Dear TES Families,

Wow! September certainly did fly quickly by! Your children and their teachers have been very busy setting the stage for a rich year of learning. By now, building and classroom procedures are well ingrained, and students are deep into the literacy, math, science, and social studies content they will learn this year. A great way to stay connected to your student’s education is using class DoJo with their classroom teacher! We will also be holding conferences on November 4th and 19th, please call the office to schedule a conference with your child’s teacher.

A huge shout-out to our amazing PTO for their hard work in providing the performance by C.J. Luckey! Our children and staff really enjoyed the show! The PTO is currently working on our “FUN RUN”; please consider sponsoring this event, as all proceeds earned go directly back to our children! It should be a great time on Friday, October 11th!

October is National Bullying Prevention Month, a time to focus and raise awareness on bullying. Bullying is when an individual or group of people with more power, repeatedly and intentionally cause hurt or harm to another person who feel helpless to respond. The behavior is repeated, is planned, and is done on purpose. The target of the bullying is upset, the bully is trying to gain control over the target, the bully blames the target, the target wants to stop the bully’s behavior, the bully does not, and the situation CANNOT be resolved through mediation. We will be holding a Bullying program for all parents and students of 4th and 5th grade on October 8th at 6:30. As always, forms to report bullying can be found online on the Carroll County Public Schools website.

Veterans Day is soon approaching. We will remember our veterans on November 11th. You should have already received a flyer about this important event. Due to limited capacity, we are requiring an RSVP for this event and we are limited in the number of participants. Please call the office if you have any questions at (410) 751-3260.

Thank you,
Dr. Farver and Mrs. Bower

Our TES website address is as follows:
https://www.carrollk12.org/schools/elementary/tes/Pages/default.aspx
Our new Twitter handle is @TES_MediaCenter.
October
10/3 Love & Logic 5:30-7:30
10/4 PreK Breakfast 8:00-8:45
10/8 Bullying Presentation for families 6:30-7:30
10/9 Schools Closed
10/10 CCPL talks with 4th/5th about Battle of the Books
10/10 Love & Logic 5:30-7:30
10/11 Fun Run Even All day during specials
10/15 Family Event Reptile Wonders 6:00-7:30
10/17 Love & Logic 5:30-7:30
10/17 2hr 45 min early dismissal
10/18 Schools Closed
10/23 Picture Day
10/24 Love & Logic 5:30-7:30
10/25 Flu Clinic

November
Joe Corbi’s Sale
Nov 1st-Nov 14th
Proceeds benefit TES Music Dept.
11/1 Prek Breakfast 8:00-8:45
11/4 Parent/Teacher Conferences
11/7 Love & Logic
11/8 2hr 45 min early dismissal
11/11-11/15 American Education Week
11/14 Love & Logic 5:30-7:30
11/18 Make up picture day
11/19 Parent/Teacher Conferences
11/21 Math Night
11/22 Judy Center Assembly for Prek, K CLWM 9:00-10:00
11/26 Muffins with moms A-M 7:30-8:00
11/27 Muffins with moms N-Z 7:30-8:00
11/27 2hr 45 minute early dismissal
11/28 Schools Closed

Lunch Prices
- Breakfast: Free for all students
- Lunch: $2.50 Regular Price $ .40 Reduced
- Milk: $ .50
- Snacks: $.75
- Ice Cream: $1.00

"Nurse Nichole News"
As cold weather approaches, remember to send students with warmer clothing so they are comfortable during recess.
Chapped lips also start this time of year, chapstick is allowed per CCPS policy.
If you are calling into the office and have an idea, what your child is sick with its helpful to update the office staff. The school nurse likes to track things like pink eye, stomach virus, and strep.

* A poster in my room shows parents when they need to contact me regarding their students having certain illness.
  Nichole Schlereth, RN

Paws for PBIS
Thanks to everyone who has worked hard to get Class Dojo up and running in classrooms.
Families, we appreciate your important role in the success of this program as well. You may have noticed that some behaviors have different point values. This allows grade level teams for focus in on behaviors that might be a little challenging for students and assign them greater values. So for example if the class is having trouble with calling out, the teacher could make “raising your hand” worth a higher number of points to encourage students to raise their hand. Our goal is to encourage students to be “Ready to Learn” each day. If you have any questions or suggestions, please contact your child’s teacher.
We are excited to announce our partnership with Shutterfly!

Taneytown Elementary will receive an 8% donation for every purchase. Shutterfly sells photo books, cards, prints, calendars, invitations, gifts and more! Please share this link with your family and friends. Thanks for your support! [http://taneytownelementary.shutterflystorefront.com/](http://taneytownelementary.shutterflystorefront.com/)

**Battle of the Books:** Is your 4th/5th grade child considering participation in our annual competition? Be sure they turn in their permission slip on time! The competition is on Friday, April 17th at 6pm at FSK High.

**SOCIAL MEDIA NEWS:**

I am excited to announce that our TES Media Center now has a Twitter account!! If you have an account, please follow us for news and event updates as well as general posts about reading and books! Our Twitter handle is @TES_MediaCenter.

**TITLE 1 NEWS:**

Parents/Guardians interested in joining our Title 1 focus group, please contact Michele Stonesifer - Title 1 Parent Liaison at [MMSTONE@carrollk12.org](mailto:MMSTONE@carrollk12.org) or 410-751-3260. We will meet three times this school year to choose Title 1 activities for the next school year.

**Volunteer Training**

Volunteering is an excellent way for parents and family, community members, and business partners to build and strengthen ties with the Carroll County Public School System. Volunteers offer their time, effort, and/or talents to benefit all students in the school system.

Volunteer training is easily accessible to all parents and guardian. The training is online through the Carroll County Public Schools website. The training and approval process will be through the computer. Approval is expected to take approximately seven (7) days, so don’t wait until an event is happening to be trained.

We applaud the efforts of our dedicated volunteers during the 2019-2020 school year. Through their willingness to donate service, countless educational endeavors became realities for CCPS students and staff!

**Judy Center Info**

The Judy Center is forming daily playgroups that will begin on Wednesday, October 2nd. Join us for a variety of readiness activities including early literacy skills, math and science activities, opportunities for social emotional growth, arts and crafts and more. Please call Michele Stonesifer at 410-751-3282 or email her at mmstone@carrollk12.org to register or for more information.

The T.E.S. Parent Teacher organization (PTO) will be holding their meetings every other month, at 6 PM! Come and join us! Also, please follow their Facebook page!

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**Certification and Licensure Qualification Statement:**

Federal legislation for education entitled, “Every Student Succeeds Act” of 2015 requires all school systems to notify parents of their right to request information regarding the professional qualifications of their child’s classroom teacher. If you would like information regarding the certification and/or licensure qualifications of your child’s teacher(s), please write to:

**Kelly Keith**

Department of Human Resources
Carroll County Public Schools
125 North Court Street
Westminster, Maryland 21157
**BUS INFORMATION/CHANGES**

School Bus Route Listings were posted on the CCPS Website, [www.carrollk12.org](http://www.carrollk12.org). Per county policy, only one AM and one PM bus stop is permitted. If your child’s bus needs to change at any time throughout the school year, please notify the office in writing. We encourage you to make daycare arrangements ahead of time, especially on the scheduled early dismissal days.

### Carroll County Public Schools Visitor Entry Protocol

All CCPS elementary schools have a security system to help provide a safe environment for our students. The following safety protocols will be followed at every elementary school beginning the first day of school. We wanted to inform you in advance so that all families would be aware and prepared to show Picture ID’s and allow time for the security protocols when they plan on visiting the school. Here are the protocols:

- All exterior doors must be locked after AM student arrival
- All visitors must ring the main entrance buzzer to request entry
- Prior to allowing entry to the building, staff should monitor visitors and ask the following: (a) Full Name, (b) Reason for visiting
- Visitors will then be allowed to come into the main office to sign in
- Visitors, including volunteers, are required present their ID to sign in on the visitor system
- All visitors must show a photo identification card
- All visitors must be issued a visitor’s badge (except employees with a CCPS badge)
- Contractors and service provider’s paperwork should be reviewed and verified

Visitors must return their badge to the main office and sign out with staff when leaving.

### 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, no exceptions!

### Signing Your Child In/Out of School

The student school day is 8:30 a.m. - 3:00 p.m. Students are expected to be in their homeroom and seated by 8:30 a.m., when morning announcements begin. Students arriving after 8:30 will be considered tardy. If the student arrives after 8:30 a.m., (a parent/guardian is required to bring the student into the office to sign the student in.) Dismissal time for students is 3:00 p.m. Students who are dismissed any time prior to 3:00 p.m., will be considered leaving early, which counts as a tardy.

We understand the necessity of doctor/dental appointments during instructional time; however, this should be avoided if at all possible. Parents are encouraged to send a note to the office that morning so that we are aware of your child leaving school and the teacher is prepared for their dismissal. **Proper identification is required when signing your child out of school.**

### Dismissal Change Reminders

Any change in dismissal should be in writing the morning of the change. If the change needs to be made during the school day, please notify the office via a fax and a follow-up phone call to verify that we received the fax. For security and safety purposes, the school cannot accept a phone call asking for a dismissal change. Of course, in the event of a true emergency, we will assist you any way we can.

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The office is a busy place at the end of the day. Unexpected, last-minute changes create unnecessary havoc. Our goal is to keep your student safe and to arrive home safely. We appreciate your cooperation.

### Attendance Requirements

Our automated attendance calls are made each morning by 10:00. Please call or email the school the **morning** of your child’s absence.

To report an absence via email, please use the Taneytown attendance email address: [https://www.carrollk12.org/schools/elementary/te...](https://www.carrollk12.org/schools/elementary/tes/Pages/default.aspx)

Also, by using the Home Access Center, you can indicate if you would like to have an attendance email sent directly to you. This is a helpful reminder to report your child’s absence.

**Welcome Visitors**

For everyone’s safety, all visitors are required to sign in and out at the office ANYTIME they are in the building. Visitors are required to have a picture id with them upon entering the building. If you go beyond the lobby area, you must sign in and receive a visitor pass.

- **Classroom Visits:** Any person wishing to observe a class in which their child is in attendance shall arrange the visit in advance with the teacher and principal. Visitor’s must remain seated in a designated area and are not permitted to speak with staff or students during class. Questions for the teacher must be scheduled for a separate appointment. Classroom observations shall last no longer than two (2) hours, include no more than two (2) individuals at a time, and be limited to one (1) time per marking period. If a representative of the family (advocate, attorney, etc.) is observing, that visit shall count as the quarterly observation. The class may not be videotaped or audiotaped, and no pictures may be taken. Cell phones, laptops, and other technology may not be used during the visitation. Students not enrolled in CCPS are prohibited from visiting or shadowing other students while school is in session.

- **Lunch Visits:** Parents/legal guardians who wish to eat lunch with their child in the lunchroom shall sign in at the office. Parents/guardians who bring food for their child shall not bring food for other students or share food with other students. If an adult other than the parent/guardian wishes to visit during lunch, the adult must have the written permission from the parent/guardian. Visitors are discouraged from bringing younger children with them to the school. **You must have proper identification with you. If you come and enjoy lunch with your student, please understand that only you and your student may eat together. No other students may join you.**

School administrators may terminate a visit when a visitor interrupts instruction, distracts students or staff, or interferes with other students’ right to privacy.

Please don’t let this deter your visit. These county guidelines are only to assist in providing a safe and secure environment for your children. Your visits are always welcome!

### How to Get In Touch with a Teacher

Throughout the school year, you may wish to get in touch with your child’s teacher. Teachers are available to take phone calls before the students arrive in the morning and when possible, during their planning times. Please know that your messages are forwarded and the teacher makes every effort to contact you in a timely manner.

### How Do I View The Monthly Newsletter?

We appreciate your participation in our efforts to conserve our natural resources by going green. We will continue to offer a paperless newsletter for the upcoming 2019-2020 school year. The Bear Essentials is available at and is a valuable resource for families. It is generally posted to the website every other month. We strongly
encourage each family to read it each month and keep up to date on the happenings at Taneytown Elementary. Paper copies of the newsletter will be available for those families who request them. Please notify Mrs. Hooper if you would like a paper copy.

https://www.carrollk12.org/schools/elementary/tes/Pages/default.aspx

Non-Bus Rider Information
Please note the office in writing if your child will not be riding a bus on a daily basis. (Social Club, CLC, parent pick-up or walk/bike rider) Please be advised that your child will not be permitted to walk home without your written permission. If the transportation mode changes at any time throughout the school year, please contact the office so that we can update the information.

Emergency Card
At the start of the school year each student is allowed ONE emergency card which is to be completed by and signed by the parent with primary physical custody. In the case of joint custody, the emergency card is completed by the parent at the address to whom the child registered for school. It is extremely important that you fully complete and return this card as soon as possible. Please check for accuracy of all contact names and numbers. **NOTE: Contact persons listed on the emergency card cannot remove a child from school without written permission from the parent or guardian. These names are for the schools purpose in the event of an emergency when the parent cannot be reached.** Notify the office in writing immediately of any address or phone number changes. Only the parent or legal guardian can sign the emergency card.

CCPS Home Access Center Information
**Are you utilizing the Home Access Center?** If not, here’s what you’re missing … the opportunity to view information about your child, the option of an email when your child is absent, your child’s attendance. If you have not yet registered, we encourage you to do so by visiting the CCPS website at [https://mystudent.carrollk12.org/homeaccess/](https://mystudent.carrollk12.org/homeaccess/) and clicking the Home Access Center link (in the Quick Links Section). From there you will click the “Request Password” link and follow the directions on-screen. From there, you enter the e-mail address you provided on your student’s emergency card. Click the link from the email message and follow the instructions on-screen. You will be prompted to answer three questions about one of your students. Once you have answered the questions correctly, your password will appear on-screen. Click the link on that page to be directed to the Home Access Center login screen. Login using your email address and the password that was displayed on-screen. After logging in, be sure to click “Profile” in the top right hand corner and identify a new password for your account.

Pre-Kindergarten and Kindergarten Parents: Please remember to bring in a change of clothes for your child to keep in their classroom cubbies.

Asbestos Hazard Emergency Response Act (AHERA)
The Asbestos Hazard Emergency Response Act (A.H.E.R.A.) management plans for all buildings owned or leased by the Board of Education of Carroll County Public Schools are available for review at the individual Carroll Co. school locations and at the Office of Plant Operations, located at 191 Schaeffer Ave. Westminster, Md 21157. Management plans are required by the Environmental Protection Agency (EPA) and depict the location, amount, condition, and response action projected for any asbestos containing materials, if any are located in the school building.

**NOTICE OF NON-DISCRIMINATION**
The Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and educational opportunities for all persons will regard to its employment practices and in the provision of services, program, and activities.

The CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, or sexual orientation. The CCPS provides non-discriminatory 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:
- Chantress Baptist
- Director
- Human
- Resources
- 125 North
- Court Street
- Westminster, Maryland 21157
- (410) 751-3070

F.Y.I.

Gifted and Talented Program Information
The CCPS Gifted and Talented Program is designed to meet the needs of highly able learners and maximize student achievement. Gifted and Talented teachers, in collaboration with classroom instructors, will continue to provide a continuum of interventions designed to meet the needs of Gifted and Talented Education Program participants. This may include in-class instruction, pullout groups, and/or resource development with classroom teachers. A Referral and Review Team will determine student eligibility for interventions. Indicators for participation include observational checklists, standardized test scores, work samples, and classroom performance. Although students are not formally identified until the beginning of third grade, Gifted and Talented teachers will continue to provide a range of services for grades K-5. Look for more information concerning the upcoming Gifted and Talented Education Program Orientation Night.

When students are screened for gifted and talented intervention, outstanding academic ability and certain characteristics and thought processes are observed and documented. Teachers look for students who possess a wealth of information about selected topics and/or are able to grasp information quickly and remember it with little practice. They observe students who are able to understand general concepts and make abstractions and connections between seemingly unrelated topics and ideas. If a student possesses some or all of these abilities, he or she can be screened for identification.

**Components of the Gifted and Talented Education Program**

**Individual Student Profile**
All data in each of the following areas are rated as strong, moderate or weak evidence that gifted and talented services are needed or appropriate.

- **Multiple Data Points**
  - Teacher Observation Checklist - includes characteristics of gifted students
  - Parent/Guardian Observation Checklist - includes characteristics of gifted students as seen by parent
  - Primary Thinking Skills (PTS) Individual Checklist - includes data from second grade thinking skills instruction
- Content Specific Checklist - observations from teachers on content specific behaviors of gifted students
- Production Data - work samples provided by teacher and/or parent
- Cognitive Ability Test - aptitude test given to all second grade students
- PARCC - achievement test taken by 3rd, 4th, and 5th grade students
- Academic Instructional Reading Level
- Academic Instructional Mathematics Level
- Report Card Grade and Work Habits

Once all of the data have been reviewed by the Gifted and Talented Referral and Review Team, one or more of the following recommendations are made in order to differentiate instruction:

- ELA/Math Enrichment Services
- Provisional Placement in ELA/Math Enrichment Services (reevaluation of placement to occur after each unit or mid-year)
- Differentiated Support Services (classroom teacher receives resources from GT resource teacher to help meet needs of student in regular classroom)
- Monitoring and review (student is reviewed again mid-year or end-of-year or when new data is available)
- No GT interventions needed at this time

The Referral and Review Team convenes 3 times a year - fall, winter, spring or as needed.

**GT Program Referral and Review Team**

The Referral and Review Team consists of school based professionals, which may include an administrator, the GT teacher, a school counselor, and classroom teachers.

Evaluation for gifted and talented intervention begins in the spring of second grade and continues throughout the school year for grades 3, 4, and 5. The chart above illustrates the sequence of steps involved in the screening process.

Should you have any additional questions, please contact your school’s Gifted and Talented Resource Teacher, Mrs. Carey Sneska.

**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.

Carey Gaddis, Supervisor of Comm. & Media Relations - (410) 751-3020 or Raymond Prokop, Director of Facilities-(410) 751-3177
125 North Court Street
Westminster, Maryland 21157

**Certification and Licensure Qualification Statement:**
Federal legislation for education entitled, “Every Student Succeeds Act” of 2015 requires all school systems to notify parents of their right to request information regarding the professional qualifications of their child’s classroom teacher. If you would like information regarding the certification and/or licensure qualifications of your child’s teacher(s), please write to:

Kelly Keith
Department of Human Resources
Carroll County Public Schools
125 North Court Street
Westminster, Maryland 21157

**CONSENT AND RELEASE**

**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 or a photograph, or on the school or school system website or social media, 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 or social media 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.

**Use of Student Work on Websites or in Publications**

There may be times throughout the year when the Carroll County Public School System wishes to display student work on school websites, social media, or in publications. If you do not wish to have your child’s art, poetry, writing, etc. appear on school websites, social media, or in publications, please notify the school principal in writing. It is assumed that parents and guardians consent to their child’s work being displayed on school websites, social media, or in publications unless such notification is received.

CG/bb Revised 6/30/17

**School/Parent Communications**
Throughout the school year, the school will communicate with parents and teachers about learning progress, behavior, and other student responsibilities. This exchange of information is usually in written form and helps students to improve by informing them and their parents of strengths and weaknesses. However, to help us make proper decisions about students, we need report card envelopes and other forms signed and returned three days from the time they are sent home. We appreciate your cooperation.