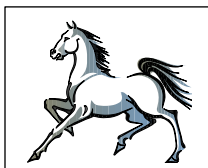


# MUSTANG MESSENGER

November 2022

Robert Moton Elementary  
1413 Washington Road  
Westminster, MD 21157  
Phone: 410-751-3610  
Fax: 410-751-3927  
International Line: 410-386-1699



Justin Watts, Principal  
Jennifer Shipley, Assistant Principal  
Kimberly DeShong, Assistant Principal

## School Hours:

8:00 a.m. - School doors open  
8:25 a.m. - Parent Drop-off doors close  
8:30 - Instructional day begins  
3:00 p.m. - Dismissal

**Office Hours:** 8:00 a.m. - 4:30 p.m.

## Internet Address:

[www.carrollk12.org/rme](http://www.carrollk12.org/rme)

## Absence and Dismissal email:

[RMEAttendance@carrollk12.org](mailto:RMEAttendance@carrollk12.org)

**Robert Moton is in need of Student Support Assistants as well as Permanent Substitutes. If you are interested in either of these positions or would like to know more, please contact Jen Shipley, Assistant Principal or Justin Watts, Principal. Both of these positions are Monday-Friday, 8-3.**

## Greetings from the Ranch

Dear Parents and Guardians,

The past two months have really flown by as we've been busy with all the activities that make up a school day for your students. This month will see the first progress reports for the year being distributed. The end of the first marking period is Friday, November 11<sup>th</sup>; and progress reports will be sent home on Friday, November 18<sup>th</sup>.

We want to congratulate our acting assistant principal, Mrs. Deshong on the birth of her child. The family is doing well, and she is enjoying the time with her newborn. Mrs. Hamilton, special education supervisor, is helping the Robert Moton administrative team while Ms. DeShong is out. We are very thankful for the additional support.

We had two successful parent teacher conference nights in October. We had many families come in to meet with our teachers to find out the progress of their children and ways to support their education. We will have more conference nights later in the year, but if you have questions or concerns please reach out to your child's teacher or administration now and don't wait.

As we get closer to Thanksgiving and the holiday season it is a great time to sit back and reflect on your family. We are thankful for all of our dedicated and professional staff in the Robert Moton family who work each day to give the best to our children. Our hope is for each of you to have a very restful, peaceful, and gratitude filled Thanksgiving with your families and friends.



## It Makes Our Day

When We Hear From You!

Let us know when your student is absent or has an early dismissal at [RMEAttendance@carrollk12.org](mailto:RMEAttendance@carrollk12.org) or call 410-751-3610. **Please be sure to report dismissal changes in writing or email by 1:00 PM!**

## Calendar Information

### NOVEMBER

- 01-04 RME Book Fair in the Media Center
- 02 Family Literacy Night (Camp Read-a-Lot)
- 08 Schools/Offices Closed – Primary Elections
- 10 Judy Center’s Mr. Jon and Friends Concert; 4:30 PM
- 11 First Marking Period Ends
- 11 School Closes Two Hour and Forty-Five Minutes Early: Dismissal at **12:15 PM**
- 11 School Closed for PREP Students only
- 12 Second Marking Period Begins
- 14-18 American Education Week
- 23 School Closes Two Hour and Forty-Five Minutes Early: Dismissal at **12:15 PM**
- 23 School Closed for PREP Students Only
- 24-25 School Closed – Thanksgiving Day
- 28 School Reopens
- 29 PTO Meeting, Media Center, 7:00 PM

### DECEMBER

- 02 The Judy Center’s Breakfast with your Pre-K Child: 8:05 - 8:45 a.m.
- 02 Fall Picture Retakes (Classic Photography)
- 05 Judy Center’s Indoor Story Walk & Gingerbread Houses
- 05-09 PTO Holiday Shop
- 08-09 SMILES Program Mobile Dental Clinic for Students
- 12 Winter Concert, 4<sup>th</sup> & 5<sup>th</sup> Grades; Winters Mill High School
- 15 Judy Center’s Me and My Special Guy; 5:30 PM
- 16 Paper Interims for Grades K-2
- 16 Online Interims for Grades 3-5
- 21 Winter Band and Vocal Concert; 1:50 for RME Students & 7:00 PM for RME family & friends
- 23 School Closes Two Hours & Forty-Five Minutes; Early Dismissal at **12:15 PM**
- 23 School Closed for PREP Students Only
- 26-30 School Closed for Winter Break

### JANUARY






- 02 School/Offices Closed New Years
- 03 School Reopens
- 03-05 Vision and Hearing Screening for Students
- 06 The Judy Center’s Breakfast with your Pre-K Child: 8:05 – 8:45 a.m.
- 10 Parent Teacher Conferences (3:30–7:00 PM)
- 16 School Closed for Students – MLK Jr. Day
- 17 Snow Date for Parent Teacher Conferences
- 21-22 Robotics Club Competition
- 23 RME Night at the Library
- 26 End of the Second Marking Period
- 27 School Closed for Students
- 27 Third Marking Period Begins
- 30 RME Night at the Library – Snow Date



**REMINDER:** Please keep your student(s) home if they have had a fever, continuous cough, vomiting or any other symptoms. Please remember that Covid protocols are still in place.

## **BUS EXPECTATIONS:**

Please take time at home to review bus expectations. The chart below shares the expectations that have been shared with students. The bus drivers have been provided “bus tickets” to give to students that are following the bus expectations. These tickets are entered into a weekly raffle for a chance to have a free ice cream!

 <span style="font-weight: normal;">Robert Moton Elementary</span>  Expected Bus Behavior	
What does it look like? 	<ul style="list-style-type: none"> <li>Students are waiting in line to get on or off the bus</li> <li>Students are seated until the bus stops</li> <li>Students facing forward and upright</li> <li>All hands are kept to ourselves</li> <li>Students are always seated in assigned seat</li> <li>Students speaking quietly to one another</li> <li>Students backpacks and instruments are on their laps or on the floor in front of them</li> <li>Playing attention for your bus stop</li> <li>Students earning tickets</li> <li>The driver is focused on the road and happy</li> </ul>
What does it sound like? 	<ul style="list-style-type: none"> <li>Quiet (level 1) voices or no voices</li> <li>Has driver giving instructions</li> <li>Students using manners like “please” &amp; “thank you”</li> </ul>
Why do we do this? 	<ul style="list-style-type: none"> <li>Students follow daily schedules</li> <li>The bus is a shared, clean space</li> <li>Everyone deserves to feel safe on the bus</li> <li>We <b>Respect</b> the driver and one another</li> <li>We are <b>Responsible</b> for safe behavior</li> <li>We are <b>Preparing</b> for the next part of our day</li> <li>A driver’s job is get you to school and home safely!</li> </ul>

**DAYLIGHT SAVINGS TIME ENDS AT 2:00 AM:**





American Education Week will be held at RME, November 14<sup>th</sup>-18<sup>th</sup>. This is a great opportunity to visit classrooms and see all the learning that is occurring here at the Ranch! The school day begins at 8:30am, but we are hoping to provide students a time to transition to class and follow their typical morning routines. If possible, please plan on visiting between 9am and 2pm. There will be a sign in table and visitors will need to show identification. If you plan to be at school for lunch, you are also welcome to purchase a lunch from our cafeteria for \$4.00. We ask that siblings not attend during your visit.

### **MORE INFORMATION ON UPCOMING EVENTS:**

#### **STRATEGIES: AFTERSCHOOL MELTDOWNS**

A great opportunity for families to gain strategies for helping their student. Join this presentation at Carroll Springs School on Thursday, November 10 from 6:00 – 7:30. See our website for more information and to register.

#### **AMERICAN EDUCATION WEEK INVOLVEMENT OPPORTUNITIES**

Join us Tuesday, November 15 for our Family Focus Group meeting. We will be discussing volunteerism, events, and more and would love to hear your thoughts.

Join us Thursday, November 17 at 9:00am for a Cyber Security presentation with Maryland State Police Internet Safety Specialist, Joe Dugan. He will cover a range of cyber-security topics for families to gain knowledge and help keep your students safe.

Look for more information on both of these events to come home with students and by email. Please email Mrs. Custance at [mjcusta@carrollk12.org](mailto:mjcusta@carrollk12.org) with any questions.

#### **SUB AND PIZZA FUNDRAISER**

We are excited to be partnering with Vinny's Italian Market to raise funds for school projects, field trips and staff appreciation. Details will be coming home with students on November 14, and our sale will close

on November 28. This is a great way to enjoy delicious easy dinners during the busy holiday season!

### **Counselor's Corner**

With the changing leaves and shortening days, November seems to spawn the anticipation of upcoming holidays. If we're honest, that excitement is usually paired with a healthy dose of stress, too. In leading up to all the "to do's" it's important to realize that our children feed off our ability to navigate the busyness of this season. In the coming months, I'll be introducing (and reviewing) the concept of mindfulness to students during their classroom lessons. Mindfulness is taking the time to become fully aware of our current state - how we are feeling, what we are experiencing - and putting a pause on all the distractions around us. In becoming more mindful, we can train our brains to focus on what is within our control and bring to focus that which is most important.

The amazing thing about mindfulness is that we can practice it anywhere. We don't need any fancy tools, just our amazing brain. Teaching children early to hone-in on their emotions and what their body is telling them is key to learning about self-regulation and self-control. It does take practice so make it a family affair!

Here are some quick mindfulness exercises to get you started:

- **Mindful Breathing:** Find a spot to sit comfortably. Pay attention to your breathing. Notice the air coming in and going out. Imagine blowing the seeds off a dandelion. Watch the seeds scatter as you breathe.
- **Mindful Muscle Relaxation:** Find a comfortable place to sit or lie down. Breathe in and out slowly. As you are breathing out, try to blow out all the air in your body. Now take turns tightening and relaxing different muscle groups from head to toe: Squeeze your eyes tightly closed then relax, shrug up your shoulders and bring them down, make a fist and release it, tighten your stomach and relax, squeeze your leg muscles and then let go, ball up your toes and then release them. Notice the differences as you work through each group. End with a few deep breaths.

- **Heartbeat Exercise:** After exercising, have children sit and take note of their heartbeat. Have them take some deep breaths and notice how their heartbeat slows.

I look forward to hearing how your family has chosen to practice mindfulness!



*Megan Nappor – School Counselor*

### **Triple R Tidbits**

November is here which means we will be celebrating our first quarter of Triple R accomplishments very soon! On November 11th, we will have a **Veteran's Day Assembly** to recognize those students who have done an excellent job demonstrating our Triple R expectations of **Respectful, Responsible, and Ready to Learn**, in addition to the character traits for September and October of **Courtesy and Kindness**.

We'll also be honoring the veterans in our school community, and we'd like them to join us! If you have a veteran in your family, please complete the form attached [here](#) to this newsletter and send it in with your student. Paper copies were sent home earlier. There will be a small reception for our veterans at 8:30 on November 11th, and a school-wide assembly at 8:45. It will be the perfect kick-off for our November character trait of **Cooperation** as we all come together to recognize these accomplished individuals.

### **Robert Moton Elementary School Parent-Teacher Organization (PTO)**

HUGE thanks to all of our RME community for helping to make our 1st Annual Fun Run a success! We quickly blew past our first goal of \$5,000, then exceeded our second goal of \$7,500, and

raised about \$9,000! Way to go Mustangs! This money will go directly back to our school for field trips, PE equipment, gifts for teachers throughout the year, future capital improvement projects, and fun activities in spring 2023.

Many thanks also to the families who donated items for our conference night dinners in October. Both dinners were a success and teachers, and staff expressed much gratitude for the meals.

Spirit Wear was distributed at the end of October.

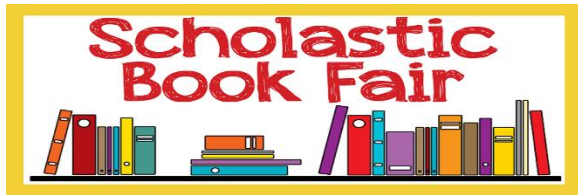
We're excited to announce the return of Holiday Shop! This is an opportunity for students to purchase affordable holiday gifts for loved ones. Holiday Shop will take place December 5-9. Look for more info to come home at the end of November. We will need LOTS of tissue paper to use when wrapping gifts for Holiday Shop. If you're able to donate any tissue paper for this event, please mark it for PTO and send it into school with your child. Any color is fine, but holiday styles and colors are preferred. Thank you!

The next general membership meeting for PTO is Tuesday, November 29, at 7 PM in the media center.

See you around The Ranch!

-Rebekah, Brooke, Beth, Kristin, Megan  
[rmes.pto@gmail.com](mailto:rmes.pto@gmail.com)  
[robertmotonpto.com](http://robertmotonpto.com)





**Important information for our Fair, held October 31 through November 4:**

**Contactless Checkout: Set up eWallet, a safe cash-free way for your child to shop the Fair at [scholastic.com/fair](https://www.scholastic.com/fair).**

If you would like to help buy books for RME students in need, please contribute to this [eWallet](https://shop.scholastic.com/ewallet/fund?lang=en_US&walletId=884a48d2-2b4e-4895-9558-54a1f3a0da52): [https://shop.scholastic.com/ewallet/fund?lang=en\\_US&walletId=884a48d2-2b4e-4895-9558-54a1f3a0da52](https://shop.scholastic.com/ewallet/fund?lang=en_US&walletId=884a48d2-2b4e-4895-9558-54a1f3a0da52)



**Robert Moton's Book Fair**

**Book Fair Dates:** October 31 -- November 4, 2022

**Shopping Hours:** Media Class and Family Night

**Physical Education News Flash**



**Upcoming Activities**

- Frisbee Golf
- Bowling/Rolling Skills
- Turkey Bowl
- Rewards Week (Class by Class)


**Turkey Bowl**

The Turkey Bowl takes place at the end of our bowling unit. Students have the opportunity to bowl in the gym and record their scores on an official score sheet! If they place in the top five for their grade, they can earn a free game ticket to Thunderhead, a bowling alley in Taneytown.

Terri Beard, OTD, OTR/L for Birth to Kindergarten, will be explaining the **Child Outcome Summary (COS)**. Birth to Kindergarten families that are interested should sign up for this FREE presentation. Use the Sign Up Genius link or QR code below.

**Wednesday, November 2nd**  
6:00pm-7:30pm  
at Carroll Springs School

This presentation will discuss how local, state, and federal education agencies use COS information related to your child's ability to engage in social relationships, acquire skills and knowledge and increase their independence by meeting their needs.




<https://www.signupgenius.com/go/30E094FA8A822A5FF2-child>

FREE CHILDCARE AND LIGHT SNACKS WILL BE PROVIDED FOR MORE INFORMATION CONTACT TAMMYCHISHOLM@TLCHISH@CARROLLK12.ORG OR CALL 410-751-3955

ADA ACCESSIBILITY STATEMENT  
Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Communications Office at 410-751-3958 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 711. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed. Information concerning the Americans with Disabilities Act is available from the Director of Facilities Management, (410) 751-3177, or the Communications Office, (410) 751-3958, 125 North Court Street, Westminster, Maryland 21157.

Kelsey Thrasher, BCBA, Behavior, Behavior Consultant for CCPS presents: **Strategies: After School Meltdowns**

Thursday, November 10  
6:00pm-7:30pm  
Carroll Springs School



This presentation is appropriate for all ages. Questions? Contact Tammy Chisholm @ [tlchish@carrollk12.org](mailto:tlchish@carrollk12.org) or call 410-751-3955

<https://www.signupgenius.com/go/30E094FA8A822A5FF2-effective3>


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WEDNESDAY, NOVEMBER 16, 2022  
SPECIAL NEEDS LEGAL AND FUTURE PLANNING FOR ALL AGES BIRTH THRU AGE 21  
(THIS IS A FREE EVENT)

LOCATION: CARROLL SPRINGS SCHOOL  
TIME: 6:00PM-7:30PM  
FREE CHILDCARE WILL BE AVAILABLE

TO SIGN UP GO TO:  
[HTTPS://WWW.SIGNUPGENIUS.COM/GO/30E094FA8A822A5FF2-SPECIAL1](https://www.signupgenius.com/go/30E094FA8A822A5FF2-SPECIAL1)

For more information email Tammy Chisholm @ [tlchish@carrollk12.org](mailto:tlchish@carrollk12.org) or call 410-751-3955



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CARROLL COUNTY PUBLIC SCHOOLS (CCPS) DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES, PROGRAMS OR ACTIVITIES. PERSONS NEEDING AUXILIARY AIDS AND SERVICES FOR COMMUNICATION SHOULD CONTACT THE COMMUNICATIONS OFFICE AT 410-751-3958 OR PUBLICINFO@CARROLLK12.ORG, OR WRITE TO CARROLL COUNTY PUBLIC SCHOOLS, 125 NORTH COURT STREET, WESTMINSTER, MARYLAND 21157. PERSONS WHO ARE DEAF, HARD OF HEARING, OR HAVE A SPEECH DISABILITY, MAY USE RELAY OR 711. PLEASE CONTACT THE SCHOOL SYSTEM AT LEAST ONE (1) WEEK IN ADVANCE OF THE DATE THE SPECIAL ACCOMMODATION IS NEEDED. INFORMATION CONCERNING THE AMERICANS WITH DISABILITIES ACT IS AVAILABLE FROM THE DIRECTOR OF FACILITIES MANAGEMENT, (410) 751-3177, OR THE COMMUNICATIONS OFFICER, (410) 751-3958, 125 NORTH COURT STREET, WESTMINSTER, MARYLAND 21157.

## Things you need to know...

### **Building Security and Safety**

If you come into the building for a meeting, to go to the health room, or for an appointment **you will need to sign in AT THE OFFICE and get a visitor badge or a health room pass.** When you leave, please remember to stop in the office to sign out so we know who is still in the building. We teach our students to be independent, so please do not sign in to walk your child to the classroom. If your child needs help, or you have something that needs to go to the classroom, a staff member will help you or your child.

### **I.D. Required**

**Please remember to always bring your photo identification when entering the school.** We need to verify your identity before issuing a visitor pass or allowing a student to leave with you. Your photo identification is even needed in the parent pickup line. Even if your student is on the everyday pick up list, there may be a substitute at the parent pick up station who does not know you. The safety of our students is a priority. Thank you for your cooperation and understanding.

### **School Access**

Our building is used by Carroll County Public School groups and the local community throughout the school year. In order to ensure the security and safety of our building, **classrooms and suites will be locked after 3:25 p.m.** If your child forgets something that is needed, please contact the school office before 3:25 p.m. or write a note to give to the classroom teacher the next day.

### **Emergency Card**

It is very important that you return a completed emergency card for your child. We need this information to properly care for your child and need to be able to contact someone that is able to pick up your child, if necessary. Please make sure to list contacts we can call in an emergency **and be sure to update this information** with the school office through the year, when necessary. **The Emergency Card will come home with your child on the first day of school. Please complete it and return it to the school as soon as possible.**

### **RME Communication**

Please refer to the Robert Moton website at [www.carrollk12.org/rme](http://www.carrollk12.org/rme) to find the county school calendar, RME Student Handbook, staff email addresses, blank parent pick up notes, blank absence excuse notes, and other information. Please call the school office to request hard copies.

### **School Messenger Mass Notification Services**

The Carroll County Public School System uses the School Messenger Mass Notification Service to provide parents with information from their child's school and the school system. School Messenger is capable of delivering email AND phone alerts at no charge to the parents. You do not have to sign up; however, please make sure your contact information remains current with the school office, as all information is taken from the school **Emergency Card.**

### **Monthly School-Wide Newsletter**

Our school newsletter will be emailed to you or sent home with your child each month based on your indicated preference. It will help remind you of important dates and keep you informed of school events.

### **Inclement Weather**

When it comes to closed schools, delayed arrival times, and early dismissals due to bad weather we usually think of snow. However, the inclement weather policy applies to extreme heat, wind, hurricanes, tornadoes, ice, and even problems with our school building. In the Student Handbook is a copy of the inclement weather policy. It can also be found on the CCPS website [www.carrollk12.org](http://www.carrollk12.org). Please read it so you are aware of how time changes may impact your child's school day and transportation. **Make emergency plans now** with your spouse, relatives, neighbors, or friends to make sure someone is available to meet your child at home.

**An Unplanned Early Dismissal Form will be sent home with your child on the first day of school. Please return the completed form to the school and be sure to provided notification of any changes throughout the school year.**

**The CCPS Advanced Academics** is designed to meet the needs of highly able learners and maximize student achievement. Advanced Academics teachers, in collaboration with classroom instructors, will continue to provide a continuum of interventions designed to meet the needs of Advanced Academics Education Program participants. This may include in-class instruction, pullout groups, and/or resource development with classroom teachers. A Referral and Review Team will determine student eligibility for interventions. Indicators for participation include observational checklists, standardized test scores, work samples, and classroom performance.

Although students are not formally identified until the beginning of third grade, Advanced Academics teachers will continue to provide a range of services for grades K-5. Look for more information about the program to come home throughout the school year.

### Parent Pick Up and Drop Off Procedures



Statistics show that students are safest when transported to and from school on a school bus. Every student is entitled to a full day of instruction. Over twenty buses need to circulate through our parking lot to accommodate our student dismissal needs. Dismissal of bus riders will begin at 3:00 p.m. at the conclusion of our instructional day.

Based on the design of our school building and parking lot, we need to give first priority consideration to our buses. In order to efficiently exit all of our students in a safe manner, our bus riders will be dismissed prior to our students who are being picked up by parents and/or day care providers.

**Please be cautious of this area as buses will be pulling in/out sporadically during dismissal.**

Once all of our buses have been dismissed, we will begin our parent pick up procedures. Students for pick up will be dismissed to the cafeteria and are to be picked up between 3:10–3:25 p.m. Come into the cafeteria entrance to sign out your student. **Please remember to bring photo identification with you.**

**NOTE:** It is necessary that we keep the front curb available throughout the school day for buses that serve our students in various programs. Please use our visitor parking available in front of the school, or

park in an available spot on our parking lot when visiting RME.

**Late Arrival: Parents/Guardians must walk their student into the school office and sign in as a late arrival. Please do not drop your child off at the front of the school to walk in unattended.**



### THE DAILY DOZEN OF BUS RIDING

1. Be at the bus stop 5 minutes before pick-up time.
2. Walk safely to the bus stop and wait in a safe, orderly manner.
3. Watch your step and use the handrail when getting on and off the bus.
4. Take your seat promptly and remain seated for your ride to and from school.
5. Sit in the seat facing front; keep your feet, books and other articles out of the aisle.
6. Always keep your hands and head inside the bus.
7. Report any damage that you see to the driver.
8. Eating, smoking, or using vulgar language is not permitted.
9. Your conduct should be quiet and orderly, so the driver is not distracted from the important job of driving.
10. Your driver is responsible for the safe operation of the bus; listen to the driver's instructions.
11. Wait until the bus has come to a stop before leaving your seat.
12. Cross 10 feet in front of the bus with the "red flashing warning lights" only upon discharge and if you live on the opposite side of the road. Be sure you check traffic both ways.

***NOTE: Glass items and medication are not permitted to be transported on the bus.***

## Video/Audio Cameras on School Buses

Video/audio cameras are placed on school buses to protect students and staff and provide for a safe and orderly environment. The privacy of students and the recording are kept secure and are reviewed only by the authorized CCPS personnel.

## **PORTABLE ELECTRONIC DEVICES (E.G., CELL PHONES) – POLICY AND REGULATIONS**

- Students are not required or expected to bring a personally owned device to school, but if they do, they must abide by CCPS regulations. Misuse shall result in disciplinary action. Parents who need to make emergency contact with their child during the school day should contact the school's main office.
- Devices must be silenced and stored (out of sight) upon entry to the school until exit from the school. **It is highly recommended that elementary students not bring their devices to school or on the school bus.**
- No portable electronic device shall be used to record, store, or transmit any type of image, sound or video except for approved projects with the express permission of school staff.
- The audible notification sounds and volume of portable electronic devices shall be silenced or directed through headphones at school and on buses.
- Disciplinary action, as outlined in the CCPS student services manual, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if reasonable belief exists that the student has violated the terms of the acceptable use procedures and guidelines or other school policy.

The complete policy and administrative regulations (JICJ) can be found at [carrollk12.org](http://carrollk12.org). Search terms: *board policies*

### **Notice of Non-Discrimination**

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

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

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

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

### **ADA Accessibility Statement**

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

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

Raymond Prokop  
Director of Facilities

125 North Court Street  
Westminster, MD 21157  
410-751-3177

Carey Gaddis  
Supervisor of Community &  
Media Relations

125 North Court Street  
Westminster, MD 21157  
410-751-3020

### **Asbestos Notice**

The Asbestos Hazard Emergency Response Act (AHERA) requires all buildings owned or leased by the Board of Education of Carroll County to prepare, update, and make available all asbestos management plans. The building asbestos management plans are available for review at the individual Carroll County school locations and at the Office of Facilities Operations, located at 191 Schaeffer Ave., Westminster, MD 21157.



### **Certification and Licensure Qualifications Statement**

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

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

### **Integrated Pest Management Program**

The Integrated Pest Management (PM) program employed by CCPS uses inspection, monitoring, employee education, and sanitation practices to minimize the use of pesticides in our schools.

Maryland law requires that parents of all elementary students be notified automatically prior to the application of any pesticide. Each parent or guardian of secondary students must request to be placed on a pesticide notification list.

CCPS notifies all students and staff 24 hours prior to scheduled applications of pesticides on school property. If an emergency pest control situation arises and a pesticide is used, notification will be made within 24 hours. Space spraying of a pesticide throughout an entire room or area by fogger or aerosol device requires one week advance notice to all students and staff.

Copies of material safety data sheets (MSDS) and product labels for each pesticide and bait station used on school property are maintained in the Department of Plant Operations. Persons wishing to review this information should contact the Office of Plant Operations at 410-751-3470. For additional information about the Integrated Pest Management Program, please contact the Director of School Support Services at 410-751-3179.

### **Permission to Photograph, Videotape or Audiotape**

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

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

There are also occasions when the media covers certain school events (such as when a governmental leader visits a school). If you do not wish to have your child's name or likeness published by the media, you should address your concerns directly to the school involved so that the media is so advised. Please be advised that the school system has no control over the media when they are covering activities such as sporting events and musical programs that are open to the public.

### **Prayer in School and Moments of Silence – Board Policy**

Students may pray when not engaged in instruction, as long as they do not cause a "material disruption." Students may pray, alone or together, during non-instructional time, to the same extent that they may engage in nonreligious activities. Students may organize *prayer* groups, religious clubs, and gatherings to the same extent they are allowed to organize other non-curricular activities (see Student Groups and Organization section of the Student/Parent Handbook).

School employees, in their official capacity, may not encourage or discourage *prayer* or actively participate in it with students. Teachers may participate in religious activities where the overall context makes clear they are not participating in their official capacity.

In accordance with Section 7-104 of the Education Article, Annotated Code of Maryland, all students may be required to "...participate in opening exercises on each morning of a *school day* and to meditate silently for approximately 1 minute." It is the policy of Board of Education of Carroll County that schools be required to have a moment of silent meditation for approximately one minute each school day. During this moment of silence, the Carroll County Public School System shall neither advance nor inhibit silent religious activity.