

August 2024

Katie Purper Principal  
Melissa Lombardini & Nina Watts - Assistant Principals

**WINFIELD  
ELEMENTARY**



Dear Winfield Community,

The start of the school year is almost here! We hope that you had a safe, fun, and relaxing summer spent with family and friends. As in previous years, it is important to check your email regularly, as this is how we communicate information. Messages from the school typically come from the donotreply@carrollk12 address. If you are not receiving our school messengers, please contact the front office to check your contact information. We are very excited about the beginning of the new school year and are looking forward to another wonderful year at Winfield Elementary School! Through the partnership with our Winfield community and families, we will work to meet our students' educational and social emotional needs. Please read through this newsletter, as it contains important information about the upcoming school year. Some staffing changes have occurred over the summer. We have several new staff members and have staff members that left for other opportunities. We wish them all the best of luck.

We hope that you can attend our Open House and Back to School Nights. This gives you a chance to meet school staff, learn valuable information about the upcoming school year, find out about the CCPS curriculum, as well as receive more information about grade-level specific curriculum, county assessments and state standardized (MCAP) assessments. All school systems in Maryland will implement state standards and have students take the MCAP assessments in Grades 3, 4 and 5. Winfield will openly communicate throughout the school year via school messenger, our school website, and our monthly newsletters. If you have a question, please contact your child's teacher and the Winfield Administration, and we will work with you to address it.

Our custodial and clerical staff have been working hard over the summer to prepare for the upcoming school year. We are eagerly awaiting the arrival of our students. Thank you again to the PTO for the partnership we have established. Please consider joining the PTO and attending quarterly meetings. We are looking forward to the upcoming school year and working with you and your children. If you have any questions, comments, or concerns, please do not hesitate to contact us.

Sincerely,  
Katie Purper, Principal  
Melissa Lombardini, Assistant Principal  
Nina Watts, Assistant Principal

***Winfield's Vision and Mission:***

***Winfield Elementary School Vision:***

*To develop diverse, high achieving lifelong learners who are productive members of the community.*

***Winfield Elementary School Mission:***

*What: **Communicate** expectations to all stakeholders*

*How: **Collaborate** to provide meaningful and rigorous instruction*

*Why: **Cultivate** diverse, lifelong learners*

***Winfield Elementary School's Website: <https://win.carrollk12.org>***

Attendance email: [winattendance@carrollk12.org](mailto:winattendance@carrollk12.org)

School Hours: 9:30-4:00. Doors open for students at 9:00 and parent drop off doors are closed at 9:25. Dismissal begins promptly at 4:00.

## Welcome to the New Staff Members of Winfield

Michelle Cash – art teacher  
Kelley Crews – media specialist  
Beth Hogg – speech and language pathologist  
Cyd Perez – special education teacher  
Carrie Rizzo – reading specialist  
Erica Messinger – instrumental music  
Emily-Jean Walk – 4<sup>th</sup> grade teacher

Winfield 2024-2025 Beginning of Year Events		
Date	Event	Time
August 29, 2024	Kindergarten Orientation	4:00 PM- 5:00 PM (First session) 5:00 PM- 6:00 PM (Second session)
August 29, 2024	Autism Program Open House	6:00 PM - 7:00 PM
August 30, 2024	Open House K-5	2:00 PM - 3:00 PM
	Popsicles with Principals	3:00 PM - 3:30 PM
Back to School Nights		
September 9, 2024	1st and 2nd Grade Back to School Night	6:00 PM - 7:00 PM (two sessions)
September 10, 2024	3rd, 4th, and 5th Grade Back to School Night	6:00 PM - 7:00 PM (two sessions)

### \*\*Kindergarten Orientation\*\*



Dear Parents and Guardians,

Welcome to Winfield Elementary School! We will have Kindergarten Orientation on August 29, 2024. This will be a time for you and your child to meet their Kindergarten teacher, explore their classroom, take a short bus ride, and learn about the kindergarten year. This year we will have specific times, based on your child's teacher, for you to attend. If you are unsure of your child's homeroom teacher, please check the HAC (Home Access Center) after August 15th. Directions of how to access HAC can be found at

<https://mystudent.carrollk12.org/HomeAccess/Account/LogOn?ReturnUrl=%2fHomeAccess>.

**Session 1** 4:00-4:40 pm- Sharpnack, Aman, Grier classes only.

**Session 2** 5:00-5:40 pm- Graumann, Eaton, Zimmerman classes only.

Please plan to arrive a few minutes early so that you can find parking and drop your student off in the front lobby and then proceed to the cafeteria. Near the end of the orientation, you will be reunited with your child in their classroom.

\*Winfield tote bags will be available for sale during orientation for only \$10. If you are interested in purchasing a tote bag for your child, please stop by the main office.

We are so excited to meet everyone and look forward to sharing important information at the Orientation!  
The Kindergarten Team

### **\*\*Transportation Information Collection\*\***



You will receive an email from CCPS asking you to verify and/or provide transportation information for your elementary aged students. Only the primary parent for each child will receive the email. This prevents multiple people from trying to fill the form out. You will receive a separate email for each elementary aged child you have enrolled in CCPS. You will need to respond separately to each email. You will be able to view bus routes for bus numbers and stop descriptions both on the CCPS website and Infofinder. Links to both will be provided in the county email. It is extremely important that you watch for the email(s) and respond promptly so that we have accurate arrival and dismissal information on each child before the start of the school year. If you do not get the email on Friday, August 2nd, please check your junk/spam folders to be sure it didn't go to one of those folders. All forms must be submitted by Friday, August 9<sup>th</sup>. Getting your child to and from school is an absolute safety priority for our school's staff so having accurate information is critical. If you have difficulty, please contact the school office. Thank you for helping us ensure smooth transportation for all children.

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### **\*\*Car Rider and Daycare Van Riders\*\***



All students within the Winfield attendance area are provided with bus transportation. **We encourage families to take advantage of this option for getting students to and from school. It will be assumed that all children will go home on their assigned bus unless parents follow the procedures below for being a "daily car rider."** For parents who opt to pick up their children at the end of the school day, please follow the dismissal procedures beginning the first day of school, September 3, 2024. These procedures are necessary to ensure the students' safety at the pick-up lane, to help account for all of our students during dismissal and reduce traffic congestion for buses and other vehicles.

**Daily Car Riders:** This year, we will continue to use our numbered car system for daily car riders. Parents are asked to complete a NEW Car Rider Application for the 2024-2025 school year (even if your child was a car rider previously). This form notifies the office that the child will be regularly picked up by parents/guardians and will not ride the bus.

\*\*\*Parents whose students will be picked up by daycare are also asked to complete an application so the school can link the student to the daycare bus/van.

Car Rider Applications (**Please bring photo ID**) may be completed:

- Before the first day of school (come into the main office during the hours of 8:30-3:30)
- Beginning August 26<sup>th</sup> (come into the main office during the hours of 9:00-3:30)
- During Open House (Friday, August 30<sup>th</sup>)

Once the application is complete, the parent will be given 2 signs with a number to be displayed in the windshield when picking up a child. Any car being used to pick-up a student must have one of the provided signs displayed. If you use more than two vehicles to transport your child, you will need to make sure to always have one of your two issued signs/tags with you to present during pick-up.

At dismissal time, daily car rider students will report to the designated hallway at school. Parents will enter the campus using the entrance on the left side of the school and continue through the parking lot. Please have your number sign visible to the staff member on duty. The staff member will call into the school to dismiss multiple vehicles at a time. Students will exit the school through door 8A by the loading dock to the pick-up lane. Once the queue of cars has loaded, the procedure will repeat for the next group of cars. Children will only be allowed to leave with those names listed on the form and with the **appropriate number posted in the car**.

**Please note:** Parents should remain ***IN*** their vehicle during this time. Students will ***not*** be dismissed to family members who walk up to the daily car rider lane. **\*MORNING DROP OFF WILL FOLLOW THE SAME TRAFFIC PATTERN, BUT A VEHICLE NUMBER IS NOT REQUIRED in the morning\***

**Students who will be picked up infrequently or irregularly:** Parents who want to change a child's dismissal for a day must send in with your child a **signed** note or email [winattendance@carrollk12.org](mailto:winattendance@carrollk12.org) no later than 2:00 pm. Please include your child's name, teacher, reason, time and who will be picking them up. At dismissal, parents will sign out their children in the main office. Please be ready to show your photo ID.

**Thinking Ahead:** Plan to keep your car tags and student backpack tags at the end of the school year. We will use them again next year!

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### **\*\*Emergency Cards\*\***

At the start of the school year, your child will bring home **ONE** emergency card. It is extremely important that you complete and return this card as soon as possible. Please give as many contacts as possible and check for the accuracy of all contact numbers. We depend on this information to contact you regarding your child. Keep in mind throughout the year that if you change jobs, get a new address or phone number, or need to change a contact person's information you should inform the office staff and health nurse. We want to be confident that we can contact you in case of an emergency. Only the custodial parent/guardian can sign the emergency card. *Please understand that for students whose parents live in two different locations, but do not have court documents, the enrolling parent is considered the custodial parent and would need to provide written permission for the non-custodial parent to pick up the student during the school day.*

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## **\*\*Signing A Child In/Out of School\*\***



The student school day is 9:30a.m. – 4:00p.m. Students are expected to be in their homeroom by 9:30. Students arriving after 9:30 will be considered tardy. A Parent/Guardian must bring the student into the office to sign their child in after 9:30. Students may NOT be dropped off in the drop-off line after 9:25. Dismissal time for students is 4:00. Students dismissed prior to 4:00 will be marked tardy/leaving early.

We understand the need for doctor/dental appointments during instructional time; however, this should be avoided if possible. We request that parents send a note to the office that morning so that we are aware of your child leaving school. Please keep in mind that proper I.D. is required when signing your child out of school.

Students are to be released only into the custody of their legal guardian or to an individual listed on the emergency card with the written permission from the parent/guardian. In cases where a court order granting joint legal custody is on file with the school, the student may be released to either parent. However, if the parent having physical custody disagrees and wishes to deny student pick up, he/she must provide the school with written notification. This written notification must be initiated by the custodial parent and be on file at the school. The letter of denial will remain on file for the corresponding, current school year, with a need to be reinstated on an annual basis in order to be upheld by the school.

As stated above, **a student may not be released to an individual listed on the emergency card without written permission from the parent/guardian.** The emergency contact list is a list of individuals to contact when the parent/guardian is not able to be reached and the child becomes ill. Being listed as an emergency contact does not grant permission to pickup the student without the appropriate authorization.

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## **\*\*Student Arrival and Dismissal\*\***

Students are encouraged to ride the bus. Any questions about bus pick-up and drop-off should be directed to the transportation department. Parents who choose to drive their students to school must follow the pick-up and drop-off procedures to guarantee the safe arrival and dismissal of all children. The parent drop-off and pick-up lane is in the parking lot on the left side of the building (when facing the building). Students may not exit the car until a staff member is present to welcome them. Parents must wait in the line. Parents should only park and walk students into school if they arrive after the parent drop-off lane is closed. In this case, students will be arriving after the bell and will be marked tardy. The parent drop-off line does get congested, so please have your child ride the bus, if possible.

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## **\*\*2024-2025 School Supply List\*\***



\*Please, no rolling book bags or carry-alls as they do not fit in our lockers.

\*\*Donations of tissues, zip lock bags, index cards, sticky notes, and dry erase markers are welcome.

## Winfield Elementary School - 2024-2025 School Supply List

Please, no rolling book bags or carry-alls as they do not fit in our lockers. **Donations of tissues, zip lock bags, index cards, sticky notes and dry erase markers are welcome.**

Kindergarten		First Grade		Second Grade	
1	Standard Size Plastic Pencil Box	1	Pack of 5 Tab Dividers	1	Zipper Pencil Case
4	Glue Sticks	1	Pencil Box	24	#2 Pencils ( <b>No Mechanical Pencils</b> )
1	Blunt Tip Scissors	12	#2 pencils	2	Large Pink Erasers
1	1" 3 Ring Binder	2	Large Pink Erasers	1	Pair of Scissors
2	Wide-Ruled Spiral Notebook ( <b>1 blue &amp; 1 Red</b> )	1	Book bag	2	Packs of Glue Sticks
1	Box of Large Thick Crayons- 8 or 16 Count ( <b>no jumbo</b> )	1	1" Binder 3 Ring	1	Box of 24 Crayons
1	Pack Dry Erase Markers ( <b>low odor, black only</b> )	1	Box of 24 Crayons	1	8 Pack of Wide markers OR 12 Pack of Colored Pencils
2	Large Pink Erasers	3	Composition Books (1 primary lined)	4	Wide Ruled Spiral Notebooks ( <b>blue, green, red, yellow</b> )
6	Pencils	3	poly folders with pockets and fasteners	4	Pocket Folders - No Fasteners ( <b>blue, green, yellow, red</b> )
1	Standard Size Bookbag	2	Highlighters	2	Highlighters
		1	Pack Dry-Erase Markers	1	Pack of Dry Erase Marker
		1	12 Pack Colored Pencils	1	Pair of headphones
		1	8 Pack of Markers	1	Box of sandwich bags
		1	Scissors		
		2	Pack of Glue Sticks		
Third Grade		Fourth Grade		Fifth Grade	
1	Zipper Pencil Case	1	Zipper Pencil Case ( <b>No Box</b> )	1	Zipper Pencil Case ( <b>No Box</b> )
1	#2 Pencils	24	#2 Pencils	24	#2 Pencils
2					
1	Pair of Scissors	2	Large Pink Erasers	1	Large Pink Erasers
4	Glue Sticks	1	Pair of Scissors	1	Pair of Scissors
2	Highlighters	4	Glue Sticks	2	Glue Sticks
1	Box of 24 Crayons	1	Pack Colored Pencils, Markers or Crayons	1	Pack of Markers, Crayons, or Colored Pencils
4	Wide Ruled spiral notebooks ( <b>blue, red, green, and yellow</b> )	2	Highlighter ( <b>assorted colors</b> )	4	Spiral Notebooks – One Subject ( <b>any color</b> )
4	Pocket Folders ( <b>red, green, blue, &amp; yellow</b> )	2	Wide-ruled Spiral Notebooks	2	3 Ring Binder - 1 inch
1	Marble Composition Book	12	Ultra Fine/Thin Multicolored pack dry Erase Markers	2	Highlighters
1	Pack of Dry Erase Markers ( <b>black</b> )	4	Pocket Folders (any color/pattern)	2	Pack of Dry Erase Markers - any
1	Pack Colored Pencils - 12 Pack	1	3 Ring Binder - 1 inch	2	Pack of 5 Tab Dividers
1	Pair of headphones	1	Pack of 5 tab dividers	1	Pack Pencil Top Erasers
1	Box of gallon storage bags or sandwich bags	3	Packs small post it notes	1	Pocket Folder of any color for Health
		1	Pair of Headphones	1	Pair of headphones
				1	Pack of Index Cards



### **\*\*Volunteer Training\*\***

We hope that many of you will decide to volunteer here at Winfield Elementary School. In order to be a volunteer in a classroom, a chaperone on a field trip or help at a school event, you must have taken the online Volunteer Training Session this school year. You must have completed the training seven (7) school days prior to the school event. You can find the Volunteer Training Session at the Carroll County Public School Website at <https://www.carrollk12.org/operation/human-resources/volunteer-program>. We will be permitting scheduled volunteers. Please make sure to reach out to your child's teacher to volunteer.

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### **\*\*Message from the Nurse\*\***

A friendly reminder that all kindergarten students must have their immunization records and other medical paperwork into the school nurse **before** the first day of school.

If your child will be taking medication during school hours, please complete the new doctor's orders form for medication to be given at school. You can access any medical forms for your child at the CCPS website <https://www.carrollk12.org/instruction/studentservices/health/Documents/Forms/AllItems.aspx> or Winfield Elementary School's website at <https://www.carrollk12.org/schools/elementary/win/ParentsCommunity/Pages/HealthRoomInfo.aspx>. You can find many forms such as medication, surgery, physical and dental as well as other resources that may be of help to you.

The school nurse will be available at school on August 26, 27, 29, 30 if you have medicine to drop off before school starts. If you have any questions, please contact the school.

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### **\*\*Advanced Academics\*\***

The CCPS Advanced Academics Program 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 instructional options designed to meet the needs of highly able learners and students identified as possessing gifted learning traits. This may include in-class extended instruction, pullout enrichment groups, and/or advanced resource development with classroom teachers. A Referral and Review Team, as well as collaboration with classroom teachers, will determine student eligibility for advanced instructional options. Indicators for participation include observational checklists, standardized test scores, work samples, and classroom performance. Although students are not typically 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.

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### **\*\*PTO\*\***

**The PTO would like to introduce the 2024-2025 board members!**

- President Stacy Hostler      ptopresidentwinfield@gmail.com
- Vice President Amy Reed
- Treasurer Aubrey Ellison
- Secretary Jessi Baicar

#### **Meeting Information**

Board Meetings are every second Wednesday of the month

General Assembly Meetings will be:

- Sept 11<sup>th</sup> 6:00pm
- Nov 13<sup>th</sup> 6:00pm
- Feb 12<sup>th</sup> 6:00pm
- April 9<sup>th</sup> 6:00pm

**Winfield PTO spirit wear store is NOW OPEN!!**

<https://1stplacespiritwear.com/partner/43780>

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### **\*\*CCPS Food Services Update\*\***

**Please be sure to join us every day for a delicious, healthy breakfast and lunch.**

**Interactive menus and nutritional information are available online!**

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

#### **Meal Account and PIN Information**

- Every student who goes through our cafeteria line will use a unique Personal Identification Number (PIN) to access his or her account. Parents have the option to add any denomination to the account for the purchase of meals and snack items. It is a convenient way to ensure that money is not lost or forgotten during the hectic morning rush.
- **What is the PIN?** Each student has been issued a unique, five-digit PIN. Parents can find their child's PIN in the CCPS Home Access Center (HAC). Once you sign on, the Cafeteria PIN will be located in the emergency section. Please help your child remember their number. It makes the line move faster and ensures that everyone has plenty of time to enjoy their meal. If they do happen to forget the number, the cashier will be able to find it for them.
- **How do I put money on the account?**
  - Visit [www.myschoolbucks.com](http://www.myschoolbucks.com) and set up a free account that allows you to add any value to the cafeteria account with a credit card. (There is a service provider fee for each transaction).
  - Send in cash or a check to your school's cafeteria. The cafeteria manager will add it to the account. Checks made payable to your child's school.
  - The money added to the account can be used to purchase meals AND snack items.



- **Can I monitor what my child is purchasing?** Visit [www.myschoolbucks.com](http://www.myschoolbucks.com) and set up a FREE account. Once you complete the simple registration process, you can set up low balance alerts and monitor purchases made in the cafeteria.
- **What happens to my account at the end of the school year?** Money that remains on your child's account will carry over from year to year. The account will also automatically transfer to any Carroll County Public School.
  - If your child graduates or no longer attends a CCPS school use this link to let us know if you would like the account balance transferred to a sibling, donated, or refunded.  
<https://forms.office.com/r/ieipsp12AQ>



Sending cash or check to school and want to designate fund use? You can use this form.

Student's Name \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Amount Enclosed \$ \_\_\_\_\_

\_\_\_ Please place **All** of the money on my child's general account for the purchase of either meals, milk, or snacks.

\_\_\_ Please place the money on my child's account, but I want to specify:

\$ \_\_\_\_\_ for Breakfast and Lunch

\$ \_\_\_\_\_ for Milk or Snacks

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# Cafeteria News and Notes

## 2024-2025

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### Breakfast and Lunch Service

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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](http://www.myschoolapps.com)

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### Meal Charge Policy

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

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### Wellness Policy

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

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### Smart Snacks in Schools

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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](http://www.myschoolbucks.com) or send cash or personal checks made out to your school with your child.

Please visit [www.carrollk12.org](http://www.carrollk12.org) for detailed information on the snacks available in our schools.

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### Free and Reduced Priced Meals

Applications for free and reduced priced meals are accepted throughout the school year.

Meal benefits from last school year (2023-2024) will expire on October 14, 2024.

**APPLY for Meal Benefits online at:**

**[www.myschoolapps.com](http://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

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### Digital Menus

Interactive menus and nutritional information available online!

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

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### Employment

Interested in joining our food services team? Visit our website [www.carrollk12.org](http://www.carrollk12.org) or call 410-751-3040 for more information.

THIS INSTITUTION IS AN EQUAL  
OPPORTUNITY PROVIDER

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## **\*\*Student Laptop Agreements\*\***

Parents/Guardians of students in grades 3-5 are required to sign a new Student Laptop Agreement (SLA) every school year (in order for a student to take their laptop home for anything school related). The parent response app will begin sending emails to parents starting the Monday before the first week of school (August 26th). The email is sent to the primary parent/guardian listed for all students in the County. Note: if the primary guardian does not have an email address, the app will send the email to the secondary guardian contact. Please complete this as soon as possible, but a parent/guardian must complete this form by midnight on Sunday, September 29, 2024.

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## **\*\*Important Dates\*\***

### End of Marking Period Dates:

November 6 (End of MP)

November 27 (Holiday)

April 4 (End of MP)

June 13 (End of Year)\*

### Parent Conference Nights:

Tues. October 15<sup>th</sup> (invitation only)

Thurs. November 14<sup>th</sup>

Tues. November 26<sup>th</sup>

Wed. March 5<sup>th</sup> (Invitation only)

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## **\*\*CONSENT AND RELEASE\*\***

### **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 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.

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### **\*\*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.

CG/bb

**Revised 6/30/17**

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### **\*\*The Asbestos Hazard Emergency Response Act (AHERA)\*\***

Management plans for all buildings owned or leased by the Board of Education for Carroll County are available for review at the individual Carroll County school locations and at the Office of Plant Operations, located at 191 Schaeffer Avenue, Westminster, Maryland 21157.

Management plans are required by the Environmental Protection Agency (EPA) and depict the location, amount, condition, and response action projected for any asbestos containing materials, if any are located in the school building.

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### **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 410-751-3020 or [publicinfo@carrollk12.org](mailto: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 Management, (410) 751-3177, or the Communications Officer, (410) 751-3020, 125 North Court Street, Westminster, Maryland 21157.

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### **NOTICE OF NON-DISCRIMINATION**

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance 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.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.