

# **KINGSFORD ELEMENTARY SCHOOL**

1401 Enterprise Road

Mitchellville MD 20721

Telephone 301.390.0260 • Facsimile • 301.390.0274

<https://www.pgcps.org/kingsford/>

## **PARENT/STUDENT HANDBOOK**



### **SCHOOL ADMINISTRATION**

Principal: Mrs. Renee D. Jones

Assistant Principal: Mrs. Jocelyn B. Price

Office Hours: 7:00AM-3:30PM

Staff Hours: 7:15AM-2:45PM

Student Hours: 7:30AM-1:55PM

School Colors: Turquoise and Silver

School Mascot: Knights

Motto: *Where Knights Reign and Education Shines!*



August 29, 2022

Greetings Kingsford Family,

Welcome to the 2022-2023 School Year. It is a pleasure to welcome back our families who were with us in previous years as well as those who are new to the Kingsford Family. We are looking forward to another phenomenal school year. Thank you for partnering with us in an effort to provide our students with the best elementary education experience in Prince George's County. We are committed to making this school year a successful one for all of our students and their families.

This *Parent/Student Handbook* was created to provide parents and students with one place to find the answers to many questions. This handbook brings transparency and consistency to how we interact with one another. Specific rules, policies and procedures related to the safety and operation of our school are included in the handbook. In order for our school to operate safely and efficiently, we must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. It is important as stakeholders in your child's education that time is taken to review this handbook.

This handbook's content may be updated from time to time throughout the school year. An up-to-date version will be maintained online at <https://www.pgcps.org/kingsford/>.

We welcome opportunities to interact and build relationships with our families throughout the school year. Please accept my well wishes for a successful school year. If you have any questions regarding the *Parent/Student Handbook*, please contact Mrs. Jones via email at [renee.jones@pgcps.org](mailto:renee.jones@pgcps.org) or by phone at 301-390-0260.

Educationally yours,

A handwritten signature in black ink that reads "Renee D. Jones". The signature is written in a cursive style.

Mrs. Renee D. Jones  
Principal

## ARRIVAL TIME

Children should arrive and enter the school building no earlier than 7:30 a.m. to report to class. Breakfast is offered to students from 7:30-7:55 a.m. Instruction begins at 8:00 a.m. Breakfast will not be offered after instruction has started. If a student is late to school due to the tardiness of his/her bus, the student will receive breakfast.

## BUS LANE

For the safety of all students, the bus lane is designated for buses only. The bus lane is closed to all vehicles from 7:00 a.m.-8:30 a.m. and 1:00-2:30 p.m. When dropping students off use the Kiss and Ride or park in the parking lot. The bus lane is monitored by Kingsford Staff. **In the event a staff member asks you to move, please respectfully move on.**

## KISS AND RIDE

The Kiss and Ride is an area used during morning arrival and afternoon dismissal that allows parents to drop students off curbside. For student safety, we ask that students exit vehicles on the curb and not the street. Pedestrians walking through the Kiss and Ride must cross at the designated crosswalk areas. The side door to enter the building from the Kiss and Ride closes at 7:45 a.m. Students arriving after 7:45 a.m. should enter through the front main entrance.

## ATTENDANCE/ABSENCES

(PGCPS Administrative Procedure 5113)

A student is counted present for a full day if the student is in attendance four (4) hours or more of the school day. A student is counted present for a half day if in attendance for at least two (2) hours of the school day, but less than four (4) hours. When a student is absent, a written notice is **REQUIRED** when the student returns. A doctor's certificate is required when a child returns to school after having any communicable diseases such as pink eye, ringworm, chickenpox, etc. Parents may request assignments for students who are lawfully absent for an extended period of time.

- Teachers need a minimum of 24 hours to gather materials.
- Work cannot be gathered on a daily basis.
- The number of excused days equates to the number of days a student has to make up missed assignments.

**Work can only be provided for excused absences** PGCPS Administrative Procedure 5113). Upon return to school, students must provide their teacher with a written note. Students who are considered **unlawfully absent** from school or class **will not** have the opportunity to make up missed assignments and will receive a zero in the gradebook

The following is a list of lawful absences from Administrative Procedure 5113; all other reasons are viewed by the county as unexcused:

- Death in the immediate family.
- Illness of a child. The principal may require a physician's certificate when a student is reported

absent for illness three school days.

- Health exclusion.
- Court summons.
- Hazardous weather conditions that would endanger the health or safety of the student when in transit to and from school.
- Work approved or sponsored by the school.
- School sponsored activity during the school day.
- Observance of Religious Holiday.
- State of Emergency.
- Suspension.
- Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons.
- Other emergency circumstances, which, in the judgment of the superintendent or designee, constitute good and sufficient cause for absence from school.

## TARDINESS

Children who arrive after 7:45 a.m. are marked tardy. Children who are late due to the school bus being delayed, will not be marked tardy. Any student entering the building after 7:50 a.m. must report to the main office before going to class. Students who are tardy due to bus delays are excused and will have an opportunity to eat breakfast.

## EARLY DISMISSAL

A note is required for early dismissal. The note should state why the child is leaving early and who will be picking up the child. Only parents or guardians or adults listed on the family card are permitted to sign students out without a note. Adults are to wait in the office for their child after he/she has been called. Students should turn in request notes for early dismissal to the classroom teacher first thing in the morning. **Early dismissals should take place before 1:30 p.m.** (PGCPS Administrative Procedure 5117)

## DISMISSAL

- Car riders, walkers, and students participating in after care off campus are dismissed first at 1:50 p.m.
- Bus riders will be dismissed after car riders.
- Students **will not** be called after 1:15 p.m. for early pick-up once dismissal procedures have begun in the classroom unless in the case of an extreme emergency as this practice is too disruptive during the dismissal process.
- Pick up for primary students takes place at their classroom doors. It starts at 1:50 p.m. Pick up prior to this time is considered early dismissal therefore parents must report to the main office.

**UNIFORM POLICY** (PGCPS Administrative Procedure 5152)

**Kingsford is a mandatory uniform school. Students wear light blue tops and navy blue bottoms. Solid white, black, or**

**blue socks and shoes that are at least 75% black make the uniform complete.** The temperature in the classroom varies throughout the year. Students may wear a blue sweater or lightweight jacket. If other outerwear options are chosen, students will be asked to remove them. **Absolutely no pullover hoodies are to be worn as a part of the school uniform.**

### **HOMEWORK**

Homework is an extension of the learning activity that takes place in the classroom. It provides students an opportunity to practice, reflect upon and apply the skills and processes taught in the classroom. It can aid students in the development of responsibility, self-discipline, and work habits. Homework also plays an important part in the computation of grades for specific subjects. This information will be communicated through each teacher's grading policy. If your child struggles with homework assignments on a regular basis, please inform the teacher of this concern right away.

### **LAVATORY BREAK**

Children are permitted to use the restrooms at designated times throughout the day. If a student has a **documented** medical condition, the parent should notify the teacher and School Nurse so that the child's needs can be met.

### **WATER BREAK**

Children are permitted water breaks at designated times throughout the day to quench their thirst. Students are also permitted to bring water bottles to drink **during breaks in the classroom.** Sugary drinks, including but not limited to, Gatorade, Powerade, Capri Suns, and soda **are not** permitted in the classroom. If bringing drinks to school for lunch, it is suggested that students bring healthy alternatives to meet the requirements of Maryland State Wellness Standards.

### **PARENT CONCERNS**

Parents who have questions, comments, or concerns regarding their children's education are urged to contact the school without hesitation. When contacting the school, allow 48 hours for a response. Our goal is to protect instructional time and to allow teachers time to respond after the instructional day. To share your concern:

1. Contact the teacher/staff member with whom you have a concern. Time is saved and communication is enhanced when the appropriate school-based personnel are the first to be notified of a concern.
2. If you are unable to resolve the concern with the teacher/staff member, contact Kingsford Administration to assist with reaching a resolution.
3. If the staff at Kingsford cannot answer your questions to your satisfaction or facilitate a mutual resolution that is in the best interest of the children, we will assist you with contacting the proper authorities at a higher administrative level.

Additional information about school-based contacts is listed under the How Can We Help section later in the handbook. Our

goal is to always remember that all decisions will be made in the best interest of children.

### **CLASS CHANGE REQUEST**

Students are placed in classes using multiple sources of data. All teachers at Kingsford have been vetted by PGCPHS Human Resources as qualified educators. It is not our practice to change class placements when requested by parents.

### **PLAYGROUND SAFETY**

Our school is equipped with playground equipment for students' use during supervised recess and physical education. Each set of playground equipment has been designed to accommodate students in the primary grades and intermediate grades. Students will be instructed to use the equipment that is designated for their use during recess and physical education. Students are not permitted to bring equipment from home. The school will supply approved equipment to students.

Safe play and adherence to all school rules are the responsibility of every student. Teachers will review and reinforce playground and recess rules with students. During inclement weather, the recess period will be spent in the classroom where children engage in quiet games and activities.

### **TESTING PROGRAM**

Our school system provides a countywide testing program consisting of tests that are given throughout the year. These assessments are delivered to assess the programs of not only your child but also our school, in meeting the needs of all children and providing an education that will prepare them for success at each level. Families will be notified of testing events through written notification, robocall, and/or announcement on Class Dojo.

### **VISITORS**

**At this time, all visitors are required to schedule an appointment prior to visiting our school.**

All schools in Prince George's County Maryland are considered a **"Drug-Free Zone"**. While visiting the school, please refrain from smoking in the building or on the school grounds.

### **VOLUNTEERS**

Volunteers are greatly appreciated. Parents, students, neighbors, friends, business and government employees, retirees, and anyone who has time to share are welcome. If interested in becoming a school volunteer, please contact Ms. Williams. After ensuring a valid fingerprint receipt is on file and the mandatory Safe Schools Videos are complete, your interest and involvement will be greatly appreciated.

### **FIELD TRIPS**

Field trips are to be considered extensions of the classroom experience and are an important part of the educational program. Trips require:

- A fee to cover transportation and the cost of the activity.

Payment is non-refundable if your son/daughter cancels their trip participation for any reason. Payments are collected by the classroom teacher.

- A signed parent permission slip (students will not be allowed to make phone calls home to request oral permission on the day of the trip).
- Parents may volunteer as chaperones with a valid fingerprint receipt on file and completion of Safe School Videos. Fingerprinting must be completed at least 2 weeks in advance.

While on school-sponsored field trips, students are reminded that the Student Code of Conduct is in effect and strict consequences will be adhered to in the event of inappropriate student behavior while on a field trip.

## **DELAYED OPENING/EARLY CLOSING**

### **Emergency Dismissal Form**

Prince George's County Public School's administrative policy requires that the school has an emergency form for each family. The form should describe how the child would be cared for if school is dismissed early due to an emergency situation or inclement weather. This should be a workable plan that your child understands, as the school will not be able to phone or locate every family. This written form is kept on file at school and should be updated periodically.

### **School Closings**

When school must be closed, opened later than usual, or closed early because of inclement weather or emergency conditions, an announcement will be made by overall Metropolitan/Washington area radio and television stations. Information is also available via the PGCPs website. Parents may sign up for alerts via text or email on the PGCPs website.

### **Delayed Openings**

During the school year, to ensure a safe arrival for staff and students during inclement weather, PGCPs may delay the opening of school. During a two-hour delay, doors open at 9:30 a.m. Buses are delayed 2 hours as well. Breakfast will be offered to students until 9:50 a.m. Before care is available starting at 9:00 a.m. **FIELD TRIPS are CANCELLED during a delayed opening.** (PGCPs Administrative Procedure 2565)

## **HEALTH SERVICES**

### **Health Room/Nurse**

Kingsford has a Registered Nurse (RN) on staff. The Health Room is designed to take care of minor cleaning and bandaging of wounds that occur at school and provide a temporary place for children who are ill and may need to go home. Please make sure that the school has a record of all current phone numbers in the event of an emergency so contact persons can be notified.

School personnel may not treat injuries that occurred outside of normal school hours. The nurse provides first aid for in-school sickness and/or accidents. Additionally, if deemed necessary,

emergency medical personnel will be notified and your child will be sent to the nearest emergency room. Parents will be notified as well.

### **Medication**

Should your child require medication of any kind, it must be brought by the parent to the school, not by the student. Medication cannot be left in the classroom, with the teacher, or in the student's possession. It is placed in the health room with a signed statement from a **physician**. Medicine is taken under the supervision of certified school personnel. In addition, cough drops are considered medication. Students may not bring cough drops to school.

A Medication Authorization Form must be on file for each individual student and medication. These forms are available through our nurse. For your child's protection, each medication must be in an appropriate container and labeled with the name of the medication, the name of the student, and the date. Please contact the school nurse with any questions. (PGCPs Administrative Procedure 5163)

### **IMMUNIZATION**

Children will not be allowed to attend school if they have not received the proper vaccine(s). Please contact the Prince George's County Health Department if you require assistance in obtaining the proper vaccinations for your children.

### **VISION AND HEARING SCREENING**

Routine vision and hearing testing are performed on kindergarten, second, and fourth-grade students. Referrals from other grades will be accepted.

### **CAFETERIA**

Meals	Daily	Weekly	Monthly
Full Priced Lunch	\$2.75	\$13.75	\$55.00

Additional food items and milk are available for an extra cost.

A child may bring or buy lunch. Each child is issued a PIN code which is linked to their lunch account. The PIN code is entered and the cost of lunch, milk, etc. is deducted from the account balance. Parents can deposit up to \$99.00 at any given time on a child's account. Parents are urged to prepay online via My School Bucks at <http://www.myschoolbucks.com>. Parents may also download the My School Bucks apps on their cell phone to pay lunch fees.

Children who lose or forget lunch money may borrow the cost of lunch from the school's account, under the premise that it will be paid back. Failure to repay will result in the student being provided with an alternative lunch approved by PGCPs.

### **LUNCH PROGRAM**

The Reduced and Free Meals Program is a federally funded program available to eligible families and those experiencing hardship. You may apply for assistance at [www.applyforlunch.com](http://www.applyforlunch.com). If you wish to apply, please complete

**ALL** information requested. Meeting the guidelines for the free/reduced plan is a requirement of the program.

### **CITIZENSHIP AND CONDUCT**

A student's conduct in school must be acceptable at all times. It must not interfere with the instruction of other students or the safe and orderly learning environment at Kingsford Elementary.

Students are responsible for obeying all school and individual class rules. **Every adult (staff) in the building** has the authority to direct students on their conduct and responsibilities while at school. Students who violate these policies are subject to disciplinary action as outlined in the Student Roles and Responsibilities Handbook. There will be quarterly Student Code of Conduct Assemblies to remind students of expectations and consequences.

### **DISCIPLINE PROCEDURES**

Discipline is a necessity for the total benefit of all the children as well as for the success of the entire instructional program. No classroom can function effectively as a learning center when valuable teaching time is lost. The expectation is that students follow rules and regulations that are set up for the safety and well-being of all. We believe that consistent communication between the school and the home establishes good relationships, and will be most effective in obtaining good results.

### **DISCIPLINE REFERRAL FORMS**

If your child is involved in an infraction during the school day, the classroom teacher or staff member will submit either a Kingsford Discipline Form or a PS-74, PGCPs discipline referral form. The in-house Kingsford Discipline Form is utilized to document incidents and track behavior. This form is not a permanent part of a student's record and remains on file for the current school year. A student receiving 3 in-house forms for the same behavior challenges will be escalated to a PS-74. Major infractions such as fighting and/or bullying will result in a PS-74 for a first offense. These behaviors are highly inappropriate and will not be tolerated at Kingsford. Parents will receive a copy of the discipline form with the notation of the action taken by the administrator. All consequences are issued based on expectations in the PGCPs Student Rights and Responsibilities Handbook.

### **GRADING POLICY**

Grading policies for each grade level will be presented at "Back to School Night". Copies will also be sent home during the first week of school.

### **CONFERENCES**

PGCPs designates one day in November each year for Parent/Teacher Conferences. In addition, parents can request a conference at any time during the year to discuss the progress of his/her child.

### **WITHDRAWAL/TRANSFER OF STUDENTS**

If you move outside of Kingsford Elementary's boundary, please call the school at least three days prior to the move. This will ensure that your child will have a transfer card to take to the new school. Before receiving the transfer card, it will be necessary to clear up any textbooks, library books, or other debt responsibilities. Make sure you leave your new mailing address with the Registrar. If the school becomes aware of a change of address, the school may withdraw the child until proper documentation is presented for Kingsford Elementary's Attendance Boundary.

### **CLASS DOJO**

All teachers will create a Class Dojo account for their classroom. The class code will be shared with families. Teachers use Class Dojo to communicate with parents as well as to monitor specific grade level appropriate behaviors for students.

### **Sunday Class Dojo Message**

On Sundays, the administration will post Weekly Highlights on Class Dojo. The purpose of this message is to provide parents with an overall summary of activities that have taken place and those that are to be held in the future. The message will also include test dates, schoolwide activities, fundraisers, PTA meetings, dates when school is to be closed and pertinent information about the operation of the school system and its policies. Stay in the know by checking Class Dojo at least once weekly.

### **CELL PHONES**

PGCPs Cell Phone Policy will be sent home with students. Students are permitted to bring cell phones to school, however, they must remain off and put away. Students are not permitted to converse with family members and/or friends via cell phone during the school day. If a teacher or staff member sees a phone out during the school day, the phone will be sent to the office. (PGCPs Administrative Procedure 5132)

### **TELEPHONE**

The school telephones are provided and reserved for official business and cannot be made available to students except in emergencies.

### **BOOKBAG OR BACKPACK**

All students should have a bookbag or backpack in which to carry books, homework assignments, and supplies to and from school. Bookbags and backpacks keep students prepared for class and they keep their materials organized. In addition, a bookbag and backpack protect student books and homework as they travel to and from school.

### **INAPPROPRIATE ITEMS FOR SCHOOL**

Students should leave all items at home that are not supportive of the educational process. Teachers and administrators will contact the parents of students who bring these inappropriate items on school property. This includes toys, games, electronic items, candy, or gum. If items are confiscated, a parent or

guardian must come to the school to retrieve the items taken.

## TRANSPORTATION

Bus riders are given a bus assignment and are to ride that bus only to and from school. Students should be at the bus stop fifteen minutes prior to pick up. **We encourage parents to monitor students at the bus stop. Children are monitored by the school system once they board the bus.** Riding the bus is a privilege and good behavior is required. In order to maintain a safe environment on each bus, the school supports the driver in maintaining safe bus riding habits. Anyone who violates the safety standards will be suspended from the bus. (PGCPS Administrative Procedure 5131)

### Responsibility of a Student Bus Rider

“Don’t Lose Your Riding Privilege”. **Follow these rules . . .**

1. The bus is considered a moving classroom; therefore maintain proper classroom conduct.
2. Keep all body parts and objects inside the bus.
3. Positive language and inside voices only.
4. Stay in your seat while the bus is in motion.
5. Do not eat or drink on the bus.
6. Keep the bus clean. Throw away any trash you have.
7. No pushing, shoving or fighting, bullying, intimidation or sexual harassment on or off the bus.
8. Keep the aisle clear of body parts or objects.
9. Cooperate with the driver. The driver is in authority on the bus.

## ADDITIONAL STUDENT RESPONSIBILITIES

We believe that children can achieve academic excellence only when there is an orderly atmosphere at school. Therefore, we are asking parents to review the following with each child:

- Come prepared to work for the day (pencil, paper, and homework).
- Always obey all teachers and staff members.
- Wear the designated uniform (Light blue top, navy blue bottoms, shoes 75% black, solid white/ blue/ black socks).
- **Gum chewing/eating candy is not allowed on the bus or at school.**
- Leave **all** toys at home (games and electronics).
- Be **respectful, responsible** and **courteous** to others at all times.
- Do not bring weapons and weapon-like items/toys/utensils

to school.

- Cell phones must be in the off mode and in backpacks during school hours unless instructionally guided in a classroom setting.

## PARENT RESPONSIBILITIES

- Provide a quiet place for your child to study each evening.
- Encourage your child to complete homework every day.
- Check to see that your child does the assigned homework.
- Make sure your child gets plenty of rest.
- Spend 15 to 30 minutes per day reading with your child.
- Try to schedule out-of-school appointments after school hours or on days when we are out of school. (School calendar provided.)
- Please make sure your child arrives at school on time every day. High tardiness and absenteeism rates lead to poor academic achievement.
- Check Class Dojo frequently for Weekly Highlights and other schoolwide and classroom messages.

## BIRTHDAY CELEBRATIONS

Birthdays are recognized but not celebrated at Kingsford due to food allergy concerns and instructional demands. Balloons, cupcakes and other party items are prohibited. In addition, the Maryland State Department of Education has created wellness standards that charge schools with ensuring students are involved in practices that promote nutrition and healthy food choices. Our goal is to provide students with healthy choices.

## DRESS DOWN DAYS

Throughout the year, students will have opportunities to dress-down for various reasons. At no time are ripped, holey jeans, or short shorts allowed. Nor are open-toed shoes, tank tops, or clothing with inappropriate graphics or phrases. Kingsford is a mandatory uniform school.

## PARENT TEACHER ASSOCIATION (PTA)

Kingsford Elementary School has a Parent Teacher Organization. All parents and staff members are encouraged to become members. This organization provides opportunities for parents, teachers and administrators to work together on various school-related programs. The general PTA meeting schedule will be shared with our families.

## KINGSFORD COMMUNICATION

Research shows that parent involvement can improve students' behavior, attendance, and achievement. One way to be involved is to be connected with the happenings at school. Below are the methods of communication for each grade level.

<b>Grade Level/Department</b>	<b>Academic Connection</b>	<b>Behavior Connection</b>
Administration	Phone	Phone/Written Notification
Deaf & Hard of Hearing Program (DHOH)	Class Dojo/Email/Phone	Class Dojo/Email/Phone
Pre-K	Class Dojo/Written Notes/Phone	Class Dojo/Written Notes/Phone
Kindergarten	Class Dojo/Phone	Class Dojo/Phone
First Grade	Class Dojo/Phone	Class Dojo/Phone
Second Grade	Class Dojo/Phone	Class Dojo/Phone
Third Grade	Class Dojo/Agenda Book	Class Dojo/Agenda Book/Phone
Fourth Grade	Class Dojo/Agenda Book	Class Dojo/Agenda Book/Phone
Fifth Grade	Remind/Agenda Book	Class Dojo/Phone
Physical Education	Class Dojo/Phone	Class Dojo/Phone
Instrumental Music	Class Dojo/Remind/Written Letters/Phone & Email	Class Dojo/Remind/Written Letters/Phone & Email
Vocal Music	Class dojo / written letters home	Class dojo / written letters home
Art	Class Dojo/Phone	Class Dojo/Phone
Media	Class Dojo/Phone	Class Dojo/Phone
SPED	Class Dojo/Phone/Email	Class Dojo/Phone/Email
ESOL	Class Dojo/Email	Class Dojo/Email

Additional communication/connection methods:

- SchoolMax online grading system. Check on a weekly basis. SchoolMax will allow you to view your child's grades in every subject.
- Email - Allow teachers up to 48 hours to respond to email Monday-Friday.
- Twitter - @Kingsford\_ES
- School website - [www1.pgcps.org/kingsford](http://www1.pgcps.org/kingsford)



## HOW CAN WE HELP?

When there are concerns, we want to hear from you. The classroom teacher should be the first point of contact when issues arise in the classroom. If there are additional questions or concerns after connecting with the classroom teacher, contact the staff member listed below:

Questions about....	Contact...	Email...
Appointment with Administration	Ms. Williams, Principal's Secretary	lori.greenwilliams@pgcps.org
Art	Ms. George, Art Teacher	saundra.george@pgcps.org
Before and After Care	Mr. Hunter, Coordinator	
Conflicts Between Students	Ms. Twewaa, Professional School Counselor	nana.twewaa@pgcps.org
Deaf & Hard of Hearing Program	Ms. Cain, DHOH Coordinator	dcain@pgcps.org
ESOL	Ms. Bedessem, ESOL Teacher	bedessem@pgcps.org
Health/Student Medication	Nurse Neal, School Nurse	caroline.neal@pgcps.org
Lunch Account	Ms. Cruz-Lopez, Cafeteria Manager	angela.cruzlopez@pgcps.org
Math Instruction	Mr. Flores, Math Instructional Lead Teacher	mflores@pgcps.org
Music	Ms. McNair, Instructional Music	pmcnair@pgcps.org
National Elementary Honor Society	Ms. Redmond	shanell.redmond@pgcps.org
Physical Education	Mr. Brooks, Physical Education Teacher Mr. Canada-Malcom, Physical Education Teacher	jonathan.brooks@pgcps.org jason.canadamalcom@pgcps.org
Reading/English Language Arts	Ms. Mullennix, RELA Instructional Lead Teacher	mary.mullennix@pgcps.org
Special Education/Compliance	Ms. Marshall, Special Education Chairperson	dynett.marshall@pgcps.org
Student Government	Ms. Twewaa, Professional School Counselor	nana.twewaa@pgcps.org
Student Registration/Withdrawals	Ms. Day, Secretary I	kellie.day@pgcps.org
Talented and Gifted Program	Ms. Mullennix, TAG Coordinator	mary.mullennix@pgcps.org
Technology	Mr. Flores	mflores@pgcps.org
Testing	Mrs. Redmond, Instructional Lead Teacher, Testing Coordinator	shanell.redmond@pgcps.org
Transportation	Ms. Lori Green-Williams, Secretary II	lori.greenwilliams@pgcps.org
Volunteering	Ms. Lori Green-Williams, Secretary II	lori.greenwilliams@pgcps.org

## Kingsford Elementary School Bullying Pledge

I make a **COMMITMENT**  
to take a stand against bullying.

I will treat others with  
**RESPECT** and **KINDNESS**.

I will have the **COMPASSION**  
to not be a bully and the  
**COURAGE** to not be a bystander.

It is my **RESPONSIBILITY**  
to help others being bullied  
and to **REPORT** bullying!



Remember...Keep the Kingsford Knights' code -  
Honesty, Friendship and Benevolence

Thank you for taking the time to read and review the Parent/Student Handbook with your student(s). The handbook may be updated at any time during the school year, if necessary. An updated electronic copy will be available to families on our school's website. If you have any questions or concerns please email or call administration. We are looking forward to working together this year. Thank you for being a part of team Kingsford!

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Please sign and return this slip to your child's teacher. Thank You.

- I have received and read Kingsford Elementary School's *Parent/Student Handbook* for the 2022-2023 school year.
- I understand that I am responsible for adhering to the rules, procedures, and expectations at Kingsford Elementary School.
- I have reviewed the *Parent/Student Handbook* with my child(ren).
- If I have questions about the content of the *Parent/Student Handbook*, I will seek clarity through Kingsford's administration.

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Parent/Guardian Signature

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Date

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Student Signature

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Date

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Teacher's Signature

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Date

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Principal's Signature

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Date