

FAMILY
HANDBOOK

LUDLOW-TAYLOR



ACADEMIC WARRIORS

2023-2024

PRINCIPAL MILLER'S WELCOME LETTER

Hello Parents and Caregivers to our Incredible Students!

My name is Penelope Miller and I have the incredible honor to serve as principal of Ludlow-Taylor elementary school. You are part of a very special place! Elementary school is a unique time of development, and we strive to make this time impactful. We seek to make an impact on student growth and development not only academically. Emphasizing growth and development from a whole child perspective is a hallmark of teaching at Ludlow-Taylor.

From our Reggio Emilia inspired pre-k program to the work through the Whole Child Collaborative through all our grades, we place a special interest in developing a child's ability to see themselves as competent problem solvers. Reggio Emilia is centered on student interests as the vehicle for learning deeply. Through deep and prolonged time spent exploring topics of interest, our youngest learners learn content, build early academic readiness skills, and create learning communities that last throughout their time at Ludlow-Taylor.

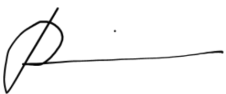
In grades kindergarten and 1st, we emphasize foundational skills as the path to deep learning. Without solid, well developed early literacy and number skills, we cannot then accelerate student learning in the upper grades. In grades 2-5, students engage with DCPS curriculums as well as hands-on learning in content areas, to practice skills, build their understanding of the world, and most importantly, know they have a voice in their learning.

We also believe that all children deserve to be in a space that honors them as individuals, respects differences in identities, and celebrates these unique gifts! Equity is a core value of the community, and we honor that through curriculum choices, hiring, and our commitment to partnering with families so all families know they are represented in all our choices.

Children deserve meaningful experiences alongside academic learning. We offer many enriching experiences to compliment what they get in their classrooms. We have a full-time science teacher to ensure students have rich science experiences. We offer art, music, and Spanish one time a week, and students have physical education for a total of 90 minutes weekly. All students access the library and media studies with our school librarian. We are excited to continue our full program with FoodPrints again in the 2023-2024 school year. Another program returning is the 3rd grade swim lessons, offered through DC Public Schools. 3rd grade students will go to the pool for lessons in swimming and water safety. 2nd graders will continue with their biking as well!

I know I am excited to be back in person and to be part of this vibrant community. I hope you cherish your time here at Ludlow Taylor. Please know your voice is a crucial ingredient in our work. Parents and caregivers have very hard jobs and we want to be partners as well as a resource for you. If you do not know how to share your voice and ideas, please reach out to me directly.

I serve this community with a heart full of joy! I look forward to seeing you all at school in the new year!



Penelope Miller,
Principal, Ludlow-Taylor ES

SCHOOL COMMUNICATION

WEBSITE

ludlowtaylor.org

SOCIAL MEDIA



@ltesconnects



@LudlowPTO



/LudlowTaylor



@MillerLTES

EMAIL

Principal: penelope.miller@k12.dc.gov

PTO: pto@ludlowtaylor.org

Absences: brittney.cloyd@k12.dc.gov

Enrollment: brittney.cloyd@k12.dc.gov

Vaccination Records/Questions:
dodaniels@childrensnational.org

PHONE

(202) 698-3244

PTO LISTSERV

Click [here](#) to join the Google Group ltes_dc or email pto@ludlowtaylor.org to be added.

CALENDAR

Ludlow-Taylor's Major Annual Events

Ludlow-Taylor's calendar can be synchronized to your calendar by navigating to <https://www.ludlowtaylor.org/events> and clicking on the "Subscribe to Calendar" button.

AUGUST	Back to School Event	JANUARY	Ice or Roller Skating Party
SEPTEMBER	Back to School Night Kick-off PTO & LSAT meetings Movie Night	FEBRUARY	Pancakes & Literacy
OCTOBER	Fall Fest and/or Farm Trips Spirit Week & Halloween Parade Adults' Night Out	MARCH	International Night
NOVEMBER	Thanksgiving Potluck	APRIL	Warriors' Night Out (Auction)
DECEMBER	Holiday Concert & Fair	MAY	Adults' Night Out Redux
		JUNE	TheatreWorkz Musical Spring into Summer Concert & Fair Field Day PK, K & 5th Grade Graduations

DCPS 2023-2024 Calendar

	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Student Days in Month	Cumulative Student Days	Teacher Days in Month	Cumulative Teacher Days									
2023																																						
AUG		1	2	3	4	5	6	7	8	9-Grad	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	F-ECE	4	4	9	9	
SEPT				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	20	24	20	29		
OCT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	19	43	21	50			
NOV			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	17	60	18	68		
DEC				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	15	75	15	83
2024																																						
JAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	19	94	21	104			
FEB				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	19	113	20	124	
MAR				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	19	132	20	144
APR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	16	148	17	161			
MAY			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	22	170	22	183	
JUN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	10	180	11	194			
JUL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	N/A	N/A	N/A	N/A			
AUG				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	N/A	N/A	N/A	N/A

KEY

- F First Day of School
- F-ECE First Day of School for Pre-K Students
- R/PO End of Term / Half-Day PD & Half-Day Records Day / No School for Students
- PD PD for Staff / No School for Students
- HOL Holiday for Students, Teachers, and Staff
- *** No School for Students or Teachers
- PTC Parent Teacher Conference Day / No School for Students
- SNOW Planned Snow-Day Make-Up Days
- SS Summer School
- R-Grad Rainbow Graduation
- NEO New Educator Orientation
- L Last Day for Students
- LS Last Day for Seniors

Major Religious Observances ★	
<i>(These are regular school days unless otherwise indicated)</i>	
Rosh Hashanah 9/16/23 (begins sunset 9:11)	Good Friday 03/29/24
Yom Kippur 09/25/23 (begins sunset 09/24)	Seder 03/31/24-04/01/24
Last day of Sukkot 10/06/23	Rid al-Fitr 4/10/24 (begins sunset 4:09)
Hanukkah 11/08/23 - 11/15/23	Passover 04/22/24 - 04/30/24
Christmas 12/25/23	Rid al-Adha 06/17/24 (begins sunset 6:16)
Ash Wednesday 2/14/24	Muharram 7/06/24 - 8/05/24
Yomim 8/10/24 - 8/09/24 (begins sunset 6:09)	Adhura 07/16/24 (begins sunset 07:10)

Term	Days
1	45
2	46
3	45
4	44

DAILY SCHEDULE

ARRIVAL

Drop off each morning will be as follows:

- **PK3 & PK4** students can be walked by their caregivers directly to their classrooms via the G Street entrance between **8:15-8:45 am**.
- **K-5th grade** students should enter via the main 7th St. entrance between **8:10-8:40 am**. All students should head directly to the multipurpose room, where they will wait with their classmates to be collected & walked upstairs by their teachers.

Instruction starts at 8:45am for all students and we start with the most important part of the day – specific activities that build the classroom community. When students feel they are part of something, they are more likely to take the risks in their learning that lead to greater academic progress. Please help us help students by being on time everyday!

Students arriving after 8:46am will need to enter via the 7th St. entrance and be accompanied by an adult to check-in with Mrs. Thompson or Mrs. White for a late pass.

BREAKFAST

Breakfast will be served daily in every classroom (ECE) or on a grab-and-go basis in the cafeteria (K-5th). It is available free of charge to all students on an as-desired basis and students need not sign up in advance to receive it.

LUNCH/ RECESS

All students have a 1 hour lunch & recess block between 11:30 am and 1:45 pm. PK3 & PK4 students eat in their classrooms, while K-5th students eat in shifts in the cafeteria.

New for SY '23-24: School lunch is FREE. There is no need to deposit money into your child's school bucks account. Students are also free to bring their own lunch from home. Ludlow-Taylor is a NUT FREE school (both peanuts AND tree nuts), so please make sure that your student's lunch is nut free.

Menus are typically available on a monthly basis and can be found here:

<https://dcps.dc.gov/page/sodexomagic-elementary-menus>.

Students are also free to bring their own lunch from home. Ludlow-Taylor is a NUT FREE school (both peanuts AND tree nuts), so please make sure that your student's lunch is nut free.

WEEKLY SPECIALS

All students at Ludlow-Taylor attend every "special" class once per week & have at least one special each day. The current rotation of specials is: **Art; Music; Physical Education** (2x per week, each with 1 of the 2 PE teachers); **Spanish**; and **Library**.

DAILY SCHEDULE

OTHER SPECIAL PROGRAMS

FoodPrints: Ludlow-Taylor is one of 19 elementary schools around DC to partner with FRESHFARM FoodPrints for gardening, nutrition, and cooking-related educational programming utilizing our gorgeous on-site garden.

All students will also get the opportunity to engage in FoodPrints programming approximately once per month.

Cycling: As part of a DCPS-wide initiative, all 2nd graders at Ludlow-Taylor learn to ride a bicycle. L-T just received a brand new fleet of bicycles this year from DCPS on Walk & Roll to School Day.

Swimming: This year, Ludlow-Taylor's 3rd graders have been chosen to participate in a learn to swim and water safety program at Dunbar High School's swimming pool. Instruction is led by dedicated certified health and physical teacher with a water safety instructor's endorsement. Over the course of instruction, students master essential components of water-safety, develop comfortability in water, improve swimming skills, and practice personal safety.

DISMISSAL

The school day ends at 3:15 pm. Students who are not enrolled in afterschool programming must be picked up by an authorized adult by 3:25 pm or have a form on file permitting them to self-dismiss.

Authorized adults are only those listed on the registration form in the main office. If someone not on the list needs to pick up a child, please inform the homeroom teacher and the main office. The adult picking up the student will need ID (no exceptions).

If you intend for your child to self-dismiss, please complete the form [here](#) or scan this QR code:



Students may be picked up beginning at 3:15 from the following locations:

* PK3, PK4, Kindergarten & ECE CES students will be dismissed from the G St. entrance.

* 1st & 2nd grade students and K-2 CES students will be dismissed from the 7th St. entrance.

* 3rd, 4th & 5th grade students will be outside on the playground. Authorized adults may enter the playground through the Morris St. gate. Please be sure to leave immediately so our aftercare program can begin its exclusive use of the playground at 3:30pm.



RISING STARS EXTENDED CARE

*Staffed entirely by
Ludlow-Taylor's
fabulous teachers!!*

BEFORE CARE

Before care is now available at Ludlow-Taylor! It runs from 7:10-8:10 am and students can be dropped off at any time during that period at the 7th St. entrance.

AFTERCARE

Aftercare will run from 3:30-6:00 pm daily. Children are given opportunities to discover new talents and interests through creative play and activities. This year's programming will include a variety of student activities such as sign language, craft projects, academic power, science exploration, puzzles and games, and so much more.

REGISTRATION

Register here: <https://www.hisawyer.com/rising-stars-extended-care/schedules>.

There is no cap on enrollment. Rising Stars is committed to providing extended care for all L-T students who need it. BUT early enrollment information helps with planning, so if you register by August 11th, you will save \$25/month!

* If you are registering for both Before & Aftercare with siblings, please do so in separate orders to ensure that you receive the sibling discount for both sessions.

PRICING

Monthly Price	Register Before 8/11/23	Register After 8/11/23
Before Care	\$100	\$125
Before Care 2 or more Siblings	\$150	\$175
Aftercare	\$260	\$285
Aftercare + 1 Sibling	\$420	\$445
Aftercare + 2 Siblings	\$505	\$530
Each Additional Sibling	\$85 each	

QUESTIONS?

Need more information? Contact Ms. Johnson -Corbin(Aftercare Coordinator & Kindergarten teacher) at marquita.johnson@k12.dc.gov or (770) 630-9442.

Ms. Johnson-Corbin & the PTO are committed to making Before & Aftercare available to all students who need them. Please reach out to Ms. Johnson-Corbin for more information on free & reduced priced options based on financial need.



THE FUTURE STARS ENRICHMENT PROGRAM

OVERVIEW

The new Future Stars Enrichment Program is excited to offer an array of clubs led by many of Ludlow-Taylor's own talented teachers and some past-favorite outside providers. There are a variety of clubs offered on different days and times, for different lengths of time, and for students of different ages to give all students in our community the opportunity to either tap into their own talents, or enjoy a new experience.

Here is the full brochure for Session 1 (click or cut & paste):

https://docs.google.com/presentation/d/1Ehe8eDOJ_lsmP6HyhlaKnwEBFjeWaR4syrwqJ8iYqwx/edit#slide=id.p

SESSIONS

Future Stars will run its programming in 3 sessions this year:

Session 1: September 11-December 8 (12 weeks)

Session 2: January 8-March 13 (10 weeks)

Session 3: March 25-June 7 (10 weeks)

OFFERINGS

Enrichment offerings will vary from session-to-session, although many will be offered consistently. The calendar of offerings for Session 1 can be found at pages 10-12 of the brochure linked above.

Session 1 offerings include Around the World, Arts Club, Choir, CodeAdvantag, Cooking, Cosmetology, Dancing Stars, Fantasy Writers, Film, Full Steam Ahead, Games & Puzzles, Gymnastics, Keyboard Orchestra, Kid Entrepreneur, Kuk Sool: Martial Arts, Legos, Newspaper & Journalism, Piano, Pokemon/Beyblade, Sewing & Fashion, RockStars, Soccer, TheaterWorkz Drama, Trumpet/Drum Line & Yoga.

Descriptions of Session 1 clubs can be found here:

https://docs.google.com/presentation/d/1gZVDFXmeN1xVgRsuzKdc4mm6YX3XpkSWCVRxjwwfjQ/edit#slide=id.g25ddc4ee197_0_17

CLUB ZONE

NEW this year: Parents may add "TFS Club Zone" on a club-by-club, session-wide or drop-in basis to get 3:15-6:00 childcare & enrichment activities on any day in which their student is enrolled in any Future Stars enrichment offering.

PRICING

It costs \$30/student (with discounts for siblings) to register for each session of clubs. Each individual club then varies in price as indicated in the brochure. Club Zone is available for an added cost of \$120 per club, \$420 per session or \$15 per day.

REGISTRATION

Registration for each 6-week session will commence about one month before each session starts. Session 1 registration will open Friday August 11th at 5 pm.

Register here: <https://www.hisawyer.com/future-stars/schedules>.

QUESTIONS?

Need more information? Interested in free and reduced price options? For **Future Stars Enrichments**, contact Mrs. Hannah (Future Stars Program Director & PK4 teacher) at: info@thefuturestars.net.

TEACHERS & STAFF

ADMINISTRATION

Penelope Miller, *Principal*
penelope.miller@k12.dc.gov

Sandy Watson, *Assistant Principal*
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Camelia McCandies, *Director of Specialized Instruction*
camelia.mccandies@k12.dc.gov

Lisa Broom, *Instructional Math Coach*
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Genell Penn, *Instructional ELA Coach (K-2)*
genell.penn@k12.dc.gov

Wendy Toussaint, *Instructional ELA Coach (3-5)*
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PK3 TEACHERS

Yakeema Blackstone
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Nathalie Brown
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Naa Borle Sackeyfio
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Anaisa Tyler, *Aide (Blackstone)*
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Kamya Campbell-States, *Aide (Brown)*
kamya.campbell-states@k12.dc.gov

Eanie Hall, *Aide (Sackeyfio)*
eanie.hall@k12.dc.gov

PK4 TEACHERS

Donnette Campbell
donnette.campbell@k12.dc.gov

Angela Hannah
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Rebecca Morrison
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Lynnette Davis, *Aide (Morrison)*
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KINDERGARTEN TEACHERS

Monet Andrews ("Ms. Monet")
monet.andrews@k12.dc.gov

Marquita Corbin-Johnson
marquita.johnson@k12.dc.gov

Nathalie Dautruche
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Ms. Azalea, *Aide (Andrews)*

Jenise Lovitt, *Aide (Corbin-Johnson)*
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Taren Moore, *Aide (Dautruche)*

1ST GRADE TEACHERS

Channing Cooper
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La'Quontinesha Atchison
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Leidy Moreno

2ND GRADE TEACHERS

David Bain
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Kaitlyn Roman
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Rodney Parker
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3RD GRADE TEACHERS

Joshua Cooper, *Math*
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Sharnette Gordon, *Reading*
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Lesli Jackson, *Writing & Social Studies*
lesli.jackson@k12.dc.gov

4TH GRADE TEACHERS

Shakia Godfrey, *Writing & Science*
shakia.godfrey@k12.dc.gov

Elisabeth Golub, *Math*
elisabeth.golub@k12.dc.gov

Harley Sanchez, *Reading*
harley.sanchez@k12.dc.gov

5TH GRADE TEACHERS

Ashley Currier, *Math*
ashley.currier@k12.dc.gov

Gretchen Giovanni, *Writing & Social Studies*
gretchen.giovanni@k12.dc.gov

Keisha Henderson, *Literacy & Social Studies*
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TEACHERS & STAFF

SPECIALIZED INSTRUCTION

Communication & Education Support (CES)

Ms. Audriana Henderson, *ECE Teacher*
audriana.henderson@k12.dc.gov

Dominique Wilson, *K-2nd Teacher*
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Elanor Walsh, *3rd-5th Teacher*
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Kenyana Merriweather, *CES Aide*
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Kierston Adams, *ECE CES Aide*
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Keith Cherry, *CES Aide*
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Sheridan Carty, *ECE CES Aide*
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Rushelle Morris, *CES Aide*

Resources for Students with Disabilities (SWD)

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Janice Casimir-Joseph
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Related Services

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Bolanle Koyejo, *SLP*
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Danielle Goldberg, *OT*
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WELLNESS TEAM

Dr. Kristen Dezen, *Clinical Psychologist*
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Dr. Marian Dunmore, *Counselor*
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Kevin Stafford, *Speech Therapist*
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Kayla Reid, *Restorative Justice Coordinator*
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SPECIALS TEACHERS

Charles Jean-Pierre, *Art*
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Kim Oelkers, *Library*
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Tyresa Smith, *PE*
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FRONT OFFICE

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Brittney Thompson, *Registrar*
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Ms. Lancaster, *Clerk*

CUSTODIANS

Joewan Thompson, *Head Custodian*
Joewan.Thompson@k12.dc.gov

Bijan Benson, *Custodian*
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Kenneth Blake, *Custodian*

CAFETERIA STAFF

Gicel Nieves, *Cafeteria Lead*
CafeLTaylor@k12.dc.gov

Mr. Shawn

Ms. Tawana

Ms. Melissa

OTHER

Officer K, *Security Officer*

Ms. CP, *Long-term substitute teacher*

Sejal Mobley, *Floating aide*

PARENT-TEACHER ORGANIZATION (PTO)

ABOUT

Ludlow-Taylor's Parent-Teacher Organization (PTO) offers a way for parents to come together to support our school in a variety of ways, including organizing community events and fundraising. The PTO works closely with Principal Miller, Assistant Principal Watson, teachers, and staff to identify needs and find ways to provide appropriate resources.

If you are a member of the Ludlow-Taylor community, you are a member of the PTO! There is no fee to join and all are welcome. Whether you have multiple hours or just a few minutes, we need your help! One way to get involved is to volunteer as a class "room parent," in order to help coordinate between the PTO, your child's teacher and the other families in your child's class.

MEETINGS

There is a PTO Meeting for families that are new to the school in the L-T multipurpose room on Tuesday September 5th at 6 pm.

Full PTO meetings will be held every other month in September, November, January, March and May. Meetings will typically be held on the last Tuesday of the month. The first meeting will be held in the L-T multipurpose room on Tuesday September 26th at approximately 7 pm (following the LSAT meeting).

Dinner & childcare will be provided for the duration of PTO meetings. A Zoom link will also be provided to record the meetings & facilitate remote attendance.

EXECUTIVE BOARD

The Executive Board manages the PTO and oversees its activities according to the Ludlow-Taylor PTO Bylaws. Each parent or guardian of a Ludlow-Taylor student can elect Executive Board members to serve two-year terms.

2023-2024 Executive Board:

Beth O'Connor, *President* // pto@ludlowtaylor.org

Heather Martin, *Vice-President* // heather.megan@gmail.com

Angelle Baugh, *Vice-President* // abaugh@cov.com

Angeline Spain, *Treasurer* // Angelinespain@gmail.com

Krista Vogt, *Assistant Treasurer* // kristavogt@gmail.com

Kathleen Greelish, *Secretary* // kathleengrealish@gmail.com

2023-2024 Administration Partners:

Penelope Miller, *Principal* // penelope.miller@k12.dc.us

Channing Cooper, *Teacher Representative* // channing.cooper@k12.dc.gov

QUESTIONS?

Find more information about the PTO, including the breakdown of last year's projected PTO budget (~\$143,000) here: <https://www.ludlowtaylor.org/about.html>.

PTO COMMITTEES

ABOUT

The best way to get more involved with the PTO is to join a Committee!

EVENTS

This Committee meets monthly & organizes community events, including Movie Night, Pancakes & Literacy, the Holiday Concert & Fair, Spring into Summer Concert & Fair... and more! Join us for a kick-off meeting on September 13th @ 7pm.

Co-Chairs: RaShonda Riddle & Chris Hanley

Concert & Fair Co-Organizers: Maureen Cleaver & Lauren McDermott

Email: events@ludlowtaylor.org

FUNDRAISING

With subcommittees to manage the Warrior Fund Drive, the Warriors' Night Out Auction & Gala, Grants and Promotions, this Committee fundraises the funds that our PTO spends in service of the school.

Warriors' Night Out Auction & Gala Co-Chairs: Heather Martin & Team

Email: LTESAuction@gmail.com

Grants Chair: Krista Vogt & Hannah Zlotnick

Email: grants@ludlowtaylor.org

Promotions/Partnerships Chair: Caitlin LaRocco

Email: caitlin.short@gmail.com

Warrior Fund Chair: Gena Edens

Email: genevieve.edens@gmail.com

GROUNDS

This committee helps take care of Ludlow's outdoor facilities, including the playground, garden and outdoor classroom, and organizes monthly work days.

Co-Chairs: Melanie Knapp & Will Teass

Email: mospeedracer02@gmail.com

TEACHER APPRECIATION

This committee helps make sure that our teachers feel how much we appreciate them, including by organizing Teacher Appreciation Week, Holiday & End of Year parties, and monthly surprises. This committee will often liaise with each class' "room parents" to help coordinate school-wide appreciation activities.

Co-Chairs: Jill Verret & Evelyn Mitchell

Email: ta@ludlowtaylor.org

ECE

This NEW committee will liaise with our fabulous ECE teaching team & our ECE room parents to help coordinate activities & events for our youngest students.

Chair: Michelle Smith Howard

Email:

michelle.smith.howard@gmail.com

LOCAL SCHOOL ADVISORY TEAM (LSAT)

ABOUT

The Local School Advisory Team (LSAT) is a group of elected and appointed teachers, parents & staff members that advises the principal on matters of importance to the school community. Specifically, the LSAT works with the principal on initial development, regular monitoring, and continuous refinement of the local Comprehensive School Plan (school goals) and school budget; advises the principal on school priorities; reviews data in order to be informed about school needs and trends; uses assessment results to develop specific strategies for research-based school improvement; and aligns strategic and specific goals and objectives of DCPS.

More information about LSATs, which every DCPS school is required to have, can be found at: <https://dcps.dc.gov/page/local-school-advisory-teams-lsat>.

MEMBERSHIP

Elections for the Parent Representatives and Teacher Representatives on the LSAT are held annually. The Washington Teachers Union (WTU) and PTO Executive Board are also represented.

2023-2024 Ludlow-Taylor LSAT:

Yakeema Blackstone, *Teacher Representative*
 Elisabeth Golub, *Teacher Representative*
 Audriana Henderson, *Teacher Representative*
 Rodney Parker, *Teacher Representative*
 TBD, *Assistant Teacher Representative*
 Lesli Jackson, *WTU Representative*

Jordan Baugh, *Parent Representative*
 Cate Brandon, *Parent Representative*
 Sean Goliday, *Parent Representative*
 Caleb Ward, *Parent Representative*
 Heather Martin, *PTO Representative*

MEETINGS

All LSAT meetings are open to the public and the notes are shared publicly. Meetings will typically be held on the last Tuesday of the month, immediately following the full PTO meetings in the months when they occur. The first LSAT meeting is Tuesday September 27th around 7 pm.

More information about the Ludlow-Taylor LSAT, including agendas for its upcoming meetings and notes from its past meetings can be found here: <https://www.ludlowtaylor.org/lSAT.html>.

SCHOOL POLICIES

ATTENDANCE

DC law requires regular school attendance for children ages 5 to 18. Although not required by law, it is just as important for children ages 3 and 4 to have regular attendance as well. Attending school every day and on time is critically important and has a huge impact on learning from prekindergarten through high school. Even as children grow older and become more independent, families play a key role in making sure regular attendance is a priority.

Some absences are unavoidable but when a student misses too much school—excused or unexcused – they can fall behind academically. Students are much less likely to succeed when they are chronically absent and/ or miss eighteen or more days in a school year.

If your child received a seat through the out-of-boundary lottery and accumulates 10 unexcused absences or 20 unexcused tardies over the course of the year, they may be asked to return to their neighborhood school for next school year.

TARDIES

Any arrival after 8:45 am will result in a tardy. All students and parents who arrive after 8:45 am should go directly to the main office and sign the Late Arrival book and provide any documentation related to the tardiness. Students will receive a late pass from main office prior to heading to class.

If a student is tardy five or more times within a grading period (excused or unexcused), they will be required to participate in an Attendance Meeting with the Attendance Designee. The purpose of this meeting is to identify barriers to attendance and to support our families with getting to school on time every day.

DELAYS

In the event that DCPS announces a two-hour delay, drop off will be from 10:30-10:45 am.

UNIFORMS

Ludlow-Taylor requires uniforms Monday to Thursday; Fridays are free dress days.

Students must wear solid colored yellow, kelly or dark green or white shirts, and kelly or dark green or khaki skirts, shorts, pants or dresses. There is no specific vendor required, but many families acquire uniforms from Primary, Old Navy, GAP and French Toast. Students may also satisfy the uniform requirement by wearing any LT apparel sold by the PTO, even when it is not in the usual school colors.

If you need assistance acquiring uniforms, please reach out to the main office or Ms. Davis, as Ludlow-Taylor maintains a uniform supply closet for families in need.

HOMEWORK

Homework is determined on a teacher by teacher basis, although it is not regularly assigned for ECE students. Teachers often encourage all families to read with their child and to practice math fluency facts on a nightly basis.

SCHOOL POLICIES

ALLERGY

Food related allergies, especially allergies related to nuts, can be life threatening for children with those allergies. As such, Ludlow-Taylor ES is a NUT-FREE school. This policy applies to both peanuts and tree nuts. Please do not send nuts, nut spreads or foods containing nuts to school with your child.

If your child has a severe food allergy of any kind, please submit a physician's documentation of those allergies -- and any necessary protocol to be followed in the event of exposure -- to the school nurse, so that the information may be included in your child's health record.

Please also consider notifying your child's classroom teacher of any such allergies in writing, especially if it is NOT to nuts or nut products, so that the teacher can be alert for any possible classroom exposures.

COVID

Ludlow-Taylor will follow official DCPS policies when it comes to COVID testing, mitigation and quarantine/isolation protocols. Per DCPS policy, masks will be optional. DCPS has not yet announced its policies for the '23-'24 school year.

EQUITY

Ludlow-Taylor is committed to creating a discrimination-free environment for all students, teachers and staff. We are focused on creating an equitable and inclusive environment in which we eliminate opportunity gaps, interrupt institutional bias, celebrate diversity and remove barriers to academic and social success, particularly for students of color. We want to support each and every one of our students as needed for them to thrive.

DCPS is committed to ensuring every student feels loved, challenged, and prepared to positively influence society and thrive in life by providing rigorous and inclusive learning environments for all students. The full DCPS Anti-Discrimination Policy can be found here: <https://dcps.dc.gov/publication/dcps-anti-discrimination-policy>.

BIRTHDAYS & CELEBRATIONS

In order to stay compliant with DC Health Schools Act, and to ensure a clean school throughout the day, birthday parties will be celebrated once a month, in the school cafeteria. Parents may sign-up to bring treats during their child's lunch time.

We encourage families to celebrate birthdays in classrooms with a book donation or special activity.

PLAYGROUND

Our playground will typically be open for the public during weekend daylight hours. You are welcome to use it for a private celebration during those hours (without any reservations), but please remember that it is shared space.

If you are willing to assist our Grounds Committee with opening/closing the playground gate on the weekend, please reach out!

OVERVIEW

Ludlow-Taylor, in conjunction with the Office of Specialized Instruction (OSI), serves students requiring additional supports by providing high-quality instruction and services in a timely and consistent manner. Currently, Ludlow-Taylor's program is overseen by Camelia McCandies, our Director of Specialized Instruction, who can be reached at camelia.mccandies@k12.dc.gov.

FULL-TIME PROGRAMS

These programs provide specialized instruction and services to a class or grouping made up entirely of students with specific needs. Ludlow-Taylor currently has 3 such "self-contained" classrooms, all of which are Communication & Education Support (CES)/Autism classrooms serving different grades of students. These classrooms provide specialized supports to students with 20 or more hours of specialized instruction outside of general education in their Individualized Education Programs (IEP).

PHILOSOPHY OF INCLUSION

The philosophy of inclusion seeks to incorporate students with special needs into the general education setting to the greatest extent possible. The goal of inclusion is to provide students with high-quality instruction that is aligned with grade-level expectations and give them the opportunity to succeed in all areas. One important way inclusion happens at Ludlow-Taylor is when a student's special education needs are met in the general education classroom; another is when self-contained classroom students attend specials with their grade-level peers.

504 PROGRAM

Section 504 of the Rehabilitation Act of 1973 ensures that eligible students with disabilities get the reasonable accommodations or services they need to access the DCPS curriculum and learning opportunities. Unlike an IEP, a 504 Plan does not provide for specialized instruction. For questions about the Section 504 Program, please email 504@dc.gov.

SUPPORTS FOR STUDENTS WITH DISABILITIES

Behavioral and Emotional Supports: Delivered by social workers, these services can include group or individual counseling; home visits; and social, emotional and behavioral assessments. School social workers work with teachers to analyze student behavior and to function over time to develop strategies that help maximize learning in the classroom. These social workers also connect students and families with community resources to maximize the impact of in-school behavioral support services.

Psychology: The Psychology team supports students and educators by giving psychological and developmental tests, analyzing information about a student's behavior and cognitive functioning, and interpreting these results with school staff and parents.

Physical Supports: Occupational therapists (OTs) work to improve students' ability to perform day-to-day tasks through developing self-help skills, adaptive behavior and play, and other sensory and motor skills. Physical therapists (PTs) help students with challenges related to movement, such as climbing stairs or transitioning from class to class.

Speech Support: The Speech-Language Pathology team identifies and supports students with specific disorders and delays related to language and communication. The team provides therapy to help students overcome the impact of these challenges on their academic success.

ONLINE RESOURCES

OVERVIEW

We've all become unfortunately accustomed to using online resources to further our children's education over the past three years. Below is a collection of online resources -- both official DCPS resources & others -- that we hope you find helpful to supplement your child's in-classroom learning.

CANVAS

Canvas is DCPS' online platform for classroom-specific content delivery to students. Your child's teacher may have a Canvas page with class specific-online resources, particularly in relation to any hybrid or virtual instruction owing to COVID.

Your child can access Canvas here: <https://dcps.instructure.com/login/canvas>. Your child's username is their DCPS Student ID number@students.k12.dc.us. Your child's password is their birthdate in the form MMDDYY.

CLEVER

Clever is DCPS' repository of third party online resources & learning platforms that students can use their DCPS credentials to access (e.g., Zearn, iReady).

Your child can access Clever here: <https://clever.com/in/dcpsk12/student/portal>. Your child's username is their DCPS Student ID number@students.k12.dc.us. Your child's password is their birthdate in the form MMDDYY.

IXL

All of our K-5 students have access to IXL, a personalized learning platform for Math and Language Arts that covers the DC Common Core standards. The platform can be used independently by students (it includes a "diagnostic" feature, which assesses your child's existing knowledge and tailors its suggested exercises accordingly) or in conjunction with classroom teachers (who may assign specific exercises).

Your child can access IXL at: <https://www.ixl.com/>. Your child's username is their DCPS Student ID number. Your child's password remains whatever it was last year *unless* you have received a new password from your teacher this year. If you have a student who is new to the school (or you can't find your previous login information, please reach out to your child's classroom teacher and they should be able to provide it to you).

OTHER

Ludlow-Taylor's math curriculum, Eureka by Great Minds, has a variety of online resources available for parents on its website: <https://greatminds.org/>.

Teach Your Monster to read offers great free games that teach early phonics, literacy and math skills: <https://www.teachyourmonster.org/>.