

Taneytown Elementary School



100 Kings Drive
Taneytown, Maryland 21787
410-751-3260
410-751-3532 (Fax)
County Internet Address:
<http://www.carrollk12.org>
<http://www.carrollk12.org/tes>

**Student/Parent Handbook
2011-2012**

**School Times
8:45 a.m. – 3:15 p.m.**

Rose A. Mattavi, Principal
Becky DuPree, Assistant Principal

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**TANEYTOWN ELEMENTARY SCHOOL ROSTER
2011 – 2012**

Principal - Rose Mattavi

Assistant Principal - Becky DuPree

Guidance – Cindy Hess

Secretaries – Linda Swain
Debbie Nevius
Judy Weaver

Nurse - Cindy Lazzari

Instructional Staff

Pre-Kindergarten

Denise Hobby
Janet Tucker, Pre K. Asst.

Kindergarten

Jeanine Lyons	Shelly Boblits
Stephany Luette	Amber Chenoweth
Sue Billings, K Asst.	Hattie Wheeler, K Asst.
Dana Schug, K Asst.	Linda Hahn, K Asst.

First Grade

Laura McClelland	Rachel Burke
Erin Dietz	Sam Havighurst

Second Grade

Sarah Shorb	Cindy Taylor
Kelly May	

Third Grade

Jennifer Cherneski	
Amy Callan	Heather Etzel

Fourth Grade

Lisa Poole	Peggy Campbell
Collin Angell	

Fifth Grade

Jenna Staub	Kelly Adams-Hornby
Holly Wright	

Special Areas

Art

Pam Gowen	Audrey Snyder
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Instrumental Music

Dennis Davis

Judy Center/Families Learning Together

Andrea Neilson	Linda Gill
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Media

Renee Cross	Becky Williams
-------------	----------------

Physical Education

Jamie Hitchner	Connie Wuenschel
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Health

Gabe Wachter

Vocal Music

Melanie Many

Gifted and Talented Program

Betty Bloomfield

Resource Team

Chris Vincent
Cathy Schwaab
Liza Starkey

Title 1 Team

Deb Cherneski
Tina Twery
Barb Wantz
Katie Purper
Tracey Cavey
Kelly Staub

Special Education

Kim Robeson
Natalie Bordner
Leslie Kellner
Emily Cramer
Jacy Haas
Yvonne Green

Related Services

OT/PT Sofiya Bekker

Title I Parent Liason

Laurie Krom

Support Room

Michele Stonesifer

Permanent Substitute

Shannon Risner

Cafeteria

Lisa Smith
Ester Aulhouse
Eileen Hively
Leanna Eltz

Patsy Bollinger
Pauline Thomas
Jessica Keatzel
Brandi Wisner

Custodians

David Martin
Eugene Gill

Robert Trout
Bennett Waybright

TANEYTOWN ELEMENTARY SCHOOL

Mission

The mission of Taneytown Elementary School is to insure maximum student achievement for all students by providing: quality instruction, a safe and nurturing environment for learning, and a strong school/parent/community partnership.

CCPS Mission

The mission of Carroll County Schools is to ensure that every student can thrive as a responsible citizen in a changing world by providing rigorous and challenging curriculum in partnership with quality staff, caring parents, and supportive community members.



Taneytown Mascot
Bear

Taneytown Colors:
Blue and White

Curriculum

Our students will be held accountable for learning a set of essential learning outcomes in English Language Arts, Math, Science, Social Studies, Health, Physical Education, Music, Media and Art at each grade level. A copy of the Voluntary State Curriculum for grades K-5 is available at the following website: www.mdk12.org .

Flexible Grouping

In elementary schools, students are placed in a heterogeneous (mixed ability) setting for most of the day. Within that setting, children have the opportunity to work and mix in various grouping structures for a variety of purposes. Our goal is for students to receive a healthy balance of classroom grouping structures: total class; cooperative heterogeneous teams; homogeneous (same ability) groups; and individuals. Teachers have the flexibility to accomplish essential objectives using the combination of grouping structures which best help students master the essential curriculum.

Teachers will help meet the individual needs of students by regrouping students in English Language Arts and Mathematics into small groups for instruction. This regrouping may mean your child’s teacher could change during the school year so that we can best meet individual needs.

Homework

When there is an identified need for students to prepare for upcoming lesson, extend learning, apply learning-then homework may be assigned.

Characteristics of effective homework to support student learning:

- | | |
|-----------------|-----------------------------|
| *meaningful | *non-graded |
| *authentic | *formative |
| *choices | *non-punitive |
| *differentiated | *brief-time limited |
| *purposeful | *sometimes student directed |
| *engaging | *completed independently |

Families can play an active role in homework. As partners in the learning process, they are expected to act as experts. They should be provided clear guidelines from their child’s teacher.

Families can support students by:

- *asking about their homework
- *asking clarifying questions that help students summarize what they have learned
- *providing appropriate location for homework to be completed.

To request homework for your child who has been absent for two (2) days or more, you must call the school office (410-751-3260) before 11:30 a.m. Homework will be ready for pickup in the office between 3:30-4:00 p.m. or you can request to have it sent home with a neighbor. If your child is absent for one (1) day, they can get make-up work from their teacher(s) when they return the next day.

Library Books and Textbooks

Students are expected to show responsibility in the care and use of books. Parents will be billed for lost or damaged books.

Parent-Teacher Conferences

Parent-teacher conferences are held throughout the school year and as needed in Grades 1-5. These enable you to discuss your child's progress in achieving the Essential Curriculum in each content area and special area subjects. During the conference, you will have an opportunity to examine actual samples of work to determine your child's strengths and needs. In addition, you may provide input and ask questions concerning your child's program. Check the school newsletter for more information on scheduled conference days.

Additional parent-teacher conferences may be held at the request of either the parent or the teacher at any time to freely discuss any problems that directly affect your child's school performance. Please contact the teacher to arrange such a conference.

Since most conferences are scheduled for short periods of time, some planning on your part can add to the success of a conference. Think about what you want to learn in the conference and write down questions and concerns. Talk with your child ahead of time to find out what she/he likes and doesn't like about school. Plan to arrive a few minutes early.

ATTENDANCE

Non-Resident Pupils

The Board of Education recognizes as its first responsibility the education of school age children who are bona fide residents of Carroll County. Only such bona fide residents are eligible for free school privileges.

A child is a bona fide resident if that child actually lives within Carroll County with a parent or other person who has legal custody or legal guardianship of the child. **If your place of residence changes during the school year, it is your legal responsibility to notify the school of the change and provide verification of that residence.**

All students must provide verification of residence in their school records. This can be one of the following: a recent tax bill indicating "primary residence", contract on a home, a recent utility bill (BGE, land-line phone, cable, oil or water), or a recent mortgage statement noting "primary residence". (Refer to CCPS Student-Parent Handbook)

Attendance

School law requires all children to be in school each day. The school year consists of 180 regularly scheduled school days. The school day is as follows:

Grades K-5	8:45 a.m. – 3:15 p.m.
Morning PreK	9:45 a.m. – 12:15 p.m.
Afternoon PreK	1:15 p.m. – 3:45 p.m.

Regular attendance is vital for a successful school experience. Student achievement is directly related to attendance. Please have your child attend school regularly. If your child is reluctant to attend, please contact the school so we can address any problems together.

Tardiness

Students are expected to be in their classrooms by 8:45 a.m. Students who arrive **after 8:45 a.m. must report to the office** for a late pass. A written excuse is required. Students who leave before 3:15 p.m. are considered leaving early and marked as tardy.

If a student is absent on a day of an evening program, the student **may not** participate in the evening program.

Written Excuses

A written excuse is required when a child is absent. The excuse must be received within 5 school days of the child's return and contain the date of absence, the reason, and the signature of the parent/guardian. Without this information, the absence is coded "unlawful".

A written excuse from the physician is required when a child is not able to participate in physical education.

A written note from the parent or guardian is required when a child is unable to go outside for recess for medical reasons.

Arrival/Dismissal

We work hard to ensure the safety of your child during the arrival and dismissal times at school. **We encourage you to take advantage of the bus service that is provided to transport your child to and from school.** However, we realize that there will be times when this is not possible. Please help us ensure your child's safety by following these procedures for the times your child is a car-rider.

Who Can Pick My Child Up From School?

It is a common misconception that the emergency contacts listed on your emergency card can remove your child from school without your written permission. **Only a parent or legal guardian can remove a child from school.** The emergency contact names are listed for the schools purpose in the event of an emergency when the parent/guardian is unable to be reached. You are required to write a note if you wish to have your child removed from school by anyone other than yourself. Please include the child's full name/grade/teacher/date/time and the full name of the person picking up the child. Also, remind them that they are required to provide identification.

Arrival

Children **may not arrive before 8:20 a.m.** since no adult supervision can be provided prior to that time. If needed, childcare is available in the school cafeteria before and after school by the Social Club at 410-876-7335.

Car-riders are not to be dropped off at the front of the building or the side portico area due to bus schedules. The A.M. drop off zone is in the side parking lot closest to the cafeteria at the top entrance.

Dismissal

Parent Pickup students will be dismissed immediately following announcements. Bus students will be dismissed beginning at 3:15 p.m. as busses arrive. **STUDENTS SHOULD NOT BE PICKED UP BEFORE 3:15 P.M.**

Parent pickup procedures will be as follows:

1. Permanent Parent Pickup: If your child will be a parent pickup every day, please let the office know in writing and we will automatically put them on the parent pickup list each day. Parent Pick Up forms are available in the office.
2. Occasional Parent Pickup: A written note must be sent in with your child informing us that he/she will be a parent pickup that day. **For security of each student; telephone calls are not acceptable** except in cases of emergencies. Notes can also be faxed to 410-751-3532 by 2:00 p.m. **Follow-up with a phone call to insure the fax has been received.** In the event of an emergency, an unforeseen event, exceptions may only be made by the administrators.
3. To keep dismissal orderly, parents are asked to wait in the parent pickup line outside the school until their child has been dismissed to them. Students who are parent pickup are to be signed out from the cafeteria. The car rider pickup line is on the side parking lot. Parents are to travel around the loop and maintain a single line of vehicles. Do not pass other vehicles and keep handicapped parking available. Adults on duty will dismiss children as cars pull up to the side door. Please remain in your car for everyone's safety. If the person picking up your child is unknown to the staff assigned to the parent pickup location, they may be asked for identification that must match the name given by the parent as the person who will be picking up their child. Again this is for your child's safety.

4. Students are to be picked up by 3:30 p.m. Students who are not picked up by 3:30 p.m. will come to the office and parents will be called.
5. Please be informed that your child will not be permitted to walk home without your written permission. Please complete a Parent Pick Up/Walker Dismissal form if you prefer your child to walk home. (sent in August Newsletter, can contact school office for additional forms)

Daycare students will be dismissed to the cafeteria at 3rd bus wave. If your child will be attending daycare as a **“Drop-In”**, please make sure your child is aware of the day he/she is attending daycare. When this occurs, please notify your child’s teacher in writing.

TRANSPORTATION

Inclement Weather Procedures

In the event that it becomes necessary to close schools for the entire day because of inclement weather (snow or heat), the announcement will be made no later than 6:30 a.m. through the following media sources: WTTR, Channel 21 and Channel 3 (Westminster); WHVR/WYCR (Hanover); WGET (Gettysburg); WFMD (Frederick); WBAL, WCAO, WRBS, WPOC, WMIX, WMAR-TV, WJZ-TV, WBAL-TV, WQSR, WWLG AM, WASA, WANN, V103 (Baltimore); WMAL, WTOP, Fox Channel 5, WRC-TV4, WUSA Channel 9, and WJLA-TV (Washington, D.C.), WCRH (Williamsport), WAFY-KEY 103, WXTR (Washington); www.schools-out.com Web Site. If weather conditions are such that the opening of schools might be delayed one (1) hour or more, or it becomes necessary to close all schools early, the notification will be made through the same stations as for the closing of schools. Inclement weather will affect Career and Tech & PREP programs in the following ways:

- A. **School Opening One (1) Hour Late:**
Students (K-5) should report to school between 9:20-9:45 a.m.
No school for morning PreK..
Afternoon PreK program will run on a regular schedule.
- B. **School Opening Two (2) Hours Late:**
Students (K-5) should report to school between 10:20-10:45.
No school for morning Pre K students
Afternoon PerK program will run on a regular schedule.
- C. **School Closing One (1) Hour Earlier Than Usual:**
Dismissal time (K-5) will begin at 2:15 p.m.
Morning PreK program will run on a regular schedule.
Afternoon PreK program canceled.
- D. **School Closing Two (2) Hours Earlier Than Usual:**
Dismissal time (K-5) will begin at 1:15 p.m.
Morning PreK students will be dismissed at 11:00.
Afternoon PreK program canceled.
- E. **School Closing To Be Three (3) Hours Earlier Than Usual:**
Dismissal time (K-5) will begin at 12:15 p.m.
AM Pre K will dismiss by 10:00 AM
Afternoon Pre-K program will be canceled.
- F. **Planned 2 Hours 45 minutes Early Dismissals:**
Dismissal time (K-5) will begin at 12:30 p.m.
Pre-K program will be canceled.

Parents can keep youngsters safe by arranging emergency back up care. **Children should be taught what to do and where to go when schools close unexpectedly and parents/guardians are not at home.**

*Full day programs include Grades K-5. Half day program includes Pre-K.

Bus Transportation

One A.M. and one P.M. stop location shall be allowed for each transported student.

Students are not allowed to ride another bus or get off at a different stop during the school year. Exceptions will be made **only in case of an emergency** or when extenuating circumstances exist and must be approved by the Principal or Assistant Principal ahead of time.

- It is the parent's responsibility to meet their child at the bus stop or make provisions for their child's safety if they will not be home. Bus drivers will drop off students even if a parent is not present.

The following items **are not** to be transported on the school bus: glass containers, large musical instruments, bulky items, live insects or animals, medicine, lacrosse sticks, etc. Students are not permitted to chew gum or eat on the bus.

Students must have allowed types of balls (basketballs, soccer balls and footballs) in their bookbags at all times. They must not be out in the bus line, bus circle or on the bus. Balloons and other items that may impede visibility may not be transported on the bus. Any other items that may cause a disturbance or disruption on the school bus may not be transported on the bus.

Riding the school bus is a privilege. It is important that all students are aware of their responsibility for bus safety.

All Taneytown Elementary School students are assigned a bus for transportation. Parents may choose to drive students to school.

Video Cameras on School Buses

The Carroll County Public School System is increasing security and safety for students on school buses by phasing in new video/audio systems on school buses. School buses currently are equipped only with video cameras. The new digital recording system allows for additional protection of students and staff while on the bus and traveling to and from school.

Consequences for Inappropriate Bus Behavior

Appropriate bus behavior is a priority of CCPS and Taneytown Elementary. The privilege of riding the bus may be temporarily denied or permanently revoked if student misconduct jeopardizes the safe operation of the school bus or the safety of the children riding the bus.

The procedures for suspending a child's bus riding privilege are as follows:

First Offense	Bus driver will warn the student.
Second Offense	School administrator will speak with student and send a copy of the referral.
Third Offense	School administrator may suspend bus riding privileges for up to one week.
Fourth Offense	School administrator may suspend bus riding privileges for one week or longer.

The following offenses are considered to be very serious and could cause immediate suspension from the bus:

- Physical abuse/contact with driver
- Throwing objects at the driver (no matter what the object)
- Threatening the driver
- Fighting
- Matches/lighters/any type of flame or fire
- Drugs or alcohol
- Weapons
- Firecrackers/smoke bombs

- Vandalism
- Throwing objects out the window

Students who have had bus riding privileges suspended are required to attend school regularly.

Items Not Permitted in School

Valuable personal possessions (e.g. head sets, electronic games, portable radios, boombox, toys, laser pens, trading cards, I-Pods, etc.)	Athletic equipment such as bats, hard balls, etc.
Tobacco products	Lighters, matches
Weapons or look-alikes (including pocket knives, plastic guns, toy guns)	Chewing gum
Drugs, or drug paraphernalia, or look-alikes, alcoholic beverages	Beepers, pagers, cell phones must be kept off during school hours and be inaudible on the bus. (Refer to CCPS Student/Parent Handbook)
Inappropriate print material (including adult magazines or books)	Clothing containing inappropriate slogans, language, pictures or advertisements.
Trading Cards	Including Pokeman, Baseball, etc.

Students bringing in any of the above items may have them confiscated until a parent comes to school to pick the item up. Dangerous items may also result in a student being suspended from school.

HEALTH & SAFETY

Healthroom

The health nurse is on site to provide the following services:

- Administer medication
- Provide health care
- Work with families and physicians to insure all health needs of the student are met
- Monitor the health room and chart each student's visit
- Monitor immunization records
- Check heads to control Pediculosis (Head Lice)
- Monitor communicable diseases
- Provide training programs and inservices

Immunizations/Physicals

Each student must present proof of proper immunization and health inventory (physical) prior to entering school for the first time. All students must have age appropriate immunizations in order to start school. **All students must have the following immunizations on file at school:**

- Age appropriate DPT
- Age appropriate POLIO
- One Measles (after the first birthday)
- One Mumps (after the first birthday)
- One Rubella (after the first birthday)

In addition, all students in kindergarten through Grade 9 must have received the following immunizations:

- * Second Measles
- * One Varicella (Chickenpox)
- * Three Hepatitis B

Students 18-59 months of age:

- One Measles
- One Varicella

- Three Hepatitis B
- One HIB (after the first birthday)
- Four DPT
- Three Polio
- Prevnar (1 or 2 doses)

Carroll County Health Department offers walk-in immunization clinics every Tuesday from 12:00-4:00 p.m. and from 12:00-7:00 p.m. on the last Tuesday of every month at their office at 290 S. Center Street, Westminster.

Injuries/Illnesses

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 child's health. In view of this, an emergency card including correct address and telephone number must be completed during the first week of school and returned to the office. **Any changes that should occur during the school year should be shared in writing with the office immediately.**

Medication

Taking medication during school hours is discouraged. There are occasions, however, when a physician considers it necessary to administer medication during the school day. In these cases, the Carroll County policy determines that:

1. No medication except Acetaminophen and Ibuprofen (prescribed or non-prescribed) will be administered in school without the **parent's/guardian's written authorization and physician's statement** or prescription. Parental consent and a physician's statement are required for each medication ordered. Parents may still bring in Acetaminophen (Tylenol) and Ibuprofen (Advil) for administration in school without a Doctor's Order. Nurses will continue to administer Acetaminophen and Ibuprofen in package recommended dosage only with parent's written authorization.
2. All medications (prescription and over the counter), **excluding** Ibuprofen (Advil) and Acetaminophen (Tylenol) **must have a Doctor's Order** and Parent Permission for the medication to be administered in school.
3. 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. Students may not transport medication to school.** This is a violation of Carroll County's Drug Policy and may result in a suspension.
4. The first full day's dosage of any new prescription will not be given in school.
5. The school must have a Medication Consent Form on file in the health room whenever medication is administered at school. **(A Medication Consent Form is included in the back of this handbook)**
6. The parent is responsible for submitting a new form to the school each time there is a change in dosage or time of administration.
7. All medication will be stored in a secure area in the school and accessible only to authorized personnel.
8. One week after expiration of the physician'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. Medications left over at the end of the year must be picked up by the last day of school or medication will be destroyed.
9. All non-prescribed medications such as aspirin, vitamins, cough drops, etc. should be brought to the school nurse and will be dispensed under the same procedures as prescribed medication. **No child is allowed to carry medication.** Teachers may hold non medicated cough drops for students with the nurse's approval.
10. If a child receives daily medication in the health room, you will be notified when a refill is needed.

SERVICES

Guidance

School guidance services are essential to the growth and development of each youth and are the right of every Carroll County student. The guidance curriculum in Carroll County is broadly based on three goals that were established by the Maryland State Department of Education. These goals are:

- Goal I Facilitate the personal and academic growth of a student
- Goal II Encourage the development of educational and career decision-making skills of students
- Goal III Promote the development of interpersonal skills of students

The foremost emphasis of the Carroll County Elementary Guidance Program is on developmental and preventative counseling. This is implemented through the following five unique components which include: full school programs, classroom guidance, small group counseling, short term individual counseling and parent education.

The way in which these components are specifically implemented is based on the individual needs of each school as determined by the school counselor, administrators, staff members and parents. Students can be referred for individual and group guidance services by the counselor, other faculty members, parents or students themselves.

If a student requires more individual counseling than the school counselor is able to provide, a referral can be made to one of the community agencies listed below.

Community Agencies

In addition to the school guidance counselor, there are many community agencies that can be of assistance in a family crisis:

Youth Services Bureau

59 Kate Wagner Road
Westminster, MD 21157
888-588-8441

(Work with children in and/or out of the school setting. Also works with families.)

Family and Children's Services

22 N. Court Street
Westminster, MD 21157
410-876-1233
(General Services)

Carroll Hospice

292 Stone Avenue
Westminster, MD 21157
410-876-8044 or 410-857-1838

(Bereavement crisis and support for families dealing with cancer and other terminal illnesses.)

Junction, Inc.

PO Box 206
Westminster, MD 21157
410-848-6100 or 410-876-1788

(Drug treatment and support for families as well as general services for children and adults.)

There are also many private programs, therapists, psychologists and psychiatrists in the area and surrounding areas. Please contact the school guidance counselor for additional information and/or a list of referrals.

Before and After School Care

The Social Club leases space at Taneytown Elementary School. This is a privately owned daycare and is not affiliated with Taneytown Elementary. The Social Club opens at 6:30 a.m. and closes at 6:00 p.m. Call for more information and prices at 410-876-7335.

For day care questions, accessing resources, materials and training call Partners in Child Care (PICC) 410-751-2953 or 1-877-230-PICC (7422).

GENERAL INFORMATION

1. Following the pledge of allegiance to the flag, and before the completion of the opening exercise, all students will observe a moment of silence before continuing with the day's activities. In exercising his or her individual choice, each person may meditate, pray or engage in any other silent activity which does not interfere with, distract or impede others in the like exercise of their individual choice. (See CCPS Handbook.)
2. Please help your child learn respect for school by sending them to school dressed appropriately for learning. Students **are not permitted to wear** halter tops, half tops, spaghetti straps, see-through tops or shoes with spikes/cleats/wheels or clogs to school. Flip flops cannot be worn on playground equipment or during PE class. No flip-flops are allowed on playground equipment. Clothing with reference to alcohol, drugs, cigarettes, inappropriate or suggestive language are not permitted. **Children need to make sure they have tennis shoes for gym days and an art smock for art.**
3. To alleviate the problem of lost articles, **ALL** personal belongings should be marked clearly with your child's name. All lost and found articles are turned into the office. Please have your child check the lost and found whenever an item is missing. Unclaimed lost and found articles are quarterly donated to a local charity. Occasionally retainers are accidentally thrown away. The school staff is **not** responsible for locating lost retainers. The custodians **are not** permitted to rummage through the dumpsters in search of lost items due to health hazards.
4. Make checks payable to **TANEYTOWN ELEMENTARY SCHOOL** for field trips.
5. We are unable to celebrate children's birthdays with parties during instructional time. Only commercially prepared cupcakes, cookies and other treats may be sent in and will be distributed to students during lunch or a non-instructional part of the day – please make arrangements with the teacher first. Due to the fact that some students have **serious food allergies it is important to check with your child's teacher** regarding ingredients that cannot be used for whole class distribution. (Refer to CCPS Handbook.) **Due to allergies and other health concerns, the school has the discretion to amend the above procedures at any time to meet the safety needs of our students.**
6. The school cannot give out student names, addresses and telephone numbers. Party invitations are not to be distributed in class.
7. Lifetouch will take individual pictures in the fall and spring. Class pictures and the 5th grade panoramic will be taken in the spring. All picture orders are **PRE-PAID**. School yearbook orders are taken and prepaid in January and yearbooks arrive in late May.
8. Parents are always welcome to visit our school. As you know, **the need for security** has become more essential during the past few years. When visiting, always check at the office first before going to the classroom. At that time you will be asked to sign in and wear an identification badge. Everyone at Taneytown is required to wear an identification badge. Staff has been instructed to ask anyone in the building without a visitor or volunteer badge to return to the office.
9. Also, we request that parents who want to visit or observe their child's class notify the teacher in advance to ensure that the visit is at a time that will not effect valuable learning time. Parents

- who wish to observe may be accompanied by an administrator or staff member to answer any questions or concerns during the observation.
10. Taneytown Elementary School has a LAST HUG AREA in the front lobby. Parents are asked not to escort their child to lockers or classrooms. Students are encouraged to walk by themselves, with a friend, or with a staff member if needed.
 11. Along with these daily precautions during the school year, we also take time to practice effective evacuation procedures in case of fire or severe weather and “lockdown” procedures should the school environment be threatened. Bus riders also participate in two bus evacuation drills a year.
 12. The teachers and staff welcome the opportunity to discuss a child’s progress. Please contact the teacher if you wish to set up a conference. Although most of our teachers are here before their official start time, all are busy preparing for the instructional day and supervising students as they begin to arrive. Calling will ensure that you schedule a mutually agreed upon time. Then teachers are not distracted from their primary responsibility, your children.
 13. Flowers, balloons, etc. may not be brought/delivered to school for distribution to students. These cannot be given to students in school as it is a disruption to the classroom and may pose a health threat to other students with allergies.

Volunteers

The Board of Education is requiring volunteer training at least 7 days prior for anyone who wishes to volunteer in the school or chaperone on a field trip. The training is provided by school staff. Training is mandatory on a yearly basis. Information on training dates and times will be in the Taneytown Newsletter.

The production room is open to adults only, as the equipment in the room poses a danger to children.

Lunch

Students may bring a lunch and drink from home or buy:

A Hot Lunch	\$2.00 - reduced price 40¢
Milk	\$.50
Ice Cream	\$.75
Breakfast	FREE FOR ALL STUDENTS

Please help your child understand that there can be no sharing of food and/or money. This is especially important since we have students in our building who are **severely** allergic to various types of food, including peanuts and peanut products.

Menus are sent home each month. Purchase of advanced lunch tickets is recommended. Lunch tickets may be purchased in increments of 5, 10, 15 or 20 days at \$2.00 per lunch. Students on reduced lunch may also purchase advanced tickets at 40¢ per lunch. **MAKE CHECKS PAYABLE TO TANEYTOWN SCHOOL CAFETERIA.** Lunch tickets will be held by the cafeteria manager. When your child wants to buy lunch, he/she simply goes through the line and tells the cashier that he/she has a ticket. When your child has one ticket left, you will be notified via your child. Students who forget their lunch money may borrow from the cafeteria. The borrowed lunch money must be returned the next school day to the cafeteria manager.

Two annual meal plans are also available. **See Taneytown Website or Newsletter for details and deadline.** You may call Food Services at 410-751-3040 or 410-751-3087 for more information.

Newsletter

The newsletter is available for viewing on our website www.carrollk12.org/tes during the first week of each month. Please be sure to read this for important information. If you wish to receive a hard copy of the school newsletter, please notify the school office. The youngest child will receive a lunch menu at the beginning of each month. For your convenience, the menu will also be posted on line.

Behavior Management

What is Positive Behavioral Interventions and Supports (PBIS)?

"Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach for creating and maintaining safe and effective learning environments in schools, and ensuring that all students have the

social/emotional skills needed to ensure their success at school and beyond."

The expectations for a school implementing PBIS are based on three main ideas:

1. Students need to know what is expected of them. Our three school-wide expectations are the basis of our matrix or Code of Conduct. **We call them our ABCs: Act responsibly. Be Respectful. Care for self, others and our school.**
2. Students need to be taught the correct behaviors directly .
3. The correct behavior needs to be encouraged and acknowledged. Motivation will be to receive positive feedback and **Bear Bucks**. For more information please see the PBIS section on the Taneytown website.

Serious Offenses

Students will be referred to the office immediately for fighting, stealing, insubordination and other offenses that are deemed serious and jeopardize the safety of students or cause a disruption to the classroom. Students referred to the office may receive time-out, an in-school suspension or a suspension out-of-school. In all cases the situation will be investigated and parents will be notified by telephone or in writing. We will work together to solve problems and support students in achieving self-discipline. Please contact the school anytime you have a question regarding discipline.

BOARD OF EDUCATION POLICIES

NOTICE OF NON-DISCRIMINATION

The Carroll County Public Schools (CCPS) does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, disability, or age in its programs and activities. The CCPS provides nondiscriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts). The following person has been designated to handle inquiries regarding the non-discrimination policies:

Gregory J. Bricca
Director of Research and Accountability
125 North Court Street
Westminster, Maryland 21157
410.751.3068

ADA ACCESSIBILITY STATEMENT

The Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Information concerning the Americans with Disabilities Act is available from the Director of Facilities or the Supervisor of Community and Media Relations.

Raymond Prokop Director of Facilities 125 North Court Street Westminster, Maryland 21157 (410) 751-3177	Carey Gaddis Supervisor of Community & Media Relations 125 North Court Street Westminster, Maryland 21157 (410) 751-3020
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CUSTODY OF STUDENTS

Parents are the natural guardians of their children under the law and both parents have equal rights and responsibilities for their children. These rights may be modified as families become separated and/or divorced. In many cases of separation or divorce, school personnel are asked to make decisions regarding release of records, school visitations, and release of the child from school. The following regulations have been developed to protect the safety/welfare of the child, maintain neutrality as much as possible regarding parental rights, and provide a safe learning environment for the child.

- A. The Custodial Parent:
 - a. Has the **obligation to provide a copy of any court order restricting the right of the non-custodial parent** if related to school matters.
 - b. Is the legal custodian of the child through court order. The child normally lives with this parent and is sent to school in the morning from his/her home and is to be returned to this home at the end of the school day.
 - c. Receives day-to-day communication, correspondence, report cards, and other school-related information, is welcome to visit the school, observe classroom instruction, and review student records.
 - d. Is notified when the non-custodial parent seeks school-related information.
- B. Depending on the custody order **the non-custodial parent** may maintain certain parental rights, even though a separation/divorce has occurred. Unless there is a court order that states the non-custodial parent may not receive school related information, the non-custodial parent:
 - a. Is entitled to receive copies of report cards, school newsletters, interim reports and other information that pertains to the child's education and which is routinely sent to or available to the parent who has custody. Requests for this information must be made in writing to the principal and should include the non-custodial parent(s) name, address, and type of information desired. The custodial parent shall be notified when such a request has been made.
 - b. Is welcome to visit the school, observe classroom instruction, review student records, and be generally informed about the child's educational progress, unless forbidden by court order provided to the school by the custodial parent.
 - c. The non-custodial parent may not take the child away from school without the written consent of the custodial parent, unless permitted by court order. If the court order provides the non-custodial parent permission to remove the child from school it can only occur, on any given day, with the knowledge of the custodial parent.
 - d. Court orders granting "reasonable visitation" do not include visitation during the school day and any request to visit with the child at school should not be granted. However, unless the court order states otherwise, the non-custodial parent may observe classroom instruction.
 - e. A non-custodial parent, unless restricted by a court order, may participate equally in educational decision making. If parents are in disagreement, the school will take a neutral position but will expect the parents to resolve the issue.
- C. **Joint Custody** is a situation where both parents have responsibilities for the child or children. These responsibilities are defined by a court order. Unless specified in that order, each parent can make educational emergency medical decisions, have access to student records and can transport a student to and from the school. The attorney for CCPS has directed that the release of a child to a parent who has joint custody but not "**physical custody**" requires the approval of the parent with that legal designation. Unless the court order is on file in the school, and states otherwise, school officials will honor either parent's requests. If parents are in disagreement, the school will take a neutral position but will expect the parents to resolve the issue.
- D. **Step Parent** – a step parent, as a result of marriage to the child's natural parent, often has contact with school officials. In this section, the following apply:
 - a. The school, consistent with A and B will consider the natural parents as the ones to make educational and emergency medical decisions. A step parent can make medical decisions only as listed in the appropriate section of the emergency procedure card.

- b. A step parent may not register a child for school, nor withdraw a child from school.
 - c. The school will not release the child to the step parent, unless the step parent is listed in the appropriate section of the emergency procedure card.
 - d. A step parent, living with the child, is welcome to visit the school and observe classroom instruction.
 - e. A step parent with whom the child lives can be considered as a parent in situations involving special education processes and decisions and in certain matters related to record review. (Ref: C.O.M.A.R. 13A.05.01.02 (5) AND 13A.08.02.07 H)
- E. **Primary Care Parent** – in separation cases where parents live apart without a formal agreement or court order awarding the child to a particular parent, the primary care parent is the one with whom the child resides. In such cases:
- a. The school will consider the primary care parent as the one to make educational and emergency medical decisions.
 - b. The primary care parent shall be contacted prior to release of the child to the non-primary care parent to advise the primary care parent of the situation.
 - c. Day-to-day communication, correspondence, report cards and other school related needs should be directed to the primary care parent. However, the other parent also has the right to receive copies of any documents that the primary care parent receives. (School officials, in responding to requests of the non-primary care parent, should follow the procedures outlined in section Ba above.)
- The non-primary care parent may be involved in educational and medical decision making. If parents are in disagreement, the school will take a neutral position but will expect the parents to resolve the issue.
- A non-primary care parent is welcome to visit the school, observe classroom instruction, review student records and be generally informed about the child's educational progress.
- F. Verification of the **identity** of the non-custodial parent or the non-primary care parent. On occasion, school personnel are asked to state whether a child is enrolled in a particular school or state whether a child is present in school on a given day. School personnel should make every attempt to verify the identity of that person making the inquiry to ensure the person is the parent of the child and is entitled to student information. Steps to follow include:
- a. The person requesting the information must have verification that he/she is who he/she claims to be. Example: driver's license with a photo, passport, known to and identified by an employee.
 - b. Once identity is confirmed a check is to be made that such a person is a parent and thus could have access to the records. This may be done by confirming that the name of the person making the inquiry is the name of the parent recorded on the proof of birth, the student registration form or other student records.
 - c. Call the custodial or primary care parent to determine there are no court orders restricting the release of the requested information to the non-custodial or non-primary care parent.
- G. Children who are under the care and custody of community agencies may be removed from school to receive services during the school day with prior arrangement between home, agency, and the principal.
- H. If children change residence to live with the non-custodial or non-primary care parent causing the child to transfer schools, the records must follow the children. A custodial or primary care parent, under these conditions, cannot require that records be retained at the sending school as a means to force the return of the children. However, a school should make every effort to ascertain the permanence of the move prior to processing the records.
- I. Persons who have court appointed guardianship of a child are generally authorized to make educational and medical decisions for the child. The parent's rights are terminated or restricted regarding these matters, unless provisions are included in the court order.
- J. The non-custodial or non-primary care parent who wishes to receive school related information as described in section Ba above shall be required to pay a reasonable fee for copying and mailing school documents or sign an agreement to reimburse the school for those costs at the end of the school year; provided however, that the school shall waive payment of

such fee if the non-custodial parent files a notarized affidavit that he/she is unable to pay the fee.

Administrative Regulations for Assessments

Board Policy – ASSESSMENT

The Board of Education of Carroll County is committed to implementing and maintaining an assessment program that can be used to drive the school system's planning toward achieving goals and core objectives for student achievement. Our assessment program is designed to collect data, measure progress, evaluate student achievement and address each student's learning needs based on established standards. Data are collected from national, state, county and teacher-generated assessments. This information is used to guide instructional decision making and measure program effectiveness.

The following regulations govern assessment development and implementation:

1. The primary purpose of assessments shall be to assist the educational community (i.e., educators, parents, students, Board of Education members) in improving curriculum and instruction and advancing student learning.
2. Assessment shall be aligned with clearly defined educational standards that specify what students should know and be able to do. The assessment items and tasks shall be valid and appropriate representations of the standards students are expected to achieve.
3. Assessment standards, tasks, procedures and uses shall be fair to all students.
4. Teachers shall be involved in the design, administration, scoring and use of locally developed assessment items and tasks. Teachers shall also be involved in the selection and use of purchased assessments.

The following regulations govern the communication of assessment data:

1. Assessment procedures and results shall be made understandable to the Board of Education, staff and community.
2. Assessment results shall be reported to the Board of Education in the context of other relevant information.
3. Individual student assessment data and results shall be reported to administrators, teachers, students and parents. Teacher shall return students' assessed work and tests in a timely manner in order to facilitate decisions regarding next-step learning.
4. Parents shall be kept informed of their child's progress. Classroom assessment data and copies of students' assessed work and tests shall be available to parents and students.

The assessment program shall be subject to continuous review and improvement.

Test Security and Data Reporting

In accord with COMAR 13A.03.04, it shall be the policy of the Carroll County Public Schools that adequate provisions be made for the security of state mandated testing materials and the testing process itself and for the accuracy of its data reporting. Specifically to be included are:

1. The Norm referenced test or tests in use by the State;
2. The Maryland Functional Testing Program;
3. The M.S.A.;
4. The High School Equivalency Program Test (GED);
5. Teacher Certification Tests;
6. High School Assessment Program Tests, and other test instruments required by the State Board of Education.

This policy shall be incorporated in student handbooks. Each certificated employee shall receive a copy of this policy at the time of hire and it will be incorporated in the school handbooks with staff periodically reminded of this policy.

The local accountability coordinator will be designated by the Superintendent and the coordinator's name provided to the State Department of Education. The coordinator shall be charged

with implementing appropriate provisions for the security of materials and the storage of all secure tests and test materials including answer keys, audio tapes and examinee answer documents before, during and after testing. These procedures shall provide for storage of all materials under lock and key at a central location.

Provisions shall be made by the Local Accountability Coordinator to ensure that individuals administering the tests shall adhere to all procedures specified in the Maryland Accountability Coordinators handbook and all administrator manuals for mandated testing programs. In addition, with the distribution of test materials, all test administrators will be informed that it is a violation of state regulations for anyone to knowingly and willfully:

1. Give examinees access to secure test items or materials before testing;
2. Copy, reproduce or use in any manner inconsistent with test security regulations, all or any portion of a secure test booklet or a secure administrator's manual or both;
3. Provide answer keys or answers verbally, in writing or by any other means, to examinees;
4. Coach examinees during testing or alter or interfere with examinees' responses in any way;
5. Fail to follow security regulations for distribution and return of secure test materials as directed, or fail to account for all secure test materials before, during and after testing;
6. Participate in, direct, aid counsel, assist in, encourage or fail to report any of the prohibited acts listed above or fail to follow procedures published in test administration manuals; or
7. Refuse to disclose information regarding test security violations

It is also a violation for any person or school to knowingly and willfully;

1. Fail to report test scores, number of students tested, other indicators of test performance and participation for all participating students on mandatory tests administered by or through the State Board of Education, as well as all other data elements reported to the State Department of Education as part of its Maryland School Performance initiative;
2. Report incorrect or otherwise inaccurate test scores, numbers of students tested, other indicators of test performance and participation on mandatory tests administered by or through the State Board of Education, as well as all other data elements reported to the State Department of part of its Maryland School Performance Program initiatives;
3. Exclude a student or students from participation in mandatory tests administered by or through the State Board of Education except as provided for in Maryland Assessment Program and/or MSDE assessment guidelines.

A student who knowingly causes, allows or is otherwise involved in the presentation of forged, counterfeit or altered identification for the purpose of obtaining admission to a test administration site for any of the tests listed above shall leave the test results invalidated and shall be ineligible to retake the test until the next official testing opportunity. A student who knowingly engages in any activities during testing which result in invalidation of the scores shall be ineligible to retake the test until the next official testing opportunity.

The local school system shall report to the State Superintendent any violations of test security or data reporting. Violations may result in the suspension or revocation of an individual's teaching certificate, invalidation of test results or the withholding of funds to a local school system.

Permission to Photograph, Videotape or Audiotape

Throughout the school year, the Carroll County Public School System frequently covers school activities and may use your child's photograph, video image, or voice for educational, informational, or public relations purposes, with or without identification by name.

If you do not wish to have your child's voice reproduced on tape or to have his/her image appear in such things as a video, a photograph, or the school website, please notify the school principal in writing. It is assumed that parents and guardians consent to their children being audiotaped, photographed, videotaped, or having their image placed on a school website by the school system unless such notification is received.

There are also occasions when the media cover certain school events (such as when a government leader visits a school). If you do not wish to have your child's name or likeness published by the media, you should address your concerns directly to the school involved so that the media is so advised. Please

be advised that the school system has no control over the media when they are covering activities such as sporting events and musical programs that are open to the public.

PARENT TEACHER ORGANIZATION

Taneytown Elementary PTO is an important part of our school community. Every parent is encouraged to join the PTO, attend monthly meetings and participate in PTO activities. The PTO sponsors an active volunteer program, providing ways for parents to help at school or at home. In addition, they provide family resources such as books, videos, tapes and articles which can be borrowed through the school office. Information regarding PTO meetings and events will be published in school and PTO newsletters.

Please refer to the Carroll County Student Handbook for additional Board of Education Policies.

The policies, regulations, and guidelines set forth in this Student Handbook are subject to revision at any time.

Additional information about these policies/regulations may be obtained from your school administrator.