

Linthicum Elementary

Family Guide for 2023-2024



Tiger GRIT Won't QUIT!

101 School Lane Linthicum, MD 21090

TEL: 410-222-6935 | FAX: 410-222-6936

Mr. Scott Simpson, Principal - ssimpson@aacps.org

Mrs. Charlette Manbeck, Assistant Principal - cmanbeck@aacps.org

OFFICE HOURS: 7:30 AM - 3:30 PM

School Hours: Doors for Students Open at 7:40 AM

Instructional Hours: 8:00 AM - 2:25 PM



Message from Administration:

Welcome back LES Tigers! We are so excited to see you!

It seems like last year just ended however, we cannot wait to see how our Tigers have grown and welcome the new ones. We hope you have had a chance to recharge your batteries, relax and enjoy your summer. We can't wait to hear about your summer and share our experiences as well. Last year we adjusted to a new start and end time. This year one of our focuses will be on attendance and coming to school on time. In short, the doors open at 7:40 am, students should be **in their classrooms by 8:00 (in order to avoid being considered tardy) and dismissal will be at 2:25.**

We are asking that you take time to read through this family guide. Every year we reevaluate our procedures, any changes we have made will be in this guide. Most are just best practices for student safety and success.

A reminder about school meals - School Meals (breakfast or lunch) will no longer be provided free of charge. Please review the “Cafeteria/Lunch” procedures below.

Please review the drop off and pick up procedures. There have not been any changes to last year however, PLEASE, review those procedures. We have highlighted important information to pay close attention to.

If you have any questions regarding any of the expectations or procedures in place, please do not hesitate to reach out to us directly. Please remember that posting complaints on social media will not produce a resolution...having a conversation and working through the problem together will get us closer to a resolution that works for everyone.

We look forward to our continued partnership and building even stronger, supportive relationships as we embark on this new school year!

TIGER GRIT WON'T QUIT!

~ Mr. Scott Simpson, Principal

~ Mrs. Charlette Manbeck, Asst. Principal

➤ Arrival/Dismissal:

- 7:40 am - Doors open for students. Please note ** For the safety and security of ALL students, no one will be permitted to enter the building prior to 7:40am. Staff is NOT available to monitor students prior to 7:40am. Please plan accordingly, especially in times of inclement weather.
- 2:25 pm - Dismissal for Students in All Grades PK-5 (Car riders, walkers, and buses)
- Bus Riders
 - Arrival - Students should arrive at their stop 10 minutes prior to the pickup time. Once students arrive at school they will remain on the bus until 7:40. At 7:40 our staff will be on duty to assist/direct students to their classes. All bus riders will enter the same door, located where the kindergarten addition meets the existing building.
 - Dismissal – Students will remain in the building until their bus number is called. Once called, students will be directed to exit the building using the same doors they used to enter. If a bus is late for any reason, students will remain in the building until it arrives.
- Walkers
 - Arrival - Walkers will be using the same area as last year. Parents & Students can gather on the grassy area opposite of the bus loop, between the loop and the main parking lot. Staff will be on duty at 7:40, they will assist at the crosswalk and direct students into the building. All walkers will enter the same door, located where the new kindergarten addition meets the existing building.
 - Dismissal – Walkers will be dismissed using the arrival door. If you are walking to pick your student up you can wait in the grassy area opposite the bus loop.
- Last year many parents dropped off and picked up their students by parking on School Lane or the church and walking to the grassy area to meet their child. We consider those students walkers.
- Please be respectful of the surrounding homes, don't block their driveways or use them to turn around.
- A quick reminder, safety is our biggest concern at arrival and dismissal, do not park in the crosswalks, double park or make u-turns on Benton or School Lane. A little patience goes a long way.

PreK and Kindergarten walkers exit prior to walkers in grades 1-5. If you are waiting for your walkers, please stand in the appropriate area. If you have a student in PreK or K and also students in grades 1-5, please wait in the PreK/K area. This will help our youngest students and teachers locate family members easily. PreK and Kdg teachers will walk their students to the grassy area under the large tree to ensure students are released to an approved family member.

- *Walkers will not be permitted to cross School Lane to meet an adult. Walkers will use the sidewalk closest to the school.
- Car Riders using the Car Loop*** **PLEASE READ CAREFULLY*****
 - Arrival – We have a car rider loop in the rear of the building. You will access it using Sycamore Road to Benton Ave. You will not be permitted to make a left turn from Benton Ave into the parent loop. All car riders are expected to use this entrance during arrival and dismissal times. The gate may be opened just prior to the 7:40 start time however no student should be dropped off and left unattended.

Traffic in the car loop is ONE WAY TRAFFIC ONLY. You will enter the gate closer to the water tower and exit the gate closer to the firehouse. Staff will not be on duty or ready to receive your student until 7:40. A staff member will signal the cars in the loop when they are ready to receive your student. In the interest of a smooth arrival, please remain in the car. We will have staff to assist the students with exiting the car, however they can not buckle or unbuckle seat belts. For safety reasons, students should exit on the passenger side of the car. We do not want students walking in between cars. The gate will close when the school day begins, approximately 8:00. If your student is late, they should be dropped off in the front and use the main entrance to gain access to the building.

- **No students will be permitted to walk through the gates, at arrival or dismissal. Please do not drop your child off on Benton Ave and ask them to walk through the gate into the building.**
- **Dismissal – The gate at the car loop will be open prior to dismissal. Please have your student's name posted in the windshield so we can locate him/her and send him/her your way. Staff will be on hand to call for students and assist in getting them in your car, however they can not buckle or unbuckle seat belts. Again, please stay in your car and if possible, have them enter the passenger side of the car.**



- ***Due to the different entrances and exits being used, it is IMPORTANT that you communicate with the office and/or your child's teacher if the method of dismissal changes (whether 1 day or long term). Thank you and we appreciate your patience as we implement the arrival and dismissal procedures.**

*****IMPORTANT*****

- **We fully understand and support that parents want to drop their students off on the first day or first few days of school. If your child is supposed to go home a different way (not a car rider) please call and let our office staff know.**

- **We understand that our littlest ones have difficulty getting buckled and unbuckled from their car seats. If your child has not mastered that or you don't feel comfortable teaching them how to do it themselves, consider parking on School Lane, or the church and walking them over until they can manage the seat belts.**

➤ **Early Dismissals:**

- **1:50pm - All early dismissals for students will end at 1:50pm. Any student that needs to be picked up before regular dismissal time will need to be signed out by 1:50pm. Otherwise, all students will be dismissed at the regular dismissal times. The office gets extremely busy in the afternoons as we get closer to dismissal, so it is difficult for secretaries to stop what they are doing to attend to an early dismissal that is so close to regular dismissal.**
- **Early Dismissals Procedures: If you come to the school to pick up your child early, please be prepared to give information to the secretary upon entering the building. You will be asked for the student's name and teacher as well as your name. Someone will check your ID and you will sign your child out in the vestibule. Students will ONLY be released to those listed as emergency contacts. Please contact the office if someone other than a parent is being sent to pick up your child.**

**Please be patient as we implement these procedures.
These procedures were created with student safety at the forefront.
We will continue to evaluate procedures and adjust as necessary.
THANK YOU!**

➤ **Forgotten Items and Visitors to the Building:**

- **If your child has forgotten items at home, you may bring the items to school and drop them off. Please be sure to let the front office know who the child is and what teacher he/she has. A staff member will deliver the item to your child.**
- **When requested, we will continue to conduct meetings and conferences virtually. All visitors must have previously scheduled appointments with a staff member if entering the building for a meeting.**
- **Linthicum Elementary hopes to welcome visitors and volunteers on a daily basis in the 23-24 school year. Visitors to the building will be required to adhere to the policies set forth by AACPS School Security. These policies include, but are not limited to:**
 - **All visitors MUST check in at the main office**
 - **All visitors must provide a government issued ID and must wear a visitor badge/sticker that is in plain view and notes ALL areas of the building in which the visitor will go.**
 - **Visitors are required to follow the requests of school personnel. Failure to follow requests could result in being asked to leave the school building and school property.**
 - **Visitors are encouraged to complete pre-registration requirements when the school hosts events that could attract a large number of visitors.**
 - **Parent(s)/guardian(s) who would like to visit a classroom must pre-schedule the visit with the classroom teacher and the classroom teacher must notify the principal or designee of all scheduled visits. Such visits are at the discretion of the principal. The**

principal reserves the right to limit or schedule classroom visits to avoid disruption to the educational program, normal operation of the classroom, and normal operation of the school while also ensuring the safety, security and privacy of students.

Please follow the following link for information regarding fingerprinting and background checks if you wish to volunteer or chaperone field trips.

[Chaperone/ Volunteer Background Investigations](#)

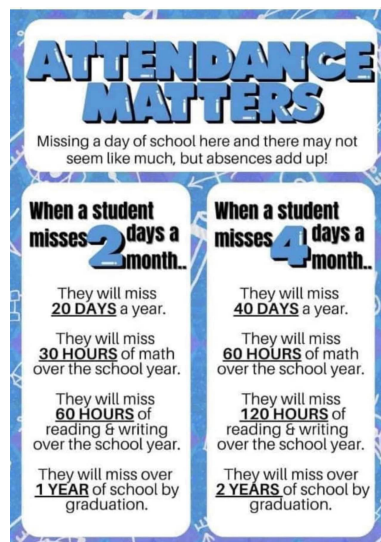
Volunteers are not permitted to bring non-school aged children to LES while volunteering as this is a liability. This is an AACPS policy, not an LES policy.

➤ **Afterschool Club Activities:**

- Linthicum Staff members may voluntarily decide to host a club after school that connects with their instructional area and/or personal hobby. Participation for these clubs may be specific for a particular grade level and/or group of students. All staff members will be able to set expectations and conditions for student participation. Parents or guardians will sign a permission form that communicates this information. Student participation can be suspended and/or canceled at any time if there are concerns expressed from the supervising teacher/staff member.
- We are working with PTA to expand the clubs being offered at LES.

➤ **Attendance:**

- Regular attendance is important to success in school. All absences must be explained, please use PowerSchool to submit your [notes](#). This link is for the directions [attendance note directions](#). Absence due to communicable diseases and/or an absence of three or more consecutive school days will require a doctor's note to accompany the child returning to school. Our school attendance rate is reported to the State Department of Education and published as part of the Maryland Report Card. All excessive absences will be reported to the School Counselor and the Pupil Personnel Worker to investigate in order to improve a child's attendance.
- Tardies will be coded unexcused unless office staff is notified for the reason of the tardy.
- Covid related absences will be coded as such by the school nurse when we are notified.



➤ BIRTHDAY CELEBRATIONS IN THE CLASSROOM/LUNCH:

- Edible treats will **not** be allowed in honor of students' birthdays. This will protect students' health with regard to food allergies and sensitivities and honor a wide range of parental decisions about sweet/sugar consumptions. However, students can bring a special item to share with the class such as a pencil, small container of bubbles, stickers, etc. If edible treats are sent into school, they will not be shared with students and will remain in the office until the end of the day to be sent home with the student. Thanks, in advance, for your cooperation and understanding.

➤ CAFETERIA - LUNCH:

- Please visit the following website and complete an application for Free/Reduced Lunch (even if you think you will not qualify).
- [apply for free or reduced price meals](#)
- If parents wish to deliver a forgotten packed lunch, they should bring it to the main office and follow the guidelines under "forgotten items" on the previous page. Please be sure that your child's name and grade are on the lunch.
- Students may purchase breakfast in the cafeteria prior to the 8am bell. In order to receive breakfast and lunch at no cost or at a discounted rate families must submit an application and qualify for Free/Reduced Lunch. Students are also permitted to bring a home packed lunch. Monthly lunch menus are posted on the AACPS website.

➤ BUS POLICIES. RULES & PROCEDURES:

- Children who ride a bus **MUST** ride the bus to which they are assigned. Requests for special transportation arrangements to ride a different bus must be made by the parent. Parents must come to school to complete the "Exceptional Transportation Request Form." A phone call or note is NOT acceptable. Situations when this request will be approved include: 1. Parent(s) are going out of town and the child is staying with another adult. 2. An emergency that necessitates the child going somewhere other than home after school. **This does not include going to a friend's house to play. School bus transportation is a privilege. This privilege may be denied or permanently revoked if misconduct jeopardizes the safe operation of the bus or the safety of others riding the bus.** The transportation department has established rules that ensure that each child has a safe and pleasant ride. Please see bus rules noted in the Student Handbook.

The school has no jurisdiction at the bus stop or in the community

➤ **CARE OF TEXTBOOKS/LIBRARY BOOKS/CHROMEBOOKS:**

- Students are responsible for the care of textbooks, media books and Chromebooks that are signed out to them. Fines will be assessed for lost or damaged textbooks, media books and Chromebooks.
- The full replacement of a Chrombook is approximately \$295.00.

➤ **CHILD SAFETY:**

- The local public school system is committed to providing the best possible and most appropriate learning experiences for all children. Occasionally, there are factors in a student's appearance and behavior that lead to suspicions of child abuse or neglect. Maryland Law requires that all educators and other school employees including volunteers, report suspected abuse or neglect to the proper authorities so that children may be protected from harm and the family may be helped.
- AACPS policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division. At all times, the intent is to protect children from harm by providing services to maintain and strengthen the child's own family. Should you have any questions regarding this information, feel free to discuss them with appropriate school staff. Please note that all reports filed are considered confidential and will not be discussed with other staff, students, or families.

➤ **CLASS PARTIES:**

- All class parties should be planned in conjunction with the classroom teacher. School administration should be notified so that disruptions to school operations can be minimized.

➤ **CONTACTING TEACHERS:**

- Parents are encouraged to contact their child's teacher(s) whenever they have concerns or questions. This is best done by calling the school office and asking that the teacher return your call or by emailing that teacher. Parents are also encouraged to download the Class Dojo app and join your child(ren)'s class(es). This is a quick and easy way to contact staff as well.
- Unless you have made prior arrangements, please do not attempt to conference with teachers prior to the school day. Teachers may have other professional responsibilities. Parents should not attempt to conference with teachers while visiting or volunteering in the classroom so that teachers can focus on their supervision and instructional responsibilities.
- If you have a message that is very important for the teacher to receive before the end of the school day, please notify the front office so the message can be expedited. All staff also have access to class Dojo for messages. However due to professional responsibilities in the morning and during the school day we cannot always guarantee teachers will receive and read your email/Dojo message in time.

➤ **EMERGENCY FORMS:**

- The Emergency Card Portal was made available to parents during the week of July 24th to allow families to fill out the emergency information for their children prior to the 2023-2024 school year. Families were directed to the online Emergency Card through a Connect Ed message that took them to the following website: www.aacps.org/families. The email containing a unique PIN was sent to the 1st email address on file for Contact 1 by the Office of Student Data. Directions for logging onto the de parent portion of the database were explained within that communication.
- **It is EXTREMELY IMPORTANT that you update any emergency contacts, phone numbers, etc. The order in which you list contacts is the order in which they will be called if you need to be reached for any reason.**
- In cases of separation in which custody has been awarded, students are released to the custodial parent or to either parent if joint custody is awarded. Custodial paperwork **MUST** be filed in the child's folder, it is the responsibility of the custodial parent to provide the documentation. Written permission is needed from the custodial parent if a non-custodial parent is to take a child from school and is not listed on the emergency contacts. Even though these forms are filled out in the beginning of the year, **PLEASE** contact the office throughout the year to update addresses and/or phone numbers. In the event of an emergency, we need to be able to contact parents/guardians right away and we can only do this with the right phone numbers.

➤ **FIELD TRIPS:**

- Field trips are considered to be a valuable part of the instructional program. Student attendance on field trips is strongly encouraged. Students are reminded that while on field trips they are representatives of Linthicum Elementary School. Parents will be notified in advance of field trips. You must grant permission in writing for your child to go. You may also be asked to share in the cost of transportation and/or other related fees. No refunds will be given. If field trips pose a financial hardship, parents are asked to request financial assistance. Board policy ensures that no student is denied a field trip experience due to the lack of finances. Please notify the teacher or main office if this applies to you.
- Usually, parents are asked to help chaperone field trips. Children who do not attend Linthicum Elementary and are not in that grade level are not permitted to go on field trips with parents. No smoking is permitted on field trips. We ask that cell phone usage on field trips is kept to a minimum and used only in the event of emergencies. Please remember that if you sign up to chaperone, you are responsible for the supervision of students you are assigned.
- To chaperone field trips or to volunteer in the school building, you must complete a background check. This has to be completed every 2 years. If you are attending an overnight field trip (4th grade) or drownproofing (5th grade), you **MUST** be fingerprinted. Please do not wait to have either of these processes completed. More information about background checks and fingerprinting can be found here: <https://www.aacps.org/Page/1869>

➤ HONOR ROLL POLICY:

- To receive recognition for Honor Roll Achievement a student needs to meet the following criteria in academic, cultural arts, and expected behaviors:
 - Grade 1 - All Consistently Demonstrating (CDs) with no more than 6 Progressing (PRs) and no EM's or ND's. Honor Roll will be awarded for 3rd and 4th MP.
 - Grades 2- 5 - All A's and B's with no more than 3 Progressing (PRs) in Cultural Arts and Expected Behaviors and no EM's or ND's.
- **Principal's Honor Roll** will be awarded each quarter to students who demonstrate the following:
 - Grade 1 – All Consistently Demonstrating (CDs)
 - Grades 2-5 All A's in academic areas, All CDs in Cultural Arts and Expected Behaviors.
- Please don't forget to sign up for Parent Portal (grades 1-5). This will provide families opportunities to see assignments that have been completed and graded rather than waiting for interims or report cards. <https://www.aacps.org/parentportal>

➤ ILLNESS/ACCIDENTS IN SCHOOL:

- First and foremost, if your child wakes up feeling ill or showing any symptoms of illness, please keep them home!
- Teachers will send students to the health room if they are exhibiting symptoms of illness or if they say they are not feeling well. The health room staff will determine next steps and will contact families if the child needs to go home. Our health room has moved per direction from the county health department. Health room staff have very specific protocols to follow for students that are not feeling well.
- Students will not be sent to the health room for minor scrapes and abrasions. Teachers will have band aids in the classroom to give students. If a child loses a tooth, he/she will be given a container to put it in. Unless bleeding is severe or the child is in pain, teachers will refrain from sending the child to the health room.
- If your child is known to experience accidents, please send a change of clothes for your child to keep in his/her locker. *They do not consider accidents (bathroom) health issues, they are not permitted to sit in the Health Room until you arrive.*

➤ PERSONAL BELONGINGS/PETS:

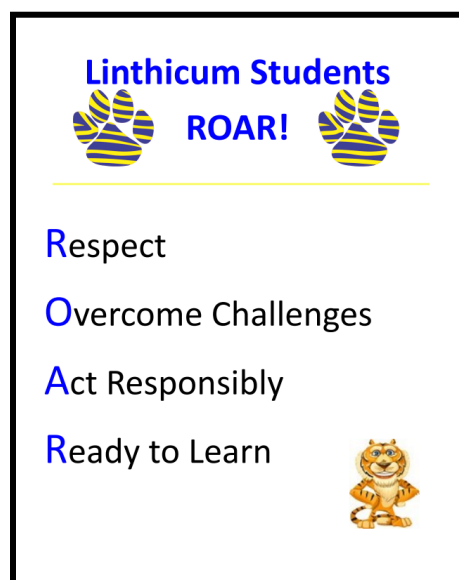
- Students can often bring personal items to school that can enhance the class' learning. Other items, however, are often inappropriate and tend to distract students or create problems. For these reasons, toys, radios, IPODS, video games, CD players, Pokemon trading cards, etc., should not be brought to school. Pets or animals of any kind should not be brought to school. Personal belongings are not insured by the Board of Education's policy. We cannot, therefore, be responsible for broken, lost or stolen personal belongings. Please label lunchboxes, hats, gloves, jackets, etc., which students may easily misplace.
- Students that have cell phones will be required to turn them off as they enter the building and store them in lockers or ask a teacher to hold it until the end of the school day. Cell phones tend to cause distractions to student learning and should not be readily available to students during the instructional day.

➤ RECESS:

- Children are normally scheduled for a 30 minute recess when weather permits. On days when outdoor recess is not possible, indoor activities will take place. When the temperature is below freezing or the wind chill is especially bad, children will not go outside as a safety precaution. Please ensure that your child has proper clothing. In most cases, children who are well enough to come to school are expected to go out for recess. Specific requests for a student to be excused from recess should be made by a parent or by a doctor to the teacher (doctor's note must be provided). All students are expected to follow playground rules.
 - 1. Remain in designated recess area. Do not leave the area without permission.
 - 2. Keep hands and feet to themselves.
 - 3. No game playing that requires body contact.
 - 4. Report injuries to an adult immediately.
 - 5. Line up quickly and quietly when directed to do so.
 - 6. Enter the building in quiet lines.
- Students who blatantly and/or repeatedly disregard these recess rules are subject to loss of recess privileges. Teacher directed recess activities may be used as consequences to ensure students still have recess but also have consequences. Students will not have recess taken away completely except for excessive or extreme situations.

➤ SCHOOL EXPECTATIONS:

- Students will be expected to abide by the expected behaviors which are noted on report cards as Expected Behaviors.
- It is the student's responsibility to know, understand, and uphold class and school expectations. We want our students to have successful learning experiences in school.
- In order for this to happen, they must follow the expected behaviors. Parents can help their children understand that certain behaviors are acceptable while others are not. Please review the Student Code of Conduct in the Student Handbook with your child(ren).



➤ **Linthicum Elementary is a Restorative Practices and PBIS School**

- We believe that when a student behaves in an unexpected manner, he/she should be provided an opportunity to reset and repair relationships damaged by the unexpected behavior. The goal of Restorative Practices is to repair relationships and provide students with the understanding that their behaviors impact others. Restorative Practices focus on this belief and provide strategies for trained staff to utilize in order to support students and change behaviors. Punitive punishments do not change behaviors. However, consequences can still be important to this process. This means students may engage in a restorative activity during a preferred time of day (lunch, recess, after school, etc). Part of the process also includes helping students to understand the natural consequences that certain behaviors impose. Please note that Restorative Practices do NOT excuse a student's behaviors. Students will still be held to the expectations as noted in the Code of Conduct and in certain situations the Code of Conduct will drive the consequence being imposed depending on the intensity and/or frequency of the behavior.
- PBIS provides proactive and positive strategies for students, which reinforce positive behaviors and encourages students to make decisions that continue to build and support positive relationships with other students and staff. The integration of Restorative Practices and PBIS create a belief that students should be offered a "clean slate" following incidents. This will be provided as students re-engage with their class immediately following an incident as well as on a weekly basis

➤ **Other Expectations:**

- **Bathrooms** - Student bathrooms in grades 1-5 are community bathrooms. The expected behavior for bathrooms is not any different than any other spaces in the building. Use it for its intended purpose and go back to class.

➤ Cultural Art/Lunch/Recess Schedule

Grade	Cultural Arts	Lunch	Recess
Pre-K	11:20-12:20	10:25-10:50	9:55-10:25
Kindergarten	12:20-1:20	10:30-10:55	10:55-11:25
1	1:20-2:20	11:30-11:55	11:00-11:30
2	11:20-12:20	10:50-11:20	10:20-10:50
3	10:20-11:20	11:50-12:15	11:20-11:50
4	9:20-10:20	11:20-11:45	11:45-12:15
5	8:20-9:20	12:20-12:45	12:45-1:15

➤ Important Links:

- [AACPS Calendar](#)
- [AACPS Student Handbook](#)
- [Student Handbook Acknowledgement Form](#)
- [Student Handbook -Parent Portal Directions-ENG](#)
- [Student Handbook -Parent Portal Directions-SPAN](#)
- [PowerSchool Parent Portal](#)
- [Link to submit attendance notes.](#)
- [Bus Notifications](#)
- [#BePresent Initiative](#)
- [Link to #BePresent/Mentor Application](#)