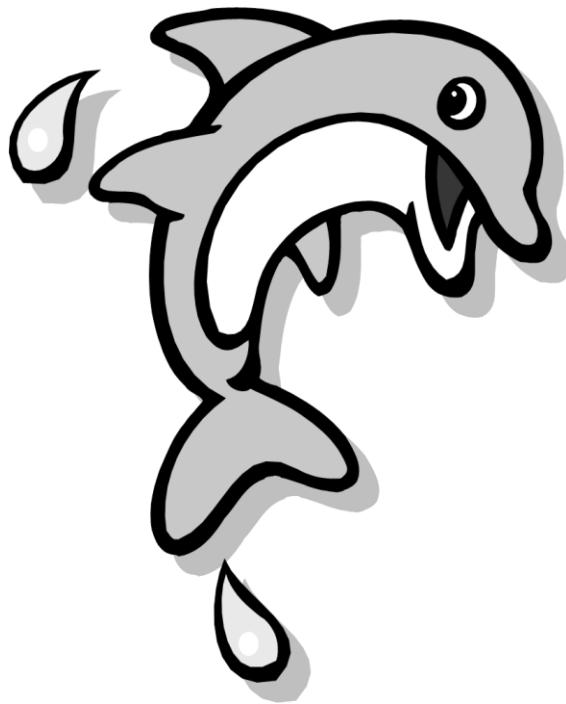


# **TIMONIUM ELEMENTARY SCHOOL**

**A NCLB National Blue Ribbon School of Excellence**

*“Building Foundations for the Future”*

## **PARENT HANDBOOK**



**Ms. Donna Scaccio, Principal**  
**Mrs. GERALYNN EDWARDS, Assistant Principal**

**<http://timoniumes.bcps.org>**

Updated August, 2013

## WELCOMING MESSAGE

**Dear Parents and Guardians,**

**This handbook is designed to welcome and assist you and your child as members of the Timonium Elementary community. It provides information about school procedures and covers most of the commonly asked questions and concerns of parents and students.**

**We who are the administrators, faculty, and staff of Timonium Elementary, encourage your active involvement as partner in your child's education. Together we can make sure that all of our children achieve learning success.**

**We look forward to working together for a successful school year. Please contact us if we can be of service to you.**

**Sincerely,**

**The Administrators,  
Faculty, and  
Staff of Timonium  
Elementary**



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## MISSION, VISION AND BELIEFS

### Our Mission

Recognizing that all children can and want to learn, our mission is to inspire our students to reach their full potential. It is our responsibility to provide engaging learning opportunities that encourage and challenge every student to pursue excellence – socially, emotionally, and academically.

### Our Vision

Timonium Elementary provides its students with a safe, positive, and child-centered atmosphere where they are nurtured by people who care about their well being. We expect that our students will grow to play important roles in their families and communities. We prepare them to live, learn, and work as productive members of a democratic and pluralistic society, helping them to develop the skills necessary to become caring, respectful, and responsible citizens.

Timonium Elementary staff, in partnership with parents and the community, accepts the responsibility for providing a strong academic program that will foster the growth of its students in all areas. Understanding that the basics are the foundation from which all subsequent learning takes place, we believe students must be actively involved in authentic learning tasks which will inspire a love of learning that lasts them well beyond their academic careers. We recognize that students possess different learning styles and it is incumbent upon us to facilitate use of their individual strengths. Timonium Elementary students explore and discover, manipulate and problem solve. This focus on process learning extends basic understanding, thereby enabling students to become critical and creative thinkers who can compete and excel in a constantly changing world.

### **We believe that to maintain our standard of excellence we must...**

- Respect the dignity and worth of every individual and cultivate within our students a positive attitude toward self and others.
- Initiate and encourage open communication with families, establishing partnerships in the educational process.
- Provide students with engaging, authentic, and purposeful lessons that create real life connections and encourage life-long learning.
- Build a foundation for cultural appreciation and self-understanding through art, music and wellness education.
- Establish a comprehensive system of feedback that focuses on student growth as well as skill attainment.
- Integrate technology into all aspects of our curriculum and expand staff development opportunities for teachers and staff in the use of technology and other instructional strategies.
- Become the standard by which all other public elementary schools are measured.

## THE SCHOOL BUILDING AND GROUNDS



### Office

The office is open from 8:00 a.m. until 4:00 p.m. on all school days. If you telephone when the office is closed, you may leave a voice mail message. Your call will be returned as soon as possible. The office phone number is 410-887-7661.

Please note the following:

- If your child is to leave school early for any reason, you must go to the school office to sign him/her out and your child will meet you in the office.
- If your child forgets something necessary for the school day, it should be dropped off in the office and **NOT** in the classroom. Please make sure items are clearly marked with your child's name.
- Urgent messages for children can be called in to the office. Please do not leave a message for a child except in extreme emergencies.

### Entrance

For the safety of all students and staff, the outside doors are locked. **Everyone must enter the school through the front door.** To gain entry, you will first need to push the buzzer located on the left side of the doors and wait for instructions. ALL persons are required to report to our office personnel for permission to visit any area in the building. When you visit our school, you will be asked to present a government-issued photo ID or a driver's license to the office staff or an administrator. The ID will be scanned and the following information will be collected: your photo, your name and your date of birth. This information will be utilized to check you in and create an ID badge. For the safety of our students, it is important for us to know when visitors are in the building, and we appreciate your assistance.

### Smoking



Baltimore County Public Schools is committed to providing a healthy, comfortable, and productive environment for its students and employees. The use of tobacco in any form in the school building, on school property (including the parking lot), and at school-sponsored functions (including field trips) is prohibited at all times.

### Pets and School Grounds

**Please be advised that pets are not allowed on school property (even if they are leashed).**



## THE SCHOOL DAY



### Opening and Closing

Our doors open at 8:30 and the regular school day begins at 8:45 a.m. and ends at 3:15 p.m. Students' arrival time on buses is 8:30 – 8:40 a.m. It is our hope that students will ride their assigned bus on the first day to become familiar with their pick-up times and bus driver. **Students who walk or are transported by parents/guardians are not to arrive before 8:30 a.m.** – our doors will remain closed until that time.

Our traffic circle is used by buses and other designated vehicles when school opens and closes and passenger vehicles are not permitted in the circle during those times. With regard to parking in the traffic circle, the posted signs indicate no parking between the hours of 7:00-9:00 a.m. and 2:00-4:00 p.m. If you are driving your child to school, please find a safe place along Eastridge or Northwood Roads to park. Students should not be dropped off at the front of the building.

At 8:30, we would ask that parents and guardians not accompany their child/children beyond the front doors. Our goal is for all students to become independent in their daily routines. The Timonium staff will assist students in locating their classrooms on the first few days of school. The main entrance will be locked again at 8:45.

Should you require childcare before 8:30 a.m., you may wish to consider the Hot Spots program housed here at Timonium Elementary in the cafeteria. Hot Spots offers affordable before and after school care for Timonium students. They can be reached by calling 410-666-4080.

### Late Arrivals

Students arriving late to school (after 8:45 a.m.) should enter by the lobby door (after being “buzzed in”) and report to the main office. They **should not** go directly to their classroom or teaching area. Students should have a note from parents or guardians explaining the reason for being tardy or an adult may accompany the tardy student to the office to be signed in. While these procedures may be a little time consuming, they help assure the safety of your children and keep our records accurate.



### Early Dismissals

If it is necessary for you to pick up your child before the end of the day, a note should be sent that day to the classroom teacher who will forward the note to the office. **IMPORTANT: We request that you NOT use email to teachers or staff for dismissal notification on the same day as the dismissal, since not all staff are able and/or available to review emails throughout the school day.** Upon your arrival, your child will be called to the office. Students leaving early must be picked up in the office; they may not come to the parking lot unaccompanied. If an emergency arises after they have come to school and you must pick your child up early, we ask that you call the school and then report to the main office to sign your child out upon your arrival.

### **Non-routine Dismissals**

If your child usually rides the bus and you plan to pick him/her up at the end of the day, **please send a note** to your child's teacher. **We request that you NOT use email to teachers or staff for dismissal notification on the same day as the dismissal, because not all staff are able and/or available to review emails throughout the school day.** Your child will meet you at the lobby entrance door at dismissal time. **Please make it clear to your children that without either the note or your appearance at the end of the day, they will be sent home on the bus no matter what informal discussion occurred at home concerning possible pickup that day.** Students who do not have a note from a parent or guardian will not be released to you by the bus driver or teacher on duty. You will need to come into the office to sign your child/ren out. Last minute dismissal requests can be difficult due to school closure activities, and should only be made if you have an emergency.

### **Leaving School with Others**

For your child's safety, if you wish your child to leave school with someone other than you (or other adults noted on the student's emergency card), you are required to write a note stating the name(s) of the person(s) who will be calling for your child. Even if the person is a relative (older sibling, grandparent, aunt, etc.) we cannot release any child without your permission and the clearest way for us to have that permission is in writing. Yearly permission can be granted in cases such as School Clubs, Brownies, Cub Scouts, Recreation Council, etc.

### **Interruptions to the Instructional Program**

All interruptions to the instructional program are discouraged. Visitors and parents should report directly to the school office and the school secretaries will be happy to assist you. Teachers cannot accept parent/guardian calls during class times. Should it be urgent to talk with a teacher personally during the school day, contact the school secretaries who will ask the teacher to return the call as soon as possible.

### **Lockers**

Each child will be assigned a locker outside of the classroom door. Please remember there are to be no **locks**. Lunches can be kept in the locker, but it is not a place to store food items other than daily lunches. Students should not leave valuables in their locker. Money and other important items should be given to the teacher to hold for safe keeping.



### **Textbooks**



Students are responsible for the care of textbooks assigned to them and are required to provide covers for those which will be in their care for the entire school year. The loss of a textbook should be reported to the teacher immediately so that arrangements can be made for reimbursement and replacement.

### **School Store**

Upon arrival, students can visit the school store which is operated by fifth grade students under the supervision of a classroom teacher. Students may purchase school supplies such as pencils, erasers, glue, pencil grips, etc., which are sold at very reasonable prices. The school store is located along the main hallway outside the cafeteria.

### **Student Dress Code**

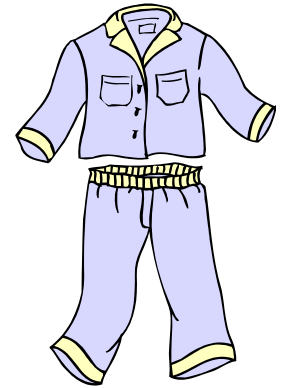
The Manual of Policies and Regulations published by the Board of Education of Baltimore County states as follows:

- “Cleanliness and proper dress are important in setting the pattern of school and social conduct. There is considerable evidence to indicate a close relationship between pupil dress and pupil behavior.” (policy 5520)

Timonium Elementary School expects that pupils will show pride in themselves and their school by wearing appropriate attire for the “business of the classroom.”

Please note that expectations for appropriate student dress include the following guidelines:

- Student dress should be comfortable.
- Clothing advertising drugs, alcohol, violence, or containing inappropriate language is not allowed.
- To ensure safety, flip-flop shoes are not allowed.
- Tennis shoes are worn at recess and during physical education class.
- Hats are not to be worn inside the building by either boys or girls.
- Since temperatures vary in our building, both winter and summer, we would suggest that students wear layered clothing and/or keep a sweater at school.

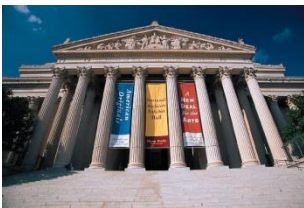


The administration may prohibit certain attire if it presents a safety or health hazard, a hindrance to the educational processes, and/or suggests obscenity.

### Lost and Found

A lost and found collection is maintained on a rack outside the cafeteria. This gives the students an opportunity to check for missing items on a daily basis on the way to lunch. **PLEASE label all of your child’s apparel, school supplies, and lunch box/bag for easy identification and return.**

### Field Trips



To extend learning experiences, teachers may schedule field trips during the year. When a field trip is scheduled, teachers will send home detailed information, permission slips, requests for payment, and chaperone information. It is imperative that the permission slip and any money needed to cover the cost of the trip be returned, signed by parents/guardians, well in advance of the field trip. Written permission from the parent/guardian is required for a child to participate in any field trip.

Field trip chaperones must participate in the annual volunteer training sessions at the beginning of the school year and complete required Application for Volunteer Services (see “Volunteers” below). If you would like to help chaperone a field trip, please tell your child’s teacher. Spaces are limited on most trips, so please understand if the teacher asks you to wait until another time. If you are selected to assist during the field trip, please make every effort to attend since everyone is counting on you. Older siblings cannot serve as a chaperone or substitute for you if you are unable to attend.

When you are acting as a chaperone on a field trip, you are assuming the supervisory responsibility for students and their safety. Please remember the following information:

- The teacher is the trip leader, is responsible for decisions, and is in charge of students and chaperones.
- When you chaperone, we need your supervisory help. Although we want you to enjoy the trip, remember that your first responsibility is to supervise students. Please be firm with any child whose behavior is inappropriate, and get the teacher’s help, if necessary.
- Never take students off site without the prior knowledge and approval of the teacher-in-charge.
- Cell phones should be left in your pocket or purse and only used if an emergency arises.



- Because this is an educational activity, siblings are not allowed to attend. Younger children can distract our group activities, at times needing attention that is taken away from the students. Please make other daycare arrangements before the day of the field trip.
- Please remember that you serve as a model for our students. We ask that you dress appropriately and remember that smoking by chaperones is strictly prohibited, as the location of the field trip is an extension of the school boundary and school day.

### **Holiday Parties**

Holiday parties are typically held four times a year: Halloween, Winter Holiday, St. Valentine’s Day, and the end of the year. Room representatives are responsible for overseeing the details of the parties. Grade level teacher teams will meet with their grade level room representatives prior to the class party to plan the menu and activities. Parents of students with life-threatening allergies or other health concerns will be invited to the planning meeting. Parents will be asked for donations from the list of planned menu items. No other food items will be permitted into the building.

### **Birthdays**

Because of health concerns with food allergies and diabetes, parents and guardians may only send in **non-edible** birthday treats for their child to share with homeroom classmates. These can be items from (for instance) the Dollar Store or other similar items of your choosing.

### **Volunteers**

Timonium Elementary School has traditionally had a richer program for our students because of the outstanding volunteer program delivered by our parents. We urge you to consider volunteering in your child’s classroom, the library, the art room, or the music room during the school year. Volunteers are helpful in both instructional and non-instructional ways.

All volunteers are required to attend a training update meeting and complete the BCPS Application for Volunteer Services (or initial an Application previously completed—these are kept on file in the school office). Not only is it a good idea to renew skills and review school policies and procedures, but also State Law requires that all volunteers be trained annually in Suspected Child Abuse and Neglect policies and procedures. Volunteer training is conducted during Back to School Night and once each month during the school year: call the school office to get the training schedule.

#### ➤ **Sign-In**

To assure protection under Maryland State Law for comprehensive liability insurance and worker’s compensation, all volunteers are required to sign in as a visitor upon entering the school and to wear a volunteer/visitor badge.

It is also important that you record your hours each time you report to your volunteer job. There are two ways to record your hours: a sign-in book located in the office and you can log your hours on the PTA website at [www.timoniumpta.org](http://www.timoniumpta.org). Do not forget to include the hours spent for home volunteering jobs.

#### ➤ **Recognition**

The school can receive recognition by the county and state for volunteer efforts based on the total hours accumulated by all of our volunteers. Individuals will be recognized for their volunteer hours.

#### ➤ **Tax Deduction**

The IRS allows a number of tax benefits for volunteers. Volunteers may deduct un-reimbursed expenses, made as part of giving services to a school. Car mileage, bus and cab fares are deductible. Service hours are not deductible.

### **Parking**

Due to a shortage of parking spaces in our lots for faculty and staff, we ask that parents not park in school parking lots. Parking in the fire lanes, at any time, is prohibited. Also, parking is not allowed in the bus circle from 7:00 - 9:30 AM and from 2:00 - 4:00 PM. When parking for student drop-off or pick-up, for a field trip, or in-school activity, please park on the opposite side of Eastridge Road or along Northwood Road. There is no parking on the school side during arrival and dismissal times. These places are clearly marked with no parking signs and the county police department patrols the street regularly. No one should park in the spaces reserved for handicapped parking unless the appropriate tags are displayed on the vehicle.

### **Fundraising**

Timonium Elementary participates in a number of fundraising opportunities made available to it by local and national merchants. Although we do not endorse any particular store or web site for the purchasing of food, supplies, or other items, should you choose to shop at any of them, those purchases will provide us with additional funds. These funds are used to purchase educational materials and supplies as well as student and teacher incentives and programs. We participate in fundraising with Target, Giant, ShopRite, BoxTops for Education, and Office Depot. More about these easy fundraisers is included in our monthly Timonium Times newsletter. Families are not obligated to participate.

From time to time Timonium Elementary sponsors more specific and targeted fundraising projects. In the past, these have included activities to raise funds for computers, new playground equipment, and other needed supplies and materials. Each year during American Education Week, the library media center holds a Book Fair with all proceeds used to supplement the library collection and other media materials.

The Timonium Elementary School PTA does sponsor a fall fundraiser during the month of September. See the PTA page for more information.

Tax deductible donations can be made to the school at anytime in the form of cash, equipment, books, and educational materials. For more information, please contact the school office.

### **Returned Checks**

Issuers of dishonored checks presented to Baltimore County Public Schools will be given 10 days to submit full payment of the amount of the check plus actual bank charges incurred by BCPS. Payment may be made by means of a money order, cashier's check, or cash. If this payment is not received by the end of 10 days, the issuer will need to submit full payment of the amount of the check plus \$35.00. If payment is not received at the end of the 20-day period, BCPS will turn over the dishonored check, and all other available information related to this check, to the State's Attorney for criminal prosecution. If the dishonored check is turned over to the State's Attorney for collection, schools can not and will not accept restitution from the check issuer. Funds collected by the State's Attorney will be remitted to the school. Parents who remit dishonored checks may be asked to pay in cash for the remainder of that school year.

## **STUDENT BEHAVIOR**

All students have the right to a good learning climate. In our efforts to support learning for all students, it is expected that each student behave in ways that will not interfere with his/her learning or the learning of others. It is important for students to assume responsibility for their actions and realize the relationship between their behavior and learning.



Students are expected to make appropriate decisions and be willing to accept the consequences if wrong decisions are made. Consequences for repeated behavior that is not conducive to learning are outlined in the Baltimore County Public Schools Student Behavior Handbook. In addition, each teacher, with input from the students in his/her class, is responsible for developing a set of “class rules” that applies to behavior in the classroom, halls, special area locations, and during recess. It is our expectation that these guidelines will lead students to behave in a manner that will promote a productive learning environment.

All students receive a copy of the Student Behavior Handbook during the first few weeks of school. The principal and assistant principal meet with each grade level to discuss the content of the handbook with the students. The handbook is then taken home by the student and shared with a parent or guardian. Once the handbook is reviewed at home by the parent/guardian and child, the signed Student Handbook Acknowledgement Form must be returned to the classroom teacher.

We also expect our students to be well mannered, polite, and orderly in the cafeteria. During lunch time, students may talk quietly with their immediate neighbors while they eat. They should not get up and move about the cafeteria to visit other tables or friends. Rules are prominently displayed and cafeteria assistants are available to help students and to monitor student behavior.

If inappropriate behavior is a frequent problem, teachers and/or the administrators will be in contact with parents to discuss the problem. Students will not be allowed to continually disrupt a class or interfere with the learning of others.

### **STARR Program** (Students That are **R**espectful and **R**esponsible)

The STARR Program celebrates exemplary student behavior. The six character traits of Respect, Responsibility, Caring, Fairness, Trustworthiness, and Citizenship are the focus of each school year. Character traits for the month are communicated to the students. Then teachers and classmates recognize students by voting for the ones who exhibit to staff and peers the character trait. On a daily basis, STARR students are introduced on the morning announcements, the character trait exhibited is noted, and then the students lead the Pledge of Allegiance and, on Mondays, the school pledge as well.

#### **TIMONIUM ELEMENTARY SCHOOL PLEDGE**

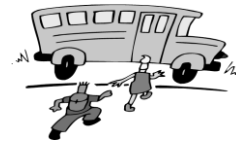
**To be a good citizen of the Timonium Elementary Community, I will...**

- **Be kind to myself and others,**
- **Accept the consequences of my actions,**
- **Take care of my property and the property of others,**
- **Be accountable for all I say and do,**
- **And follow school rules.**

### **Guidance Services**

The development classroom guidance program addresses problem-solving skills from kindergarten through fifth grade. In addition to the classroom guidance program, TES has a social skills curriculum that is taught in grades K through 3rd called Second Step. The scope and sequence of this curriculum includes skills for learning, building empathy, managing emotions and problem solving peer relationships. Students participate in weekly lessons in order to build a set of social skill competencies for both in and out of the classroom. Our classroom guidance program supports the skills that are taught by the classroom teachers. In 4th and 5th grades, the classroom guidance program expands to include conflict resolution and peer mediation skills.

## **TRANSPORTATION**



### **Regulations**

Bus transportation is available to students who reside a mile or more from school. Students will be expected to ride their assigned buses to and from school and be picked up and discharged at the same stop. The Office of Transportation reminds families that students may only ride their assigned bus, and students designated as walkers may not ride a bus to or from school. Should students be planning an after school visit, parents/guardians will need to make arrangements to pick up both

students at school or transport children for the visit after the students arrive home. Remember, if you are the adult picking up your child's friend, you will need to present a permission note from his/her parent or guardian to the office.

### **Bus Stop Safety**



Students of all ages should be properly supervised at the bus stop each morning. If they arrive early or if there is no adult supervision, the children may be at risk for potential danger. Parents/guardians should make arrangements so that the children are safe from traffic, strangers, altercations with each other, etc., while waiting for the bus.

### **Crossing Procedures**

The following procedures are followed to ensure the safety of the students:

- Students getting off the bus are to **WAIT** on the side of the road where they get off.
- Students must **STAND AWAY FROM THE SIDE OF THE BUS UNTIL THE BUS PULLS AWAY**, leaving better clearance for vision in both directions.
- When traffic is cleared and it is safe to cross, students should proceed to the other side of the road.

### **Rules for a Safe Trip to and from School**

To ride a school bus is a privilege. Behavior which causes the driver to be distracted jeopardizes everyone's safety. Students who exhibit inappropriate behavior may be denied the privilege of riding the bus and parents/guardians will have to arrange other transportation to and from school. Mandatory bus emergency evacuation drills are held twice a year.



It is imperative that all students follow simple bus rules for a safe trip.

- Arrive at your bus stop on time.
- Stay in your seat while the bus is in motion.
- Keep your hands, feet and objects inside the bus windows.
- Use appropriate language at the bus stop and on the bus.
- Keep your hands, feet and objects to yourself on the bus, with no physical contact.
- Listen to the bus driver at all times.

Bus stops for all of our buses are included in the summer edition of the *Timonium Times* which is usually mailed in late July or early August. Although specific times for each bus stop are not included in this list, the Department of Transportation asks that at the beginning of the school year students arrive at their stop at 8:00 a.m. Further questions regarding bus transportation may be directed to the Office of Transportation at 410-887-4321.

## **ATTENDANCE**

To maintain good scholastic performance, students must attend school regularly. The federal government and the Maryland State Department of Education (MSDE) have set high standards for regular school attendance. The State of Maryland standard for attendance is 94% for satisfactory (absent no more than 11 days per school year) and 96% for excellent (absent no more than 7 days per school year). Timonium Elementary School has consistently exceeded those standards, which contributes to our students' academic success.

Following an absence, students are required to present a note to their homeroom teacher. The note, signed by the parent or guardian must include the name of the student, the date(s) of the absence, and the reason for absence. Upon receipt of the absence note, the school will certify the absence as excused or unexcused. Absences not supported by a note will be considered unexcused. Absences that are considered "excused" include illness of the child, death in the immediate family, quarantine, court summons, violent storms, work or activity approved or sponsored by the school or school system, observance of a religious holiday, and state of emergency.

Students are expected to assume the responsibility for maintaining the continuity for learning regardless of the reason for absence. Teachers will assist students in making up missed work for excused absences whenever possible. If necessary, arrangements can be made by a phone call to the school secretary or by notifying the teacher in writing or by email. The best procedure to obtain homework for absentees is to have a “buddy system” whereby a neighboring student in the same class will bring work home. Parents or guardians are also welcome to pick up work at the end of the school day.

### Student Absences

The Maryland State Department of Education has issued guidelines for recording student absences as follows:

- A full-time student must be present for at least four hours to be marked present for a full day.
- A full-time student must be present at least two hours to be marked half-day present.
- Full-time students present for less than two hours must be recorded as absent.

### On Being Tardy

It is also very important that your child arrives at school on time every day. The school system expects the attendance committee to monitor lateness. Should the number of late arrivals significantly exceed expected standards (10%), the committee will notify parents/guardians and offer support and guidance. Bad habits can be hard to break so the sooner problems are remediated, the better for all of the students (and families) involved.

### Attendance Committee

Chronic absenteeism is of special concern. Students who miss 20% of class time within a grading period could be subject to a failing grade in the class or classes they have missed. In addition, the school system requires every school to maintain an attendance committee to monitor individual student absences and late arrivals. Each month the committee meets to review attendance data and is required by policy to follow up with families who have children with a high absentee or tardiness rate. TES’s local committee is under the leadership of our Pupil Personnel Worker.



### Vacations and Make-up Work



In recent years we have seen an increase in families planning vacations during the regular school year when students are expected to be in school. We strongly discourage families from this practice as it is very disruptive to the student who is missing instruction. In elementary school, class work accounts for 60%-70% of a student’s final grade. When a student is absent for a period of several days to a week, it is very difficult to “make up” that lost instructional time. When a student returns after an extended absence, it is hard for him/her to transition back and it places additional responsibility on the teacher to try to catch the student up. Of course, in the case of illness, this cannot be avoided. But planned vacations can be scheduled to match both the winter and spring vacations, as well as the long weekends that are built into the school calendar.

**Please note that all absences because of vacations are considered unexcused, and that school policy does not allow teachers to prepare work packets for students to take with them.** Teachers will hold the papers and assignments that a student misses and have them ready for the student to complete at home as make-up work upon the student’s return.

**Baltimore County Public Schools**  
**LATE OPENING AND EARLY DISMISSAL**

Should it be necessary to open all Baltimore County Public Schools late or close schools early system-wide due to inclement weather or other hazardous conditions, the procedures outlined below will apply. Please note that it is often easier for you to find out this information from the radio or television stations than by calling school as the media outlets are often given this information before the schools. Possible school system and media sources would include the following:

- bcps.org
- 410-887-5555
- schoolsout.com
- WBAL Radio 1090
- local television stations



If no announcement is made, it may be assumed that school will be open or remain open as normally scheduled.

**LATE OPENING**

In the event of bad weather or hazardous conditions, schools may delay opening.

**Opening One Hour Late** – Students, grades Kindergarten through 12, are expected to arrive at school one hour late (between 9:30 and 9:45 for Timonium). Buses will also run one hour late and families should plan accordingly.

**Medications** – Doses will be given as usual with minor modifications in timing.



➤ The following **message** will be given to television and radio stations: **“All Baltimore County Public Schools will open one hour later than normal opening time.”**

**Opening Two Hours Late** – Students, grades K through 12, are expected to arrive two hours late (between 10:30 – 10:45 for Timonium). Buses will also run two hours late and families should plan accordingly.

**Medications** – Doses scheduled to be given before 10 a.m. will not be given in school; other doses will be given according to the prescribed schedule.



➤ The following **message** will be given to television and radio stations: **“All Baltimore County Public Schools will open two hours later than normal opening time. There will be no morning prekindergarten classes.”**

**EARLY DISMISSAL**

Should it be necessary to close all Baltimore County Public Schools early due to inclement weather or other hazardous conditions, the procedures outlined below will apply as indicated for one-, two-, and three-hour early dismissals.

**Closing One Hour Early** – Students, grades Kindergarten through 12, in all schools will be dismissed one hour earlier than normal (2:15 for Timonium) in their usual fashion. **Lunches** will be served to students as usual.



➤ The following **message** will be given to television and radio stations: **“All Baltimore County Public Schools will close one hour earlier than normal closing time.”**

**Closing Two Hours Early** – Students, grades K through 12, in all schools will be dismissed two hours earlier than normal (1:15 for Timonium).

**Lunches:** Lunches will be served to all students who would normally eat at school with some possible adjustment to the lunch schedule.



➤ The following **message** will be given to television and radio stations: **“All Baltimore County Public Schools will close two hours earlier than normal closing time. There will be no afternoon prekindergarten classes.”**

**Closing Three Hours Early** – Students, grades K through 12, in all schools will be dismissed three hours earlier than normal (12:15 for Timonium).

**Lunches** – Lunches will be served to all students who would normally eat at school with some possible adjustment to the lunch schedule.

**Medications** – Should school close three hours early, lunchtime doses will not be given.



➤ The following **message** will be given to television and radio stations: **“All Baltimore County Public Schools will close three hours earlier than normal closing time. There will be no afternoon prekindergarten classes. Morning prekindergarten students will be dismissed with other elementary school students.”**

If possible, the decision to close schools three hours early will be made by 10:00 a.m.

### **SCHOOL CLOSED**

**In the event of bad weather or hazardous road conditions, all Baltimore County Public Schools may be closed for the day.**

The following **message** will be given to television and radio stations: **“All Baltimore County Public Schools will be closed for the day.”**



### **PLEASE NOTE**

In the cases of all day or early school closing due to inclement weather, all planned use of the school facilities for that day or for time subsequent to the early dismissal are automatically cancelled. In case of a Friday closing or early dismissal, planned use of the school facilities for Saturday and Sunday will be at the discretion of the school principal, who will consult with appropriate personnel in the Department of Facilities. In addition, you may hear reference to the **HEREFORD ZONE** of Baltimore County. Timonium Elementary School is **NOT** in that zone. There are times when the schools in the Hereford Zone are closed and **Timonium is in session.**

### **WHEN ONLY TIMONIUM ELEMENTARY IS CLOSING**

In the event that only Timonium Elementary School must close early due to unexpected circumstances affecting our school or the surrounding community (i.e., power failure, water main break, lack of heat, etc.), closure information will be given to local television and radio stations. Our BCPS Connect-Ed Telephone System will be initiated to advise parents/guardians of the early closing. Connect-Ed will call all telephone numbers in our student database. Students may be picked up at school by authorized individuals listed on your Student Contact Information Form. Students who have not been picked up early will be dismissed at 3:15 p.m. in the same manner as they are dismissed on a regular school day. If circumstances require evacuation to a nearby evacuation site (Ridgely Middle School or Havenwood School) staff will remain at Timonium Elementary to direct parents to the evacuation site. Students who have not been picked up early from the evacuation site will be dismissed in the usual fashion at 3:15 either by bus or they will be brought back to Timonium Elementary for dismissal as walkers.

**NOTE to Hot Spots daycare participants:** Hot Spots expressly notifies its families of its school closure policies. In addition, Timonium Elementary communicates with Hot Spots families at the beginning of the school year the specific dismissal procedures that will be followed for Hot Spots students in the event of an early closure. In the event of a building evacuation, Hot Spots students will remain at the evacuation site until picked up by authorized individuals.

In the interest of safety, we request that our families regularly review emergency closing procedures and discuss emergency plans with their child(ren).

**PLEASE REMEMBER TO UPDATE THE SCHOOL OFFICE THROUGHOUT THE SCHOOL YEAR IF ANY OF YOUR CONTACT INFORMATION CHANGES.**

## **SAFETY**

### **SCHOOL EMERGENCY PLAN**

In the event of an emergency or crisis, a well-organized and rehearsed safety action plan goes into effect. In addition, a crisis management team includes the administrators and staff members. The goal of the plan is the safety of your children and the ability to account for all students and staff during any emergency. Our plan includes the following drills: fire drills, lockdown drills, evacuation drills and severe weather safe area drills.

1. Fire Drill – A fire drill is held at least once a month. Everyone evacuates the school building when the fire alarm is sounded. Roll is called and everyone is accounted for quickly.
2. Lockdown Drill – An announcement is made over the public address system for everyone to stay in the classroom. All classroom doors are locked, lights are turned off and children sit quietly away from windows and doors. There are two lockdown drills every year.
3. Severe Weather Drill – In the event of severe weather, an announcement is given over the public address system. All students sit quietly by their lockers in the hallways. Everyone is accounted for while sitting quietly as roll is called. There are two severe weather drills during the school year.
4. 500 Foot Drill – An announcement is made over the public address system to evacuate the building for a 500foot drill. Classes moves directly out and away from the building as quickly as possible. The entire school population meets in the farthest sports field. Everyone is accounted for as quickly as possible. We hold two of these drills every year.



## **SCHOOL LUNCH**

Students have three choices for lunch on a daily basis. The county menu provides for two hot plate items and a salad. Students may choose to bring their own lunch from home. Milk, juice, water, ice cream and various snacks may also be purchased. A price list for all items is provided for students at the beginning of each year. Note: Students should not bring glass containers to school. Students should be able to independently open lunch containers sent from home as there are only two lunch aides in the cafeteria.

### **SNAP Card Program**

All Baltimore County Public Schools participate in the School Nutrition Accounting Program (SNAP). This program allows parents/guardians to deposit monies in a debit lunch account. Each student is issued a debit card (which remains in school) together with a 3-digit "PinPad" number to use for purchases made in the cafeteria. Forms to deposit money are sent home with all students and are also available in the school lobby. This program has been very successful and we encourage parents to take advantage of its convenience and flexibility. It also ensures that no child will ever need to worry about having money for lunch. The BCPS Lunch Prepayment Form which should accompany all lunch prepayments allows you to limit your child's purchase to meals only (no a la carte purchases) if you wish. If you have more than one child here at Timonium, you should use one prepayment form for each child although you may write one check to cover all prepayments. Please be sure to list all of your children's names on the check. If no specific amounts are noted on the form, the funds posted on the check will be equally distributed among all of your children's debit accounts.

### **MyLunchMoney.com**

In 2011, the BCPS Department of Food Services began participating in the "Mylunchmoney.com" online meal payment program. Here are some facts taken directly from the website (<https://www.mylunchmoney.com>) about this program which is available to families to pre-pay and manage meal funds for students.

"There is no cost to use our service which includes checking student meal history, receiving low balance notifications, setting spending limits, etc. However, parents in some districts [including BCPS] may be charged a small transaction fee for each payment made. All fees will be displayed at the time of payment. While funding your account, all fees will be displayed BEFORE you complete the transaction. The fee is applied to each school site listed on the account. If all students are attending the same school then the fee will only be applied once when funding all students at the same time. If you do not wish to continue making the payment, click cancel. If you are using the Smart Pay feature be sure to turn it off immediately after clicking cancel. The payment will be canceled and your credit/debit card will not be charged. Parents can view seven (7) calendar days worth of meal purchases. If you request that your account be closed due to the transaction fees please consider keeping the account open without having to enter your credit card information. This will allow you to use our web site for its free services which include notification emails when your child's balance goes below \$5.00 along with the ability to see the balance in your child's account at the end of each day. Additionally in many districts we also have features that allow you to set daily or weekly spending limits for your child and view what they have eaten for the last 7 days with our meal history feature."

NOTE: You are welcome to use the Mylunchmoney.com program without paying the deposit fee referenced above by sending funds directly to school to fund your child's account (rather than using the website for payments). These payments will appear in the online account. MyLunchMoney currently receives only seven calendar days worth of meal history from your student's schools. If you would like a lengthier history, please contact your student's Cafeteria Manager and request an Account History Report. This report provides an itemized detail of all account activity dating back to the beginning of the current school year.

**Of course your child can always pay for lunch or other lunch items with cash.**

**Please Note**

If your child forgets his/her lunch and does not have money to purchase a lunch, he/she will be provided a lunch on credit – to be repaid when funds are put on the SNAP card account. You will then receive a low balance notice, carried home by your child, informing you that your child's account is low or out of funds. You are asked to then send in monies for the account along with the prepayment form the next day. Although we assure you that no student will go without food, the cafeteria can only "carry" students for a very short time. If accounts are not settled quickly, the manager is instructed to provide something for the student to eat but there can be no guarantee that the student will be given an item from the posted menu or something that he/she prefers. We thank you in advance for your efforts to keep accounts up to date and your willingness to use the SNAP Card.



We cannot, however, provide snacks on credit. If a child comes through the line with a lunch and/or snack item but no money (in hand or on his/her SNAP card) he/she will be permitted to have the lunch but not the snack. The same is true for those students who bring their lunch and want a snack but do not have money to pay for it.

**STUDENT HEALTH**

Our full-time nurse provides first aid to sick and injured children and staff, serves as a resource person, provides health screening and implements health related laws. To ensure and maintain your child's good health and safety, please take a few minutes to review the following guidelines:

- Please keep all home, work, and emergency phone numbers at school up-to-date. When there is a medical emergency, it is essential that we have current phone numbers.
- Please keep the nurse informed of your child's daily medication, allergies, diet or physical restrictions, and vision and/or hearing impairment, as well as any changes that may occur during the year.
- **By communicating your child's special health and safety needs to us, we can ensure a safer and healthier school year.**

**Immunization Policy**

All students attending a public school in Maryland are required by law to have their immunizations up-to-date. A schedule of time-lines is available from the nurse.

**Prescription Medications**



We attempt to discourage administration of medication in school; however, if your physician decides it is necessary for your child to receive medication during the school day, the physician must provide the approval and specific directions to the school.

**Parents must bring the medication to the school in the original box or bottle with the current prescription label on the container. All medications (even over-the-counter medications) require a written physician's order. Students are not to have medications in their possession or in their locker at any time. All unclaimed medication must be disposed of at the close of the school year.**

## **Discretionary Medications**

Baltimore County Public Schools allows the school nurse to administer discretionary medications in accordance with established protocols. These medications are Tylenol, Benadryl, Tums, cough drops, and throat lozenges. These discretionary medications are intended for occasional use only. This service is available to alleviate your child's minor discomforts and avoid early dismissals when possible.

**YOUR CONSENT MUST BE OBTAINED BEFORE ANY DISCRETIONARY MEDICATION CAN BE GIVEN TO YOUR CHILD. THE PARENTAL PERMISSION IS SENT HOME AT THE BEGINNING OF THE SCHOOL YEAR AND MUST BE RENEWED EACH YEAR.**



## **When should I keep my child home from school?**

The following guidelines are provided to help parents make decisions as to whether a child should be sent to school. A responsible decision on the part of the parent will reduce the number of ill students at school and prevent the spread of germs. In addition, frequent hand-washing is a primary way to prevent the spread of these germs.

### **When not to send your child to school.**

- Vomiting more than once in the previous 24 hours
- Uncontrolled diarrhea
- Fever above 100 degrees – need to be fever-free for 24 hours before returning to school
- Pinkeye with white or yellow discharge – need to be on medication for 24 hours
- Strep infections until 24 hours after treatment – notify the school if your child does have strep
- Uncontrolled coughing – if your child has an asthma attack during the night or before school and is still experiencing wheezing or coughing, is symptomatic and has medication in school, call the school nurse and she will monitor the student during the day
- Extreme fatigue with no appetite accompanied by behavior change

### **If my child has a cold or sore throat, should I send him/her to school?**

- Take your child's temperature – if no fever, send the child to school. Note: The Centers for Disease Control recommend a throat culture for any sore throat lasting three days or more.

### **Should I send my child if we get up late?**

- Yes, being late is better than being absent.

### **Some ways to ensure a good start to a school day:**

- Be sure your child has a regular bedtime (before 9:00 on school nights and earlier for younger children).
- Have your child decide what to wear the night before and lay the clothes out.
- Breakfast is essential – many children come to school without breakfast and are fatigued by mid-morning.
- Avoid foods high in sugars and fats; the decrease in blood sugars mid-morning can cause stomachaches, headaches, and feelings of fatigue and weakness.

## COMMUNICATION

### Calendars

The Baltimore County Public Schools (BCPS) distributes a countywide calendar and information booklet at the beginning of the school year that outlines the academic year. BCPS calendars and events are also posted on the BCPS system's website [www.bcps.org](http://www.bcps.org) and on the Timonium Elementary School website at <http://timoniumes.bcps.org>.

### Newsletter

The school newsletter, the *Timonium Times*, is posted monthly on our school website. This publication is the primary source of up-to-date information about the school community and upcoming activities and events.

### Student Planner



Every student in grades two through five is issued a planner at the beginning of the school year. Please review assignments and any notes written in this book daily with your child. Sign your name in the box on the bottom of the page; that is an indication to your child's teacher that you have seen the assignments and are aware of all notes written to you.

### Work Samples

In order to keep you informed of your child's progress in school, teachers will frequently send home your child's classroom work samples. Please review the work samples with your child.

### Report Cards

Report cards are sent home four times a year for grades two through five. First grade students receive report cards three times a year beginning with the second term. The distribution dates are published in the system calendar and in the school newsletter.

Kindergarten students receive progress reports twice a year, one at the end of each semester. Based on the Maryland State Department of Education guidelines, they are designed to show growth or progress in a number of academic and social/emotional areas. They are normally shared with parents/guardians at formal conferences.

Report card grades are comprised of the following components based on BCPS Board Policy/Rules and Guidelines set by the Department of Elementary Programs:

	<b>Grades 1 &amp; 2</b>	<b>Grades 3, 4, &amp; 5</b>
<b>Class work</b>	70%	60%
<b>Tests</b>	20%	25%
<b>Homework</b>	10%	15%

The instructional code used on report cards varies with the grade level of the child: primary students (K-2) receive grades as independent, progressing, or emerging learners (I, P, or E), while intermediate grade (3-5) students receive letter grades (A-F). There are also codes for student behavior and effort.

### Homework



Homework is an important part of student learning. Homework reinforces, enriches, and extends learning by providing a variety of educational opportunities outside the classroom. It also encourages the development of independent study habits and teaches responsibility. Among other educational benefits, homework provides an opportunity

for family involvement in the child's education and parents and guardians are encouraged to support the school in seeing that homework is completed.

As a student advances through school, it is reasonable to expect that the amount of homework will be increased. Timonium Elementary follows the Board of Education's recommended average of 30 minutes per day for students in grades 1 – 3 and an average of 60 minutes per day in grades 4 – 5 for all subjects combined. Homework is to be assigned a maximum of four times a week for grades 1 – 3 with no additional written assignments over weekends or holidays. Students in grades 4 –5 could anticipate assigned homework four to five times a week. Work on long term projects may extend over a period of weeks and include weekends if a family desires.

### **Open House**

The week before the students come back to school, an Open House is held when students and parents/guardians can visit the school and meet the teachers. This is an opportunity for students to feel comfortable about their teachers and locate their classrooms. It also gives them the chance to introduce themselves to their teacher.



### **Back-To-School Night**

Early in the school year an evening is scheduled for parents/guardians to visit their child's teachers to learn about the curriculum and program of study for that grade level. This meeting is intended for that purpose, and not to talk specifically about your child. Two sessions are scheduled so that those parents/guardians who have more than one child can visit more than one classroom during the evening.

### **American Education Week**

In November during National American Education Week, all parents/guardians and extended family members are invited to the school to observe students at work. A schedule of open house dates for each grade level is communicated via the *Timonium Times*.

### **Testing**

State assessments are given to students in grades three through five throughout the school year. In addition to individual student information, the results of these tests are also used to evaluate the school's instructional program. You may wish to call for an appointment with your child's teacher or administrators, who will review results with you. Testing dates will be noted in the



*Timonium Times*.

In addition, all teachers assess students on a daily basis using formative and summative assessment instruments. These assessments help teachers determine students' mastery of skills as well as their ability to explain their learning. The results provide teachers with information regarding the strengths and weaknesses of each student and help teachers in planning to meet and extend the needs of all students. The results of these classroom assessments are used in formulating report card grades.

### **Parent-Teacher Conferences**

Another important component of communications between parents/guardians and teachers are parent-teacher conferences. A parent-teacher conference provides parents and teachers an opportunity to strengthen the cooperative relationship between them. In addition, information is exchanged allowing teachers to work more effectively with the child in school and to assist parents in helping their child at home.



The Baltimore County Public Schools calendar schedules one full day when school is closed to students (typically at the end of the first marking period) for all parents/guardians to meet with teachers. In order to provide sufficient time for all

conferences, Timonium’s teachers may expand the number of days used for conferences by meeting before or after school hours. The teachers or grade level teams will contact all parents/guardians prior to the conference date to facilitate scheduling.

In addition, parents/guardians may request a conference at any time to discuss the academic or social/emotional progress of their children by calling, sending in a note, or emailing the teacher or grade level team. A teacher or grade level team may also request a conference during the year.

**The following briefly answers some of the questions parents/guardians frequently have about parent-teacher conferences:**

**“Why did the teacher request a conference?”**

Teachers schedule conferences to discuss student progress, student behavior, and/or an area of concern. When the conference is scheduled, the teacher will share with the parent/guardian the reason for the meeting.



**“How do I prepare for the parent-teacher conference?”**

Parents/guardians should take some time to think about and/or write down any information that may help the teacher have a better understanding of their child.

**“Will I be able to ask the teacher questions?”**

Teachers are aware that parents/guardians will have questions about their child’s progress. Unanswered questions can be shared at the end of the conference.

**“How do I schedule a conference with my child’s teacher?”**

Parents/guardians should contact their child’s teachers to set up a mutually convenient time to meet. It is helpful for the teacher to know the reason for the meeting so that he/she may have the necessary information needed.



**“What do you do after the conference?”**

Parents/guardians should share information with their child, follow suggestions of the teacher, or any other agreed upon plan of action.

Communication between parents and teachers is critical and the teachers at Timonium Elementary School appreciate your involvement and interest. There are times, however, that meeting is not practical. Therefore, impromptu inquiries, no matter how brief they are anticipated to be, are not permitted. Please do not expect teachers to stop teaching or managing their classrooms to talk. Their responsibility at that time is to supervise the students. On these occasions, it would be better to write a note, email a message, or call the office and leave a message with the secretary.

## **SPECIAL AREA CLASSES**

### **Library Media/Technology Program**

The Library Media Program ensures that learning activities are integrated into the curriculum, and students become skilled users of information as they access and gather resources. Instruction is also provided to stimulate interest in reading, viewing, and using information and ideas. Here are a few important things to remember with reference to your child and the library program:



- Always try to find a safe place to keep library books at home.
- Remind your children to bring back library books on time.
- Encourage a love of reading at home by reading at home with your child; encourage them to read independently.

Technology instruction is reflective of the Maryland Content Standards, and begins at the kindergarten level. Our classrooms and computer lab are fully wired for Internet and file-sharing capabilities. Each instructional area has a teacher work station that is used for communication and instruction. In addition to the use of technology by the library media specialist during the weekly Library period, all classes visit the computer lab. A part-time technology integration teacher is assigned to teach students and be a resource for teachers.

### Art



Art is the creative expression for the students' ideas and feelings and should be enjoyable and enriching. Students receive instruction in art and have the opportunity to use a variety of media. In addition, art enrichment is offered to students who excel in art or wish to pursue any facet of the subject that particularly interests them.

Students' art creations are on display throughout the school during the year. The annual spring art exhibit includes work completed from all grade level.

### Physical Education

Our physical education program is devoted to the development of basic motor skills and the application of these skills to play situations. In addition, the program develops understanding in health and safety, preparation for effective participation in recreational activities, and appreciation of satisfying group relationships. Every class meets with the physical education teacher on a regular basis. For safety purposes, students are required to wear proper gym shoes (tennis shoes). A student may bring gym shoes, store in his/her locker, and change into for PE class.



### Vocal Music



Our vocal music program gives students the opportunity to enjoy music through singing, listening, rhythmic movement, playing instruments and dramatic expression. Classes meet with the vocal music teacher on a regular basis. Special choral performances and musical activities are scheduled throughout the year.

### Instrumental Music

The exploratory program for fourth graders focuses on learning about the instruments of the orchestra by examination, experimentation, and the actual playing of instruments. The instrumental program of the fifth grade provides the opportunity to begin an actual study of the different instruments and to participate in group musical activities. It is important for families to note that instrumental music lessons are not a separate class. Students receive lessons on a rotating schedule and, therefore, are pulled during the regular instructional program. Students are held accountable to make up missed classwork. Families need to consider this when deciding about their child's participation in this program.



## **SPECIAL SERVICES**

### **Reading**



The reading teacher implements programs designed for students who either exhibit a developmental lag or require an enrichment curriculum in the area of language arts. Through the introduction of special programs, strategies and materials, she also helps the classroom teacher diversify the program and meet individual needs of all students.

### **Speech, Hearing, Language**

Through a specialized program of instruction, our Speech Language Pathologist (SLP) can identify, diagnose, and provide instruction for students who exhibit speech, language, and other communication disorders.

### **Guidance Counselor**

Our full-time Professional School Counselor presents a developmental classroom guidance program to all students throughout the year. In addition, individual and small group student counseling is available with our counselor who works collaboratively and confidentially with the parents/guardians. If for any reason you would not want your child participating in individual and small group counseling, please send a note specifying your wishes. The counselor is also available to confer with parents. If you wish to meet with the counselor, please contact the school.

### **Special Education Teachers**

Special education teachers work with students who have diagnosed handicapping conditions. Students are identified through the IEP Team process, and services are provided based on the student's Individual Education Plan.



### **Pupil Personnel Worker**

The Pupil Personnel Worker (PPW) consults and works collaboratively with school personnel and parents/guardians to provide assistance to and support for at-risk students. The PPW works in partnership with the school staff in developing programs for identified students and their families in such areas as attendance, behavior and discipline, academics, and the Student Support Services Team process.

### **Occupational Therapist**

The goal of our occupational therapy (OT) program is to enable our students to be functional participants in their education. Direct and indirect OT services are provided to identified students to address the sensorimotor, fine-motor, and perceptual aspects of their school activities. OTs informally collaborate with all teachers to answer questions and provide strategies to help all students to be successful within their classroom programs.

### **Physical Therapist**

The goal of the physical therapy (PT) program is to enable students with disabilities to achieve functional independence in the school environment. Direct and indirect PT services are provided to an identified student when it is required in order to implement that student's educational program. These services to students, school teams, and families may include recommending strategies, modifications, and adaptive aids or developing activities in order to improve school performance, improve large muscle control and balance, promote sensorimotor development, promote independence in functional mobility skills, and/or include disabled students in school activities.





### **School Psychologist**



Behavior and academic problems, analysis of which may extend beyond the abilities of the immediate school staff, are referred to the school psychologist for consultation and evaluation. Recommendations are then made to the home and school for interventions aimed at remediation of the diagnosed problems.

### **Home or Hospital Teaching**

The Baltimore County Public Schools provides instruction at home or in the hospital for pupils who are ill and unable to attend regular school. Generally, a pupil who will be out of school for at least four weeks is eligible with a doctor's recommendation. Application for home or hospital teaching may be made through the school office.



## **THE COMMUNICATION AND LEARNING SUPPORT (CAL) PROGRAM**

Formerly known as the Autism Outreach program, this program has been a part of Timonium Elementary for many years. The students enrolled in this program have IEPs (Individualized Educational Plans) and are in need of support services for their complex communication and learning needs resulting from being diagnosed with Autism Spectrum Disorders. Autism Spectrum Disorder is a developmental disorder that affects many aspects of how a child sees the world and learns from his or her experiences. Students requiring these services typically have significant delays in the areas of cognition, communication, social/emotional, and adaptive behaviors. The services offered to them may include: visually based strategies (such as schedules, pictures representing directions, etc), emphasis on the development of language, communication and social skills, the use of sensory processing techniques and the development of individualized behavioral strategies. They will get this support through their classroom's staff (teacher, teaching assistants, additional adult support), speech therapists, occupational therapists, Adaptive PE teacher, and a music therapist.

Because this is a spectrum disorder, these children can appear very similar to each other but also very different. Some children may spend their entire day within the self-contained classroom, some may be able to go out for parts of the day to be with their peers, and others may spend most of the day in the regular classrooms. It is important to have these children interact with their typically developing peers as much as possible to provide them with good role models.

Even though these students need additional support and different techniques to learn, they are exposed as much as possible to the same curriculum as the rest of the students in the building. It is modified to meet their needs. Instead of taking the regular Maryland State Assessments, they take an alternate assessment (ALT-MSA).

## **THE PARENT TEACHER ASSOCIATION**

The Parent Teacher Association (PTA) at the national, state, and county levels acts as an advocate for all children and strives to foster closer relations between the home, the community, and school. Together, these groups advocate for the passing of laws that protect and care for children and youth and the funding of school budgets that provide adequate resources to teachers and students. The Timonium Elementary PTA promotes the ideals of the national association.

The Timonium Elementary PTA encourages all families to join the association and participate in some aspect of its activities. You can become an active member by:

- Joining during the annual membership drive

- Attending PTA meetings (Executive Board meets first Wednesday of each month at 7:00 PM)
- Volunteering to work on a PTA committee, as a room representative, or as a volunteer
- Supporting fundraising activities

### **Programs and Events**

The Timonium Elementary PTA supports the school's programs by providing many supplementary programs and activities that encourage school spirit, enhance the home-school connection, and enrich the academic program. A partial list of these activities include:

- Student Directory and Events Tri-fold – Dues paying members enjoy the helpful directory that includes family and student information. In addition, all families receive the events tri-fold that includes a yearlong calendar of events and officer and committee chairperson contact information.
- Room Representatives – assist in planning and administering class activities (such as parties) and school functions.
- Cultural Assemblies – provide grade level or school-wide performances that extend student learning or enrich the students' background of experiences.
- STEM Career Day – a daylong fair that features the many and varied science related careers available to students. Community and parent volunteers working in the science field provide information about their occupations. Student science projects are also displayed.
- Family Fun Nights and Fitness Fair– evening events scheduled throughout the year. All families are invited to attend these interactive opportunities that can feature assembly type performers and programs or just provide families a chance to interact with each other in a fun atmosphere.
- Holiday Shoppe – a gift shop providing an opportunity for students to purchase small gifts at reasonable prices for their family and friends prior to the winter holiday.
- Spring Fling – a weekend school spirit celebration where families enjoy fun food and activities. Children's games, used books, baked goods, and raffles make for a good time for all.

## QUICK REFERENCE

**School Address:** 2001 Eastridge Road  
Timonium, MD 21093

**School Phone:** 410-887-7661

**Nurse:** 410-308-1749

**FAX:** 410-887-7662

**E-Mail:** A list of current e-mail addresses for our faculty and staff is included annually in our *Timonium Times* and can also be found at <http://timoniumes.bcps.org>.

**For issues relating to your child's classroom or school concerns, use the following steps:**

1. Consult the Parent Handbook
2. Contact the teacher
3. Contact the counselor
4. Contact Ms. Scaccio, Principal **OR**
5. Contact Mrs. Edwards, Assistant Principal

**For other information, please call the following numbers:**

Athletics	410-887-2328
Transportation	410-887-4321
Career & Technology	410-887-8921
Free/Reduced Price Meals	410-887-7855
General School Closings	410-887-5555
Gifted/Talented Programs	410-887-4330
Magnet Schools	410-887-4127
Equity and Assurance	410-887-2444
Ombudsman	410-887-4138
School Boundaries	410-887-4215
Special Education	410-887-3660
Lutherville-Timonium Rec Center	410-887-7684
Hot Spots Daycare	410-666-4080

### Websites

Timonium Elementary School: <http://timoniumes.bcps.org>  
Baltimore County Public Schools: [www.bcps.org](http://www.bcps.org)  
Maryland State Department of Education: [www.marylandpublicschool.org](http://www.marylandpublicschool.org)  
PTA Timonium PTA: [www.timoniumpta.org](http://www.timoniumpta.org)  
National: [www.pta.org](http://www.pta.org)  
State: [www.mdpta.org](http://www.mdpta.org)  
Baltimore County: [www.bcptacouncil.org](http://www.bcptacouncil.org)