

**Middle Ridge Elementary School  
11649 S. Covington By-Pass Rd.  
Covington, GA 30014  
770-385-6463**

**Student Handbook  
2009-2010**

**This Planner Belongs to:**

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Student #:** \_\_\_\_\_

**Middle Ridge Mission Statement**

The mission of the Middle Ridge Elementary school community is to prepare our students for daily success, as well as a productive life beyond the classroom.

**Beliefs**

**M**eaningful learning experiences.

**U**sing skills daily.

**S**tudent stability through consistent expectations.

**T**ogether we succeed.

**A**uthority is recognized and respected.

**N**urturing environment provided at home and school.

**G**uided by community support and parent involvement.

**S**afe, disciplined, organized environment to facilitate learning.

**Vision**

***Middle Ridge Elementary Mustangs: Students of strength,  
intelligence and determination.***

## **A Middle Ridge YeeHaw to You!**

**2009-10 promises to be a “Rip-roaring year of learning at the ‘Ridge”. We continue to add to our 21st century technology in every classroom to enhance learning. Teachers teach to the Georgia Standards using many resources to present our learners with a standards based classroom as suggested by the Georgia Keys to Quality. Best practices are offered daily to engage our learners in real world, project based learning. We continue to learn *with* our students and *about* our students, as we journey toward excellence in academics, as well as excellence in social skills. Support us in this journey by volunteering in your child’s class, coming to all conferences, and attending PTO as often as possible.**

**We look forward facilitating your child’s education with you.**

**Sincerely,  
Karen Crowder, Principal, and  
The Middle Ridge Elementary Faculty/Staff**

# Middle Ridge Student, Parent, Teacher, Administrator Pledge

## Administration pledges to:

- Provide an environment which fosters open communication.
- Provide a safe and orderly environment conducive to learning.
- Support the teachers in providing standards based instruction.
- Encourage students, their families and staff to keep this pledge.

Administrator's signature: Karen C. Crowder Corey Stegall

## Teachers pledge to:

- Be present and prepared for a fresh start each day.
- Establish a community of learners in a standards based classroom environment.
- Expect high standards of academic performance and social skills for myself, students and parents.
- Communicate consistently through agendas, Thursday Folders, and other means as needed.
- Involve parents in the activities of the classroom as well as the school.

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent/Guardian pledges to:

- Have my child present, on time, and dressed in the school uniform ready for learning daily.
- Check the agenda nightly and Thursday folders weekly.
- Attend all conferences, review homework and keep the school notified of current contact information.
- Expect and reinforce best behavior choices for my child.
- Help my child meet his/her monthly academic goals.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student pledges to:

- Attend school daily, on time and dressed in school uniform for learning.
- Take responsibility for my own learning by being an active listener and thinker.
- Follow the school rule of respect and make wise choices.
- Believe that I can learn and do my work at school and at home.
- Meet my monthly academic goals.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Middle Ridge Promesa del Estudiante, Padre, Maestro, Administrador

## La Administración se compromete a:

- Proporcionar un ambiente que fomente la comunicación abierta.
- Proporcionar un ambiente seguro y ordenado propicio para el aprendizaje.
- Apoyar a los profesores en la provisión de instrucción basada en estándares.
- Anime a los estudiantes, sus familias y el personal para mantener este compromiso.

Del administrador de la firma: Karen C. Crowder

Corey Stegall

## Los profesores se comprometen:

- estar presentes y preparados para comenzar de nuevo cada día.
- Establecer una comunidad de alumnos en un aula basada en las normas de medio ambiente.
- esperar un alto nivel de rendimiento académico y las habilidades sociales para mí, los estudiantes y padres de familia.
- Comunicar constantemente a través de agendas, jueves carpetas, y otros medios, según sea necesario.
- Involucrar a los padres en las actividades del aula, así como la escuela.

**Firma del Maestro/a:** \_\_\_\_\_ **fecha:** \_\_\_\_\_

## Padre / madre / tutor se compromete a

- Tener a mi hijo presente, a tiempo, y vestidos con el uniforme escolar listo para el aprendizaje diario.
- Chequear la agenda cada día o de noche y carpetas del jueves semanalmente.
- Asistir a todas las conferencias, las tareas de revisión y mantener la escuela notificado de los actuales datos de contacto.
- esperar y reforzar las mejores opciones para el comportamiento de mi hijo.
- Ayudar a mi hijo cumplir sus metas académicas mensuales.

**Firma del Padre/Guardia:** \_\_\_\_\_ **fecha:** \_\_\_\_\_

## Estudiante se compromete a:

- Asistir a la escuela todos los días, a tiempo y vestida de uniforme escolar para el aprendizaje.
- Asumir la responsabilidad de mi propio aprendizaje por ser un oyente activo y pensador.
- Seguimiento de la escuela Estado de respetar y tomar decisiones sabias.
- Creer que puedo aprender y hacer mi trabajo en la escuela y en casa.
- Conoce a mis metas mensuales o metas académicas.

**Firma del estudiante:** \_\_\_\_\_ **fecha:** \_\_\_\_\_

## **Middle Ridge Elementary School Day**

- 7:15** Students may enter the building  
Breakfast begins  
Breakfast cost: \$1.00  
Reduced fee: \$0.30  
Extra Milk: \$0.45
- 8:00** School Begins. Students should be in class ready for their instructional day. Announcements begin at 7:50 led by our MRTV student crews.

Parents must sign student in if the student is not in the classroom prior to the bell ringing at 8:00.

- 10:30 - 1:15** Lunch Served  
Cost: \$1.50  
Reduced fee: \$0.40  
Extra milk: \$0.50

*Students remain on last years' payment status for the first 30 days pending submission of current year forms. New students must pay regular price until the paperwork is approved. Free and reduced lunch forms are sent home with all students the first day of school.*

- 2:00** **Last time dismissal changes will be accepted except for emergencies as approved by administration.**
- 2:10** **Last time students may be signed out prior to dismissal.**
- 2:20** **Announcements, dismissal begins.**
- 2:25** **Dismissal of 1<sup>st</sup> Load Buses and car riders.**
- 2:30** **Dismissal of regular load bus students and Day Care.  
School day ends.**

*Car riders not picked up by 2:45 will be considered abandoned unless the school has been notified of an emergency. Social Services may be notified or police support called to take student home.*

## **Middle Ridge Reminders**

### **ATTENDANCE**

Under No child Left Behind (NCLB) all schools are required to meet their AYP as measured by the state testing. (CRCT) One part of making AYP is tied to attendance. Parents can help by doing the following: (1) make sure your child is present at school; (2) make sure your child is at school on time; and (3) do not check your child out of school early except for dire emergencies. Absolutely no early check-outs will be allowed after 2:00 p.m. Please see the county handbook section on attendance for county policy.

### **AWARDS DAY**

During the last week of school, students will be recognized for outstanding achievement in various areas. Parents and guardians are invited to join us on this day. The purpose of this assembly will be to recognize students in areas of academic achievement and citizenship.

### **BEHAVIOR**

Every pupil is responsible for his/her behavior which should display respect for self, others and property at all times. Students come to school to learn. Behavior should foster and facilitate a learning atmosphere for all. See the county section for behavior policies.

### **BOOK BAGS**

Students are encouraged to bring clear or mesh book bags to school. This will help parents and students to be aware of the contents of the bag at all times. Toys or items that disrupt learning or could be used as a weapon are not allowed at school. If a student arrives at school with something inappropriate in their book bag, they should present it to their teacher or administration to hold until a parent can pick up the item. Rolling bags are discouraged.

### **CAFETERIA**

Meal prices are as follows; Breakfast – students = \$1.00, adults = \$1.50, juice .50  
Lunch – students = \$1.50, visitor/adults = \$2.50, juice .50; extra milk .45  
Soft drinks or outside “quick food” lunches are not permitted. (Ex. McDonald’s)

### **CAR NUMBER**

All students will be given two (2) car numbers for easy, safe pickup. Cars not having the card visible will need to park, come in and sign the student out. If your number wears out or is lost, please let your child’s teacher know to send a replacement. Only give these numbers to persons approved by you for pick-up of your student.

### **CELEBRATIONS**

Middle Ridge celebrates academic accomplishments daily! Parties are permitted twice a school year, one on the last day of school prior to winter holidays and one on the last day of school. Birthday parties are not to be held in the classrooms in order to protect instructional time. Invitations to birthday parties are not given out at school. Individual student birthdays may be recognized with store bought cupcakes provided by parents during lunch if *scheduled in advance* with the teacher.

## **CELL PHONES:**

We appreciate your help in keeping our office cell phone free. Students are not allowed to have cell phones visible or turned on during school or on the school bus. If a student brings a cell phone to school, they are responsible for keeping it safely put away.

## **CLUBS**

Our school clubs (excluding clubs involved in competitive interscholastic activities) under the direction and control of the school and school personnel are organized and meet based on common objectives, goals, and activities. State law requires that the parent/guardian has the right to withhold permission for their student to join or participate in any school sponsored club organization to which they object. Page 51 of this handbook provides you with a form to opt out of club participation, should that be your choice. If, in the future a club is added, you will be sent information on the club and will be asked to sign permission for your student to participate. Student participation in a club is contingent on appropriate grades and conduct. Current clubs include the following:

Honor's Chorus, Student Council, Safety Patrol, MRTV News Crew, Art Club, Yearbook Staff, Learning Extensions, and Jr. Beta Club.

## **COMPUTER LAB**

Scheduling allows all K – 5<sup>th</sup> grade classes to rotate through the computer lab consistently. Students will receive instruction in reading, language arts, math, science and social studies according to grade level. Each classroom also has at least 2 computers available for use. Students must sign and return the acceptable use contract, found in the system portion of this handbook.

## **CONTACT INFORMATION: PHONE and ADDRESS**

For your child's safety, current contact information is **required**. **Please notify the teacher and school office immediately of any change in your address, phone or place of employment.**

When we are not able to reach parents due to phones not accepting calls, numbers disconnected, or other problems, **we may ask social services to help us contact or locate the parent/guardian.**

## **COUNSELOR**

Our Counselor serves all students with classroom guidance to develop character education and test taking skills. Small group sessions on topics are provided as needed. Individual counseling is not the primary focus of our school counselor.

## **DRESS – Middle Ridge is a uniform dress school.**

- Plain solid color pants, shorts, jumper or skirt in khaki/tan, black or navy should be worn with a belt. All items should fit at the waist not appearing to be oversized for the student. Shorts should be at least at the student's fingertips in length.
- Tucked in solid color, plain collared (such as polo or button down the front) shirts/blouses or plain solid color round neck T-shirts (not under wear T-shirts) in red, white, navy, black, yellow, green, and burgundy are acceptable. Middle Ridge spirit wear T-shirts are also acceptable.

- Athletic tennis shoes with non marking soles are to be worn daily. Flip flops, heels, boots, crocks, etc. or not uniform dress.
- Heavy Jackets should be hung for the day. Sweat shirts or sweaters without hoods may be worn all day for warmth and should be solid school uniform color. No hoods or hats are worn during the school day.
- Any other Newton county school uniform may be worn to accommodate transfers.

Refer to the Newton County Dress Policy if you have other questions, or contact the school office. The last Friday of every month will be a choice dress day and notes will come home to remind parents of all choice dress occasions.

### **FIELD TRIPS**

Field trips enhance the instructional program of the school. A signed permission slip is required for student participation. Parents are invited to attend, however, seating on the bus is limited, and therefore, parents may have to provide their own transportation. To offset the cost of a trip, donations are requested. A child will not be denied access to a field trip due to an inability to pay; however, should the total donation collected not offset the cost of the trip, the trip may be cancelled. For the safety of all, children must use the school transportation to and from the field trip. Siblings are not permitted to attend field trips and may not, for liability reasons, be transported on a school bus.

### **LOST AND FOUND**

The lost and found container is located in the school cafeteria. Items collected first semester, not claimed by Winter break, as well as items collected second semester and not claimed by the last day of school are given to charities. Please help your child by labeling hats, jackets, sweaters and other clothing of your choice with the student's name.

### **MEDIA CENTER**

Students are encouraged to use the media center regularly. Students need to check out books for home reading in order to meet their monthly reading goal. Our school has a media specialist to assist students during the school day. Per Newton County School System policy, circulation of materials will stop two weeks prior to the end of the school year. However, the media center will remain open for in-school projects and research. Students are responsible for items that they check out and are expected to pay for any items lost or damaged.

### **PARKING, PICK-UP AND DROP-OFF**

Parking (leaving your car unattended for any length of time) is prohibited in the fire lanes that run the entire length of the building in front of the school. Morning and afternoon pick-up and drop-off are only at the front door where staff is on duty to supervise.

### **PETS**

No pets are allowed on the school bus for any reason. Pets are allowed at school with permission from administration for instructional purposes.

### **PARENTAL SUPPORTS**

Please visit our web page for links of interest, such as GaCRCT practice sites. Each PTO night will focus on one aspect of our instructional program. Our counselor is available to parents as

well as your school administration. The menu is online at the Newton County School System home page where you can also check your child's attendance and soon you will be able to access grades. Please volunteer often by letting your child's teacher know when you will be coming so that your time can be utilized effectively.

**Picture Dates:**

August 21, 2009: prepay event

October 9, 2009: make-up day

November 6, 2009: Holiday pictures with family approval

March 18, 2010: Class and individual pictures with family approval

**PTO Projected Calendar**

Thursday, August 20, 2009

Open House @ 6:00

Thursday, October 8, 2009

Literacy Night @ 6:00

Thursday, December 10, 2009

Musical Holiday Event @ 6:00

Thursday, January 14, 2010

Literacy Night @ 6:00

Thursday, February 25, 2010

Family Night @ 6:00

Thursday, March 25, 2010

Math Night @ 6:00

Thursday, May 13, 2010

Science Night and Uniform Swap/Sell @ 6:00

**TELEPHONE**

Office telephones are needed for school business. Students are allowed to use the phones for emergencies when so directed by the teacher or administration. The school nurse will call if your child is sick.

**TRANSPORTATION CHANGES**

Parents must send written notice to school of any change in a student's transportation home. Teachers may not make transportation changes without **written** direction from the parent/guardian. For emergencies, a **signed fax with a number to call and verify** the sender will be accepted. If there is no verification call, the parent assumes the responsibility that the fax was not received by the school. **Fax/changes must be received by 1:45.**

**VANDALISM and PROPERTY DAMAGE**

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension may be a consequence. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately.

**FALSIFYING REPORTS**

Falsifying reports regarding instances of alleged inappropriate behavior by a teacher or other school personnel are prohibited (08 House Bill 1321). An investigation will be held with the penalty at the discretion of the administrator which may include ISS, suspension or suspension to a formal hearing.

## Middle Ridge Elementary School Council

The school council serves as an advisory board for the school. This elected body meets four times a year. The 2009-2010 meetings will be on the second Tuesday of August, October, January, and April at 7:30 in the evening in the school media center. Meetings are open to the public.

Remember to visit our county website at: [www.newtoncountyschools.org](http://www.newtoncountyschools.org)  
You can check attendance and add to your student's meal plan from work or home.

### “No Excuse” Words

“No Excuse” words are a minimum list of words that are systematically studied in class. These words are posted on a “no excuse” word wall as a resource for the class. Students are then expected to always read and spell these words correctly. Here are the “no excuse” word lists for each grade level.



#### Kindergarten:

Me, this, their, see, jump, have, if, number, play, from, will, no, little, or, up, way, the, one, other, could, of, had, about, people, and, by, out, my, a, word, many, than, to, but, then, first, in, not, them, water, is, what, these, been, you, all, so, call, that, were, some, who, it, we, her, oil, he, when, would, now, was, your, make, find, for, can, like, long, on, said, him, down, are, there, into, day, as, use, time, did, with, an, has, get, his, each, look, come, they, which, two, made, I, she, more, may, at, do, write, part, be, how, go, over

#### First Grade:

After, also, are, away, back, ball, been, big, book, boy, call(ed), came, car, come, cut, day, each, eat, feet, five, four, from, girl, give, good, got, hand, have, help, her, here, him, home, house, how, jump(ed), keep, last, late, let, line, live(ed), made, make, man, may, mean, miss, move, must, name, need, off, old, one, play, put, read, red, room, say, sea, set, six, some, soon, spell, stop, such, sun, take, tell, that, them, the, there, they, this, three, time, tree, try, two, use, very, was, way, well, went, what, when, where, who, why, with, would, yes, your

#### Second Grade:

About, again, along, always, animal, any, ask(ed), because, before, began, begin, best, bird(s), black, blue, both, can't, carry, class, close, could, cried, didn't, does, don't, down, end, even, ever, face, family, far, father, few, find, first, friend, goes, great, grow, hard, high, just, kind, know, left, light, little, long, many, might, most, mother, move, much, next, night, now, often, only, open, other, our, out, own, paper, part, pick(ed), pull(ed), right, saw, school, seem, should, show, small, start, still, story, talk, ten, than, these, thing, those, today, together, too, took, under, until, walk, want, were, which, while, white, write, year

**Third Grade:**

Above, across, add, afraid, almost, alone, America, another, answer, around, became, become, better, between, buy, change, children, city, country, decide, doesn't, done, draw, during, earth, easy, eight, either, enough, example, follow, found, front, full, grew, heard, hour, however, I'll, idea, important, Indian, isn't, it's, its, knew, known, large, learn, listen, music, nothing, number, oh, oil, once, order, passed, people, person, picture, place, point, really, second, seen, sentence, short, shown, since, sound, space, special, square, state, street, study, sure, teacher, their, they're, think, third, told, town, true, turn, United, warm, Washington, watch, water, we'll, word, work, world, you're, young

**Fourth Grade:**

Against, ago, area, beautiful, behind, below, body, bring, brought, built, cannot, carefully, caught, center, certain, check, circle, color, common, complete, cover(ed), deep, door, early, English, everyone, eye, fact, fast, felt, field, figure, finally, ground, group, half, happen(ed), head, himself, horse, hundred, inches, leave(s), less, mark, minute(s), money, morning, mountain, never, north, notice, noun, numeral, page, pattern, piece, plane, plant, problem, products, questions, reach(ed), remember, river, road, rule, several, shape, single, slowly, something, sometimes, south, stand, stood, straight, strong, suddenly, table, thought, thought, thousand, through, toward, travel, understand, unit, upon, usually, voice, vowel, wait, war, week, wheels, whole, without, wrong

**Fifth Grade:**

All of the words from the grades above.

**Top Five Concepts in Math**Kindergarten

One-to one correspondence  
Rote count to ten  
Identify basic shapes  
Sort by at least 1 attribute

First Grade

Recognize numbers  
Know word names to ten  
Order numbers 1-100  
Number of Days in week/Months in a year  
Matching quantities and numerals

Second Grade

Addition Facts to a sum of 20  
Subtraction Facts to tens  
Plane Figures and Solid Figures  
Number Patterns (Skip Counting) by 2s, 5s and 10s to 100 forwards and backwards  
Sequence/Time to half hour

Third Grade

Subtraction and Addition (with regrouping)  
Place value to thousands

Identify fractions (half, third, fourth)  
Numeric and geometric patterns  
Time to the nearest five minutes

Fourth Grade

Multiplication and Division Facts  
Fractions (identify, add, subtract)  
Fraction/Decimal relationship  
Place value to hundred thousands  
Area and perimeter

Fifth Grade

Place value - hundredths to millions  
Decimal multiplication and division  
Division with a two-digit divisor  
Fraction/decimal conversions  
Adding and subtracting fractions with common denominators

Sixth Grade

Memory of multiplication facts up to the 12 times table  
Full knowledge of subtraction with borrowing and regrouping with 3 digits  
Mastery of all operations with fractions  
Mastery of all operations with decimals  
Mastery of all operations with whole numbers up to 3 digits

**Monthly Reading goal information will come home from your child's teacher in both reading and math. Please work with your child for 15 minutes every night on reading and 15 minutes on math facts.**