success of students. A conference will be held prior to the end of the 1st nine weeks. Thereafter, it will be as needed upon the request of the administration, teacher, or parent. Teachers are committed to returning your phone calls, notes and emails within one business day whenever possible. If by chance this does not occur,

please contact an administrator for assistance. Each teacher has a 45 minute planning period every day and can meet with parents at this time for scheduled conferences.

If at any time you have questions or concerns about your child's progress, please feel free to contact the school to make an appointment for a conference. To request a conference, you may call the school office at 336-6630, send a note, email, or check it on the report card.

COUNSELING PROGRAM

Timber Ridge has three full-time counselors on campus. Additionally, we have an MFLC (Military Family Life Counselor) on campus to assist students of military families. The counselors provide a variety of services for staff, students, and parents. The counselors:

- plan and provide a variety of individual, small group, and classroom activities designed to be developmental and preventive in nature.
- counsel individuals in crisis situations.
- assist students in making the transition successfully from one school level to another.
- serve as consultants in the area of guidance and counseling to parents, teachers, and administrators concerning needs of students.
- design guidance programs based on campus needs assessments.

If you need to contact one of the counselors, please call the school office at 336-6630.

DELIVERIES

District procedures do not allow commercial deliveries of any kind to be made to students at school. This includes flowers, balloon bouquets, cakes, pizza, etc. We ask that any personal deliveries such as necessary items for school be dropped off in the front office. Please note that many items cannot be taken home on the bus and can be a distraction or safety concern in the classroom.

If your child leaves something at home (lunch, homework, permission slip, etc.) or you need to get a message to them, please bring the item(s) and/or message to the front office. The items will be delivered to them via a staff member so that instructional time is not interrupted. Please make sure that your child's name and teacher is on the item so that we can get it to the correct location.

DISCIPLINE

KISD's Student Code of Conduct is available on the district website at www.killeenisd.org/parents_and_students. In addition to the district plan, each campus has its own set of school rules and each teacher has a classroom discipline management plan. Your child's teacher will send a copy of the classroom discipline plan to you. We believe that our approach to discipline encourages good behavior and improves the learning environment for all our students.

SCHOOL EXPECTATIONS

- Treat others as you would like to be treated.
- Be in your assigned seat/area, ready to work when the tardy bell rings.
- Have paper, pencils, books and all needed supplies every day.
- Keep hands, feet, and objects to yourself.
- Follow directions of school personnel.
- When walking in the hallways, walk to the right side at a level O (silent) and in hugs (keeping your hands to yourself).

PLAYGROUND RULES

- Do not throw sand, gravel or wood chips.
- Only one person on the ladder/slide at a time.
- Remember to slide down the slide, not crawl up it.
- Tackle football is not allowed.
- Use swings appropriately - no running through, standing behind or twisting the swings. Swings go back and forth only.
- Take turns when using equipment.

Note: During an investigation of a referral, a student may be placed temporarily in the ISS room/Refocus room under adult supervision until administration can conclude his/her investigation.

DRESS CODE

Our students deserve to look like the winners they are! We ask your help in ensuring your child is dressed appropriately. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Clothing will be worn as it is designed to be worn and will be subject to the campus administrator's judgment.

Students who are considered to be in violation of the dress code shall be advised by the campus administrator and shall be given a chance to comply (call the parents to bring a change of clothing). Those who then fail to comply or who consistently violate this policy shall be subject to disciplinary action.

Since students either go to PE or recess outside every good weather day, students need to wear tennis shoes to school or bring shoes to change into before recess and/or PE. The shoes need to tie, have a back, and have a rubber sole (no open-toe). Flip-flops are not acceptable at Timber Ridge. If a student is wearing loose sandals, the student may have to sit out at recess and/or PE as this is a safety issue.

Girls wearing dresses should wear shorts underneath. Apparel designed for recreation, such as tank tops, fishnet (mesh) shirts, etc. is unacceptable. Shorts, and skirts must be the length reported in the KISD Student Code of Conduct. Tank tops and similar apparel may only be worn by students in grades Pre-K-2.

Other reminders about PE:

- Dress shoes, sandals, boots, shoes with high heels or buckles and "Croc" style shoes are not appropriate and pose safety issues for your child.
- PK and Kindergarten students may have PE and/or every day. They may change their shoes prior to PE class if necessary.

If a student does not follow these guidelines, he/she may have to sit out from physical activity during PE. This will be determined by the PE teachers and based on the safety of all the students. For a complete description of the KISD Dress Code, please refer to the Student Code of Conduct online at www.killeenisd.org/parents_and_students .
www.killeenisd.org.

DROP OFF AREAS

Students may be dropped off at the rear of the building prior to 7:30. After 7:30, parents must walk their students into the front office for safety reasons. Additionally, students should exit the vehicle on the right side (curb side) for their safety. Parents are not permitted to park in and students must not be dropped off in the employee parking lot.

EARLY CHECKOUT

So that the safety of students is not compromised during the dismissal process, students will not be checked out after 2:30 p.m. If you or your child(ren) have an appointment, please be sure to pick them up prior to this time. In addition, students cannot be called out of instruction and learning to wait in the front office to be picked up.

EMERGENCY DRILLS

Periodically throughout the year, we will have fire, lockout, lock-down, shelter and hold drills. Teachers will practice this with their students prior to an actual drill. Directions are provided to staff members in their handbook as to how these drills are done. Visitors in the building should follow drill procedures. Students will not be allowed to be checked in/out during a drill practice. The front door of the school will be locked during drills. We will help you as soon as the drill is finished. Thank you for your cooperation during these mandatory drills.

ENTRANCES

We ask that all parents and visitors use the front entrance when entering the building. Timber Ridge, like all other KISD schools, **enforces a strict 100% ID check at all times**, so please have your ID out and ready.

HOMEWORK/UNFINISHED CLASSWORK

See KISD Grading Handbook.

LIBRARY

Our wonderful library is full of great books and exciting opportunities to learn and to love reading! We support our school by providing a collection of materials that are available to all students, teachers, administrators and parents. We have an open and inviting library available to everyone all day long! Students in 1st - 5th grades may check out **2** books for a two-week loan period. Pre-K and Kindergarten students may check out **1** book a week. We will recheck books for students who need more reading time. Our teachers enjoy a combined flexible and fixed library schedule, which includes library lessons, reading celebration activities, maker-spaces, and other motivational reading programs. We are available for independent, small group, and large group learning for all.

LOST AND FOUND

If students leave their belongings at school, we have two long hanging areas in the main hallway where all "lost" belongings are placed. We encourage parents to label all of your child's belongings with his/her full name. This will make it easier for your child to identify their missing belongings. If your child loses his/her jackets, feel free to look on the hanging racks. Throughout the year, unclaimed items will be donated to a local charitable organization.

PARENT INVOLVEMENT and VOLUNTEERS

Timber Ridge Elementary School invites and encourages you to be an involved parent. Active parent participation has been shown to make a positive impact on student academic achievement, self-esteem, and behavior. To make parental involvement a priority and success at Timber Ridge, we would like to suggest, but not limit you to, some of the following opportunities to participate in our school community:

- have lunch with your student
- attend parent-teacher conferences
- communicate with your student's teacher through scheduled conferences, emails, phone calls, written notes, and/or the daily agenda or folder
- schedule a time to observe in the classroom (with prior approval of the administration)
- become a member and/or participate in the Timber Ridge PTA
- participate and encourage your student's involvement in all school activities

If you would like to serve as a volunteer, please contact the school at 336-6630. After completing the online volunteer form and attending the volunteer orientation meeting for the 2021-2022 school year, you will be contacted by our volunteer coordinator and given opportunities to help at Timber Ridge such as:

- volunteering at school or taking projects home. **When volunteering on campus during the day, we need you to leave younger siblings with someone off-campus.** For those who can't make this arrangement, we have plenty of volunteering opportunities where work can be brought home to work on at your convenience.
- helping with class field trips and programs.

- attending or helping with school wide events and activities (concerts, reading nights, math/science nights, field day, book fairs, kite day, holiday programs, etc.).

PARENT REQUESTS FOR TEACHERS

Teachers at Timber Ridge are highly qualified; therefore, we do not accept requests that students be placed in a particular teacher's classroom.

PARENT TEACHER ASSOCIATION (PTA)

We want our PTA to be an active part of Timber Ridge. Parents, grandparents, friends, and relatives of Timber Ridge students are invited to join. Programs range from student presentations to guest speakers. PTA organizes fundraisers, service projects, and family fun activities that provide an opportunity for families to enjoy being together. The money raised in the fund raisers is used to enhance the school. For more information, contact trespta@gmail.com.

PARKING LOT SAFETY

The speed limit in **all** of the driveways and parking lots is **5 mph**. Please be mindful and adhere to the speed limit for the safety of all of our students and parents. Additionally, most of our driveways are **ONE WAY** in order to better facilitate the dropping off and picking up of our students. Remember to be courteous and polite. Adults should model appropriate behavior for our children. Please do not park or drop-off students in staff parking lots. For your convenience, visitor parking is located at the front of the school.



PETS

For the safety of our students, pets of any kind are not permitted on school grounds at any time without written permission from the principal. Please do not bring your pets with you when you come to drop off or pick up your child from school.

PROGRESS REPORTS/REPORT CARDS/GRADE MONITORING

Timber Ridge is on a nine-week reporting system. Students will receive report cards at the end of each nine weeks. You should look for report cards approximately one week after the end of the grading period. Progress reports are sent home midway through the grading period. Grades can be continuously monitored through our online system,

Home Access Center. Specific information regarding accounts, log-in and passwords, and other questions regarding access can be directed to the front office.

RECOGNITION PROGRAMS

At Timber Ridge we believe that it is important to recognize student achievement in a variety of ways.

Academic Awards: This program was established by KISD to recognize and award students who have demonstrated outstanding academic achievement. District guidelines state that all students enrolled in a KISD elementary school, grades 1-5, who have been in KISD for the nine-week reporting period prior to the award selection are eligible. Awards Assemblies are held for each semester.

- **A Honor Roll**: Students in grade 1-5 who earn a 90 or higher in language arts, math, science and social studies qualify. A conduct grade of "U" (unsatisfactory) makes the student ineligible for this honor.
- **A-B Honor Roll**: Students in grades 1-5 who earn one A in a core subject and who earn an 80 or higher in language arts, math, science and social studies qualify. A conduct grade of "U" (unsatisfactory) makes the student ineligible for this honor.
- **Perfect Attendance, 1st semester/year**: Students who have perfect attendance for the 1st semester and for the year *who enrolled in a KISD school during the first week of school* will receive a certificate and recognition at the awards assemblies. District policy also states that if a student has been tardy or signed out early for a total of 3 hours is not eligible for the award that semester, even if he/she has perfect attendance.

Principal's 200 Club: Students who display positive behavior will be rewarded by being inducted into the Principal's 200 Club.

Ranger Store Bucks: Students who are caught doing good will be rewarded with Ranger Bucks to spend at the Ranger Store. Tangible items such as books, stickers, and toys may be available. Non-tangible items such as borrowing the principal's chair for the day, starring in morning announcements, and others may also be available.

RESPONSE TO INTERVENTION (RTI) TEAM

The "RtI" team is comprised of administrators, classroom teachers and other staff members including our school counselors and dyslexia teacher or special education

staff, as needed. RtI meets to discuss any problems or concerns that a student may be having. The main purpose of RtI is to help teachers determine accommodations, interventions and/or strategies to put in place to help students succeed in their learning. The team also works together to refer students to special programs as needed.

SCHOOL NEWSLETTER & CAMPUS WEBSITE

One of the ways for school/home communication is our school newsletter. Every month our newsletter will be provided to families and posted on the school website to share upcoming events. Additionally, a calendar of upcoming events will be posted on the website monthly. News is also posted on our campus website. You can find this by going to www.timberidgees.org.

SCHOOL PICTURES

Individual school pictures are taken in the fall and spring. Class group photos are also taken in the spring. Kindergarten (and possibly fifth grade) students will also have an opportunity to take individual graduation photos in a cap and gown in the spring. Notices will be sent home in the Thursday folder prior to the photographer's visit. Information about costs will be included at that time.

SNACKS

Snacks are determined by the teacher of record. Some teachers allow a "working snack" during class time and some teachers do not. It is at the teacher's discretion. Snacks must be of nutritional value. If students are not in the teacher of record classroom, they will not have a snack (split class, buddy class, ISS, etc.). Snacks and/or food items are not provided by the teacher.

SPECIAL INFORMATION REGARDING FIFTH GRADE

STUDENTS - SSI

Fifth grade is a Student Success Initiative grade level. Fifth grade students must pass the reading and math portions of STAAR to be considered for promotion to sixth grade. For full details regarding this policy, please go to the KISD website at: www.killeenisd.org, then click on KISD Policy Online. The policies regarding promotion and retention are EIE-Legal and EIE-Local.

STUDENT IDENTIFICATION CARDS

Students are required to have an identification (ID) card with them at all times. During the normal school hours, the IDs are to be worn on the outside of the clothing. The IDs are required for a student to check materials out of the school library, access food services in the cafeteria, and admission to school activities held during the day. Students are also required to wear IDs while transitioning in the hallways. Teachers will collect IDs at the end of each day.

TARDIES

The beginning of the day is an important part of school. It sets the tone for the remainder of the school day. Just like reporting to work on time is an important and valued skill in the adult world, arriving at school on time is equally as important. Parents should make every effort to see that their child is in their classroom ready to learn by 7:30 a.m. Students are tardy at the 7:30 a.m. bell. A student is considered tardy if they are not in the classroom by 7:30 a.m. In order to help students get to class on time, students are not to walk siblings to class. Staff members are posted all over the school to make sure that every student gets to where he/she needs to be safely. If a student arrives on campus after 7:30 a.m., parents need to accompany the child into the school and sign him/her in. A tardy slip will be given to the student, which allows the student to enter the classroom. Upon the 4th tardy per reporting period, the campus will establish contact with the family to develop a plan of action to eliminate tardiness and the student will serve a lunch detention/study hall. Students in elementary school are subject to detention (morning, afternoon, lunch or Saturday) upon persistent violation of the tardy policy. At the elementary level, parents may serve the detention for tardiness for the student in the front office. Parents who serve detention for their child cannot use cell phones or any other electronic devices while in detention.

TEXTBOOKS

Students are provided textbooks free of charge. Students should not write in or on their books and care should be taken to prevent damage to the books (such as water damage or younger siblings scribbling in the books). Parents are responsible for any damage or loss of textbooks that may occur. Fines or replacement costs will be required if a book is damaged or lost.

THURSDAY FOLDERS

Every Thursday your child should bring home what we call a "Thursday Folder". In it, you will receive valuable information such as: graded papers, notes from the teacher, progress reports, report cards, informational flyers, etc. Watch for this important communication from school to you.

VISITORS

Parents are always welcome at Timber Ridge. **All visitors must report to the office with a valid photo ID to enter the building or participate in school activities.** While on campus, visitors should be sure that their visitor badge is clearly visible. This is to ensure the safety of all our students. Upon the end of your visit at school, please return the adhesive badge to the front office so that you may be checked out and your valid ID can be returned to you. If you need to speak with a teacher, please arrange for a conference during the teacher's conference time or leave a message in the office. Please remember that our job is to teach. Interruptions, however brief, interfere with that process.

It is district policy that "visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment" KISD Policy GKC (Local).

If you wish to observe your child's classroom, understand that you will be asked to sit at the back of the classroom and observe without interacting with the students. Keep in mind that you will need to leave other siblings at home as they are not allowed in the classroom while you are observing. If your presence causes disruptions, either with your child or another, you will be asked to leave.

If you come to eat with your child in the lunchroom, we ask that you go to the cafeteria and wait on the benches outside the cafeteria for your child's class to arrive. **Please understand that any adult walking the halls will be approached by school personnel to ensure they are going where they are supposed to be going.**

WITHDRAWING YOUR CHILD FROM SCHOOL

Parents must notify the school as soon as possible when they know that their child will be withdrawing from Timber Ridge. If you wish to carry records with you, a **minimum of three days' notice** is requested in order to process records. Parents

may send a note or call the office and give the child's name, teacher, last day of attendance, and destination.

YMCA CHILD-CARE

YMCA child-care is available before and after school in our cafeteria. For more information, contact the Armed Services YMCA, 515 Prospector Trl, Harker Heights, 634-5445.

The information contained in this handbook is accurate as of the time of publication and is subject to change at any time based on campus and/or district needs. We will do our best to communicate any changes in a timely manner.