

WESTMINSTER WEST MIDDLE SCHOOL

60 Monroe Street • Westminster, Maryland 21157

Ms. Shannon Zepp, Principal

Mr. Jeffrey Hopkins, Assistant Principal

Mr. Noah Scholl, Assistant Principal



Welcome Back, Blue Jays!

First Day of School

Tuesday, September 5, 2023

Dear Parents and Guardians,

I hope that this finds each of you and your families doing well and enjoying the summer! We are excited to begin another school year filled with growth, learning, and new opportunities. I am honored to extend a warm welcome to all of our returning students and families as well as those joining our school community for the first time.

At West Middle, we strive to create an inclusive and supportive environment that fosters academic excellence and a love of learning. Over the last year, I have witnessed the phenomenal teachers and staff at West work diligently to provide opportunities for academic growth and personal development. There is no doubt that the middle school years provide both unique challenges and joys for students and families. It is only through our connection and collaboration with parents and families that we can facilitate student growth and to prepare them for the next stages of learning. We encourage parents and guardians to stay involved – connect with teachers, come to PTO meetings, and participate in school wide events as a family. Together, we can provide our students with the best possible educational experience.

Enclosed in this newsletter is information about New Student Orientations, Back-to-School Nights, and other important dates. As a reminder, student schedules go “live” in Home Access Center on August 15th. Throughout the school year, the majority of our communication will be with families through School Messenger and with students directly via their school email. Being in-tune with this communication will help open the door for students to try new things, explore their interests and make the most of their middle school experience.

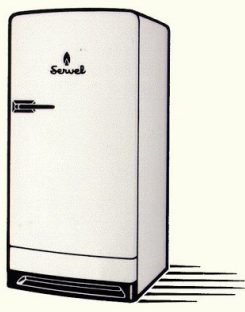
On behalf of the entire faculty and staff, I want to express our enthusiasm for the upcoming school year. We look forward to getting to know each and every one of our students, supporting their growth, and celebrating their achievements. We are looking forward to making this a memorable and successful year at West!

Should you have any concerns or questions, or have anything you’d like us to know to help us help your student, please don’t hesitate to reach out to us. Here’s to an incredible year!

Sincerely,

Shannon Zepp
Principal

West Middle School



REFRIGERATOR PAGE

School Hours

Office Hours: 8:00 a.m. - 4:00 p.m.
Building Open to Students: 8:05 a.m.
Late Bell / Attendance Taken: 8:35 a.m.
Dismissal: 3:10 p.m.
Early Dismissal Days (2 hours, 45 min) 12:25 p.m.

Main Office:

Telephone: 410-751-3661

Fax: 410-751-3667

School Administrators

Ms. Shannon Zepp, Principal
Mr. Jeff Hopkins, Assistant Principal
Mr. Noah Scholl, Assistant Principal

Counseling Office

Telephone: 410-751-3662

Fax: 410-751-3665

School Counselors

Mr. Green - 6th grade
Ms. Finch - 7th grade
Ms. Buckalew - 8th grade

Attendance

Absence: Please email the school at WMLAttendance@carrollk12.org.

Tardiness / Early Dismissal: If your student is late or leaving school early, you will need to send a signed note with your student.

DETAILS ON PAGE 9

Picture Days

September 25th

November 29th Make-ups

Lunch Times

Grade 6: 12:45 - 1:15

Grade 7: 11:05 - 11:35

Grade 8: 12:10 - 12:40

Meal Prices

Breakfast: \$1.75 (served 8:15-8:30 a.m.)

Lunch: \$2.75

Students must have cash or money on account to purchase a second meal or any a la carte items.

Eligible households should apply for meal benefits (see page 17).

6th Grade Back-to-School Night

For Students & Parents

August 31st at 4:30 p.m.

Student Visitation

August 11th, 9:00-11:00 a.m.

7th & 8th Grade

Back-to-School Night

For Parents only

September 7th at 5:30 p.m.

DETAILS ON PAGE 4

CONFERENCE NIGHTS

Wednesday, October 18

Thursday, November 2

Tuesday, December 12

Monday, January 22

DETAILS ON PAGE 4

Volunteer Training

Click on the link below to complete online volunteer training.

[Volunteer Program - Carroll County Public School District \(finalsite.com\)](https://www.carrollk12.org/volunteer)

Enter only **one application** that includes **all of the schools** in which you plan to volunteer.

West Middle P.T.O.

Click on the link below for important information on meetings, events, fundraisers, and volunteer opportunities:

<https://drive.google.com/file/d/14-tDC-xOH48jfESTpruAhgJ6QYB8sx4d/view?usp=drivesdk>

Meeting Dates:

Wednesday, September 13 Wednesday, March 20

Wednesday, November 8 Thursday, May 23

Tuesday, January 23

SERVICE LEARNING HOURS

Click on the link below for important information on Service Learning.

[Service Learning - Carroll County Public School District \(carrollk12.org\)](https://www.carrollk12.org/service-learning)

Students may accumulate service hours beginning the summer after the completion of grade 5 through grade 12; and, may complete the requirement any time during that period. Students must complete a minimum of 55 Service-Learning hours by the end of the eleventh grade in order to be promoted to senior status.

CALENDAR

AUGUST

- 4 Bus Routes posted to www.carrollk12.org
- 15 Student schedules posted on Home Access Center
- 17 6th Grade New Student Evening (**Last Names A-K**); 6 p.m.
- 21 6th Grade New Student Evening (**Last Names L-Z**); 6 p.m.
- 24 Student Visitation; 9 - 11 a.m.
- 31 6th Grade Back-to-School Night; 4:30-6:30 p.m.

SEPTEMBER

- 4 Schools/Offices Closed; Labor Day
- 5 **Schools Open; First Day of School For Students**
- 7 Back to School Night for 7th & 8th grade parents; 5:30-7:30 p.m.
- 12 Outdoor School presentation for 6th grade parents; 6 p.m.
- 13 PTO Meeting; 6:30 p.m.
- 22 PTO Glow Party and Rec Night; 6 - 8 p.m.
- 25 Picture Day
- 28 Dental Clinic at West Middle School

OCTOBER

- 18 Parent/Teacher Conference Night; 4-7 p.m.
- 20 Schools Closed for Students; Professional Day for Teachers
- 23 8th grade field trip to Career & Technology Center
- 27 PTO Movie Night & Mixer; 6 p.m.

NOVEMBER

- 2 Parent/Teacher Conference Night; 4-7 p.m.
- 7 Early Dismissal at 12:25 p.m.; Marking Period 1 Ends
- 8 PTO Meeting; 6:30 p.m.
- 15 PTO Skate Night at Sportsman's Hall; 5-7 p.m.
- 17 Student/Staff Basketball Game; 3:30 - 6:00 p.m.
- 22 **Early Dismissal at 12:25 p.m.**
- 23-24 School/Offices Closed; Thanksgiving Holiday
- 29 School Picture Make-up Day

December

- 5 Orchestra Concert (all grades) at Westminster HS; 7 p.m.
- 7 Band Concert (all grades) at Westminster HS; 7 p.m.
- 11 Chorus Concert (all grades) at Westminster HS; 7 p.m.
- 12 Parent/Teacher Conference Night; 4-7 p.m.
- 13 Guitar Concert (all grades) at West Middle School; 7 p.m.
- 22 Schools/Offices Early Dismissal at 12:25 p.m.
- 25-29 Schools/Offices Closed (Winter Break)

January

- 1 School/Offices Closed; New Year's Day Observed
- 2 Schools Reopen
- 15 Schools/Offices Closed; Martin L. King, Jr. holiday
- 22 Parent/Teacher Conference Night; 4-7 p.m.
- 23 PTO Meeting; 6:30 p.m.
- 26 Schools/Offices Closed for Students; Marking Period 2 Ends

February

- 3 PTO Escape Room; 9 a.m.-3 p.m. (snow date Feb. 10)
- 15 Instrumental Music Side-by-Side Concert at Westminster HS
- 19 Schools/Offices Closed; Presidents' Day

March

- 15 PTO Paint Night; 6 - 8 p.m.
- 20 PTO Meeting; 6:30 p.m.
- 22 Eisteddfod Concert at Westminster HS
- 28-29 Schools/Offices Closed; Spring Break

April

- 1-2 Schools/Offices Closed; Spring Break
- 9 **Early Dismissal at 12:25 p.m.**; Marking Period 3 Ends
- 12 PTO Game Night; 3:30-6:30 p.m.
- 20 PTO Community Yard Sale; 8 a.m. - 5 p.m.

May

- 4 Schools/Offices Closed; Primary Election Day
- 7 Orchestra Concert (all grades) at Westminster HS
- 9 Band Concert (all grades) at Westminster HS
- 13 Chorus Concert (all grades) at Westminster HS
- 15 Guitar Concert (all grades) at West Middle School
- 18 8th grade band/orchestra: Music in the Park at Hershey Park
- 27 Schools/Offices Closed; Memorial Day

June

- 13 **Early Dismissal at 12:25 p.m.**; Last Day for Students

Attention 8th grade Parents/Guardians: The CCPS Board of Education will announce the definitive last day of school, based on snow-day usage, in the Spring. **At that time**, we will begin scheduling end-of-year activities (farewell assemblies, picnic, & dance). **Once those events are on our calendar, we will communicate them to you via School Messenger.**

The First Day of School is Tuesday, September 5th

8:05 a.m. - Students may begin entering the building. Students are not permitted in the school building before 8:05 a.m. unless they are meeting with a staff member. CCPS is not required to provide supervision of students prior to this time.

8:35 a.m. - The Homeroom/Late Bell rings. Students who are not seated in homeroom when the late bell rings are considered tardy and must report to the office to sign in and receive a late pass.

3:10 p.m. - Dismissal begins. Students should not remain in the building after dismissal unless they have school approval and parent permission.

Change of Transportation Home from School for Emergency Situations Only

Any change to a student's transportation home — even if for one day — must be made **in writing** by either a signed note delivered to the Main Office in the morning (**preferred**) or by e-mailing wmlattendance@carrollk12.org. We are not able to approve requests made over the telephone. If the emergency requires your student to ride home with another student, then a SIGNED NOTE from the parents of BOTH students must be delivered to the Main Office first thing in the morning. **See Page 12 for additional transportation information.**

BACK TO SCHOOL ACTIVITIES

6th Grade and New Student Orientation

Students with **last names A - K**: **Thursday, August 17th** at 6:00 - 7:30 p.m.

Students with **last names L - Z**: **Monday, August 21st** at 6:00 - 7:30 p.m.

After a brief welcome and introductions, students will be allowed to navigate the building with their parents/guardians to find their classrooms. We are planning for students to receive their laptops at this time.

Student Visitation - Thursday, August 24th, 9:00-11:00 a.m.

While there will be no formal tours, and our building will be the final stages of cleaning, students from any grade and their parents are welcome to come in and walk their schedules. All students must be accompanied by an adult. Teachers will not be available at this time.

6th Grade Back-To-School Night for Parents & Students - Thursday, August 31st, 4:30-6:30 p.m.

Welcome to West! Sixth graders and their parents/guardians are invited to Back-to-School Night at 4:30 p.m. You will have an opportunity to meet your teachers and administrators, and visit your classrooms. If you find the parking lots in front of the school and the Monroe Street side to be full, please feel free to park at St. John's.

Students should not bring their school supplies at this time, however, donations of tissues may be brought in and would be greatly appreciated.

7th/8th Grade Back-To-School Night for Parents Only - Thursday, September 7th, 5:30-7:30 p.m.

Students are discouraged from attending.

School Picture Day



School pictures will be taken on **Monday, September 25th**. It is important to be present on this day since the school pictures are used for the yearbook. Order forms will be sent home with students the week prior to picture day. Order forms and payment must be given to the photographer on the day pictures are taken. Proofs will not be available for viewing prior to ordering.

Picture make-up day is Thursday, November 29th.

Parent/Teacher Conference Nights

An online link to sign up for the October and November conferences will be shared with parents and guardians on or about October 4th.

Wednesday, October 18, 2023: Time slots for this date will first be filled by invitation only from teachers. Any remaining time slots will then be made available to other families wishing to meet. Conferences will be with the entire academic team together for 15 minutes between 4:00 - 7:00 p.m. Related Arts teachers will also be available.

Thursday, November 2, 2023: Conferences will be with the entire academic team together for 15 minutes between 4:00 - 7:00 p.m. Related Arts teachers will also be available.

An online link to sign up for the December and January conferences will be shared with parents and guardians prior to each conference night. Families will have the opportunity to schedule individual 10-minute appointments with Academic and Related Arts teachers between 4:00 - 7:00 p.m.

Tuesday, December 12, 2023

Monday, January 22, 2024

GREAT FUTURES START HERE.



The Boys & Girls Club of Westminster offers after school programs and leadership opportunities for kids ages 6-18. Trained staff members provide homework help and teach members the skills needed to succeed in school. Members participate in clubs in technology, sports and the arts. A teen center is available for middle and high school members that highlights college prep, leadership, and community service opportunities. At the Boys & Girls Club's, we believe that learning should be fun! From simple games to leadership opportunities, we focus on the kids and offer them a safe place to go after school and hang out with friends. The Club is open Monday – Friday from 2:30 – 6:00 p.m. Transportation may be available from the school to the Boys & Girls Club of Westminster. For enrollment information, go to bgcwestminster.org or call 410-386-0135.

Physical Education Uniforms

Uniforms will be available from the P.E. teachers after your child's first P.E. class. Uniform items may be purchased separately. Students who do not wish to purchase a uniform are required to wear clothes for PE class consisting of a T-shirt, athletic shorts, and appropriate shoes. Students will be given the opportunity to change clothes.

T-Shirt	\$ 12.00
Shorts	\$ 10.00
Total Cost	\$ 22.00



Payment can be made directly to My School Bucks by scanning the URL Code

OR

Making checks/money orders payable to WEST MIDDLE SCHOOL

Agenda Books

All 6th grade students will receive an agenda book by the first day of school. Agenda books will be available to 7th and 8th grade students on a first-come, first-served basis beginning on the first day of school. West Middle Administration is proud to partner with our PTO to bring these agenda books to students free of charge. Students who need a replacement agenda book will be able to purchase one if extras are available at a cost of \$5.

Emergency Cards

On the first day of school, each student will receive only one (1) copy of his/her emergency card. It is critical that the preprinted information is carefully reviewed by a parent/guardian. If the card reflects incorrect information, please make note of the revisions on the card.

Also, please make sure to complete the **"Transportation Information"** section, **stating your student's bus number.**

Please notify the school immediately when there is a change in your contact information during the school year. This is the only way we have of contacting you in case of emergency.

Emergency cards must be signed by a parent/guardian and returned to the school, **within three (3) school days.**

SCHOOL MESSENGER Parent Notification System

Throughout the school year, parents will receive e-mail and telephone messages from our School Messenger notification system. Telephone numbers and e-mail address are taken from the information supplied by parents on the Emergency Cards so it is important that we have current contact information. If your telephone number or e-mail address changes, please send a note to school with your student and we will make the change.

Cell Phone and Personal Device Use for the 2023 – 2024 School Year



- ♦ **Cell phones and personal devices must be silent and out of sight from the time students enter the building until they are dismissed from school.** Dismissal time is the 3:10 bell if they are a walker, parent pick-up, or a wave 1 bus rider, or when their bus wave is called if they are on wave 2 or 3.
- ♦ **Cell phones are banned from the gymnasium and locker rooms. Students must leave phones in their lockers.**
- ♦ **Students who are feeling unwell must go to the Health Room instead of using their phone to contact parents.** The nurse will contact parents if necessary, or at the student's request.
- ♦ **Please contact the school office if you need to get a message to your student.** We can have your child contact you at Lunch, FLEX, or during a class change, if necessary.

If you have any questions, please feel free to contact an administrator. Thank you for your understanding as we strive to provide a positive learning environment for all students.



BRINGING YOUR CHILD'S FORGOTTEN ITEMS TO SCHOOL




PARENTS: Please mark all items with your child's name and grade **BEFORE** bringing your child's belongings (lunch, instrument, etc.) into the school.

It is the student's responsibility to stop by the office if he or she believes that a parent may have dropped off a forgotten item (especially if the child called or texted you before arriving) or if something was left on the bus.

We will not disrupt instruction by calling into classrooms to alert students that they have something to pick up.

At the start of each lunch shift, there will be a cart brought into the cafeteria with items for pick-up.

Team List 2023 - 2024

GRADE 6								
Team 1			Team 2			Team 3		
ELA	Ms. Hawley	Rm. 47	ELA	Ms. Stitely	Rm. 13	ELA	Ms. Howard	Rm. 11
Math	Mr. Winner	Rm. 46	Math	Mr. Lustig	Rm. 12	Math	Mr. Ruhlman	Rm. 17
Science	Mr. Wilcox	Rm. 45	Science	Ms. Cochrane	Rm. 15	Science	Ms. Fitzsimmons	Rm. 18
Soc. Studies	Ms. Breakey *	Rm. 48	Soc. Studies	Ms. Burk *	Rm. 14	Soc. Studies	Mr. Hadden *	Rm. 16
GRADE 7								
Team 4			Team 5			Team 6		
ELA	Ms. Ferguson	Rm. 3	ELA	Ms. Shipley	Rm. 2	ELA	Ms. Davis *	Rm. 23
Math	Ms. Ellis	Rm. 5	Math	Mr. Lenz	Rm. 9	Math	Ms. Grayson	Rm. 24
Science	Ms. McNamara	Rm. 4	Science	Mr. Jacobs	Rm. 40	Science	Dr. Pilachowski	Rm. 41
Soc. Studies	Ms. Stowe *	Rm. 6	Soc. Studies	Mr. Plott *	Rm. 8	Soc. Studies	Mr. Winebrunner	Rm. 22
			GRADE 8					
			Team 7			Team 8		
			ELA	Ms. Blythe *	Rm. 28	ELA	Ms. Kretzer	Rm. 30
			ELA	Ms. Thomas-Rub	Rm. 34	Math	Ms. Koons *	Rm. 36
			Math	Ms. Chapman	Rm. 27	Science	Ms. Lansford	Rm. 33
			Math	Ms. Clarke	Rm. 20	Soc. Studies	Ms. Piper	Rm. 35
			Science	Ms. Wilson	Rm. 31	Spanish	To be determined	Rm. 32
			Soc. Studies	Ms. Mora	Rm. 29			
RELATED ARTS: Team 1			RELATED ARTS: Team 2			SPECIAL EDUCATION		
Band/Orchestra	Ms. Hughes	Rm. 49B	Art	Mr. Wilson	Rm. 51	ALT	Ms. Murphy	Rm. 38
Gen. Music/Guitar	Mr. Kiser	Rm. 43	FACS	Ms. Barney	Rm. 37	Resource	Ms. Cascio	Rm. 52
Choral Music	Mr. Kirby	Rm. 44	Health	Ms. Berman *	Rm. 50	Resource	Ms. McDonald	Rm. 52
PE	Ms. Hodiak	Gym	Health	Mr. Meinecke	Rm. 49A	Resource	Ms. Nawrot	Rm. 52
PE	Ms. Kellar	Gym	Tech Ed	Mr. Bhatti	Rm. 42	Resource	Ms. Roelke *	Rm. 52
PE	Mr. Reter *	Gym	Tech Ed	Mr. Rusbosin	Rm. 53	Resource	Ms. Taylor	Rm. 52
Adapted PE	Mr. Keith	Gym				Speech	Ms. DiBella	Rm. 52
						Psychologist	Dr. Gordon	Rm. 52
RESOURCE			COUNSELING			MAIN OFFICE		
Career Coach	Ms. McDonough	Rm. 21	Mr. Green - Grade 6			Ms. Zepp - Principal		
ESOL	Ms. Strong	Rm. 7	Ms. Finch - Grade 7			Mr. Hopkins - Assistant Principal (L-Z)		
ESOL	Ms. Thomas	Rm. 7	Ms. Buckalew - Grade 8			Mr. Scholl - Assistant Principal (A-K)		
G & T	Ms. Flint	Rm. 21	Ms. Tyler - Mental Health Therapist			Ms. Schaeffer - Office Manager		
Math Specialist	Ms. T. Baker	Rm. 21	Ms. Robertson - Registrar			Ms. Fultz - Attendance		
ELA Interventionist	Ms. Myers	Rm. 25	HEALTH ROOM Ms. Williams, R.N.			Ms. Sherfey - Data Clerk		
ELA Interventionist	Ms. Wilson	Rm. 39B				Ms. Stair - Receptionist		
Math Interventionist	Ms. Coffey	Rm. 39A						
Media Specialist	Ms. Kahler *	Media						
Reading Specialist	Ms. Guiffre	Rm. 25						
Mentor Teacher	Ms. A. Baker	Rm. 21						

Team Schedules 2023 - 2024

6th Grade: Teams 1, 2, & 3

REGULAR SCHEDULE	Class	2-Hour Delay (No Flex)	2-Hr. 45-Min. Early Dismissal (No Flex)
8:35 – 9:15	Homeroom/Flex	10:35 - 10:40	8:35 – 8:40
9:15 – 10:15	Academic 1	10:40 - 11:20	8:40 - 9:15
10:15 – 11:15	Academic 2	11:20 - 12:05	9:15 - 9:50
11:15 – 12:00	Related Arts 1	12:05 - 12:35	9:50 - 10:15
12:00 – 12:45	Related Arts 2	12:35 - 1:05	10:15 - 10:40
12:45 – 1:15	LUNCH	1:05 - 1:35	10:40 - 11:10
1:15 – 2:10	Academic 3	1:35 - 2:20	11:10 - 11:45
2:10 – 3:05	Academic 4	2:20 - 3:05	11:45 - 12:20
3:05 - 3:10	Bus Room	3:05 - 3:10	12:20 - 12:25

7th Grade: Teams 4, 5, & 6

REGULAR SCHEDULE	Class	2-Hour Delay (No Flex)	2-Hr. 45-Min. Early Dismissal (No Flex)
8:35 – 9:10	Homeroom/Flex	10:35 - 10:40	8:35 – 8:40
9:10 – 10:05	Academic 1	10:40 - 11:25	8:40 - 9:15
10:05 – 11:05	Academic 2	11:25 - 12:10	9:15 - 9:50
11:05 – 11:35	LUNCH	12:10 - 12:40	9:50 - 10:20
11:35 – 12:35	Academic 3	12:40 - 1:25	10:20 - 10:55
12:35 – 1:35	Academic 4	1:25 - 2:05	10:55 - 11:30
1:35 – 2:20	Related Arts 1	2:05 - 2:35	11:30 - 11:55
2:20 – 3:05	Related Arts 2	2:35 - 3:05	11:55 - 12:20
3:05 - 3:10	Bus Room	3:05 - 3:10	12:20 - 12:25

8th Grade: Team 7

REGULAR SCHEDULE		2-Hour Delay		2-Hr. 45-Min. Early Dismissal	
8:35 – 9:10	Homeroom/Flex	10:35 - 10:40	Homeroom	8:35 – 8:40	Homeroom
9:10 - 9:55	Related Arts 1	10:40 - 11:10	Related Arts 1	8:40 - 9:05	Related Arts 1
9:55 - 10:40	Related Arts 2	11:10 - 11:40	Related Arts 2	9:05 - 9:30	Related Arts 2
10:40 - 12:00	Academic 1	11:40 - 12:10	LUNCH	9:30 - 10:15	Academic 1
12:00 - 12:10	Academic 2	12:10 - 1:10	Academic 1	10:15 - 11:00	Academic 2
12:10 - 12:40	LUNCH	1:10 - 2:10	Academic 2	11:00 - 11:50	Academic 3
12:40 - 1:50	Academic 2	2:10 - 3:05	Academic 3	11:50 - 12:20	LUNCH
1:50 - 3:05	Academic 3	3:05 - 3:10	Bus Room	12:20 - 12:25	Bus Room
3:05 - 3:10	Bus Room				

8th Grade: Team 8

REGULAR SCHEDULE		2-Hour Delay		2-Hr. 45-Min. Early Dismissal	
8:35 – 9:10	Homeroom/Flex	10:35 - 10:40	Homeroom	8:35 – 8:40	Homeroom
9:10 - 9:55	Related Arts 1	10:40 - 11:10	Related Arts 1	8:40 - 9:05	Related Arts 1
9:55 - 10:40	Related Arts 2	11:10 - 11:40	Related Arts 2	9:05 - 9:30	Related Arts 2
10:40 - 11:25	Academic 1	11:40 - 12:10	LUNCH	9:30 - 10:00	Academic 1
11:25 - 12:10	Academic 2	12:10 - 12:45	Academic 1	10:00 - 10:30	Academic 2
12:10 - 12:40	LUNCH	12:45 - 1:20	Academic 2	10:30 - 11:00	Academic 3
12:40 - 1:30	Academic 3	1:20 - 1:55	Academic 3	11:00 - 11:25	Academic 4
1:30 - 2:20	Academic 4	1:55 - 2:30	Academic 4	11:25 - 11:50	Academic 5
2:20 - 3:05	Academic 5	2:30 - 3:05	Academic 5	11:50 - 12:20	LUNCH
3:05 - 3:10	Bus Room	3:05 - 3:10	Bus Room	12:20 - 12:25	Bus Room

Important Procedures to Know

Visitors to the School

In an effort to maintain a safe school environment for our students, all visitors to the building are required to follow these procedures:

- ◇ All visitors to the building should enter through the office doors on the Monroe Street side of the school. Remote access will not be available at the gym doors during school hours. Designated visitor parking is established on the Monroe Street side lot.
- ◇ Photo identification is required of all visitors, including anyone who is picking up a student. Please report immediately to the main office with your photo identification upon arrival to the school campus. Photo identification will be scanned through a system to ensure the safety of all students.

Phone Messages & Deliveries

Students may not receive phone calls during the school day. If necessary, we will take a message and give it to your child during Flex or Lunch.

Students are not allowed to receive flowers, balloons, etc., during the school day because they disrupt instructional time.

Attendance & Extracurricular Activities

Students involved in extracurricular activities after school are required to be in school all day on the day of the activity. If a student arrives to school late, the student will be allowed to participate only if he or she brings a note from a physician's office (includes family doctor, dentist, orthodontist, counselor, physical therapist, etc.).

If a student needs to leave school early for a medical appointment, but plans to return for an after-school activity, he or she must return with a doctor's note to be considered eligible to participate in the activity.

Arrival to School

Students should not arrive at school before 8:05 a.m.

According to Carroll County Public School policy, student supervision does not begin until 25 minutes prior to the start of the school day, therefore, students are not permitted into the building until this time.

Behavioral Expectations

The faculty and staff of West Middle have high expectations for student success, both academically and socially. Students are expected to come to school each day ready to participate and learn. There are times when discipline issues occur that must be addressed by a staff member or administrator. Please understand that a focus on all consequences/intervention is to change the inappropriate behavior so that everyone can get back to learning.

Lost and Found

The Lost & Found is located in the Cafeteria. Please encourage students to look for lost items during lunch time, or before or after school. At the end of each marking period, we will dispose of all items. Parents and students will be informed prior items being donated. **PLEASE WRITE YOUR CHILD'S NAME ON LUNCHBOXES, WATER BOTTLES, BINDERS, P.E. UNIFORMS, CLOTHING ITEMS SUCH AS HOODIES, ETC.**

Lockers

All students will be provided a locker in which they can store their backpacks and supplies.

The majority of the lockers at West Middle do not have locks. Students may bring in their own lock if they prefer. Homeroom teachers must be given a copy of the key or access to the combination so we can assist students if they lose their key or forget the combination. If access is needed to the locker, it may be necessary to cut off the lock.

BACKPACKS/BOOK BAGS

Students will be allowed to carry their backpacks during the school day.

Attendance Procedures & Information

REPORTING STUDENT ABSENCES

Use ONE of the following methods:

- **Preferred:** Send an Email to wmlattendance@carrollk12.org by 10:00 a.m., if possible.
- Phone call to school at 410-751-3661 between 8:00 a.m. - 4:00 p.m.
- Fax to (410) 751-3667
- Send a signed note with your student upon their return to school

Absences that are not verified by a parent/guardian within 5 days of the student's return to school will be coded as "unlawful".

LATE TO SCHOOL

Use ONE of the following methods:

- **Preferred:** Student arrives with a signed note from the parent/guardian or a doctor's office (**parent does not need to accompany student into the building**).
- Without a note for an excused reason, the parent should accompany their student into the Main Office to sign in.
- Parent **does not** need to come into school for an **unexcused** reason (missed bus, overslept, traffic, etc.).

It is important that students arrive to school on time. **Students who are not seated in homeroom at 8:35 a.m. are tardy and must report to the office to sign in and receive a pass.** Chronic, unexcused tardiness interferes with a child's education and may result in disciplinary consequences.

PROCEDURES WHEN LEAVING SCHOOL EARLY

In the event that a student must leave during the school day, a signed note from the parent/guardian is required.

- Before Homeroom, the student must turn in the note to the Early-Dismissal Table outside the Main Office. This will help to alleviate classroom disruptions during the school day.
- A child may only be removed from school by a parent or legal guardian, as listed on the emergency card. A parent/guardian must provide the Main Office with PRIOR WRITTEN NOTIFICATION for any other individual to remove their student from school even if that person is on the emergency contact list.

VACATIONS / PLANNED ACTIVITIES

We recommend that parents plan vacation times when school is not in session, however, we realize that students are sometimes absent for family or other activities. **A request in writing must be submitted to the Main Office for approval.** We ask for advance notice of planned absences to coincide with the length of the absence (e.g., 3 days notice for a 3-day absence, 5 days notice for a 5-day absence, etc.).

Students will receive work upon their return to school. Quizzes, tests, etc., will be made up when the student returns. Students will be given a day for a day to make up work (example: a 3-day absence will be given 3 days to complete missed work).

Parents of students with excessive absences and poor grades need to understand the implication of any extended absences.

Late Work Policy

West Middle School has the expectation that students will turn in all assigned classwork, homework, and projects for credit on the assigned due date. Students who are absent from school have assignment due dates which correspond to the number of days they were absent. Example: If the assignment was given while the student was absent for two days, the student will have two days to make up that assignment.

Below are listed the definitions and timelines used to determine a student's attendance.

- Present Full Day:** In attendance for 3 hours and 30 minutes, or more of the school day
- Absent Full Day:** Leaves before 10:35 or Arrives after 1:10
- Absent Half-day Morning:** Arrives after 11:40
- Absent Half-day Afternoon:** Leaves before 12:05

School Supplies 2023 - 2024

Students will receive team assignments on August 15, 2023.

Donations of tissues are appreciated.

Students may carry **clear, plastic water bottles** for water only in the classrooms.

Other beverages may be consumed at lunch.

Zipper-type binders will not fit into lockers.

Keep your receipts in case items need to be exchanged or returned.

6 th Grade - TEAM 1	6 th Grade - TEAM 2
4 1.5-inch 3-Ring Binders	4 1.5-inch 3-Ring Binders
1 Pencil Pouch	1 Pencil Pouch
2 Packs #2 Pencils	2 Packs #2 Pencils
1 Block Eraser	1 Block Eraser
1 Pack of Blue, Black and Red Pens	1 Pack of Blue, Black and Red Pens
1 Pack of 10 Colored Pencils	1 Pack of 10 Colored Pencils
4 One-Subject Spiral Notebooks	4 One-Subject Spiral Notebooks
1 Five-Subject Spiral Notebook	1 Five-Subject Spiral Notebook
1 Pack of Loose-Leaf Paper	1 Pack of Loose-Leaf Paper
1 Composition Book	2 Composition Books
2 Packs of Ruled Index Cards (3x5)	2 Packs of Ruled Index Cards (3x5)
4 Packs of 5-Tab Binder Dividers	2 Packs of 5-Tab Binder Dividers
1 Pack of Sticky Notes (3x3)	1 Pack of Sticky Notes (3x3)
1 Pack Glue Sticks	1 Pack Glue Sticks
1 Set of Wired Ear Buds	1 Set of Wired Ear Buds
1 Pack of 6 Colored Dry Erase Markers	1 Pack of 6 Colored Dry Erase Markers
1 Pack of Highlighters	1 Pack of Highlighters
	1 12-inch ruler

6 th Grade - TEAM 3	7 th Grade - TEAM 4
4 1.5-inch 3-Ring Binders	3 2.0-inch Binders
1 Pencil Pouch	1 Pencil Pouch
2 Packs #2 Pencils	2 Packs #2 Pencils
1 Block Eraser	1 Block Eraser
1 Pack of Blue, Black and Red Pens	1 Pack of Blue, Black and Red Pens
1 Pack of 10 Colored Pencils	1 Pack of 10 Colored Pencils
4 One-Subject Spiral Notebooks	4 One-Subject Spiral Notebooks
1 5-Subject Spiral Notebook	1 Pack Loose Leaf Paper
1 Pack of Loose-Leaf Paper	2 Packs Ruled Index Cards (3x5)
1 Composition Book	3 Pocket Folders with or without fasteners
2 Packs of Ruled Index Cards (3x5)	2 Packs of 5-Tab Binder Dividers
3 Packs of 5-Tab Binder Dividers	1 12-inch ruler
1 Pack of Sticky Notes (3x3)	Pack of Sticky Notes
1 Pack Glue Sticks	1 Pack Glue Sticks
1 Set of Wired Ear Buds	1 Set of Wired Ear Buds
1 Pack of Highlighters	
1 12-inch ruler	

School Supplies 2023 - 2024

7 th Grade - TEAM 5	7 th Grade - TEAM 6
2 2.0-inch Binders	2 2.0-inch Binders
1 Pencil Pouch	1 Pencil Pouch
2 Packs #2 Pencils	2 Packs #2 Pencils
1 Block Eraser	1 Block Eraser
1 Pack of Blue, Black and Red Pens	1 Pack of Blue, Black and Red Pens
1 Pack of 10 Colored Pencils	1 Pack of 10 Colored Pencils
4 One-Subject Spiral Notebooks	4 One-Subject Spiral Notebooks
1 Pack Loose Leaf Paper	1 Pack Loose Leaf Paper
2 Packs Ruled Index Cards (3x5)	2 Packs Ruled Index Cards (3x5)
3 Pocket Folders with or without fasteners	1 Composition Book
2 Packs of 5 Tab Binder Dividers	1 Pack of 5-Tab Binder Dividers
1 12-inch ruler	Pack of Sticky Notes
1 Pack of Sticky Notes	1 Pack Glue Sticks
1 Pack Glue Sticks	1 Set of Wired Ear Buds
1 Set of Wired Ear Buds	1 Black Dry Erase Marker
1 Black Dry Erase Marker	

8 th Grade - TEAM 7	8 th Grade - TEAM 8
5 3-Ring Binders	4 3-Ring Binders
1 Pencil Pouch	Pencil Pouch
Packs of #2 Pencils	Packs of #2 Pencils
Block or Cap Eraser	Block or Cap Eraser
1 Pack of Pens (Blue, Black or Red)	1 Pack of Pens (Blue, Black or Red)
1 Pack of 10 Colored Pencils	1 Pack of 10 Colored Pencils
2 One-Subject Spiral Notebooks	2 One-Subject Spiral Notebooks
1 Five-Subject Spiral Notebook	1 Five-Subject Spiral Notebook
1 Pack Loose Leaf Paper	1 Pack Loose Leaf Paper
4 Packs Ruled Index Cards (3x5)	4 Packs Ruled Index Cards (3x5)
5 Packs 5-Tab Binder Dividers	4 Packs 5-Tab Binder Dividers
1 12-inch ruler	1 12-inch ruler
Pack of Sticky Notes	Pack of Sticky Notes
1 Pack Glue Sticks	1 Pack Glue Sticks
1 Set of Wired Ear Buds	1 Set of Wired Ear Buds

ALL GRADES: Folder or 3-Ring Binder for each Related Arts class:

- Art
- FACS
- Health
- Music
- Technology Education

TRANSPORTATION

Bus Routes and Schedules

Friday afternoon, August 4th: Bus Routes/Schedules will be posted on the CCPS website, www.carrollk12.org. Approximate pick-up and drop-off times will be listed for each stop. Please allow an additional 15 minutes to the morning & afternoon times during the first week of school. **Bus routes and pick-up/drop-off times will be updated periodically throughout August, so be sure to check your child's bus information again before school starts in September.** If you have any questions regarding the bus stop for your child, you may call Transportation Services at 410-751-3229.

Parent Pick-up and Drop-off

Students may only be dropped off and picked up in the lane closest to the school on the Monroe Street side of the school. This will be strictly enforced.

Vehicles may only line up on the outside perimeter of the building.

Students will not be allowed to walk to any vehicles that line up in between the parking aisles or that are parked.

Vehicles are asked to pull forward as much as possible when waiting for students. There is a line painted on the lot near the two-story side of the building to start the line.

Parents are required to follow the directions of the staff members assigned to this area.

Rules & Procedures

In an effort to make the transportation of your child as safe as possible, listed below you will find rules regarding student transportation.

Authorized Bus Passengers: Students may not ride buses other than the one that regularly transports them to/from school. Students are allowed one morning and one afternoon stop. **Exceptions to this policy will be granted only on an emergency basis by the school administration. If the emergency requires your student to ride home with another student, then a NOTE from the parents of BOTH students must be delivered to the Main Office first thing in the morning.** Because many of our buses are quite crowded, please do not ask us to make exceptions to this rule.

School Bus Vandalism: A student who damages a school bus in any manner will be denied the privilege of riding the bus unless repairs have been paid. Riding privileges may be restored to the student after payment has been made, or may be withheld by the principal or assistant principal for an indefinite period.

Transporting Musical Instruments and Projects: Only those musical instruments or projects that can be held on the lap of students along with the school textbooks may be brought on the bus. Larger instruments or projects that create a safety hazard and occupy a lot of space shall not be permitted on the school bus.

Bus Referrals: Parents will be notified if a student receives a bus referral. Inappropriate behavior may result in loss of bus riding privileges.

School Bus Regulations:

- Be at the bus at least 5 minutes before pick-up time.
- Take your seat promptly and remain seated for your ride to/from school.
- Sit in the seat facing front. Keep your feet, books and other articles out of the aisle.
- Always keep your hands and head inside the bus.
- Report any damage that you see to the driver.
- Eating, smoking, or using profanity or vulgar language is not permitted.
- Conduct should be quiet and orderly so the driver is not distracted from the important job of driving. Listen to the driver's instructions.
- Wait until the bus has come to a stop before leaving your seat.

Cross 10 feet in front of the bus with the warning lights when crossing in front of the bus. Always look left, right, left to check for traffic before crossing any street, even when crossing in front of the bus with its red warning lights on.

6th GRADE NEWS

Outdoor School

Each 6th grade team will attend Outdoor School during one of the following weeks. Students and parents will be notified at a later date about which week students will attend.

October 9 - 13

October 16 - 19 (4 days; schools closed 10/20)

October 23 - 27

October 30 - November 3

November 6 - 10 (early dismissal on Nov. 7; ODS will remain open)

September 12th: Parent Information Night, West Middle Auditorium, 6 - 7 p.m.

September 13th: Parent Open House at Camp Hashawa, 1 - 3 p.m.



Service Learning

Students entering the 6th grade will be introduced to the Service Learning Graduation Requirements by West Middle's Student Service Coordinator, Ms. Deniece Schaeffer.

Students will learn about the requirements at a school session, and information will also be sent home for parents to read.

Please watch for more information to come home with your student during the first few weeks of school.

7th GRADE NEWS

2023 - 2024

7th Grade Immunization Requirements

If your child is entering 7th grade in September, these vaccines are required or recommended:

- **Required:** Tetanus, Diphtheria, and Pertussis (Tdap)
- **Required:** Meningococcal Meningitis (MCV4)
- **Recommended:** Human Papilloma Virus (HPV)

What we need from you:

Before the first day of school, please provide a copy of the updated immunization record to the school or proof of an appointment to receive vaccines by September 25, 2023.

Fax to 410-751-3667, scan and e-mail to wmlattendance@carrollk12.org, drop off by parent, or deliver to the nurse by the student. Thank you for your assistance in ensuring that your child's immunizations are up to date.

Questions:

If you have any questions, you may contact your physician or the school health room at (410) 751-3661. Questions may also be sent via e-mail to Nurse Williams **beginning August 28th** at BJWILLI@carrollk12.org.



8th GRADE NEWS

Field Trip to Carroll County Career & Technology Center - Monday, October 23rd

Information and permission slips will be sent home with students.

Field Trip to Drug & Violence Expo at Carroll County Ag Center - Tuesday, March 12th

Information and permission slips will be sent home with students.

Class Panoramic Photograph - Date to be announced. Will take place in the Spring.

Picture forms will be sent home prior to picture day.

Transition Visit to Westminster High School - Date to be announced.

For students attending Westminster High School in September 2024.

Transition Visit to Winters Mill High School - Date to be announced.

For students attending Winters Mill HS in September 2024.

End-of-Year Activities: Dance, Picnic, and Farewell Assemblies

Once the CCPS Board of Education has announced the definitive last day of school in the Spring, we will begin scheduling end-of-year activities. Once these events are on our calendar, we will communicate them to you via School Messenger.

WEATHER-RELATED SCHOOL CLOSINGS



Any disruption to the school day due to inclement weather will be relayed to parents via the following:

- School Messenger and/or an email message,
- A post on the CCPS website, www.carrollk12.org,
- Local and regional radio and television stations.

We respectfully ask parents to look for messages from the sources listed above in lieu of calling the school. Our phone lines need to be open for emergency communications.

If schools close early due to a weather related emergency, ALL afterschool extracurricular activities will be cancelled (includes but is not limited to parent/teacher conferences, PTO-sponsored events, etc.).

Boys & Girls Club will be CLOSED if schools close for the day or dismiss early due to inclement weather.



MEDICATION REMINDER

Medication must be brought to school by a parent.
Students may not transport medication of any kind.

It is important to note that the nurse can not dispense medications without a medication permission form signed by a physician.

Click on this link below to find the medication consent form:

[CARROLL COUNTY PUBLIC SCHOOLS MEDICATION FORM \(finalsite.net\)](http://CARROLL COUNTY PUBLIC SCHOOLS MEDICATION FORM (finalsite.net))

Please have this form filled out by your physician if medication is to be dispensed during school hours.

All medication, for student use during the school day, must be brought in by an adult in its original container with a completed medication form. All over-the-counter and prescription medication must have a parent and doctor's signature on the medication form, including Ibuprofen, Acetaminophen, Tums, Essential Oils, etc.

The following items are not considered to be medications and therefore students may carry them without being in violation of our drug and alcohol procedure:

- Chapstick
- Non-medicated cough drops: Ludens', Halls, & Fruit Breezers (**The following are considered medication: Sucrets, Chloraseptic, and Cepacol**)
- Saline eye drops
- Hand cream/lotions
- Sunscreen - lotion only, no sprays

Please have your child bring in a parent note for **cough drops**.

Paper Recycling and Goodwill Donation Bins

The paper recycling bins and Goodwill donation bin are located at the rear of the building. We encourage all families and community members to bring their paper recycling to West and deposit it in the appropriate bin. Paper that has been shredded may be put in a plastic bag and deposited in the bin.

All goods that are received in the Goodwill bin will benefit students and families of CCPS. You may donate gently used clothing, home goods, decorations, etc., into the bin. There is a QR code on the side of the bin that you can scan to receive an electronic receipt. If you wish to receive an official receipt from Goodwill, visit <http://www.gimv.org/donation-forms-and-receipts/>.

View your student's grades on Home Access Center

August 15th: Homeroom assignments and schedules for middle schools will become visible in Home Access Center.

Home Access Center is Carroll County Public School's parent and student portal. It provides you, as a parent/guardian, with the ability to access a variety of information about your student(s).

- View student's attendance for the year, as well as their demographic and emergency contact information.
- Register to receive an email anytime your student is absent.
- At the middle school and high school levels, you can view your student's report cards, schedule, service learning hours, and classwork. You can also register to receive a weekly email containing your middle or high school student's classwork and grades.

If you have not yet registered, we encourage you to do so by visiting our website at www.carrollk12.org.

- Click the **Home Access Center** link (in the Students & Parents box near the bottom left of the page).
- Click the **'Request Password'** link and follow the directions on-screen.
- If you have questions or problems, please review the FAQs/User Guide. You will find a link to this .pdf on the Home Access Center login page, as well as the bottom of every screen within the application.

The Home Access Center is also available as a mobile app for both Apple and Android devices. It can be found in their respective stores, search keyword: **eSchoolPLUS Family**. The app will not replace Home Access Center, it is merely an additional way to access your student's information.

How to Receive Attendance and Gradebook Email Alerts

Home Access Center allows parents/guardians of middle and high school students to **receive gradebook email alerts every Thursday evening**. If you would like to receive an email containing your child's gradebook information for the current marking period, then you will need to take the following steps for each of your children:

- Go to the **Home Access Center** under the **Quick Links** tab on the CCPS Home page (www.carrollk12.org)
- Login to Home Access Center (NOTE: if you have never logged in before, click on **"Request Password"** and follow the directions on the screen. If you have forgotten your password, click the **"Forgot Password"** link.)
- If you have more than one student in Carroll County schools, then you will be prompted to select a student.
- After you select the student, let the cursor hover over your name on the top right corner of the screen.
- Click on **My Alerts**.
- Check the box for **"Classwork Alerts"**. You can also check the box for **"Receive Attendance Alerts"** - those emails are sent every day, ONLY IF your child is marked tardy, absent, or early dismissal that day.

If you have any other middle or high school students, then you will need to follow these same steps for each child.

Parents who subscribed to receive these alerts last year will need to subscribe again this year. This information does not carry over each school year.

Grading Dates

Marking Period 1: September 5 - November 7

Marking Period 2: November 8 - January 25

Marking Period 3: January 29 - April 9

Marking Period 4: April 9 - June 13

Actual marking periods may be adjusted depending on the use of emergency closing days.

CHORAL MUSIC

Monday, December 11 - Choral Music Concert at Westminster High School

February 22 - Choral Music Festival (8th grade); Snow date: Feb. 26)

March 11, 18, 20, 21, 22 (Tentative) - Eisteddfod Rehearsals

Friday, March 22 (Tentative) - Eisteddfod field trip and concert

Monday, May 13 - Choral Music Concert at Westminster High School

Spring Musical: Dates in May to be determined; at West Middle School



INSTRUMENTAL MUSIC



Tuesday, December 5 - Orchestra Concert (all grades) at Westminster High School

Thursday, December 7 - Band Concert (all grades) at Westminster High School

Wednesday, December 13 - Guitar Concert at West Middle School

Thursday, February 15 - Side-by-Side Concert at Westminster High School

Tuesday, May 7 - Orchestra Concert (all grades) at Westminster High School

Thursday, May 9 - Band Concert (all grades) at Westminster High School

Wednesday, May 15 - Guitar Concert at West Middle School

Cafeteria News and Notes

2023-2024

Breakfast and Lunch Service

A variety of breakfast and lunch choices are available daily for your child to enjoy. If you believe your family qualifies for free or reduced-price school meals, applications can be submitted online at www.myschoolapps.com

Meal Charge Policy

In the rare event that a student forgets their money or does not have any money remaining on their account, Carroll County Public Schools will allow each student to charge up to two days of breakfasts and lunches. Beyond the two days, the student will be served a complimentary meal of a sandwich and side items until repayment is made. Students must have cash or money on their account to purchase a second meal (breakfast or lunch) or any a la carte items as these cannot be charged. For more information visit www.carrollk12.org

Wellness Policy

CCPS is committed to promoting student wellness and assuring that our school meals meet federal nutrition standards. Visit our website www.carrollk12.org to learn more about our policy and triennial assessment.

Smart Snacks in Schools

CCPS offers a variety of a la carte items for purchase in the cafeterias. Our a la carte food and beverage items meet the nutritional standards of the Smart Snacks in Schools regulations. Each student has a cafeteria account that they can access with an assigned PIN. To place money on account visit www.myschoolbucks.com or send cash or personal checks made out to your school with your child.

Please visit <https://www.carrollk12.org> for detailed information on the snacks available in our schools.

Free and Reduced Priced Meals

Applications for free and reduced priced meals are accepted throughout the school year. Meal benefits from last school year (2022-2023) will expire on October 16, 2023.

APPLY for Meal Benefits online at:

www.myschoolapps.com

Meal Benefit Applications may also be obtained from your school or by visiting the CCPS website.

Meal Prices

Breakfast

Elementary: \$1.50

Secondary: \$1.75

Lunch

Elementary: \$2.50

Middle: \$2.75

High: \$3.00

Digital Menus

Interactive menus and nutritional information available online! Visit:

<https://carrollk12.nutrislice.com> or download the Nutrislice app for your iOS or Android

Employment

Interested in joining our food services team?

Visit our website www.carrollk12.org or call 410-751-3040 for more information.

THIS INSTITUTION IS AN EQUAL
OPPORTUNITY PROVIDER



We are bringing back Box Tops for Education! Please help us raise funds for the West Middle PTO by scanning your receipts. Just download the BoxTops app, register, and choose Westminster West Middle School as the school you'd like to support.

Please use the referral link below to scan your first receipt and earn 25 bonus Box Tops for our school:

https://btfe.smart.link/c2jldifkw?referral_code=MDHD29T3



Want to help our school earn CASH?
REGISTER your Giant Food Card
using our ID # 0 1 2 0 7

Each time you shop at any Giant Food using
your Giant Food Card, you will earn A+
Points. These points become CASH for our
school!

Create your on-line account today!
@ giantfood.com
Our ID# 0 1 2 0 7

STUDENT DRESS CODE

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Student attire that can be reasonably forecasted to either materially disrupt the educational environment or infringe upon the rights of other students to access and participate in a safe and welcoming educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. Procedures will specifically define ambiguous terms, and examples will be provided when practical.

DEFINITIONS:

- Cleavage Area: An area between the breasts exposed by a low-cut neckline
- Midriff Area: An area between the chest and the abdomen
- Undergarments: Clothing designed to be worn under other pieces of clothing. These include, but are not limited to, undershirts, tank-top undershirts, underpants, boxers, compression shorts or shirts, and bras, including bralettes and sport bras
- Head Coverings: Include, but are not limited to, hats, sunglasses, visors, hoods, beanies, scarves, and bandanas

PROCEDURE:

Students of Carroll County Public Schools are required to groom themselves in a manner that is not disruptive to the educational process and is reflective of a learning environment. Students are expected to abide by this dress code from their arrival to the school building to the defined ending of the school day as well as at any school-sponsored or school-sanctioned event. The requirements include, but are not limited to:

Head Coverings:

- Be removed upon entering the school building, unless approved for religious or medical reasons.
- Certain headbands, scrunchies, and folded bandanas, which are used to hold hair in place and do not cover the entire head, are permitted.
- One's face must be visible at all times.

Shirts:

- Shall reasonably cover the back, the cleavage area, and the entire midriff area.
- See-through or mesh shirts are not permitted, unless worn in conjunction with an appropriate top.

Dresses/Shorts/Skirts/Skorts/Pants:

- Shall cover the entire buttocks and private areas while the student is sitting, standing, and bending over.
- Pants shall cover undergarments at all times; that is, the waistline of the pants shall be on the upper hips.

Other:

- Appropriate shoes shall be worn.
- No bedroom slippers or pajamas shall be worn.
- Clothing that may endanger health or safety, that may be used as a weapon, or that may cause damage to property shall not be worn.
- Undergarments shall not be worn as outerwear or be visible through outer garments.
- Clothing shall not be worn that would lead school officials to reasonably believe that such attire will materially disrupt, interfere with, disturb, or distract from school activities, the safe operation of the school, or the rights of other students to access and participate in a safe and welcoming educational environment.
- Clothing shall not convey advertisements for or promote the use of condoms or other birth control devices, tobacco, alcohol, drugs, or the unlawful use of weapons, stated or implied.
- Clothing shall not convey profanity or symbols/messages depicting, implying, or which are reasonably perceived as promoting intolerance, hatred, and/or a hostile educational environment or harassment/bullying on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity or gender expression. This prohibition includes, but is not limited to, Confederate Battle Flags and swastikas.
- Clothing and accessories shall not depict symbols/messages of groups which are generally recognized as promoting intolerance, hatred, and harassment/bullying, such as the Ku Klux Klan or Aryan nation.
- Clothing shall not convey establishments or products whose names can be directly interpreted or construed as carrying a "double meaning" involving sexual innuendo, gang symbols, or sexual activity.
- Body art, whether permanent or temporary, which would otherwise violate this policy if depicted on attire, must be completely covered during the school day or at any school-sponsored or school-sanctioned event.

VIOLATIONS:

All student dress code violations shall be addressed in a respectful manner. When possible, a student's dress code concerns shall be addressed by a staff member of the student's gender identity.

A student found wearing inappropriate clothing will be asked to change or remove the item, and will be given an opportunity to do so. Should the student not be able to change or remove the item, clothing may be provided by the individual school. Student failure to cooperate will be referred to an administrator. Any student not complying with the direction of the administrator may be considered insubordinate and subject to appropriate disciplinary action. The Superintendent/designee may enforce additional restrictions in order to maintain a safe and orderly environment.

EXCEPTIONS:

Exceptions to the dress code for the purpose of school activities (i.e., spirit weeks, athletic game days, dances) are up to the discretion of the school administration.

Student Accident Insurance

Student Accident Insurance is optional insurance that can be purchased by parents/guardians. The application is to be submitted online at www.studentinsurance-kk.com. If you need more information, please contact the school office at 410-751-3661.

NOTICE

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

Reporting Child Abuse/Neglect

If you suspect child abuse or neglect, contact the Department of Social Services at 410-386-3434.

Integrated Pest Management Program

The integrated Pest Management (IPM) program employed by Carroll County Public Schools 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 application of any pesticide. Parents of secondary students must request to be placed on a pesticide notification list.

Carroll County Public Schools 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 a 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 Mr. John Timcheck at 410-751-3114.

For additional information about the Integrated Pest Management Program, please contact Mr. Raymond Prokop, Director of Facilities Management, at 410-751-3177.

Permission to Photograph, Videotape or Audiotape

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

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

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

Use of Student Work on Websites or in Publications

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

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, (410) 751-3068.

Carroll County Public Schools — ADA Accessibility Statement

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

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

Raymond Prokop
Director of Facilities Management
125 North Court Street, Westminster, Maryland 21157
(410) 751-3177

Carey Gaddis
Supervisor of Community & Media Relations
125 North Court Street, Westminster, Maryland 21157
(410) 751-3020

Carroll County Public Schools

School Calendar 2023-2024

August

- 17-18 New Teacher Orientation
- 21-24 New Teacher Orientation
- 28-29 Pre-service Professional Days for Teachers and Instructional Assistants
- 30 Pre-Service Professional Day for Teachers
- 31 Pre-Service Professional Day for Teachers and Instructional Assistants

September

- 1 Pre-service Professional Day for Teachers and Instructional Assistants
- 4 Schools/Offices Closed—Labor Day
- 5 **SCHOOLS OPEN – FIRST DAY FOR STUDENTS**

October

- 20 Schools Closed for Students – Professional Development/Meeting Day for Teachers and Instructional Assistants

November

- 7 * Marking Period Ends. **Two Hours and Forty-Five Minutes Early Dismissal**; Teachers Work on End of Marking Period Items; Schools Closed for Pre-Kindergarten Students
- 22 * Schools/Offices **Two Hours and Forty-Five Minutes Early Dismissal** – Last Day before Thanksgiving Holiday; Schools Closed for Pre-Kindergarten Students
- 23-24 Schools/Offices Closed – Thanksgiving Holiday

December

- 22 * Schools/Offices **Two Hours and Forty-Five Minutes Early Dismissal** - Last day before Winter Break; Schools Closed for Pre-Kindergarten Students.
- 25-29 Schools/Offices Closed – Winter Break

January

- 1 Schools/Offices Closed - New Year's Day Holiday
- 2 Schools/Offices Reopen
- 15 Schools/Offices Closed – Martin Luther King, Jr. Holiday
- 26 Schools Closed for Students – Teachers Work on End of Marking Period Items; Professional Development/Meeting Day for Instructional Assistants

February

- 19 Schools/Offices Closed – Presidents' Day

March

- 28-29 Schools/Offices Closed – Spring Break

April

- 1-2 Schools/Offices Closed – Spring Break
- 9 * **Marking Period Ends – Two Hours and Forty-Five Minutes Early Dismissal System-wide**; Teachers Work on End of Marking Period Items; Schools Closed for Pre-Kindergarten Students enrolled in half-day programs only

May

- 14 Schools/Offices Closed – Election Day
- 29 Schools/Offices Closed – Memorial Day

June

- 12 Last Day for Pre-Kindergarten Students
- 13 * **Last Day for Students, Two Hours and Forty-Five Minutes Early Dismissal System-wide**
- 14 Last Duty Day for Teachers

* Should a delay in opening be necessary, this day may be converted to a normal dismissal time in lieu of closing.

Emergency Closing Days

If any of the five (5) emergency closing days are not used, the last day for students are as listed below:

- One (1) day not used – Last Student Day – June 12th (Last teacher day - June 13th)
- Two (2) days not used – Last Student Day – June 11th (Last teacher day - June 12th)
- Three (3) days not used – Last Student Day – June 10th (Last teacher day - June 11th)
- Four (4) days not used – Last Student Day – June 7th (Last teacher day - June 10th)
- Five (5) days not used – Last Student Day – June 6th (Last teacher day - June 7th)

In the event that the school year is shortened due to unused emergency closing days, the last student day will be a two-hour and forty-five minutes early dismissal.

12:25 P.M.
2 HOURS 45 MINUTE
EARLY DISMISSAL TIME AT
WEST MIDDLE SCHOOL