

# Timber Grove Elementary Parent Handbook 2019-2020

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[timbergrovees.bcps.org](http://timbergrovees.bcps.org)



## *Our Mission and Vision*

*Our mission* at Timber Grove Elementary is to provide *all* students with outstanding teaching and learning in order for *all our children* to be globally competitive graduates.

*Our vision* is to work collaboratively with all Timber Grove Elementary families to improve student growth and achievement by:

- Ensuring a safe, orderly and caring learning environment.
- Teaching, modeling, and promoting positive character traits.
- Preparing *all* students to think critically, problem solve, create, and use technology to enhance knowledge and skills.
- Providing a personalized learning environment that is student centered, and collaborative.
- Offering frequent academic and self-development feedback to students. Communicating effectively in a timely manner.

We believe that in order to realize this mission, the home and school must work as a team. This handbook has been provided especially for you. The purpose of the handbook is to provide important information about our school.

Please do not hesitate to call or email us at any time. We welcome questions and concerns that may come up during the year. We look forward to our partnership as we keep the focus on the education of our children.

Scott Audlin  
Scott Audlin, Principal  
[saudlin@bcps.org](mailto:saudlin@bcps.org)

Valerie Lewis  
Valerie Lewis, Assistant Principal  
[vlewis@bcps.org](mailto:vlewis@bcps.org)

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## **SAFETY PLANS FOR TIMBER GROVE ELEMENTARY**

The following emergency drills will be conducted with our entire student body at various times during the year, beginning with the first day of school. The emergency drills are as follows and will be unannounced for teachers and students:

### ***Universal Emergency Response Procedures – What Parents Need to Know***

*Once an administrator calls for one of the universal emergency responses below, students, employees, service providers, and visitors are to immediately follow the procedures provided. Notification is to be given in an age appropriate manner. Parents should not come to a building while the occupants are under one of the procedures below as it may endanger the parent and/or students and staff. Staff will communicate with parents as soon as they are able to do so.*

***EVACUATION FOR USE WHEN CONDITIONS OUTSIDE ARE SAFER THAN CONDITIONS INSIDE.*** *When a school's or office's occupants are told to follow their evacuation procedures, there is a condition within the building that makes it safer for them to be out of the building. Each school or office building has designated meeting locations for an evacuation with alternate locations if necessary.*

***DROP, COVER, AND HOLD FOR USE IN AN ENVIRONMENTAL THREAT SUCH AS AN EARTHQUAKE.*** *When the drop, cover, hold response is called, occupants of a building will take cover away from windows or any areas that are likely to be affected.*

***LOCKDOWN FOR USE IN PROTECTING BUILDING OCCUPANTS FROM IMMINENT DANGERS IN THE BUILDING OR IMMEDIATELY OUTSIDE.*** *When a school or office building is on lockdown, no one can enter or leave the building. Movement within the building is restricted, and individuals within the building remain behind locked doors until cleared to move by first responders or when the event is deemed over.*

***LOCKOUT (Replaces Alert Status) FOR USE IN SECURING ACCESS TO BUILDINGS, USUALLY RESULTING FROM AN EVENT IN THE COMMUNITY.*** *When a school or office building is on lockout, no one can enter or leave the building without the principal's or office head's permission. The building's external doors are secured but classes are conducted as normal. This permission is granted on a case-by-case basis and usually granted in conjunction with approval by the Baltimore County Police Department.*

***SEVERE WEATHER SAFE AREA FOR USE IN SEVERE WEATHER EMERGENCIES.*** *When a severe weather response is called, occupants of a building will take cover away from windows or any areas that are likely to be affected. Dismissal may be delayed.*

***SHELTER IN PLACE FOR USE IN SECURING ACCESS TO A BUILDING AND FOR CONTROLLING MOVEMENT WITHIN A BUILDING.*** *When occupants of a building are told to shelter in place, they remain in their locations. Activities within that location can continue but students do not move from one location to another. If there is a threat of chemicals from outside of the building, staff makes every effort to seal the building from outside toxins by shutting down their air handling systems and blocking fumes from entering the building.*

***ALICE PROTOCOL USED IN A SITUATION INVOLVING AN ACTIVE ASSAILANT OR THE IMMINENT THREAT OF AN ACTIVE ASSAILANT.*** *When an ALICE protocol is called, occupants will respond by evacuating or locking down based on information they have about the location of the assailant. ALICE stands for alert, lockdown, inform, counter, and evacuate.*

## **BCPS VISITOR SCREENING SYSTEM-Raptor**

Once a visitor has identified themselves via the intercom at the front door, and the purpose of their visit has been approved, they will be asked to enter the office. All visitors must present valid and current government issued *photo* identification, such as a *Driver's License* or *MVA ID* card. This identification will then be scanned by the front office staff using the RAPTOR system. This system will screen all individuals through a database to identify registered sex offenders.

The process of scanning and reporting takes several minutes. Once your ID has been scanned, and you are approved, you do not need to scan your ID again for future visits. However, you still must present your photo ID card, and a visitor's pass will be issued for the time you are in the building.

This system will keep all of our students as safe as possible when they are in our care during the school day. We thank you for your cooperation, and understanding of this required visitor screening process.

### Timber Grove Parent Calendar 2019-2020

<b>August 2019</b>	
<b>September 2019</b>	
2	Labor Day – School Closed
3	Opening Day for Students
24	PTO Ice Social
30	Professional Development Day-Schools Closed for Students
	Rosh Hashanah
<b>October 2019</b>	
9	Professional Development Day-Schools Closed for Students
	Yom Kippur
14	Columbus Day
18	Professional Develop Day-Schools Closed for Students
<b>November 2019</b>	
8	First Marking Period Ends-Elementary and Middle Schools Close 3 Hour Early
11	Veterans Day
21	Report Cards Distributed
18-22	American Education Week
22	PreK and Elementary Conference Day-Schools Closed for Students
25	PreK Conference Day- No Prek
28-29	Thanksgiving Holiday-Schools and Offices Closed

<b>December 2019</b>	
20	Winter Break Begins at the End of the School Day
<b>January 2020</b>	
2	Schools Reopen
20	Dr. Martin Luther King Jr. Day -Schools and Offices Closed
24	Second Marking Period Ends-Elementary and Middle Schools Close 3 Hours Early
<b>February 2020</b>	
6	Report Cards Distributed
12	Lincolns Birthday
17	Presidents' Day-Schools and Offices Closed
<b>March 2020</b>	
25	Maryland Day
<b>April 2020</b>	
3	Third Marking Period Ends-Elementary and Middle Schools Close 3 Hours Early Spring Break begins at the end of the school day
13	State Mandated Holiday-Schools and Offices Closed
14	Schools Reopen
23	Report Cards Distributed
28	Maryland Primary Election-Schools and Offices Closed
<b>May 2020</b>	
4	Prek and K Conference Day-No Prek or K
5	PreK Conference Day-No Prek
25	Memorial Day Observed – School Closed
<b>June 2020</b>	
17	Assessment Day-Last Day for PreK
18	Assessment Day- Elementary and Middle Schools Close 3 Hours Early
19	Assessment Day- Elementary and Middle Schools Close 3 Hours Early Last Day for Students

**Parent's Quick Reference**  
**GETTING THE HELP YOU NEED!**  
**TGE Office Phone 410-887-1714**  
**School Fax 410-887-1566**

For matters relating to your child's classroom or other school information...

- Email your child's teacher, or call the office to leave a message.
- Consult the Parent Handbook or website, [timbergroves.bcps.org](http://timbergroves.bcps.org).
- Call or email the Principal, Scott Audlin ([saudlin@bcps.org](mailto:saudlin@bcps.org)) or the Assistant Principal, Valerie Lewis ([vlewis@bcps.org](mailto:vlewis@bcps.org))
- Call or email the School Counselor, Jill Goodman [jgoodman4@bcps.org](mailto:jgoodman4@bcps.org)
- Call the direct line to the school nurse, Mrs. Segall @ 410-581-0549
- Email the cafeteria manager, Mrs. Pam Hennigan, [phennigan@bcps.org](mailto:phennigan@bcps.org)

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

Bus Transportation.....	410-887-4321
Free/Reduced Price Meals.....	443-809-7855
General/School Closings.....	443-809-5555
Pupil Personnel Worker.....	410-887-6940
Shared Domicile Residency.....	410-887-6940
Special Education.....	443-809-3660
World Language Office.....	443-809-6752
HotSpots .....	410-329-8378

[pdhstimbergrove@hsecp.org](mailto:pdhstimbergrove@hsecp.org)

**Parent Newsletter**

Each month, a newsletter will be sent home from the principal's office, which will keep you informed about the educational program, and other school news. Remember to look for the newsletter each month. The school's website will also post all previous newsletters and upcoming events. This handbook is also posted on the Timber Grove Elementary website.

**Communicating with Teachers and Classroom Visits**

The *best ways* to communicate with your child's teacher is by sending an email, writing a note in the student's agenda (grades 1-5), or by leaving a phone message for the teacher with the office staff. A list of teacher emails is listed below, and can also be found on the Timber Grove Elementary website, [timbergroves.bcps.org](http://timbergroves.bcps.org).

**Classroom visits** and conferences by parents and other authorized individuals are encouraged. Such visits should be arranged through **the principal's office or with the classroom teacher prior to coming to school.**

**The principal reserves the right to limit or schedule the visit in such a way to diminish or avoid disruption to the normal operation of the day as stated in BCPS Policy and Rule 1240.**

## **BCPS ONE: Grade Reporting Online & Progress Reporting**

All teachers in grades 1-5 will use BCPS ONE, *Schoology*, which is an online grade reporting system. Student grades and assignments will be posted periodically so that all parents can access their student's grades in a timely fashion. All parents will receive a link and a password in so they can go online and check their child's grades. Students will have access to the same link, which can be accessed from the internet from any device, at any time. More information will be forthcoming.

Frequent and clear communication between home and school is essential to the education of our children. There are four reporting periods during the school year, when report cards will be distributed for students in grades 2-5.

- **November 21, 2019- marking period 1**
- **February 6, 2019- marking period 2**
- **April 23, 2019- marking period 3**
- **Last day of school in June 19, 2019 - marking period 4**
- PreK, Kindergarten, and Grade 1 parents will attend individual parent conferences during the first marking period, instead of receiving a report card. Grade 1 students will receive a report card for remaining marking periods, as listed above.
- Elementary Conference day for all students is **November 22, 2019, following the 1st marking period report card distribution.**

## **We R.O.A.R. for Timber Grove!**

Timber Grove Elementary provides an education which includes values and character development. The letters R.O.A.R stand for:

- ✓ **RESPECTFUL**
- ✓ **ORGANIZED**
- ✓ **ALWAYS SAFE**
- ✓ **RESPONSIBLE AND READY**

We have a strict Anti-Bullying policy at Timber Grove that prohibits students from bullying other students. A person is bullied when he/she is exposed to intentional negative actions on the part of one or more students, and whose ability to participate in or benefit from the school's educational programs or activities is adversely affected. Bullying often occurs repeatedly and over time. When a bullying incident is reported to a staff member, the school counselor and administration interview all students involved and work to end the negative interactions, and apply consequences as indicated based on the BCPS Behavior Handbook. Parents will also be contacted if their child has been accused of bullying behavior, or if their child is a victim of such behavior.

## **BCPS Student Behavior Handbook**

All students are required to receive a copy of the BCPS Student Behavior Handbook during the first week of school. The principal and assistant principal will meet with each grade level to discuss the content of the handbook with all students. The handbook is then to be taken home by the child and shared with a parent. Once you have reviewed this manual with your child there is a page for you to sign, and have your child return to his/her teacher. This will then be collected and stored in the front office, and kept on file throughout the year.

## **Audience Behavior**



Students are expected to demonstrate appropriate behavior during all school assemblies and evening performances. Proper audience behavior includes sitting quietly and responding appropriately to the performance. *During evening performances, siblings must remain with parents at all times.* Parents should accompany children who need to use the bathroom or go out in the hallways. Should a child become disruptive parents are asked to take the child from the performance immediately. Following these guidelines will ensure the safety of all children and the enjoyment of the performance for all those attending.

## **Professional School Counselor**

Timber Grove Elementary has a full -time professional school counselor. The counselor's most important role is to help students become emotionally, behaviorally, and socially prepared for success in the classroom. She provides four major services to meet this goal. These services are whole group classroom guidance lessons, group counseling, individual counseling, and consultation. These services are provided to all stakeholders including children, teachers, and parents. Call the school office to leave a message for our school counselor.

## **Timber Grove PTO**

Please be sure to join the Timber Grove PTO group on Facebook. Valuable information will be available to you regarding restaurant nights, community events, PTO meetings, all other fun activities. We encourage you to volunteer for the PTO. All are welcome.

**<https://www.facebook.com/TimberGrovePTA> or you can email [timbergrovepta@gmail.com](mailto:timbergrovepta@gmail.com) for more information.**



# Email Addresses for Homeroom Teachers and other Staff

## Pre-Kindergarten

- Ms. Trociuk, [ntrociuk@bcps.org](mailto:ntrociuk@bcps.org)

## Kindergarten

- Ms. Heiser, [kheiser@bcps.org](mailto:kheiser@bcps.org)
- Mrs. Hillis, [ehillis@bcps.org](mailto:ehillis@bcps.org)
- Ms. Perich, [aperich@bcps.org](mailto:aperich@bcps.org)
- Ms. Siwak, [jsiwak@bcps.org](mailto:jsiwak@bcps.org)

## Grade 1

- Ms. Manna, [amanna2@bcps.org](mailto:amanna2@bcps.org)
- Ms. O'Grady, [cogrady@bcps.org](mailto:cogrady@bcps.org)
- Mrs. Powell, [bpowell3@bcps.org](mailto:bpowell3@bcps.org)

## Grade 2

- Mrs. Davis, [cdavis8@bcps.org](mailto:cdavis8@bcps.org)
- Mrs. Hoke, [choke@bcps.org](mailto:choke@bcps.org)
- Ms. Sinclair, [gsinclair@bcps.org](mailto:gsinclair@bcps.org)

## Grade 3

- Ms. Aina, [laina@bcps.org](mailto:laina@bcps.org)
- Mrs. Okoto, [oesiekpe@bcps.org](mailto:oesiekpe@bcps.org)
- Mrs. Long, [cschmidt5@bcps.org](mailto:cschmidt5@bcps.org)
- Ms. Weiss, [nweiss@bcps.org](mailto:nweiss@bcps.org)

## Grade 4

- Mrs. Carey, [pcarroll3@bcps.org](mailto:pcarroll3@bcps.org)
- Mrs. Creevy, [acreevy@bcps.org](mailto:acreevy@bcps.org)
- Mrs. Jones, [sjones12@bcps.org](mailto:sjones12@bcps.org)
- Ms. Tedesco, [dtedesco@bcps.org](mailto:dtedesco@bcps.org)

## Grade 5

- Ms. Coffman, [lcoffman@bcps.org](mailto:lcoffman@bcps.org)
- Mrs. Herdegen, [aherdegen@bcps.org](mailto:aherdegen@bcps.org)
- Mr. Sallow, [jsallow@bcps.org](mailto:jsallow@bcps.org)
- Mrs. Wolfe, [jwolfe5@bcps.org](mailto:jwolfe5@bcps.org)

### **Inclusion Special Education Teachers**

- Mrs. Bilo, [ebilo@bcps.org](mailto:ebilo@bcps.org)
- Mrs. Lakenan, [wlakenan@bcps.org](mailto:wlakenan@bcps.org)
- Ms. Monaghan, [cmonaghan@bcps.org](mailto:cmonaghan@bcps.org)
- Mrs. Rommel, [jrommel@bcps.org](mailto:jrommel@bcps.org)
- Mr. Mike Silver, [msilver@bcps.org](mailto:msilver@bcps.org)

### **Special Areas & Student Support Team**

- Mrs. Segall, School Nurse, [rsegall@bcps.org](mailto:rsegall@bcps.org)
- Mrs. Scott, Librarian, [rscott6@bcps.org](mailto:rscott6@bcps.org)
- Mrs. Blockston, Instructional Support Team, [sblockston@bcps.org](mailto:sblockston@bcps.org)
- Mrs. Caple, Vocal Music, [ncaple@bcps.org](mailto:ncaple@bcps.org)
- Ms. Goodman, School Counselor , [jgoodman4@bcps.org](mailto:jgoodman4@bcps.org)
- Ms. Shewell, Physical Education, [cshewell@bcps.org](mailto:cshewell@bcps.org)
- Mrs. Wagner, Physical Education, [jwagner8@bcps.org](mailto:jwagner8@bcps.org)
- Ms. Doyle, ESOL, [mdoyle2@bcps.org](mailto:mdoyle2@bcps.org)
- Ms. Reed, ESOL, [creed6@bcps.org](mailto:creed6@bcps.org)
- Mrs. Junkins, Resource, [mjunkins@bcps.org](mailto:mjunkins@bcps.org)
- Ms. Merchant, Art Teacher, [amerchant@bcps.org](mailto:amerchant@bcps.org)
- Ms. Goldman, Instrumental Music, [lgoldman@bcps.org](mailto:lgoldman@bcps.org)
- Ms. Gallardo, Spanish Passport, [cgallardo@bcps.org](mailto:cgallardo@bcps.org)
- Mr. Lawrence, Spanish Passport, [mlawrence2@bcps.org](mailto:mlawrence2@bcps.org)
- Mrs. White, Readings Specialist, [cwhite7@bcps.org](mailto:cwhite7@bcps.org)
- Ms. Stewart, STAT, [mstewart5@bcps.org](mailto:mstewart5@bcps.org)
- Ms. Kachel, Speech Language Pathologist, [lkachel@bcps.org](mailto:lkachel@bcps.org)
- Pending , Social Worker



### **School Hours**

Our regular school day begins at 8:05 a.m. and ends at 2:50 p.m. Doors open 8:05 a.m. All students must be in their classrooms by 8:20 a.m. Students who are dropped off by car, should not arrive before 8:05 a.m. Teachers are on duty to supervise at 8:05 a.m. The school cannot assume responsibility for the supervision of your child prior to the start of the school day or once the school day has ended. Students enter the building at 8:05 a.m. when the bell rings.

## TIMBER GROVE CARPOOL PROCEDURES

*You must display your carpool tag  
for afternoon pick up.*

### MORNING CARPOOL DROP-OFF

You do not need a carpool number to drop off students in the morning.

The carpool loop, in front of the building, will be open at 8:05 a.m. for you to drop off students. **No students should be dropped off before 8:05 a.m.** Students dropped off after 8:20 a.m. will be considered late and need to be signed in at the office by his/her parent.

- ❖ When you enter the carpool loop, please pull down as far as possible. The staff assigned will direct you where to stop.
- ❖ It is very important that we demonstrate *patience* and *courtesy* as we wait in turn for the cars ahead of us to drop off their children.
- ❖ **Pulling out of line and around other cars is very dangerous and will not be allowed.**
- ❖ We also ask parents to be sure all backpacks and hugs are taken care of before you pull up to the drop off area. This will ensure smooth and continuous movement of the carpool line. *If you can't let your child out on the right side of the car, due to any problems with your car doors, you must park on Academy Ave to discharge your child. Letting a child out of the car on the driver's side is very dangerous due to potential passing cars.*

### AFTERNOON CARPOOL PICK-UP

If you pick up your child by car, you should register for a carpool number. In order to register for a carpool number, please contact the front office. **By displaying the carpool number, you will be given access to the front carpool loop in the afternoon.**

- ❖ **You may not enter the carpool line without a number.**
- ❖ At **2:50 p.m.** carpool and van riders will be dismissed. Children will be dismissed to their cars in order of arrival. You must remain in your car while waiting for your child/children. Your child/children will be sent to you.
- ❖ **Pulling out of line and around cars is very dangerous and will not be allowed.**
- ❖ Once your child gets into the vehicle, encourage him/her to sit down and buckle up as quickly as possible so that the carpool line can flow smoothly. Please wait for the carpool line to move once your child has gotten into the car. Pulling out of line is very dangerous and will not be allowed.
- ❖ No child will be dismissed to a person who is not listed on the carpool registration form or who does not have a carpool number displayed in the front window.
- ❖ Anyone picking up a student without a number will have to park on Academy Avenue, and come into the main office so proper identification can be verified.

**If your child needs to be dismissed early, please know that you must arrive at school before 2:30 p.m. After 2:30 p.m., you will need to wait until regular dismissal begins at 2:50 p.m.**

- ❖ There is no parking in the carpool loop from 2:00-3:30 p.m. **Please do not park in the front loop when picking up children for early dismissal during these times.** You must park in the parking lot or on Academy Avenue, and walk to the front office to ensure that traffic does not get backed up in the carpool loop close to dismissal time.

## **Morning Arrival & Afternoon Dismissal- Student Safety is our Priority!**

Arrival and dismissal is a busy time at Timber Grove Elementary, with an enrollment of more than 500 students. **Students and parents must use the sidewalks at all times. No one may walk across the carpool loop.** This is a safety issue. If you are picking up your child after school, please park on the school side of Academy Avenue. Your child will walk on the sidewalk, directly to your parked car. *PLEASE DO NOT PARK ACROSS THE STREET BECAUSE IT IS VERY DANGEROUS FOR STUDENTS TO CROSS BUSY ACADEMY AVENUE DURING ARRIVAL AND DISMISSAL.*

If you wish your child to leave school early **you are required to write a note** stating the name(s) of the person(s) who will be coming for your child. That individual must then provide proper identification, and submit their photo ID for scanning to office personnel. **Students will not be permitted to go home with anyone who is not authorized by the parent in writing.**

## **Late Arrivals in the Morning**

It is very important that all students arrive to school on time. A late arrival means that your student starts the day at a disadvantage. **All students are expected to be in their seats, ready to begin the instructional day at 8:20 a.m.** Students arriving after 8:20 a.m. are considered *late* and should follow these guidelines:

1. Enter through the front door and report to the office.
2. Students receive a late slip which they give to their classroom teacher.
3. An administrator or office staff member will walk younger students to class if needed.
4. Days tardy are reflected on the report card.

## **Leaving Before School Dismissal**

If it is necessary for you to pick up your child prior to the end of the day:

- A note should be sent to the main office which includes the date, the child's first and last names, and the name of the child's teacher. If someone other than the parent/guardian will be picking up your child(ren) you **must send a note** with the person's name and relationship of the student for the office to allow your child(ren) to be dismissed.
- *When you arrive*, the office will need to first review your photo ID before dismissing your child.
- Upon leaving with your child, please sign the dismissal log in the office.
- Students may not be picked up early between **2:30 and 2:50 p.m.** Students are in transition and getting ready for dismissal.
- **If you must pick up your child early, please do so before 2:30 p.m.**

## **Emergency Early Dismissal Plan**

At the beginning of each school year, parents will be asked to complete an **Emergency Early Dismissal Plan Form**. This form provides the school with specific instructions about where a child is to go in the event of an emergency, system wide, early school dismissal for inclement weather or excessive heat. Make sure to discuss emergency early dismissal plans with your child.

Rarely, there may be emergency events, such as a power outage, when Timber Grove is the only school to close. During such an event, Timber Grove Elementary is required by Baltimore County School Board policy to contact each parent's emergency numbers, before children can be released from school. We will attempt to make this contact by phone and also by email. In order for a child to be sent home on the bus, we must have verbal or email confirmation from his/her parent. Children will remain at school until parents can pick them up.

**Please do not call the school for information about emergency closings.** It is important that our phone lines remain open for incoming phone calls from the BCPS Central office during these times.

### **Dismissal of Walkers or Students who do not use the carpool loop procedures.**

- ❖ At **2:50 p.m.**, all walkers in grade K-5 will be dismissed. If for any reason you need to change dismissal instructions for your child/children, please send the teacher a note or email and cc the office [plindenbaum@bcps.org](mailto:plindenbaum@bcps.org) or [ehier@bcps.org](mailto:ehier@bcps.org). Verbal changes will be accepted for emergencies only.

## **Inclement Weather/ Excessive Heat Closure Procedures**

For information about inclement weather, please call 443-809-5555. Parents can also sign up for email updates at [wbaltvnews.com](http://wbaltvnews.com). Parents can also access the Education Channel 73 or log onto [www.bcps.org](http://www.bcps.org). **Please do not call the school. Our phone lines need to remain open for emergencies only.**

\*Please note Timber Grove Elementary is not required to call parents concerning county-wide school closings as there are several hundred students in the school. Emergency closings may also mean that the phone lines are not in service. (The only exception is if Timber Grove is the only school to close due to an emergency such as a power outage. In that case, the school staff must have contact or email parents in order to release students.)

When it is decided that schools are to be closed for inclement weather or excessive heat, announcements will be made by local television and radio stations. Students and parents are, therefore, asked not to call the school for this information.

## Delayed Openings and Early Dismissals

**One hour delay** – Students may enter the building at **9:05 a.m.** Our instructional day will begin at **9:20 a.m.** Breakfast will be served on days where there is a one hour delay.

**Two hour delay** – Students may enter the building at **10:05 a.m.** Our instructional day will begin at **10:20 a.m.** Breakfast will be served on days where there is a two hour delay.

**One hour early dismissal** - When the county calls for a one hour early dismissal, students will be dismissed one hour earlier than usual, at **1:50 p.m.** **LUNCHES WILL BE SERVED TO STUDENTS AS USUAL.**

**Two hour early dismissal** – When the county calls for a two hour early dismissal, students will be dismissed two hours earlier than usual, at **12:50 p.m.** **LUNCHES WILL BE SERVED TO STUDENTS.**

**Three hour early dismissal** – When the county calls for a three hour early dismissal, students will be dismissed three hours earlier than usual, at **11:50 p.m.** **LUNCHES WILL BE SERVED TO STUDENTS.**

## School Records

- It is extremely important that the office be informed if any of your emergency contact information changes.
- An emergency contact information form, and permission for the administration of discretionary medications, will also need to be completed and returned by the end of the first week of school.
- The information on these forms is used to contact parents when a child becomes ill or is injured, therefore, the importance of up-to-date information is imperative.
- **If there is a custody situation with your child**, please make an appointment early in the year to meet with the principal or professional school counselor to discuss this matter.  
*Custody papers and other related legal documents are required to be on file at school.*

## Volunteer Guidelines

Timber Grove Elementary has enjoyed the support of many parents in a variety of volunteer roles. We encourage your involvement in Timber Grove school programs. Volunteers can serve in both instructional and non-instructional roles. If you are interested in becoming a volunteer at school, please contact your child's teacher, the school counselor or the administration as to how you may be of assistance. All volunteers are to complete an application each year to volunteer with BCPS.

**To ensure a safe and quiet learning environment, infants and younger siblings are not permitted in the classrooms while parents are volunteering. State Law and Baltimore County Public Schools require that all volunteers be trained annually in Child Abuse and Neglect policies and procedures** prior to volunteering in the schoolhouse or chaperoning field trips. Volunteers are required to participate in school-based large group training or complete the online training program and obtain a certificate of completion.

Certificates and applications are to be presented to the school for further screening. Links to online training:

- <http://bcpsvolunteers.md.safeschools.com/register/0c626573> (new volunteers)
- <http://bcpsvolunteers.md.safeschools.com/login> (volunteers with an existing account)

Each school is required to have an application and certificate on file for each volunteer. You will need to submit an application and certificate to each school at which you plan to volunteer.

**When you volunteer, please present a photo ID to the front office staff.**

## **Transportation Regulation**

Transportation provided by the county requires students to uphold the same behavioral expectations as those in our school. When students' behavior distracts the driver, it places the bus and the students' safety in jeopardy. When this happens, students may be denied the privilege of riding the bus to ensure the safety of others.

Students will be expected to ride their assigned bus to and from school and be picked up and discharged at the same stop. **Students are not allowed to ride other buses for arranged play dates. In case of emergency, the parent must call, or send in a note to Mrs. Lewis, assistant principal, for approval.**

## **Withdrawal From School**

If it is necessary to withdraw a child before the end of the school year, please inform the school several days in advance. It is necessary for the office and the teacher to prepare written information and records in preparation for the transfer of student data from one school to another. The school will need:

- Your new address
- The name and address of the new school

## **Attendance**

Your child is expected to attend school daily unless you have a legitimate (county accepted) reason for being absent. For example, *illness of student, death in the family, court summons, violent storms, religious holidays, state emergency, health exclusion, or suspension* are the only excused absences. Upon your child's return to school he/she will need to provide:

- A note explaining the reason for the absence (emails are not an acceptable form of an absent note)
- The date(s) of the absence
- A parent signature

County policy considers absences due to vacations as "illegal" absences, and students may not receive credit for work missed. We realize that vacations are an important part of family life. Though we cannot condone these vacations during times when school is in session, we do understand the need based on parents' work schedules. Also, many of the vacations taken by our families are in and of themselves educational. Therefore, we will continue to work with parents and students to make-up work that has been missed *when students return from their vacations*.

## **Absence Homework Policy**

When a child misses school, work is saved by the teacher and given to the student when they return. Students will have the same number of days they were absent to make up the work (e.g. 5 days absent, 5 days to make up work). If makeup work is not completed in the time given, the student may not receive credit for the work.

## **Make-up Work for Prolonged Excused Absences**

In the case of prolonged absence such as for illness, it is recommended that make-up assignments be requested by the parent. Arrangements can be made by contacting the school office, or by writing an e-mail to your child's teacher. Teachers will need adequate time to gather materials and information for these assignments. Assignments will be available for pick up in the office at the end of the school day. **Students will have the same number of days they were absent to make up the work (e.g. 5 days absent, 5 days). If make-up work is not completed in the time given, the students may not receive credit for the work.**

## **Baltimore County Public Schools Homework Guidelines**

<b>Grades 1 – 3</b>	An average of 30 minutes per day for all subjects combined 3 to 4 times per week. No weekends or holidays.
<b>Grades 4 – 5</b>	An average of 60 minutes per day for all subjects combined 4 to 5 times per week. No homework assigned over holidays. Possible long-term assignments.

## **Breakfast and Lunch**

Students will usually have two choices for breakfast and three choices for lunch on a daily basis. The cost for lunches is \$2.90, and the reduced price is \$0.40. Breakfast is available to all students. Breakfast will include milk, juice, or fruit, and an entrée such as a whole wheat breakfast bun, oatmeal chip bar, or reduced sugar cereals.

The county menu provides for two choices and a fruit or vegetable for lunch. Some 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. The Office of Food and Nutrition will allow your child to borrow funds in an emergency. We do not extend credit for snack items. If your child has exceeded the credit limit, he/she will be given an alternate meal of grahams and milk (breakfast) or cereal and milk (lunch). Please visit the link below to access the lunch menu:

<http://www.bcps.org/offices/ofns/menus/>

## **Student Nutrition Account Program (SNAP)**

All Baltimore County Public Schools participate in the SNAP Program. This program allows parents to deposit money into a lunch account from which students may draw. Choices are given as to how the money can be allocated: for lunches only, for a cash account, or as a combination of the two. Each student will be issued a number code to use for purchases made in the cafeteria. Forms to deposit money will be sent home on the first day of school. If sending in cash throughout the year, please make sure it is in a sealed envelope and labeled with the student's name. This program has been very successful and we encourage parents to take advantage of the convenience and flexibility of this program.



## **Celebrations in School**

Board Policy and Rule 5470.III.D.3, Wellness Guidelines states, “the Office of Food and Nutrition Services (OFNS) will establish procedures for healthy party ideas for parents and teachers, including non-food celebration and rewards ideas.” Accordingly, the OFNS revised the guidelines for “Celebrations and Rewards in the Classroom”. The revised document can be found on the OFNS website <http://www.bcps.org/offices/ofns/>. The guideline states, “All foods and beverages used in classroom celebrations will meet the same nutritional standards that are used for sale in the school meals program.” **As such, snacks and treats like cupcakes and candy may not be brought into the classroom or lunchroom to celebrate student birthdays.**

Celebrating student birthdays is an important part of building the Timber Grove community and instilling a sense of belonging which is why we have systems in place to recognize each student. Student birthdays are celebrated each morning on the announcements. At the conclusion of the announcements, each child is given a “birthday pencil” in the front office. Additionally, Rule 5470 makes an allowance for food that meets the nutritional guidelines. If you would also like to provide a birthday treat for your child’s class during lunch, you can purchase “Whole Grain Frosted Birthday Cookies” from our school cafeteria which meet the nutritional requirement. The cost is \$12.00 per container and there are 21 cookies in the container. (They are peanut free) Orders must be received at least one week prior to the date needed. Cash is accepted; checks must be made payable to BCPS. Cookies can be picked up from the cafeteria on the date needed. If you are interested in this option contact the Timber Grove cafeteria manager, Pam Hennigan by email (phennigan@bcps.org).

## **Dress Code**

In order to create a positive and respectful learning environment at Timber Grove Elementary School, students should dress appropriately for a school environment. Due to safety reasons, children wearing flip-flops or sandals will **not be allowed** to play at recess, participate in PE class, or use the playground equipment. Students may keep tennis shoes in their locker to change into during these times. **We encourage all parents to support these guidelines.**

## **Field Trips**

Field trips are scheduled to extend the students' learning experiences. Notices will be sent home describing each field trip. It is imperative that the required permission slip be signed and returned by parents, *at least 1 week in advance of the field trip*. It also gives teachers time to follow up on students who have not returned permission slips in order to eliminate confusion at the last minute.

If your child is absent on a field trip day, we are often unable to reimburse the field trip fee. The field trip fee is based on a predetermined number of students and the money is disbursed on the day of the trip. Often there is a need for several parent volunteers to accompany children. If you are selected to assist during a field trip please make every effort to attend since everyone is counting on you. **Siblings are not permitted to attend field trips. Students attending school sponsored field trips must ride the bus to and from the destination.**

## **Supervision on Field Trips**

There are several items that are important for you to be aware of when you are acting as a chaperone on a field trip. You are assuming the supervisory responsibility for students and their safety.

- Chaperones are required to **complete the volunteer training** before attending a field trip.
- The application and completed certificate must be printed and on file.
- Volunteer training must be completed once each academic year.
- Chaperones may not take students off site.
- Cell phones should only be used if an emergency arises.
- Since field trips are part of the instructional day, **siblings are not allowed to attend** field trips.

## **Lost and Found**

A lost and found collection is maintained by the school. Items not claimed at the end of each marking period will be donated to charity. **PLEASE label your child's apparel, school supplies, and lunch box/bag for easy identification and return.**

## **Lockers**

Students may wish to keep tennis shoes, sweater, or sweatshirt in their locker for physical education class or recess on cool days. Food items may not be kept in lockers overnight. Money and other valuables should not be kept in lockers, since students may not put locks on the lockers.

## **Electronic Devices and Cell Phones**

To prevent loss or damage, students should leave their electronics such as iPod, cameras, and hand held games, etc. at home. **Timber Grove Elementary will not be responsible for lost or stolen items.** Cell phones are permitted in school, however, they must be off and away all day. They should only used in case of an emergency with the teacher's permission.

## **Bikes/Scooters/Skateboards**

Please be advised that the school is not responsible for any lost or stolen bikes, scooters, or skateboards. There is a bike rack located in the rear of the school. However, if you choose to use it, we recommend using a lock to secure it.

## School Nurse

Timber Grove Elementary has a fulltime nurse in the building, Mrs. Segall. She provides first aid to sick and injured children and staff, serves as a resource person, provides health screening, and implements health related laws.

The health and well-being of your child are the nurse's primary concerns while your child is in school. In order to ensure and maintain his/her good health and safety, please take a few minutes to review the following guidelines:

- If your physician decides it is necessary for your child to receive a medication during the school day, the approval and specific directions must be provided to the school by the physician. **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 lockers at any time.**
- Please do not send cough drops to school, because these may be provided by the nurse. Please see the list of discretionary medications.
- Please keep all home, work, and emergency phone numbers at school up-to-date. When children become suddenly ill or injured at school, it is essential that we have current phone numbers.
- Please keep the nurse informed of significant changes in your child's health. For example: changes in diet, daily medication, new allergies, and changes in physical restrictions, vision and/or hearing impairment.
- The nurse asks that students in Pre-K, Kindergarten and First grade have an extra set of clothes in their locker in case of emergency (cafeteria spill, accident, etc.)

By communicating your child's special health and safety needs to us, we can ensure a safer and healthier school year.

### **Consent for the Administration of Approved Discretionary Medications**

Baltimore County Public Schools allows for 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 MEDICATION CAN BE GIVEN TO YOUR CHILD. THE PARENTAL PERMISSION MUST BE RENEWED EACH YEAR.**

## **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. If s/he is asymptomatic 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.

### **What if my child has a cold or sore throat?**

- Take your child's temperature - if no fever, please send the child to school. (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 an appropriate bedtime.
- Have your child decide what to wear the night before and lay the clothes out.
- Breakfast is available each day in the classroom. Students that arrive late may request breakfast.

### **Immunization Policy**

All students attending a public school in Maryland are required by law to have their immunizations up-to-date.