

Pimlico Elementary/Middle School

4849 Pimlico Road
Baltimore, Maryland 21215



PIMLICO Elementary/Middle School
Parent/Student Handbook

2022-2023

#THEPIMLICOWAY

School Vision

We are a safe and nurturing 21st Century learning community who embraces social, emotional learning as well as the development of all students through academic rigor, collaboration, and celebration.

School Mission

With enthusiasm, patience and dedication, all stakeholders in our 21st Century learning community will create opportunities for students to explore ideas, develop their potential, and celebrate their growth as we prepare them to become college and career ready.

School Creed

I am caring
I am confident
I am committed

School Pledge

I am a proud member of the Pimlico Elementary Middle School Family.
I will name successful goals
I will claim success in my daily habits.
I will live by being responsible, respectful, and safe

Student Arrival

Students will enter through the library door and then proceed to the cafeteria where they will sit in their designated areas. At 7:45 teachers will come and pick students up. Parents who wish to eat breakfast with their children will have to sign in at the library prior to entrance. Please be advised; parents cannot touch food items from the serving line.

Students arriving after 8:00 will enter through the main entrance. Students will check in and receive a late pass to class. Teachers are not permitted to stop instruction time to converse or conference. An appointment must be made for conferences in advance.

Dismissal

Dismissal is at **2:25 PM daily**.
PK-Kst: Dismiss from Library.
2nd: Dismiss from Door R
3rd-5th: Dismiss from Door Q facing Oakley Ave and located near playground

6: Dismiss from Side Door near Teachers Parking Lot

7th-8th: Dismiss from Door T near aquatics center and large playground

If your schedule does not permit you to pick up your child on time, please sign your child up for the Aquatics Center or Dream Academy. If these slots are full, please ensure arrangements are made with an aftercare program or a trusted relative. Students who are not picked up on time will be escorted to the front office. Multiple late infractions will result in a meeting with administration so appropriate action can be taken.

All students who receive transportation services MUST be at their designated area at the designated time. No students **should** be held after school unless previously arranged with a parent/guardian.

All students who are participating in an after-school program (Dream Academy and Aquatics Center) will be picked up by a representative from each program in their designated area.

Breakfast

Breakfast will be eaten from 7:30-7:45 AM. Middle school will eat in cafeteria and elementary will eat in their classrooms. Students should sit in their designated areas and participate in keeping their area clean.

Student Attendance

3rd absence (excused or unexcused)

-Teacher calls the home

4th absence (excused or unexcused)

-Teacher refers to Student Support Team

5th unexcused absence

-Letter sent to the home

-Counselor calls the home

-Conference with counselor and administrator

After the 5th unexcused absence

-Referral to Student Support Liaison

10th unexcused absence

-Letter sent to the home

-Counselor calls the home

-Court referral

Discipline

City Schools has updated the Code of Conduct which all families receive with their welcome packet. PEMS utilizes the Code of Conduct to determine appropriate consequences. Students must govern their behavior and make choices that help create a safe and nurturing environment. Therefore, teachers and students must adhere to our community norms and expectations. They should always strive to demonstrate behaviors that are always appropriate and professional.

Students Expectations

- 1) Know and follow all district, schools, and classroom rules.
- 2) Behave in a responsible manner, always exercising self-discipline.
- 3) Arrive at school and classes on time and take the appropriate materials to class.
- 4) Treat all people with respect including yourself.
- 5) Before you speak, does your language or message harm others or scream disrespect?
- 6) Respect the property of others and YOUR School.
- 7) Always do your best. Every day is not sunshine, but every day is an opportunity.

Teacher Expectations

- 1) Plan effectively and with purpose.
- 2) Know and follow all district and campus policies.
- 3) Treat students, parents and colleagues with respect.
- 4) Always demonstrate professional language and behavior.
- 5) Establish clear rules and expectations for students in your classroom.
- 6) Establish relationships that prove to be genuine, uplifting, and encouraging.
- 7) Professionalism

Parent Expectations

- 1) Have conversations with your child/children surrounding City Schools Code of Conduct, school rules and expectations.
- 2) Bring all concerns to the attention of the teacher or administrative team.
- 3) Ensure that your child/children arrive to school on time.
- 4) Stay abreast of school events, child progress, and school calendar.
- 5) Participate in events, volunteer opportunities, and PTO.
- 6) **At no time**, should a parent address another child regarding a situation or event. All concerns should be directed to a staff member or administrative team.
- 7) Provide emotional and educational support that allows child/children to do their best

Conferences and Communication

Communication between home and school is an important part of the educational process and should take place frequently. Communication will take on many forms, (phone calls, robo-calls, newsletters, emails, flyers, and class-dojos). Teachers should respond to email

within a 48hour window. If you feel that communication is limited or not conducted in a professional manner, please reach out to the administrative team.

Conferences may be scheduled upon your request. However, conferences should be scheduled before or after school. It is the teacher's discretion to schedule a conference during their planning time. If teachers are requesting a team conference, it is imperative that you make yourself available, as this could have a positive impact on students' academic achievement.

Safety/Fire Drills

To ensure the safety of all students and staff, we will conduct various safety drills. It is imperative that you review safety rules and features with your child. Please help us by communicating to your child the importance and seriousness of all drills as safety and the ability to follow directions are key in the case of emergency incidents.

Vandalism/Pride

We have a 21st century building that deserves care and proper maintenance. That responsibility falls on all of us. Please have conversations centered on upkeep and respect for school property. Any student caught defacing or destroying school property will automatically receive a mark and serve two consecutive days of lunch detail. Serious vandalism which falls under City School's Code of Conduct will be handled in accordance to Baltimore City Schools guidelines.

Uniforms

We are a uniform school. Parents are responsible for ensuring their child is in proper uniform attire If a student is out of uniform, they will be sent to the office to get a loaner uniform if available. If you are in need of assistance, please contact Karen Rivera, Community School Coordinator

Pk-5th

Bottoms: Khaki Pants

Tops: Gold Polo Shirt
6th

Bottoms: Khaki Pants

Tops: Royal Blue Polo Shirts

7th

Bottoms: Khaki Pants

Tops: Gray Polo Shirts

8th

Bottoms: Khaki Pants

Tops: Navy Black Polo Shirts

Never Allowed

Jeans, Clogs, flip-flops, slides or slippers are not permitted.

Hats, head coverings (this includes wave caps and hoods on hoodies, jackets, or sweaters), visors, scarves, bandanas, combs/picks, and sunglasses may not be worn in the building (head coverings based on religion are permitted).

Cut-offs, frayed seams, and holes are not permitted on any clothing

Students must remove and store coats, gloves, scarves, and hats in their locker or designated area upon entering the building

Cell Phone Policy

- Baltimore City Public Schools has an emergency use cell phone policy.
- Pimlico Elementary Middle School will not assume liability for any lost or damaged cell phone.
- All **student** cell phones are to be **turned off** during school hours. They are to remain off until students leave school property.
- Cell phones are to be stored in backpacks and placed in SECURE school lockers at the beginning of the day. They are to remain there until students are dismissed.
- In cases of emergency, school staff will call parents.
- Parents, 50% of instructional time is lost due to cell phone distraction.
- If a student is **USING** their cellphone in the school, the phone will be confiscated by administration. A parent or guardian will then need to schedule a time to pick up the student's cell phone.
- **Parents** and other visitors are asked to **turn** cell phones and pagers **off** or put them on vibrate while visiting the school.

Volunteers

All parents who would like to volunteer should see Ms. Rivera, the School Community Coordinator. All volunteers must complete Baltimore City's required volunteer program.

Visitors

All visitors must sign in, with their ID, in the main office. If a visitor is not wearing a badge, staff will direct them to go back to the office to sign in. We welcome parents to visit the learning environment. Any parent wishing to visit their child's classroom will be escorted to the teacher's class after proper sign in procedures. We also ask that you make prior arrangements before observing a teachers' class. Observational visits are designed only for observational purposes. Please set up a conference if you would like to meet with a teacher or teachers.

Parent/Student Suggestions and Concern

Although we strive to operate with integrity and professionalism, we at times fall short. Therefore, in the main office parents and students can leave praises, comments, suggestions, and concerns. The administrative team will take every effort to read all suggestions and concerns to ensure safety and a functional and caring environment. Your voice is important, and we want to hear from you.

Grading Policy

The grading policy has changed this year according to City Schools. Assessments will now count as 70% of your child's grade. Please note this is a systemwide mandate by City Schools. Please feel free to contact the office or administration concerning the grading policy.

Assessment 70%	Any type of formal or informal check for understanding. This can include but not limited to tests, projects, exit tickets, etc.
Classwork 15%	Daily work and activities centered around practice
Participation 15%	Active involvement and or work completion. Should not be based on behavior

Early Dismissal Procedures

- **Must be authorized in the Infinite Campus (database)** to pick up child/students. In cases of custody battles and concerns, only documented and court ordered individuals can pick up.
- To protect the integrity of the learning environment, students will not be called down for dismissals after 2:00 pm.

I have read and agree to adhere to all the policies and procedures outlined in the Pimlico
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Printed Name

Teacher/Grade

Student Signature

Date

Parent Signature

Date