PIMLICO
ELEMENTARY / MIDDLE SCHOOL

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Family Handbook 2025-2026

Nneka Warren, Principal
Corey Debnam, Assistant Principal
Tiffany Adams, Assistant Principal

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Family Handbook Table of Contents

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A Baltimore Curriculum Project Conversion Charter School
4849 Pimlico Road, Baltimore, Maryland 21215
410-396-0876 (Main)
410-664-0757 (Fax)
Pimlico223.org

Vision

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

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.

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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.

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2025-2026 Calendar

August 2025
- 19-22 - Professional Development
- 21 – Back to School Jam! 3:00pm-5:00pm
  All School Families are Invited!
- 25 - FIRST DAY OF SCHOOL FOR STUDENTS-
  WELCOME BACK!
  Quarter 1 Begins

September 2025
- 1 - Schools and District Offices Closed-Labor Day
- 18 – Back to School Night 4:00 pm – 6:00 pm
- 29 - Distribution Window for Quarter 1 Progress Reports

October 2025
- 1 - Distribution Window for Quarter 1 Progress Reports
- 16 - Early Release Day for Students, 11:45am dismissal,
  Teacher Workday, Parent Conferences Window
- 17 - Schools Closed for Students - Professional
  Development Day for Staff
- 20-24 - Parent Conference Window for Quarter 1
- 31 - Quarter 1 Ends
  Early Release Day, Teacher Workday

November 2025
- 3 - Quarter 2 Begins
- 7 - Schools Closed for Students - Professional Development
  Day for Staff
- 10-12 - Distribution Window for Quarter 1 Report Cards
- 26-28 - Schools and District Offices Closed - Thanksgiving
  Break

December 2025
- 8 -12 - Parent Conference Window for Quarter 2
- 11-13 - Distribution Window for Quarter 2 Progress
  Reports
- 24-31 - Schools and District Offices Closed- Winter Break

January 2025
- 1-2 School Closed Winter Break
- 9-School Closed for Students;Professional Development
  Day
- 16-Early Release Day/Quarter 2 Ends

January 2026
- 19 - Schools and District Offices Closed- Dr. Martin Luther
  King, Jr. Day
- 21 - Quarter 3 Begins
- 28-30 - Distribution Window for Quarter 2 Report Cards

February 2026
- 6-School Closed for Students/Professional Development
  Day for Staff
- 16 - Schools and District Offices Closed – Presidents' Day
- 20-Progress report
- 25-27 - Distribution Window for Quarter 3 Progress
  Reports

March 2026
- 2-6 - Parent Conference Window for Quarter 3
- 6 - School Closed for Students/Professional Development
  for Staff
- 20 - Schools Closed/Wellness Day
- 27 - Quarter 3 Ends
  Early Release Day for Students, 11:45am dismissal,
  Teacher Workday
- 30-31 -Schools Closed; Spring Break

April 2026
- 1-6 - Schools Closed for Spring Break
- 13-15 - Distribution Window for Quarter 3 Report Cards

May 2026
- 11-13 - Distribution Window for Quarter 4 Progress
  Reports
- 11-15 - Parent Conference Window for Quarter 4
- 25 - Schools and District Offices Closed – Memorial Day

June 2026
- 11 - Quarter 4 Ends
  Last Day of School for Students and Staff
- 12-15 and 16 - Inclement weather make-up days (if
  needed)
- 19 - Schools and District Offices Closed – Juneteenth

Daily Schedules

	Entry	Dismissal
Normal Operating	Breakfast Elem 7:15 – 7:45; Middle 7:30 – 7:45 Instructional Day begins at 7:45	2:25
Two Hour Delay	**NO BREAKFAST** Instructional Day begins at 9:45	2:25
Early Release	Breakfast Elem 7:15 – 7:45; Middle 7:30 – 7:45 Instructional Day begins at 7:45	11:45

Lunch Schedules – Normal Operating Day

PK, K, 1, 2	10:00-10:45
Grade 3, 4, 5, 3-511	10:55-11:40
Grade 8	11:45-12:15
Grade 6	12:15-12:45
Grade 7, 699, 611-811	1:00-1:30

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Daily Procedures

Student Arrival

Students will enter in uniform, 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.

Breakfast

Breakfast will be eaten in the cafeteria from 7:15-7:45 AM. Students should sit in their designated areas and participate in keeping their area clean.

Late Arrival

Students arriving after 8:00 will enter through the main entrance. Students will check in and receive a late pass to class. Parents of younger children who wish to escort their child to class must sign in and be escorted to the teacher's class.

Early Dismissals

If it is necessary to request early dismissal, the main office staff will call the classroom for the student upon the parent's arrival and will request that the child be sent to the main office. The parent will wait in the main office for the child. When picking a child up from school early, the parent must sign the Early Dismissal Book in the main office. Students may not be signed out between 2:00 – 2:25 unless there is an emergency.

Dismissal

Dismissal is at **2:25 PM daily**.

PK-K: Dismiss from the library. Parents will meet students at the library steps.

1st-2nd: Dismiss from Door R.

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3rd-5th: Dismiss from Door Q facing Oakley Ave and located near the playground.
6th: 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 ASALA. 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 are participating in an after-school program (ASALA and Aquatics Center) will be picked up by a representative from each program in their designated area.

Student Attendance

According to the Code of Maryland Regulations (COMAR) all students between the ages of 5-18 are required to attend school (MD Code, Education 7-301). At PEMS students learn something new every day. That is why if a student misses even one day, they are missing out. Our attendance goal for the 2024-2025 academic school year is 94%. Attendance is one of the most powerful predictors of academic achievement and having your student in their seat, ready to learn, for the entire school day will benefit them, their classmates, and our whole school community. Let's work together to make sure your child has great attendance and can get the most out of their learning opportunities this school year.

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OUR PROMISE TO YOU

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

WHAT WE NEED FROM YOU

We miss your student(s) when they are not at school as we value their contributions to our school community. If your student is going to be absent, please contact the school in advance. If an absence was unplanned, please contact the school within two school days of your student's return.

GRADING POLICY 2025 – 2026

Grading Philosophy

Pimlico Elementary Middle School is committed to maintaining rigorous performance and achievement standards for all students and providing a fair process for evaluating and reporting scholar progress that is understandable to students and their parents/guardians and relevant for instructional purposes.

Tracking Student Progress

Parents and students can track grades using the Infinite Campus Parent Portal.

Grade Components/Calculations

The following categories and weights make up the whole grade, the grade of each quarter is weighted evenly:

- **Assessments (70%)** This category includes both formative (ongoing 50%) and summative (ending 20%) assessments with the goal of supporting scholar growth and success.

- *Assessments may include, but are not limited to* daily exit tickets, writing tasks, End-of-Module tasks, science labs, unit assessments, quizzes, projects, portfolios, teacher-created assessments, document-based questions, essays, presentations, research papers, checklists, journals, finals, interim assessments, and essays.
- **Classwork (15%)** This includes work completed in the classroom setting that is not used as a tool to assess mastery of grade level standards.
- **Participation (15%)** This includes, but is not limited to, participation in classroom discussion, group work, and activities.

Make-up Work Due to Absence: Teachers will provide makeup work within three (3) school days of the student's last absence, and the assignment must be turned in within seven (7) school days after they are provided by the teacher. The time allowed for makeup work may be extended on a case-by-case basis for extenuating circumstances determined by the teacher.

Reassessment: We understand that students may demonstrate improved content mastery within the course of a grading term. **With the teacher's agreement**, a student may take an assessment that covers the same content that was covered in a prior assessment, and that grade can replace the previous grade. The format must be changed from the prior exam, and the reassessment must occur in the same quarter, prior to the midterm or final examination. Please consult the class syllabus for specific guidelines to reassessment.

Failing Grades: If a student receives an F as a marking period grade, the numerical equivalent of that grade cannot be lower than 50% when used to calculate the student's final grade. If a student failed a marking period by earning 50-59%, that score should remain unchanged when calculating the student's final grade. A student's overall course grade may be less than 50% as final examination grades ranging from zero to 100 are included in the final grade calculation.

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Grading Scales

Grades Pre-K -1
80-100% = P=Proficient
60-79% = I=In Process
Below 60% = N=Needs Development

Grades 2-5
80-100%: MS = Meeting Standards
70-79%: AS = Approaching Standards
60-69%: DT = Developing Towards Standards
Below 60%: N = Not Yet Demonstrating Progress Towards Standards

Grades 6-8

97-100	A+	87-89	B+	77-79	C+	67-69	D+	59 and below	F
93-96	A	83-86	B	73-76	C	63-66	D		
90-92	A-	80-82	B-	70-72	C-	60-62	D-		

School Climate

Pimlico Elementary Middle School is committed to building a caring school community, one based on positive relationships, inclusivity and respect. We do this, in part, through our Restorative Practices program, a comprehensive, whole-school approach to building community and reducing conflict. Restorative practices provide processes for holding students accountable for their actions and behavior while at the same time building a nurturing school environment.

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.

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They should always strive to demonstrate behaviors that are always appropriate and professional.

Uniform Policy

To maintain a safe and positive environment, **we are a uniform school**. Uniforms are on sale at the school, or you can buy them at the store of your choice. Please make sure your scholar is **in uniform every day**.

*Uniforms with PEMS logo can be purchased in the main office. <u>A sweater or non-hooded sweatshirt must be the same color as the uniform</u>. Pimlico sweatshirts and long sleeve polo shirts are on sale at the school. <u>No Hoodies are allowed.</u>

Grade	Color
PreK -5	Gold Polo/ Khaki Bottoms
6	Royal Blue Polo/ Khaki Bottoms
7	Light Grey Polo/ Khaki Bottoms
8	Black Polo/ Khaki Bottoms

<u>Cell Phone Policy</u>

==Pimlico Elementary Middle School is a cell phone-free environment for all students==.

For the 2025-26 school year: City Schools has updated its policy on the use of portable electronic communication devices, such as cell phones, in schools. Under the policy, students may bring devices to school, but they must be powered off, away, and secured during the school day.

Under the updated policy, a "portable electronic communication device" is any device carried, worn, or transported by an individual to receive, communicate, or record voice, image, and/or text content.

This includes cell phones, laptops, tablets, wireless headphones or earbuds, geolocation devices, and smart watches.This definition does not restrict students from using devices that are issued to students by City Schools.

Under the updated policy, students may bring devices to school, but they must be powered off, away, and secured during the school day. The school day is the time period from arrival to dismissal, including recess, lunch, and passing periods. A device is powered off when it is completely shut down (not silenced or on "airplane mode"). A device is secured when it is stored and locked in a designated area.

Under the updated policy, students should use City Schools-issued devices whenever possible if they need to use them for instructional purposes. Teachers must receive principal approval each time they want students to use their personal devices for instructional purposes. Device use is limited to instructional applications and platforms that are pre-approved by the Academics Office.

City Schools value student and school safety. School safety experts indicate that devices can create a safety risk by contributing to spreading misinformation, interfering with

communications and directions, and disrupting the silence required during certain events, such as a lockdown.

In the event of a school-wide emergency, students can access their devices when a school administrator or Central Office staff member permits them. Additionally, in the event of a personal emergency, students are able to use a school phone and/or their device to contact a

parent or guardian. Schools will have a clearly documented plan for communicating with families in the event of an emergency, which will be shared with them before the school year begins.

In collaboration with parents, guardians, and other members of the school community, City Schools seeks to minimize disruptions to the learning environment and empower students to develop independence, resilience, and problem-solving skills.

Students who have a legitimate caregiving or other personal need will be given reasonable access to their devices and/or a school phone. Parents/guardians who need to contact their student should call their student's school. Under the updated policy, schools will have a plan in place for answering parent/guardian phone calls and relaying important messages to students. This plan will be shared with families before the beginning of the school year.

Students with documented medical conditions, IEPs, 504 Plans, or Multilingual Learner Plans requiring device access will be accommodated.

Alternatives to student devices (such as City Schools-issued technology) for IEP accommodations, Section 504 accommodations, and Multilingual Learner translation needs should be explored and implemented. If a student needs access to their device to monitor a health condition, this need must be documented in the student's IEP, Section 504 Plan, or Individualized Health Plan. Assistive technology that can be controlled remotely may be used but requires the parent/guardian to sign an agreement.

If students do not adhere to our cell phone policy, the privilege to bring a phone with them to school could be suspended for not following the cell phone policy and may be liable to the Code of Conduct.

Additionally, no headphones, earbuds or handheld devices are allowed during the school day and will also be confiscated.

Health and Safety

Health Immunizations

All students must have up to date immunizations by **September 12th,** or they must be excluded.

STUDENT MEDICINE

If a child is to receive any medication during the school day, the parent or guardian must fill out a School Medication Administration Authorization Form and have it signed by a doctor. The medicine to be dispensed will be kept in the health suite and dispensed according to the doctor's instructions. Parents must always bring the medication to school along with the authorization form. Students cannot bring medication to school with them. Students should not bring cough drops or any over-the-counter medication to school.

EXTENDED ILLNESS

Any student who has a chronic health problem such as asthma, diabetes, seizure disorder, sickle cell anemia, etc., should be eligible for the Chronic Health Impaired Program (CHIP). This program provides home teaching for students when needed. The student will get full attendance credit when this service is used. The required form may be obtained from the school nurse. This same form is used for students who have a health problem and may need elevator service, modified physical education, etc. For more information, please contact the school nurse.

SAFETY PROCEDURES

IDENTIFICATION BADGES

All visitors will be required to show photo identification to the front office staff when entering the school. The photo ID must also give your name and birthdate. You will then receive a photo identification badge to wear and keep visible at all times when you are in the building. After your first visit, your information will be kept on file so that future check-ins can take place quickly.

SAFE ENTRY PROCEDURES

Please help make our school safer by recognizing your role in not opening or holding doors for adults or children. All staff have been instructed not to open the doors for anyone entering the building. Students should never open the doors, even for adults they know. All visitors should use the buzzer system and go directly to the main office to check in.

Classroom Parties and Outside Food

To maintain a focused learning environment and to ensure the well-being of all students, we are unable to hold classroom parties. For health and safety reasons, outside food is not permitted in the classroom. This helps us manage allergies, dietary restrictions, and ensures that all students have a consistent and safe eating experience.

Student and Family Expectations

Positive Behavioral Interventions and Supports (PBIS)

Positive behavioral interventions and supports (PBIS) is a schoolwide framework aimed at establishing positive student culture and individualized behavior supports necessary to create a safe and effective learning environment for all students. Our PBIS framework is Rocky's Rewards. Students earn points that can be used for treats, prizes and events.

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Student Expectations INSIDE of the classroom

C - CONVERSATION
How loud can my voice be when I am speaking?

H - HELP
How can I get my teacher's attention or answers to questions?

A - ACTIVITY
What should I be doing? How am I learning today?

M - MOVEMENT
How and when am I allowed to move around the classroom?

P - PARTICIPATION
What does active participation look like?

S - SUCCESS
Follow CHAMPS for a successful learning experience.

Student Expectations OUTSIDE of the classroom

How to **LEAD** in the Hallway	
Lead by example	● Be proactive ● Begin with the end in mind ● Put first things first ● Take ownership of your actions
Exhibit Safe Behaviors	● Walk ● Keep your hands to yourself ● Stay to the right ● Keep a safe distance
Act Respectfully	● Volume Level 0 ● Quiet Feet ● Pause to allow individuals to cross your line
Demonstrate Responsibility	● Keep hands off the walls ● Stay in line ● Go straight to your destination ● Pick up items you drop

How to **LEAD** in the Bathroom	
Lead by example	● Be proactive ● Begin with the end in mind ● Put first things first ● Take ownership of your actions
Exhibit Safe Behaviors	● Wash your hands ● Throw your trash in the trash can ● Keep water in the sink ● Bathroom is for business only
Act Respectfully	● Voice Level 1 ● Wait your turn ● Respect privacy ● Be Quick and quiet

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Demonstrate Responsibility	● Flush ● Leave the bathroom as clean as you found it
How to **LEAD** in the Cafeteria	
Lead by example	● Be proactive ● Begin with the end in mind ● Put first things first ● Take ownership of your actions
Exhibit Safe Behaviors	● Walk ● Tell adults about accidents ● Keep your hands to yourself
Act Respectfully	● Voice level 2 at your table ● Use your manners (please and thank you) ● Raise your hand if you need help
Demonstrate Responsibility	● Clean up your own mess ● Stay in your seat ● Throw your trash away

How to **LEAD** on the Playground	
Lead by example	● Be proactive ● Begin with the end in mind ● Put first things first ● Take ownership of your actions
Exhibit Safe Behaviors	● Be aware of your surroundings ● Hands and feet to yourself ● Walk to the playground ● Rocks and mulch stay on the ground
Act Respectfully	● Use the playground appropriately ● Share ● Be cooperative ● Use kind words

Demonstrate Responsibility	● Clean up after yourself ● Line up quickly and quietly
How to **LEAD** at <u>Assemblies</u>	
Lead by example	● Be proactive ● Begin with the end in mind ● Put first things first ● Take ownership of your actions
Exhibit Safe Behaviors	● Watch for directions ● Stay in line ● Keep your hands and feet to yourself ● Stay seated ● Walk
Act Respectfully	● Active listening ● Volume level 0 when asked ● Keep feet quiet and on the ground ● Appropriate Applause
Demonstrate Responsibility	● Be a good audience member ● Be supportive ● Stay in your personal space

If students abide by these expectations the learning environment will be strengthened.

<u>Parent Expectations</u>
Have conversations with your child/children surrounding City Schools Code of Conduct, school rules and expectations.
Bring all concerns to the attention of the teacher or administrative team.
Ensure that your child/children arrive at school on time and in uniform.
Stay abreast of school events, child progress, and school calendar.
Participate in events, volunteer opportunities, and PTO.
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.
Provide emotional and educational support that allows child/children to do their best.

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Student and Family Support

Student Support

Guidance Counselor: The school guidance counselor is available to help with problems at school, issues at home, educational opportunities, as well as school choice, service-learning opportunities, and summer jobs (for applicable students). The guidance counselor may also assist with concerns about schedules, classes or academic progress. If a student or parent would like to see the guidance counselor, they may submit an appointment request directly to the teacher or a school administrator.

School Social Worker: School social workers support students who struggle with mental health, behavior or emotional problems. They help clear obstacles to social and academic success and give students the tools they need to excel in school.

Dream Team: support students who may be experiencing emotional and or behavioral difficulties that inhibit a student's ability to fully access his/her academic potential.

Student Support Team (SST): Our in-house Social Worker, School psychologist, Community Mental Health clinicians, Nurse, and Assistant Principals' work with teachers, students and families to find the best strategies and resources that lead to student success.

English Language Learners (ELLs): Full time teachers and paraeducators to provide instruction and instructional supports.

Family Support

PARENT PORTAL - GRADES, ATTENDANCE, AND MORE The convenient, 24/7 way to access schedules, attendance, grades, and more. You can now learn how to get into the portal and what you will find inside of the portal. Click here to watch a very informative video on the portal in English / Spanish Click the icon below for more information about the portal from BCPSS.

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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, and flyers). Teachers should respond to email within a 48-hour 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. Teachers are not permitted to stop instruction to converse or conference. 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.

Community Schools Coordinator: Forms strategic partnerships to help eliminate barriers to academic success for students and families and helps to find resources for families in the home.

After School Programs and Activities: Pimlico Elementary Middle School has many after school clubs, extra-curricular activities and programs that may appeal to students and families.

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PEMS 2025- 2026 Family Handbook Receipt

I, _____, hereby acknowledge that I have reviewed my Handbook with a teacher and my parent/guardian. I understand the information that has been communicated and I agree to adhere to the guidelines presented herein.

_____   _____   _____
Student Name   Student Signature   Date

I, _____, hereby acknowledge that I have reviewed my students Handbook with her/him. I understand the information that has been communicated and I agree to support my scholar in adherence to the guidelines presented herein.

_____   _____   _____
 Parent/Guardian Name   Parent/Guardian Signature   Date

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