



NEW WINDSOR MIDDLE SCHOOL

Back To School 2011-2012

Mr. Erin Brillhart, Principal

Mrs. Linda E. Selby, Assistant Principal

Principal's Message

1000 Green Valley Road
New Windsor, MD 21776
Phone: 410-751-3355
Fax: 410-751-3358

Dear Students and Parents,

I hope that you are having a relaxing and enjoyable summer. Our summer at New Windsor Middle has been busy as we are experiencing many staff changes, including me. Our custodial staff has been working very hard to prepare the building for our students and the secretaries have been checking in school supplies getting ready for the coming school year. Mrs. Selby and I have been preparing for the start of the new school year as well, and we're almost there.

As you know, I am new to New Windsor Middle, but not the area. I graduated from and taught at Francis Scott Key High School. I am very happy to be here as your school leader. New Windsor Middle is a great school and although you may read or hear about challenges of local, state and national educational issues in the news, we *are ready* to face those challenges and provide every student with the tools for success, for the present and future!

- Please be sure to read the entire newsletter as it contains important information for you and your children to have a great start for the coming school year, including homeroom information.
- The Home Access Center "HAC" will be live on August 15th. You will be able to view your child's schedule and eventually grades in real-time. If you have not used HAC in the past, please call and we'll help you get setup.
- We love our parent volunteers! If you are interested in chaperoning school field trips, serving snacks at school dances, or volunteering in a classroom, you'll need to attend **Volunteer Training**.

I hope that the rest of your summer is restful and relaxing. Don't forget to read everyday!

Sincerely,

Mr. Erin M. Brillhart

Principal

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Dates To Remember:

August

- 18 New Student Orientation - 10:00 a.m. (for students who registered during the summer)
- 24 Open House 7 p.m. - 8 p.m., Volunteer Training 6:15
- 30 First Day of School

September

- 5 Schools Closed – Labor Day
- 8 Meet the Teacher Night 7 p.m. - 8 p.m., Volunteer Training 6:15
- 12 Fall School Picture Day – All students will have their picture taken
- 16 Back To School Dance 2:30 - 4:30 p.m.
- 22 Family Life Preview 7:00 p.m. Room 103, Volunteer Training 6:15
- 27 Parent Conferences 4:30 – 8:00 p.m.
- 29 Schools Closed – Rosh Hashanah



New Windsor Middle School

OPEN HOUSE

Wednesday, August 24, 2011

7:00 to 8:00 p.m.

Students and parents are invited to the school for self-guided tours of the building. Maps will be provided. Bus routes will also be provided. The school nurse will be in the Health Suite for anyone needing to drop off medications. Volunteer training will be held at 6:15 in the school media center. Office staff and PTO officers will also be available to answer any questions. The following "Back to School" items will be on sale*:

P.E. Uniforms - \$13.00

***Please be prepared to pay cash or to write more than one check as most purchases are from different departments. Thank you in advance for your cooperation.**

*Note- If you are unable to attend the Open House, students may purchase P.E. uniforms and gym bags during the first week of school.

STAFF CHANGES

Recent Retirees:

After many years of quality service and dedication to New Windsor Middle School and our community, the following staff have taken the opportunity to retire and enjoy themselves:

Mr. Bell, Principal
Mr. Macurak, 6th Grade Science
Mrs. Slade, Special Education Resource Teacher
Mrs. Repetti, Guidance Secretary
Mrs. Nelligan, Custodian

New Additions to our Staff:

We would like to formally welcome and introduce our newest additions:

Miss Eser, Spanish Teacher, joins us from Maryland's Eastern Shore and attended college at High Point University in North Carolina.

Mr. Donaldson, 7th Grade Science Teacher, joins us after teaching at Francis Scott Key High School.

Mrs. Hackett, Guidance Secretary, joins us from Mt. Airy Middle School.

Mrs. Evans, Media Clerk, joins us from Northwest Middle School.

In addition, we will soon be welcoming a new Custodian and Special Education Resource Teacher. We are very happy to have them and look forward to seeing each work with our students. Please make a point to welcome our additions when you meet them.

PARENT CONFERENCES

New Windsor Middle School has received permission from the Board of Education to alter the parent/teacher conference schedule. We have developed a schedule that will allow parents and teachers to meet earlier in the school year and to offer more evening conference times. Rather than having two conference days at Thanksgiving, our parent/teacher conferences will be held at the following times:

Tuesday, September 27 4:30 - 8:00 p.m. - Information about scheduling a conference will be sent prior to the conference date.

Monday, October 17 4:30 - 8:00 p.m. - Information about scheduling a conference will be sent prior to the conference date.

Wednesday, October 26 4:30 - 8:00 p.m. - Information about scheduling a conference will be sent prior to the conference date.

Wednesday, January 11 4:30 - 8:00 p.m. - Information about scheduling a conference will be sent prior to the conference date.

BACK TO SCHOOL INFORMATION



ARRIVAL TIME:

Students need to be in their homerooms by **7:50 a.m.** for morning announcements. Students arriving in homeroom after 7:50 a.m. will be marked tardy to school.

Parents who transport students to and from school are asked to use the north side of the school (facing Union Bridge). Students should **not arrive before 7:25 a.m.** Students will be unsupervised by school staff and will not be permitted into the building until the 7:25 a.m. bell rings.

ATTENDANCE:

Parents are reminded to call the school **by 8:00 a.m.** any day your child is absent. Before 7:30 a.m. call 410-751-3355 ext. 1263 and leave a message. An AlertNow phone call will be made to parents who have not notified the school of an absence.

State law requires documentation of a student's absence. You can send a note stating your child's full name, date(s) of absence and reason. A phone call or an email will also serve as documentation. If documentation is not received within 3 days of the absence; the absence will be coded as unexcused.

TARDINESS:

All students are expected to arrive on time. Students reporting after **7:50 a.m.** are tardy and must report to the main office for a late pass. A written note, signed by a parent, is required for all tardy students. Chronic tardiness will result in disciplinary consequences.

EARLY DISMISSAL:

Parents must send a written note requesting early dismissal. These notes must be brought to the main office **before** morning homeroom. A pass will be issued for the student to report to the main office to sign out before leaving school. **In case of an emergency,** parents may call the school to make an early dismissal request.

Students will **NOT** be excused to leave the school with anyone except the parent/legal guardian. Students needing to leave school with anyone else **must have written permission from the parent/legal guardian.** For safety reasons, authorized person(s) will be required to show proper identification when picking up a student.

HOMEWORK REQUESTS:

Students are responsible for getting any missed assignments either from a classmate, the homework hotline or from their teachers upon return to school. If your child is absent from school for three or more days, you may make arrangements for homework by contacting the school office. Requests must be made before 8:00 a.m. and can be picked up between 2:30 – 3:30 p.m.

ALERTNOW

The Carroll County Public School System is using the AlertNow Rapid Communication Service to provide parents with information from their child's schools and the school system. AlertNow is capable of delivering both e-mail and phone alerts at no charge to parents. You do not have to sign up for the new system. All information is taken from emergency procedure cards.

EMERGENCY CARDS:

Students will receive emergency cards on the first day of school. Please review the information that is pre-printed on the card and make any corrections. Be sure to include your child's grade, homeroom teacher, locker and bus number. Complete and accurate information is necessary should we need to contact you for any medical emergency. Please provide the name of your family physician and dentist. We ask that you prioritize emergency contacts using the numbers 1, 2, or 3, etc. Parents must indicate all the names of people you may want to pick up your child in case of an emergency during the school day. **PLEASE BE SURE TO SIGN THE CARD AND RETURN IT TO SCHOOL WITH YOUR CHILD THE NEXT SCHOOL DAY. All incomplete cards will be returned home to be completed and signed.**

LEGAL CUSTODY OF CHILDREN:

It is extremely important to keep the school informed of any custody agreements concerning your child. An official court order or court document is required to establish guidelines for custody and/or restrictions. Please contact the school immediately if there is a change in the custody situation of your child.

ADDRESS & PHONE NUMBER CHANGES:

Please keep the school informed in writing any time there is a change in a home, cell, work phone number or email address. This up-to-date information is critical in case of an emergency. If you move during the school year, please notify the school in writing and provide proof of residence. The school counselor's office can assist you with the required documentation.

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 or in publications. If you do not wish to have your child's art, poetry, writing, etc. appear on school websites 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 or in publications unless such notification is received.

STUDENT HANDBOOKS: All students will receive a Carroll County Public Schools Student Handbook. All county policies are covered in this handbook. Please take time to review this information with your child.

STUDENT AGENDA BOOKS: Students will be provided a New Windsor Middle Student Agenda . The agenda book will contain the New Windsor Middle School student handbook and is also used for recording daily homework assignments. Please review the handbook with your child and also review it for daily assignments.

LUNCH INFORMATION:

A variety of lunch options are available each day for students. The regular lunch is offered for \$2.25. Students may also choose from alternatives such as hamburgers or pizza, sold at the full lunch cost of \$2.25. Each regular lunch includes a vegetable, fruit, and milk. The cafeteria also offers additional menu items sold at an a la carte price. Students who bring their lunch from home can also buy milk as well as other items. Parents are encouraged to pre-pay the cost of student lunches. Checks should be made payable to New Windsor Middle School. Carroll County Public Schools also offers two different meal plans, an Annual Payment Meal Plan and an Installment Payment Plan. Forms for these two plans can be picked up in the front office. This will ensure that your child has money to pay for lunch, and also ensures that a healthy lunch is provided. Please contact Mrs. Cindy Summers, cafeteria manager, if you have any questions.



LUNCH CHARGES: At times, middle school students forget to bring their lunch or lunch money. Through the generosity of the PTO, a small lunch fund has been set up. If a student needs to borrow lunch money, a charge slip will be given to him or her to take to the cafeteria. This lunch slip allows a student to buy a regular lunch only. Students who need to charge may not buy additional menu items. ***The \$2.25 charge must be repaid the following school day, so that funds are available for other students. Until the charge has been paid, the student cannot borrow again without permission from Mr. Brillhart or Mrs. Selby.***

FREE AND REDUCED MEAL PROGRAM: Applications for free and reduced meals are accepted at any time throughout the year. Please contact Mrs. Selby, Assistant Principal, with any questions.

VISITORS/VOLUNTEERS:

We welcome visitors to our school. Please remember that all visitors/volunteers are required to sign in at the Main Office and wear a visitor badge at all times. Visitors/volunteers must sign out in the office before leaving.

VOLUNTEERS

Making a Difference Together



Volunteering is an excellent way for parents and family, community members, and business partners to build and strengthen ties with the Carroll County Public School System. Volunteers offer their time, effort, and/or talents to benefit all students in the school system.

CCPS Volunteer Program Guidelines outline consistent standards for volunteers. **Level I Volunteers** (guest readers, concession stand operators, business representatives, event ticket collectors, guest speakers, etc.) **must annually register at a school site before volunteering.** **Level II Volunteers** (classroom helpers, tutors, chaperones, mentors, etc.) **are required to attend an annual training session at least seven (7) school days prior to volunteering.**

Volunteer training sessions are held at schools and regional locations throughout the school year. **Volunteer training obtained during the 2010-2011 school year is only valid through September 30, 2011. Attending required annual volunteer training prior to September 21, 2011, will maintain your eligibility to volunteer and alleviate gaps in your volunteer service.** By late summer, a comprehensive list of volunteer training sessions will be available by accessing the CCPS website (<http://www.carrollk12.org>), Channel 21, and local newspapers. Additional information may also be obtained by contacting Jane Farver, CCPS Volunteer Program Coordinator, at 410-386-1536 or ejfarve@k12.carr.org.

New Windsor Middle School will offer volunteer training at the following times:

Wednesday, August 24– 6:15 p.m. Open house

Thursday, September 8 - 6:00 p.m. Meet the Teacher Night

Thursday, September 22 – 6:15 p.m.

Monday, October 17 – 6:30 p.m.

Wednesday, October 26 – 7:00 p.m.

FROM THE HEALTH ROOM

If you have any questions or concerns about your child's health, please contact the school nurse, Mrs. Imhoff, during the first week of school.

MEDICATIONS FOR STUDENTS WHILE IN SCHOOL: If possible, alternative plans should be made to avoid the administering of medication in school. Parents are encouraged to consult with their physician to discuss the possibility of administering medication either before or after school. If alternative plans cannot be made, parental/physician consent and instructions must be given before the school can administer any medication. All medications must be brought to school by a parent/guardian or responsible adult.

STUDENTS ARE NOT PERMITTED TO TRANSPORT ANY MEDICATIONS TO OR FROM SCHOOL. Medications can be dropped off in the Health Suite at the Open House on Wednesday, August 24th from 7:00 – 8:00 p.m. or during normal office hours beginning August 30th.

MEDICATION PROCEDURES:

Ibuprofen (Advil) and Acetaminophen (Tylenol):

MUST be in the original bottle or box. Medication consent form **MUST** be completed by parent and on file with the school. **MUST** have student's name, dosage, time to be administered, and possible side effects.

NOTE: No medication will be administered if not age appropriate as directed on label unless it is accompanied by a physician's order.

All other medications:

MUST be in the original bottle or prescription bottle properly labeled with the student's name and the name of the medication. Medication Consent form must be completed with dosage and doctor's name and on file with the school. **THIS MUST BE SIGNED BY THE DOCTOR.**

Allergy to Bee Stings: If your child has a severe reaction to bee stings, please make sure to have medication and a medication consent form signed by your doctor to the health suite before August 25.

Asthma/Inhaler Use: If your child has asthma and carries an inhaler with him/her to school, we must have a medication consent form signed by both parent and physician in order for the child to carry the inhaler.

PEANUT ALLERGIES

Avoiding peanut products is very difficult. In addition to peanut butter, peanut butter cookies, and the peanut oil sometimes used to fry foods may cause an allergic reaction. Chocolate chip cookies and M&Ms may include small amounts of peanuts since the machines used to manufacture them are also used to make products that contain peanuts. Cross-contamination of this type is quite common.

Eating peanut products is a common cause of allergic reactions, but **simply breathing microscopic peanut particles in the air can cause children with severe allergic reactions to become unable to breathe.**

Anyone who handles peanuts or products containing peanuts can "contaminate" doorknobs, desktops, and papers being passed around the classroom.

Eliminating peanut products is virtually impossible. The New Windsor Middle School cafeteria staff will avoid certain products when preparing our cafeteria menu, and carefully examine the ingredients listed when foods are prepared. Teachers are aware of the students involved, and the school nurse is prepared to deal with any problems that may arise.

One table in the cafeteria is designated as a "peanut free zone" for all lunch shifts. Students who sit in this area will be asked to avoid bringing any foods to lunch that contain peanut products. Special arrangements will be made to carefully clean this table with separate cleaning supplies. Students will be reminded to wash their hands after eating peanut butter sandwiches. In the classroom, similar problems can be easily solved.

HEALTH

Family Life Preview

A Family Life Preview for interested parents of 6th, 7th and 8th graders will be held on Thursday, September 22, 2011 beginning at 7:00 pm. This preview will be held in the Health Classroom, Room #103. Family Life curriculum and videos will be presented. This will be the only preview for the school year. If you have any concerns or questions, please call the school and leave a message for me. Thank you. June Baile: Health Teacher.

FROM THE SCHOOL COUNSELORS

Gently Used School Supplies

Any family in need of school supplies, feel free to stop by the school and pick up gently used binders, notebooks, etc. NWM has a limited amount of school supplies available in the School Counseling Office. Mrs. Whitfield and/or Mrs. Hiner will be present the weeks of August 15th-19th and 22nd-26th from about 8am-3pm if you have any questions related to these supplies.

The Service Learning Graduation Requirement

The Service-Learning Graduation Requirement requires students to earn a minimum of 75 service-learning hours prior to graduation from high school. Students in Carroll County can begin earning service-learning hours the summer after fifth grade and have until their senior year to accumulate their hours. Juniors must have a minimum of 55 service-learning hours by the end of their Junior year in order to have Senior status. Students earn hours for service-learning activities within designated courses as outlined in the Carroll County Service-Learning Guidelines as well as by independently volunteering in the community.

Remember the following guidelines when choosing a volunteer opportunity:

- You may not be paid for your service.
- You may not earn service hours providing service to a for-profit business.(Nursing Homes are an exception)
- You may not earn service-learning hours for service in preparation for or during the worship service or religious education activities. Service such as helping with church dinners and mission work is acceptable.
- Fulfilling family obligations i.e. babysitting, grass cutting etc. is not acceptable.
- Service-Learning Reflection Forms must be completed and returned to the school within ONE YEAR from the time the service is completed.
- Service-Learning forms can be found by accessing the following website:
http://carrollk12.org/Assets/file/Student%20Services/Service_Learning/reflect_form.pdf

If you are not sure if an activity will count toward the Service-Learning Requirement, please contact school based coordinator or the county coordinator at 410-751-3097.

Take a look at what Mrs. Hiner and Mrs. Whitfield will be up to this fall:

Peer Mediation

NWM's Peer Mediation Program will begin its second year. This program consists of 8th grade students who are trained to assist 6th and 7th graders experiencing minor social conflicts.

Peer Mediation is a communication process that students learn to help peers resolve conflicts in peaceful and productive ways. It is a chance for students who find themselves in a conflict to sit face to face and talk, uninterrupted, so each side of the dispute is heard. A peer mediator helps students solve their problem by helping them talk to that person and talk about feelings with that person.

After the problem is defined, solutions are created and then evaluated.

Students may submit a request to be seen by a peer mediator. Teachers, administrators, and counselors may also recommend a student for peer mediation.

Classroom Lessons

School Counselors will work with classroom teachers to deliver lessons related to organization and study skills (6th), prevention of bullying and cyber-bullying (7th), and career and high school transition activities (8th).

Service Learning Club

Mrs. Whitfield and Mrs. Hiner support NWM's Service Learning Club. The club provides students with opportunities to participate in community enhancing projects, while working toward satisfying the Service Learning graduation requirement. Last year, the Service Learning Club created care packages for soldiers overseas, collected presents for children in need during the winter holidays, went caroling at a local assisted living community, and organized a Fun Run to support the local Special Olympics.

Information Sessions on Parent Conference Evenings

Counselors will be scheduling information sessions on helping your student with organization and study skills, cyber-safety and cyber-bullying, and 8th grade transition activities.



HOMEROOMS

Grade 6:

Miss. Zorn - 137
Mrs. Lardieri - 138
Mrs. Latimer - 139
Mr. Heacock - 143

Grade 7:

Mr. Donaldson - 144
Mrs. Davey - 148
Mrs. Bowser - 149
Mr. Beck - 150

Grade 8:

Mr. Coldsmith - 111
Mrs. Eyler - 119
Mrs. Buckingham - 120
Mrs. Bowman - 121
Mrs. Moran - 122

ADA ACCESSIBILITY STATEMENT

The 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 Office of Community and Media Relations 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 or the Supervisor of Community and Media Relations.

Raymond Prokop
Director of Facilities
125 North Court Street
Westminster, Maryland 21157
(410) 751-3177

Carey Gaddis
Supervisor of Community & Media Relations
125 North Court Street
Westminster, Maryland 21157
(410) 751-3020

NOTICE OF NON-DISCRIMINATION

The Carroll County Public Schools (CCPS) does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, disability, or age in its programs and activities. The CCPS provides nondiscriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts). The following person has been designated to handle inquiries regarding the non-discrimination policies:

Gregory J. Bricca
Director of Research and Accountability
125 North Court Street
Westminster, Maryland 21157
410-751-3068