



Manchester Elementary School
Hive Happenings
6/13/25



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.



Dates to Remember



Important links

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

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

Bus stop information [Infofinder i](#)

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

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

Lunch payments [MySchoolBucks](#)



BACK-TO-SCHOOL PROGRAM

Sign up for FREE school supplies

June 16, 2025 - July 11, 2025

Call 410-857-5944 for Appointment

The Shepherd's Staff Office

30 Carroll Street, Westminster, MD 21157

Registration Requirements

Parent / guardian **MUST** register by phone
to receive supplies for students

School name is required for each student

Only registered Carroll County students,
Pre-K through High School are eligible

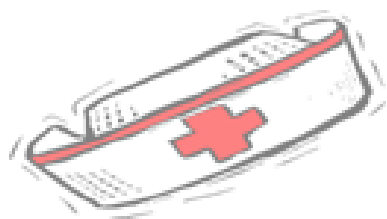
*When you sign up you will be given an appointment
to pick up school supplies in August.*



THE SHEPHERD'S STAFF

A Christian Outreach and Support Center
30 Carroll Street, Westminster, MD 21157
410-857-5944 www.shepstaff.org





Notes from the School Nurse

ANNOUNCING - CCPS & CCPL Summer Reading Challenge 2025

End of Year Medication Pick-up



Attention: *if your child has medication in the health office it will need to be **picked up by an adult by Friday, June 13th at 3:00pm.** Medications are not to be transported by students. Any medication that is not picked up by 3:00pm on June 13th will be destroyed per CCPS policy. This will include all medications (daily medications, over-the-counter medications, inhalers, Epi Pens, etc.). If you are unable to pick up your child's medication prior to this time, please contact the school nurse to make arrangements.*

Medication orders are only valid for the current school year; new orders will be needed at the start of next year. If you have any questions, please contact the school nurse at 410-751-3410.



HEALTH CONCERNS

If you have any concerns for next year due to a **new or existing health problem** for your child, please contact the school nurse as soon as possible, as we may need to formulate a plan, or give you forms for your child's Physician to return to us. If you are the parent of an **incoming Kindergarten** student, and your child has any serious health concerns, please let us know as soon as possible. When filling out the Emergency Cards please list **all health concerns**, even if minor.

This IS our Manchester Elementary Summer Reading Challenge!



This year we continue to collaborate with the Carroll County Public Library Summer Reading as OUR SCHOOL's Summer Reading Challenge! This is a great way to avoid the [Summer Learning Slide](#). Sign up for **Color Our World** this summer at CCPL online or in-person. If you complete the public library summer

reading program by earning 300 points or more, you will be eligible for rewards from CCPL and our Manchester PTA. (See CCPL Game Board for more details. A copy is included here.) **Game boards will be sent home in JUNE with report cards. (a copy is included here)** They can also be found here beginning **June 1st: [Beanstack: Reading Challenges and Personalized Recommendations](#)**

How It Works

1. Register now and begin the **program June 1st**. You have TWO options for participating:
 1. Keep track on the **game board and reading log** (coming home in June report cards). Return the completed game board to the library before school starts with 300 points logged to be eligible for a prize from the library **AND get credit for our school rewards**.
 2. Register online, beginning June 1st, at: <https://carr.beanstack.org/reader365>
If you registered last year, you do not need to create a new account. Use the same username and password from last year. There is an account look up feature on the website to recover it!
- OR
- Install the mobile app BEANSTACK TRACKER on your iOS or Android device.
 - Be sure to share what grade your child will be entering NEXT YEAR.
 - Track your activities online or on the app.
 - Your point totals are shared in a report to our school when using the app or website.
2. **Read, write reviews, and/or complete activities to earn points from June 1st – August 31st**
 3. **Earn 300 points to finish the program to earn a book from the library and to get our Manchester Elementary school rewards in the Fall!**
 - Qualify for a book from Random House and raffle entries to win prizes from the Carroll County Public Library!
 - Students **entering grades K-5** can earn a reward from our school by recording 300 points online with CCPL or by turning in your completed paper CCPL game board/reading log with 300 points of activities completed the first week of school!
 - Reach 1000 points to choose another book from Penguin Random House!
 - If you log everything digitally on the website or app, **Mrs. Sauers and Mrs. Cumberland will see you have reached your goal for the 300-point reward. Nothing needs to be turned in to school if completed online or the app!**
 - *If you use the paper CCPL game board, be sure to return it to your local CCPL library branch to get your prizes and to get credit at school, too! Or you can send it to school in September.*



Link to CCPL Summer Reading Program which will be updated and active on JUNE 1st and has LOTS of information: https://library.carr.org/programs/summer_reading.asp

Copy of CCPL Flyer and Gameboard on the next pages!
We can't wait to celebrate with all of our summer readers in the fall!

*****YOU MUST sign up with the CCPL program or track reading using the CCPL game board and EARN 300 POINTS to be eligible for school prizes and celebration in the Fall!**

Check out these other Summer Reading resources and programs. Get prizes for all of

											
1 BOOK TITLE, 15 MINUTES READ, 1 REVIEW, 1 ACTIVITY = 10 POINTS REACH 300 AND 1000 POINTS TO CHOOSE A BOOK - VIRTUAL BADGES AVAILABLE PAST 1000 POINTS											
POINTS LOG	CREATE	LIBRARY	ADVENTURE	COMMUNITY	1000	900	800	700	600	500	400
	<ul style="list-style-type: none"> Create and send a card, postcard, or letter. Learn a new craft or hobby. Try a new recipe with a green ingredient. Make a colorful sidewalk chalk drawing. Use a book as inspiration to create something. Grow a plant that will attract pollinators. Make a craft or put together a puzzle with a friend or family member. Read and retell your favorite story. Show your support for active-duty service members. What did you create this summer? 	<ul style="list-style-type: none"> Try a Playaway, Launchpad, or an audiobook. Choose an online magazine and read an article. Find new books based on your favorite genres, authors, or titles. Read a book with a color in the title. Read a book about a character who doesn't look like you or live like you. Learn a new language using Mango. Register for a library card or use your card to check out materials. What library program did you attend? What library program did you attend? What library program did you attend? 	<ul style="list-style-type: none"> Learn more about Carroll County Recreation and Parks. Which event sounds interesting? Visit a local, state, or national park this summer. Where did you go? Enjoy a playground or Story Stroll. Register for the Celebrating America Summer Adventure program and learn about Carroll County's history. Look and listen for birds and insects outdoors. Go on a nature scavenger hunt. Take a walk and name the colors you see. Identify a constellation in the night sky. Look at the clouds...what shapes do you see? What outdoor activity did you do this summer? 	<ul style="list-style-type: none"> Help animals by donating to the Humane Society. Learn about a nonprofit organization and ways you can become involved. Donate to our Corky Cares food drive. Ask a family member or neighbor if there is something you can do to help them. Make a Be Kind sign or Kindness Rock. How did you help your community this summer? How did you help your community this summer? How did you help your community this summer? How did you help your community this summer? How did you help your community this summer? 	1000	900	800	700	600	500	400
					300	290	280	270	260	250	240
					230	220	210	200	190	180	170
					160	150	140	130	120	110	100

Summer fun is near! As Camp Invention® celebrates 35 years of bringing hands-on STEM to curious kids every summer, families can save with the biggest discount of the season! Use promo code SUMMERFUN35 to save \$35 on your child's registration.

Don't miss out! The Kickoff to Camp discount is available for a limited time from May 22 to May 25. Plus, discount codes can be combined with flexible payment plans, making camp affordable for every family!

Secure your child's spot for a summer of creativity and STEM exploration today. We can't wait to see your child bring their ideas to life at the all-new Camp Invention!

<https://www.invent.org/programs/camp-invention>

MANCHESTER ELEMENTARY SCHOOL

2025-2026 School Supply Sale

Save Over 40% on Supplies Compared to Other Online Retailers

Grade Level 2025-2026	Cost
K	\$81.07
1 st	\$79.38
2 nd	\$72.10
3 rd	\$66.50
4 th	\$47.22
5 th	\$70.52

**Order Securely Online
Until June 24th**

www.educationalproducts.com/shoppacks

Enter the school ID

MAN011

(3 letters /3 numbers)

Sales tax will be applied at checkout



**Scan QR code
and
Order Today!**

Packs will be in the classroom for the open house event.

This is a service provided for Manchester Elementary School families and not a fundraiser.

For questions, please contact
June Praet manpta3224@gmail.com

SPIRITHERO

MANCHESTER SPIRIT STORE IS NOW LIVE!

Place Your Orders Today!

SHOW YOUR MANCHESTER PRIDE!!



HOW TO ORDER

- Go to spirithero.com
- Search "Manchester"
- Select your items

Visit the new spirit wear store today! Lots of NEW items, as well as merch from our previous sales. Place an order today and show your pride in the hive.

**ORDERS ARE SHIPPED
TO YOUR HOME**

LOTS OF NEW AND EXCITING ITEMS TO CHOOSE FROM!

Phone: 800-239-9948 **Web:** spirithero.com **Mail:** support@spirithero.com

Carroll County Public Schools

Questions?
Call 410-751-3613

 [PreK FAQs](#)



PRE-KINDERGARTEN 2025-2026 ENROLLMENT

A child who will turn 4 years of age **on or before September 1, 2025** may be eligible for enrollment into CCPS PreK Program

1 COMPLETE APPLICATION

All families who are interested in being considered must complete a CCPS Pre-Kindergarten application & provide necessary documentation.

APPLY HERE



2 ENROLLMENT DETERMINED

Enrollment determined based on Federal Poverty Level guidelines, foster care, and/or homeless status.

Should space be available, children who have an IEP and/or Multi-language Learner status may be given priority. Due to limited availability families are encouraged to consider private Pre-K options as well.

Eligibility requirements met.

You will be notified by email to enroll your child


Eligibility requirements NOT met.

You will be notified by email and your child will be placed on a wait list.

Escuelas Públicas del Condado Carroll

¿Preguntas?

Llame al 410-751-3613

 Preguntas y
respuesta
sobre PreK



PRE-KINDERGARTEN INSCRIPCIONES 2025-2026

Un niño que cumpla 4 años **el o antes del 1 de septiembre del 2025** puede ser elegible para inscribirse en el programa de PreK de CCPS

1 COMPLETE LA APLICACIÓN

Todas las familias que están interesadas en ser consideradas deben completar la aplicación para Pre-Kindergarten de CCPS & proporcionar los documentos necesarios.

APLIQUE AQUÍ



2 DETERMINACIÓN PARA LA INSCRIPCIÓN

La inscripción está determinada por las guías de Nivel de Pobreza Federal, hogar sustituto y/o estatus sin hogar.

Si hay espacio disponible, los niños que tienen un IEP y / o son alumnos multilingües pueden tener prioridad. Debido a la disponibilidad limitada se anima a las familias a considerar las opciones privadas de Pre-Kinder.

Llenar los requisitos de elegibilidad

Usted será notificado por email sobre la inscripción de su niño

Los requisitos de elegibilidad NO se llenaron.

Usted será notificado por email que su niño ha sido puesto en la lista de espera.

MEDICATION POLICY

Medications should be given at home whenever possible. Only those medicines necessary for a student's medical care will be given at school. Most medicines a student needs, even those to be given 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, and you have contacted the school nurse.**

- 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.
- 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 also available on the Carroll County Public Schools website.

All prescription medications that will be taken by students while at school must be given directly to the school nurse by an adult. Office staff may not accept medications at any time.

NEW CHANGE TO MEDICATION POLICY

Ibuprofen and Tylenol require a physician's order and completed medication authorization form. We no longer have the discretionary medication policy.

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 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/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!



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 **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.

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.

Volunteer Training

Volunteer training takes place online. To access this, go to the Carroll County Public Schools website, 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.

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, 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.



Be Responsible



Be Respectful



Be Safe



Be Prepared



Incident reporting

With the new year upon us, this is a good opportunity to remind our parents/guardians and students of our procedures related to reporting bullying, harassment, or intimidation. Our school is committed to establishing and promoting a safe, non-threatening environment for all students to learn. The Bullying Reporting System or the Bullying, Harassment, or Intimidation Reporting Form should be used to report alleged incidents of bullying, harassment, or intimidation that occurred during the current school year on school property, at a school-sponsored activity or event off school property, on a school bus, on the way to and/or from school, or through electronic communication on or off school property. Please see the QR code and links below to access the reporting system and for additional information.



[Incident Reporting - Carroll County Public School District](#)

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.