

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:
7:30am – 3:30pm

School Hours:
Doors open for
students at 7:40am

Instructional Hours:
8:00am – 2:25pm

Welcome LES Tigers!

We are so excited to see you!

Dear Linthicum Family,

We kindly ask that you take a few moments to read through this year's updated Family Guide. Each year, we review and revise our procedures to ensure the safety and success of all students. Any updates or changes are included in this guide, along with best practices we encourage all families to follow.

♥ Items of Interest

Attendance – Students who are considered chronically absent (missing more than 10% of the school year) often fall significantly behind their peers—both academically and socially. There is truly no substitute for being present and engaged in the classroom each day.

School Meals & Lunch Balances – While breakfast remains free of charge for all LES students, lunch is not. Unpaid lunch balances can negatively impact our ability to provide for all students. If you need assistance, please don't hesitate to contact Mrs. Bragaw at hbragaw@aacps.org.

Drop-Off and Pick-Up Procedures – Although there have been no changes to these procedures from last year, we ask all families to review them carefully. We've highlighted key information to help ensure a smooth and safe process for everyone.

If you have any questions or concerns about the expectations or procedures outlined in the guide, please reach out to us directly. Open communication is the most effective way to find solutions that work for everyone. Please remember that posting concerns on social media will not lead to resolution—working together through conversation will.

We truly value our partnership with you and look forward to continuing to build strong, supportive relationships throughout the school year.

Mr. Scott Simpson, Principal

Mrs. Charlette Manbeck, Asst. Principal

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Arrival/Dismissal

7:40am – 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.

2:25pm – 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 7:40am. At 7:40am our staff will be on duty to assist/direct students to their class- es. 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 7:40am, 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 K 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.

Parents who disregard the safety measures we attempt enforce will be asked to pick their student up from the office after dismissal.

Car Riders using the Car Loop

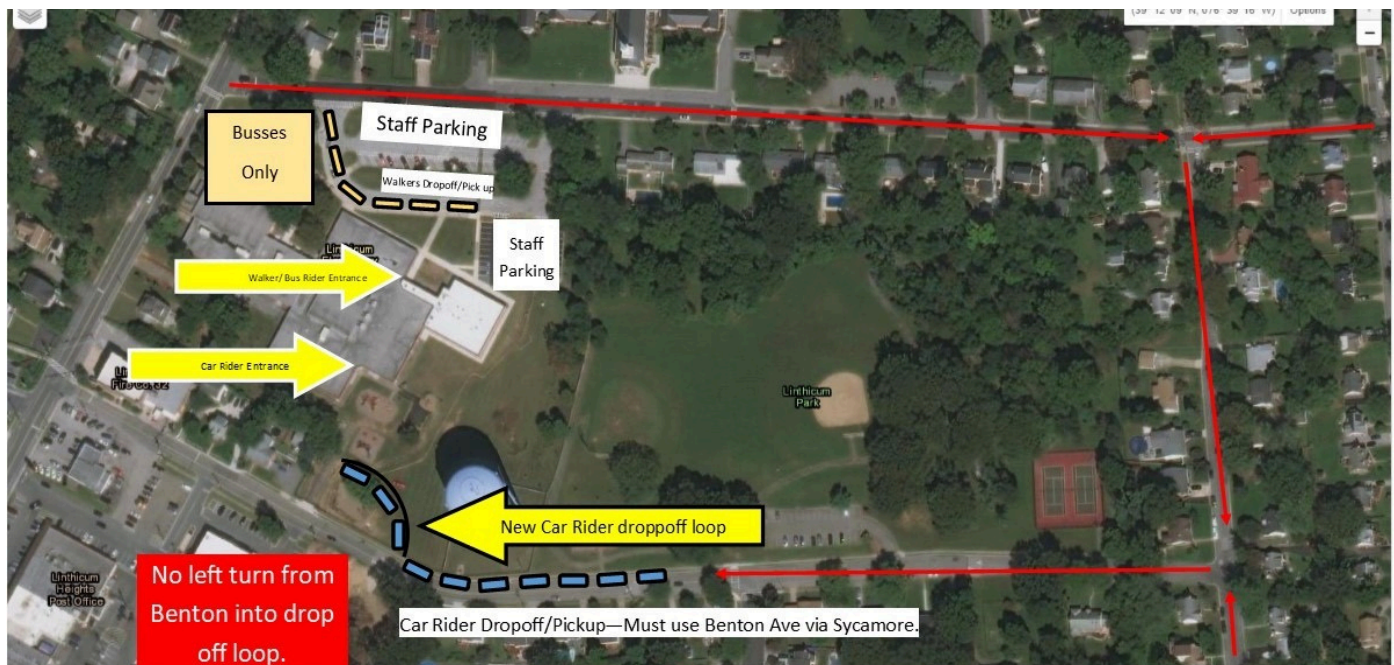
*** PLEASE READ CAREFULLY ***

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 7:40am 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 7:40am. 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 8:00am. **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

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

Forgotten Items

- 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 call for the student and let them know it is in the office.

Visitors

- 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. 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.

Volunteer or Chaperone

Please follow the following link for information regarding fingerprinting and background checks if you wish to volunteer or chaperone field trips (www.aacps.org/Page/1869)

Volunteers are not permitted to bring non-school aged children or children who do not attend LES 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.

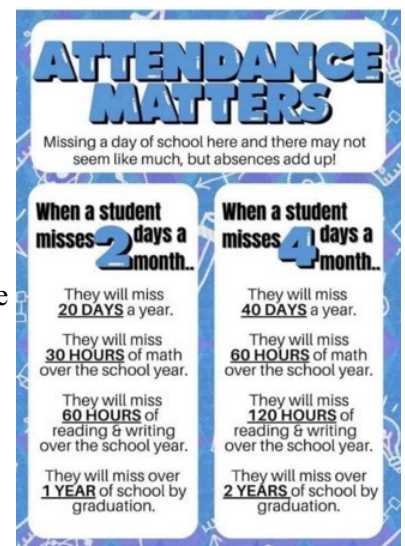
Attendance

Regular attendance is important to success in school. All absences must be explained, please use PowerSchool to submit your notes (<https://powerschool.aacps.org/public/home.html>).

This link is for the directions www.aacps.org/parentportalinstructions.

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.

- **Students who are considered Chronically (>10%) absent may not be permitted to participate in clubs or extracurricular activities until their attendance improves.**
- Tardies will be coded unexcused unless office staff is notified for the reason of the tardy.



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.

Birthday Celebrations

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. 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.

However, students can bring a special item to share with the class such as a pencil, small container of bubbles, stickers, etc.

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:

- Parent(s) are going out of town and the child is staying with another adult.
- 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.

Cafeteria/Breakfast and Lunch

School breakfast is free and available to students to eat in their classrooms, be mindful instruction begins at 8:00am. However, School lunches are **NOT** free. Please visit <https://aapsschools.org/nutrition/apply-for-free-or-reduced-price-meals> and complete an application for Free/Reduced Lunch (even if you think you will not qualify).

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 are also permitted to bring a home packed lunch. Monthly lunch menus are posted on the AACPS website.

DoorDash, or similar food delivery services, are **not permitted**, they will be turned away at the door.

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 Chromebook is approximately \$295.00.

Cell Phone/Electronic Device Policy

In order to maximize instructional time and reduce distractions cell phone use is not permitted during the school day 7:40am - 2:25pm. Cell phones need to be off and out of sight, this holds true for all electronic devices, ex smart watches.

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 PowerSchool app and join your child(ren)'s class(es) through CANVAS. 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. However due to professional responsibilities in the morning and during the school day we cannot always guarantee teachers will receive and read your email/message in time.

Emergency Forms

The Emergency Card Portal is made available to parents during the summer to allow families to fill out the emergency information for their children prior to the school year. Families are directed to the online Emergency Card at www.aacps.org/families in order to complete the process.

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

Honor Roll Achievement meet the following criteria:

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 Achievement - meet the following criteria:

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 PowerSchool (<https://www.aacps.org/parentportal>). This will provide families opportunities to see assignments that have been completed and graded rather than waiting for interims or report cards.

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. 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).

Teacher Requests Policy

Class rosters and student groupings are thoughtfully created prior to assigning teachers. We use a combination of teacher input and academic data to determine both homerooms and instructional groupings. Because of this process, we are unable to accommodate parent requests for specific teachers. With over 500 students, allowing individual teacher selections would be logistically impossible and could compromise the integrity of our placement process. We appreciate your understanding and continued support as we work to create balanced and successful learning environments for all students.

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.

Cultural Art/Lunch/Recess Schedule

Grade	Cultural Arts	Lunch	Recess
PreK	11:20-12:20	10:10-10:40	9:30-9:45 & 1:35-1:50
Kindergarten	12:20-1:20	10:15-10:45	10:45-11:15
Grade 1	11:20-12:20	10:50-11:20	10:20-10:50
Grade 2	9:15-10:15	11:20-11:50	11:50-12:20
Grade 3	1:20-2:20	10:45-11:15	10:15-10:45
Grade 4	8:15-9:15	12:15-12:45	12:45-1:15
Grade 5	10:15-11:15	11:50-12:20	11:20-11:50

Important Links

AACPS Calendar	www.aacps.org/calendar
AACPS Student Handbook	www.aacps.org/studenthandbook
Student Handbook Acknowledgement Form	www.aacps.org/handbookacknowledgement
Student Handbook Parent Portal Directions – English	www.aacps.org/parentportalinstructions
Student Handbook Parent Portal Directions – Spanish	www.aacps.org/parentportalinstructions-espanol
PowerSchool Parent Portal	www.aacps.org/Page/1325
Submit attendance notes	www.aacps.org/absencedismissalrequest
Bus Notifications	busstops.aacps.org/public/BusNotification.aspx
#BePresent Initiative	www.aacps.org/bepresent
#BePresent/Mentor Application	aacps.tedk12.com/hire/ViewJob.aspx?JobID=20309

Linthicum Students
ROAR!

Respect
Overcome Challenges
Act Responsibly
Ready to Learn