



NEWSLETTER



WEST MIDDLE SCHOOL

APRIL 2026

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

8:35 a.m. - The Homeroom/Late Bell rings

Students who are not seated in homeroom are considered tardy and must report to the office to sign in and receive a late pass.

3:10 p.m. - Dismissal begins

Students should not remain in the building after dismissal unless they have school approval and parent permission.

12:25 p.m. - Early Dismissal Days (2 hours, 45 minutes)



YEARBOOKS

Students who ordered yearbooks will be notified of the distribution date which will be sometime in May or early June.

For students who did not order a yearbook, we will have a small supply for purchase after yearbooks have been distributed to those who ordered them. Students and parents will be notified of the sale date.

- ◆ Yearbooks will be sold on a first-come/first-served basis (no reserving);
- ◆ Cost: \$42.00 / CASH ONLY; EXACT CHANGE.

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Transportation Change Home from School (Emergency Situations)

See Page 9 for additional transportation information.

Any change to a student's transportation home — even if for one day — must be made **in writing** by either a signed note delivered to the Main Office in the morning (**preferred**) or by e-mailing wmlattendance@carrollk12.org.

We are not able to approve requests made over the telephone.

8th Grade End-of-Year Events

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

60 Monroe Street, Westminster, Maryland 21157

Telephone: 410-751-3661 • Fax: 410-751-3667

Ms. Shannon Zepp, Principal • Dr. Joseph Fankibi, Assistant Principal • Mr. Daniel Miller, Assistant Principal

WEST MIDDLE SCHOOL REFRIGERATOR PAGE

Office Hours: 8:00 a.m. - 4:00 p.m.
Telephone: 410-751-3661
Fax: 410-751-3667

School Administrators

Ms. Shannon Zepp, Principal

Dr. Joseph Fankibi, Assistant Principal

7th grade (last names A-K)

8th grade

Mr. Daniel Miller, Assistant Principal

6th grade

7th grade (last names L-Z)

School Counselors

Ms. Laura Finch - 6th grade

Ms. Beth Buckalew - 7th grade

Mr. Robbie Green - 8th grade

ARRIVAL

8:05 a.m. - building open to students

8:35 a.m. - late bell / attendance taken

DISMISSAL

3:10 p.m. - normal dismissal time

12:25 p.m. - early dismissal (2 hours, 45 minutes)

IMPORTANT LINKS:

WEST MIDDLE WEBSITE:

<https://wml.carrollk12.org>

BUS ROUTES:

[Bus Routes - Carroll County Public School District](#)

HOME ACCESS CENTER: [Login](#)

MENUS - BREAKFAST/LUNCH

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

PTO:

[West Middle PTO](#) | [Facebook](#) | [Linktree](#)

SERVICE LEARNING HOURS:

[Service Learning - Carroll County Public School District](#)

STUDENT HANDBOOK 2025-2026:

[StudentHandbook2025-26.pdf](#)

TECHNOLOGY SUPPORT:

[CCPS Family Support Web Form](#)

TRANSPORTATION HANDBOOK FOR

STUDENTS & PARENTS:

[PARENTSTUDENTHANDBOOK8-29-19002.pdf](#)

VOLUNTEER TRAINING:

[Volunteer Program - Carroll County Public School District](#)

Lunch Times

Grade 6: 12:45 - 1:15

Grade 7: 11:05 - 11:35

Grade 8: 12:10 - 12:40

Meal Prices

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

Lunch: \$2.75

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

Eligible households should apply for meal benefits (see page 16).

Students may not receive food deliveries from outside vendors or Door Dash.

Weather-Related Closings



Any disruption to the school day due to inclement weather will be relayed to parents via the following: School Messenger and/or an email message, a post on the CCPS website www.carrollk12.org, and local and regional radio and television stations. *We respectfully ask parents to look for messages from these sources in lieu of calling the school. Our phone lines need to be open for emergency communications.*

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

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

ATTENDANCE PROCEDURES & INFORMATION

- * **Absence:** Report absences to WMLAttendance@carrollk12.org (parents may email the school anytime, day or night) or send a note upon the student's return to school. Absences that are not verified by a parent/guardian within 5 days of the student's return to school will be coded as "unlawful".
- * **Late arrival:** Students arriving after the 8:35 late bell must report to the office upon arrival to get a late pass. Parents do not need to accompany their child into the school if the child has a note from a parent or medical office, or if the reason is unexcused (ex.: overslept, missed bus, etc.). Chronic, unexcused tardiness interferes with a child's education and may result in disciplinary consequences.
- * **Leaving early:** **Send a note to school with your child in the morning.** Before Homeroom, the student will take the note to the Early Dismissal table outside the office. **A child may be removed from school only by a parent or legal guardian, as listed on the emergency card. A parent/guardian must provide the main office with PRIOR WRITTEN NOTIFICATION for any other individual to remove the student from school even if that person is on the emergency contact list.**
- * **Transportation change home from school:** **Send a note to school with your child in the morning.** Before Homeroom, the student will take the note to the Early Dismissal table outside the office.
- * **Vacations/Planned Activities:** **A request in writing must be submitted to the school office for approval.** We ask for advance notice of planned absences to coincide with the length of the absence (e.g., 3 days notice for a 3-day absence, etc.). Students will receive work upon their return to school. Quizzes & tests will be made up when the student returns. Students will be given a day for a day to make up work. Parents of students with excessive absences and poor grades need to understand the implication of extended absences.

CALENDAR

APRIL

- 27 * **Early Dismissal at 12:25 p.m.; Professional Day for Teachers**
- 28 Spring Photos taken during related arts periods
- 29-30 Hearing and Vision Testing
- 30 Field Trip: 8th Grade to Camden Yards; 7:50 a.m.-4:15 p.m.

MAY

- 1 Hearing and Vision Testing
- 1 8th Grade Panoramic Picture
- 12 Orchestra Concert (all grades) at Westminster HS
- 14 Hearing & Vision Retesting
- 14 Band Concert (all grades) at Westminster HS
- 15 8th Grade Dance, 6:00-8:00 p.m. (**ticket purchase deadline 5/13**)
- 18 Chorus Concert (all grades) at Westminster HS
- 19 8th Grade Track & Field Play Day at Winters Mill HS
- 19 PTO Meeting; 6:30 p.m.
- 20 7th Grade Track & Field Play Day at Winters Mill HS
- 20 Guitar Concert (all grades) at West Middle School; 7:00 p.m.
- 22 * **Early Dismissal at 12:25 p.m.; Professional Day for Teachers**
- 22 Musical, "Legally Blonde"; 7:00 p.m.
- 23 Musical, "Legally Blonde", 2:00 p.m. and 7:00 p.m.
- 25 Schools/Offices Closed; Memorial Day
- 29 Field Trip: 8th grade band/orchestra to Music in the Park

JUNE

- 1 7th Grade Play Day, 8:45 a.m.-12:00 p.m.
- 2 8th Grade Play Day, 8:45 a.m.-12:00 p.m.
- 2 Field Trip: 7th grade to Maryland Zoo
- 3 6th Grade Play Day, 8:45 a.m.-12:00 p.m.
- 9 Promotion Ceremony for Team 8; 9:00 a.m.
- 10 Promotion Ceremony for Teams 7 and 9; 9:00 a.m.
- 11 8th Grade Picnic; afternoon
- 12 * **Early Dismissal at 12:25 p.m.; Last Day for Students;**
Report Cards distributed
- 19 Schools/Offices Closed; Juneteenth
- 23 Schools/Offices Closed; Primary Election Day

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

Spring Pictures:

Tuesday, April 28th during related arts.

8th Grade Panoramic Picture:

Friday, May 1st



Allergy season is upon us!



Donations of tissues would be greatly appreciated.

Testing Schedule

6th Grade

MCAP ELA	MCAP Math
8:30 - 11:00 a.m.	8:30 - 11:00 a.m.
Thursday, April 23	Tuesday, May 12
Friday, April 24	Thursday, May 14

7th Grade

MCAP ELA	MCAP Math
8:30 - 11:00 a.m.	8:30 - 11:00 a.m.
Thursday, April 23	Tuesday, May 12
Friday, April 24	Thursday, May 14

8th Grade

MCAP ELA	MCAP Social Studies
12:40 - 3:05 p.m.	12:40 - 3:05 p.m.
Thursday, April 23	Wednesday, May 6
Friday, April 24	Thursday, May 7

MCAP Math
12:40 - 3:05 p.m.
Tuesday, May 12
Thursday, May 14

6th GRADE

Play Day: Wednesday, June 3, 2026, 8:45 a.m. - 12:00 p.m.

For students only; parents are not invited.

Immunization Requirements for 7th Grade, 2026-2027 School Year:

The following vaccines are required or recommended prior to starting 7th grade in September 2026.



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

Note: Local pharmacies (CVS, Walgreen's, etc.) offer vaccines, usually without an appointment. Contact your pharmacy for more information.

What we need from you:

Before the first day of school, please provide a copy of the updated immunization record to the school. Fax to 410-751-3667, scan and e-mail to wmlattendance@carrollk12.org, drop off by parent, or deliver to the nurse by the student. Thank you for your assistance in ensuring that your child's immunizations are up to date.

Questions:

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

7th GRADE

Track & Field Play Day at Winters Mill High School: Wednesday, May 20, 2026

P.E. teachers will distribute permission slips to select students.

Play Day at West Middle: Monday, June 1, 2026, 8:45 a.m. - 12:00 p.m.

For students only; parents are not invited.

Field Trip to Maryland Zoo, Baltimore: Tuesday, June 2, 2026

Information and permission slips will be sent home with students.

8th GRADE

8th Grade Panoramic Picture: Friday, May 1, 2026, 11:00 a.m.

Picture order forms will be sent home with students.

Dance: Friday, May 15, 2026, 6:00-8:00 p.m. / Deadline for ticket purchase is Wed., May 13th at 4:00 p.m.

Ticket price is \$8.00. **No tickets will be sold after the deadline.** Parents, please complete the cheddar up sign-up: [HERE](#), and the volunteer link: [HERE](#). We are going to invite 6th and 7th grade parents to sign up to volunteer during the dance but need 8th grade parents for setup and cleanup because this night is for your students. If you need a paper copy of the permission slip, please print it here and submit it with payment to your students homeroom teacher: [2026 West Middle 8th Grade Dance .pdf](#). **Students must be in school the entire day on Friday, May 15th in order to attend. Students who have professional appointments (i.e., doctor's appointments) may attend only if they provide a doctor's note to Attendance or Administration.**

Track & Field Play Day at Winters Mill High School: Tuesday, May 19, 2026

P.E. teachers will distribute permission slips to select students. Rain date will be May 21st.

Play Day at West Middle: Tuesday, June 2, 2026, 8:45 a.m. - 12:00 p.m.

For students only; parents are not invited.

Promotion Ceremonies: Team 8 on June 9th; Teams 7 and 9 on June 10th, 9:00 a.m.

Parents will receive an email no later than mid-May with details. Only students who have met the academic requirements for promotion to 9th grade will be invited to participate in the Promotion Ceremony.

Picnic: Thursday, June 11, 2026, Afternoon

A request for parent volunteers will be sent within the next few weeks. Volunteers will be needed 11:30 a.m.-3:00 p.m. Only students who have met the academic requirements for promotion to 9th grade will be invited to participate in the Picnic.

LEGALLY BLONDE

The Musical



Harvard's beloved blonde takes the stage by glittery pink storm in this fun and upbeat adaptation of the hit film and award-winning Broadway musical.

Show Dates and Times

Opening Night

Friday, May 22nd at 7:00 p.m.

Matinee

Saturday, May 23rd at 2:00 p.m.

Final Performance

Saturday, May 23rd at 7:00 p.m.

All performances will take place in the West Middle School Auditorium.

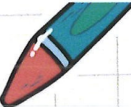
Use the QR Code to purchase tickets.



Based on the award-winning Broadway musical and the smash hit motion picture, *Legally Blonde The Musical JR.* is a fabulously fun journey of self-empowerment and expanding horizons. The show's instantly recognizable songs are filled with humor, wit and sass — leaving cast members and audiences alike seeing pink!

Legally Blonde JR. follows the transformation of Elle Woods as she tackles stereotypes, snobbery and scandal in pursuit of her dreams. When Elle's boyfriend, Warner, dumps her and heads to Harvard, claiming she's not "serious" enough, Elle takes matters into her own hands, crafting a showy song-and-dance personal essay and charming her way into law school. Befriending classmate, Emmett, and spunky hairdresser, Paulette, along the way, Elle finds that books and looks aren't mutually exclusive. As Elle begins outsmarting her peers, she realizes that law may be her natural calling after all.

Legally Blonde JR. features large, energetic dance numbers with an expandable cast of sorority sisters, law school students, hairdressers and more.



CARROLL COUNTY PUBLIC SCHOOLS
FAMILY SUPPORT & SECONDARY TRANSITION
PRESENT



Food
Trucks



2026 RESOURCE & POST-SECONDARY TRANSITION FAIR

FOR FAMILIES WITH CHILDREN AGE BIRTH THRU 21

WITH SUPPORT OF THE SPECIAL EDUCATION CITIZEN'S
ADVISORY COUNCIL (SECAC)



PRESENTATIONS INCLUDE

Social/Emotional/Self-Regulation for
Elementary Families

Making the Move from Elementary to Middle
School

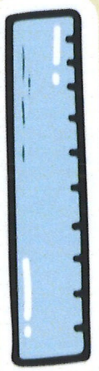
Making the Move from Middle School to High
School

How to Build Independence/Self Advocacy

Transitioning to DDA Services

Accessing Support: Essential Info for
Transition & College Success

SOME EXHIBITORS INCLUDE

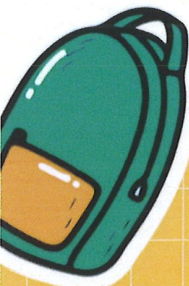


Abilities Network
Basal Therapies and Preschool
Bello Marche
Connect-to-Talk
Enfield Locke Care Resources
Human Services Program
Independent of Autism
nonPareil Institute
Penn-Mar Human Services
Spectrum Support
Thrivent
Therafit Rehab

* OVER 85 EXHIBITORS



SIGN UP FOR FAIR & PRESENTATIONS



THURSDAY
16
APRIL

STARTS AT
4:30 PM

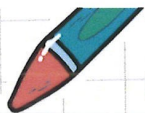
WINTERS MILL HIGH SCHOOL

560 Gorsuch Road, Westminster, MD 21157



More Info: BThru21FamilySupport@carrollk12.org

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.



ESCUELAS PÚBLICAS DEL CONDADO DE CARROLL
APOYO FAMILIAR Y TRANSICIÓN SECUNDARIA
PRESENTE



RECURSOS Y 2026

EDUCACIÓN POST- SECUNDARIA

TRANSICIÓN JUSTA

PARA FAMILIAS CON NIÑOS DESDE EL NACIMIENTO HASTA LOS 21 AÑOS

CON EL APOYO DEL CONSEJO ASESOR CIUDADANO DE
EDUCACIÓN ESPECIAL (SECAC)



LAS PRESENTACIONES INCLUYEN

Regulación social, emocional y
autorregulación para familias de primaria

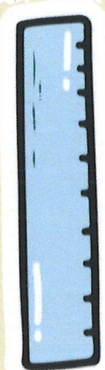
Pasando de la primaria a la secundaria

Pasando de la escuela secundaria a la
preparatoria

Cómo desarrollar la independencia y la
autodefensa

Transición a los servicios de la DDA

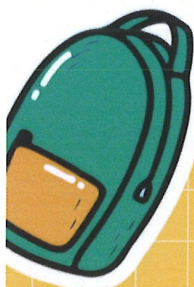
Acceso al apoyo: información esencial para la
transición y el éxito universitario



* MÁS DE 85 EXPOSITORES



INSCRÍBETE EN LA FERIA Y PRESENTACIONES



JUEVES
16
ABRIL

COMIENZA EN
4:30 P. M.

ESCUELA SECUNDARIA WINTERS MD

560 Gorsuch Road, Westminster, MD 21157



Más información Apoyo_familiar_BThru21@carrollk12.org

Las Escuelas Públicas del Condado de Carroll (CCPS) no discriminan por discapacidad en el empleo ni en la prestación de servicios, programas o actividades. Las personas que necesitan ayudas y servicios de comunicación deben comunicarse con la Oficina de Comunicaciones al 410-751-3020 o a publicinfo@carrollk12.org, o escribir a las Escuelas Públicas del Condado de Carroll, 125 North Court Street, Westminster, Maryland 21157. Las personas sordas, con dificultades auditivas o con discapacidad del habla pueden usar el servicio de retransmisión o el 7-1-1. Por favor, comuníquese con el sistema escolar con al menos una (1) semana de anticipación a la fecha en que necesite la adaptación especial.

Important Procedures to Know

Visitors to the School

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

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

Deliveries for Students

Items your child forgot to bring to school:

- ◆ **Parents, please mark all items with your child's name and grade *BEFORE* bringing your child's belongings into the school.**
- ◆ It is the student's responsibility to stop by the office if he or she believes that a parent may have dropped off a forgotten item (especially if the child called or texted you before arriving) or if something was left on the bus. We will not disrupt instruction by calling into classrooms to alert students that they have something to pick up.
- ◆ At the start of each lunch shift, a cart will be brought into the cafeteria with items for pick-up.

Food Deliveries

- ◆ Parents may bring food to school **ONLY** for their own child.
- ◆ Students may not receive food deliveries via Door Dash or other delivery services.

Flowers, Balloons, etc.

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

Behavioral Expectations

The faculty and staff of West Middle have high expectations for student success, both academically and socially. Students are expected to come to school each day ready to participate and learn.

There are times when discipline issues occur that must be addressed by a staff member or administrator. Please understand that a focus on all consequences/intervention is to change the inappropriate behavior so that everyone can get back to learning.

Attendance and Extracurricular Activities

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

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

Lost and Found

Please write your child's name on lunchboxes, water bottles, binders, and clothing items such as P.E. uniforms, hoodies, coats, etc.

The Lost & Found is located in the Cafeteria. Please encourage students to look for lost items during lunch time, or before or after school. At the end of each marking period, we will donate all unclaimed items. Parents and students will be informed prior to items being donated.

SCHOOL MESSENGER

Parent Notification System

Parents, please be sure your voice mailbox is set up and not full so you don't miss important communications from the school. Thank you!

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

CELL PHONE AND PERSONAL DEVICE USE

Silent and Out of Sight!

- 1. Cell phones, wireless earphones, and personal devices must be silent and out of sight from the time students enter the building until they are dismissed from school.** Dismissal time is at the 3:10 bell if they are a walker, parent pick-up, or a Wave 1 bus rider, or when their bus wave is called if they are on Waves 2 or 3.
- 2. Cell phones and wireless earphones are banned from the gymnasium, locker rooms, and the cafeteria.** Students must leave phones in their lockers or backpacks.
- 3. Students who are feeling unwell must go to the Health Room instead of using their phone to contact parents.** The nurse will contact parents if necessary, or at the student's request.
- 4. If you need to get a message to your student, please contact the school office.** Students may not receive phone calls during the school day. If necessary, we can have your child contact you during Flex or Lunch. If a student needs to use their phone to contact a parent, they must come to the main office and get administrator approval.
- 5. When students do not meet the expectation for cell phone and wireless earphone use, teachers may ask students to put the device away or the teacher may confiscate it for pick up at the end of the day.** A referral may be written.

If sick, go to the nurse; don't use cell phone to call home without permission.

If you have any questions, please feel free to contact an administrator.

Thank you for your understanding as we strive to provide a positive learning environment for all students.

GREAT FUTURES START HERE.



The Boys & Girls Club of Westminster offers after-school programs and leadership opportunities for kids ages 6-18. Trained staff members provide homework help and teach members the skills needed to succeed in school. Members participate in clubs in technology, sports and the arts. A teen center is available for middle and high school members that highlights college prep, leadership, and community service opportunities.

At the Boys & Girls Club's, we believe that learning should be fun! From simple games to leadership opportunities, we focus on the kids and offer them a safe place to go after school and hang out with friends.

The Club is open Monday – Friday from 2:30 – 6:00 p.m. Transportation to the Boys & Girls Club of Westminster will be determined by the Boys & Girls Club. For enrollment information, go to bgcwestminster.org or call 410-386-0135.

MEDICATION AT SCHOOL

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

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

Click on this link below to find the medication consent form: [CARROLL COUNTY PUBLIC SCHOOLS MEDICATION FORM \(finalsite.net\)](https://www.carrollk12.org/files/2018/05/Carroll-County-Public-Schools-Medication-Form-Final-5-1-18.pdf)

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

All medication, for student use during the school day, must be brought in by an adult in its original container with a completed medication form.

All over-the-counter and prescription medication must have a parent and doctor's signature on the medication form, including Ibuprofen, Acetaminophen, Tums, Essential Oils, etc.

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

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

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

SERVICE LEARNING

Click on the link below for additional information and to submit Service Learning hours.

[Service Learning - Carroll County Public School District \(carrollk12.org\)](https://www.carrollk12.org/files/2018/05/Service-Learning-Carroll-County-Public-School-District.pdf)

Minimum 75 service-learning hours required for high school graduation.

- ♦ Students may earn service hours beginning the summer after the completion of grade five through grade twelve, and may complete the requirement any time during that period.
- ♦ Students must complete a minimum of fifty-five (55) Service Learning hours by the end of the eleventh grade to be promoted to senior status.
- ♦ 6th grade students earn twenty (20) hours at the end of their 6th grade year for completing Outdoor School.
- ♦ 8th grade students will earn ten (10) hours for completing Family & Consumer Science Class (FACS).
- ♦ Throughout the school year, service-learning opportunities will be advertised through our PTO Facebook page and our School Messengers.
- ♦ Service Learning activities with the purposes of serving the school community must meet the service-learning quality practices articulated in Maryland's Seven Best Practices of Service Learning to be counted toward the service-learning graduation requirement. These projects should be structured to meet greater needs in the areas of health, education, environment, or public safety identified within the school community.



Please help us raise funds for the West Middle PTO by scanning your receipts.

Just download the BoxTops app, register, and choose Westminster West Middle School as the school you'd like to support.

[Get the App - Box Tops for Education](#)



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

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

Create your on-line account today!
@ [giantfood.com](https://www.giantfood.com)
Our ID# **0 1 2 0 Z**

TRANSPORTATION

Bus Routes & Schedules

[Bus Routes - Carroll County Public School District](#)

Parent Pick-up and Drop-off

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

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

Vehicles may not line up between the parking aisles (students will not be allowed to walk to these vehicles or any that may be in a parking space).

Drivers are asked to pull forward as much as possible when waiting for students. There is a line painted on the lot near the two-story side of the building to start the line. Please stay to the left of the yellow lines where students will be walking to their vehicles.

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

RULES AND PROCEDURES

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

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

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

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

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

School Bus Regulations:

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

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



West Middle School PTO

Email: westpto17@gmail.com

Facebook: [West Middle PTO](#)

Website: [Linktree](#)

WHO WE ARE

The West Middle PTO is an all-volunteer, nonprofit organization dedicated to supporting our students, staff, and school community. We're made up of an elected board, parents, guardians, and staff who generously give their time to plan events, organize fundraisers, and help create a positive and enriching school experience.

If you're part of the West Middle community, you're already a member of the PTO! There's no sign-up required, and every helping hand makes a difference!

Gina Puckett, President
Stephanie Bright, Vice President
Shannan Adams, Co-Treasurer
Mary Pell, Co-Treasurer
Robin Lancaster, Co-Secretary
Rachel Lloyd, Co-Secretary

WHAT WE FUND

- School Socials
- Academic Assemblies
- Field Trips
- Agenda Books & Folders
- Academic Honor Roll Rewards
- Staff Educational Support Requests
- Conference Dinners
- Staff Appreciation Week
- End-of-Year Celebrations

And so much more...

PTO MEETINGS

Join us in-person or virtually.

May 19, 2026

HOW YOU CAN HELP

Volunteer

We'll have several volunteer opportunities throughout the school year. To volunteer, adults must complete the required CCPS Volunteer Training. You can find the volunteer training form [HERE](#).

Join an Event/Fundraising Team

We're looking for parents not only to lend a hand—but also to take the lead! If you have a heart for creating fun, meaningful experiences for our students and staff, consider stepping up to help plan and oversee one of our upcoming events or fundraisers. Whether you enjoy organizing, decorating, rallying volunteers, or just want to make a difference, there's a spot for you on our team!

"Unfundraiser" Fundraiser

No selling. No pledges. No hassle.

With our Unfundraiser, supporting West Middle is simple - just make a direct donation, and you're done! Every dollar goes straight to supporting our students, staff, and school programs.

Our goal is to raise \$4,000, and we can't do it without your help. [HERE](#) is the link to donate.

FUNDRAISERS & EVENT DATES

April 18: Mom Prom Fundraiser

May 4 - 9: Staff Appreciation Week

PARENT SCHOOLGY DIRECTIONS

ENGLISH: [Parent Schoology Account Directions](#)

SPANISH: [Parent Schoology Account Directions Spanish](#)

Home Access Center

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

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

If you have not yet registered, we encourage you to do so by clicking on this link: [Login](#)

- Click the 'Request Password' link and follow the directions on-screen.
- If you have forgotten your password, click the "Forgot Password" link.
- If you have questions or problems, please review the FAQs/User Guide. You will find a link to this .pdf on the Home Access Center login page, as well as the bottom of every screen within the application.

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

Receive Gradebook Email Alerts

Every Thursday Evening
For Middle and High School Students

If you would like to receive an email containing your child's gradebook information for the current marking period, then you will need to take the following steps for each of your children:

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

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

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

MD Blueprint Career & College Readiness

Building the Future



Keep watch for a workshop this Spring
on Career & College Readiness offered
here at West!

How does earning CCR work?

- Initial CCR status is calculated at the end of 10th grade.
- CCR is calculated at the end of each school year for students in 10th, 11th & 12th grades.
- Once a student earns CCR, they will not lose that designation.

How does CCR benefit me?

- Students who earn CCR can take Advanced Placement (AP) exams at no cost.
- CCR students in 11th and 12th grade can take two approved Dual Enrollment courses at Carroll Community College* (per semester) at no cost.

• Students will be required to meet the enrollment requirements for Carroll Community College to participate in dual enrollment courses.



CAFETERIA NEWS AND NOTES

2025-2026

Free and Reduced Priced Meals

Applications for free and reduced priced meals are accepted throughout the school year. Meal benefits from last school year (2024-2025) will expire on October 14, 2025.

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

Middle: \$1.75

High: \$1.75

Lunch

Elementary: \$2.50

Middle: \$2.75

High: \$3.00

Digital Menus

Interactive menus and nutritional information are available online!

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

Employment

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

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER

BREAKFAST AND LUNCH SERVICE

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

MEAL CHARGE POLICY

In the 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 breakfasts and lunches. Parent/Guardians will be notified of these charges. A charity account exists to help reduce unpaid meal debt for households with excessive charges. Students must have cash or money on their account to purchase a second meal (breakfast or lunch) or any a la carte items as these cannot be charged.

For more information visit www.carrollk12.org

WELLNESS POLICY

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

SMART SNACKS IN SCHOOLS

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

DONATE

Donations are always welcome to supplement our charge assistance program for those students in need. Contact Food Services at 410-751-3040 to donate or mail checks to: CCPS Food Services, 125 North Court Street, Westminster, MD 21157. In memo line, please write "Charge Assistance Donation"

Meal Account and PIN Information

What is my child's PIN?

Every student who goes through our cafeteria line will use a unique five-digit 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.

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 and set up an account.

- ◆ You will be able to add any value to the cafeteria account with a credit card or electronic check. *
*There is a service provider fee for credit card/electronic check transactions when using MySchoolBucks.
- ◆ **Free Method Option:** Send in cash or a check to your child's school cafeteria.
The cafeteria manager will add it to the account. Checks made payable to your child's school.

The money added to the account using either method can be used to purchase meals AND snack items.

Can I monitor what my child is purchasing?

Visit www.myschoolbucks.com Account set up is free.

Once you complete the simple registration process, you can set up low balance alerts and monitor purchases made in the cafeteria. You are only charged a transaction fee from MySchoolBucks if you use the account to deposit funds.

What happens if I forget to add money on my child's account?

If your child does not have cash or money on account, they will be able to charge meals (breakfast and lunch), but NOT snack items. Parent/Guardians will be emailed when a meal is charged so they can repay.

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>
- ◆ **BE SURE TO TURN OFF THE AUTO PAY/REPLENISH FEATURE BEFORE REQUESTING A REFUND**

Is my child's MySchoolBucks account balance automatically transferred from other School Districts/Counties?

Unfortunately, no. You must request a refund from the previous school district/county.
You will also need to change the district to Carroll County in your MySchoolBucks account.

Sending cash or check to school and want to designate fund use?

You can use this form and send it into your student's school cafeteria.

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 & Lunch \$ _____ for Milk or Snacks

STUDENT DRESS CODE

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



HEAD COVERINGS

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

DRESSES / SHORTS / SKIRTS / SKORTS / PANTS

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

SHIRTS

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

OTHER

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

VIOLATIONS

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

A student found wearing inappropriate clothing will be asked to change or remove the item, and will be given an opportunity to do so. Should the student not be able to change or remove the item, clothing may be provided by the individual school. Student failure to cooperate will be referred to an administrator.

Any student not complying with the direction of the administrator may be considered insubordinate and subject to appropriate disciplinary action. The Superintendent/designee may enforce additional restrictions in order to maintain a safe and orderly environment.

EXCEPTIONS

Exceptions to the dress code for the purpose of school spirit activities by clubs or organizations will occur at the discretion of the school administration.

REPORTING CHILD ABUSE / NEGLECT

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

Student Accident Insurance

Student accident insurance is optional insurance that can be purchased by parents/guardians. The application is to be submitted online at www.studentinsurance-kk.com.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972: Title IX is that portion of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex in educational programs or activities receiving federal funds. All students and employees in Carroll County Public Schools are covered by this law. It requires that the system must provide equal opportunity in admissions, athletics, counseling, access to courses, employment policies regarding marital or parental status of students, and treatment of students. The United States Department of Education (USDE) maintains that gender identity is covered under Title IX. CCPS shall adopt guidelines and practices to ensure compliance. For questions or concerns regarding Title IX, please contact Arlene Moore, Title IX Coordinator/Equity and Community Relations Officer, (410) 386-1680, 125 North Court Street, Westminster, Maryland 21157.

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.

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.

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.

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.