

# KINGSFORD ELEMENTARY SCHOOL

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WELCOME BACK!

August 1, 2024

Dear Kingsford Families,

On behalf of the staff of Kingsford Elementary School, I am thrilled to welcome you to the 2024-2025 school year! I am excited about reintroducing returning staff and introducing new staff members to our school community! We are looking forward to a phenomenal school year filled with engaging learning experiences, meaningful connections, and opportunities for all our students to thrive. Welcome new and returning families, we are glad you're here!

Our theme for this year is "Go for the Gold," inspired by the spirit of the Olympics. Just as athletes train hard, set goals, and strive for excellence, we are committed to supporting each and every student to achieve their personal best. "Go for the Gold" embodies our dedication to fostering a culture of perseverance, teamwork, and celebrating successes both big and small.

Kingsford will open its doors to students on Monday, August 26th. This year school will operate on a new bell schedule. The **new school hours** for Kingsford are **7:30 a.m. to 1:40 p.m.** We kindly request that you utilize the school's parking lot and the parking lot near the tennis courts for student drop-off. On the first day of school, students will report to a designated door to meet their teacher. Door assignments can be found in this packet. Our school staff will be on hand to guide you to your child's teacher.

Here is some important information about the upcoming school year. Please keep this information for your reference.

## **School Hours**

The instructional school day runs from 7:30 a.m. to 1:40 p.m. Students arrival time is 7:15-7:30 am. Please do not drop students off until 7:15 a.m. Students arriving after 7:30 a.m. are considered tardy and will need to report to the main office. Early dismissal ends at 1:15 p.m. Early dismissal involves verifying your identification and cross-referencing students with individuals specified on the emergency card or through a written note only. We will not be able to accept verbal permission or changes in dismissal arrangements over the phone for safety reasons. The bus loop is closed to cars from 6:50 a.m. to 7:45 a.m. and from 1:15 p.m. to 2:00 p.m.

## **Student Class Assignments**

Student class assignments will be available online in ParentVUE by August 19, 2024. To activate your account, check your email for your personalized activation code, which [synergy.feedback@pgcps.org](mailto:synergy.feedback@pgcps.org) has shared.

## **School Uniforms & Supply Lists**

Information can be found in this packet as well as on our school website <https://www.pgcps.org/kingsford>.

## **Emergency Contact Form**

It is extremely important that we have accurate emergency information on file for every child. Please complete the form and return it by the first week of school.

## **School Meals**

Breakfast is offered to students free of charge daily, and lunch is offered to students daily at a cost to our families. Based on household size and income, free or reduced-price meals are available to students. Families must apply for this benefit each year here: <https://www.pgcps.org/offices/food-and-nutrition/free-and-reduced-meals>. Students without lunch money may

borrow money from the Principal's Lunch Account; however, the money must be repaid. It is recommended that families complete the application before the first day of school to avoid charges.

### **Immunizations**

Remember: No Shots, No School! Make an appointment for routine immunizations today! Kindergarteners in the state are required to get a second dose of the chickenpox vaccine, while students in the seventh grade must get the vaccination for Meningococcal and Tdap, which protects against tetanus, diphtheria and pertussis.

### **Class Dojo**

Parents are also encouraged to sign up for the Class Dojo account to receive school information. Connect to the school using this link: <https://www.classdojo.com/ul/p/addKid?target=school&schoolID=55807ef66f0c41f11aa7af1a>. Classroom teachers will also share a class code.

### **School Visitors/Volunteers**

Safety! Safety! Safety! Prince George's County Public Schools are open for visitors, volunteers, and one-time volunteers. Visitors and one-time volunteers must have a scheduled appointment due to the requirement of being escorted and supervised by PGCPs employees at all times. Please visit the VISITOR SCREENING PAGE on the PGCPs website to begin your approval process. <https://www.pgcp.org/offices/humanresources/fingerprinting>

### **Have a Bus Rider? Download StopFinder**

Bus info should be available the week of Aug. 19-23. Bus route cards will be mailed to the last address of record in SchoolMax. Families with students who will be riding the bus this fall can download the new StopFinder mobile app for info on bus locations and schedules. Please note that you must have an email address on record in SchoolMax to use the app <https://stopfinder.com/parents/>. Schools do not manage buses or assign students to buses. Transportation questions and concerns are best addressed by the PGCPs Transportation Office <https://www.pgcp.org/offices/transportation> or 301-952-6570.

### **Cellphones**

Kingsford's cell phone policy aligns with the policy established by PGCPs. While students are allowed to bring cell phones to school, they must remain turned off and stored away during school hours. If students need to contact their parents, phones are available for their use. The presence and potential misuse of cell phones can significantly disrupt the instructional environment, making it crucial to monitor student usage. We respectfully ask parents to support our no-phone-in-the-classroom expectation to ensure a focused and productive learning experience for all students.

As we gear up, mark your calendar for:

- **August 23rd**—In-person Orientation for Prekindergarten (8:00-8:45), Kindergarten (8:30-9:15), and New Students to Kingsford ES (9:00-9:45). Please adhere to the appointed time. We also encourage families to bring student supplies with them to orientation, as parents will not have an opportunity to walk students to class on the first day of school.
- **August 26th** - First Day of School
- **September 2nd** - Labor Day Schools and Offices Closed
- **Back to School Night**- Details forthcoming. Back to School Night will be held the first week in September.

Let's make this year a golden one by working together and supporting our students as they "Go for the Gold" in all their endeavors. Thank you for your continued support and dedication to Kingsford Elementary School. Here's to a fantastic year ahead! Thank you in advance for being our partner in education. We look forward to seeing you on August 26, 2024, to begin the 2024-25 school year. If you have any questions, please feel free to email me at [renee.jones@pgcp.org](mailto:renee.jones@pgcp.org). Assistant Principal Price may be reached at [jocelyn.price@pgcp.org](mailto:jocelyn.price@pgcp.org).

Educationally yours,

*Renee D. Jones*

Renee D. Jones  
Principal

**Kingsford  
Elementary School**



**Back to  
SCHOOL**

**Orientation**

**Friday,  
August 23, 2024**

**Space is limited.  
No more than 2  
guests per  
student.**

**Pre-Kindergarten**

**8:00-8:45 am**

**Kindergarten**

**8:30-9:15 am**

**New Students 1st-5th**

**9:00-9:45**

## Kingsford Elementary School Student Supplies List 2024-2025

**FAMILIES IN NEED OF SUPPORT OBTAINING SUPPLIES MAY CONTACT KINGSFORD ES FOR HELP.**

<p style="text-align: center;"><b>PRE-KINDERGARTEN</b></p> <p style="text-align: center;"><b>Please label all of your child's possessions with a permanent marker.</b></p> <p>Backpack (full size no rolling backpacks)  1 clear shoebox container with a change of uniform clothes, including socks and undergarments (labeled)  2 composition books  1 paint smock or oversized shirt  2 boxes of large crayons  2 boxes of markers  10 large primary pencils  10 glue sticks  4 packs of index cards  5 boxes of tissues  2 black dry-erase markers  1 dry-erase eraser  1 hard pencil box  1 pair of headphones  3 boxes of plastic bags (1 sandwich, 1-quart size, 1 gallon)</p> <p><b>*OPTIONAL - Disinfectant wipes, hand sanitizer, hand soap</b></p>	<p style="text-align: center;"><b>KINDERGARTEN</b></p> <p style="text-align: center;"><b>Please label all of your child's possessions with a permanent marker.</b></p> <p>Backpack (full size no rolling backpacks)  1 set of uniform clothes, including socks and undergarments (labeled)  3 plastic 2 pocket folders (Blue, Red, and Green)  2 boxes of tissues</p> <p><b>* Bring the following items to school and leave ONE of each item at home.</b></p> <p>*2 pairs of blunt-tip scissors for kids  *2 large pink erasers  *2 dozen of #2 pencils  *4 boxes of 16-count crayons  *2 dry erasers for a dry-erase board  *2 packs of dry-erase markers (4 count)  *4 jumbo glue sticks  *2- plastic pencil containers  *3-primary composition books WIDE RULE Only  *1- pair of headphones</p> <p><b>*OPTIONAL - Disinfectant wipes, hand sanitizer, hand soap</b></p>
<p style="text-align: center;"><b>FIRST GRADE</b></p> <p style="text-align: center;"><b>Please label all of your child's possessions with a permanent marker.</b></p> <p>Backpack (full size no rolling backpacks)  4 composition books primary version  4 plastic pocket folders  3 boxes of 24-count crayons  1 pencil pouch  4 dozen #2 pencils  4 big erasers  1 clipboard  1 clear shoebox container with a change of uniform clothes, including socks and undergarments  3 jumbo glue sticks  2 box of tissues  2 pair of scissors  1 box of gallon plastic bags (boys)  1 box of sandwich bags ( girls)</p> <p><b>*OPTIONAL</b></p> <ul style="list-style-type: none"> <li>● wireless or wired mouse for Chromebook (can make using the computer easier)</li> <li>● Disinfectant wipes, hand sanitizer, hand soap</li> </ul>	<p style="text-align: center;"><b>SECOND GRADE</b></p> <p style="text-align: center;"><b>Please label all of your child's possessions with a permanent marker.</b></p> <p>Backpack (full size no rolling backpacks)  Soft zippered pencil bag - <b>No pencil boxes, please</b>  2 dozen - #2 pencils - No mechanical pencils, please (keep 1 dozen at home to replenish throughout the year)  2 boxes of 24-count crayons (keep 1 at home)  10 glue sticks (keep 8 at home to replenish throughout the year)  5 wide-ruled marbled composition books  1 pair of scissors  1 pack of wide-ruled paper  2 boxes of tissue  1 highlighter  2 black dry-erase markers  2 packs of erasers  3 pocket folders, no binders, please  1 pack of water-based markers  Headphones/earbuds w/ microphone  5 black dry-erase markers</p> <p><b>*OPTIONAL</b></p> <ul style="list-style-type: none"> <li>● wireless or wired mouse for Chromebook (can make using the computer easier)</li> <li>● Disinfectant wipes, hand sanitizer, hand soap</li> </ul>

### THIRD GRADE

Please label all of your child's possessions with a permanent marker.

Backpack (full size, no rolling backpacks)  
6 composition books - wide-ruled  
1 pack of wide-ruled notebook paper  
1 2-pack of highlighters  
5 two-pocket plastic folders  
2 boxes of 16-count crayons or colored pencils (Keep 1 at home to replenish)  
3 dozen #2 pencils  
2 pink erasers  
1 pair of scissors  
2 packs of 3x3 sticky notes  
8 glue sticks  
3 boxes of tissues  
1 cloth pencil pouch - no pencil boxes. They do not fit in the desks.  
1 pack of black dry-erase markers (Expo preferred)  
Headphones/earbuds

#### \*OPTIONAL

- wireless or wired mouse for Chromebook (can make using the computer easier)
- Disinfectant wipes, hand sanitizer, hand soap

### FOURTH GRADE

Please label all of your child's possessions with a permanent marker.

Backpack (full size no rolling backpacks)  
6 composition books  
1 pack of dry-erase markers (4 count)  
1 clear protractor  
1 highlighter  
1 Graph composition notebook  
3 packs of 3x3 sticky notes  
1 plastic pocket folder  
1 box of crayons  
2 packs of wide-ruled notebook paper  
1 pack of 8-count dividers  
4 big erasers  
1-inch binder  
4 dozen #2 pencils  
1 pair of scissors  
3 jumbo glue sticks  
2 boxes of tissues  
1 cloth pencil pouch  
1 box of quart-size plastic bags  
Headphones  
2 pkg. colored pencils

#### \*OPTIONAL

- wireless or wired mouse for Chromebook (can make using the computer easier)
- Disinfectant wipes, hand sanitizer, hand soap, tissues

### FIFTH GRADE

Please label all of your child's possessions with a permanent marker.

Backpack (full size no rolling backpacks)  
5 composition books  
1 pack of wide-ruled notebook paper  
1 Pack of highlighters  
1 pack of dry-erase markers (4 count)  
1 pack of washable classic color 8 count markers  
2 boxes of 24 count crayons or 1 pack of colored pencils  
1 package cap erasers  
Pencil Sharpener  
2 dozen #2 pencils  
1 pack of 3x3 sticky notes  
2 pairs of scissors  
4 jumbo glue sticks  
2 boxes of tissues  
1 cloth pencil pouch  
Red Pens  
1 inch/cm ruler  
headphones  
**No binders**  
**No permanent markers**

#### \*OPTIONAL

- wireless or wired mouse for Chromebook (can make using the computer easier)
- Disinfectant wipes, hand sanitizer, hand soap

### Need school supplies?

Contact our professional school counselor Ms. Twewaa at [nana.twewaa@pgcps.org](mailto:nana.twewaa@pgcps.org) if you have a student in need of school supplies. We have received donations from our community partners who are ready to support our families.





### Mandatory Uniform Policy 2024-2025

The Mandatory Uniform Policy at the Kingsford Elementary School aligns with the **Board of Education Policy 0600** regarding school uniforms. All students must be in full uniform each day. Please follow the guidelines below when shopping for school uniforms, shoes, and accessories. Students will have opportunities to dress down and show their individualism on specific days of the year. However, students must follow the guidelines daily. The uniform consists of the following: Light Blue Polo Shirts; Navy Blue Slacks/Pants; Skirts or Jumpers; Navy Blue, Light Blue, or White Sweaters/ Cardigans (**No hoodies or hoods inside the building**). No jeans, cargo pants, yoga pants, or leggings. Shoe styles include tennis shoes and boots. No shoes with attachments such as wings, stuffed animals, flashing or stationary lights, or bells.; **Croc-style shoes, flip-flops, and slippers are not permitted.** No shoes with wheels.



#### All students:

- When students arrive, they are provided with a closet hook to hang their belongings. Students cannot walk around the building with heavy coats and bookbags.
- The temperature in classrooms varies throughout the year. If necessary, students can wear a sweater or lightweight jacket without a hood during the day. The lightweight jacket should be navy blue and free of logos, slogans, or emblems. Large coats, jackets, or windbreakers may not be worn in class.
- Jean jackets, hoodies, or jackets with hoods are not permitted.
- All shirts and blouses must be tucked in.
- Boots can be worn but should have heels no higher than 1 1/2 inches (for safety during PE and recess). Boots must be laced and tied and, if worn with pants, should be under the pants leg.
- Head Coverings: Headdresses can only be worn indoors for religious or health reasons. Bandanas and hats are not permitted. Students choosing to wear them will be asked to remove them.
- Pants/shorts must be worn at the waist and with a black or brown belt (K-2 grade students - belts are optional due to toileting difficulties). Shorts, skirts, and skorts must be the proper length. When students stand with arms to their sides, the shorts, skirt, or skorts must be longer than their fingertips.



**NO  
HOODIES**

For the safety of our school community, students are not permitted to wear hoodies or hoods of any kind in the school building during the school day. This policy will be strictly followed this school year. If students want to wear a sweater during cool weather, it must be hoodless. Thank you in advance for your cooperation.

## Kingsford ES Arrival and Dismissal Plan

Student arrival begins promptly at 7:15 am. Parents may not drop off students prior to that time.

### Bus Riders:

The bus lane is for buses only. Please follow the directions of staff and posted signs. For the safety of our school community, parents dropping off students must follow the directions of car riders. Failure to follow this policy may result in PGCPs Security taking action. Please refer to the PGCPs [Code of Conduct for Families, Volunteers and Visitors](#)

All buses must drop students off via the bus loop. If the bus arrives early, the students must line up at their designated door and wait for the bell. Staff must monitor students after 7:15 a.m.

- Primary students will line up on the primary side of the building.
- Intermediate students will line up on the intermediate side of the building.

### Car Riders:

Parents should not drop off their children before 7:15 a.m. There is no supervision before 7:15 a.m. Kingsford staff will be present in a green vest to assist. Parents should follow the following procedures when dropping off their child(ren):

#### Primary Students (K-3rd)

- Parents should follow the road to the Kiss and Ride drop-off area when entering the parking lot.
- Parents should follow the directions of the staff members when pulling up to the drop-off area.
- To ensure student safety, all students should exit the vehicle onto the sidewalk, not the street.
- Parents should wait to be directed to move forward and exit the parking lot.
- There will be no idling and/or parking in the drop-off area.
- If parents need to speak with office personnel, park in the parking space and report to the front of the school. Please DO NOT park in the FIRE LANE, as indicated by the yellow-painted curb.

#### Intermediate Students (4th-5th)

- Parents should follow the staff members' directions when pulling up to the drop-off area on Kings Arrow St.
- Parents may not pull into the parking lot. Student drop-off will take place at the crosswalk.
- To ensure student safety, all students should exit the vehicle onto the sidewalk and not the street.
- There will be no idling and/or parking in the drop-off area.
- If parents need to speak with office personnel, park in the parking lot and report to the front of the school. Please DO NOT park in the FIRE LANE.

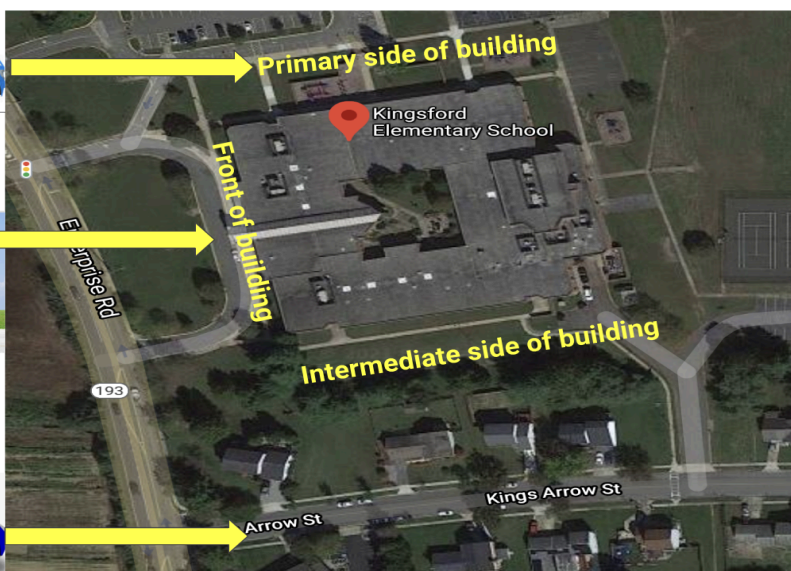
Primary students (K-3) will enter the building through this entrance on the parking lot side of the building.

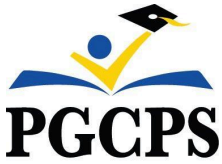


Bus and van riders will enter their assigned door after being dropped off via the bus loop. Parents may not drop off students in the bus loop. The bus loop is closed to all vehicles prior to 8:00 am. Parents who fail to follow this request will receive a traffic violation letter as outlined in Code of Conduct for Families, Volunteers, and Visitors.



Intermediate students (4-5) will enter the building through this entrance on Kings Arrow St.





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## First Day of School Departure 2024 - 2025

Welcome back! We are excited to welcome our families back to school. While the first day of school will be busy, we want to be proactive and address how all students will get home safely. **Please make the appropriate selection below and return this form to school on August 23rd, Orientation Day, or August 26th, the First Day of School.**

Homeroom Teacher's Name: \_\_\_\_\_

On Monday, August 26th, my child, \_\_\_\_\_, will depart from Kingsford Elementary by:

\_\_\_\_ Bus # \_\_\_\_\_

\_\_\_\_ Car Rider- Picked up by: \_\_\_\_\_

\_\_\_\_ Walker

\_\_\_\_ Aftercare Program (Aftercare arranged by parents): \_\_\_\_\_

\_\_\_\_ Alphabest PGCPS Before & Aftercare Program

**For the remainder of the school year, my child will depart from Kingsford Elementary by**

\_\_\_\_ Bus # \_\_\_\_\_

\_\_\_\_ Car- Picked up by: \_\_\_\_\_

\_\_\_\_ Walker

\_\_\_\_ Aftercare Program (Aftercare arranged by parents): \_\_\_\_\_

\_\_\_\_ Alphabest PGCPS Before & Aftercare Program

Does your child have a sibling/siblings at Kingsford?      Yes      No

Grade: \_\_\_\_\_      Teacher: \_\_\_\_\_

Sibling's Name: \_\_\_\_\_

Grade: \_\_\_\_\_      Teacher: \_\_\_\_\_

Sibling's Name: \_\_\_\_\_

***Please note: This form will be used to make our master dismissal list. Changes to your child's dismissal plan will require a written notification to the classroom teacher and main office. Kingsford ES will not change a child's dismissal from a message from a student or a telephone call.***