

Linthicum Elementary School



Family Handbook
2019-2020

Linthicum Elementary School

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101 School Lane
Linthicum, MD 21090
TEL: 410-222-6935 | FAX: 410-222-6936

Mrs. Jessica Roach, Principal
jjroach@aacps.org

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

OFFICE HOURS: 8:00 AM-4:00 PM

School Hours:
Doors for Students Open at 9:05 AM
Instructional Hours: 9:25 AM-3:50 PM

Regional Superintendent	Dr. Anthony Alston
Principal	Mrs. Jessica Roach
Assistant Principal	Mr. Scott Simpson
School Counselor	Ms. Helen Bragaw
Principal's Secretary	Mrs. April Franks
School Secretaries	Mrs. Eileen McGuire, Mrs. Dawn Garman
Health Room R.N.	Ms. Dawn McKnight
Health Assistant	Ms. Linda Tyzak

Our 2019-2020 Faculty and Staff roster can also be found on our website at www.aacps.org, along with email addresses.



The Anne Arundel County Public School Systems does not discriminate on the basis of race, sex, age, national origin, religion, disability, or socioeconomic status in matters affecting employment or in providing access to programs. Questions regarding nondiscrimination should be directed to Mr. Leslie N. Stanton, Specialist in Human Relations, Anne Arundel County Public Schools, 2644 Riva Road, Annapolis, MD 21401 telephone: 410-222-5318 TDD 410-222-5500

Linthicum Elementary 2019-2020 Faculty and Staff

Kindergarten:

Cheryl Carey
Veronica Lum
Theresa Mineweaser
Joanne Radcliffe
Karen Harden, Teaching Assistant

First Grade:

Tiffany McKenzie
Alyssa Pollock
Deidra Wojtowycz
Barbara Wood

Second Grade:

Jennifer Brocato
Nicole Friia
Rachael Glascock
Kelsey Kramer

Third Grade:

Elaine Hubbard
Allison Jordan
Grace Kim
Julie Zawislak

Fourth Grade:

Sarah Beatson
Kara Kish
Jacquelyn Smolarek

Fifth Grade:

Carole Larkin
Melissa Meikrantz
Amy Miller

Special Education:

Carrie Bridges
Emily Hunsberger
Debra Roat
Leigh Baker
Meagan O'Donnell, SLP
Rachel Adams, Assistant
Suzanne Waclawski, Assistant

Cultural Arts:

Jamie Behegan, Art
Meghan Bellarin, PE
Karen Holt, EEE
Karen Cykowski, Assistant
Suzanne MacLeod, Music
Michelle Mawhinney, Media
Nicole Meleney, Assistant
Bob Maglocchi, Instrumental Music

English Language Acquisition:

Nelson Thacker

Support Staff:

Des Hartman, Literacy Support
Helen Bragaw, Counselor
Dr. Michael Nuth, Psychologist
Jacqueline Russell, Right Start Advisor
Kevin Chroniger, Instructional Tech
Pamela Watkins, PPW

Principal's Message



Welcome to Linthicum Elementary School! Linthicum Elementary has been a cornerstone of the community for over 100 years! We have a staff that demonstrates their dedication to student learning on a daily basis. Linthicum Elementary, historically, has had high family and community involvement. Studies show students are more likely to reach their full potential and demonstrate success when there is a strong partnership between the school and families. We encourage our families and community to get involved by registering to be a volunteer, joining and participating in the PTA, and attending school and PTA functions throughout the school year.

Our goal, at Linthicum Elementary, is to challenge our students to become independent learners and thinkers by pushing themselves further. Our society, as a whole, struggles to support students in the area of social-emotional development and well-being. We believe that academic and social-emotional growth go hand-in-hand. As students are faced with challenges and are encouraged to keep pushing themselves, it is important that they learn how to handle successes and meeting milestones as well as learning to cope with disappointments and failures with positivity and resilience. To ensure students are college and career ready, we want our students will leave elementary school with strategies that make them adaptable, help them to persevere, and teach them to show gratitude and kindness, making them productive and thriving citizens of the community.

I hope that your child has an outstanding year. As stated, earlier, your interest and involvement are the factors which make Linthicum so wonderful. Together we will make this a successful year for all.

~Jessica Roach, Principal



AFTER SCHOOL CLUB AND 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 cancelled 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, tardiness or requests for early dismissal or any other changes in the regular daily program of the child in school must be explained in a written note or email to the teacher. 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.

BIRTHDAY CELEBRATIONS IN THE CLASSROOM/LUNCH

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

BUS POLICIES. RULES & PROCEDURES

Children who ride a bus **MUST** ride the bus to which they are assigned. Requests for special transportation arrangements to ride a different bus must be made by the parent. Parents must come to school to complete the "Exceptional Transportation Request Form." A phone call or note is **NOT** acceptable. Situations when this request will be approved include:

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

2. An emergency that necessitates the child going somewhere other than home after school. **This does not include going to a friend's house to play.**

School bus transportation is a privilege. This privilege may be denied or permanently revoked if misconduct jeopardizes the safe operation of the bus or the safety of others riding the bus. The transportation department has established rules that ensure that each child has a safe and pleasant ride. Please see bus rules noted in the Student Handbook.

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

CAFETERIA - LUNCH

Parents have the option of putting money on an account with cash or by check to the cafeteria (make the checks payable to Linthicum Elementary School Cafeteria and include child(ren)'s name and PIN number), or prepay lunch online at <https://www.mypaymentsplus.com/welcome>

This avoids the need to hold money until lunchtime.

Please visit the following website and complete an application for Free/Reduced Lunch (even if you think you will not qualify).

<http://aacpsschools.org/nutrition/apply-for-free-or-reduced-price-meals/>

If parents wish to deliver a forgotten packed lunch or lunch money, they should bring it to the main office. Please be sure that your child's name and grade are on the lunch.

School lunch menus are sent home with each child on a monthly basis.

Parents that wish to have lunch with their child(ren) must check into the office to obtain a visitor badge noting they will be in the cafeteria. Please note the following guidelines for having lunch with a student:

-Parent must sit with their child at the child's lunch seat.

-Special lunches can be brought for YOUR CHILD ONLY. Due to the number of food allergies, the school cannot be responsible for other students consuming something that was not provided by the parent/guardian.

-Parents are asked to refrain from taking pictures of any children other than their own. Board Policy provides parents with the right to refuse to have their child's picture taken and we must ensure this for all students.

CARE OF TEXTBOOKS/LIBRARY BOOKS

Students are responsible for the care of textbooks and media books that are signed out to them. Students will be assessed for lost or damaged textbooks or library books.

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

Class parties are planned by the grade group with the assistance of the class and quad parents. Parties are limited to two a year and an end of year picnic/activity. Staff has selected to have class parties on the day prior to Winter Break and the day prior to Spring Break.

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.

Please do not attempt to conference with teachers before or after school unless you have made prior arrangements. Teachers may have other professional responsibilities. It is also crucial that parents do not attempt to conference with teachers while visiting or volunteering in the classroom since teachers must maintain their supervision and instructional responsibilities at all times.

If you have something that is very important for the teacher to know before the end of the school day, please contact the front office so

that we can ensure the message is shared with the teacher and/or student. Teachers may only have a free moment in the morning to check email so we cannot guarantee the teacher will receive and read your email in time.

EMERGENCY FORMS

During the month of September, parents will be asked to provide information for the school to use in the event of an emergency. This information is EXTREMELY IMPORTANT. You will be asked to 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. 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.

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 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.

HONOR ROLL POLICY

To receive recognition for Honor Roll Achievement a student needs to meet the following criteria in academic, cultural arts, and expected behaviors:

- ~ Grade 1 - All Consistently Demonstrating (CDs) with no more than 6 Progressing (PRs) and no N.I.'s in any area.
- ~ Grades 2- 5 - All A's and B's with no more than 3 Progressing (PRs) in Cultural Arts and Expected Behaviors and no N.I.'s in any area.

Principal's Honor Roll will be awarded each quarter to students who demonstrate the following:

- ~ Grade 1 – All Consistently Demonstrating (CDs)
- ~ Grades 2-5 All A's in academic areas, All CDs in Cultural Arts and Expected Behaviors.

ILLNESS/ACCIDENTS IN SCHOOL

When children bring it to our attention that they are feeling ill, they will be sent to the health room where the school nurse may attend to them. They will be encouraged to return to class as soon as possible. If the child seems unable to return to class, parents will be contacted. When a child is injured in school, first aid is administered. In other cases, of course, more care may be needed. In the event that we are unable to contact a parent, persons listed on the emergency card will be called. **It is essential that your emergency card is accurate and updated as needed.** In the event that no contact can be made, we will take the child to the nearest hospital, or use our judgment in caring for your child.

PERSONAL BELONGINGS/PETS

Students can often bring personal items to school that can enhance the class' learning. Other items, however, are often inappropriate and tend to distract students or create problems. For these reasons, toys, radios, IPODS, video games, CD players, Pokemon trading cards, etc., should not be brought to school. Pets or animals of any kind should not be brought to school. Personal belongings are not insured by the Board of Education's policy. We cannot, therefore, be responsible for broken, lost or stolen personal belongings. Please label lunchboxes, hats, gloves, jackets, etc., which students may easily misplace.

Students that have cell phones will be required to turn them off as they enter the building and store them in lockers or ask a teacher to hold it until the end of the school day. Cell phones tend to cause distractions to student learning and should not

be readily available to students during the instructional day.

RECESS

Children are normally scheduled for a 20-minute recess when weather permits. On days when outdoor recess is not possible, changes of pace activities are provided in the classroom. 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 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 as soon as bell rings.
6. Enter building in quiet lines.

Students who blatantly and/or repeatedly disregard these recess rules are subject to loss of recess privileges.

Students will not have recess taken away for missing their homework.

SCHOOL DISCIPLINE

Students will be expected to abide by the expected behaviors which are noted on report cards as "Respects":

- Respect self
- Respect others
- Respect property
- Respect learning

It is the student's responsibility to know, understand, and uphold class and school rules. 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).

****New in 2019-2020****

Linthicum Elementary is a Restorative Practices and PBIS School . We believe that when a

student behaves in an unexpected manner, they cause distress to relationships within the schoolhouse. 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 provides 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.

as students are provided an opportunity to start fresh as a new week begins.

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

VISITING THE BUILDING

Linthicum Elementary welcomes 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 shall pre-schedule the visit with the classroom teacher. The classroom teacher shall notify the principal or designee of all scheduled visits. Such visits are at the discretion of the principal. The principal reserves the right to limit or schedule classroom visits to avoid disruption to the educational program, normal operation of the classroom, and normal operation of the school while also ensuring the safety, security and privacy of students.

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

<https://www.aacps.org/Page/1869>

Linthicum Elementary 2019-2020 Lunch and Recess Schedule

Grade	Recess	Lunch
K	11:05-11:25	11:25-11:50
1	11:25-11:45	11:45-12:10
2	1:05-1:25	12:40-1:05
3	11:40-12:00	12:00-12:25
4	11:55-12:15	12:15-12:40
5	1:25-1:45	1:00-1:25

2019-2020 LES Cultural Arts Schedule

* Part Time	Monday					Tuesday					Wednesday					Thursday					Friday				
	M	PE	Ar	Gs	Me	M	PE	Ar	Gs	Me	M	PE	Ar	Gs	Me	M	PE	Ar	Gs	Me	M	PE	Ar	Gs	Me
9:40-10:10		ME	L	MI		MI			L	ME	L	ME	MI			MI			ME	L	L		ME		MI*
10:10-10:40	ME						MI				ME	L					MI					L			
10:40-11:10	K		H*	J	Z	Z	K	H	J		H*	J*	Z	K		K	Z	J		H	H	J		Z	K
11:10-11:40		K				Z					J* 4th Chor	H*				Z	KI				J	H			
11:40-12:10	K	F	B*		G	B	K	G	F		G		K	B	F	B	F		G	K	G		F	K	B*
12:10-12:40	F	K				K	B					G				F	B					G			
12:40-1:10		S	B	K		K	B			S	B*	S*			K	K		S	B				K	S	B*
1:10-1:40	S					B	K				S*	B*					K								
1:40-2:10	M		L*	C	R	R	L	C	M		R*	C		L	M		L	M	R	C	M	C	R		L
2:10-2:40		M				L	R				C*	R				L					C	M			
2:40-3:10	P		WD	M	WJ	WD		M	WJ	P	P	M*	WJ	WD		WJ	M	P		WD	WJ	WD		P	M*
3:10-3:40		P					WD				M	P*				M	WJ				WD	WJ			

Kindergarten: KC-Carey, KL-Lum, KM-Mineweaser, KR-Radcliffe
 1st Grade: 1M-McKenzie, 1Wj-Wojtowycz, 1Wd-Wood, 1P- Pollock
 2nd Grade: 2B-Brocato, 2F-Friia, 2G-Glascock, 2K-Kramer
 3rd Grade: 3H-Hubbard, 3K-Kim, 3J-Jordan, 3Z-Zawislak
 4th Grade: 4B-Beatson, 4K-Kish, 4S-Smolarek
 5th Grade: 5L-Larkin, 5Me-Meikrantz, 5Mi-Miller