



PIMLICO

ELEMENTARY / MIDDLE SCHOOL

Family Handbook 2026-2027

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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.

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.

2026-2027 Pimlico Calendar

August 2026

- 18-21 - Professional Development
- 20 – Back to School Jam! 3:00pm-5:00pm
All School Families are Invited!
- 24 - FIRST DAY OF SCHOOL FOR STUDENTS-
WELCOME BACK!
Quarter 1 Begins

September 2026

- 7 - Schools and District Offices Closed-Labor Day
- 17 – Back to School Night 4:00 pm – 6:00 pm
- 21 - School Closed; Wellness Day
- 29 - Distribution Window for Quarter 1 Progress Reports

October 2026

- 1 - Distribution Window for Quarter 1 Progress Reports
- 15 - Early Release Day for Students, 11:45am dismissal, Teacher Workday, Parent Conferences Window
- 16 - Schools Closed for Students - Professional Development Day for Staff
- 19-23 - Parent Conference Window for Quarter 1
- 23 - Early Release Day, Teacher Workday
Quarter 1 Ends
- 26 - Quarter 2 Begins

November 2026

- 3 - Schools and Central Office Closed, Election Day
- 4-5 - Distribution Window for Quarter 1 Report Cards
- 6 - Schools Closed for Students - Professional Development Day for Staff
- 25-27 - Schools and District Offices Closed -
Thanksgiving Break

December 2026

- 7-9 Progress Report Distribution
- 7-11 - Parent Conference Window for Quarter 2

February 2027

- 5-School Closed for Students/Professional Development Day for Staff
- 15 - Schools and District Offices Closed – Presidents' Day
- 19-Progress report Period Ends
- 24-26 - Distribution Window for Quarter 3 Progress Reports

March 2027

- 1-4 - Parent Conference Window for Quarter 3
- 5 - School Closed for Students/Professional Development for Staff
- 10 - Schools Closed/Wellness Day
- 25 - Quarter 3 Ends
Early Release Day for Students, 11:45am dismissal, Teacher Workday
- 26-31 -Schools Closed; Spring Break

April 2027

- 1-4 - Schools Closed for Spring Break
- 14-16 - Distribution Window for Quarter 3 Report Cards

May 2027

- 6 - Progress Report Period Closes
- 7 - School Closed for Students / Professional Development Day
- 12-14 - Distribution Window for Quarter 4 Progress Reports
- 18-21 - Parent Conference Window for Quarter 4
- 31 - Schools and District Offices Closed – Memorial Day

June 2026

- 11 - Quarter 4 Ends
Last Day of School for Students and Staff / Early Release Day

- 23–31 - Schools and District Offices Closed- Winter Break

- 14-16 - Inclement weather make-up days (if needed)
- 19 - Schools and District Offices Closed – Juneteenth

January 2027

- 1-3 School Closed Winter Break
- 8- School Closed for Students; Professional Development Day
- 15-Early Release Day/Quarter 2 Ends
- 18 - Schools and Central Office Closed - MLK Jr. Day
- 27-29 Report Card Distribution

Daily Schedules

	<u>Entry</u>	<u>Dismissal</u>
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

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.

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 2026-2027 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.

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 2026– 2027

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.

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. 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. A sweater or non-hooded sweatshirt must be the same color as the uniform. Pimlico sweatshirts and long sleeve polo shirts are on sale at the school. No Hoodies are allowed.**

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

Cell Phone Policy

Purpose:

The purpose of this policy is to foster a focused, distraction-free learning environment for students by implementing a phone-free zone during school hours. This policy outlines the procedures for the safe storage of student cell phones and the roles and responsibilities of staff, students, and families in ensuring its success.

Policy Overview:

Beginning August 25, 2025, all students are required to store their cell phones in designated lockers assigned by number at the start of the school day. The phones will be collected and returned according to the procedures outlined below, ensuring a consistent and secure process.

Procedure:

1. Assignment of Storage Lockers:

- Each student will be assigned a numbered locker for their cell phone based on their homeroom class list.
- The locker number will remain the same for the entire school year, unless reassigned due to changes in the student's schedule.

2. Morning Collection of Phones:

- Upon entering their homeroom, students must place their cell phone in the designated locker that matches their assigned number.
- Homeroom teachers will oversee the placement of phones in the collection boxes provided for each class.
- Climate Team will collect the lockboxes from each homeroom and store them in a secure area within the climate office.

3. Afternoon Distribution of Phones:

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- Ten minutes before the end of the school day, climate team will deliver the phone storage boxes back to each homeroom.
- Students will retrieve their phones before leaving the classroom for dismissal.

4. Responsibilities:

- Students: Must comply with the phone-free policy by placing their phone in the assigned locker at the start of the day. Failure to do so may result in disciplinary action.
- Teachers: Ensure that students place their phones in the appropriate lockers and that the collection boxes are ready for character coaches to collect.
- Teachers and Climate Team: Responsible for the secure collection and distribution of the phone storage boxes each day.
- Parents/Families: Will be informed of this policy at the Back to School Jam and first day of school. Parents are expected to encourage their children to comply with the policy and understand the reasons behind it.

5. Security and Accountability:

- Cell phones will be stored securely in the climate offices during school hours to prevent theft or unauthorized use.
- Students are responsible for ensuring their phone is turned off or on silent before placing it in the locker.
- The school is not responsible for lost or damaged phones due to non-compliance with the policy

6. Exceptions:

- If a student requires the use of their phone for medical reasons, the family must provide a note from a healthcare provider, and arrangements will be made with school administration.
- Students needing to contact their families during the day can request to use the school's phone in the main office.

Consequences for Non-Compliance:

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Failure to adhere to this phone-free zone policy may result in the following actions:

- First Offense: Verbal reminder and notification to parents/guardians.
- Second Offense: Confiscation of the phone for the remainder of the day and a parent/guardian conference.
- Repeated Offenses: Further disciplinary actions may be taken as it relates to the code of conduct.

Communication with Families:

This policy will be introduced to families during the Back-to- School Jam, first day of school and Back to School Night where detailed information will be provided regarding the district's guidelines on cell phones and how this policy aims to support academic success and minimize distractions.

Review and Feedback:

As this is a pilot program, the phone-free zone initiative will be reviewed at the end of the first quarter. Feedback will be gathered from staff, students, and parents to assess the effectiveness and determine whether the program will continue.

Conclusion:

The Phone-Free Zone policy is designed to enhance student focus and academic achievement. By minimizing distractions, we aim to create a learning environment where students are fully engaged and present during school hours.

Health and Safety

Health Immunizations

All students must have up to date immunizations by **September 14th**, 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.

Student Expectations INSIDE of the classroom



Student Expectations OUTSIDE of the classroom

How to LEAD in the <u>Hallway</u>	
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 <u>Bathroom</u>	
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
Demonstrate Responsibility	• Flush • Leave the bathroom as clean as you found it
How to LEAD in the <u>Cafeteria</u>	
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 <u>Playground</u>	
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.

Parent Expectations

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.

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.

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.

PEMS 2026 - 2027 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

