

Letter Writing

1. The most important part of letter writing is getting it in front of the decision maker for your issue.

If you have concerns regarding daily operations of CCPS, contact the central office administration first. Email addresses:

<https://www.carrollk12.org/about/co-staff-directory>

Contact the Board of Education if your concerns are about certain policies, or if your emails to central office staff have gone unanswered. Email addresses:

<https://www.carrollk12.org/board-of-education>

If you get no response from the Board of Education, go to the state (MSDE). Email address:

stateboard.msde@maryland.gov

If you have concerns about legislation, contact the MD State General Assembly. Email addresses:

<https://mgaleg.maryland.gov/mgawebsite/Members/Index/senate>

<https://mgaleg.maryland.gov/mgawebsite/Members/Index/house>

2. The letter should begin with what you are asking for:

“Dear Superintendents Lockard and Choudhury,

The Carroll County Board of Education, a board of elected officials, refuses to enforce masks as part of the dress code for the 2021-2022 school year. I am writing to beg you to please require masks in Carroll County Public Schools, regardless of vaccination status, until the youngest students have the option to get vaccinated. As superintendents, both on the county and state level, you have the authority and duty to make masks required in all Maryland schools, at least until the youngest students have equal access and opportunity to COVID vaccinations.”

3. Include personal experiences where possible. I know many of us tend to use facts and statistics to support our arguments, but facts are not personal. When we are trying to sway someone to see our side, stories of our (or our children’s) experiences are the most effective.

“Masks are such a small step, a minor inconvenience, in keeping our youngest students safe from a virus that is now affecting children at a larger rate and with greater severity. I am not asking that vaccines be required for anyone, students or staff, but rather that masks be required until all age groups have had a choice to get vaccinated. As the mom of a immunocompromised child, the danger of COVID is very real. Being in a high-risk group, should she contract COVID it most probably could lead to hospitalization. Now is the time for us to think of others before ourselves.”

4. Conclude your letter with your “ask” again. Reiterate the importance of having their support. If you have a deadline, this is where you tell them when you need to hear back from them. Always thank them for their time and consideration of your request.

“Please do the right thing and protect our kids. It's such a small action that has a profound impact on reducing the spread of disease, while allowing learning to continue in an inclusive environment. The State should not have to force the board's hand, they should be willing to do this without a state-level mandate. However, since the Carroll County Board of Education refuses to take a stance on masking, we are looking to the superintendents to protect students. Please do not turn a blind eye, like so many others have done. Masks work, but only if they are used. Thank you for your kind consideration and continued dedication to the students and staff of CCPS.”

5. If you do not hear back within 5 business days, send a follow up email. Call their office to confirm they received the email. If it's an urgent matter, request a meeting either in person or via Zoom.