



BAKER ELEMENTARY

Where Children Think, Dream, Believe, & Achieve

2009-2010 STUDENT/PARENT School Handbook

George Stephen Baker Elementary School
Established 1988
2361 Baker Road — Acworth, GA 30101
PHONE: 770-975-6629
FAX: 770-975-6631 ASP: 770-975-6634
www.cobbk12.org/baker/

Principal's Message

Dear Baker Parents and Students,

The focus at Baker continues to be on student performance. We appreciate all your help as we strive to provide an enriching and successful educational experience for every child.

Adequate Yearly Progress (AYP) is always a hot topic, especially in July when scores are released. CRCT scores for students in 3rd—5th grade, the percentage of enrolled students who take the test, and student attendance are criteria used to determine if a school makes AYP status. The school overall average as well as all population groups must meet the established standards. I am happy to report that we meet AYP criteria in all areas.

The required percentage of students meeting standards in reading/language arts was 73.3%. **Baker had 96.1% of students in 3rd—5th meet and/or exceed reading/language arts standards.** The required percentage for math was 59.5%. **At Baker 90.7% of students in 3rd—5th grade met and/or exceeded the standards in math.**

Reports are available for viewing at the Georgia Department of Education website at <http://public.doe.k12.ga.us> .

You may also view the curriculum standards for each grade level at www.georgiastandards.org .

Many of our teachers have blogs that you can access on the Baker website at www.cobbk12.org/schools/baker/ . Teacher and administration blogs as well as other links on the Baker website are at various stages of development. Some are updated often; others are still waiting for new information. Teachers are not required to have a blog. Please let your child's teacher know if you do not have access to the internet.

It would be impossible to include all school procedures in this handbook, but we have attempted to provide some basic information. I hope that you find it useful.

Sincerely,

Dr. Phyllis A. Jones
Principal

Mission Statement and Beliefs

Mission Statement

The mission of Baker Elementary is to help students become independent learners and achieve success.

Belief Statements

At Baker Elementary, we believe . . .

- ☐ Student learning is a shared responsibility of the school, parents, and community.
- ☐ A positive school atmosphere is conducive to student success.
- ☐ Instruction supports individual development.
- ☐ Consistent academic and behavioral standards are necessary.

School Motto

Baker Elementary—Where Children Think, Dream, Believe, and Achieve

School Colors

Red and White

School Mascot

Bear

Chart of Responsibilities for Responses to Civil Rights Concerns

Policies/Rules of the Cobb County Board of Education require full compliance with all federal and state non-discrimination laws, including:

- ⇒ **Civil Rights Act of 1964:** Title VI and Title VII , along with Title IX Educational Amendments of 1972 (*Title VI, Title VII, and Title IX*)
- ⇒ **Age Discrimination In Employment Act** of 1967 (*ADEA*)
- ⇒ **Lilly Ledbetter Fair Pay Act of 2009**
- ⇒ **Americans With Disabilities Act** of 1990 (as amended): Titles I, II, and III (*ADA*)
- ⇒ §504 of the **Rehabilitation Act** of 1973 (*Section 504*)
- ⇒ Public Law 101-476 – **Individuals With Disabilities Education Act** (*IDEA*)

Discrimination on the basis of age, race, color, national origin, religion, sex, disability, and veteran status is prohibited in all Cobb County School District (District) programs and activities. Below is a list of individuals designated to handle inquiries regarding the District’s non-discrimination policies:

Facilities Accessibility (770) 590-4518	Director of Construction 514 Glover St, Marietta, GA 30060
Title IX Student Issues (678) 331-1071	Athletic Director – Now housed at Hillgrove High School 4165 Luther Ward Road, Powder Springs, GA 30127
Title VI Student Issues (770) 426-3518	Executive Director, Student Support 514 Glover St, Marietta, GA 30060
Student Program Accessibility (770) 426-3320	Assistant Superintendent, Special Student Services 514 Glover St, Marietta, GA 30060
Employee Issues (770) 426-3543	Diversity & Equal Employment Opportunity Manager 514 Glover St, Marietta, GA 30060

Questions concerning policies and practices of an individual school in the District may be addressed to the building Principal, or to the Superintendent, P.O. Box 1088, Marietta, GA 30061, (770) 426-3300.

Discrimination complaints may also be filed directly with:

The Equal Employment Opportunity Commission Sam Nunn Atlanta Federal Center 100 Alabama Street, SW, Suite 4R30 Atlanta, Georgia 30303	(800) 669-4000 Employees or applicants with complaints alleging discrimination on the basis of race, color, national origin, sex, disability, age, retaliation, or religion
The U.S. Department of Education Atlanta Office For Civil Rights 61 Forsyth St. S.W., Suite 19T70 Atlanta, GA 30303-3104	(404) 562-6350 Individuals with complaints alleging discrimination on the basis of race, color, national origin, sex, disability, or age

Baker Elementary School

Staff Roster

2009-2010

Kindergarten				
Miska Davis Kim Edgar Loren Kelly Anne McCord Joyce Schumacher Serena Verner Mary Whire Monica Wright	<u>Paraprofessionals</u> Martha Buffardi Cheryl Christian Patti Fousch Joan Kennedy Alison Kirk Karen Saeger	<u>Support</u> Jessica Airman, Media Martha Blaydes, Media Sandra Aufderheide, ALP Tammy Curti, Academic Coach (P) Della Jones, Counselor Shannon Scepaniak, Counselor Trudy Wells, Counselor Shannon Hood, EIP Kathy Lloyd, ESOL/EIP Fonda Riley, Music Cindy DuGan, PE Jennifer Barkley, EIP Stephanie Quandt Olson, Art Paula Zaragoza, EIP	<u>Paraprofessionals</u> Timothy Sherwood, PE Debbie Henderson, Specials Naomi Beverly, SALSA Grace Williams, Media <u>Additional Support</u> Jeannie Miller, School Psychologist Jeff Levy, Social Worker Brie Nickerson, TSS	
First Grade Melissa Allen Maggie Dick Kim Eyrich Sandra Fortune Karen Kennard Laine Pagan Stacy Roth Kim Schweizer	Second Grade Darlene Boyee Cheryl Bussey Stephanie Charyna Kathie Jefferies Arnetta Lewis Peggy Pittman Lauralyn Sunseri	Third Grade Kay Bowling Meg Hagan Charlene Ingalls Stuart Letovsky Tamara Martin Michelle Meeks Christan Woods	Fourth Grade Earl Boyles Maggie Encinas Alvina Evans Caren Markt Judy Payne	
Fifth Grade Glenda Boyles Kimberlee Collins Valerie Etheridge Niesja Farmer Jeff McFather Louis Norcia	Special Education Laurie Hathaway, SLP Mary Sloane, SLP Heather Pierce, SIDPID Debbie Chrzanowski, IRR Ellie Garille, IRR Doreen Hockey, IRR Robert Greenleaf, IRR Earla Reece, IRR Lori von Schmeling, IRR Natalie Cahill, K- 2, ABA/Autism Patty Daniel, SNP – ABA/Autism Liz Schneider, SNP Karen Winne, SNP Michelle Cast, SLP – SNP			
Custodians Dennis Dillard, Head II Peggy Marcum, Head I Phillip Johnson Pauline Roberts Silvia Ferto Lilay Salazar		Cafeteria Dianne Miller, Mgr. Sheila Hancock Clare Kryscuk Donna Potter Linda Staton Susie Waller Beth Wolfe Monitors Anne Coffey Maureen Cox Cindy Isgette	Office Kimberly Hutcheson, Secretary Janice Herman, Clerk Debbie Henderson, Clerk Kaye Ellington, Bookkeeper Barb Corroto, LPN, Clinic	ASP Lynn McGreevy, Director Lynn McGreevy, Account Clerk Laura Yarrell, Bookkeeper
Administration Dr. Phyllis A. Jones, Principal Ms. Eve Lee, Assistant Principal				

School Policies and Information

After School Program

The After School Program (ASP) operates from the end of each school day until 6:00pm. Time is structured to include snack, homework, free play, and special activities. Children must be signed out daily by a designated adult. The cost of ASP is \$7 a day per child or \$35 a week. Pre-payment is required. There is a yearly non-refundable registration fee of \$10 per child due on the first day of ASP attendance. A late fee (\$1 per minute) will be charged for each child picked up after 6:00pm. All payments should be sealed in an ASP envelope and place in the black ASP drop box in the hallway by the gym. Payment by check is preferred, when ever possible. Non-payment will result in dismissal from the program. During school hours, calls regarding ASP should be directed to the front office. ASP staff is usually not available during the school day. To contact the ASP staff after 2:30 PM, call 770-975-6634.

Absence from School

A written explanation must be provided to the teacher following an absence. Absences are governed by state law. Reasons for excused absences include: personal illness, serious illness or death in the child's immediate family, recognized religious holidays observed by the child's faith, and conditions which render school attendance impossible or hazardous to the child's health or safety. **Both excused and unexcused absences count against Perfect Attendance.** For multiple day absences, make-up assignments can be requested by calling the office by 10:30 AM. Assignments will be available for pick-up between 2:45 PM and 3:30 PM the day of the request. State law and school system rules require that teachers call parents when a child has been absent 5 days even when the absences are excused absences. At ten days absence, the principal must send a letter to the parents. At fifteen days of absence, a social worker will get involved. Please note: students who are absent 15 or more days have a negative impact on our school's AYP status.

Attendance/Tardiness

Regular school attendance is required by law for all children enrolled in public school. Regular attendance means actual attendance during the entire school day. A student arriving at school after 11:10 AM or leaving before 11:10 AM will be counted absent for Perfect Attendance purposes. It would be better for students if medical appointments are scheduled after 1:45 PM whenever possible. **A child arriving after 7:50 AM is considered tardy** and must be signed in by a parent/guardian in the office and obtain a classroom admittance slip. Students who are continually tardy miss critical instruction time. Tardies count against Perfect Attendance. Please help teach responsibility by ensuring your child arrives to school on time! We also ask that you not pick-up early every afternoon just to avoid waiting in the car line. (Yes, it's disappointing to say but there are people who do this!) Attendance has an impact on our school's AYP status.

Behavior

Students are expected to conduct themselves in an appropriate manner and to demonstrate respect for all staff members, all peers, and all property within the school environment. The student Code of Conduct, JICDA-E is included in the Cobb County School District Parent Information Guide for the 2009-2010 School Year, which is distributed to students during the first week of school. **Parents will be required to sign a form confirming receipt of this guide.** You may also access all Administrative Rules at www.cobbk12.org.

Breakfast Program

Breakfast will be served from 7:15—7:40 AM. In order to eat breakfast, students must be in the cafeteria line no later than 7:40 AM. This serves as a convenience to parents and not as a social event. Only students who are eating breakfast should be in the cafeteria; there is no "visiting" allowed. Students who do not follow established procedures or follow directions of the supervisors will not be allowed to participate in the breakfast program. Children have a limited time to eat in order to get to classrooms by 7:50 AM. Students who plan to eat breakfast should go straight to the cafeteria before going to classrooms. Car riders/walkers will need to arrive in time to get to the cafeteria by 7:40 AM. The cafeteria door will close at 7:40. Menus and prices will be available on the Cobb website. Breakfast cost \$1.00 per day for students, \$1.25 for adults.

Bus Route Change Requests

In order for a student to board or exit the bus at a stop other than the assigned stop, the parent or guardian should send a written request to the school. The request must be approved by a school administrator and then presented to the bus driver by the student. Please remind your child to take your note to the office upon arrival at school.

Bus Rules of Conduct

Safety rules and expectation are in place to ensure students the most safe and sufficient means of transportation to school. Parents are requested to reinforce the following code of conduct established by the Cobb County School District:

- Students must show proper respect and always obey driver instructions.
- Objectionable or dangerous objects are not permitted.
- Tobacco, illegal drugs, alcohol, weapons (or look-alikes) are prohibited.
- Students must keep arms and head inside the bus at all times.
- Nothing is to be thrown in or from the bus.
- Obscene language and gestures are prohibited.
- Defacing or destruction of any part of the school bus is prohibited.
- Fighting or physical play is prohibited.
- Food, gum, or drinks may not be consumed on the bus.
- Unnecessary noise is prohibited.
- Drivers or administrators may assign seats to students.
- Students must remain seated unless directed otherwise by the driver.
- Students must be quiet at railroad crossings.
- Emergency escapes are to be used only at the direction of the driver.
- Students must wait for the driver to signal to cross the street and then cross in front of the bus in full view of the driver.
- Students are to be at the bus stop 5 minutes prior to the scheduled pick-up time and to wait in an orderly manner.
- Any student behaving in a disruptive or unsafe manner will be referred to the school administrator for discipline.

Please be aware that students who do not follow bus expectations and rules are subject to suspension from the bus and/or school. **Students are not allowed to bring anything home on the bus on the last day of school.**

Car Rider Transportation

We strongly recommend riding the bus to and from school to maximize efficiency and avoid tardiness. When it is necessary for you to drive your child to school, please follow these guidelines.

- ☐ Students may not be dropped off until 7:15 AM as there are no staff members on duty to supervise students prior to that time.
- ☐ Drop-off begins at the start of the paved sidewalk adjacent to the front of the school building. Do not drop off students anywhere else in the parking lot.
- ☐ Children should exit the car promptly **from the right side** in order to aid the flow of traffic.
- ☐ Cars should remain in a single line.
- ☐ To ensure safety, please follow the directions of staff members on duty.
- ☐ Do not park in the entrance lane, the car pool lane, in restricted areas, along Baker Rd. or in the bus parking lot to drop-off or pick-up children.

Dismissal of car riders is conducted by number. Car rider numbers can be obtained from the office and should be affixed to the front of your automobile to assist in the dismissal process. Walkers also need to obtain a number in order to be released at the side door to the gym. Please note this door is for true walkers not those leaving in a car and trying to avoid a car line. If you don't want to wait in line, please have your child ride the school bus. For additional information, please refer to the Transportation Procedures located at the end of this handbook.

Cell Phones

Students shall not use, display or turn on communication beepers, cell phones, video phones, or other electronic communication devices during the regular school day, including instructional class time, class changes, recess, breakfast or lunch, nor may they be used on school buses. If student has a cell phone, it should remain in the child's book bag. The school is not responsible for lost or stolen cell phones.

Change of Address/Phone

If your address or phone number at home or at work changes, please send the change in writing to the office. Be sure to include the name of your child and your child's teacher on the written change request. The office staff will forward the information to the clinic, ASP, and teacher. The office will also enter the information in the school system data base. This will ensure that you continue to receive the weekly phone messages from school.

Child Custody

School personnel are bound by law to release children to either of their natural parents unless a copy of a court order granting custody to one parent or the other, or to a third party, is on file with the school. If you are divorced or separated and the custody of your child has been awarded by the court, please provide the school office with a certified copy of the court order.

Class Parties

Cobb County Board of Education policy states one class party is approved per year in order to preserve instruction time. Traditionally, this party is held the last day of school before the winter holiday break.

Clinic

Our school nurse is in the clinic to care for minor injuries and illnesses from 8:00 AM to 2:30 PM. In the event your child has an accident or becomes ill, school personnel will contact you. Parents/guardians need to arrange for the child to be picked up within an hour of notification. **A child with a fever of 101 degrees or more cannot remain in school.** Children who have been ill should not return to school unless **fever-free without medication, diarrhea-free, or vomiting-free for 24 hours.** Donations of clothing are always welcome. For more information contact the school nurse.

Conferences

There is one scheduled parent/teacher conference week during the school year (January). During this week, students are dismissed beginning at 12:15 PM and your teacher will schedule a meeting time to discuss your child's progress. In addition to these planned dates, a conference may be requested at any time if the parent, teacher, or administrator feels there is a need.

Dismissal

Dismissal procedures begin at 2:15 PM. To ensure the safety of your child, all dismissal and **transportation changes must be made to the office in writing no later than 1:45 PM on the day of the change.** Children not picked up by 2:45 PM will go to ASP at parent's expense. On days designated as "Early Release" (refer to the Cobb County School Calendar at www.cobbk12.org), students will be dismissed 2 hours early with dismissal procedures beginning at 12:15 PM. For additional information, see Transportation Procedures located at the end of this handbook.

Dress Code

All Cobb County students shall be required to maintain a level of personal hygiene necessary to ensure a healthy school environment. Students are expected to observe an appropriate manner of dress. Although all situations can not be addressed within this space, please be aware of the following: Clothing displaying obscene language or gestures, as well as illegal substances, are prohibited. Halter tops or midriff revealing, spaghetti straps, tank tops, "roller" shoes, and excessively short skirts or shorts are prohibited. Caps/hats are not to be worn in the building unless in conjunction with a special activity or event, which has been approved by the administration. Boys should not wear "low rider" pants.

Emergency/Inclement Weather Dismissal

In order to coordinate dismissal in situations of inclement weather or emergency, all parents are required to complete a form indicating specific dismissal instructions for their child. It is important this form be kept current. In the event of school closing due to inclement weather or emergency, ASP will be cancelled.

Extracurricular Opportunities

We try to offer a few opportunities for students to become more involved in school life. Most occur during the school day and the student volunteers to give up a free activity time such as recess. Extracurricular activities may not infringe upon instructional time. Most activities are more appropriate for intermediate (4th or 5th grade) students. In order to participate in any activity, students must exhibit role model behavior. All activities may not be listed here but we have included a little information for the following programs:

Student Council—Student Council Representatives are selected by each classroom in grades 3 through 5. Under the guidance of staff sponsors, the council serves as a student voice for suggesting ideas for school improvement. The council also organizes school and community service projects. Student Council officers (from 4th and 5th grades) are elected.

Baker Concert Chorus—The Baker Concert Chorus is open to 4th and 5th grade students. The chorus is intended for students who are motivated to expand their musical interests. Students are selected via tryouts. The chorus represents Baker Elementary in district, regional, and holiday performances. Chorus members are expected to serve as role models for our school and demonstrate exemplary behavior. Rehearsals are held after school.

The Bear News—The Bear News is Baker's daily morning news show. Positions for news anchor, reporter, production technician, and camera operator are open to 5th grade students. Auditions for news crew positions are held approximately every 6 weeks.

Baker Bear Ambassadors — These 5th grade students are recommended for positions by their teachers. Students are assigned locations within the school during morning arrival times. They greet and help other students and parents in the mornings.

Baker Buddies — First through fifth grade classrooms select two students to greet and help new students to their classrooms acclimate to school procedures and expectations.

Field Trips

Field trips are an extension of the instructional program approved by the administration. Prior to a scheduled field trip, a permission slip will be sent home. If a permission slip signed by the parent/guardian is not returned to school by the day of the field trip, the child will not be allowed to participate. Permission will not be accepted via phone or fax. A donation is usually needed to cover the expenses of a field trip. Although donations are voluntary, school allotted funding does not cover field trips; therefore, a field trip may be cancelled due to insufficient contributions. Parent chaperones should not bring other children on the field trip.

Gifted Services

Through the Accelerated Learning Program, Cobb County provides services for identified gifted students at all levels. The gifted program is designed to meet the specific needs of these students and extend competencies in the areas of cognitive skills, learning skills, research and reference skills, communication skills, and meta-cognitive skills, beyond the experience of the regular classroom. The procedures for identifying and placing students in the gifted program are governed by the Georgia State Department of Education. For more information, contact the ALP teacher or visit the Georgia Department of Education website at www.doe.k12.ga.us/curriculum/instruction/gifted.asp.

Hearing and Vision Screening

School personnel will be trained to administer hearing and vision screenings. All 4th grade students will receive vision screenings. All 1st grade students will receive hearing screenings. All screenings will be completed prior to the scheduled winter holidays.

Hours of School Operation

7:15 AM Students are allowed in classrooms

7:50 AM School begins

2:15 PM Afternoon announcements and dismissal begins

Items Not Allowed on Campus

To best promote a safe and orderly learning environment, any item which causes interruption to the academic atmosphere or proves to be a safety hazard should not be brought to school by students. Items which are not allowed on campus include, but are not limited to:

- Glass containers
- Toys, electronic games, collectible trading/game cards
- Skateboards, roller skates/shoes, roller blades, scooters
- Imitation or real weapons or knives
- Radios, tape/CD players, MP3 players, pagers, etc.

Items Left at Home

In the event your child leaves a needed item at home, please bring it to the office. School staff will ensure the item is delivered to your child's classroom periodically during the morning. Please do not ask the office staff to call your child to the office to pickup an item or to come to the phone unless it is an emergency. Intercom calls to classrooms interrupt instruction.

Lost and Found

Lost or misplaced items are hung in the hallway outside the school gym. Periodically, notice will be given and any items not claimed will be donated to a local charity. It is strongly recommended that you label all items with your child's name.

Lunches

The Baker cafeteria serves a well balanced lunch each school day. State standards require that only nutritious meals from school or prepared at home be served during the school day. **Bottled or canned carbonated beverages are not allowed in the cafeteria. Please do not include them in your child's "sack lunch." Food from outside commercial establishments is also not permitted.** Parents may prepay for lunch by the day, week, month, or semester. MEALPAY allows you to prepay online and is available 24/7 at www.mealpayplus.com. A student lunch is \$1.60, an adult lunch is \$2.50, extra milk or juice is \$0.50, and ice cream is \$0.60. Please be sure your child has lunch money each day or enough credit on his/her account to cover the cost of breakfast and/or lunch. For menus, visit www.cobbk12.org (click on Lunch Menus). Applications for free or reduced lunch may now be completed on-line.

Lunch with Your Child

Parents are invited to eat lunch with their child. Please sign in on the computer in the front office, wear a visitor's name badge, and wait for your child in front of the cafeteria. **Food from outside commercial establishments and soft drinks may not be brought into the cafeteria.** Parents may sit with their child's class or sit with their child at the special tables at the front of the cafeteria. **The child may select only one other classmate to sit with them with their parent in this special section of the cafeteria.**

Media Center

The Media Center offers a variety of learning opportunities for students. Students are allowed to check out books for a 2 week period. There are no late fees for overdue books; however, students will not be able to check out additional books until the overdue book is returned. Students must pay for books which are lost or damaged beyond repair. Parent volunteers are always welcome and needed in the Media Center and volunteer hours are flexible.

Medications Dispensed at School

Do not send medications to school with your child. Parents/guardians must deliver medications to the school in person. All medication taken at school must be dispensed by the clinic or office staff. Parents must complete an "Authorization to Give Medication at School" form for each medication to be given. Specific guidelines for medications at school are as follows:

- Medications must be in the original labeled container.
- If medication needs to be given on field trips or during ASP, a separate labeled container must be provided.
- When dosage or medication changes, a new authorization form is required.
- Over-the-counter (OTC) medications are not supplied by the school.
- OTC medications may be given for up to 10 consecutive days with written parental permission. A written note from your doctor is required for any OTC medication given for more than 10 consecutive days.
- Diet pills, vitamins, and dietary supplements including minerals and herbs will not be dispensed at school.
- For students to carry inhalers, Epipens, or insulin, a completed authorization form must be on file in the clinic.
- All medications not picked up by the parent/guardian by the last day of school will be destroyed.

Messages

All messages will be handled through the office. **Please do not interrupt class instruction to talk with a student or staff member.** Hand written messages for teachers and staff will be delivered to their mailbox, which they may not check until the next day. If you have an urgent message that needs immediate assistance, please notify the office when leaving the message. In order to preserve instructional time, most calls are not returned until the end of the day or the next day depending upon when the teacher has planning time. **Do not leave transportation change requests on voice mail—all transportation changes must be made in writing to the office before 2:00 PM on the day of the change. Do not rely on the teacher's email for transportation changes; Teachers may not have time to check email before dismissal.**

Parking

Please respect Baker's reserved, restricted, and handicap parking signs. Parking in the bus lot is prohibited at all times as buses are used for field trips and other county events during school hours and as well as non-school hours. We also use the bus lot for PE activities.

Personal Items

Children are not permitted to bring toys, electronic equipment, pets, etc., to school. Written notification will be sent home from a staff member if an item of this type may be brought to school to celebrate a special event or in connection with a classroom activity.

Playground

We currently do not lock our gate in the evenings or on weekends in order for the community to use the playground. The playground may not be used by the community when Baker students are present in school, i.e. it may not be used on school days until after 6:00 PM as ASP students are here until 6:00 PM. We ask that the playground not be used to practice golf and that trash is picked up before leaving. **Pets are not allowed on school grounds at anytime.** As long as there are no issues with care of our equipment and grounds, we will keep the gates unlocked.

Physical Education (P.E.)

P.E. is a vital part of student development. Participation in P.E. is required by Georgia state law. A written excuse is required for students who cannot participate in regular P.E. activities for health reasons. The written excuse from a doctor or the parent/guardian must be dated, explain the nature of the illness or injury, and the length of time before normal P.E. participation can be resumed.

Dress requirements for P.E. are in place to ensure safety, prevention of accidents, and maximum participation. For all activities, flat, rubber-soled shoes with an enclosed heel (tennis shoes) are required. To allow for full participation in all activities, shorts should be worn under dresses.

Picture Days

Individual pictures are taken in the fall of each school year and will appear in the school yearbook. **If you do not wish for your child's picture to appear in the school yearbook, please notify his/her teacher as well as the school bookkeeper.** Individual and class group pictures are taken in the spring.

Recycling

Baker recycles newspapers, magazines, aluminum cans, used printer cartridges, and cell phones. Used printer cartridges can be dropped in the collection box in the front lobby. You can drop off newspapers and magazines at any time in the designated collection bins near the entrance to the bus parking lot. Aluminum cans may be dropped in the trailer located on the far side of the front parking lot at any time as well. All proceeds from recycling are designated for environmental education projects, such as Baker's Mark Hightower Nature Trail and the Butterfly Garden.

Report Cards

Grading periods occur every nine weeks for Grades K-5. Report cards are distributed at the end of each grading period.

RSVP—School Violence Hotline

There is a school violence hotline in place for reporting any knowledge of violence, threats, fights, drugs, improper conduct, etc. Call RSVP (Report School Violence Pronto) at 770-499-3911.

School Council

The A+ Education Reform Act (HB1187) established School Councils in Georgia to bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision making process. School Councils provide advice, recommendations, and assistance to principals and local boards of education. The Baker School Council is comprised of 9 members—two parent/guardians, two certified staff members, four business/community representatives (three of whom are also parents), and the principal. All elected representatives serve a two year term.

Snacks

Some classroom teachers allow students to bring a nutritious snack to school to be eaten at a time designated by the teacher. This is entirely at the discretion of the teacher and is usually related to the assigned lunchtime. Those that eat later often have snack time. Water is the only beverage permitted during snack time. Please do not send candy/sweets for snack.

Student Birthdays

Student and staff birthdays are announced each morning on The Bear News television show. If you wish to provide a class "treat" on your child's birthday, consult your teacher for specific guidelines. Invitations to private parties may not be distributed at school.

Student Recognition

Students are recognized for accomplishments in many ways. In addition to regular teacher recognition in individual classrooms, students in fourth—fifth grades received the following quarterly recognition at the end of each grading period:

Principal's Honor Roll — All A's with **No** N's anywhere on report card.

Principal's Merit Roll — No more than two B's and **No** N's anywhere on report card.

Most Improved — criteria varies by grade level

We also recognize Perfect Attendance for all students at the end of each grading period. The criteria for Perfect Attendance is no absences and no more than two tardies for medical visits.

A doctor's note must be provided at sign-in for those tardy due to medical reasons.

Students who do not arrive by 11:10 AM are considered absent for the day. (It is better to schedule doctor appointments after 1:45 PM when possible.)

Student Records

Student records are available for inspection by parents or guardians upon request, but a minimum two day notice is required. To transfer records to a new school, contact the office for transfer forms and further details on proper procedures. Requests for transfer of records should be made at least 2 days in advance of a move. Copies of school records are not given to parents but are sent directly to the new school.

Telephone Use by Students

Please be sure your child has all instructions for the day prior to leaving for school. Students are allowed to use the school telephone for emergencies only when given permission by their teacher or the office staff. Cell phones may not be used by students at school or on the school bus. Cell phones should remain in the student's bookbag turned off, not in their pockets, purses, or desks. We will confiscate phones that are used during the school day.

Testing

Tests that are administered countywide often vary from year to year. Please refer to the school system website at www.cobbk12.org to view the current year testing calendar. Look on the left-hand side of the web page for General Information. Click on School Calendars.

Textbooks

Textbooks are provided for students through county and state funds. Students who have been issued textbooks will be responsible for any fees associated with loss or damage to the textbooks. Report cards will be withheld at the end of the school year if textbooks have not been returned or fees have not been paid.

Visitors and Volunteers

Baker Elementary extends a warm welcome to all parents who wish to visit and volunteer in the school. **For security reasons, all visitors are to sign in at the front office immediately upon entering the building. This includes morning arrival and afternoon dismissal. If you walk your child into the building in the mornings, please say your goodbyes in the lobby. Each visitor/ volunteer will be issued a name badge which indicates approval to be in the building. Anyone not wearing a name badge will be questioned by the staff and directed back to the office.** At the end of a visit, remember to sign out and properly discard your visitor's badge. Please do not keep the badge to reuse on another day. The badges are dated. This does not include visits to classrooms as this interrupts instruction. If you wish to spend formal time observing in a classroom, please contact the teacher to arrange an appropriate time. Observations are limited to one hour. Please allow a two day notice when requesting a formal classroom observation.

Voice Mail

The school voice mail system will be activated during school hours when all phone lines are in use. If your call is answered by voice mail, please leave a message so we may return your call. **Do not leave dismissal/transportation changes or emergency information on voicemail.**

Quick Reminders:

- Please do not drop off students prior to 7:15 AM. They are not allowed in the building prior to this time and will be unsupervised.
- Parents should sign their students in and out through the secretary in the front office if arriving after 7:50 AM or leaving before 2:15 PM. Please do not go to the classroom to pickup your child. This procedure is for safety & security purposes.
- Remember that the instructional day is between 7:50 AM and 2:15 PM. The beginning of the day is critical to setting the tone for learning and the end of the day is essential for organizing, reviewing, and reinforcing. There is a direct correlation between attendance and time on task to student achievement. **Please do not pick-up early just to avoid waiting in the car line.**
- Avoid "drop by" visits during the school day. Please call or send a note requesting a meeting or phone call from the teacher. This form of communication does not interrupt instruction. Classroom observations are welcome when scheduled with the teacher. Classroom observations are limited by time and number.
- Please deliver forgotten items (lunch boxes, assignments, books, money, etc.) to the front office. These items will be delivered to your student's classroom as soon as possible.
- Please check in with the office to obtain permission and a visitor sticker when visiting the school. This is vital for safety and security and to preserve instructional time.

Cobb County Board of Education

The Cobb County Board of Education meeting schedule is available on the Cobb County website at www.cobbk12.org. Look on the left-hand side under Board of Education and click on Meeting Times. Meetings are held at the Central Administration Building, 514 Glover Street, Marietta. Important contact information is provided below:

Cobb County Board of Education

P.O. Box 1088
Marietta, GA 30061
770-426-3300

School Superintendent

Mr. Fred Sanderson
770-426-3455—office
Fred.Sanderson@cobbk12.org

School Board Member—Post 4

Dr. John Abraham
770-426-3300
John.Abraham@cobbk12.org

PTA Organizational Information

2009-2010 PTSA BOARD

Co-Presidents

Emily Mantooth 678-574-3192
etooth@bellsouth.net

Tammy Curti 770-975-6629, Ext. 233
Tammy.Curti@cobbk12.org

Co-Vice President

Betsy Stephens 770-917-9085
betsystephens@gmail.com

Kim Henderson 770-917-1387
Kimhenderson22@bellsouth.net

Secretary

Jolyn Wehner 678-574-6729
jolyn.wehner@integrity.com

Treasurer

Suzanne Yeager 770-975-0546
suzyeager@bellsouth.net

Parliamentarian

Natalie Gervig
cnngerv@att.net

National PTA

100N. Wabash Avenue
Chicago, IL 60611-3690
1-800-307-4782
www.pta.org

Georgia PTA

114 Baker Street NE
Atlanta, GA 30308-3366
404-659-0214
www.Georgiapta.org

PTA Mission Statement

The mission of PTA is to support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children; to assist parents in developing the skills needed to raise and protect their children; and to encourage parent and public involvement in the schools of this nation.

Local Unit -- Our local PTSA unit, the **Baker PTSA**, was established in 1988. The PTSA Executive Board is committed to carrying out its activities in accordance with the PTSA bylaws set forth by the National PTA. We are committed to managing PTSA programs, activities, and funds to meet the needs of our students and school community.

Council -- Baker PTSA is a part of the **Tom Mathis, Sr. Council** which is made up of a group of local unit PTA's in our geographic area. The council offers leadership and assistance to local units, and coordinates activities between local units and the Georgia State PTA.

District -- Baker PTSA is assigned to the **9th District** which is a geographical division of the state designated by Georgia PTA to carry on state work effectively. The district level PTA helps to integrate council and local unit work with state and national plans and activities.

Georgia PTA -- Organized in 1906, the Georgia Congress of Parents and Teachers is the direct link between the local units in the state of Georgia and the National PTA. Through this connecting link, more than 350,000 Georgia PTA members have the opportunity to help direct and formulate PTA efforts and activities on a larger scale.

National PTA -- The National PTA was founded in 1897 as the National Congress of Mothers. In 1925 the name was changed to the National Congress of Parents and Teachers.

PTSA Committees

A description of Baker PTSA Committees appears below. These committees function only with the help of parents who volunteer their time to ensure Baker continues to provide a safe, productive, and enjoyable learning environment for our children. Please consider getting involved in one or more of these areas. Contact the appropriate committee chairperson or any PTSA officer to volunteer.

Arts in Education

Reflections is a theme-based cultural arts program sponsored by National PTA. Students may submit entries in the following categories: literature, visual arts, photography, and music composition. Information, entry forms, and program rules will be distributed by the arts in education committee.

Baker PTSA funds cultural arts education to expose students to other cultures through art, music, dance, and legends. Arts education also reinforces ideas and concepts taught in subjects such as math, science, geography, language, and history. Performances are scheduled for "Early Release" days. Upcoming performances will be announced in the PTSA newsletter, **The Bear Facts**, and on our website.

Box Tops & Labels

Baker PTSA participates in the Box Tops for Education Program, the Campbell's UPC Labels for Education Program, and the Tyson Project A+ Program. These programs earn cash and educational equipment and materials for our school. **All parents are encouraged to cut and save these labels and box tops year round and to send them to school with your child on the last Friday of each month.** Specific instructions for participation in these programs will be distributed at the first of the school year by the committee chairperson. For information online visit www.boxtops4education.com, www.labelsforeducation.com, and www.tyson.com/projectaplus. Incentive goal levels will be set for each class and rewards will be given each time a class reaches a specific goal. Volunteers are needed to assist with clipping, counting, and packaging box tops and labels for processing.

Carnival

The Baker Carnival is scheduled in the spring. This family event offers activities and entertainment for the entire school community. The carnival offers games, inflatables, food, the famous class basket raffle, and more! Committee volunteers are needed to assist with planning, preparation, and carnival day set-up and take-down.

Community Outreach

The Community Outreach committee reinforces the importance of helping others by coordinating worthwhile charitable projects in which our children and their families can participate. Two major projects sponsored by this committee are the Food Drive held in November and the Holiday Giving Project held in December. Volunteers are needed to assist with the preparation, collection, and distribution of food and gifts associated with these charitable events.

Education Enrichment

PTSA will host several events throughout the year that will enhance and promote education in a fun and exciting way.

Parent Education

PTSA sponsors a lending library for use by our parents and staff that provides resource materials on subjects pertaining to school and family life. Information on specific resources available and procedures for check out are available from the school guidance counselors. Baker's guidance counselors can confidentially assist parents in selecting and using these resources.

Exceptional Children

The Exceptional Children committee addresses the needs of diverse learners in the school population. The committee's focus is to promote the abilities rather than disabilities of all children and to provide awareness for improving educational outcomes for individuals with exceptionalities, students with disabilities, and/or the gifted.

Family Fun

The Family Fun committee coordinates events to promote family togetherness and school spirit in a fun and safe environment. This committee will host a variety of family events such as Family Movie Night, Bingo Night, and several other family and community events.

Fundraising

Funds raised will be used in part to make visible improvements in our school environment and for responsible investments in programs and equipment for educational enrichment. Cobb County school policy does not allow children to sell products door to door! Please feel free to make a tax deductible donation to the Baker PTSA Betterment Fund in lieu of fundraising participation. Donations are always welcome.

Health

This committee is designed to educate parents and community on the health needs of children and to provide information and material on meeting those needs. This committee will promote the well-being and betterment of our children's health through programs such as Red Ribbon Week, Fire Safety Week, and Dental Health Week.

Membership

The Membership committee informs parents, relatives, and friends of Baker students about the benefits and purposes of PTSA, and assists them in becoming members. Annual membership is \$4.00.

Your Baker PTSA membership will provide you with privileges throughout the year such as discounted or free admission to PTSA sponsored events as well as discounts from local businesses.

Newsletter

Baker PTSA produces a newsletter, *The Bear Facts*, which will be available to parents via the internet or sent home with your child if you do not have internet access. The goal of the newsletter is to keep our school and community informed. We encourage you to take the time to read the newsletter and welcome your feedback. Parents are encouraged to view the PTSA website by clicking on the link on the Baker home page at www.cobbk12.org/schools/baker for additional information.

Room Representatives

The Room Representatives committee serves as a resource for class room representatives. Through the room representatives, the committee coordinates class level participation in activities and events throughout the year. Contact your child's teacher if you are interested in volunteering as a room representative.

Spirit Wear

The Baker PTSA Spirit Wear committee handles the ordering and distribution of the Baker spirit wear. Students and staff are encouraged to wear their spirit wear on designated spirit days (every Friday) and school events throughout the year.

Website

This year we have added our own PTSA website. This site will provide important information about Baker events and other issues that affect our community. You may visit us at www.bakerpta.com and sign up for our email alert distribution list.

Yearbook

The Yearbook committee is responsible for the design, layout, and sale of Baker's annual yearbook. The yearbook is a full color, hardcover product which features photos of all students at Baker, as well as the memorable events of the year.

COMMUNITY AT LARGE

Partners in Education

Partners-in-Education is a collaborative effort of school and business in support of education. The program is administered through the Cobb Chamber of Commerce. Baker's Partners in Education provide valuable resources in the form of volunteers, mentoring, donations, incentive program support, and much more. Greatest appreciation is extended to our Partners-in-Education listed below for their continued and faithful support:

- Publix—Intersection of Baker Road and Jiles
- Summit Baptist Church—Moon Station Lane
- David Grant State Farm—Baker Rd.
- Texas Roadhouse—Barrett Parkway
- Papa Johns Pizza - both Wade Green and Glade Rd. stores, Acworth
- Ferguson Chiropractic — Main St., Acworth
- Stevi B's Pizza – Barrett Parkway
- Chick-fil-A – Chastain Rd.
- ATA Karate – Cherokee St., Kennesaw

Grocery Store Reward Cards

Publix and Kroger offer a special reward program to area schools. Simply present your Publix card every time you shop at these stores and a percentage of your total bill is put into a Baker account that accumulates with every purchase. Kroger requires a letter, which may be obtained from our school. When the account reaches a designated amount, Baker PTSA receives a reward check. This is an almost effortless source of income for PTSA. We ask that all Baker families make the effort to use these cards and to also give them to families and friends in the area. Cards (which come in both credit card and key chain style) and the Kroger letter will be sent home at the first of the year. Cards/letter will also be available in the front office and at all PTSA functions. **Remember to use your Grocery Store Reward Cards year round and at all Publix and Kroger stores you visit.**

Transportation Procedures for Baker Elementary School
2009-2010

In an effort to continue with *safety first* for our students, we are again providing transportation procedures for our school.

As listed in the Baker Student/Parent School Handbook (and accessible @ www.cobbk12.org/~baker), **transportation changes must be made to the office, in writing, no later than 1:45 P.M. on the day of the change.** Please reserve this for last minute or emergency situations. When you know there will be a change the evening before, please send a written note to you child's teacher. This includes any changes for a student to board or exit a bus at a stop other than the assigned residence stop. Any emergency change requested after 1:45 P.M. will be handled as soon as possible. Children ***not picked up by 2:45 P.M.*** will ***go to ASP*** at the parent's expense.

Morning Procedures:

- **No drop-offs before 7:15 A.M.** Teachers do not report to work until 7:15 A.M. Children should exit on the right hand side of the car next to the curb. It is too dangerous to exit on the driver's side due to other cars passing stopped vehicles on the left.
- **Cars should form a single line next to the curb.**
- If a parent needs to come inside, **park in a designated parking space** and check-in with the secretary in the office.
- **Do not park your car in the traffic lanes** so you can run your child across to the front doors. (The traffic officer may write you a ticket for obstructing the traffic flow.)
- The bell rings at 7:50 A.M. If you are driving your child(ren) to school, please arrive in time for your child(ren) to get to their classroom(s) by 7:50 A.M. (Please note: Children who plan to eat breakfast at school need to be in the cafeteria by 7:40 A.M. **We serve breakfast from 7:15-7:40 A.M. only.**)
- **Students who arrive to school after 7:50 A.M. are tardy.** A parent or guardian should come inside and sign in the child(ren) in the office.

Afternoon Dismissal Procedures:

2:15 – ASP students are dismissed to go to their assigned rooms; car riders & day care van riders are dismissed to walk to the gym for dismissal.
Car riders are released once a parent/guardian pulls up in front of school and shows the adult worker their pre-assigned number. Parents should remain in their car and stay in a single line next to the curb. Numbers are obtained from the front office. Any one who shows up to pick up a student (or students) as a car rider without a number will be asked to park their vehicle in a parking space, enter the front office and present a form of identification before releasing the child(ren).

- 2:20 - Bus riders are dismissed, by grades, to the busses. This process takes about 10 minutes. Once busses leave the school property, around 2:35→
- 2:35 - Walkers are dismissed to the gym for dismissal. A walker is defined as someone who lives within walking distance of the school. If a parent/guardian is escorting the walker(s), then parent/guardian must also walk onto the school property to pick up the child(ren).
Anyone who drives onto school property to pick up their child is a car rider, not a walker, and should remain in their car in the single file car rider lane.

Thank you for helping us with safe dismissal of all of our Baker students.
Dr. Jones & Staff