

# Leeds Elementary School

615 Deaver Road

Elkton, MD 21921

410-996-5070

# 2023-2024

## *Family Handbook*

### Dear Leeds Families:

On behalf of the entire Leeds Elementary School staff, we would like to welcome you to a great school year! *We believe in our county mission to serve equitably through positive relationships as a safe, collaborative community. We will ensure all learners acquire the knowledge, skills and qualities to be responsible, caring and ethical citizens.* With your support and teamwork, we know we can make this mission a reality.

We hope this Family Handbook will provide you with information from A to Z about policies and procedures to support a safe and appropriate learning environment. We believe in open communication and welcome your feedback/suggestions. As always, please contact our office if you have any questions. Best wishes to you and your child(ren) for a successful school year!

Sincerely,

*Kelly Riser*  
Principal

*Travis Benner*  
Assistant Principal

### School Hours

#### **Student Day:**

8:45 AM – 3:35 PM (Monday, Tuesday, Thursday, Friday)

8:45 AM – 1:45 PM (Wednesday)

***\*Students should not arrive before 8:45 AM***

#### **Teacher Hours:**

8:15 AM – 3:45 PM

#### **Office Hours:**

8:00 AM – 4:30 PM (Wednesday 8:00-4:00)



# **A-Z of Leeds Elementary School**

## **ARRIVAL AND DISMISSAL**

Ensuring the safety of all students is our priority during arrival and dismissal each day. **Consistent drop-off and pick-up arrangements for students will support our staff to ensure students' safe arrival to and from school each day.**

**Arrival:** Students will not be able to enter the school building prior to 8:45. Starting at 8:45, staff will be on duty to dismiss bus riders and car riders into the school building and monitor their safe transition inside. **Students should not be dropped-off prior to 8:45.**

**Dismissal:** At **3:30 PM** (1:40 PM on Wednesday), our afternoon dismissal will begin. Bus riders will exit from the front of the building. Car rider pick-up will be on the side of the building. Individuals picking up registered car riders will check-in online and display window tags.

**Early Dismissals:** If there is a need to release a child from school early, a note is required, stating the time and reason. When you come to pick up your child, always report to the school's main office. There, you will need to sign-out your child. Teachers are not allowed to release students without notification from the main office. For the safety of your child and to reduce confusion at dismissal, we can call students to the office before **3:15**. After **3:15**, all students will be called with the **3:30** announcements. After **3:35**, students will be sent home on their normal route. *Please note these limitations.*

**CHANGES IN DISMISSAL PLANS:** If your child is being picked up by someone other than the parent/legal guardian, this person must have proof of identification and be preceded by a note to school from the parent/guardian. Please advise the person picking up to park in a parking space in the front lot (NOT in the front Bus Loop) and use the front main entrance of the school to enter and sign out the child(ren). **Identification will be requested if the person is unknown to the staff.**

**BUS RIDERS:** Private contractors and the school district provide buses for our school according to the rules and regulations as determined by the State Department of Education.

Providing safe and efficient school bus transportation for our students requires the cooperation of everyone – students, parents, bus drivers and school staff. The Cecil County Public Schools Department of Transportation has published a pamphlet entitled: [Parent Guide for Student Transportation](#). It is recommended that you read this pamphlet and discuss its contents with your child/children. A copy is sent home with the students at the beginning of the school year.

**AM Bus Pick-Up:** Students should be out at the assigned bus stop between 10-15 minutes prior to the indicated pick-up time.

**Bus Rider PM Pick-Up from School:** If the need arises for your bus rider child(ren) to be picked up from school, the individual picking up the child(ren) must come to the main office, show identification and sign the student(s) out. Bus rider children will not be dismissed with car riders through the car rider loop.

**Bus Behavior:** It is our goal for every student to travel safely while on the bus. When riding the bus, students are expected to maintain safe and appropriate behavior **at all times**. The school bus driver is expected to enforce the [Bus Safety Rules](#) and [Bus Regulations](#) of student behavior while students board, ride and depart the bus. Failure to comply with bus rules and regulations may result in the following consequences:

- Verbal Warning
- Written Warning
- School-Based Consequences
- Suspension of Bus Riding Privileges and/or Suspension from School

**PLEASE NOTE:** *If a student continues to violate bus regulations, bus riding privileges may be suspended for an indefinite period of time. A student serving a bus suspension may not ride any bus during their suspension time. The school is not responsible for student conduct at the bus stop. Parents are strongly encouraged to make arrangements for adult supervision at the bus stop.*

**When a school bus is stopped to load or unload students and the bus lights are flashing, it is illegal to pass the school bus. THIS RULE ALSO APPLIES WHEN THE BUSES ARE IN THE SCHOOL DRIVEWAY.**

**CAR RIDERS:** Parents/guardians who have chosen to transport their child(ren) to school and/or from school will use the car loop to the left of the building. Families who have opted-out of an afternoon bus home will be provided additional information regarding the car rider procedures for picking-up their child(ren).

*General information for the non-bus riders:* In the **morning**, staff will direct students to exit cars and guide them into the building beginning at 8:45 AM. Staff will direct cars to move into position prior to having students exit cars. This will occur in “waves,” as a limited number of cars can fit in our loop and unload. We ask that adults transporting students do not release children from cars unless directed to do so, only drop-off in the car loop, follow staff directions at all times and please be patient with the process.

## **ATTENDANCE & PUNCTUALITY**

Regular on-time attendance is critical to a child's success. Most subjects are taught in sequence, requiring the understanding of each concept in the order of presentation. Persistent absenteeism and/or tardiness can create a genuine hardship for a student and is regarded as a very serious problem. Aligned with the State of Maryland's definition of 'Chronic Absenteeism,' all absences will be counted toward a yearly limit of 16. Students who have more than 16 days of absences may be precluded from passing classes for the year.

Frequent questions & answers to the attendance policy:

**Can I take a family vacation during the school year?** **Yes** – While we encourage families to schedule vacations during times of the year when school is not in session, we know that sometimes that is not always possible. Family trips count toward the 16-day limit.

**Do I need to send in a note when my child misses school?** **Yes** – In circumstances of student illness, parents are expected to provide documentation following a student absence. In addition, when illnesses are certified through doctor's notes or parent note or circumstances warrant, the principal may waive attendance failure after verification. Students who have consecutive absences of 10 or more days without notification may be withdrawn from CCPS (COMAR).

**What happens if my child exceeds the 16-day limit?** Elementary students will not be promoted but may be placed in the next grade. Elementary students who have exceeded the 16-day limit may appeal non-promotion by following the process outlined in the regulation.

**Who do I contact if I have more questions?** Our Pupil Personnel Worker will be able to answer questions related to the attendance revisions. The Student Attendance and Punctuality (JED-RA) can be accessed [here](#).

Habitual tardiness and early departures cause a hardship to students' academic growth. We will work with families to address these issues should they become a problem. Should you send your child to school **after the 9:00 AM** start, the child will be considered **tardy** and therefore needs to be signed-in by the parent in the main office. If you pick your child up from school **after 2:00 PM**, an early dismissal will be recorded. We are working to build a culture where students are encouraged to be in school every day because we know that this will contribute to their overall success.

## AWARDS

Students will receive recognition at the end of each marking period for their work during the quarter. Possible areas of recognition may include:

- Perfect Attendance – PrKdg. through Gr. 5 students with zero absences/tardies or early dismissals accumulated for the quarter.
- Excellent Attendance – PrKdg. through Gr. 5 students with 0.5 or 1 absences for the marking period.

Academic awards are for students in Grades 2 through 5 (Prekindergarten, kindergarten and first grade students do not receive academic awards as per IKAE-RA):

- Distinguished Honor Roll (grades 2-5): Students with all As.
- Honor Roll (grades 2-5): Students with all As and Bs and no more than one C. Grades of CE, DEV and HD have no bearing.
- Improvement Award (all grades): Given to students who show excellent improvement within a marking period or from one marking period to the next.

## BAND, STRINGS & CHOIR

Beginning in Gr. 4, students may enroll in instrumental/vocal group instruction according to their interests and ability. This training leads to participation in our elementary school band and chorus. Selected students will have the opportunity to participate in the strings program. Please look for information to come home with your student.

## BEHAVIOR

Your child's school should be a place where students can be safe and provided with the opportunity to learn in the best environment possible. Leeds Elementary is a PBIS school. It is our philosophy that children thrive in an environment where expectations are clear and positive behavior is rewarded. Our staff will implement school wide Positive Behavior Interventions and Supports (PBIS) to proactively teach behavior, and positively approach classroom management. We will reward students who demonstrate positive behaviors. Students will have the opportunity to earn positive rewards throughout the school year.

Incidents of misbehavior will be viewed as teaching opportunities and staff members will calmly and consistently implement appropriate interventions when appropriate:

- o Verbal warning
- o Restorative conversations
- o Time-out (may be in another classroom)
- o Loss of free time
- o Lunch detention
- o Parent contact (note or phone call)
- o After-school detention
- o Loss of classroom privilege
- o Modified/alternative learning setting
- o Monitoring of movement (adult supervision in hallways)

Unfortunately, there may be certain situations when immediate removal of a student to the office is the only safe and appropriate course of action. A violation of drug or weapons policies, fighting, threatening or disruptive behavior may result in suspension from school. A suspension may also be assigned by an administrator when a student consistently disregards school or classroom rules.

Please refer to the *Students' Rights and Responsibilities Handbook*. Click [HERE](#) to view the handbook and [HERE](#) for Spanish Version. This handbook contains a wealth of information regarding policies and practices. Please take the time to read it carefully. It is hoped that with the home and school working together, discipline issues can be solved before they become too serious.

## BIRTHDAYS & CELEBRATIONS

*“Personal materials such as student birthday party invitations are **not** to be distributed by students or school system personnel and are not the responsibility of the school system” as per school board regulation KJA-RA.*

To support families in planning celebrations for their children, parents/guardians may choose to add their contact information to the “Class Contact List.” The Office compiles and manages these voluntary contact lists so children will be able to invite their school friends to their birthday parties and/or other events. Please contact your child’s teacher or the school office to request the contact list for your child’s class.

Please **do not send in food** to celebrate your child’s birthday. If you would like to send in an item in celebration of your child’s birthday, please consider some of the non-food examples below:

- A “Birthday Book” – donating a read-aloud book to the class library in your child’s name
- Sharing photos
- Creating a craft
- Class pencils or unique writing tool
- Donating a game or equipment for recess in your child’s name

## BULLYING, HARASSMENT, INTIMIDATION OF STUDENTS

“The Board of Education of Cecil County recognizes that all students have the right to learn in an atmosphere free from bullying, harassment, and intimidation. Regardless of medium, conduct that is harassing, bullying, or intimidating on school property, at school sponsored events, or in direct connection to the school will not be tolerated and will be subject to disciplinary action. Students or other persons reporting such behavior in good faith have the right to be free of reprisal or retaliation. Regardless of the medium, retaliation or reprisals against persons reporting bullying, harassing, intimidating, or similar behavior is prohibited.

In concurrence with the Safe Schools Reporting Act of 2005, and as amended in 2008, each school shall make available harassment /bullying reporting forms to students and staff. Click [HERE](#) for harassment/bullying information and forms. The Office of Student Services is responsible to provide each school family with these reporting forms. School principals are responsible to investigate, and resolve to the extent possible, all reported instances of bullying, harassment, intimidation, and similar behaviors and maintain records of such in compliance with Board policy and state law.

**Definitions:** Bullying, harassment or intimidation means intentional conduct including verbal, physical, written or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, performance, or a student’s physical or psychological well-being & is:

- motivated by an actual or perceived personal characteristic, including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability; or
- threatening or seriously intimidating; or
- occurs on school property, at a school activity, on a school bus, or has a direct connection to the school;
- or substantially disrupts the orderly operation of a school.

*Note: Similar behaviors may include stalking, extortion, or sexual harassment.*

**Supports:** The Board also recognizes the need for support services for victims, witnesses and perpetrators in order to bring instances of bullying to resolution. Consistent with state law and local policy, the Office of Student Services will produce and maintain a list of available community and internal resources and organizations that will be made available to all parents and children.

## CAFETERIA

Each class is assigned a half-hour lunch time in the cafeteria each day. Students may choose to bring lunch from home or choose lunch from our kitchen. Please refrain from sending glass bottles or cans of soda to school.

Leeds Elementary School will be on the USDA Community Eligibility Provision (CEP) for the 2023-2024 school year and for at least the next 4 years. The CEP program allows ALL students to get a free breakfast and a free lunch each school day. The CEP program eliminates the collection of [meal benefit applications](#) and will also eliminate having to collect meal debt from families. This is an incredible cost and time saving opportunity for our families, while ensuring healthy meals each day for our children. Snacks such as chips and ice cream will be sold but will not occur until later in September. Additionally, milk will be available a la cart for 55¢.

Parents are encouraged to take advantage of our computerized School Cash online payment website to add funds to your child's meal account for snacks. To add funds to your child's meal account, please visit: <https://ccps.schoolcashionline.com/> or click [HERE](#).

County menus are planned around a four-week cycle. Menus will be distributed during the first week of each month and are also available on the [Food Services website](#).

*Please Note:* Due to limited space in our cafeteria, **we can not accommodate adult lunch guests**. This includes students' parents, grandparents, extended family members, etc. Thank you for your understanding.

## CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Every practical means is used to notify parents of an impending cancellation, including the internet, radio, television and our telephone calling system. Parents, please make sure you have developed a plan with your child to cover late starts and early dismissals. Please do not let your child be caught unaware of what he/she is to do. Make your child well aware of where they should go in case of an early dismissal when you are at work. Students who are permanent car riders and who have never ridden a bus will not be placed on a bus. They will remain at school until you make arrangements for them to be picked up. Please do not call the school to see if we are dismissing early or opening late. The volume of phone calls inhibits important/emergency phone calls from getting through to us. Should the decision be made to close school, the official announcement of the closing will be placed on the CCPS website and made over radio and television stations, as well as messages through the automated calling system.

### ***Inclement Weather & Virtual Make-up Days:***

The first TWO Inclement weather days, CCPS will be closed. These days will be made up as follows: the first inclement weather day will be made up on April 3, 2024 and the second will be made up on May 24, 2024

CCPS will provide virtual instruction on all additional inclement weather days as follows:

- Third inclement weather day will be Asynchronous
- Fourth – Ninth inclement weather days will be Synchronous

The remainder inclement weather make-up days in the following order, if needed:

- 3: March 28, 2024
- 4: April 2, 2024
- 5: June 14\*\*, 2024
- 6: June 17\*\*, 2024

\*\*If not used as inclement weather make-up day, schools will be closed for students; professional day for staff.

If the total number of days missed exceeds the designated number of inclement weather make-up days, then additional time will be added to the school day or school year to satisfy the requirements of the state.



## CELL PHONES

Students who have cell phones must have cell phones **TURNED-OFF** and put away in bookbags upon entering the school building. Cell Phones on 'vibrate' are not off and must be **POWERED DOWN**. Students may **NOT** carry cell phones during the day. Cell phones must be "off and away," stored in bookbags.

Cell phones are not to be used during the school day for any purpose (examples include sending or receiving calls, text messages, communicating via social media or posting to social media, taking videos or picture taking). Cell phones with camera/video functions can not be used to take or transmit any image or video at any time. Additional information can be found under CCPS Policies and Regulations, Section J: Use of Portable Electronic Devices by Students as well in the Students' Rights and Responsibilities Handbook.

## CHANGE OF ADDRESS/PHONE NUMBER

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Proof of residency is required with any address change. The same applies to telephone numbers. **Please notify the office immediately of any changes.** We require a minimum of three (3) working emergency phone numbers. If you are new to the area, you will need to send them in as soon as possible.

## CONFERENCES

The value of parent/teacher conferences cannot be overstated. Effective communication between home and school has a positive impact on students and their achievement. Conferences can be scheduled between the teacher and the parent to discuss student progress and establish goals for success. We strongly encourage you to contact your child's teacher and meet with them regularly to discuss your child's progress.

## COURT ORDERS AND CUSTODY CONCERNS

If you are in possession of a court order prohibiting another person from seeing your child or taking him/her from school, we must have a copy in your child's folder/record in order to honor it. A judge must sign the court order and it must state the conditions of the order. Our goal is to keep all children safe while they are in our care at Leeds Elementary. We will do whatever it takes to contact you should another party come to the school to pick up your child if we know there are domestic/legal circumstances pending. Please keep us informed of any custody issues.

## COUNSELING SERVICES

We have a full-time school counselor, Mrs. Angela Morgan, on staff at our school. Our counseling program provides services to all students, teachers and parents. Services include classroom guidance lessons, small group counseling, consultation and parent education. This objective based program will focus on enhancing self-esteem, facilitating academic growth and development, exploring career education, and developing interpersonal skills. Our program offers preventative and crisis intervention to all students. Feel free to contact Mrs. Morgan at [amorgan@ccps.org](mailto:amorgan@ccps.org) or 410-996-5070.

## CRISIS EMERGENCY RESPONSE TEAM

Every school in Cecil County has a Crisis Emergency Response Team (CERT) made up of school administrators, teachers, secretaries, custodial staff, the school nurse and support staff. It is the responsibility of this team to develop our Crisis Emergency Response Plan. Although one plan cannot provide for every imaginable emergency, our CERT works with our school system and other county emergency response agencies to provide for the safety and well-being of all of our students. Several times throughout the year, we have practice drills to test our plan and revise it as needed. During these drills, your phone calls may go unanswered and you may not have access to the building. Thank you for your understanding as we provide for a safe school environment.

## DRESS CODE

From the CCPS Board of Education Dress Code Policy: *“Cecil County Public Schools seeks to promote good citizenship, to provide a safe and comfortable environment conducive to learning, and to prepare students for adult professional life. Certain clothing types and styles are deemed not appropriate as school-day attire and in addition may present an unhealthy situation. Appropriate dress is expected of all students. The responsibility for appropriate student dress lies with the student and his/her parents or guardians within approved standards set by the Board of Education and the schools.”*

For the safety of our students at Leeds Elementary and to minimize distractions from instruction, we have included the following in our dress code. The following items will not be permitted at school:

- Clothing with inappropriate slogans or advertising (i.e. alcohol, drugs, tobacco products, foul language, inappropriate hand gestures, etc.)
- Pants that drag on the floor
- Shorts, skirts, or pants worn below the undergarment waistline exposing undergarments or midriffs
- Wheelies
- High-heeled shoes
- Body piercing (other than ears)
- Shorts and skirts shorter than the length of the child's fingertips to the bottom of the garment
- Other clothing/accessories that are deemed inappropriate by School Administration

This code is intended to help students focus on learning. If a student does not comply with the dress code, we will call you requesting a change of clothes. Please assist your child in planning his/her school clothes for each day. It is very important that students wear tennis shoes on gym days and sturdy safe shoes for the playground and buses each day. Please refer to the *Student Rights and Responsibilities Handbook/Calendar* for more information.

## FIELD TRIPS

Students may take field trips during the school year to enhance curriculum and to broaden students' knowledge. A signed permission slip to document approval for the student to attend the field trip must be returned to the student's teacher prior to the day of the scheduled trip. Younger siblings, as well as middle or high school students are not permitted to accompany elementary school students on field trips. Children must ride the school bus to and from field trip locations if they are to be counted present for the school day. A parent who arrives at the field trip location via their car, may not take their child from the trip and transport them home. Additionally, the child must stay with their assigned chaperone/field trip group.

## GIFTED & TALENTED PROGRAM

Leeds Elementary School offers opportunities for those students demonstrating exceptional academic skills. A countywide screening tool is used to identify those students who would benefit from participation in our Gifted and Talented Program. Please feel free to reach out to our Gifted & Talented teacher, Ms. Brady for more information. Information can also be found in the CCPS calendar.

## GRADING AND REPORTING

The Elementary Grading and Reporting Regulations can be found [HERE](#). All attendance and grades are recorded in an electronic system called PowerSchool. As a parent, you have access to your child's information through the Parent Portal. The student and parent PowerSchool account information does not change from year to year, so if you already have this information, you may continue to use it to view your child's records.



## HEALTH AND MEDICATIONS

Please monitor your child's health each day before he/she leaves for school. Children gain little from being in school when they are ill and they may infect others. If your child has red eyes, a sore throat, a fever, a severe cough or an upset stomach, it is best to keep him/her home until they feel better. Please call our School Nurse, Nurse LeeAnna at 410-996-5070 to discuss any questions you may have regarding your child's health.

Children who become ill while at school will be sent to the nurse's office. Temperature will be taken to determine the extent of the illness. If a child has a temperature, a parent will be notified. Please report to the school any health conditions that may affect your child while at school. Be sure to let us know if your child has a contagious illness so that we can protect the other students. All medical information is kept strictly confidential and is released to no one except the nurse and administration.

**ALL MEDICATIONS MUST BE KEPT IN THE NURSE'S OFFICE.** This includes "over-the-counter" medications such as cough drops, aspirin, Tylenol, etc. Please be sure the school is notified in writing if your child is allergic to bee stings or any other sources of serious allergic reactions. Any other serious medical problems should also be brought to the school nurse and teacher's attention. Before a child can take or receive any medication, including over the counter (OTC) drugs, a School Medication Administration Authorization form must be signed by the doctor and parent and be on file in the nurse's office. Authorization forms are available from the school office and can also be downloaded by clicking [HERE](#). Additional information can be found at the [CCPS medication page](#).

## HOMework

Class time alone does not afford enough practice for mastery. Therefore, homework is a continuation of the day's lesson or activities. Teachers will take into consideration the ability of the child to complete the assignment in the allotted time. Parents should try to provide a quiet place to study and encourage completion of the assignment and support your children when necessary. Have your child(ren) show you the completed work and remind them to put their homework in their book bag to be turned into their teacher. If your child continually struggles with homework or requires substantial assistance please contact your child's teacher. *Please make time to review your child's homework prior to them returning it to school. Remember, you are your child's best teacher!*

## INFORMATION FROM SCHOOL

We send home a school wide parent communication every week via email. Almost all communication comes via email so please make sure we have an accurate and up-to-date email address for your family. Please check your child's backpack on a daily basis for additional communication from school. These may be periodic flyers and letters which detail important information and school events, important notes from the teacher or graded assignments to review. **ALL students will use a daily communication folder in primary grades and through the use of student AVID binders in intermediate grades, that travels back-and-forth between school and home. Please reference these communication tools daily.**

## ITEMS (MISCELLANEOUS) BROUGHT TO SCHOOL

Many times, children want to bring various items to school. Too many times, these items "disappear" or are broken and the result is a very sad student. Some small sports equipment (baseball gloves, tennis balls, soccer ball, footballs) may be brought to school but please make sure your child's name is clearly marked on the item in permanent marker. No electronic gaming systems, trading cards, or electronics etc. should be brought to school. Additionally, if items become a distraction and disruption to the learning environment, such items may be required to stay at home. Students are not allowed to trade or sell any item on school property.

## LOST AND FOUND

We strongly urge you to make sure that your child(ren)'s belongings are labeled with his or her name in permanent marker. This applies to coats as well as book bags, lunch boxes, and the like. Many items are turned into the office lost and found. Lost and found items are displayed in the cafeteria. If your child lost an item, he/she should check the cafeteria. All unclaimed items are donated at the end of the school year.

## PARENT TEACHER ORGANIZATION

Leeds Elementary's PTO is alive and well! The PTO Officers for the 2023-2024 school year:

- President - Coryn Combs
- Vice President - Steve Ferrante
- Co-Treasurers - Makayla Pawlicki & Christa Church
- Co-Secretaries - Jacki O'Reilly & Kaley Wolf

This dedicated group plans many activities throughout the school year to allow parents, teachers, and students the opportunity to participate in worthwhile adventures. The PTO is always in need of additional help. Please consider coming out to a monthly meeting or reach out to an officer to find out more! Information can be found at this webpage: [Leeds Elem. PTO](#) or at the Leeds PTO facebook page [HERE](#).

## PARENT PARTICIPATION

We encourage all parents to take an active part in your child's education. Your child's school success is enhanced by parental participation. Please review the [Leeds Home-School Compact](#) for additional information. Also, here are some things families can do to help out:

- Talk with your child each day about what is happening in his/her classes.
- Look over and help with homework assignments, but please, let your child do them.
- Read with your child every day.
- Read our school newsletters and respond to questionnaires and surveys.
- Complete forms and return them in a timely manner.
- Make sure your child is prepared for school with the appropriate supplies, lunch, library books, permission slips, band instruments, etc.
- Attend conferences and meetings.
- Become a member of the Parent-Teacher-Organization (PTO)
- Attend school performances/school events
- Sign-up to volunteer at a school event or other volunteer opportunity
- Join a mentor program



These are just a few ways that we welcome parent participation. If you are interested in other ways to become involved, please contact the Leeds office or your child's teacher.

## PowerSchool Parent Portal Password Changes

The PowerSchool Parent Portal and App will re-open on the first day of school, September 5. Starting this year, parents will be required to change their account password when first logging in for the school year. To do so, parents must visit the PowerSchool Parent Portal login page ( <https://cecilcountysis.powerschool.com/public/> ) and log in using their current account credentials. If the user is unsure of those credentials, a Forgot Username and Forgot Password link is available to complete the initial login process. Upon logging in, they will be sent to the password reset page to complete the password change process. Passwords must be at least 12 characters in length and must contain at least 1 uppercase letter, 1 lowercase letter, 1 special character, and 1 numeric character. App users must complete the process using the online portal and after successfully changing their password, users can log into the app to resume using this tool.

## REASONABLE SEARCH

As allowed by Maryland State Law, the principal or designee may search a student's clothing, backpack, or locker if there is reason to suspect that a student has items which may be illegal, prohibited, or stolen.

## SCHOOL CASH ONLINE

School Cash offers families the opportunity to make online payments for school fees such as field trips and student meals, all in a "one stop shop." This new and improved system is offered by the "[School Cash Online](#)" program. It will provide a convenient fee payment option that will save time, reduce paper, maintain a focus on instruction in the classroom, and limit cash and checks in our schools. This improved efficiency also aligns with the District's strengthened accounting practices.



## SPECIAL AREA CLASSES

As a student of Leeds Elementary, your child(ren) will participate in special area courses such as Media, Physical Education, Art, Music and Personal Wellness. Please make sure your child(ren) is prepared with the necessary clothing and/or supplies to fully participate in these classes. A schedule will be provided by your child's classroom teacher.

## STUDENT SERVICES TEAM

The Student Services Team provides intervention, prevention, and case management services to students in a school. The SST is composed of school administrators, the special education building coordinator, the child development counselor, school psychologist, the student support technician, classroom teacher(s) and other staff as needed. Ad hoc members may be any school personnel, agency personnel, parent/guardian, or other person needed for a given case.

## Title I Designation for Leeds

Title I is a federal program intended to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assessments. Title I funds target resources to schools where the needs are greatest. The need is determined by the number of economically disadvantaged families within the school. This year we are a targeted Title I school program aimed to raise the achievement of students by improving instruction and resources throughout the school, thus using Title I funds. Through the Title I grant we are able to staff additional positions to support learning in the classrooms and educational materials to ensure our students have the most up to date materials needed to thrive and be successful. In addition, we will use funds for family engagement opportunities before and after school.

## VISITORS

**All visitors must report to the main office upon entering the building.** No one may walk the grounds without registering in the office. Visitor stickers will be issued to each visitor who is permitted to partake in an activity. All employees wear badges and this lets the students know they are safe people to be in our building, therefore they will look for visitor stickers on all adults in our building. If you are interested in visiting your child's classroom, please contact the teacher to determine an appropriate time and let the office know upon your arrival that you have set up a visitation time with your child's teacher. Visitors in the classroom distract many children and the teacher will choose a time which will be the least disruptive for the learning environment. Click [HERE](#) to view the CCPS Visitor's Policy.

## VOLUNTEER PROGRAM

Our school volunteer program consists of many parents and other community members who assist students, teachers, and staff members on a daily basis. There are a variety of volunteer opportunities in our school building, and we welcome you to volunteer your time in our school. If you are interested in volunteering, please contact our school office. There is an orientation and background check process for all school volunteers.

## WHO TO CALL

Because of the complexity of our school programs, no one person knows all of the answers to all questions that may arise. To help you get the correct answer to your questions you should:

- **Call your child's teacher**, email, or send a note to get answers to questions about the classroom, schoolwork, homework, and/or classroom behavior.
- **Call the principal or assistant principal** when referred by the teacher, for a problem not solved by the teacher, for special assistance with your child's learning or behavior problems, with questions on general school policies and/or activities, and concerns regarding curriculum or other school matters.
- **Call the school secretary** to report your child's illness if he/she has a contagious disease or will be absent due to a prolonged illness, to request assignments for your child to do at home, or to get general information about upcoming events.
- **Call the school nurse** to ask questions about medications or other health concerns.
- **Call the cafeteria manager** to inquire about school meal accounts, snacks, or other aspects of the breakfast and lunch programs.
- **Call the Board of Education Office at (410-996-5400)** for answers to questions of a district-wide nature and for general information about our school system.
- **Call the transportation department (410-287-4656)** to discuss bus routes, bus stops, or other transportation concerns.