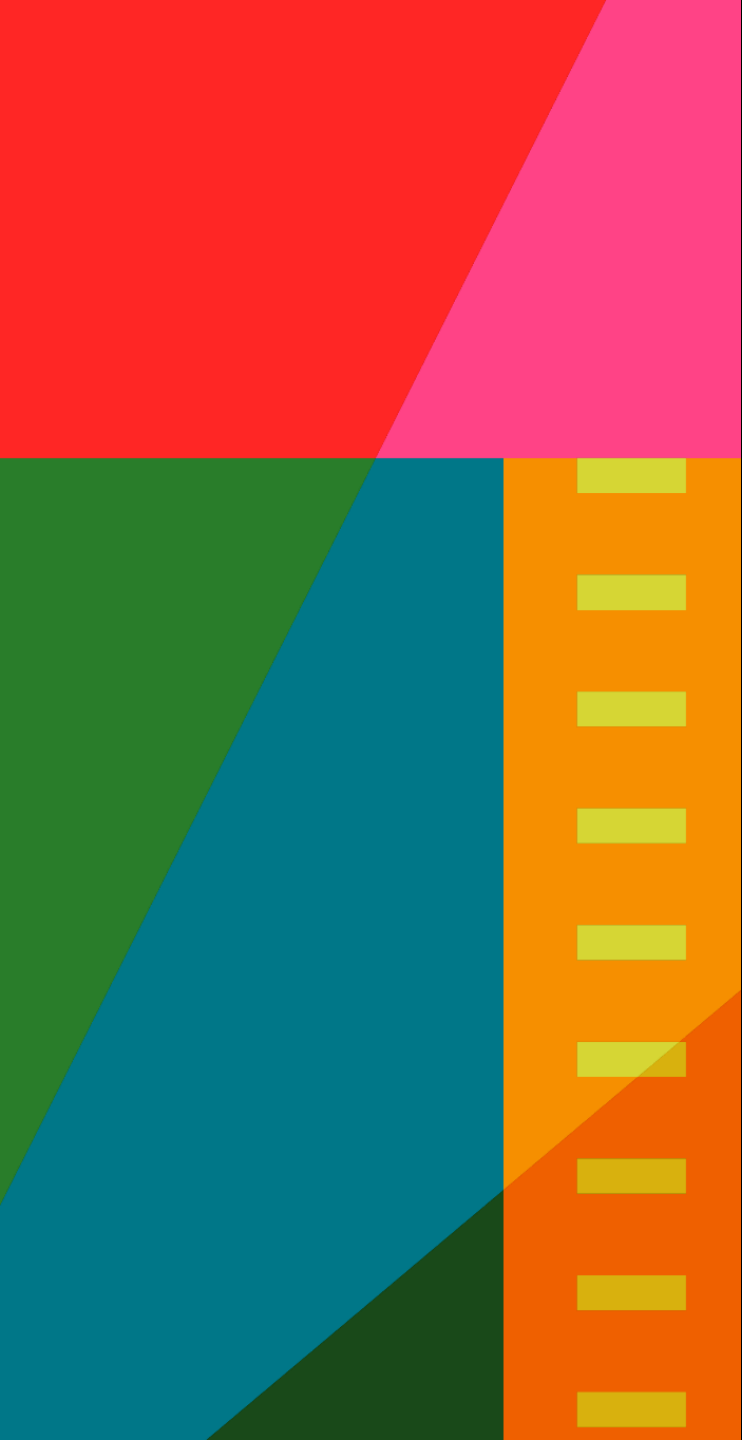




Welcome Back!

Mt. Airy Elementary! 2026-2027

While you are waiting, write a note to your child(ren) on a #1. These will fill the bulletin board in the hallway following Back to School Night!

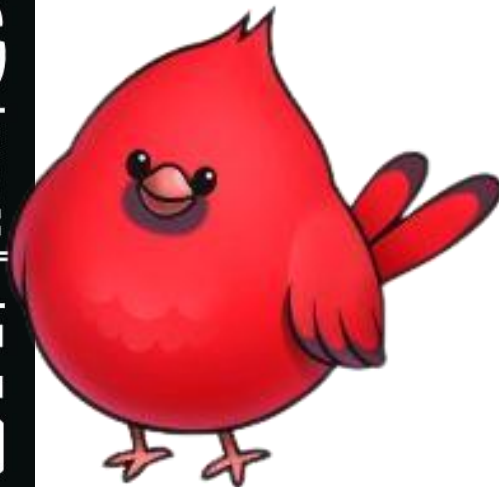
EveryONE counts here at MAES!

Mission/Vision

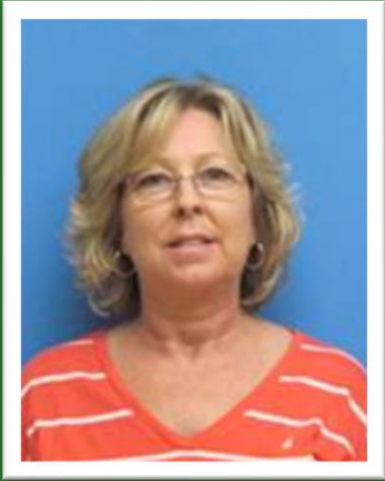
Mission:

As a community, we promote high-quality learning and social/ emotional development in a safe and welcoming environment.

Vision:



Important Names & Faces



Registrar

Ms. Theresa Cooke



**Front Office
Clerical**

Ms. Carol Hulver

**Financial
Secretary**
Ms. Michelle Bowen



**School
Counselor**

Ms. Erin Scott



Nurse

Ms. Katie Trudo

Office Information

If your child is absent, late, or has a different dismissal routine, please send a note via email to MAEattendance@carrollk12.org or a written note to your child's teacher.

Please cc your child's teacher(s) when emailing.

We must have written permission for your child to be picked up by emergency contacts, different family members, ride a different bus home, or change from a bus rider to parent pick-up.

Please provide this note by 1:00 PM to MAEattendance@carrollk12.org.

The only entry and exit point for the building during normal operation is the front doors.

Doors open: 8:45AM. Instruction begins: 9:15AM* Dismissal begins: 3:45PM

**Students are considered tardy after the 9:15am bell.*

General Information:

School Messenger

- School messenger is how to receive alerts from the school.
- information on how to sign-up can be found here - School Messenger Guide

Technical Difficulties?

Visit the Family Support Web Center -
Family Support Web Forum

This center can also be accessed on the CCPS website! It has all the guides you need, and you can submit a form to our tech services department for help!

Home Access Center

- Home Access Center (HAC) is a parent portal that shows school information regarding your child. Grades, teacher assignments, and other information can be found there.
- Emails have been sent about how to access this portal. The information can also be found here or on our website - Home Access Center Guide.

My School Bucks

Parents can make electronic payments for all school items such as cafeteria meals, field trips, yearbooks, music recorders, etc. To register for a My School Bucks account, visit www.myschoolbucks.com.

More General Information:

Student Laptops

- All students are assigned a laptop which they will use during their time at MAES.
- Laptop agreement forms were sent electronically for you to fill out.
 - If forms are not complete, by the deadline (10/1), laptops may not go home.
 - Need a paper copy of the form? Reach out to your child's teacher who can provide you with a copy.
- No personal computers or other electronic devices are needed in school.

Parent Conference Dates

4:40-7:40

- ▶ Thursday, October 15th
- ▶ Wednesday, November 18th
- ▶ Thursday, February 11th

More General Information:

Volunteers & Visitors

- Volunteers can help in CCPS classrooms.
- To interact and work with any CCPS student, Volunteers must be trained via the CCPS website under the Human Resources Tab, [Volunteer Program - Carroll County Public School District](#).
- ▶ Volunteers must coordinate with their child's teacher to pre-arrange a mutually agreed upon time and schedule for volunteer work.



RESPECT RESPONSIBILITY RESILIANCE

To support students as they display the 3Rs, Mt. Airy Elementary School utilizes Reflection Sheets. Reflection Sheets offer students and staff an opportunity to review behaviors that take place in school, how these choices impact them, and students' next steps regarding their behavior. All Reflection Sheets will be sent home and include the signature of the staff member who reflected with your student. Thank you for your support of the 3Rs and students' positive behaviors in school!

Reflection Sheet	
Student Name:	_____ Grade: _____
Date:	_____ Location: _____
I did not show ☐ respect ☐ responsibility ☐ resilience by _____	
At the time, I felt _____	
My choice ...	
☐ Interrupted my learning.	☐ made me feel upset.
☐ made someone else upset.	☐ resulted in a lost privilege.
☐ other: _____	
Next time, I will _____	
☐ I reviewed my Reflection Sheet with a teacher.	
_____ (teacher signature)	

What about...**gum?** **hats?** **toys?** **fidgets?**

MAES Second Chance Learning Procedures

Students will have the opportunity to complete second-chance learning for a maximum of 3 graded assignments per quarter, per subject. After 3 assignments, second-chance learning may only be initiated by the teacher alone at their sole discretion.

Second-chance learning opportunities will only be given after a request is made, either by the student or the teacher, within 4 school days of receiving the original grade.

Students and teachers will develop a plan (may include: second chance teaching/small group/practice problems) to improve the assignment/quiz/test. Teachers may require a second chance learning form as part of this plan.

A reasonable time frame for completion will be determined by the teacher but will be at a minimum of 3 school days.

Second chance re-takes may include part of the missed assessment or an alternative assessment measuring the same skill.

The higher assessment score will be entered as the grade; the second chance learning score and original score will not be averaged.



School Attendance & the Role of the Pupil Personnel Worker (PPW)

What is Satisfactory Attendance??

The State of Maryland mandates children to attend school & maintain a 94% attendance rate.

This means that out of the 180 school days, students should not miss more than 10 days in an academic year.

Why does attendance matter?

Children who miss more than 10% of school days are much less likely to read proficiently.

[Attendanceworks.org](https://www.attendanceworks.org)

Children who miss more than 10% for 3 years in elementary school are 18x more likely to struggle in Middle School.

Who is the PPW?



A PPW works with the school staff and families to remove barriers to school success.

Your PPW is Steven Shoup

What can families do?

- ☐ Set a regular bedtime routine.
- ☐ Maintain healthy nutrition and hygiene habits.
- ☐ Communicate with school when your child is absent.
- ☐ Reach out to school staff if support is needed.

Large event visitor procedure:

- For large events (Fun Run, Play Day, etc.) an **RSVP form** will be sent out in advance to all guardians and approved family members who plan on attending.
- If you fill out this form in advance, you and any family listed will be given a sticker at the welcome table to attend the event.
- If guardians do not fill out the RSVP form but show up to attend the event, they will be asked to check-in with the office for verification with government issued ID.
- **If non-legal guardians are not on the RSVP form and show up to attend the event, they will not be permitted entry.** A guardian will need to provide **written** permission to admit them to the event.
- When signing your child out early from the teacher, be sure to have a valid issued ID to ensure you are the verified guardian.

All visitors, regardless of status, **must always display the visitor sticker** in an easy-to-view place while on school property.

Staff will ask visitors without a sticker to be checked in again if the sticker is not visible.

CCPS Security and Emergency Response

Goal

To provide a safe and secure learning environment for all students.

Security can be inconvenient

Balance security and efficiency

Cannot completely lockdown schools and operate

Visitor Management

- Standard practice for ALL visitors and parents
- Visitors are expected to use the intercom system
 - No answer - call the schools main number (posted by the intercom)
 - Will be asked your reason for the visit
 - Report directly to the main office
- Do not hold the door open for other visitors
- Beyond the main office
 - Will be required to show valid govt. issued photo ID
 - No ID – not permitted to go beyond main office without escort

Special Circumstances

- Visitor management system might not be used for large events like assemblies, etc.
- Schools may require a RSVP for such events
- Elem. Schools may use blocks of time for visits during events like field day

Standard Response Protocol (SRP)

- Critical incidents trigger one of 5 actions

Hold **Secure** **Lockdown** **Evacuate** **Shelter**

- Administrators and staff are trained on the SRP annually
- Staff also receives additional training for active assailants
- Schools to drill these actions in various forms (required by law)
- Most actions precautionary

Parent Expectations

- Receive notification from Central Office
 - As soon as possible – accurate information must be obtained
 - Remain by phone or email for updates/instructions
- **DO NOT GO TO THE SCHOOL UNLESS INSTRUCTED**
 - Many actions are precautionary - school will return to normal activity
 - No access to students until situation is rendered safe
 - Responding to school compounds issues for staff and emergency responders
- **DO NOT CALL THE SCHOOL FOR INFORMATION**
 - Staff are busy handling incident
 - Updates will be sent via School Messenger

2026-2027 Drill Schedule

- Two (2) lockdown drills between 9/8 - 12/19
- Minimum of five (5) fire evacuation drills
- Two (2) secure drills
- One (1) earthquake drill
- One (1) severe weather drill
- One (1) gas leak evacuation drill
- One (1) hold drill

*****Any student who experiences an adverse reaction to the drill or any incident that occurs will be provided appropriate mental health resources.**



Standard Response Protocol



Internal situation (medical emergency, hazmat spill, etc.)

Actions:

- Clear the hallways and remain in room
- No one enters the area in which isolation has been implemented
- Conduct business as usual within held room or area
- May be localized to one area or entire school



External Threats or Police Activity in Area

Actions:

- Verify all exterior doors are closed and locked
- No outside activity
- No one comes in or out of building
- Classes may change – students may move around in building

THIS REPLACED THE OLD SRP TERM OF LOCKOUT



Internal Threats – Trespasser or Assailant

Actions:

- Close doors (doors are staged in the locked position)
- Fortify doors – barricade or tie off as appropriate
- Move away from doorway – out of sight from hallway
- Quiet – phones silenced and no talking
- Evacuate through primary or secondary exit - if safe
- Students stuck in hallway – evacuate through nearest safe exit



Directed - fire, gas leaks, bomb threat or other internal issues

Actions:

- Evacuate through nearest safe exit
- Move to predesignated locations
- May reenter building if determined safe by fire department



External – Chemical spill, severe weather

Actions:

- Remain inside the building
- Take specific actions due to threat i.e., tornado
- Depending on incident students may eventually be evacuated

Reunification

If students are evacuated to another location:

- Guardians will receive specific instructions for student pick up or transportation via school messenger
- **Make sure you bring photo identification when picking up your student**
- Accountability is very important
- Guardians should exercise patience

School Resource Officers (SRO)

Primary Responsibilities:

- Provide security
- Handle crimes that schools would normally request police response
- Develop positive relationships with students (mentor)

Will not be used for or in lieu of school discipline

See CCPS - Security website for specific roles and authority for SROs

Security Initiative

- Middle schools without a permanent SRO's will have deputies assigned on overtime
- All schools will continue to receive routine patrols by law enforcement officers

“See Something, Say Something” “Don’t Repost”

Reporting

- Don’t delay
- During normal schools hours – report to school administrators
- After hours – report to local law enforcement
- Social media threats should be photographed, or screen shot
- Never repost or spread rumors

All threats are treated seriously

- Collaborative Investigations – school admin., school security and local law enforcement
- Most are unsubstantiated

Safe Schools Maryland Tip Line



833-MD-B-SAFE
A SAFER SCHOOL BEGINS WITH YOU.



Download the **SafeSchoolsMD** app



aspx?ID=5008

Security is Everyone's Responsibility

Concerns should be brought immediately to the attention of:

- Your respective school administrators
- SROs or other local law enforcement
- Chief of Security and Emergency Management

Curtis Pierce (410) 751-3073 or clpierc@carrollk12.org

- Coordinator of School Security

Brian Elliott (410) 751-3171 or Bl ellio@carrollk12.org

Back to School Night: Literacy Policy and Student Reading Improvement Plan

K-3rd Grade Students



[Maryland State Department of Education Literacy Policy](#)



COMAR 13A.03.08 Students at Risk for Reading Difficulties

Supporting Students with Reading Difficulties (COMAR 13A.03.08)

The Ready to Read Act of 2019, Students with Reading Difficulties, and The Code of Maryland Regulation, 13A.03.08, Students at Risk for Reading Difficulties, requires local education agencies (LEAs) to provide **screening** for all **kindergarten** students and identify **first-grade, second-grade, and third-grade** students who may be at risk for reading difficulties. It includes a provision of **supplemental reading instruction** for identified students; **progress monitoring**; **annual reporting** requirements; and evaluation of the screening program.



Pre-K to 3 Literacy Policy

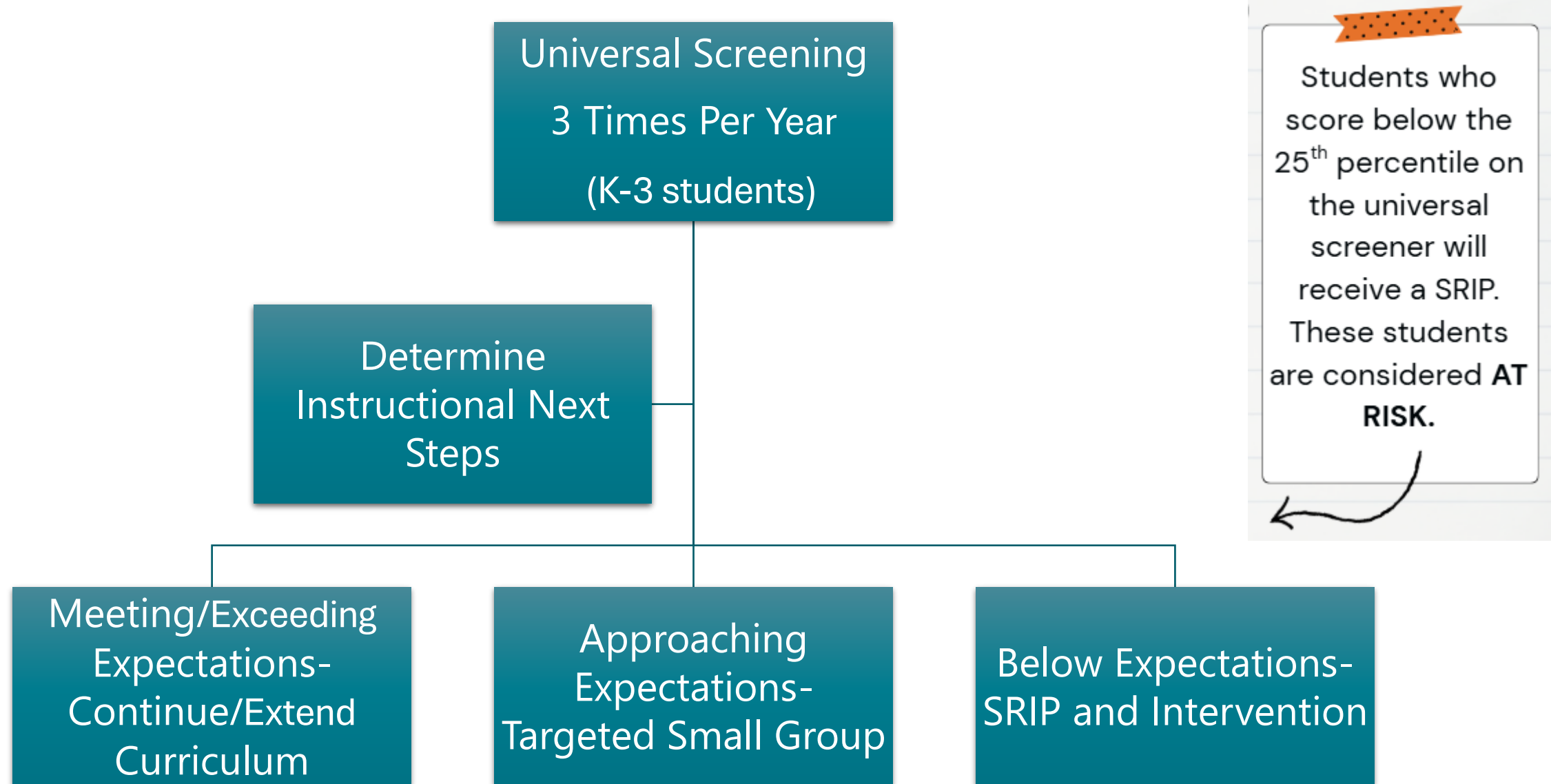
REQUIRED SYSTEMS OF SUPPORT: SCREENING, INTERVENTION, AND MTSS

The policy requires that all students in grades K-3 be screened three times per year using MSDE approved universal screening tools.

➡ The goal of screening is to proactively identify students who may be at risk for reading difficulties, before those difficulties become entrenched.

➡ Teachers will also administer diagnostic assessment measures to determine their specific skill deficits. Based on the screening and diagnostic data, a Student Reading Improvement Plan (SRIP) must be created.

Qualifications for a Student Reading Improvement Plan



Student Reading Improvement Plan (SRIP)

Students in Kindergarten – 3rd grade who are identified as "at risk" as measured by the screener will receive a **Student Reading Improvement Plan**.



Student Reading Improvement Plan Process

Students in grades Kindergarten – 3rd grade will receive a screener assessment.

If student is identified as needing a SRIP, the school will notify and meet with families in October and the end of the school year.

If needed a midyear meeting may be requested to discuss changes or needs.

Student progress will be monitored throughout the year and communicated with parents 2x per quarter.

Students will not be **identified** for retention, under the Literacy Plan, until the 27-28 school year and not officially retained until the 28-29 school year.

What will the intervention look like?

Intervention block may vary from school to school, however, it can include, interventions, extensions for students, advanced academics, etc. focused around literacy.

Students may be regrouped based on student needs.



Upcoming SRIP Informational Nights

CCPS Regional SRIP Nights

9/30 Parrs Ridge, **Mt. Airy**, Winfield

10/6 Elmer Wolfe, Robert Moton,
Cranberry Station, Westminster,
Taneytown, William Winchester

10/7 Mechanicsville, Friendship Valley,
Sandymount, Runnymede

10/8 Hampstead, Spring Garden, Ebb
Valley, Manchester, Carroll Springs

10/13 Linton Springs, Eldersburg,
Freedom, Carrolltowne, Piney Ridge

Family Literacy Night

- Finksburg Branch 11/4
- **Mt Airy Branch** **11/10**
- North Carroll Branch 11/12
- Eldersburg Branch 11/17
- Taneytown Branch 11/18
- Westminster Branch 11/19

Parent Resources

[Family Guides for
Student Success](#)

Updates pertaining to the Comprehensive Literacy Plan can
also be found on the CCPS website:

[English Language Arts - Carroll County Public School District](#)