



NEW WINDSOR MIDDLE SCHOOL

October-November 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 school community,

Now that we've navigated an earthquake, a hurricane and flooding, our school year is well underway. I want to thank you for joining us at both our Open House and Back to School Night. I hope the time spent with your student's teachers was beneficial.

Recently all of our students participated in a tour of New Windsor, learning about the town's historical value through the New Windsor Heritage Committee. Students have been given the opportunity to write an essay for the committee about why New Windsor is important to them. Please encourage your student to participate in the essay writing contest.

Students will have the opportunity to participate in the Lion's International Peace Poster contest. Please look for an Alert Now message with contest information. In previous years New Windsor Middle students have advanced to the state, regional and national levels of the international contest. This is an outstanding opportunity to showcase artistic talent.

New Windsor Middle School has partnered with Northrop Grumman Engineers for an afterschool engineering program. Selected students will learn about various engineering skills and have the opportunity to engage in hands-on experiences. Students selected for the program will showcase their work at the Northwest Regional Night held at Francis Scott Key High School on January 19, 2012.

I hope to see you at our upcoming parent conferences in October.

Sincerely,

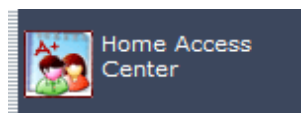
Mr. Brillhart

MSA TESTING TIPS

Many questions have risen due to the release of New Windsor Middle's MSA scores and the fact that we did not make AYP. One of the best ways parents can help us prepare students for the MSA tests is to have students read on a regular basis. Students should read newspapers, magazines, novels or any other material that is of interest. It is equally important to discuss what your child reads. This checks comprehension and develops communication skills.

HOME ACCESS CENTER (HAC)

The Home Access Center is great tool offered to you by Carroll County Public Schools. This website allows you to monitor your student's grades in real-time, as well as attendance, service hours, emergency contacts and information from teachers. All you need is an e-mail address. You can log in to HAC on CCPS' home website; www.carrollk12.org. There is a link on the lower left side:



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Dates To Remember:

October

- 3,4,5 & 6 Hearing and Vision Screening
- 3 2 Hour 45 minute early dismissal – dismissal at 11:45
- 4 Reptile World Assembly – Grade 7 only
- 6 Interim Reports distributed
- 14 School Dance – 2:30 – 4:30 p.m.
- 17 Parent Conferences – 4:30 – 8:00 p.m.**
- 21 Schools Closed for students – Professional Day
- 24 School Picture Re-Takes
- 25 Campus Life Assembly – All Grades
- 26 Parent Conferences – 4:30 – 8:00 p.m.**

November

- 3 Marking Period ends – Early Dismissal at 11:45
- 9 Report Cards distributed
- 10 Grade 8 – Visit Carroll County Career & Technology Center
- 11 Career Day
- 11 School Dance – 2:30-4:30 p.m.
- 14 Flu Mist administration
- 14 Early Dismissal – Dismissal at 11:45
- 15-21 Living Treasures – Grade 7
- 16 Honor Roll Reception (7th – 8:15, 8th – 9:00, 6th – 9:45)
- 23-25 Schools Closed – Thanksgiving Holiday

OUTDOOR SCHOOL

6th Grade students will be attending Outdoor School right after the Thanksgiving break. Additional detailed information will be provided at a date closer to the event.

Week 1: Nov 28 – Dec 2

Week 2: Dec 5 – Dec 9

STAFF CHANGES

We would like to welcome Mrs. Armiger to our staff.

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:

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.

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. 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:

Monday, October 17 – 6:30 p.m.

Wednesday, October 26 – 7:00 p.m.

FROM THE SCHOOL COUNSELORS

Parent Conference Evenings

Counselors will be hosting information sessions during Evening Conferences to explore topics such as Learning Styles and Study Skills, Bullying and Cyber-Bullying, and 8th Grade High School Transition Activities. Please look for more information regarding the specific topics to be covered and timing of these sessions in AlertNow emails this fall.

Bullying Prevention Month in October

Counselors will be working to increase awareness of the prevalence and impact of bullying on students. Activities and lessons will take place to educate students about bullying prevention and provide methods for responding to bullying situations.

Mix It Up Week ~ October 17th – 21st

During this week, we ask students to move out of their comfort zones and connect with different groups of students over lunch. The activities that students participate in during this week encourage students to identify, question, and cross social boundaries, promoting tolerance and acceptance among our student body.

Conflict Resolution Week ~ Nov. 28th – Dec. 2nd

Counselors will be headed back into classrooms to help students learn and practice communication skills focused on preventing, managing, and peacefully resolving conflicts. 6th and 7th grade students will also learn about using the Peer Mediation Program as a conflict resolution resource.

Career Education for 8th Grade

Counselors will be working with 8th grade teachers to help students explore their own career-related interests, and explore career options. Specific events to enhance these lessons will be:

- 8th Grade Field Trip to Carroll County Career and Technology Center ~ Nov. 10th
- Career Day for 8th Grade ~ Nov. 11th

**Parents, family friends, and community members interested in presenting their own career choice during Career Day may contact Mrs. Hiner for more information.*

Groups and Lunch & Learn Sessions

Throughout the year, counselors will hold groups and Lunch & Learns. Once begun, a group is held once a week for about six weeks and students must have parental permission to be a part of a group. Lunch & Learns are held during one day's lunch periods as counselors see a need and students show an interest.

Group and Lunch & Learn anticipated for the fall:

- Changing Families Group: helpful for students faced with transitions/adjustments: separation or divorce, a new sibling or new step-parent, etc...
- Anger and/or Stress Management L&L: helps students learn the dynamics of anger, and how to manage anger in appropriate ways. Students feeling overwhelmed with stress will gather support from peers and learn healthy stress management skills to get you through difficult times.

Service Learning

Students must earn a minimum of 75 hours of service-learning prior to graduation from high school. If you have any questions about what counts toward service learning, where your child may earn hours, or how to document those hours correctly, please contact our Service Learning Coordinator, Mrs. Whitfield. Service Learning forms can be picked up and turned into the School Counseling Office. Mrs. Hiner & Mrs. Whitfield will be sponsoring a Service Learning Club this year – students may come by the Counseling Office for more information.

Peer Mediation

The Peer Mediation program consists of trained 8th grade students who will 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. Peer mediation is used to prevent fights and arguments from getting out of hand. 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. After the problem is defined, solutions are created and then evaluated. When an agreement is reached it is written and signed.

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

THE FALL BOOK FAIR IS COMING

The New Windsor Middle School fall **Scholastic Book Fair** will be held in the media center from **October 17-20, 2011**. Planning has already begun and we need volunteers to help out during the Fair. The book fair will be open daily from **7:30 a.m. until 2:30 p.m.** We are also having a **Family Event on Monday, October 17th from 4:30 p.m. until 7:30 p.m.** We need volunteers to be cashiers, to help students with book selection, to assist with restocking the inventory, and to pack up on the last day. If you are able to help with the Book Fair, please complete the form below indicating the day(s) and time(s) you are available. **Please return the form to Mrs. Fuhrman in the media center by Friday, October 7th.** You will be contacted to verify specific dates and times for which you'll be scheduled. Please note that you must have the Volunteer Training at least one week prior to the Book Fair to be eligible to volunteer! Please contact Mrs. Fuhrman with any questions (410) 751-3355.

Book Fair Volunteer Form

Name _____ **Daytime Phone** _____

Child's Name(s) _____
Teacher(s) _____

I am available to help with the Book Fair on the following day(s):

	a.m. (7:20-11:00)	p.m. (11:00-2:30)
Monday, Oct. 17	_____ (time)	_____ (time)
Tuesday, Oct. 18	_____ (time)	_____ (time)
Wednesday, Oct. 19	_____ (time)	_____ (time)
Thursday, Oct. 20	_____ (time)	_____ (time)
	Monday evening _____ (time)	
	Anytime needed: _____	

*****Please return this form to Mrs. Holly Fuhrman, Media Specialist, by Friday, October 7th.*****

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