

Christy Farver, Principal
Stacy Kowaleviocz, Asst. Principal

School Hours:

100 Kings Drive
Taneytown, MD 21787
Phone: 410-751-3260
Fax: 410-751-3532

The Bear Essentials
Taneytown Elementary
FEBRUARY 2015

8:05 - School Doors Open
8:35 - Instructional Day Begins
3:05 - Dismissal

8:35-11:05 - PreKindergarten



Internet Address: www.carrollk12.org/tes

Attendance Address: TESattendance@carrollk12.org

Dear Taneytown Families and Friends,

**Taneytown Elementary School – BYOD-Bring your Own Device
Update Grades 3, 4, and 5**

Great news! Carroll County Public Schools (CCPS) has decided to implement a Bring Your Own Device (BYOD) policy. The BYOD policy will allow students in Grades 3, 4, and 5 to bring their own personal computing devices to school to enhance the instructional learning process. However, with greater access to the internet, comes greater responsibility for students, parents, and teachers to work together to make certain this privilege is issued properly. Students must have parent permission to bring their device to school. The full policy is included in this Newsletter.

2015 READ ACROSS AMERICA – Feb. 28, 2015 – Town Mall of Westminster

CCEA/CASE has been planning our annual Read Across America event at the Town Mall of Westminster for a few months. The event will be held on Saturday, Feb. 28th from 10:00am to 2:00pm. There will be many free activities, lots of great entertainment, and a free breakfast of Green Eggs and Ham for the first 200 children aged 2-12 years. We would like to invite **EVERYONE** to join in the fun. We would love to see you there.

KINDERGARTEN REGISTRATION WEEK – March 16th through 20th

Please plan to register any child that will be 5 years old before September 1, 2015 for Kindergarten. We will be holding registration from 10:00a.m. to 2:00pm daily and from 4:30-7:00pm on Tuesday, March 17, from 4:30pm to 7:00pm. Please remember only the legal parent or guardian can register a student and must bring a Proof of Residency, Birth Certificate, Picture ID and Immunization Records.

Also, a Pre-Kindergarten Interest flyer will be available during Kindergarten Registration and can be picked up at any elementary school. Children of families who qualify under the Free and Reduced Meal Income guidelines, as well as children who are homeless or in foster care, are eligible for the Pre-Kindergarten Program. All eligible children must be residents of Carroll County and 4 years old by September 1, 2015 (born on or before September 1, 2011).

News from Art

February is the month for student artwork to be displayed at the Taneytown Branch of the Carroll County Public Library. Approximately 140 pieces of student art will adorn the walls of the children's section of the library for the entire month. An art reception will be held for the artists on Tuesday, February 24th from 6pm to 7:30pm. The snow date will be Thursday, February 26th at the same times.

March is Youth Art Month and to celebrate the fabulous creativity of our students we, the art teachers of Carroll County, display student artwork at the Carroll Arts Center in Westminster. Each school is represented in this show with approximately 30 pieces of art. The display will hang from March 4th through March 19th and can be viewed by the public during normal operating hours of the Carroll Arts Center.

Great Opportunity!

Carroll County Public Schools is partnering with Carroll Technology Council (CTC). CTC can provide a computer for families that cannot afford to provide one for their children. There is a limited amount available, if you are interested please contact Lisa Carver, Parent Liaison at 410-751-3260 or lrcarve@carrollk12.org.

CALENDAR

FEBRUARY

- 6-23 PTO Spring Gertrude Hawk Candy Sale
10 PTO Meeting – 6pm
16 Schools/Offices Closed – Presidents' Day
17 “Random Acts of Kindness Day”
17 Vision & Hearing Screening (Feb. 17-20)
18 Northwest Regional String Festival @ FSK -6pm
28 Read Across America @ Town Mall of Westminster -10a.m

MARCH

- 4 Parent/Teacher Conferences (4:30pm – 7:15pm)
9 2hr 45min. Early Dismissal (System-wide)
10 PTO Meeting – 6pm
13 Taneytown vs. Runnymede Staff Basketball Game
16-20 Kindergarten Registration – (10am – 2pm)
17 Kindergarten Registration Eve.– (4:30pm-7pm)
24 Kindergarten Class – Walking to Taneytown Public Library
25 Kindergarten Class - Walking to Taneytown Public Library
27 2hr 45min. Early Dismissal – (System-wide)
30 – April 6 – Schools/Offices Closed

APRIL – 7 – SCHOOLS/OFFICES RE-OPEN

Lunch Prices

Breakfast:	Free for all students
Lunch:	\$2.50 Regular Price \$.40 Reduced Meal Price
Milk:	\$.50
Ice Cream:	\$.75



The PTO will be holding their spring Gertrude Hawk Candy sale from Feb. 6th to Feb. 23rd. All orders must be turned in no later than Feb. 23rd. The product will be delivered no later than March 20th (before Easter).

Taneytown Elementary School BYOD -Bring Your Own Device Update Grades 3, 4, and 5

Students must have parent permission to bring their device to school. If you need a copy of the “Parent Sign-off Sheet” please contact the school and you will be provided a copy to sign and return. You can view the “Frequently Asked Questions” portion by visiting the CCPS Webpage under the “Quick Links” pull down.

Devices Permitted at School

- Laptops
- Netbooks
- eReaders
- Cell Phones/SmartPhones
- Tablets(iPad,Android, Windows)

The above listed devices must be capable of connecting to the school's wireless network. These devices are a personal choice. If your child participates in the BYOD program, you will need to choose the device that will best meet their needs.

Personal computing devices are to be purchased by the family and will remain the property of the family.

Expectations of the Students - Devices are to be used for academic purposes; if a student is not using their device appropriately, or it becomes a distraction, it will be handled in accordance to the

CCPS discipline policy. Additional violations could result in disciplinary consequences and loss of BYOD privileges. Devices are to be ‘OFF’ when they are not being used.

Audible notifications are to be turned off at all times, ear buds are permitted as directed by staff.

No Video/Audio recording or photography of students or staff members without their consent is prohibited.

***STUDENTS ARE NOT PERMITTED TO SHARE OR LOAN PERSONAL DEVICES AT ANY TIME!**

Violations of any BOE policies, administrative procedures, or school rules involving a student's personally owned device may result in the loss of the use of the device in school and/or disciplinary action. The school reserves the right to inspect the students' device if there is reason to believe that the student has violated board policies, administrative procedures, or school rules.

Connecting to the Internet - CCPS provides the ‘CCPS Wireless Guest Network’ which students are expected to connect to access the internet at school. No wired internet connections are permitted. The device must be able to connect wirelessly.

Software - No software will need to be downloaded to a student's personal device in order for it to work on the CCPS Guest Network.

Students/families are responsible for technical support and updates. CCPS does not have the support staff to be able to update and repair personal devices. Technical support will only be responsible for ensuring the CCPS infrastructure is functioning properly.

Damage/Loss/Theft of Device - Any student owned device brought to school is the responsibility of the student.

CCPS takes no responsibility to search for lost or stolen devices nor is there any financial responsibility by CCPS for damaged, lost or stolen personal computing devices.

All devices should be labeled with your child's name. Parents are encouraged to label or engrave devices and to record the device's serial number in case of loss or theft.

Teacher Absence - A substitute teacher will not have the experience, knowledge or professional development in the use of BYOD, so personal devices might not be used in that particular class for that day.

Printing Documents - Students will not be able to access CCPS printers from their personal computing devices.

Charging Stations - Charging Stations or areas to charge devices will not be provided at the school. The device's battery should be charged at home and sufficient for use of the device.

Carroll County Public Schools Portable Electronic Devices Guidelines

Portable Electronic Devices

The use of personally-owned portable electronic devices is permitted in Carroll County Public Schools for staff and for students in grades 3-12 within these guidelines. The use of these devices is voluntary. Examples of portable electronic devices include, but are not limited to: laptops, tablets, netbooks, mobile phones, mp3 player, and eReaders. School staff members are not expected to assist students with troubleshooting problems with personally owned devices.

Responsibilities

Who	What
Parents	<ul style="list-style-type: none"> Talk with your student about the responsibility that comes with owning and using a portable electronic device. Decide whether or not to allow your student to use a personally owned portable electronic device in school. Review the Portable Electronic Devices Guidelines and agree to the terms stated on the Parent Sign-Off Sheet. Monitor your device's data plan for appropriate coverage.
Students in Grades 3-12	<ul style="list-style-type: none"> Review the Portable Electronic Devices Guidelines with your parents/guardians and agree to abide by the guidelines. Guard your device against loss, damage, and theft. Make sure your device is charged before coming to school. Silence the audible notification sounds and volume of your device during the school day, or use ear buds/headphones when appropriate. Do not use your device to record, store, or transmit any type of image, sound, or video, except for approved projects with the permission of school staff. Use your device to enhance your learning. Troubleshoot problems with your device. Maintain the privilege of using your device by minimizing distractions, using your device appropriately, and following the directions of school staff.
School Staff	<ul style="list-style-type: none"> Model the appropriate use of devices and digital citizenship. Allow students to use their devices within the CCPS guidelines. Do not direct or encourage students to allow other students to use their device as part of instruction. Consider equity of access to technology when designing lessons and provide the tools necessary for all students to complete assignments.

Where Students Can Use Portable Electronic Devices

Location	Elementary Schools Grades 3-5	Middle and High Schools
School Bus	Yes, with ear buds or headphones, unless otherwise directed by the bus driver.	Yes, with ear buds or headphones, unless otherwise directed by the bus driver.
Classroom, Media Center, and Field Trips	Yes, unless otherwise directed by the teacher.	Yes, unless otherwise directed by the teacher.
Hallways and Stairwells	No, unless otherwise directed by school staff.	Yes, unless otherwise directed by school staff.
Cafeteria	Yes, unless otherwise directed by school staff.	Yes, unless otherwise directed by school staff.
Restrooms	No	No video/audio recordings.
Assemblies	No, unless otherwise directed by school staff.	No, unless otherwise directed by school staff.
Recess Locations	Yes, unless otherwise directed by school staff.	N/A
Locker Room	N/A	No video/audio recordings.

Liability

Carroll County Public Schools assumes no responsibility for the loss, damage, theft, or charging of personally owned portable electronic devices and/or related accessories brought to school or on the school buses. Students bring these devices to Carroll County Public Schools at their own risk.

Misuse

Disciplinary action, as outlined in the Carroll County Public Schools Student Handbook, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if reasonable belief exists that the student has violated the terms of the Acceptable Use Procedures and Guidelines or other school policy.

AlertNow Becomes Blackboard Connect 5

Throughout the year, parents receive e-mail and phone messages from our AlertNow notification system. As of August 1, 2014, AlertNow will become Blackboard Connect 5. Parents will notice little or no change in their service. As with AlertNow, phone numbers and e-mail addresses are taken from the emergency contact information provided by parents at the beginning of the school year. We are excited about the new capabilities Connect 5 will offer and believe it will greatly enhance our communication with parents and our school communities.

Volunteer Training

The Carroll County Public School Volunteer Program utilizes the skills of Level I and Level II Volunteers. **Level I Volunteers** (guest readers, business representatives) must annually register at the school site before volunteering. **Level II Volunteers** (classroom helpers, chaperones, mentors, etc.) are required to attend an annual training session at least seven days prior to volunteering. School days are defined as days when schools are open for students. **Be aware that your current training is only valid until September 30th. Anyone planning to volunteer during the 2014-15 school year must provide valid photo identification at the conclusion of the volunteer training session.** You are encouraged to attend a training session as soon as possible. To make things convenient for you, we've scheduled trainings at TES and there are also training sessions scheduled for schools in the Northwest Region that you are welcome to attend. **You must be on time for the training sessions or entrance will be denied.**

Future training dates will be posted on the CCPS website and in our monthly newsletters.



BUS INFORMATION/CHANGES

School Bus Route Listings were posted on the CCPS Website, 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 - NEW

For the 2014-2015 school year all CCPS elementary schools will have a new security system to help provide a safe environment for our students. The following new 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 new 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.

Signing Your Child In/Out of School

The student school day is 8:35 a.m. - 3:05 p.m. Students are expected to be in their homeroom and seated by 8:35, when morning announcement begin. Students arriving after 8:35 will be considered tardy. If the student arrives after 8:35, a parent/guardian is required to bring the student into the office to sign the student in. Dismissal time for students is 3:05. Students who are dismissed any time prior to 3:05 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.

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: TESattendance@carrollk12.org. 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. 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.

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 would like to continue to offer a paperless newsletter for the upcoming 2014-2015 school year. The Bear Essentials is available on the CCPS website, www.carrollk12.org/tes and is a valuable resource for families. It is generally posted to the website the first week of each 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. Weaver if you would like a paper copy.

Non-Bus Rider Information

Please notify the office in writing if your child will not be riding a bus on a daily basis. (Social Club, CLC, parent pick-up or walker/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 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 attendance.

If you have not yet registered, we encourage you to do so by visiting the CCPS website at www.carrollk12.org 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. If you have any questions or problems, please review the User Manual/FAQs.

No Child Left Behind Update for Parents

Federal legislation for education entitled, "No Child Left Behind", is in effect across the country. Part of this legislation requires that all school systems increase the number of highly qualified teachers employed by each school district.

This legislation also increases a parent's right to know more information about teachers, including, a teacher's Maryland State Department certification and the teacher's college major and degree. If you would like information regarding your child's teacher, please write to:

Kelly Keith
Carroll County Public Schools
125 North Court Street
Westminster, Md. 21157

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

Gifted and Talented Program

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, including primary talent development for grades K- 2. Look for more information concerning the upcoming Gifted and Talented Education Program Orientation Night.

Permission to Photograph, Videotape or Audiotape or Use of Student Artwork on Websites or Publications 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. There may also be times throughout the year when CCPS wishes to display student art work on school websites or publications. If you do not wish to have your child's voice reproduced on tape, have his/her images appear in such things as a video, a photograph, or the school website, or artwork displayed, *please notify the school principal in writing.* It is assumed that

parents and guardians consent to their children being audio taped, photographed, videotaped, or having their image/artwork placed on a school website by the school system unless such notification is received.

Board of Education Meeting

The Board of Education of Carroll County will hold its regular monthly meeting on Wednesday, September 10, 2014 at 5:00 p.m. in Room 007 of the Board of Education offices, located at 125 North Court Street, Westminster. The public is encouraged to attend.

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 Comm. & Media Relations 125 North Court Street Westminster, Maryland 21157 (410) 751-3020
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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:

Gregory J. Bricca
Director of Research & Accountability
125 N. Court Street
Westminster, MD 21157
410-751-3068

The Asbestos Hazard Emergency Response Act (AHERA)

Management plans for all buildings owned or leased by the Board of Education for Carroll County are available for review at the individual Carroll County school locations and at the Office of Plant Operations, located at 191 Schaeffer Avenue, Westminster, Maryland 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.

