



PRINCETON ELEMENTARY SCHOOL

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August 5, 2024

Dear Princeton Elementary School Families,

We are thrilled as we prepare to kick off the 2024-2025 academic year! The entire Princeton Elementary Team is eagerly looking forward to welcoming your children back to school on Monday, August 26, 2024.

This year, we continue to embrace our school-wide theme: **Rockin' Our Roles - One Band, One Sound**. Our goal is to strengthen our community through dedicated commitments that will foster student success, supported by evidence-based strategies and support systems.

To truly thrive, our school community needs increased parent involvement. Everyone's role as stakeholders is crucial to our collective success. Last year, our interactive monthly family engagement nights were a great success, enhancing parent-school collaboration. This year, we are excited to build on this momentum by establishing a Parent Advisory Group. If you have a passion for planning and supporting school programs, please reach out to me at Jessica.Coley@pgcps.org. Your involvement is vital, and I encourage all parents to commit to being engaged and ensuring regular school attendance. Our joint efforts can make a significant difference for our students, and I am optimistic that we can improve our level of parental involvement together.

Starting this year, **instruction will begin at 7:30 a.m. and end at 1:40 p.m.** Please ensure that your child arrives on time to maximize their learning experience. Students who walk or are brought to school should not arrive before **7:15 a.m.** **Children should not be left unattended. School employees do not assume responsibility for children dropped off prior to 7:15 a.m.** Employees use the time before school to prepare for the instructional day. Breakfast will be served upon student arrival and will end at **7:30 a.m.** In the event that a child arrives at school **after 7:30 a.m.**, they must be escorted in the school building by an adult, no exceptions. It is important that the dismissal process be as smooth as possible. As such, the early dismissal cut-off is at **1:15 p.m.** **Following 1:15 p.m.** parents must wait for their children to be dismissed at the regular time of **1:40 p.m.**

I look forward to engaging with you at our key opening events to include the Orientation/Sneak-a-Peek Day, Block Party, and Back-to-School Night. Enclosed in this packet, you will find important information to support a successful school year, including tentative event dates for the First Quarter. We hope this advance notice will help you plan and encourage your active participation. As done in years past, Class Dojo will also serve as our primary platform for communication and I will share weekly updates along with other members of the school team.. Teachers will also post on their respective pages weekly..

Let's come together with love, patience, gentleness, and grace to provide a transformative educational experience for our Tiger Scholars. They are counting on us, and together, we can make this year exceptional!

Roaring with Princeton **P.R.I.D.E.**,

Ms. Jessica B. Coley

Ms. Jessica Coley



Princeton Elementary School Parent Information

[Welcome to Princeton Elementary](#)

Mrs. Lane, former Assistant Principal has transitioned to another school to accommodate her personal needs. We wish her well! This year, I am filled with excitement to have [Ms. Lorna Garrison](#) join me as the Assistant Principal of Princeton Elementary. Since joining the school team in 2020, she has excelled, from her role as a Math Instructional Lead Teacher to positions such as Testing Coordinator, Data Coach, and CSI Liaison. Her love and passion for our community is seen in her every action. We are so excited to serve you as an Administrative Team!

Please join me in welcoming the following Team Members to the Home of the Tigers: [Ms. Amber Talbott](#), Fifth Grade Teacher; [Ms. Aryn Gray](#), First Grade Teacher; [Ms. Brittanie Johnson](#), Pre-Kindergarten Teacher (Former Pre-Kindergarten Paraprofessional at Princeton); [BriJea Colvin](#), Professional School Counselor; [Mr. Chris Wilmoth](#), Physical Education Teacher; [Ms. Jasmine Marshall](#), Third Grade Teacher; [Ms. Jennifer Mitchell](#), Building Supervisor; [Mrs. Stephanie Fletcher](#), Reading Resource Teacher; [Ms. Somaya Albadawi](#), English Language Development Teacher; [Ms. Tyricia Mack](#) (Former ISEA at Princeton), Third Grade Teacher; [Mr. Quintin Nwaabo](#), Fourth Grade Teacher; and [Mrs. Rhemie Crawford](#), Data Coach. They are wonderful additions to our school community!

[ParentVUE | Access + Registration](#)

In PGCPs ParentVUE you can view student schedules, unofficial transcripts and graduation status. You can also view grades, report cards, service learning hours and more! Activate or create your ParentVUE account online [here](#) or <https://www.pgcps.org/offices/information-technology/technology-training-and-instructional-technology/parentvue-support-for-parents-and-guardians>. Student schedules can be viewed beginning August 8, in ParentVUE.

Online registration is available for all parents through ParentVUE! A ParentVUE account is needed to register a new or returning student in PGCPs and for transfers within PGCPs. Do not attempt to create your ParentVUE account from a mobile phone browser; this will cause errors. The ParentVUE app will be available for download by Monday, August 12.

[School Office Hours](#)

The school office hours are from [7:00 a.m. - 2:45 p.m.](#) Per PGCPs policy, all visitors must ring the doorbell and show their identification to the camera to gain access into the school building.

[School Hours for Students](#)

It is essential that students arrive at school on time each day to engage in instruction. School begins everyday at [7:30 a.m.](#) and concludes at [1:40 p.m.](#) In the event that a child arrives at school [after 7:30 a.m.](#), they must be escorted in the school building by an adult. Student schedules will be provided to their respective classes during Orientation and Back-to-School night sessions.

[Arrival + Dismissal](#)

School hours are [7:30 a.m. to 1:40 p.m.](#) Students who walk or are brought to school should not arrive before [7:15 a.m.](#) Children should not be left unattended. School employees do not assume responsibility for children dropped off prior to [7:15 a.m.](#) Employees use the time before school to prepare for the instructional day. Breakfast is served upon student arrival and ends at [7:30 a.m.](#)

It is important that the dismissal process be as smooth as possible. As such, the early dismissal cut-off is at [1:15 p.m.](#) [Following 1:15 p.m.](#) parents must wait for their children to be dismissed at the regular time of [1:40 p.m.](#)

Walkers, Car and Van Riders will be dismissed in staggering order, beginning at [1:40 p.m.](#) Bus riders will be dismissed as their bus arrives. All students should go directly home. Ensuring the safety of Princeton Tigers is a top priority and it is imperative that we know the intended dismissal procedure for each student. Students departing Princeton Elementary have 6 dismissal options. [Please read each option carefully and indicate your child's dismissal plan when completing the Emergency Contact Form.](#) Information will be secured on file for each student. If there are updates to the plan during

the school year, please make certain that you contact your child's teacher and main office personnel as soon as possible, otherwise; we will always defer to your survey responses when referencing your students' official dismissal plan.

In order to ensure the safety and well-being of your child(ren), students must be picked up no later than 1:50 p.m. All staff members will be engaged in planning, meetings and/or conferences daily after student dismissal. If it has been pre-arranged with a teacher for a student to remain after school, a note, including the student's name, time of departure, parent contact telephone numbers, and parent signature must be sent to the Main Office. If a bus rider is being picked up by a parent/guardian on a specific day, the parent must send a note to the teacher indicating the change in transportation for that day. The note should include the name, relationship and contact number of the responsible adult.

Early Departures

Students are expected to complete a full day of school. Instruction ends at 1:40 p.m. Early dismissal to facilitate parent convenience not only disrupts the class but also deprives the student of valuable instruction. Parents are encouraged to make medical appointments after school hours. When an early departure is necessary, a note indicating the time, date, and reason for departure must be presented to the teacher at the beginning of the school day. This enables the teacher to provide the student with any homework or class assignments that should be completed. When a parent arrives to pick up his/her child, they must check in at the office, inform the secretary, and formally sign the child out of the building. A secretary will notify the classroom teacher and the child will be sent or escorted to the office. Teachers are not allowed to release students from their classrooms to anyone and students are not allowed to walk home at any time during the school day. We will not dismiss a student to anyone not authorized by the parent in writing. If you assign someone whose name does not appear on the emergency card, you MUST send the school written authorization before the child can be released. Students are never allowed to leave the building unescorted. Students must be picked up by 1:15 p.m. for early departure. Adults will be asked for photo identification to ensure the safety of the students. Students are responsible for making up missed assignments. Frequent early dismissal negatively impacts academics, the acquisition of key concepts and skills and may be reflected in decreased performance and lower grades.

Parents are reminded that repeated early departures will be reviewed by the Principal who will determine if the reason for early departure is legal under Prince George's County's Attendance Policy Bulletin #5113. If the Principal determines that the early departure request is not a legal absence from school, the child will be marked truant and referred to the Pupil Personnel Worker.

Visitation

At Princeton Elementary, continued parental engagement is always our priority. As we move forward to a new school year, we continue to give priority to maintaining student safety. Student safety protocols and procedures are outlined below:

- Parents/Guardians are to schedule meetings/appointments, by calling the main office to speak with an Administrative Assistant;
- Visitors are to utilize the wireless door buzzer and entry will be granted via voice and camera monitoring systems;
- Students who arrive late must be accompanied by a Parent/Guardian, to ensure building access;
- Early departures will require the review of a valid government issued photo ID from the receiving adult, listed as an emergency contact, and the purpose.
- Following early departure approval, main office personnel will coordinate student pick-up at the entrance door of the school;
- Early departures will not extend beyond 1:15 p.m. in order to avoid disrupting the normal dismissal pattern; and
- Parents/Guardians are to minimize visitations for the purpose of dropping off lunch, keys, and other items that require preparation the night before.

Volunteers

Persons who wish to contribute to the instructional, cultural and social development program using specialized abilities and talents are welcome and encouraged to assist us. As a volunteer, you will be able to impact the lives of Tiger Scholars. The complete application and approval process may take up to three weeks to complete. Click [here](#) or visit <https://www.pgcps.org/offices/ograc/volunteer>, for more information.

Masks

PGCPS schools and facilities will continue to enforce an optional mask policy, enabling individuals to choose whether or not to wear a mask in schools and offices. The decision is personal and students and staff are asked to respect the choices of others. Please note, however; the policy is subject to change based on local and/or state health department guidance and Centers for Disease Control and Prevention (CDC) recommendations.

[Uniform Policy](#)

Princeton Elementary is a uniform school. The uniform policy requires all students to wear the adopted school uniform that is consistent with the school system's Dress Code Policy Number 5152. It is the belief of the staff and parents that the uniform policy will reduce distractions and disruptions caused by clothing, make economic disparities between families less obvious, promote student achievement and school pride, and create a safe and orderly environment. Jeans are permitted on Fridays **WITH** a uniform shirt or school spirit shirt only. Information is forthcoming regarding school spirit wear being available for purchase. The uniform policy can be found [here](#) or by visiting: <https://docs.google.com/document/d/1RzbcU-BgPuSKGSPbja61b2yvnGZQ-TNCOdNL-bGOjo/edit?usp=sharing>.

[School Supply Lists](#)

The school supply list can be found [here](#) or by visiting:

https://docs.google.com/document/d/18U4s4IfWoPhZNmtjJFD-FMvVai-LxtcKu2Cd_f8ncxs/edit?usp=sharing. (See Attachment)

[Immunizations](#)

For the health and safety of all, all PGCPs students must have up-to-date immunizations on file. The Prince George's County Health Department offers immunization clinics designed to support students and families that are underinsured or uninsured. Appointments are required and can be made [here](#) or by visiting: https://www.princegeorgescountymd.gov/departments-offices/health/family-health-services/vaccines-immunizations?fbclid=IwY2xjawEPiLZleHRuA2F1bQlxMAABHVsojn58mUR0TfXAJlhvvaWxi3V56iXZOA7B_uvlmtqWRO28V9s9EJQmcg_aem_i-fbnLNVUKBs429QEidpsA. Health Forms can be found [here](#) or by visiting: <https://www.pgcp.org/offices/school-health/health-forms-for-parents-and-prescribers>. Should you have questions regarding your child's immunization record, please contact the main office at: 301 - 702 - 7650.

[Bus Routes](#)

In order for students to have bus transportation on the first day of school, they would have needed to be registered for school by **Wednesday, August 7**. Bus schedules will be viewable in PGCPs ParentVUE beginning **Monday, August 12**. Postcards with bus assignment information will be mailed to families with students who are registered for school the week of **Monday, August 19**. Download the school bus app, StopFinder, from the App Store or Google Play. Click [here](#) or visit: <https://stopfinder.com/faq/#1601560097542-4660c4a0-fl70>. View Transportation FAQs [here](#) or by visiting: <https://www.pgcp.org/offices/transportation/frequently-asked-questions>

[Class Assignments](#)

It is kindly asked that parents/guardians model positive actions when sharing class assignments with their children. The determination of student class assignments are a result of an intentional and thoughtful process, hence; changes to class lists are not made once released.

During the dates of **Monday, August 19 - Friday, August 23**, teachers will extend communication to the families of their students to welcome them to the start of a new school year and invite them to attend the Mock Day/Orientation to be held on **Friday, August 23**. Classroom assignments will also be available via ParentVUE by **Wednesday, August 9**.

[School Meals](#)

All Princeton Elementary students will receive FREE breakfast and lunch.

Students are welcome to bring lunch to school each day, not requiring adult preparation and heating. Lunch shifts will last for 30 minutes.

[Technology | Instructional Devices](#)

Technology will continue to be a part of daily instruction. All registered students will be provided a county-issued device to stay at school. Devices will not be sent home with students.

[Student Cell Phones](#)

The cell phones of Intermediate Students (Grades 3 - 5) will be collected upon entry into their classrooms. In the event that a teacher is absent, an administrator will oversee the procedure. When parents/guardians are in need of contacting their child/children, during the school day, phone calls should be directed to the school. Adherence to this will ensure that cell phones do not become a distraction to instruction.

[Emergency Contact Form](#)

Please click [here](#) to complete the SY25 Emergency Contact Form. It is imperative that an Emergency Form is on file for each student. You can also visit: <https://forms.gle/gK7537hrMnQbX3ANA>.

[Princeton Elementary Handbook](#)

The Princeton Elementary Handbook is being edited and will be available on the school website. It will contain important school policies and procedures specific to traditional and virtual instructional programs. It is highly encouraged that all families acquaint themselves with the contents of the document and use it as a reference when questions arise.

Parent Communication

At Princeton Elementary School, we value Parents as our Partners and prioritize keeping all informed. As such, the following platforms will be utilized to communicate with families; Canvas, Class Dojo, Email, School Website, School Messenger, and Twitter:

- [Canvas](#) | Canvas is a web-based Learning Management System (LMS) that allows educators to create course content online for full online instruction, hybrid instruction, or to complement face-to-face instruction. Every teacher at Princeton Elementary will have a Canvas account and will provide invitations for students to join. More information is forthcoming.
- [Class Dojo](#) | Class Dojo is a platform that allows educators to communicate with families remotely, through the sharing of photos, videos, and messages. The school Class Dojo account houses an account for all teachers and enables the school community to remain connected. Teachers will provide invitations for parents to join. Principal Coley will provide updates weekly via the platform.
- [Email](#) | Emails will be shared with families throughout the course of the school year as a means to ensure that all remain informed.
- [School Website](#) | The school website is the virtual home of Princeton Elementary. Through the site, there are links to access important information.
- [SchoolMessenger](#) | School Messenger is replacing GovDelivery, which was the notification system previously used to send PGCPs emails, text messages, and newsletters. To sign up to receive messages from PGCPs please click [here](#) or visit: <https://www.pgcps.org/offices/newsroom/schoolmessenger>.
- [X](#) | X is a social networking service. It is highly encouraged for parents to subscribe to Twitter as a way to receive district-wide and school-wide updates. Princeton Elementary can be followed on Twitter using the handle [@Princeton_ES](#). PGCPs can also be followed on Twitter using the handle [@PGCPs](#).

Important Tentative Dates | First Quarter

Event	Date	Time
Transportation Community Information Session Fairmont Heights High School	Tuesday, August 13	6:00 p.m. - 7:30 p.m.
Transportation Community Information Session High Point High School	Wednesday, August 14	6:00 p.m. - 7:30 p.m.
Transportation Community Information Session Oxon Hill High School	Thursday August 15	6:00 p.m. - 7:30 p.m.
PGCPs Back-to-School Drive + Dash High Point High School - North Charles H. Flowers High School - Central Oxon Hill High School - South	Saturday, August 17	9:00 a.m. - 12 p.m.
<i>Back-to-School Drive + Dash</i> The annual PGCPs Back-to-School Drive will be held to provide free backpacks and school supplies while supplies last.		
Mock Day/Orientation (In-Person) (Pre-Kindergarten, Kindergarten)	Friday, August 23	8:00 a.m. - 9:00 a.m.
Grades 1 - 5 + CRI Sneak-a-Peek Visit (In-Person) (Student Last Names A - L)	Friday, August 23	9:45 a.m. - 10:45 a.m.
Grades 1 - 5 + CRI Sneak-a-Peek Visit (In-Person) (Student Last Names M - Z)	Friday, August 23	11:00 a.m. - 12:00 p.m.
<i>Sneak-a-Peek Visit</i> Princeton Tigers are invited to the school to meet their teachers, tour the school, and drop off school supplies. This event is only for Princeton Elementary students and parents. Though we love siblings, it is kindly requested that they remain home to ensure that transitions are smooth.		
Block Party @ Princeton Elementary	Saturday, August 24	10:00 a.m. - 2:00 p.m.
First Day of School	Monday, August 26	All Day
Principal Read-Aloud + Student of the Month Recognition + Team Birthday Recognition	Monday, August 30	7:45 a.m. - 9:45 a.m.
Labor Day Schools + Offices Closed	Monday, September 2	All Day

Back to School Night (In-Person) + Scholastic Book Fair (All Students)	Wednesday, September 4	5:30 p.m. - 7:30 p.m.
<i>Back to School Night</i> Princeton Tigers Families are invited to participate in Back to School Night, in person.		
Scholastic Book Fair	Wednesday, September 4 - Friday, September 13	7:30 a.m. - 1:40 p.m.
Code of Conduct Assembly + YOJO Performance	Friday, September 6	8 a.m. - 10 a.m.
Professional Development Schools Closed for Students	Monday, September 16	All Day
Hispanic Heritage Month Recognition	Tuesday, September 17 - Friday, September 20	7:30 a.m. - 1:40 p.m.
Yom Kippur Holiday Schools + Offices Closed	Monday, September 25	All Day
PBIS Event + Tiger of the Month Presentation	Friday, September 27	7:45 a.m. - 9:45 a.m.
Teacher Planning Half-Day 3 Hr. Early Dismissal for Students	Friday, September 27	Dismissal @ 10:40 a.m.
Parent Advisory Meeting + Mindfulness Night	Wednesday, October 2	5:30 p.m. - 7:30 p.m.
Principal Read-Aloud + Student of the Month Recognition + Team Birthday Recognition	Friday, October 4	7:45 a.m. - 9:45 a.m.
Parent-Teacher Conferences Schools Closed for Students	Monday, October 7	All Day
Field Trip Cox Farms	Tuesday, October 17	7:30 a.m. - 1:40 p.m.
Professional Development Schools Closed for Students	Wednesday, October 18	All Day
Vocabulary Parade + Class Fall Celebrations	Tuesday, October 31	7:30 a.m. - 1:40 p.m.
End of First Quarter (45 Days)	Tuesday, October 31	All Day