

Northwest Middle School

99 Kings Drive Taneytown, MD 21787 410-751-3270 Northwest Website: <u>https://nws.carrollk12.org</u> *Together They Built A School They Loved*

Mrs. Jodi Weaver, Principal – <u>jodiweaver@carrollk12.org</u> Mr. Michael Golden, Assistant Principal – <u>michaelgolden@carrollk12.org</u> Mrs. Alissa Narcross, Assistant Principal - <u>alissanarcross@carrollk12.org</u>

Dear Northwest Families,

As Summer draws to a close, I hope this letter finds all of you well and have had a restful and enjoyable summer. As the new school year approaches, I am filled with excitement and anticipation for the wonderful opportunities that await us this coming year at Northwest Middle School.

Our vision for the upcoming year is centered around a commitment to academic excellence and a dedication to building and nurturing meaningful relationships within our school community. Together, we will create a safe learning environment and foster a sense of belonging that makes every student feel seen, heard, valued, and motivated to learn. By building strong connections with our students, we lay the foundation for a positive school culture where students are not only excited about learning but also eager to return to school each day.

At Northwest Middle School, our goal is to change the culture by working together as a team—students, families, teachers, and staff. We want to build a school that everyone loves. This year, we will be focusing on several key initiatives to make this vision a reality:

- 1. We will prioritize building relationships by getting to know our students on a personal level by understanding their interests, strengths, and needs.
- 2. We will create a sense of belonging- students learn best when they feel safe and valued.
- 3. We will foster an excitement for learning where school is an exciting place for our students, and they are enthusiastic about and focused on their education.
- 4. We will change the culture of our school. This is an effort that will involve all of us coming together to create a school we all love. We will do this by creating a positive, respectful, and collaborative atmosphere where everyone is encouraged to share ideas and work towards common goals.

As we begin this school year, I encourage you to stay actively involved in your child's education. Please do not hesitate to contact us at any time. Together we can create a school where our students not only achieve academic excellence but also grow into confident, caring, responsible individuals.

I am very excited about the possibilities this new school year holds and am confident that, with your support and involvement, we can make Northwest Middle School a place where students love to learn and will thrive. Together, we will build a school community that we are all proud to be a part of and love.

Thank you for entrusting us with your child's education. We look forward to an amazing school year filled with growth, achievement, and success.

Warm regards,

Jodi Weaver, Principal

Calendar of Events

Thursday, August 22 Family Night/Open House (4:00 – 6:00 pm) – More details to follow
Tuesday, August 27 6 th Grade Back to School Night (6:00 - 8:00 pm)
Monday, September 2 Schools/Offices Closed – Labor Day
Tuesday, September 3 <u>A Day</u> – First Day for Students
Wednesday, September 4 <i>B Day</i>
Thursday, September 5 <i>A Day</i>
Friday, September 6 <u>B Day</u>
Monday, September 9 <u>A Day</u>
Tuesday, September 10 <i>B Day</i>
Wednesday, September 11 A Day 9/11 Remembrance Activity – all students
Thursday, September 12 B Day 7 th & 8 th Grade Back to School Night (6:00 – 8:00 pm)
Friday, September 13 A Day

Welcome New Staff to Northwest Middle!

Hailey Bartolomeo – 8th Math Team Volcanos Ani Basica – 8th Science Team Tornados Clanetta Boone – Student Support Assistant Shamyr Carrillo – 8th ELA Team Tornados Dona Dudash – 6th ELA Team Avengers Shawn Girch – Tech Ed Team Incredibles Michael Golden – Assistant Principal Kortneay Logan – 6th/8th Science Team Jedi Lance Owen – 7th Math Team Ninjas Trish Sauvageau – Special Education Teacher Dawn Showers – Special Education Teacher Sara Smith – Cafeteria Staff Anna VanDusen – Math Specialist



REFRIGERATOR PAGE - 2024-2025

Northwest Middle School 410-751-3270 (f) 410-751-3275 Mrs. Jodi Weaver – Principal Mr. Michael Golden – Assistant Principal Mrs. Alissa Narcross – Assistant Principal



OFFICE HOURS	8:00-4:00
SCHOOL DAY	
Students Arrive:	8:00-8:25
Homeroom:	8:25-8:30
Classes:	8:30-3:00
Dismissal:	3:00-3:25

Testing:

March-June (specific dates TBD)

Attendance

If your student is absent, you may email the school at: <u>NWSattendance@carrollk12.org</u>

Lunch Times:

Grade 6: 10:55-11:25 Grade 7: 11:30-12:00 Grade 8: 12:25-12:55

SCHOOL NURSE Ms. Karen Cardone, RN

6TH GRADE OUTDOOR SCHOOL WEEKS OF: December 9 - 13 December 16 - 20

January 6 - 10 January 13 - 17

Students will receive their packets prior to attending their particular week. Student weeks will be determined at a later date.



2024-25 MARKING PERIODS*

Quarter 1:	Sept 3 – Nov 6
Quarter 2:	Nov 7 - Jan 24
Quarter 3:	Jan 28 - April 4
Quarter 4:	April 7- June 13

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

2HR 45 MINUTE EARLY DISMISSALS

November 6, 27 April 4 – June 13

SCHOOLS CLOSED FOR STUDENTS

October 18
November 5, 28, 29
December 23–27, 30-31
January 1, 20, 27
February 17
March 17
April 17-18, 21-22
May 26

BACK TO SCHOOL NIGHTS

6th Grade/Related Arts: Tuesday, August 27th (6:00-8:00)

7^{TH,} 8^T Grade/Related Arts: Thursday, September 12th (6:00-800)

School Pictures/Retakes/Make Ups September 19, 2024 November 20, 20224 (Make Ups)

PARENT/TEACHER CONFERENCES*

Thursday, October 17, 2024 Wednesday, December 4, 2024 Thursday, January 30, 2025 Thursday, March 13, 2025

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



2024-2025 Music Programs Winter and Spring Concerts - TBD



SCHOOL COUNSELORS Julia Kraus – Grade 6 Rachel Hiner – Grade 7 Haylee Bailey – Grade 8

Cafeteria News and Notes 2024-2025

Please be sure to join us every day for a delicious, healthy breakfast and lunch. Interactive menus and nutritional information are available online! Visit <u>https://carrollk12.nutrislice.com</u> 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.

o How do I put money on the account?

- Visit <u>www.myschoolbucks.com</u> 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.
- o The money added to the account can be used to purchase meals AND snack items.
- Can I monitor what my child is purchasing? Visit <u>www.myschoolbucks.com</u> 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. <u>https://forms.office.com/r/ieipsp12AQ</u>

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

Student's Name

Homeroom Teacher

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Amount Enclosed s

___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:

s for Breakfast and Lunch s for Milk or Snacks

Cafeteria News and Notes 2024-2025

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: <u>www.myschoolapps.com</u>

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 <u>www.carrollk12.org</u> 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 <u>www.myschoolbucks.com</u> or send cash or personal checks made out to your school with your child.

Please visit <u>www.carrollk12.org</u> 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 (2023-2024) will expire on October 14, 2024.

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

Employment

Interested in joining our food services team? Visit our website <u>www.carrollk12.org</u> or call 410-751-3040 for more information.

> THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER

OFFICE HOURS

As a reminder, all exterior doors are locked before, during, and after-school. Our main office hours are 8:00-4:00. Students should not arrive on school grounds until 8:00 am due to lack of supervision.

CAFETERIA/LUNCH EXPECTATIONS

It's important that students stay in their seats while they are eating lunch. We need to effectively manage the large number of students, maintain an appropriate level of noise, and gain the attention of students immediately in the event of an emergency. If any student is not following this expectation, they will be removed from the cafeteria to eat their lunch, and a parent will be contacted. With that being said, I appreciate the students that cooperate daily. Please reiterate this at home – thank you!

STUDENT DROP OFF/PICK UP

For parent drop-off in the morning and pick-up in the afternoon, please use the side parking lot. Students can be dropped off starting at 8:00 am and must be in their homeroom by 8:20 am. Dismissal begins at 3:00 pm. Please do not park in our front parking lot. We do not want kids walking across the parking lot in front of the buses for their safety.

VISITORS

Anyone who visits the school is required to report to the Main Office upon entering the building where they must present a valid photo ID and receive a visitor's pass if necessary.

CELL PHONES

Personal devices, including cell phones and earbuds/air pods, are to be turned off and away when students enter the building, through dismissal – 8:00 am-3:25 pm.

EARLY DISMISSALS

Please send a note with your child the morning of the early dismissal and have them drop it off in the main lobby. When picking up your child, *you will need to show a valid photo ID*. Please include in writing if someone other than legal parent/guardian will be picking up your child. They also must show proper ID.

CHANGE IN DISMISSAL

If you need to change your student's dismissal procedure, please send a note with your child to school in the morning. If possible, requests should be made in writing and received by the main office before 11:00 each day. Thank you!

ATTENDANCE/ABSENCES

Please e-mail <u>nwsattendance@carrollk12.org</u> or call 410-751-3270 if your child will be absent from school prior to 9:00 am with the reason for the absence. Parents/guardians will receive a phone call and email after 9:00 if the absence is unverified. Thank you!

PTO NEWS

All parents and teachers are welcome! Please make sure to join us on our Facebook page at Northwest Middle School PTO Group to keep up with the latest announcements. To contact the PTO, email <u>NWMiddlePTO@gmail.com</u>.



This year's executive board members are: **Gina Champagne** – President; **Cheryl McNeill**- Vice President; **Stephen Kinloch** – Treasurer; **Megan Sheehley** – Secretary

BOYS & GIRLS CLUB

Exciting News: Boys & Girls Club Leadership Program Returns to Northwest Middle School for the 2024-2025 School Year! Get ready, Northwest Middle School students! The Boys & Girls Club Leadership Program is back and better than ever for the 2024-2025 school year! Starting in October, join us every Monday and Wednesday from 3-6 PM for an unforgettable experience right at your school.

This exclusive leadership development program is reserved just for Northwest students, and with only 50 spots available, you'll want to sign up fast! At the Boys & Girls Club, we believe that kids shine brightest when they are inspired, and we have programs for every interest. Our nationally recognized leadership development program empowers you to make a difference in your community and the world.

Challenge yourself with the Nintendo Switch or our 3D virtual reality games, explore your creative side in our art program, and perfect your game during our Triple Play sports program. Plus, you'll earn tons of service hours! We also provide dedicated homework help to ensure your academic success. But that's not all! The Boys & Girls Club is a fun, safe place to hang out with friends and connect with awesome adult mentors.

Great news! Bus transportation home after the Boys & Girls Club will be provided to all eligible students who live outside the non-transport zone.

And the best part? The fee for Boy & Girls Club membership for an entire year is only \$1! Don't miss out on this incredible opportunity! For more information, contact us at <u>middleschool@bgccarrollcounty.org</u> or visit the Boys & Girls Club information table at back-to-school night. Spaces are limited, so sign up today and get ready for an amazing year!

DRESS CODE

The Board of Education recognizes the value of allowing individual student expression and the need to protect student health and safety while 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 forecasted to either disrupt the educational environment or infringe on other students' rights 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. You will find the link to full dress code in the Student Services Manual. <u>StudentServicesManual.pdf (finalsite.net)</u>

PARENT – TEACHER COMMUNICATION

Parents are welcome and encouraged to communicate with teachers, administrators, and support staff. Appointments must be made for teacher conferences through the individual teacher or the team leader. Other effective means of communication are via telephone and e-mail. All e-mails are requested in reference to school and/or student information. Forwarded e-mails (junk e-mails) are not appropriate for school communications. We have four planned parent/teacher conferences throughout the school year in the evening. We also send out a weekly (every Friday) Northwest Glance via e-mail with a two-week quick view of our calendar, activities, and other relevant information.

EXTRACURRICULAR ACTIVITIES

Dances, rec afternoons, and extracurricular activities are a part of the middle school experience. We encourage attendance and participation, but these are privileged events/activities. Students must be in school that day to participate in the event, and we expect students to follow school policies and procedures while in attendance. Students that do not comply with outlined expectations may forfeit their right to participate.

TRANSPORTATION

Only one AM and one PM stop location is allowed for each student transported. Exceptions may occur only in the case of an emergency or when an extenuating circumstance exists and must be approved by the administration in advance. Bus information can be found on this link. <u>News Posts - Carroll County Public School District (carrollk12.org)</u>

DELIVERIES TO STUDENTS

Northwest students may not receive deliveries such as flowers, balloons, or food during the school day. However, deliveries for school sponsored activities may be authorized with prior approval of the administration.

FAMILY SUPPORT WEB FORM



CCPS is pleased to announce we have released a new Family Support Web Form to better assist families with Virtual Learning technical issues. You can access the new Support Form via this link: <u>CCPS Family Support Web Form (office.com)</u> A link to the form is also available on our website <u>Student and</u> <u>Parent Resources - Carroll County Public School District (carrollk12.org)</u>.

EMERGENCY PROCEDURE CARDS

Each student must have an Emergency Procedure Card on file with the main office. This card must be signed by a parent or guardian. The signature of a stepparent or non-custodial parent is not acceptable. The signed card indicates the names of people who the school may communicate with, either by phone or e-mail in an emergency. This also gives permission for someone to pick up a student ONLY if a parent or guardian is not available in an emergency and has been contacted by the nurse or an administrator. In cases where it is a planned pick-up, a note with the name of the person picking up the student should be given to the office.

VACATIONS AND PRE-PLANNED ACTIVITIES

Family vacations during school days are discouraged due to the impact they may have on school performance and loss of instructional time – however, we understand that circumstances arise. Absences for family travel/activities may be excused if the request is made in advance and students will be permitted to make up any missed work. Instructional time and schoolwork such as class participation/discussion or laboratory experiments are simply difficult to make-up. Parents of students already having excessive absences and poor grades need to understand the implications of any extended absences. It is the student's responsibility to request any missing work.

SERVICE LEARNING

Sheila Herbst, Career Coach, is Northwest Middle's service-learning coordinator. She can be contacted at <u>sheilaherbst@carrollk12.org</u>. Students must complete 75 service hours as a graduation requirement during 6th – 12th grade. For the latest and greatest Service-Learning information and opportunities, please join the Northwest Service-Learning Group in Schoology by searching the name or using the access code: 3WHC-S4VS-8JXRZ. There will also be opportunities for students to earn Service Learning hours by participating in after school projects this year.



STAY CONNECTED - HOME ACCESS CENTER (HAC)

If you have not had an opportunity to set up an account for Home Access Center, this is a great resource to stay up to date on your child's progress in each class. *This is also a great way to check your child's attendance and report any errors.* You can access HAC from the CCPS website; it is a link under the parents' section. HAC is available for parents and legal guardians to login and view information pertaining to their students. Please follow these directions to login to your account:

- Go to the Carroll County Public Schools website at <u>www.carrollk12.org</u> Click on Family Resources and the 'Home Access Center' link. A new page will open; click the 'Request Password' link.
- Enter the email address you provided on your student's emergency card (it will be the account where you
 received this School Messenger email). You will receive an email to that account with a link to a web page. If
 the email message does not appear within several minutes, check your junk mail folder and make sure it
 wasn't delivered there. It will come from <u>donotreply@carrollk12.org</u>.
- 3. Click the link from the email message and follow the instructions on-screen. You will be prompted to answer 3 questions about one of your students. Once you have answered the questions correctly, your password will appear on-screen. Click the link on that page to be taken to the Home Access Center login screen.
- 4. Login using your email address and the password that was displayed on-screen. After logging in, be sure to click 'Profile' in the top right-hand corner and identify a new password for your account.

DRINKS IN SCHOOL

Only water is permitted during the school day outside of lunch. As a reminder, coffee, lattes, and fountain drinks are not permitted in school. If students bring in these drinks, they will be asked to dispose of them. Students may drink liquids other than water only during lunch, and if it is in a can or plastic bottle and tightly secured. I appreciate your help with this matter.

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 appears 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.

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 publication is received.

CG/bb Revised 6/30/17



Northwest Middle School Cell Phone and Personal Device Use

All students receive a CCPS laptop as part of our one-to-one initiative. As a result, students are not allowed to use personal electronic devices at school including classes. These include, but are not limited to, cell phones, tablets and air pods/earbuds.

Cell Phone/Personal Device Expectations

- Personal devices must be put away and not used on school property during the school day (8:00-3:25) – arrival to dismissal.
- Students are not permitted to take pictures or record videos at school nor transmit content to social media platforms.
- It is not the responsibility of Northwest to monitor/address student behavior or content on social media platforms if it is off-school grounds and unrelated to our school.
- Students may be held responsible for content shared off-school grounds if it substantially disrupts the school setting and learning environment.
- Students are not permitted to contact home during the school day without permission. If a student is not feeling well, they must request to see the nurse.
- Students who do not follow expectations may receive disciplinary consequences.

NORTHWEST MIDDLE SCHOOL RECOMMENDED SUPPLY LIST 2024-2025

6 th Grade	7 th Grade	8 th Grade	
2 one inch 3 ring binders (different colors) Handheld pencil sharpener Loose leaf notebook paper 2 packs of Dividers 4 Folders (different colors) 1 Composition book 2 Packs of #2 Pencils 1 pack ruled 3x5 Index Cards Pens Cap Erasers Pencil pouch Glue Stick Highlighter Colored pencils Scissors	3 one inch 3 ring binders (different colors) 2 packs of dividers Spiral Notebook – Single Subject Looseleaf paper Pencil Pouch 2 Packs of #2 Pencils & Sharpener Pencil Top Erasers 1 Pocket Folder Glue Stick Highlighters – multi-colors Colored Pencils Dry Erase markers (4 Black) Ear buds	4 one inch 3 ring binders (different colors) Loose leaf notebook paper 2 Packs of #2 Pencils Erasers Pens (blue or black) 4 Packs of dividers Highlighter Colored pencils	
Related Arts (all grades): Folder (different color than academics), Dividers, Loose leaf paper, Pencils, Pens, Erasers, Highlighters, Composite Notebook, PE uniforms will be available for purchase the first week of school			

Additional items may be requested at the beginning of the school year based on your student's team of teachers. Donations of tissues and other school supplies are always welcomed. Please check periodically with your child to replenish certain supplies as necessary.

Carroll County Public Library: Students attending middle school will be doing research projects. To help them we suggest getting a FREE Public Library Card which will get them access to many databases and resources. Visit the CCPL and get your free card or apply online at: https://library.carr.org

*Revised 8/24

ASBESTOS NOTICE

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

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

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, 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.

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 nondiscrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.