

TWIN RIDGE
ELEMENTARY
SCHOOL

***HANDBOOK
FOR
PARENTS***

**HANDBOOK FOR PARENTS
OF
TWIN RIDGE ELEMENTARY SCHOOL**

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TWIN RIDGE MISSION STATEMENT

Twin Ridge Elementary is a place where parents, community and staff members work together to provide a safe and engaging environment that fosters individual potential through academic excellence, appreciation of diversity and commitment to lifelong learning.

Dear Parents, Guardians and Friends,

Welcome to Twin Ridge Elementary – Home of the Pandas. I am looking forward to working with you to help ensure that all students are successful at our school.

The Twin Ridge staff dedicates full attention to the nurturing of our most precious gifts, our children. Our vision and mission focus on ensuring that student have an engaging and positive school year. We work cooperatively to provide all students with a rigorous instructional program. We are committed to ensuring that with parental and community involvement, each child will reach his/her true potential and become a lifelong learner and problem solver.

Trustworthiness, respect, responsibility, fairness, caring and citizenship are traits and expectations we hold high in Frederick County and most certainly, at Twin Ridge. Our students will learn these pillars through instruction and from the great role models provided by the members of our staff and the entire school community.

I look forward to working with you this year to ensure that your child(ren) receive a quality education! We look forward to seeing you at our school & PTA sponsored events. Please be sure to sign up for Find Out First. Look for the Thursday folder for information on how you can become involved with our school. We look forward to working with you this school year.

Yours in education,
Ms. DeVeda E. Coley
Principal

SECTION I – INSTRUCTIONAL PROGRAM

The Calendar Handbook of the Frederick County Public School System will be distributed to students on the first day of school and should be read carefully by parents. It is the official source of information for our school system.

ORGANIZATION FOR INSTRUCTION

Classroom teachers will be responsible for all subjects with supplemental assistance from other professionals such as the media specialist, reading specialists, speech therapists, special education teachers and targeted intervention teachers.

Art, vocal music and instrumental music (in grades 4 and 5) will provide fine arts experiences which will expand upon various concepts being introduced in the classroom. Physical education will also be scheduled regularly and will provide activities which help to develop strong, healthy bodies and a sense of fair play.

Instruction will be provided by a teacher who considers the learning potential, rate, style, and setting for each individual student. To meet different needs, teachers will use many techniques and methods to help children experience success. Students will be assigned to heterogeneous homerooms of approximately 25 students. There will be reading and math groups in each class. Students are assessed on an on-going basis, which may necessitate a different and more appropriate placement within a student's class.

LANGUAGE ARTS

The ultimate goal of the language arts program is to help students develop optimum levels of listening, speaking, reading, and writing. Students will work to develop strong fluency skills, vocabulary, phonics, phonemic awareness, comprehension, spelling and writing strategies. Basal readers, literature books, content books, spelling, handwriting, composition, and English instruction are materials used to teach language arts. Students receive an average of 600 minutes of language arts instruction per week which may include direct teacher instruction, follow-up activities, learning centers, independent reading and independent work. Language arts activities and skills are integrated into all content areas. The language arts model consists of: Read Aloud, Guided Reading, Self-Selected Reading, Working With Words, vocabulary, spelling, grammar, fluency instruction, and writing.

MATHEMATICS

The mathematics program is based on the county's essential curriculum. Problem solving, facts acquisition, communication, reasoning and application of skills to real-life will be promoted throughout the year. Manipulatives will be used to help students gain a concrete understanding of math concepts. Students receive an average of 450 minutes of Math instruction per week. That instruction may include

direct teaching, guided practice, games, center activities, independent practice and assessments.

SOCIAL STUDIES AND SCIENCE

The social studies program uses a multidisciplinary approach that includes history, geography, sociology, economics, and current events. Supplemental social studies materials have been provided by the County. Other materials, such as videos, instructional television, and library materials are also used.

Major concepts concerning the natural and the physical world form the basis of the science program. The study of these concepts should enable students to better understand the world in which we live. Life science, physical science and earth science are taught in grades 1-5.

ART

The goal of the art program at Twin Ridge is to encourage, stimulate, cultivate, develop, and actively involve students in creative expression and art appreciation. The activities will be correlated with science, math, social studies or language arts projects going on in the classroom whenever possible.

PHYSICAL EDUCATION

Physical Education is an integral and vital part of the total education program. Students meet two times per week with the physical education teacher. Students should be dressed appropriately so that they can comfortably participate in the physical education program. Comfortable shorts or pants are highly recommended on these days. Tennis shoes are required.

MUSIC

Twin Ridge students receive music instruction from a certified music teacher. It is our goal to stimulate growth in musical expression and appreciation of music. The teachers strive to help students gain enjoyment through discussions, performances, and opportunities to create music.

Third grade students participate in an exploratory instrumental music program. Students have the opportunity to explore, experiment, and play instruments from each of six instrument groups during this program so they can decide if they would like to learn to play a specific instrument.

The instrumental teachers teach fourth and fifth grade students only. They provide lessons in: violin, flute, trumpet, saxophone, clarinet, trombone and drums. Students may bring their instruments from home or rent them from a local music store. If an instrument is not available to a student, this should be made known to the instrumental music instructors and an attempt will be made to provide one

through the school. Students should not be deterred from participating in this program because of the unavailability of an instrument. Donation of usable instruments is acceptable. Some instrumental music sessions are before school and instrumental music is held on Mondays.

ASSESSMENTS

During the school year, student attainment of the Frederick County Essential Curriculum will be assessed in all grades in Language Arts, and Mathematics. The results of these assessments are used by teachers to adjust and plan instruction. They show whether schools, teachers, and students have met the objectives in the essential curriculum. You may have an opportunity to examine your child's performances on these during parent-teacher conferences. Children in 3rd-5th grade will be taking the Maryland School Assessment in Reading and Math. Students in Grade 5 will also be assessed in Science. These assessments test mastery of the voluntary state curriculum. Second grade students take the Stanford Achievement Test (SAT-10). The results of these assessments are sent home and are recorded in the student permanent record.

MEDIA CENTER

The media center is open to all students. Visits are scheduled for each class weekly for book exchange. Students are expected to take care of library books and return them when they are due.

PARENT RESOURCE CENTER

We also have a parent resource center in our front office where parents will find information on subjects, such as discipline, changing families, learning differences, friendship, bullying, and safety. Please stop by the front office and check out a resource.

COMPUTER LAB

The Computer Lab is available for student use during the day. Teachers schedule time in the lab so that students can work with a variety of software programs to improve their content studies. Students may also use the computer lab to practice keyboarding and word processing skills and to create reports. Each teacher also has access to at least two computers in his/her classroom that may also be used to enhance instruction.

GUIDANCE

The services of the Guidance Counselor are available to students, parents and teachers. Mrs. Engler works with students in the classroom by presenting the objectives from the guidance essential curriculum. Help is available to parents and children who are working through personal situations such as a death in the

family or a divorce. The guidance counselor may work with individual students or with small groups to suggest necessary developmental strategies and provide support to students. Parents who wish to contact Mrs. Engler can reach her at 240-236-2381.

FIELD TRIPS

Field trips help to supplement the elementary curriculum. Selected trips at each grade level tie in with instruction and provide a concrete experience about things learned in class. Permission slips must be returned before a student will be allowed to go on a field trip. Chaperones will be chosen as the school deems appropriate and must agree to follow our chaperone policies.

CHAPERONE RULES

Chaperones must actively monitor students during the trip. Cell phones should only be used for emergency purposes only.

- ◆ Meet back at assigned times.
- ◆ Students must ride the bus with the school to and from the field trip.
- ◆ Chaperones should remain in the assigned areas of the field trip. Taking children outside of assigned areas is not allowed.

HOMEWORK

Homework is a necessary part of the learning experience. It provides opportunities for your child to practice and reinforce learning. You can develop routines to establish necessary study habits by:

1. Showing interest in your child's homework by inviting him/her to share the assignment with you.
2. Remembering that homework is your child's responsibility. Realize that your child must be permitted to make mistakes in order to learn from them. If your child is consistently experiencing difficulty with an assignment, contact your child's teacher.
3. Establishing a regular homework time each day and give it priority in your schedule.
4. Providing a quiet, well lit place to work.

Assigned amounts of homework should be commensurate with the age and instructional level of your child. According to Board Regulation 500-15 grades 1 & 2 generally have a maximum of 15 minutes of homework, grade 3 a maximum of 30 minutes, and grades 4 and 5 a maximum of 45 minutes. We encourage you to know what your child is learning in school and to be an active participant in your child's education.

SECTION II – GENERAL INFORMATION

VISITING THE SCHOOL

We encourage and welcome parents to visit the school throughout the school year to observe the school program. However, we ask that visitors make arrangements with teachers prior to the visit and that visitors always stop by the office to sign in and pick up a visitor's badge. Only Twin Ridge issued badges should be worn in the building.

Parents/guardians may wish to have lunch with students. This can be a pleasant event for children and is encouraged. Remember to sign in at the office and get a pass.

BUZZER ENTRY SYSTEM

We have a buzzer entry system. The front door will be locked at all times, except for the beginning of the school day, from 8:30-8:50 a.m. If you wish to come into the building, please ring the doorbell at the front door. School personnel will ask the purpose of the visit, and request that you enter through the left door. All visitors must sign in at the office before going any place else in the building.

CLASSROOM OR SCHOOL CONCERNS

If you have concerns about your child's instruction, instructional materials or discipline speak first to the classroom teacher. If concerns continue to exist after conferring with the teacher, call the Assistant Principal or the Principal.

VOLUNTEERS

Volunteers provide excellent supplementary help to both students and staff members. Volunteers generally begin their work with the children the first week of October. Volunteers are required to attend a training session prior to volunteering. Younger siblings or other children should not accompany parents to the school, to ensure their safety and avoid distracting students from instruction. Anyone wishing to become a volunteer should contact the Volunteer Coordinator through the school office. When volunteering please put cell phones on vibrate and limit cell phone use to the volunteer room. If you are scheduled to volunteer and are unable to come, please e-mail or leave a voicemail message with your child's teacher. We have a special group of volunteers who will be trained by the reading specialist. If you can volunteer at least two times per week and would like to help students with reading, please contact Mrs. Allwardt at 240-236-2326. Volunteers should be sure to sign-in and wear their volunteer badge when in the building. Make sure to sign out when you leave.

PARTIES

Students may not distribute invitations to personal birthday, slumber or any other parties at school. Invitations should be distributed outside of school. A student directory is available through the PTA. Students are permitted to bring birthday snacks or treats to celebrate with their class at lunch time. When sending these items in, please consider ease of distribution. Please notify your child's teacher at least one day in advance so they can alert the people on lunch duty. We have several students who have food allergies. Please check with your child's teacher prior to sending snacks/treats.

ITEMS NOT PERMITTED IN SCHOOL

Valuable personal possessions, tobacco products, weapons (including pocket knives), chewing gum, toys, athletic equipment, electronic pets, shock toys and portable electronic devices, e.g., portable game systems, MP3 players. Card games of any kind (including Yugio and Pokemon), as well as other items disruptive to the school environment, are not permitted in school. Shoes with roller blades are not be used during school hours. Tobacco products and/or weapons will be confiscated. Other confiscated items will be retained in the office until the last week of school or until a parent comes to pick them up. Cell phones should be turned off and should not be seen, heard, or used during the school day which is inclusive of riding on the bus.

BICYCLES AND OTHER MEANS OF TRANSPORTATION

Bike racks are provided outside of the school for students to park bikes and scooters. Students should have bike locks and are responsible for seeing that bikes or scooters are secured before coming into the building. Parents are requested to remind students of proper bicycle safety. Students who are observed riding against traffic, on the school campus, or in other unsafe ways will be reported to their parents. Helmets should be worn to school while riding bikes. Students should walk bikes or scooters upon arrival on school grounds. Scooters, skateboards, and bikes are not to be ridden on school grounds.

HOMEROOM PARTIES

There are two parties for the children each year during school. Homeroom parents help to plan these parties in cooperation with the classroom teacher. The dates of the parties are decided by the Leadership Team.

CHARACTER COUNTS!

All schools will promote a healthy and inviting school climate in which all members of the school community understand and practice the system's established Character Counts! pillars. Trustworthiness, responsibility, respect, fairness, caring and citizenship, are integrated throughout the essential curriculum and guide the actions of the members of our organization. Please encourage your child(ren) to aspire to behave in accordance with these pillars so that our school climate can be safe and inviting.

STUDENT RESPONSIBILITIES:

1. Accept responsibility for own learning.
2. Abide by the school and society rules.
3. Deliver notes/paper to home/school.

PARENT RESPONSIBILITIES:

1. Ensure that your child is at school on time.
2. Provide a regular time and appropriate atmosphere for homework.
3. Keep in contact with the teacher about your child's progress.
4. Look for Thursday folders with school and county information.

SCHOOL RESPONSIBILITIES:

1. Provide appropriate, challenging and enriching instruction.
2. Help each child reach his/her potential in a rich, positive learning environment.
3. Promote on-going two-way home/school communication with parents.

SCHOOL RULES:

All students are expected to follow the rules established for the total school and for their individual class. General school rules are:

Trustworthiness

Respect

Engaged in Learning

Safe

Failure to follow rules may result in progressive actions such as:

- ◆ A verbal warning to the student
- ◆ Time-out provided in the classroom or in the classroom of another teacher

- ◆ Loss of recess (partial or full recess)
- ◆ Parent or guardian contact to discuss the situation or problem

In those rare situations where a student's inappropriate behavior is infringing on the rights others, a student may be sent to the office with a discipline referral. Administration will follow the guidelines in the calendar handbook to determine further action.

STUDENT INCENTIVES

Students who do something exemplary and show good character may receive Panda Paw Prints. Ten students from each grade who received at least one Panda Paw will be recognized during lunch at the end of the month. One of the chosen students from each grade will be selected to be our Student of the Month. The Student of the Month will get a limo ride to lunch off campus and have their picture posted on our special board. Students of the Month are selected based on: 96% attendance or better, good grades: A's and B's or O's and S's, and show good character most of the time. Everyone makes mistakes now and then. We teach children that they should work hard because it is the right thing to do and every once in a while they will be recognized for their great work.

SMOKE-FREE ENVIRONMENT

The Frederick County Board of Education has adopted a tobacco-free school environment policy. The sale or use of tobacco products in any form is prohibited in the school building or on school grounds at all times, year round.

WEEKLY ANNOUNCEMENTS

Every week, important information regarding the school and the PTA will be sent home in a red Thursday folder. The youngest child at the school in each family will receive most school communications. This helps to conserve paper.

SECTION III – PARENT/SCHOOL COMMUNICATION/ REPORT CARDS

REPORT CARDS

A county-developed report card on your child's progress will be issued four times a year – November, February, April and June. June report cards will be given out on the last day of school. Lunch charges and lost books should be taken care of before June report cards are sent home.

INTERIM REPORTS

An interim report will be sent to parents when there is a need to communicate about the student's performance. The interim report will be issued between the regular report card dates. It is to be signed by a parent or guardian and returned to school within five (5) days.

PARENT-TEACHER CONFERENCES

A 15 minute parent-teacher conference will be scheduled in the fall. A spring conference may be scheduled based on student achievement and/or parent or teacher concerns. Other parent-teacher conferences may be scheduled for concerns which need to be discussed by parents and teacher. On-going communication is valuable and appropriate. Parents are encouraged to call, write a note in the agenda or Thursday Folder, or e-mail if there is a problem or a question, instead of waiting for the fall or spring conference.

Parent-teacher conferences may be held at the request of either the parent or the teacher. The conference period offers an opportunity for both the parent and teacher to freely discuss any problems the child may have which directly affect school performance. This type of conference should develop better parent-teacher understanding, cooperation, and effort in assuring a successful school experience for the child.

Parents are invited to meet with the teacher at a time that is convenient for both. Parents should write a note to the teacher, or call the school to arrange a mutually convenient time, during school hours, to have a parent-teacher conference.

School is dismissed at 3:25 p.m. Teachers remain at school until 4:00 and find this time convenient to schedule parent-teacher conferences. While your child is at specials (Art, Music, and Physical Education) parent-teacher conferences may be scheduled. Information about times that teachers are available and contact information for your child's teacher for conferences will be sent home at the beginning of the school year. The period from 8:30-9:00 a.m., when students are arriving, is

an important time for teachers to prepare for the day and hold important conversations with students. Please be respectful of this time and refrain from attempting to confer with teachers. You may call or write a note to schedule a time to talk with the teacher.

SCHOOL WEBSITE

Please refer to our school website for up-to-date announcements and information. The web address for this page is:

<http://schools.fcps.org/tres/>

On this page there is a link to our staff e-mails, the official FCPS page, our newsletter and the PTA page. Please be sure to refer to our website often, as it is updated regularly.

FIND OUT FIRST

Twin Ridge has its own Find Out First program. You can sign up to receive school information electronically by clicking on the blue Find Out First button on the TRES website.

SECTION IV – SPECIAL SERVICES

FOOD SERVICES

Free and reduced-cost meals are offered to those families who qualify. Applications and guidelines are distributed the first week of school. Reduced-price breakfasts are \$.30 and reduced-price lunches are \$.40. Contact the school cafeteria if you have any questions. The cafeteria number is 240-236-2385.

BREAKFAST

Breakfast is served each school day between 8:30-8:55 in the school cafeteria. Cost for breakfast is \$1.10 per child. When school is delayed one or two hours, breakfast will be served during the half hour of school opening.

LUNCH

Children have a choice of purchasing a hot lunch or packing lunch. Children pay for their lunch as they go through the lunch line. Meal prices are as follows:

Full child's lunch	\$2.00
Full adult's lunch	\$3.75
Milk	\$.40

Lunches may be purchased in advance on a lunch charge account. In order to do this, you need only send money or write a check to Twin Ridge Elementary and have your child take it to the cafeteria manager. You may also add money to your child's account line at www.cafeprepay.com. The money will be placed in the child's account. Each day when lunch is purchased, the day's lunch charge will be deducted from the account leaving the new amount.

Children who bring a bag lunch from home may purchase a half pint of milk (low-fat, skim, chocolate or strawberry) and/or water and juice. Please send appropriate utensils if your child brings lunch to school.

If the need arises, students will be permitted to charge their lunch. Students will be expected to pay for the charged lunches the following day. If another lunch charge is necessary and the first has not been repaid, he/she may receive a bologna sandwich and a cup of juice.

STUDENT ACCIDENT INSURANCE

The Student Accident Insurance Program offered to parents of our students will be from United Health Care Insurance Company. Your child will receive literature about the program at the beginning of the school year. Parents are to mail the premiums directly to United Health Care Insurance Company. All claims forms are to be completed by the parents and mailed. The school will maintain a supply of forms, but will not have any role in the completion of the forms. Forms may be requested from the school office.

SCHOOL PICTURES

During the year the school contracts with a photographer to take group and individual pictures. Individual pictures are taken in the fall and spring and group pictures in the spring. The school receives a percentage of the income from the sales. This money is used for a variety of materials for our school. Purchase of the pictures is optional.

LOST AND FOUND

To help alleviate the problem of lost articles, please write your child's name on lunch boxes, and tags of boots, sweaters, coats, gloves, etc. with permanent pen/marker. If your child loses something have him/her check the lost and found to see if it has been turned in the same day when possible. Lost items will be on display each day in the cafeteria. If they are not claimed within a reasonable amount of time, they will be donated.

CASS

The Community Agency School Services (CASS) program is available to our school families. CASS partners with public and private agencies to provide families with accessible and affordable resources in the community. They are a great support and families of all income levels. Please call Angela Cornell, 240-236-5512 to learn more about these services.

SECTION V – ARRIVAL/DISMISSAL/ABSENCES

PROCEDURES FOR ARRIVAL OF STUDENTS TO SCHOOL

Students may not arrive before 8:30 a.m. because no adult supervision is provided prior to that time. If interested, childcare is available in the school cafeteria before and after school by the YMCA. Contact the YMCA directly for more information.

If you are walking your child to school, please be mindful of the cross walks. This is a great time to teach children how to navigate safely when walking. Please do not bring pets with you to school. While you may know your pet, others will not and may be terribly frightened.

Parents who are dropping off students are asked to “Kiss and Ride Off”. Staff members will be available to open the doors and to keep the traffic flowing smoothly. Please be ready for children to get out of car when you pull up to the school. Please pull up to the designated spot in front of the school. If you need extra time with your child, please park in a designated parking space.

Students who arrive after 9:00 a.m. must report to the office for a late pass. They should also have a note from a parent indicating the reason for the tardiness. When a student is absent from school, he/she must bring a note from home explaining the reason for the absence or the absence will be recorded as an illegal absence. Parents DO NOT need to call the office to inform the school of an absence. A note with the child when he/she returns is sufficient.

Parents who wish to accompany their child(ren) into the building must park in a designated parking space. They must also sign in and get a visitors pass. Those without a visitor’s pass will be asked to return to the office to complete this process.

PARENT PROCEDURES – 3:25 P.M. DISMISSAL

Parents of car riders are to go to the cafeteria through the cafeteria door to sign-out their child/children. Proper ID is required. After signing out students, parents are to remain in the cafeteria where the children will meet their parents. Children will be brought to the ramp outside the gym and will wait there until they have been signed out.

Car riders will be dismissed at 3:25 p.m. Please do not call students to cross the street or the parking lot. This is a safety issue. Car riders will be sent to the back cafeteria ramp and dismissed from the cafeteria. Bus riders will be dismissed as buses arrive. Please be watchful during our dismissal as there is a lot happening at this time. Buses are arriving and departing and parents providing transportation for their children are arriving and departing. This year, walkers will be dismissed last, after car and bus riders have left. If you wish to go to your child’s classroom, you will need to sign in at the office and get a pass.

CHANGES OF TRANSPORTATION

Anytime your child is to change a method of transportation, a note must be sent to school. If your child does not have a note, he/she will be sent home via the original method indicated by the parents.

BUS TRANSPORTATION

In order to provide safe service, children are requested to be orderly on the bus. Your child is under the supervision of the bus driver who has authority of a classroom teacher until the child leaves the bus.

The bus driver's primary duty is to transport children in a safe manner. This requires cooperation by pupils. Please encourage your children to contribute to bus safety.

A fall and spring emergency drill is held each year. At this time, children are taught to use the Emergency Exit at the back of the bus. These drills are required by state regulation.

Students may ride only the school bus to which they are assigned. They may not ride a different bus to a friend's house, since this makes it difficult for schools and bus drivers to account for students. If an emergency situation occurs, parents must send a note requesting that their child ride an alternative bus for that day only. This change must be approved by a building administrator. The child will receive a "change of transportation" note from the office, which indicates that he/she can ride a different bus for the day.

WALKERS AND PRIVATELY TRANSPORTED CHILDREN

All walkers or privately transported children should arrive at school between 8:30 and 8:55. No adult supervision is provided prior to that time. Please remember to leave pets at home so others are not frightened.

BICYCLES, SCOOTERS, SKATEBOARDS

Bicycles and scooters are alternate means of transportation used by many students. These should not be ridden on the school campus during or before school, or at dismissal time. Students should walk these methods of transportation while on the school campus. This helps to ensure the safety of all people on the campus. Skateboards are not permitted to be ridden on school property.

SCHOOL OPENING ONE OR TWO HOURS LATE

On days that school begins one hour late because of weather conditions, students enter the building at 9:30 a.m. If school is two hours late, they enter the building at 10:30 a.m. Please remember that no adult supervision is provided prior to these times. You will be required to pick up your child if they arrive before school is scheduled to open.

If school is delayed 2 hours our pre-kindergarten students will attend abbreviated schedules. Morning students will begin at 11:00 a.m. and dismiss at 12:30 p.m. and the afternoon students will begin at 2:00 p.m. and dismiss at the regular dismissal time. This allows all pre-kindergarten students to have equitable instructional time.

SCHOOL CLOSING TWO HOURS EARLY OR OPENING TWO HOURS LATE

Throughout the school year, there are days that students are scheduled to arrive two hours late or be dismissed two hours early for teacher work sessions. On early dismissal days, lunch will be served and a modified schedule will occur. K-5 students will begin dismissal at 1:25 p.m. Pre-K students will attend on a modified schedule. The morning session is from 9-10:30 a.m. Afternoon students begin arrival from 11:50 a.m. - noon. The afternoon session is from noon-1:30 p.m. When school opens 2 hours late, Pre-K sessions are abbreviated to 1-1/2 hours. Morning classes start 2 hours late with the rest of the grades at the school and dismiss 1 hour later than usual. Afternoon classes begin one hour later than usual and are dismissed at 3:30.

SECTION VI – HEALTH AND SAFETY

DRESS CODE

Students have the responsibility to dress and groom themselves in a manner that is safe, healthy, and non-disruptive to classroom and school procedures. Students will be asked to hang up their hats, coats, jackets and other outerwear upon entering the classrooms. Clothing must provide adequate covering. Students may not wear overly revealing clothing or apparel items that may be seen as offensive or derogatory and disruptive to the educational environment. State health regulations require the wearing of shoes in public places at all times.

HEALTH

The Health Technician, under the direction of a Health Department Registered Nurse is on-site to provide the following services:

- ◆ Administration of medication
- ◆ Provide health care (cleaning with soap and water, applying ice and/or bandages)
- ◆ Monitor the health room and chart each student's visit
- ◆ Monitor immunization records
- ◆ Head check process for Pediculosis (Head Lice) control

GENERAL INFORMATION

Each student must present proof of proper immunization and a birth certificate prior to entering school for the first time.

When a child sustains a serious injury, has a persistent illness, or shows an elevated temperature, the parents/guardians or a designated adult will be contacted by telephone and asked to pick up the child since parents/guardians are considered to have primary responsibility for their children's health. In view of this, a student information card including correct address and telephone numbers should be completed during the first week of school. Any changes should be shared with the office immediately.

Taking medications during school hours is discouraged. There are occasions, however, when a health care provider considers it necessary to administer medication during the school day. In these cases, the Frederick county policy determines that:

1. No medication (prescribed or non-prescribed) will be administered in school without the parent's/guardian's written authorization and a health care provider's statement or prescription. Parental consent and a health care provider's statement or prescription label are required for each illness and for each medication ordered.

2. It is the parent's responsibility to arrange for the delivery of properly labeled medication to the school. All medication must be in the original container.
3. The first full day's dosage of any new prescription will not be given in school.
4. The school must have on file in the pupil's health folder a Physician's Authorization for Prescription and Non-Prescription Medication form.
5. The parent is responsible for submitting a new form to the school each time there is a change in dosage or time of administration.
6. All medication will be stored in a secure area in the school and accessible only to authorized personnel.
7. One week after expiration of the health care provider's order, the parent must arrange for the collection of any unused portion of the medication. Medication not claimed by the parent within one week of expiration will be destroyed.
8. The Frederick County Public School System does not assume responsibility for non-medically prescribed medication or medication administered by the pupil himself. All non-prescribed medications such as aspirin, vitamins, cough drops, etc. should be brought to the school health room and will be dispensed under the same procedure as prescribed medication. No child is allowed to keep any medication on his/her person.
9. Notify the school, including the teacher, if your child has any continuing health problems such as allergic reactions to bee stings or food, asthma, heart murmur, etc.

HEALTH PROBLEMS YOUR CHILD MAY HAVE

If your child has any continuing health problems, it would help the teacher if you would acquaint him/her with these problems. This is essential when restrictions on physical activities are necessary. If your child is not allowed to eat treats or snacks which contain sugar, peanuts or other items, be sure to let the teacher and nurse know this.

ABSENCES FROM SCHOOL

Regular attendance is vital for a successful school experience.

If your child is sick and will miss school a note must be sent with the child upon his/her return. Once the note is received the absence will be coded based on the excuse.

A written excuse from the health care provider is required when a child is not able to participate in physical education. If your child has a cast or is on crutches, please be sure to get a note from the health care provider explaining the activity level allowable for the child when participating in recess and physical education.

Please write or call the school if your child has contracted a communicable disease, such as chicken pox, measles, or head lice. A note must be written and sent in upon the child's return. Good attendance helps children gain the greatest benefit from our instructional program. Letters will be sent when students miss multiple days from school. Exemplary attendance will be recognized and rewarded each quarter. Perfect attendance each term will also receive an incentive. Please work with us to ensure that your child benefits from instruction by making sure they are on time and at school on a consistent basis.

EARLY DISMISSAL FROM SCHOOL

Doctor and dental appointments should be scheduled before or after school when possible. Early dismissals are discouraged as they interrupt instruction not only for your child, but for all children in the classroom. Parents who have students dismissed prior to 3:25 must send a note to the teacher. The note should state the reason for and time of the dismissal. Children are released through the office. Parents must come to the office and the child will be called from the classroom at that time. Children will only be dismissed from the classroom with a call or note from the office.

Children may also be released to an individual when written permission has been given by parents or guardians. The individual with whom the child leaves must be prepared to show ID and sign the child out in the office. The student information card will be checked prior to releasing students from school.

EMERGENCY SCHOOL CLOSING AND DELAYS

Information regarding cancellations, delays, and early closings is announced on local radio stations and on television channel 18 (Frederick Cablevision). You can also sign up to receive an email of school closings by going to www.fcps.org and clicking on Find Out First.

Children should be taught what to do and where to go when schools close unexpectedly and parents/guardians are not at home. It is also extremely important that the school be able to contact you in these types of situations. Each year you will receive a student information card and an Emergency Dismissal Plan to complete. Please be sure to keep emergency contact and back-up plan information current.

An information memorandum will be sent home in late fall or early winter with sources to find out about school delays and cancellations. Please refrain from calling the school for information about these delays and cancellations.

FIRE/BUS DRILLS

To prepare children for evacuation of the building or bus in case of fire or emergency, a minimum of 12 emergency drills and two bus drills will be held each year. These drills may NOT all be held on pleasant, sunny days.

TWIN RIDGE PARENT TEACHER ASSOCIATION 2009-2010

The TRES PTA welcomes everyone to the 2009-2010 school year! We are looking forward to an exciting year filled with new and familiar faces.

The purpose of the TRES PTA is to support our children. We accomplish this by:

- ◆ the commitment of our volunteers
- ◆ our partnership with staff and community
- ◆ a plan that includes educational, fun, and family oriented events as well as fundraising to support those activities
- ◆ effective and consistent communication

The TRES PTA has various volunteer opportunities designed to work with the schedules and demands of our families. They include volunteering for a committee, a school club, an event, a class party, preparing supplies from home, going on a fieldtrip and more. Please consider volunteering. We truly appreciate any amount of time that you can give. Our PTA can only be as successful as the volunteers who help accomplish our plans.

Thank you to all the volunteers, staff, community members and businesses who have worked with us in the past. Your support has been invaluable. We look forward to another great year!

The TRES PTA Executive Team has been working throughout the summer to establish goals and plans for the 2009-2010 school year. We have looked at feedback, areas that have been successful and areas that need improvement so we can provide the best year possible for our children, families and staff.

Communication is a vital part of our success and will be modified this year to meet the demands of a greener environment, computer oriented society and busy families. There will be a paper newsletter bi-monthly and event flyers sent home in Thursday folders. You will also have the ability to sign up to receive newsletters, forms, surveys and updates electronically as well as reference all information on the TRES PTA website, www.trespta.org.

We hope you will join the PTA. There are many PTA sponsored activities, clubs and events throughout the year in which to participate. In addition, there will be four general membership meetings. On those nights we partner with the school and serve a light dinner, enjoy a short musical performance by a group of students, conduct a short business meeting and end the night with either a family oriented program or a speaker. The purpose of offering these activities in one evening is to make it easier for our families' schedules.

I am excited about the upcoming year and believe you will find the TRES PTA offers a welcoming group with a common goal-the happiness and success of our children.

Hope you have a wonderful school year!

Chrissy Jongezoon
TRES PTA President
301-676-5625

2009-2010 PTA MEETING SCHEDULE

EXECUTIVE BOARD MEETINGS

August 18th @ 6:30 pm

October 6th @ 6:30 pm

February 2nd @ 6:30 pm

April 6th @ 6:30 pm

GENERAL MEETINGS

September 15th @ 6:15 pm

November 17th @ 6:15 pm

February 23rd @ 6:15 pm

May 4th @ 6:15 pm

No meetings are scheduled for December and January.

PTA EXECUTIVE BOARD 2009-2010			
Officers			
President	Chrissy Jongezoon	301-676-5625	cmjongezoon@yahoo.com
1st/2nd Vice President			
Secretary	Mary Ellen Graziano	301-829-5715	mggraz@verizon.net
Treasurer	Linda Nash	240-394-0118	lnash@vips.com
Standing Committee Chairs & Other Executive Board Members			
Co-Communications	Amy Buck	301-639-1646	caacbuck@hotmail.com
Co-Communications	OPEN		
Co-Enrichment Programs	Nancy Nanavaty	301-829-3065	ANAN803@verizon.net
Co-Enrichment Programs	OPEN		
Co-Family Activities	OPEN		
Co-Family Activities	OPEN		
Membership Chair	Teresa Fiore	301-829-8396	fiorefamil3@yahoo.com
Co-Staff Appreciation	Jenn Stores	301-789-1929	jstores1@comcast.net
Co-Staff Appreciation	Diana Yurich	301-829-6097	DJYurich@aol.com
Co-Volunteers	Mary Ellen Graziano	301-829-5715	mggraz@verizon.net
Co-Volunteers	Kim Corbitt	301-829-9680	poidog10@yahoo.com
Fred. Co. Rep	Hope Adams	301-829-7189	hopeymom@verizon.net
Fred. Co. Rep	Paula Stewart	301-829-5445	dandpstewart@comcast.net
Principal	DeVeda Coley	240-236-2300	DeVeda.Coley@fcps.org
Co-Sportswear	Kendra Gilmore	301-829-3322	bostondg@msn.com
Teacher Representative	Emily Colegrove	240-236-2300	Emily.Colegrove@fcps.org
Ways and Means	Jennifer Henley	301-607-9079	marysea3@yahoo.com
Special Committee Chairs			
Assistant Principal	Barbara Silver	240-236-2300	Barbara.Silver@fcps.org
Co-Run for Fun Hospitality	Paula Stewart (?)	301-829-5445	dandpstewart@comcast.net
Co-Run for Fun Hospitality	Mary Eklund(?)	301-829-2614	eklundm@comcast.net
Co-Secret Holiday Shop	Martha Edmiston	301-831-7484	doggielover1961@aim.com
Co-Secret Holiday Shop	Kerry Mandrik	240-994-4179	kmsells@comcast.net
Co-Variety Show	OPEN		

TWIN RIDGE ELEMENTARY HANDBOOK FOR PARENTS

Co-Variety Show	OPEN		
Hospitality	Mary Eklund- yes	301-829-2614	eklundm@comcast.net
Co-Reflections	Kelly Skipper	301-829-8238	kpvt1@aol.com
Co-Reflections	Angie Coggins	301-829-0280	cogginsak@comcast.net
School Directory	Lisa Pare		LisPare@aol.com
Sub Committee Chairs			
Bake Sale Chair	OPEN		
Co-5th Grade Activities	Kelly Borowski	410-875-0990	rkborowski@mindspring.com
Co-5th Grade Activities	Mary Nalepa	301-829-3691	nalepajm@yahoo.com
Co-Box Tops/eScrip	Mary Rajnik	301-829-4518	mrainik@verizon.net
Co-Box Tops/eScrip	Angie Moore	301-829-9790	angiebmoore@verizon.net
Co-Fall Fundraiser	Bridget Perry	301-829-9636	bbperry1@verizon.net
Co-Fall Fundraiser	Mary Beth Anderson	301-829-6116	mbanderson3@verizon.net
Room Parent Chair	OPEN		
TRES Cookbook	Noreen Beck	301-829-1614	Becks1302@msn.com
Program Coordinators			
Sister School Program	Kim Morris	301-829-0776	kdmorris03@msn.com
PTA Club Coordinator	Mary Nalepa	301-829-3691	nalepajm@yahoo.com
Young Rembrandts Coordinator	Lisa McLaurin	301-829-9224	lmmclaurin@gmail.com
Co-School Toolbox Program	Bridget Perry	301-829-9636	bbperry1@verizon.net
Co-School Toolbox Program	OPEN		
<p>We have a couple openings for Committee Chairs and Co-Chairs. Please contact Chrissy Jongezoon if you are interested at 301-676-5625 or cmjongezoon@yahoo.com.</p>			

TWIN RIDGE ELEMENTARY SCHOOL 2009-2010 CALENDAR OF EVENTS**		
Fri. .	Aug. 21	Meet Your Teacher and Staff Morning 9 – 10 pm
Mon.	Aug. 24	School Opens
Wed.	Sept. 2	Back-to-School Night,5:30-7:50 p.m.
Thu.	Sept. 3	Volunteer Orientation/Training, Volunteer room, 9:15- 10:30 a.m.
Mon.	Sept. 7	School Closed – Labor Day
Tues.	Sept. 8	Picture Day
Thu.	Sept. 24	2 Hour Early Dismissal for Students – Teacher Work Session
Fri.	Sept. 25	School Closed for Students– Fair Day – Teacher Workday
Mon.	Sept. 28	School Closed – BOE Approved Holiday
Tue.	Oct. 13	Fall Parent-Teacher Conferences (Evening) – Students attend PM
Wed.	Oct. 14	Fall Parent-Teacher Conferences (Evening) – Students attend PM
Thu.	Oct. 15	Fall Parent-Teacher Conferences (Afternoon) – Students attend AM
	Oct. 12-15	PTA Book Fair
Fri.	Oct. 16	School Closed – State/Regional Educational Training
Fri.	Oct. 30	2 Hour Early Dismissal for Students – Teacher Work Session
Fri.	Oct. 30	First Quarter Ends
Mon.	Nov. 2	School Closed for Students – Teacher Work Day
Wed. – Fri.	Nov. 25-27	School Closed – Thanksgiving Break*
Mon.	Nov. 30	2 Hour Early Dismissal for Students – Teacher Work Session
Mon.	Dec. 7	2 Hour Early Dismissal for Students – Teacher Work Session
Thu. - Fri.	Dec. 24-Jan.1	School Closed – Winter Break*
Mon.	Jan. 4	School Opens
Fri.	Jan. 15	Second Quarter/First Semester Ends
Mon.	Jan. 18	School Closed – Martin Luther King, Jr. Day
Tue. -Wed.	Jan. 19-20	School Closed for Students – Teacher Work Day/ Professional Dev.
Mon.	Feb. 15	School Closed – Presidents' Day

TWIN RIDGE ELEMENTARY HANDBOOK FOR PARENTS

Tue.	Feb. 23	2 Hour Early Dismissal for Students – Teacher Work Session
Mon.	Mar. 1	Spring Parent-Teacher Conferences (Evening) – Students attend in PM
Tue.	Mar. 2	Spring Parent-Teacher Conferences (Afternoon) – Students attend in AM
Mon.-Wed.	Mar. 8 - 15	Maryland School Assessments – Grade 3, 4 and 5 Reading and Math
Tue.	Mar. 30	Third Quarter Ends
Wed. - Mon.	Mar. 31-Apr. 5	School Closed – Spring Break*
Tues.	April 6	Picture Day
Wed-Thurs.	April 7-8	Stanford Achievement Test (SAT-10) – Grade 2 Reading, Math and Environment
Wed. – Tue.	April 21-May 11	Maryland School Assessments – Grade 5 Science
Wed.	May 12+	2 Hour Early Dismissal for Students – Teacher Work Session
		Panda Cub Workshop for Incoming Kindergarten students and parents
Thurs.	May 20	Volunteer Breakfast
Thu.	May 27	Field Day
Fri.	May 28	Fourth Quarter Ends
Mon.	May 31	School Closed – Memorial Day
Thu.	June 10**+	Last Day for Students**, 2 Hour Early Dismissal
+ 2 Hour Early Dismissal for Students		
* Family vacations strongly encouraged during scheduled breaks.		
**Includes 5 days for snow or other emergency closings. If all days are not needed, the BOE will shorten the school year by the number of unused snow days to provide 180 days of instruction for students. If more days are required, the days will be made up in this order: Feb. 15, Mar. 31, Apr. 1, June 11 and 14.		
7/05/09		

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