



Carrolltowne Elementary School

NEWSLETTER

[2026 BACK TO SCHOOL Edition]

6542 Ridge Road, Sykesville MD 21784 (Phone) 410-751-3530 (Fax) 410-751-3534
Becky DuPree, Principal | Erin Sikorski, Assistant Principal | ces.carrollk12.org

Welcome Back, Carrolltowne

Families! We hope you had a wonderful summer. As August arrives, excitement is building here at Carrolltowne Elementary School, and we can't wait to welcome our Cardinals back for another fantastic school year! Our amazing custodial team has been hard at work preparing the building for a fresh start. The classrooms look great and are ready for students. Behind the scenes, our office staff has been busy enrolling new students, planning exciting opportunities, and making sure CES is ready to provide a safe, welcoming, and engaging environment for every child. We are excited for another great year together!

Welcoming New Faces

We are thrilled to share that Carrolltowne continues to benefit from a strong and dedicated staff. This year we have several new team members joining our Cardinal family. Be sure to check page 4 to learn more about our newest additions!

Class Placements and Transportation Information

Class lists have been finalized, and families can view student placement information beginning August 15 through Home Access. If you have not already done so, please take a moment to complete your student's transportation survey. Earlier this month, Central Office began sending weekly transportation reminder emails for each child enrolled. These emails contain a transportation form to help us ensure safe and accurate arrival and dismissal procedures. If you still need to complete the form, please use the fillable link provided and return it as soon as possible via email to

CESattendance@carrollk12.org.

Friendly Reminders for a Smooth Start 🚌

Bus Riders: Please review all arrival and dismissal procedures outlined on pages 8–10. A couple of important reminders for bus riders: Make sure students know their bus stop and can recognize when it is time to get off the bus. If siblings ride together, encourage them to notify the bus driver if one sibling is missing. These simple steps help ensure every student arrives safely at the correct destination.

🕒 **Be On Time**

Instruction begins promptly at 9:15 a.m., and we want every student settled in and ready to learn when the day begins. Arriving on time helps students start their day successfully and minimizes interruptions to classroom instruction.

👉 **Label Belongings**

Please take a few minutes to label your child's personal items with both their first and last name. This includes:

- Backpacks
- Water bottles
- Jackets and coats
- Hoodies and sweatshirts
- Shoes
- Lunch boxes
- Any other important belongings

A label goes a long way in helping us return misplaced items and keeping our Lost & Found nice and small!

Stay Connected

We understand that inboxes can fill up quickly, but we strongly encourage families not to unsubscribe from CCPS or CES emails. Email remains one of our most important communication tools for sharing:

- Event registrations
- Early dismissal reminders
- Parent-teacher conference information
- School updates
- Emergency announcements

Staying subscribed helps ensure you never miss important information.

Mark Your Calendars

We are looking forward to seeing everyone at our **Open House on Thursday, August 27!** Additional information about Open House, Back-to-School Night, and other important events can be found on the calendar on page 3.

PTA News

If you are new to Carrolltowne, we encourage you to consider joining our wonderful PTA. The support of our PTA has made a tremendous impact on our students, staff, and school community over the years. Our first PTA meeting is scheduled for **Thursday, September 17 at 7:00pm**. We would love to see both new and returning families get involved!

We're Here to Help

At CES, supporting our families is always a priority. Thanks to the generosity of our community, we have school supplies available for students who may need them. If your family could benefit from assistance with school supplies, please contact our school counselor, Kristina Stacey, at KristinaStacey@carrollk12.org or call the school office. She will be happy to help connect you with the resources you need.

We are excited to partner with you for another amazing year of learning, growth, and Cardinal pride. Here's to a wonderful school year ahead—we can't wait to see our students back at Carrolltowne!

Becky DuPree, Principal
Erin Sikorski, Assistant Principal



Refrigerator Page

School Phone	Phone: 410-751-3530 Fax: 410-751-3534
School Website	ces.carrollk12.org
School Hours	8:45 a.m. First bell rings; doors open for students 9:15 a.m. Second bell rings and <u>instruction begins</u> 3:45 p.m. Instruction ends; dismissal begins at 3:50 p.m.
Office Hours	The office is staffed between 8:00 a.m. and 4:15 p.m.

Contacts

Mrs. DuPree, Principal
Mrs. Sikorski, **Assistant Principal**
Ms. Stacey, **School Counselor**
Mrs. Kakellos, **School Nurse**



Cafeteria Pricing

Breakfast \$1.50
Hot Lunch \$2.50
(Second Lunch: \$4.00)
Milk \$.60 | Ice Cream/Chips \$ 1.00
*Applications for free and reduced priced meals are accepted throughout the school year.

2026-2027 Report Card Dates

Quarter	Midterm Report (Special Ed & K-2 only)	End of Marking Period	Report Cards Sent Home
1	TBD	November 4	TBD
2	TBD	January 21	TBD
3	TBD	April 7	TBD
4	TBD	June 11	Last Day

Lunch Times

11:00 – 11:30	2 nd Grade
11:20 – 11:50	1 st Grade
11:50 – 12:20	Kindergarten
12:10 – 12:40	4 th Grade
12:15 – 12:45	Pre-K
12:30 – 1:00	3 rd Grade
12:50 – 1:20	5 th Grade

2026-2027 Parent/Teacher Conferences

Thursday, October 22 – Teacher Requested
Wednesday, December 2 – Parent Requested
Thursday, February 11 – Parent Requested

Specials Schedule

9:15 – 10:15	3 rd Grade
10:15 – 11:15	Kindergarten
11:15 – 12:15	5 th Grade
12:45 – 1:45	2 nd Grade
1:45 – 2:45	1 st Grade
2:15 – 2:45	Pre-K
2:45 – 3:45	4 th Grade

If your child will be **ABSENT, LATE, DISMISSED EARLY** or has a **CHANGE of DISMISSAL** - please send an email to CESattendance@carrollk12.org

Email Subject: Late Arrival, Absent, Early Dismissal or Change of Dismissal

Early Dismissal Days

Dismissal Begins at 1:00

9/18 | 10/15 | 11/4 | 11/20 | 11/25
| 12/14 | 12/23 | 2/12 | 3/12 | 4/7 | 4/30
| 5/28 | 6/11

Late Arrival

Students Name:
Teacher/Grade:
Arrival Time:
Reason for late arrival:

Change of Dismissal

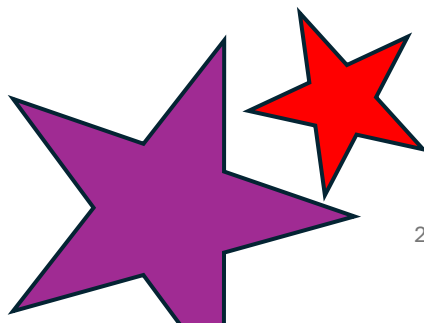
Students Name:
Teacher/Grade:
Change from:
Change to: (If bus, include bus# & street stops)

Early Dismissal

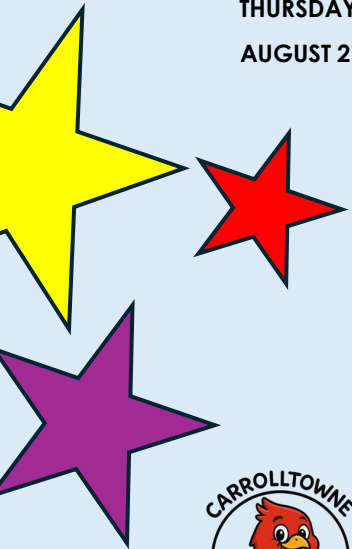
Students Name:
Teacher/Grade:
Dismissal Time:
Reason for early dismissal:
Will Student Return?

Absent:

Students Name:
Teacher/Grade:
Reason for absence:



Mark your calendar!! AUGUST/SEPTEMBER 2026

 	THURSDAY, AUGUST 27	New Families Orientation 2:30 - 3:00 p.m. Cafeteria This is for families <u>new</u> to Carrolltowne (whether your oldest is starting kindergarten or you've just moved to the area!) Come to the cafeteria to hear the Principal and Assistant Principal introduce themselves, talk about your school and meet staff. ENTER THROUGH CAFETERIA DOORS
		Open House for ALL GRADES 3:00 - 4:00 p.m. Open House Tour for both new and returning families will run from 3:00-4:00PM. All returning families can ENTER THROUGH THE FRONT DOORS at 3:00 p.m. to visit their child's classroom and take a self-guided tour through the school. PTA will be providing FREE Rita's Ice—for Carrolltowne students ONLY! (Parents, siblings and other guests will receive popsicles.)
		Kindergarten Back to School Night Parents only 5:30 - 6:30 p.m. The Kindergarten Back to School Night will help familiarize kindergarten parents with Carrolltowne and the teachers. The night will be broken into three sessions. The first session will take place in the cafeteria and will include a brief presentation where school procedures and grade level expectations will be explained. Next, parents will get the opportunity to tour the building. The third session will have parents meet with their child's teacher in their child's classroom. (If you were unable to attend the Open House earlier in the day, you may drop off your child's school supplies at this event.) Parents only event. ENTER THROUGH CAFETERIA DOORS
		ECSN and PreK Back to School Night Parents only 5:30 - 6:30 p.m.
	MONDAY, AUGUST 31	SCHOOL'S OPEN! First Day for ALL Students Grades ECSN, PreK, K –5 Doors open at 8:45. Instruction begins promptly at 9:15 a.m. Welcome Back!!
	MONDAY, SEPTEMBER 7	SCHOOLS/OFFICES CLOSED – Labor Day
	THURSDAY, SEPTEMBER 10	Back to School Night for Grades 1 - 5 Parents only 6:00 - 8:15 p.m. 6:00 - 6:30 p.m. Principal's Chat Session 1 6:30 - 7:15 p.m. Session 2 7:30 - 8:15 p.m. Each session (6:30 - 7:15; 7:30 - 8:15) is identical. This provides the opportunity for those with more than one child at Carrolltowne to visit each child's classroom. (Check out the PTA Sign-Up station located in the CES front lobby. Join the PTA!!) ENTER THROUGH CAFETERIA DOORS
	TUESDAY, SEPTEMBER 15	International Dot Day! Students should wear dots and celebrate with Mrs. Dudek
	THURSDAY, SEPTEMBER 17	First PTA Meeting of the Year! Media Center 7:00PM All are welcome! Please Come! ENTER THROUGH FRONT DOORS
	FRIDAY, SEPTEMBER 18	EARLY DISMISSAL Professional Learning for Teachers Dismissal begins at 1:00pm.
OCTOBER 2026		
	THURSDAY, OCTOBER 1	PICTURE DAY SMILE!!
	WEDNESDAY, OCTOBER 14	Fun Run!! Sponsored by the PTA More information is coming soon!
	THURSDAY, OCTOBER 15	EARLY DISMISSAL Professional Learning for Teachers Dismissal begins at 1:00pm.
	FRIDAY, OCTOBER 16	SCHOOLS CLOSED FOR STUDENTS Professional Development Day for Teachers
	WEDNESDAY, OCTOBER 21	Fun Run Rain Date More information is coming soon!
	THURSDAY, OCTOBER 22	Parent/Teacher Conferences Teacher Requested
NOVEMBER 2026		
	TUESDAY, NOVEMBER 3	SCHOOLS/OFFICES CLOSED Election Day
	WEDNESDAY, NOVEMBER 4	EARLY DISMISSAL End of marking period Dismissal begins at 1:00pm.
	THURSDAY, NOVEMBER 5	PTA Meeting Media Center 7:00PM All are welcome! Please Come! ENTER THROUGH FRONT DOORS
	MON-FRI, NOVEMBER 9-13	Book Fair 2026 Media Center Family Shopping Night W-11/11 More details soon!
	FRIDAY, NOVEMBER 20	EARLY DISMISSAL Professional Learning for Teachers Dismissal begins at 1:00pm.
	WEDNESDAY, NOVEMBER 25	EARLY DISMISSAL Last day before Thanksgiving Holiday Dismissal begins at 1:00pm
	THURS, NOV 26-FRI, NOV 27	SCHOOLS/OFFICES CLOSED Thanksgiving Holiday!

2026-2027 CARROLLTOWNE TEAMS

ESCN

Beth Currence
Anna Pena
Val Streissguth

PRE-K

Jessica Rice
Renee Marsicano

KINDERGARTEN

Ellie Blanchette
*Alaina Konold
Angie Kowalewski
Nicole Trotz – Team Leader

FIRST GRADE

*Jessica Donovan
Kathleen Gebhardt
Julie Hinton – Team Leader

SECOND GRADE

Linda Black – Team Leader
**Ashley Blanchfield
Sally Edmondson
*Annabelle Rossow

THIRD GRADE

*Jennifer Ayoub
Mackenzie Born
Crystal Hazelbaker – Team Leader
Erin Link

FOURTH GRADE

*Isabella Cedeno
*Mehwish Khan
Katie Meyer
Mary Ellen O'Neill – Team Leader

FIFTH GRADE

*Lorrie Daccurso
Amy Neitch – Team Leader
Claire Reese
James Thompson



***Please**

Welcome

our new

CES

Staff

Members!

NURSE

*Martha Kakellos, RN (Mrs. K)

SPECIALS TEACHERS

*Ashley Baker - PE / Motor Development
Christie Chenoweth - Health
Sarah Dudek - Art
Daniella Faustino - Library Clerk
Sarah Gibson - Vocal Music
*Brendan Lyons- PE
Amanda Passen - Instrumental Music
*Larissa Plummer - PE
Sueelyn Rivera – Librarian
*Maya Stone- Art

SPECIAL EDUCATION TEACHERS

*Mary Kurtz
Hannah Long
Wendy Peters – Team Leader
Michele Smith—Special Ed Clerical
Deanna Wills

SPEECH TEACHERS

Elizabeth Gilbert
Jennifer Vandenberg – Team Leader

OCCUPATIONAL & PHYSICAL THERAPY

Erika Kirsch - OT (Fine Motor)
Jess Page - Physical Therapist

SUPPORT SPECIALISTS

Lindsay Bangle - ILA Specialist
Deborah Berk - School Psychologist
Mandy Chappell - ESOL
Jessica Cicarelli- Math Specialist
Lisa Passarelli – Behavior Specialist
Karen Stump - G/T

You can find emails for the above teachers and staff and all other CES employees at Carrolltowne's Website: ces.carrollk12.org
** New to Grade



IMPORTANT NOTES FROM THE NURSE!!



Hello Carrolltowne Families!

I hope you are having a wonderful, fun filled and relaxing summer. My name is Nurse Kakellos (Mrs. K), and I am looking forward to meeting all of you in August. Until then, here are a few reminders for the beginning of the school year:

- Allergies -

ALLERGIES – If your child has a serious allergy that requires emergency medication, including epinephrine and/or antihistamine, please have a Health Care Provider complete and sign an **ALLERGIC REACTION PLAN AND MEDICATION ORDER FORM**. You can find it [HERE](#) on the CCPS website.

ALLERGY SAFE TABLE – The designated cafeteria “safe table” will only be used by students that need to sit at an allergen free table. The safe table is at the end of the row and is cleaned separately to avoid cross contamination. Students that wish to sit at the safe table as a friend must have an allergen free lunch, wash hands before and after eating at the table and have prior teacher approval.

FOOD ALLERGIES – We have many students with life threatening food allergies at CES. Students **MAY NOT SHARE FOOD** with another student. To keep our students safe, we cannot allow parents to purchase ice cream or send in food for classroom celebrations.

LATEX ALLERGIES – Due to the presence of Latex allergies, students may not bring in koosh balls or balloons

- Medications -

MEDICATIONS – If your child requires medication during the school day (over the counter or prescription), please follow these instructions:

- Have your child's Health Care Provider complete the CCPS Medication Form in its entirety .
- The signed medication form **MUST** accompany the medication when the **PARENT/GUARDIAN** delivers to the School Nurse.

If any medication administration is necessary during school hours, the CCPS Medication form must be completed before any representative of the school can administer prescription or non-prescription medications to your child. The allergic reaction form should be completed for use of EPI Pen, Advil and/or Benadryl.

- Prescription Medications must be in original container marked specifically for student, labeled by a pharmacist. Over the counter medications must not be expired and must be in the original unopened container with the manufacturer's label intact.
- All homeopathic/herbal prescription AND non-prescription medicines require a parent AND authorized prescriber signature. In Maryland, an authorized prescriber is a physician, nurse practitioner, certified midwife, podiatrist, and physician assistant or dentist.
- **Medications ARE NOT to be transported by students.** This is in violation of our Drug Alcohol policy. Medication shall be returned to the parent/responsible adult when the order or the medication has expired. Nurse should notify parent/guardian of medication which expires during the school year. Expired medication not collected, by parent/guardian or designated responsible adult, will be discarded within 7 calendar days. All medications not claimed at the end of the school year will be destroyed. *(Maryland law allows prescription medication to be used only for 1 year beyond date of issue or expiration date indicated on the medication—whichever comes first.
- For daily prescription medication, please bring in a **30-day supply** labeled properly by a pharmacy. Medication must be an **EXACT** match to the Health Care Provider's order. CCPS requires us to use the expiration date on the pharmacy label.

MEDICATION DROP OFF – Parents/Guardians may drop off medications to Nurse Kakellos on **August 27TH from 2:30 – 4:00pm (Open House) and from 5:30pm – 6:30pm (Kindergarten Back to School Night).**



WEAR, CARRY, WASH

CHANGE OF CLOTHING

Students in ECSN, Pre-K, Kindergarten and Grade 1 should have a change of clothing, including underwear and socks, labeled in a Ziploc bag. Spills and accidents happen frequently and we want our students to be comfortable when this happens. Donations of new underwear and gently used shorts/pull-on pants/socks are always a need and are greatly appreciated.

STUDENTS MAY SELF-CARRY:

- Lip balm
- Individual sized hand sanitizer or lotion
- Sunscreen
- Plain saline solution
- Non-medicated cough drops

HANDWASHING and ILLNESS PREVENTION

Frequent and proper handwashing is the best way to prevent germs from spreading. Faculty, staff and students will be educated on proper handwashing to prevent the spread of germs as well as protect those with food allergies.

The school will promote handwashing before and after eating meals, before and after recess and before and after using shared equipment at school.

Please encourage your children to wash their hands frequently and sufficiently. Singing the ABC song is a great way to make sure they take the time to thoroughly clean their hands.

ABSENCE/ILLNESS

- Parents should report student absence by calling 410-751-3530 or by emailing CESattendance@carrollk12.org. Please include your child's first and last name, grade, teacher and reason for absence.
- Schools may request a physician's note outlining restrictions/accommodations if a student has been absent for an extended period of time, has been hospitalized, had surgery or suffered a significant injury.
- If your student has an injury that requires a cast, crutches, boot, sling or brace, a Physician's note is REQUIRED for recess and PE purposes.
- Students who have a temperature of 100.0 or greater, may NOT attend school and should remain home until fever free for 24 hours without any fever reducing medication. Students who are vomiting or have diarrhea due to illness, should remain at home until symptom free for 24 hours.



~ UPDATED MEDICAL INFORMATION ~

If your child has any change in their medical status, please update me **by August 27, 2026**. If they have been diagnosed with a medical condition or have started a new medication, this is necessary information for me to care properly for them at school.

As always, I am just an email or phone call away. Please don't hesitate to reach out to me with questions or concerns. You may reach me by calling 410-751-3530 or email me at MarthaKakellos@carrollk12.org.

I am looking forward to a fabulous year with your children. Here's to a healthy and fun school year!!

Mrs. Kakellos, RN (Mrs. K)



Back-to-School Tips from Ms. Stacey

Welcome to a brand-new school year! I'm so excited to partner with you and your children as we begin another journey of

learning, growing, and connecting. Whether your child is walking into

kindergarten for the very first time or heading into their final year of elementary school, this season can bring a mix of excitement, nervousness, and big emotions—for both students and parents!

It's completely normal for children to feel a little anxious about the unknown. You can help by:

- Keep routines predictable — a consistent bedtime and morning schedule can ease anxiety.
- Talk it out — encourage your child to share their feelings about school and remind them it's okay to feel a little nervous.

Stay positive — highlight the fun parts of school like seeing friends, learning new things, and meeting their teacher!

Throughout the year, I'll be working with all students through classroom lessons, small groups, and one-on-one check-ins. My focus is on supporting social-emotional growth, building friendships, managing emotions, problem-solving skills, academic success and college/career exploration. If your child needs support, I'm here to help!

Wishing you a smooth and joyful start to the 2026–2027 school year!

Ms. Kristina Stacey, M.Ed., NCC, LGPC

School Counselor

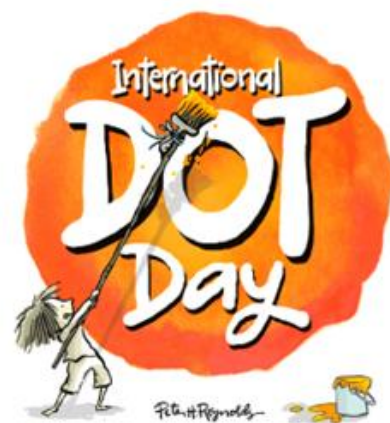


Students!! Wear Dots on Tuesday, 9/15!!

International Dot Day, a global celebration of creativity, courage and collaboration, began when teacher Terry Shay introduced his classroom to Peter H. Reynolds' book *The Dot* on September 15, 2009.

"The Dot is the story of a caring teacher who dares a doubting student to trust in her own abilities by being brave enough to "make her mark". [Source:

Internationaldotday.org]



**WEAR
LOTS
OF
DOTS!**

EVERYTHING YOU NEED TO KNOW ABOUT ARRIVAL

OVERVIEW

CATEGORIES. Students are categorized as one (or more) of the following for arrival and dismissal:

- Bus riders
- Car riders
- Walkers
- Day care van
- Caliday (on-site before and after care-see page 9 for details.)

ENTER HERE! No matter the mode of transportation to school, when students arrive, they will enter through the **front entrance doors** under the canopy (1A).

*The exception is **Caliday**. The morning drop for Caliday is at the exterior cafeteria doors. Caliday students walk through the school to their classrooms after the first bell rings at 8:45 a.m.*

THE FRONT DOORS OPEN AT 8:45. The first bell rings and front entrance doors open at 8:45 a.m.

THE DAY BEGINS AT 9:15. The second bell rings **and students are expected to be in their seats to start instruction at 9:15 a.m.**

THE DAY ENDS AT 3:45. The instructional school day ends at 3:45 p.m.

DISMISSAL.

Dismissal begins at 3:50 p.m.

MORNING CAR RIDERS

We recommend that all students ride the bus. However, if your child is driven to school, we ask that you adhere to our "Five Easy Steps for a Safe and Successful Parent Drop-Off!" Once you drive onto the school grounds and "follow the cones," please do the following:

- **STOP.** Parents should only drop off students once their vehicles are lined up in a single file line and have come to a complete stop within the yellow painted drop off zone (the "Parent Drop Off Zone"). Please do not pull up to the crosswalk.
- **EMPTY.** All six cars in the Parent Drop-Off Zone should empty at the same time. Please do not wait until pulling up to the front of the line. All students are to follow the sidewalk to the front entrance of the school. Please remind your children to walk on the sidewalk to the main entrance.
- **HUGS AND KISSES.** Please give the hugs and kisses before dropping off. Each child is to remain in their vehicle until 8:45 a.m. at which point the doors to the school are open and supervision is provided. Students are expected to be in their seats to start instruction at 9:15 a.m.
- **EXIT.** Once the crosswalk is empty, all vehicles in the Parent Drop-Off Zone can pull away. Safety first: please do not take your eyes off the parking lot and slow your car to watch your child enter the building.
- **ASSISTANCE NEEDED?** If your child needs assistance exiting the vehicle, please park in a parking space and use the crosswalk to assist your child across the road. Parents are not to escort their child to their lockers or classrooms. Students are encouraged to walk to their classrooms or lockers by themselves or with a staff member if needed.



TRANSPORTATION SURVEY

A transportation survey FOR EACH CHILD was sent via email from Central Office in early August. Please complete the survey.

Call 410-751-3530 if you have not received your transportation survey or have questions.

EVERYTHING YOU NEED TO KNOW ABOUT DISMISSAL

OVERVIEW: EARLY DISMISSAL vs. CHANGE OF DISMISSAL

EARLY DISMISSAL. When a student leaves early—before the bell rings at 3:45—this is an early dismissal. Reason for dismissal is needed and is noted on the student's attendance record.

CHANGE OF DISMISSAL. When a need arises for a student to dismiss differently than their “every day” way at the end of the day—after the bell rings at 3:45—this is a change of dismissal. Examples include students who have to be dismissed to an afterschool activity instead of their bus; or dismissed as a car rider instead of their daycare van, etc. When a “Change of Dismissal” email is received, a pass is created by the office and delivered to the student's homeroom teacher for use by the student. (See how to submit a “change of dismissal” correctly below.)

BEFORE THE BELL: EARLY DISMISSAL

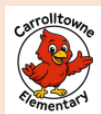
Pick-up before dismissal time (3:45 p.m.) should be limited to minimize schedule disruption and is **STRONGLY DISCOURAGED**. Dropping by at the spur of the moment to pick up your child from school is also strongly discouraged.

- Parents picking up their child before 3:45 p.m. must send in a note via backpack or an email to CES attendance (cesattendance@carrollk12.org) and to the student's teacher to alert them of the early dismissal.
- The early dismissal email should have your child's full name, grade, and teacher in the body of the email and the reason for early dismissal.
- For early student pick-up, please ring the doorbell at the main entrance, state your name and the students name and a member of the office staff will call your child down.
- ID will be requested at pick-up. If someone other than the parent or guardian is picking the student up early, that individual's full name must be noted in the email.
- Students who leave before 3:45 p.m. are marked tardy.

AFTER THE BELL - CHANGE OF DISMISSAL

The school day ends at 3:45 p.m. To dismiss your child differently at the END of the school day, please submit an end-of-day dismissal change on the day you want to change the dismissal using the following directions:

- **EMAIL:** CESAttendance@carrollk12.org and the students teacher (find staff emails in the CES website directory.)
 - **SUBJECT LINE:** End of Day Dismissal Change
 - **BODY OF EMAIL:** FIVE pieces of information should be in the body of the email:
 - **Student's full name**
 - **Teacher's name**
 - **Student's grade**
 - **How the student should be dismissed** today with any additional notes that you believe are relevant (bus number and stop information are required if changing to “bus rider”) and
 - The **best contact phone number** in the event of questions.
- Telephone calls to change dismissal for any student are not acceptable, except in cases of emergencies. Faxes are not acceptable for change of dismissal.
- **SUBMIT.** Submit the change of dismissal by 1:30 p.m. on the day you wish the change to occur. This is a long-standing practice that ensures no errors are made.
- **SIBLINGS?** One email is preferable for siblings - just be sure to include each child's information and email all the teachers in the one email.
- You will receive a confirmation/reply by 2:30 p.m. If you wish, call 410-751-3530 after 2:30 p.m. if you have not received a reply from the office. We don't mind the call! Better to confirm and have everything go well!





AFTERNOON CAR RIDERS

(ALSO REFERRED TO AS "PARENT PICK-UP")

"Car Riders" is another form of dismissal where parents/guardians pick up their children from the school cafeteria upon dismissal at 3:50.

- Parents should park their cars in a designated parking spot in the side lot and NOT along the curb. A parent pickup line should form outside the cafeteria doors (located near the side playground) at 3:50.
- Parents must provide identification before checking out their child with the staff members.
- Parents wait in line outside until their child has been dismissed to them.
- If someone other than the usual designee is picking up at parent pick-up on any given day, an email needs to be sent to the office. (See the first bullet point under "After the Bell: Change of Dismissal" on page 9 for the email list.) That person will require identification.
- Do not enter the school through the front doors. Please remember to go to the cafeteria entrance; you will not be allowed to walk through the school.



WALKERS / BIKE RIDERS (Note: There is no school-based supervision for walkers/bikers once they leave the building!)

- WALKERS will enter through the front of the school. If your walker is designated as a "Slacks Road Walker" or a "MacBeth Way Walker," for safety purposes they will be dismissed from the back of the school.
- BIKE RIDERS will lock their bike at the bike rack available at the front of the school. (Bike riders must wear helmets—it's the law.) They can lock their bike to the rack and enter through the front of the school after 8:45 a.m. Your bike rider will be dismissed with the walkers. They will check in with the staff person dismissing the walkers and bike riders, then be allowed to walk through the school to the front doors and exit to the bike rack.



SAFETY PROCEDURES REQUIRE THAT PARENTS/GUARDIANS...

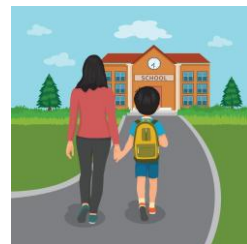
- **Yield to all incoming buses.** Buses have the right-of-way.
- **Do not enter the bus load/unload zone** located along the front of the school during our loading busses-on-the-school-grounds windows. (8:00-9:20 a.m. / 3:15-4:15 p.m.)
- **Do not park in our bus zone** (painted yellow curb and diagonal line area in front of school) at any time. Use the side parking lot area during your visits.
- **Never call for a child to cross any road or lane of traffic to reach his/her vehicle.** Staff members are instructed to keep children safe and will not allow this unsafe practice.
- **Be courteous to staff members** who supervise dismissal. They work very hard to keep all children safe.

Visiting Carrolltowne?

Leave Time for Our Visitor Entry Protocol!

All CCPS schools have an electronic security system to help provide a safe environment for our students. The following safety protocols will be followed at every school within CCPS. We wanted to inform you in advance so that all families would be **aware and prepared to show a Driver's License/State ID** and allow time for the security protocols when they plan on visiting the school. Here are the protocols:

- All exterior doors are locked.
- All visitors must ring the main entrance buzzer to request entry.
- Prior to allowing anyone to enter the building, the staff member who monitors the door may ask for the visitor's: 1. Full Name 2. Reason for visit 3. Visitors will then be allowed to come via the entry door with the "1A" on it and must come to the main office to register their visit
- Visitors, including volunteers, are required to present their driver's license/State ID to register in our visitor system.
- 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 check out with staff when leaving.



We need your signed "Permission to Visit Form"

NEEDED EACH SCHOOL YEAR

- A note of permission from the parent/guardian is required if anyone other than the parent/guardian is coming to Carrolltowne Elementary to have lunch with your child or volunteer in your child's classroom.
- Please fill out the below "Permission to Visit."
- IF we do not have this on file, a note written the day of, either emailed or sent with student, (visitor CAN NOT bring in the letter of permission) will suffice.
- All visitors still need to follow the visiting protocols above.
- Fill out below and email in or send in with your student. Questions? Call 410-751-3530

Permission to Visit



Date _____

Student Name(s) _____

Teacher(s) / Grade(s) _____

Parent Name _____

Parent Contact # _____

Visitor Name(s) _____

Has permission to visit:

☐ single day _____ ☐ anytime throughout the school year

This note of permission is required from the parent/guardian for any non-parent/guardian who is visiting a student at Carrolltowne (example: aunt has lunch with your child) or volunteering in the classroom (example: grandpa volunteers in your child's classroom). **Please note that during special occasions like Play Day and 5th Grade graduation, we will be requesting a list of guests and NOT referring to this day-to-day permission.** All visitors must report to the office.

Submit this form to the office: send in hard copy or email JulieAmicone@carrollk12.org

How can I **VOLUNTEER** at Carrolltowne?

Attention CES Parents!! Are you interested in volunteering at Carrolltowne? For more information click the link below and read the “**2026-2027 Volunteer Handbook**” and complete the “**2026-2027 Volunteer Training**” application.

Volunteer Program - Carroll County Public School District



Thank you
for
Volunteering!

Some important points to note:

“Annual Application

Approval status expires on the last day of each school year. **Volunteers are required to complete a Volunteer Application Form each school year. ...**

... Once approved, volunteers may begin their service with the students and staff of Carroll County Public Schools at the discretion of the school. Volunteers should reach out to schools to determine needs and a schedule. Volunteer registration information will be added to our Volunteer Database in preparation for when volunteer service begins. When arriving to the school, **all volunteers will need to check in with the office and present a valid government issued photo identification. School personnel will provide the volunteer with a badge that must be displayed on the person for the duration of the volunteer service, and returned upon completion. Volunteers will then need to log in to the Volunteer Tracking System to assure that service is properly tracked. Upon completion of the volunteer service, volunteers will need to log out of the Volunteer Tracking System and return the badge to school personnel. ...**

[Source: CCPS Volunteer Handbook]



THE CARROLLTOWNE CAFÉ

Free and Reduced Priced Meals

Applications for free and reduced priced meals are accepted throughout the school year. Meal benefits from last school year (2025-2026) will expire on October 13, 2026.

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

Lunch Elementary: \$2.50

Digital Interactive menus and nutritional information are available online! Visit:

<https://carrollk12.nutrislice.com>

or download the Nutrislice app for your iOS or Android device.



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"

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 your account visit **www.myschoolbucks.com** or send cash or personal checks made out to your school with your child.

EMPLOYMENT!

Interested in joining our food services team?

Visit our website at

www.carrollk12.org

or

call 410-751-3040 for more information.

USDA IS AN EQUAL

OPPORTUNITY PROVIDER, EMPLOYER AND LENDER.

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 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?

- Once you complete the simple registration process for MySchoolBucks, you can:
- Set up low balance alerts
- 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

2026-2027 CARROLLTOWNE ELEMENTARY STUDENT SUPPLY LIST

KINDERGARTEN

- 1 zipper pencil pouch (large w/3-rings)
- 12 #2 pencils (no mechanical pencils)
- 4 glue sticks
- 1 box of 24 crayons
- 1 8pk wide washable markers
- 1 8pk thin washable markers
- 1 marble primary composition book (with picture space)
- 1 backpack (no wheels)
- 3 pocket folders with fasteners (red, yellow, purple)
- 1 sturdy student choice pocket folder (Take home folder)
- 3 thick, colored dry erase markers
- 3 thin black dry erase markers
- 1 pair of scissors
- 1 pair of wired headphones for laptop (no earbuds)

[Do not label student supplies – replenish as needed]

1ST GRADE

- 1 zipper pencil pouch
- 12 #2 pencils (no mechanical pencils)
- 1 pk pencil top erasers
- 2 large erasers
- 1 pair of scissors
- 4 glue sticks
- 1 box of 24 crayons
- 1 8pk wide markers
- 1 marble composition book
- 3 wide-ruled spiral notebooks (red, blue, yellow)
- 2 pocket folders (no fasteners) (red, yellow)
- 1 sturdy student choice pocket folder (Take home folder)
- 6 dry erase markers
- 1 old t-shirt or smock for art
- 1 pair of wired headphones
- 1 backpack (no wheels)

ESCN

- 4 glue sticks
- 1 8pk wide markers
- 6 dry erase markers
- 1 backpack (without wheels)
- Change of clothing (including socks in a bag labeled w/name)
- Toileting supplies (diapers/wipes)
- Water bottle or cup
- Bagged daily snack & drink (no nuts of any kind)
- **Please LABEL everything****

2ND GRADE

- 1 zipper pencil pouch
- 12 #2 pencils (no mechanical pencils)
- 2 large erasers
- 1 pair of scissors
- 4 glue sticks
- 1 box of 24 crayons
- 1 8pk of thin markers
- 1 backpack (no wheels)
- 2 marble composition books
- 1 green wide-ruled spiral notebook
- 1 blue wide-ruled spiral notebook
- 3 pocket folders (blue, yellow, orange)
- 1 sturdy student choice pocket folder (Take home folder)
- 1 pair of headphones or earbuds.

3RD GRADE

- 1 zipper pencil pouch
- 12 #2 pencils (no mechanical pencils)
- 1 pk of pencil top erasers
- 2 large erasers
- 1 pair of scissors
- 4 glue sticks
- 1 8pk markers
- 1 12pk colored pencils
- 1 backpack (no wheels)
- 2pks wide-ruled paper
- 3 wide-ruled one-subject spiral notebooks (blue, green, yellow)
- 5 pocket folders (Red plastic, blue, green, yellow, your choice)
- 2 highlighters
- 6 dry erase markers
- 1 2-inch three-ring binder: white
- 1 pk of 5 dividers
- 1 pair of wired headphones or earbuds

ADVANCED ACADEMICS

- Composition notebook
- Folder of choice

4TH GRADE

- 1 zipper pencil pouch
- 12 #2 pencils (no mechanical pencils)
- 2 large erasers
- 1 pair of scissors
- 1 protractor
- 1 ruler
- 4 glue sticks
- 1 8pk of wide markers
- 1 12pk colored pencils
- 4 wide-ruled spiral notebooks: green, red, purple, yellow
- 1 3-subject, wide-ruled notebook: blue
- 4 pocket folders (blue, green, purple, yellow)
- 1 sturdy RED pocket folder (Take Home Folder)
- 3pks of dividers
- 2 1-inch 3-ring binders
- 1 backpack (no wheels)
- 2 highlighters
- 6 dry erase markers
- 2pks wide-ruled notebook paper
- 1 pair of wired headphones or earbuds

5TH GRADE

- 1 zipper pencil pouch
- 12 #2 pencils (no mechanical pencils)
- 1 pk of pencil top erasers
- 2 large erasers
- 1 pair of scissors
- 4 glue sticks
- 1 8pk wide or thin markers
- 12pk colored pencils
- 1 marble composition book
- 5 wide-ruled spiral notebooks: 1-green: 100 pages 1-red: 100 pages 1-yellow: 100 pages 2-blue: 150-200 pages
- 1 2-inch 3-ring binder
- 2 pocket folders: 1-blue 1-green
- 1 sturdy student choice pocket folder (Take home folder)
- 1 4pk binder dividers
- 1 backpack (no wheels)
- 2 highlighters
- 6 dry erase markers
- 1 pair of wired headphones



Donations, throughout the year, are appreciated:

Tissues, sticky notes, pencils, plastic zipper bags, sandwich bags, 3x5 cellulose sponges, crayons, glue sticks, dry erase markers.

SOME IMPORTANT THINGS TO REMEMBER!!



Only send a change of dismissal if your child will go home a different way from what we have on file at the school.

Have a change of dismissal?

Please notify the office at CESattendance@carrollk12.org by 1:30pm on the day of the change.

Parent PickUp:

During parent pickup, please find a parking space and park. Do NOT park along the curb/sidewalk or in front of orange cones.

A form of Identification is REQUIRED:

ALWAYS have your ID with you and ready to show a CES staff member. You may NOT enter the building or pick up a student without one.

Parking:

During large school events, please park in the parking lot behind Petco. We recommend not parking along Gemini or blocking resident driveways. Parking along Gemini can cause traffic issues entering and exiting Carrolltowne. This can also become a problem for residents.

After School Events:

If your student is not in school the day of an evening CES event, the student may not participate in the evening event.

Portable Electronic Devices:

Please note the CCPS Regulations for portable electronic devices in elementary schools, below:
Devices must be silenced and stored (out of sight) upon entry to the school until exit from the school. It is highly recommended that elementary students do not bring personally owned portable electronic devices to school or on the bus. At the elementary level, smart-watches are considered portable electronic devices and treated the same as cell phones.

Be Weather Ready:

For safety reasons, parents wait outside when picking up a student early, so please dress accordingly as the weather changes.

Picking Up a Student Early?

We will call your child down for an early dismissal once you arrive at the school. If your schedule is tight, please arrive early!

Thank you for your cooperation!



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.

CONSENT AND RELEASE

2026-2027

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.