

**January 2025**

Katie Purper - Principal  
Melissa Lombardini & Nina Watts - Assistant Principals

# WINFIELD ELEMENTARY



*Dear Winfield Families,*

Happy New Year! We hope that everyone had a happy, safe, and relaxing holiday break! We are excited to see everyone back in school. During the month of January, students will participate in CCPS mid-year assessments. This includes ELA assessments and Mathematics benchmark assessments. Teachers will communicate student progress on these assessments to parents. January 24<sup>th</sup> is the end of the second marking period. Report cards will be distributed on Friday, January 31<sup>st</sup>. Parents of students in pre-K through grade 2 will continue to receive progress updates through work sent home. Quarter 2 interim reports were sent home in December for all pre-k through grade 2 students. Parents of students in grades 3-5 can check Home Access Center (HAC) to monitor student progress and grades throughout the quarter. As always, please feel free to contact the school or your child's teacher via phone or email with any questions. We continue to be impressed with the progress of our students. We are grateful for the continued support of families and our community! Here is to a happy and healthy 2025!

Winfield Administration

***Winfield Elementary School Vision:***

*To develop diverse, high achieving lifelong learners who are productive members of the community.*

***Winfield Elementary School Mission:***

*What: Communicate expectations to all stakeholders*

*How: Collaborate to provide meaningful and rigorous instruction*

*Why: Cultivate diverse, lifelong learners*

**Website:** <http://www.carrollk12.org/win/>

**Attendance email:** [winattendance@carrollk12.org](mailto:winattendance@carrollk12.org)

**School Hours: 9:30-4:00.** Doors open for students at 9:00 and parent drop off doors are closed at 9:25. Students may not be dropped off at parent drop off after 9:25. Dismissal begins promptly at 4:00.

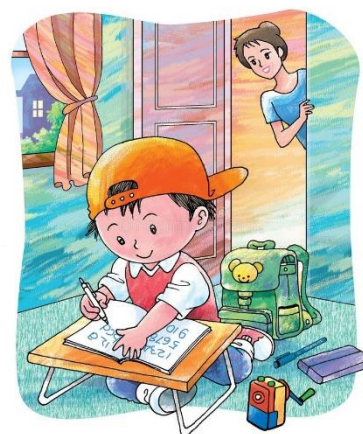
# **IMPORTANT INFORMATION**

## **\*\*Kindness Club\*\***



Happy New Year, Winfield Wildcats! 🌟 We hope that everyone is looking forward to a fantastic 2025. The character trait for the month of January is **diligence**. Having diligence means working hard and doing your best on a task. Here are some ways to teach diligence to your kids:

1. Give playful encouragement
  - If you can make it fun and relaxing, your child will feel less pressure to get it right the first time
2. Let them struggle a little before giving support
  - Stepping in too soon takes away the opportunity for your child to develop the trait of diligence
3. Praise their effort
  - Instead of saying "Great job!" say "You worked hard!" This helps your child focus on the process rather than the result
4. Instill a growth mindset
  - Having a growth mindset is one that focuses on effort over results
5. Be understanding as you set small goals together
  - Break down a difficult task into small, achievable goals and praise their effort every step of the way



Information was used from: <https://www.imom.com/how-teach-diligence-kids/>

We are looking forward to our next Kindness Club meeting on Wednesday, January 8<sup>th</sup> at 8:30 a.m. along with many new faces from 1<sup>st</sup> and 2<sup>nd</sup> grade. We are now at capacity for the school year with close to 90 participants. 😊 Be on the lookout for a reminder email as the date gets closer.

## **\*\*Kindergarten Registration Week\*\***

**Kindergarten Registration Week will be March 24-28, 2025 by appointment only.**

To register your child, he/she will need to be 5 years old by September 1st. You will also need the following:

1. Parent/Legal Guardian ID (only parent or legal guardian may register the student unless presenting legal documentation)
2. Student's Proof of Birth (Birth Certificate, Hospital Certificate, Passport/Visa)
3. Proof of Residency - Mortgage statement/bill, Signed settlement document, property tax bill from current year, Deed with house number, street address and name of parent/guardian, Signed lease/rental agreement, Current rent receipt, electric, land-line phone, cable, oil, etc. \*\*\*Documentation must be dated within the last 60 days.
4. Student's Immunization Records will need to be turned in to the school nurse by **July 25, 2025.**

**What to do to help your child get ready for Kindergarten.** Encourage your child to listen to stories, talk about the pictures, practice touching each word while reading, answer questions about the story, hold books, find the title and cover of the book, point out letters in the environment, practice drawing, practice writing his/her name, listening to rhyming words, count to 5 verbally, count sets of items to see "how many", recognize numbers 0-5 in their surroundings, sort real objects to talk about their likes and differences.

**\*\*Packets will be available to pick up starting March 3, 2025 in the office between 9:30am-4:30pm. If you are unable to pick up a packet during these hours, please contact the school's office. If you have a child that attends Winfield and would like a packet sent home with him/her, please call the office and we will make arrangements to send one home. Look over and complete all paperwork prior to your appointment time. Please make sure you have all documentation that you will need to bring for registration at your designated appointment time. Appointments will be 10 minutes each. When you arrive, please visit the main office.**

**\*\*Note from the School Nurse\*\***

**NURSE CAITLYN'S HEALTH UPDATE** JANUARY 2025

A whole NEW YEARRRRRRRR. As we welcome a New Year, lets work on staying as healthy as we can!

**Community Health**

**Safety**  
The weather is getting colder and as the temperatures drop, be aware of ice when walking.

Please make sure that the kids have weather appropriate clothing, just in case we are able to head out for recess.

I know I am hoping for some snow!

Stay safe with sledding and outdoor sports:

- Pick a safe place, not near a pond, busy road, or fence,
- Wear a helmet when skiing or snowboarding.
- Sledding during the day is safest, but if you go at night, wear reflectors, glow sticks, or go near a well lit path.

**Reminders**

Winter weather items that your child MAY bring to school:

- Small lotion/hand cream
- Chapstick
- NON medicated cough drops (as long as they don't become an issue)

Per CCPS policy, all essential oils, and theraputic oils must have a doctors order.

**Upcoming Events**

Hearing and Vision screening will be February 3rd-7th for children in Pre-K, Kindergarten, 1st and 4th grade.

More information will be coming out soon.

**Contact Info**

I can be reached at the school phone number or email me at [CFBurro@carrollk12.org](mailto:CFBurro@carrollk12.org)

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## **\*\*LUNCH VISITORS\*\***



Parents or legal guardians can visit during their child's lunch time (not recess). If someone other than the child's parent or legal guardian visits during lunch, a written note or email to the school office must be received from the parent or legal guardian prior to their visit giving permission to have lunch. Unfortunately, no siblings are allowed to visit during the lunch period. Please do not take pictures, videos, or make phone calls while you are visiting for lunch.

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## **\*\*VOLUNTEER TRAINING\*\***



We hope that many of you will decide to volunteer here at Winfield Elementary School. In order to be a volunteer in a classroom, a chaperone on a field trip, or help at a school event you must have taken the online Volunteer Training Session this school year. You must have completed the training AT LEAST seven (7) school days prior to the school event. You can find the Volunteer Training Session at the Carroll County Public School Website at [Volunteer Program - Carroll County Public School District \(carrollk12.org\)](http://Volunteer Program - Carroll County Public School District (carrollk12.org)).

During your visit, please refrain from using cellphones to take videos, pictures, make phone calls, etc... Please also remain within the area you signed in as visiting. This is in an effort to maintain student privacy and safety.

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## **\*\*Attendance\*\***



If your child is/was absent, or will be absent for several days, please contact the school office for pre-approval at [winattendance@carrollk12.org](mailto:winattendance@carrollk12.org) or 410-751-3242 with your child's name, date(s) of their absence, and reason for their absence.

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## **\*\*Transportation Changes\*\***



If you have transportation changes for your child(ren), please send in writing, either by a note or an email, the request by 2:30pm. Please include your child's name, teacher, what the change is, who is picking them up, bus number they are riding, and the date. You can email the main office at [winattendance@carrollk12.org](mailto:winattendance@carrollk12.org).



## **\*\*Winter Weather\*\***

Winter is coming and the temperatures are colder. Please remember to dress your child(ren) appropriately for cold weather. Please help your child choose warm, comfortable clothing for school each day, including socks. Make sure they are wearing a coat and you may want to consider a hat and gloves as well. Even in cool weather they need the exercise and fresh air during recess, weather permitting. **(Please label their outdoor gear with their names.)**

## **\*\*Change of Clothes\*\***



Please consider sending your child(ren) with a change of clothes to keep in their backpack or locker/cubby in case a spill or accident occurs. It would be a good idea to place a short/long sleeve shirt, long pants, shorts, underwear, socks, and chapstick in a plastic grocery bag and label the items with your child's name. This can be placed in the bottom or front pocket of the child's backpack or kept in your child's locker/cubby.

## **\*\*School Supplies\*\***



Please be sure that your child's school supplies include sharpened pencils, glue sticks, crayons, colored pencils, markers, erasers and scissors. If you have a question about what supplies your child needs, please contact your child's teacher. If you need school supplies, please contact the office at [winattendance@carrollk12.org](mailto:winattendance@carrollk12.org).

## **\*\*Signing a Child In/Out of School\*\***



The student school day is 9:30a.m. – 4:00 p.m. Students are expected to be in their homeroom by 9:30. Students arriving after 9:30 will be considered tardy. A Parent/Guardian is required to bring the student into the office to sign their child in after 9:30. Students may NOT be dropped off in the drop-off line after 9:25. Dismissal time for students is 4:00pm. Students who are dismissed at a time prior to 4:00 will be marked tardy/leaving early as well. We understand the necessity of doctor/dental appointments during instructional time; however, this should be avoided if possible. We request that parents send a note to the office or email [winattendance@carrollk12.org](mailto:winattendance@carrollk12.org) that morning so

that we are aware of your child leaving school. Please keep in mind that proper I.D. is required when signing your child out of school.

Students are to be released only into the custody of their legal guardian or to an individual listed on the emergency card with the written permission from the parent/guardian. In cases where a court order granting joint legal custody is on file with the school, the student may be released to either parent, only with permission from the Registering/Enrolling parent. However, if the parent having physical custody disagrees and wishes to deny student pick up, he/she must provide the school with written notification stating that. This written notification must be initiated by the custodial parent and be on file at the school. The letter of denial will remain on file for the corresponding, current school year, with a need to be reinstated on an annual basis in order to be upheld by the school.

As stated above, **a student may not be released to an individual listed on the emergency card without written permission from the registered parent/legal guardian.** **The emergency contact list is a list of individuals to contact when the registered parent/legal guardian is not able to be reached in cases where the child becomes ill or other emergencies.** **Being listed as an emergency contact does not grant permission to pick-up the student without the appropriate authorization.**

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### **\*\*Student Arrival and Dismissal\*\***



Students are encouraged to ride the bus. Any questions about bus pick up and drop off should be directed to transportation. Parents who choose to drive their students to school must follow the pick-up and drop-off procedures to guarantee the safe arrival and dismissal of all children. The parent drop-off and pick-up lane is in the parking lot on the left side of the building (when facing the building). Students may not exit the car until a staff member is present to welcome them. Parents must wait in the line. Parents should only park and walk students into school if they arrive after the parent drop-off lane is closed. In this case, students will be arriving after the bell and will be marked tardy. The parent drop-off line does get congested, so please have your child ride the bus, if possible.

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### **Advanced Academics\*\***



The CCPS Advanced Academics Program is designed to meet the needs of highly able learners and maximize student achievement. Advanced Academics teachers, in collaboration with classroom instructors, will continue to provide a continuum of instructional options designed to meet the needs of highly able learners and students identified as possessing gifted learning traits. This may include in-class extended instruction, pullout enrichment groups, and/or advanced resource development with classroom teachers. A Referral and Review Team, as well as collaboration with classroom teachers, will determine student eligibility for advanced instructional options. Indicators for participation include observational checklists, standardized test scores, work samples, and classroom performance. Although students are not typically formally identified until the beginning of third grade, Advanced Academics teachers will continue to provide a range of services for grades K-5. Look for more information about the program to come home throughout the school year.

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## Pre-K

PreK is learning about our neighborhood and community workers. We are excited that we will have the Winfield fire department and school resource officer coming to speak with our class. We have been introduced to all the letters in the alphabet and this month, will begin learning how to write lower-case letters. We will also learn more about syllables, rhyming, concepts of print, making predictions, main idea and character /setting and isolating initial sounds. We continue to work on shapes and review for our January math mid-year assessment. Attendance is very important as we are also testing for the Primary learning assessment for ELA.

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## KINDERGARTEN

During the month of January, students will be assessed on their math and literacy skills that have been taught thus far.

**In Reading**, please continue to review the Animal Math facts and letter rings. This month, students will also continue to practice and apply all the reading skills taught. We will tap/segment and blend the sounds in CVC words as well as substitute the beginning sounds to make new words.

**In Math**, please continue to review the Math concepts on the Kindergarten Math Benchmark Review Calendar that was sent home in January. Students will continue with our sorting and measurement unit with a focus on key vocabulary (height- taller/shorter, length- longer/shorter, and weight- heavier/lighter).

**In Science**, we will focus on different types of weather and in Social Studies, we will learn about the National Holiday, Dr. Martin Luther King Jr.

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## 1st Grade

Happy New Year from First Grade! January will be a very busy month in our classrooms. Please take a look at what's ahead!

**In FUNdations**, in Unit 7, we will learn how to read and spell closed syllable words with eight new glued sounds (-ang, -ing, -ong, -ung, -ank, -ink, -onk, -unk). We will also continue learning first grade sight words.

**In Reading**, we will determine cause and effect relationships in text to help us further refine our retelling skills, make connections within nonfiction texts by sequencing events, and compare and contrast information.

**In Writing**, we will use the writing process to write about our opinions on various topics We will begin a fun project toward the end of January - Cereal Box Book Reports!

**In Math**, we will read, write and represent numbers to 120 as well as identify bundles of tens and leftovers in two and three digit numbers. We will also mentally find one more, one less, ten more, ten less than a number and review all math concepts from Units 1-2 in preparation for our Mid-Year Benchmark Assessment.

**In Social Studies:** We will analyze how neighborhoods change by exploring maps and images to deepen our understanding of how people modify their environment to meet their needs.

**In Science**, we will begin our unit on Space Systems and will learn about patterns in nature as they relate to the sun, moon, and stars. Please be on the lookout for a parent newsletter that will contain more details about this fun unit!

**Other:** Please begin saving empty cereal boxes (the larger, family size boxes work best) and send them to school with your child. These will be used for our Cereal Box Book Reports.

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## 2nd Grade

January is a busy month in second grade! We are in the process of completing several winter assessments. We will take various ELA assessments, including preparing to take our informational CBA. We are also preparing for our Math Mid-Year Benchmark Assessment. We will also take the CogAT to determine students' reasoning and problem-solving abilities in three areas: verbal, quantitative, and nonverbal.

**In Foundations**, we will continue Unit 7, practicing reading and writing words with the open syllable type. We will also learn the two vowel sounds y can make, as well as learning y as a suffix.

**In Writing**, we will complete CBA practice by reading informational texts, answering multiple choice questions by locating text evidence, and responding to text by planning and writing a paragraph.

**In Reading**, we will continue to work through our Wonders units. We will focus on reading a variety of fiction and non-fiction texts. We will work on locating text evidence to answer questions related to main idea and details, problem and solution, author's purpose, and theme/central message.

**In Math**, we will begin Unit 3, in which your child will develop an understanding of how to describe and analyze shapes by examining their sides and angles. Students will investigate, describe, and reason about decomposing and combining shapes to make other shapes. Students will also partition circles and rectangles into two, three or four equal shares, describing the shares using the words: halves, thirds, and fourths. Students will recognize that equal shares of identical wholes do not need to have the same shape. For example, a square can be divided into fourths several ways.

**In Content**, we will continue our "World Around Me" unit. Students will...

- Identify the purpose and use of globes and a variety of maps and atlases
- Identify and use map elements to locate places in the United States
- Identify the location of the equator, poles, seven continents, four oceans, and countries on a map and globe
- Describe a place using bird's eye view of different places using satellite images, photographs, and pictures
- Identify natural/physical features and human made features using maps and photographs
- Describe and classify regions using climate, vegetation, animal life, and natural/physical features Identify the differences between rural and urban places
- Describe how geographic characteristics determine choices, such as climate guides decisions about food, clothing, and shelter
- Explain how people adapt to changes in the environment
- Describe how and why people protect or fail to protect the environment

As we begin the new year, we would greatly appreciate donations of dry erase markers and tissues! Thank you for your continued support!



## 3rd Grade

**In Humanities**, with the start of a new year, it is a great time to think about a fresh start. Many school supplies have run low and need to be replenished. Please check with your child about necessary supplies, including pencils, glue sticks, scissors, and dry erase markers. As always, third grade is always in need of tissues!

**In Reading**, we will continue reading expository texts to determine the main idea and supporting details. Students are learning to paraphrase key details in both reading and writing.

**In Writing**, students will continue writing informational paragraphs and essays. The biggest difference this year is that students are required to gather key details and facts using two different nonfiction texts. We also spend a lot of time grouping details together by color coding. This helps students organize their paragraphs and essays. Later this month,

students will take the informational CBA assessment. We will continue to goal set and review good test-taking strategies.

**In Math**, January will be a busy month for 3<sup>rd</sup> graders! We will begin our fourth unit- “Multiplication and Division”. Students will be building on their foundational understanding of these concepts to solve two step word problems.

Please continue to work with your child on their multiplication facts.

Your child brought home a benchmark calendar to review concepts for the mid-year assessment. The calendar is due on January 10<sup>th</sup>. We will be completing the assessment at the end of January.

**In Science**, students will be completing the unit- “Inheritance and Variation of Traits.” Students will be examining how the environment influences traits for plants and animals. In addition, students will identify how plants and animals adapt to their environment in order to survive.

\*PTO is sponsoring a science fair on January 14<sup>th</sup>. Students have been given the necessary information for this event.

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## 4th Grade

**In Social Studies**, we have begun the Unit on “Worlds Collide” by analyzing sources of different perspectives such as journals and photos of artifacts and landforms. We began with learning about West African culture, and next we moved into studying the various Native American tribes across the United States. Students are leading discussions about what they “SEE-THINK-WONDER” as they observe and ask questions.

**In Writing**, we are also preparing for our next CBA which is the week of Jan. 22nd. Informational essays are a focus as we learn to use State, Cite, Explain when responding to a prompt. Students will refer back to texts to explain what we know using facts and evidence from articles and other sources.

**In Reading**, Report Form is another strategy we will be using in January. This method of reading informational texts helps students to identify a subject, takes notes on key details, and categorize the facts to help them summarize. Thank you to parents as you continue to encourage your child to read nightly.

**In Math**, fourth grade has finished our multiplication and division unit and are now working with fractions. This unit asks students to draw models of equivalent fractions using area models and number lines. Students will also have to be able to find a missing numerator/denominator using an equation. Soon, students will be comparing and ordering fractions using reasoning strategies. This unit requires students to use their multiplication and division facts to help write equations. If your student has not mastered this skill please take some time to practice at home. Students are also expected to draw accurate models. Our next unit will also focus on fractions.

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## 5<sup>th</sup> Grade

**In social studies**, students will continue working in Unit 2: Challenges of an Expanding Nation (1800-1865). We will be learning about enslavement, abolition and the Underground Railroad, causes of the Civil War, Maryland's role in the Civil War, and the actual Civil War. Students will be analyzing and sourcing many primary and secondary sources to learn about events taking place during this time in U.S. history. Please feel free to ask your child questions at home to learn more about what they are doing in class. Towards the end of the month students will be bringing home a study guide for unit 2. The tentative date for the assessment will be Thursday, January 30th pending any weather related closures.

**In writing**, students will continue to work on informational writing. It is expected that students will read multiple sources and use that text evidence to write a multi-paragraph essay response to a prompt. We have been practicing informational writing to help prepare students for our next CBA.

**In ELA**, we will be preparing for the informational CBA assessment. This assessment will require students to read multiple texts, answer multiple comprehension questions, and complete a written response. We will be goal setting to help students prepare for this assessment. The tentative dates for CBA are January 22nd-23rd. This information will be updated if it needs to be changed due to weather related events.

**In Math**, we will be finishing up the division of whole numbers and decimals unit. Our unit 4 assessment will be January 8th. We will then be reviewing unit 1-3 to prepare for the benchmark assessment on January 15th and 16th. Beginning January 17th, we will be learning about customary and metric conversions.

**In Science**, we will be continuing to learn about the interactions between the Earth's Spheres.

Please continue to encourage students to use Freckle at home. This is a great resource that students have to practice a wide range of ELA skills. This can be accessed through Clever using their CCPS login information.

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## Special Areas

### **Media News:**

PreK: We will read winter fiction stories and continue to focus on story elements

Kindergarten: Coding, Asking Questions, PebbleGo, Taking Picture Notes

1st Grade: Coding, Keywords, Researching

2nd Grade: Coding, Visual Destiny Searching

3rd Grade: Coding, Digital Citizenship

4th Grade: Coding, Database Image Searching

5th Grade: Coding, Database Image Searching

Our first ever Winfield Media Winter Book Fair was a success! Thank you to all who participated and supported our program!

**Music:** Thank you to everyone who came out to the Winter Concert to support Winfield's band, orchestra, and chorus! Our students could not do what they do without your support. We look forward to bringing you more great music in the spring! -Ms. Messinger

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### **January Dates to Remember**

January 8, 2025 – Kindness Club

January 14, 2025 – Science Fair

January 21, 2025 – PTO Bingo

### **February Dates to Remember**

February 5, 2025 – Kindness Club

February 7, 2025 – PTO Sweetheart Dance

February 26, 2025 – Instructional Assistant's Day

### **Early Dismissal Dates**

April 4, 2025 - 2h45min Early Dismissal (End of Marking Period #2)

June 13, 2025 - 2h45min Early Dismissal (Last Day for Students)

## School Closure Dates

January 1, 2025 - Schools/Offices Closed (New Year's Day)

January 20, 2025 - Schools/Offices Closed (Martin Luther King Jr)

January 27, 2025 – Schools Closed for Students (End of Marking Period #2)

February 17, 2025 - Schools/Offices Closed (Presidents' Day)

March 17, 2025 – Schools Closed for Students (Professional Development Day)

April 17<sup>th</sup> – 22<sup>nd</sup> 2025 - Schools/Offices Closed (Spring Break)

May 26, 2025 - Schools/Offices Closed (Memorial Day)

June 19, 2025 - Schools/Offices Closed (Juneteenth)

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## School Safety and Security Summary



It is a priority of CCPS and Winfield Elementary to provide a safe and secure learning environment for all students. Visitors are required to use the main entrance and ring the doorbell to ask for entry into the building. Upon entering, you will be asked your name and reason for entering the school. You will then be asked to report to the main office. Any visitor who intends to proceed beyond the office must have valid photo ID.

The school follows the Standard Response Protocol to respond to emergencies that may arise. Staff and students practice several emergency drills (Hold, Secure, Lock Down, Evacuate, and Shelter) throughout the school year to learn these procedures.

In the event of a true emergency at our school, parents should be on the lookout for information to come from CCPS Central Office via email or phone. To allow staff and emergency personnel to respond to the emergency, parents should refrain from calling the school or coming to the school until specific instructions have been communicated. A School Resource Officer has been assigned to the elementary and middle schools in our region. This officer has been tasked with providing security, handling crimes that may occur at the school, and developing positive relationships with students. He has already made frequent visits in order to learn about our school.

We ask parents and community members to assist in keeping our school safe. If you see something, say something. If you become aware of a possible threat, please notify school administration (during school hours) or law enforcement (outside of school hours). Though most threats are unsubstantiated, all threats are taken seriously.

The School Dude Safety Center app is available to all parents and students. It has information about responding to critical incidents. See the QR codes below. The Safe Schools Maryland Tip Line is also available for community members.

iTunes App Store for Apple devices:



Google Play for Android devices:



## **CONSENT AND RELEASE**

### **Permission to Photograph, Videotape or Audiotape**

Throughout the school year, the Carroll County Public School System frequently covers school activities and may use your child's photograph, video image, or voice for educational, informational, or public relations purposes, with or without identification by name. If you do not wish to have your child's voice reproduced on tape or to have his/her image appear in such things as a video or a photograph, or on the school or school system website or social media, please notify the school principal in writing. It is assumed that parents and guardians' consent to their children being audiotaped, photographed, videotaped, or having their image placed on a school website or social media by the school system unless such notification is received. There are also occasions when the media cover certain school events (such as when a government leader visits a school). If you do not wish to have your child's name or likeness published by the media, you should address your concerns directly to the school involved so that the media is so advised. Please be advised that the school system has no control over the media when they are covering activities such as sporting events and musical programs that are open to the public.

### ***Use of Student Work on Websites or in Publications***

There may be times throughout the year when the Carroll County Public School System wishes to display student work on school websites, social media, or in publications. If you do not wish to have your child's art, poetry, writing, etc. appear on school websites, social media, or in publications, please notify the school principal in writing. It is assumed that parents and guardians' consent to their child's work being displayed on school websites, social media, or in publications unless such notification is received.

## **ADA ACCESSIBILITY STATEMENT**

### **ADA ACCESSIBILITY STATEMENT**

Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Communications Office at 410-751-3020 or [publicinfo@carrollk12.org](mailto:publicinfo@carrollk12.org), or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Information concerning the Americans with Disabilities Act is available from the Director of Facilities Management, (410) 751-3177, or the Communications Officer, (410) 751-3020, 125 North Court Street, Westminster, Maryland 21157.

### ***The Asbestos Hazard Emergency Response Act (AHERA)***

Management plans for all buildings owned or leased by the Board of Education for Carroll County are available for review at the individual Carroll County school locations and at the Office of Plant Operations, located at 191 Schaeffer Avenue, Westminster, Maryland 21157. Management plans are required by the Environmental Protection Agency (EPA) and depict the location, amount, condition, and response action projected for any asbestos containing materials, if any are located in the school building.

## ***CARROLL COUNTY PUBLIC SCHOOLS NOTICE OF NON-DISCRIMINATION***

### **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.