



**Manchester Elementary School  
Hive Happenings  
Summer '24**



Our vision at Manchester Elementary School is to ensure that every student can thrive as a responsible citizen in a changing world by providing rigorous and challenging curriculum in partnership with quality staff, caring families, and supportive community members.

Dear Parents & Families,

Welcome to our 2024-2025 school year! We are excited to work together to give our students the tools and skills for success as we transition to a full school year. We are diligently working to welcome students back on September 3, 2024!

Grade level supply lists are at the end of this newsletter and have been updated on our website [Home - Manchester Elementary \(carrollk12.org\)](https://www.carrollk12.org). Your child's homeroom teacher information is available on Home Access as of August 15<sup>th</sup>. If you need to create an account or reset your password the link is on the CCPS homepage. You can use this link for easy access - [Login \(carrollk12.org\)](https://www.carrollk12.org)

Our *Open House* this year will be held on Thursday, August 29, 2024. Students in grades 1-5 who have registered to attend Manchester for the first time are invited to join us at 1:30 in the gym for a New Student Welcome. Kindergarteners along with returning students are invited to drop in from 2:00-3:00 on August 29<sup>th</sup> to meet your teachers and say hello to other staff members. PTA will be providing a cold treat outside near the recess area. We love our PTA and appreciate the strong partnership they have with us. We hope you will invest in becoming a member to show your support this year.

*Back to School Night* for Pre-K and Kindergarten will be held on August 29<sup>th</sup> at 3:00pm. For these grades only, parents are invited to bring their child with them.

*Back to School Night* for Grade 2, Grade 3 and Grade 4 will be August 29<sup>th</sup> at 5:00pm.

*Back to School Night* for Grade 1 and Grade 5 will be September 12<sup>th</sup> at 5:30pm.

This is an opportunity to learn more about the school and classroom expectations. More information will be coming from your child's teacher.

As you work with your child in transitioning from the summer mode to the rigors of going back to school, consider the suggestions below:

- Establish a consistent bedtime and bedtime routine. Research is clear on the importance of elementary aged children receiving at least eight hours of sleep nightly, for overall physical, mental, and emotional well-being.
- Help your child's organizational skill development. Prior to bedtime, assist your child in preparing items they will need in the morning; school supplies, homework, clothes, lunch, etc.
- Ensure your child has a consistent wake-up time that allows time to get ready for school.
- Create a "learning area" that is free from distractions where homework/study can be completed.

As you continue to enjoy your summer, remember it's not too late to join the Carroll County Public Library's Summer Reading Program. You can check it out at [Carroll County Public Library - Choose Summer Reading Program](https://www.carrollcountypubliclibrary.org). Read a good book, play a game, or go for a walk. While we continue to prepare for an amazing year starting on September 3<sup>rd</sup>, we wish you the best!

*Mr. Hastings & Mrs. Shipley*



***The mission of Manchester Elementary School is to prepare all students to become successful learners in school and in life.***



## Dates to Remember

- 8/29** New student orientation (1<sup>st</sup> – 5<sup>th</sup> grades) 1:30-2:00pm  
Open House 2:00-3:00pm  
Pre-K & Kindergarten Back to School Night 3:00-4:00  
Grades 2, 3 & 4 Back to School Night 5:00 – 6:00
- 9/3** First day of school (Pre-K – 5<sup>th</sup>)
- 9/12** Back to School Night – Grades 1 & 5 at 5:30
- 9/19** Fall Picture Day
- 10/18** Schools closed for students



## Important links

Our school website [Home - Manchester Elementary \(carrollk12.org\)](http://carrollk12.org)

CCPS [Calendar - Carroll County Public School District \(carrollk12.org\)](http://carrollk12.org)

Bus stop information [Infofinder i](#)

Absences and pickups [Report Absence - Manchester Elementary \(carrollk12.org\)](http://carrollk12.org)

Lunch menus [Nutrislice | Carroll County Public Schools](#)

Lunch payments [MySchoolBucks](#)



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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

## **SCHOOL HOURS**

Please make every effort to have your child in school and on time every day. Doors to the school open at 8:50a.m. **Students are not to be dropped off prior to 8:50 a.m. since there is no supervision and students are not able to enter the building before 8:50 a.m.** Although the day begins at 9:15 a.m., if a student is being transported by car, we ask that all children arrive by 9:10 a.m. Dismissal begins at 3:45 p.m.

## **MEDICATION POLICY**

Medications should be given at home whenever possible. Only those medicines necessary for a student's medical care will be administered at school. Most medicines a student needs, even those administered three times a day, can be given safely at home. **Students are not permitted to bring any medication into the school (this includes over-the-counter medications and topical ointments), or transport medication on the bus unless it is a "life-sustaining" medication, and it is authorized by the student's physician.**

- All medication, prescription and over the counter, require a physician's order and completed medication authorization form. Without this form on file, the medication will not be given. (Exception: Ibuprofen and acetaminophen in manufacturer's recommended over-the-counter dose and age guidelines require parent/guardian signature only)
- All prescription medication must be labeled and in a current, original, pharmacy-labeled container which includes the student's name, the name of the medication, the dose, time, route, and current date.
- All over the counter medication must be in the original packaging.
- All medication orders expire at the end of the school year. New medication orders are needed for the start of a new school year.
- Changes in the medication, the dosage, time, or frequency of administration must have a new medication authorization form.

\*\* Medication Authorization forms can be obtained from the school nurse and are available on the Carroll County Public Schools website.

**An adult must give all prescription medications that will be taken by students while at school directly to the school nurse. Office staff may not accept medications at any time.**

**Information regarding Covid-19 can be found on the CCPS website -[Coronavirus \(COVID-19\) \(carrollk12.org\)](https://www.carrollk12.org)**

## **TRANSPORTATION**

**Parent Pickup/ Drop Off procedures:**

- If transporting children by car in the morning, **parent drop off begins at 8:50am**. Please drive to the far end of the parking lot by the playgrounds and wait for a staff member. Adults, please stay in your vehicle. For safety reasons, students should exit vehicles on the passenger side at the school sidewalk. Parent drop off ends at 9:15am. If for any reason an adult needs to exit the car, please park and walk your child to the sidewalk.
- If your child is going to be **Parent Pickup** every day and you have turned in your transportation form indicating parent pick up, you will need to park and come to the gym entrance at the top of the stairs/ramp. Parents should wait in a single file line, social distancing, starting at the top of the ramp. **The adult picking up the child must have a photo I.D. Parent pickup sign out begins at 3:40pm.**
- If your child usually rides the bus but you need to pick them up from parent pick up on a specific day, please email [manattendance@carrollk12.org](mailto:manattendance@carrollk12.org) by **1:00pm**. Please include in your email your students name, teacher and adult picking them up. As stated above, that adult will need to have an ID.
- **There will be no students dismissed from the office at the end of the day. All students must either ride the bus home or parent pick up in the gym.**

## Attendance Procedure Reminders:

Class begins promptly at 9:15am, if arriving afterward you **MUST sign your child in** on the yellow Arrival sheet just inside the front door and have them take a Pink Tardy Pass.

**When completing the Arrival / Dismissal sheets** please remember **APPOINTMENT is NOT an acceptable reason**. In order to properly code the time out of school we need to know if it is a Doctor/Dentist/Etc., otherwise it will be entered as Unexcused.

Please utilize the [MANAttendance@carrollk12.org](mailto:MANAttendance@carrollk12.org) to let us know of any absences, vacations, late arrivals or early dismissals. If you don't want to put a sensitive reason on the arrive/d dismissal sheet you can email us what details you are comfortable sharing.

**Vacations require at least two days prior written notice to be approved absences.**

In an effort to prepare to dismiss our volume of students at dismissal time we request that early dismissals from the office are picked up prior to **3pm**.

**We can only release students to a guardian. Someone other than the guardian, including grandparents and emergency contacts listed on the emergency card, may not pick up a student from school unless we have written permission from the guardian we have listed on file.**

**We want to see every Bee in the Hive!** If you are having difficulty getting your child to school for any reason, please contact administration for additional help and resources!

### **SECURITY PROCEDURES FOR THE 2024-2025 SCHOOL YEAR**

For the 2023-2024 school year, the following procedures will remain in place. **In order to enter the building a photo ID will be necessary.** All visitors will be buzzed into the school following authorization. To leave the front office ALL visitors/volunteers will need to wear a visitor badge.

*Below please find the procedures that will be in place at all schools in Carroll County.*

#### **Visitor Entry Protocol**

- All exterior doors will be locked in the morning after student arrival.
- All visitors must ring the main entrance buzzer.
- Visitors will then be allowed to come into the main office.
- All visitors must show a photo identification card upon entry to the office.
- All visitors must be issued a visitor's badge (Except employees with a CCPS badge).
- Contractors and service provider's paperwork will be reviewed and verified.
- Visitors must return their badge to the main office and sign out with staff when leaving.

**A PHOTO ID IS REQUIRED TO BE ABLE TO VISIT/VOLUNTEER AT SCHOOL. INDIVIDUALS NOT IN POSSESSION OF A PHOTO ID WILL NOT BE ABLE TO GO PAST THE FRONT OFFICE.**

As a reminder, students not enrolled in Carroll County Public Schools are prohibited from visiting or shadowing other students while school is in session. This includes younger siblings.



## LUNCH TIME WITH STUDENTS

Parents/legal guardians who wish to eat lunch with their child in the school's lunchroom shall sign in at the school's office. It is required that all visitors present a government issued photo identification that includes a date of birth.

Per the Student Handbook (pg. 26), available on the [Carroll County Public Schools website](#), Parents/guardians who bring food for their child shall not bring food for or share food with other students. Visitors are only permitted to bring in or purchase on-site food for their individual student(s) for health and safety reasons.

At no time should pictures be taken where other students could be included.

If an adult other than the parent or legal guardian wishes to visit during lunch, that adult must have written permission from the parent or legal guardian sent to [manattendance@carrollk12.org](mailto:manattendance@carrollk12.org) **ahead of time.**

Individuals who enter the school grounds or buildings and cause a disturbance or disrupt the school program are in violation of Public School Laws and will be dealt with accordingly. School administrators may terminate a visit at any time when a visitor interrupts instruction, distracts students or staff, or interferes with other students' right to privacy.

Visitors who wish to see instruction should arrange their visit in advance with the teacher and school administration to ensure that the time is appropriate and does not interfere with learning.

When leaving the cafeteria, please go directly to the front office to check out. We need to account for everyone in the building should an emergency occur.

In order to maintain a safe and orderly learning environment, Visitors who come for lunch should NOT participate in Recess afterwards. If they wish to observe their child at recess they must stay on the blacktop area and refrain from participating. At no time should a Visitor be involved with children other than their own.



## Volunteer Training

Volunteer training takes place online. To access this, go to the Carroll County Public Schools website, [www.carrollk12.org](http://www.carrollk12.org), and under the heading "Operations", click on the "Human Resources" link. Then scroll down to the icon for the Volunteer Program. You can then access a link for the volunteer training.

Parents and community members who are interested in volunteering opportunities for the 2023- 2024 school year will need to ensure their volunteer training is completed and have received an approval email prior to their scheduled volunteer service.

Questions regarding the Volunteer Program can be directed to the Human Resources Department at 410-751-3070.

## Important Information for Parents Emergency Cards

It is extremely important that you complete and return the Emergency Procedure Card that you will receive at our open house or on the first day of school. We ask that you please return it the following school day as we depend on this information to contact you regarding your child. Keep in mind throughout the year if you should happen to change jobs, get a new address or phone number or find the need to make a change regarding emergency contacts, please inform the office staff. We want to be confident that we can contact you in case of an emergency. For returning students, the Emergency Card that you receive at the Open House/Back to School event or on the first day of school will contain the same information that was provided for the previous school year with the exception of any emergency contacts listed after the first three contacts. Those extra names are deleted from the system year to year.

Manchester Elementary School will file one Emergency Card per student. Guidelines have been put into place for all Carroll County Public Schools to identify the adult who will complete the one Emergency Card allowed for each student. The one Emergency Card should be completed and signed by the parent with primary physical custody. In the case of joint custody, the Emergency Card is to be completed by the parent at the address to which the child is registered for school



*Be Responsible*



*Be Respectful*



*Be Safe*



*Be Prepared*





## CARROLL COUNTY PUBLIC SCHOOLS LEGAL NOTICES IN PUBLICATIONS

Carroll County Public Schools (CCPS) is required to include one or more legal notices in publications and handbooks. A Notice of Non-discrimination is required in publications for distribution. In addition, the ADA Accessibility Statement is required in all publications pertaining to events to which the general public, including parents/guardians, is invited.

*The following statement should be included in all publications:*

### 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.

*The following statement about program accessibility should be used in advertisements, brochures and flyers publicizing events to which the general public, including parents/guardians, is invited:*

### 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.

## **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 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.