Dear Parents/Guardians and Students,

Welcome New and Returning Students!!! Learning is an exciting life-long endeavor! At Baden Elementary, we proudly strive to create a positive educational experience and a school culture that exudes high academic achievement and behavioral expectations for all students. Our vision is for all students to be fully prepared for College and Career Readiness. Together, we will ensure the success of every child.

This handbook is intended as an introduction to our programs, policies, and procedures. Thank you for being a part of the Baden Family. We look forward to partnering with you this school year.

Sincerely,

Antron E. Huff
Ms. Antron E. Huff
Principal
Baden Elementary School Vision
Baden embraces all students recognizing that each child brings with him/her unique talents, strengths, challenges and needs. Teachers at Baden are highly-qualified and motivated to teach free-thinkers to be life-long learners. Baden expects that each child will succeed at rigorous levels, be prepared and accepted to college and become positive role models in the community.

Baden Elementary School Mission
Our mission is that all students are fully prepared for a higher education and opportunity to embark on college. No exceptions! No excuses! Just results! Baden seeks to provide its students with a rigorous, well-rounded fine arts education coupled with positive development, a solid foundation in character education and advanced technological skills for innovation in today’s world. We strive for excellence through data-driven instruction and proven research-based best classroom practices. At Baden, we are a community of accountable stakeholders, learning together.

Baden Elementary School Promise
   I promise to be a life-long learner.
   I am respectful, responsible, and ready to learn.
   I chose to great; success is in my DNA.
   No Exceptions, No Excuses, Learning Together!

School Colors: Blue and Green
School Mascot: Bobcats
Prince Georges County’s Vision

PGCPS will be a GREAT school system recognized for providing education services which ensure that every student in our diverse school district graduates ready for college and careers in a global society.

Prince Georges County’s Mission

To provide a great education that empowers all students and contributes to thriving communities.

Core Values

1. Students are our priority and all students can achieve at high academic levels.
2. Families, students, and educators share the responsibility for student success.
3. High expectations inspire high performance.
4. All staff shares the responsibility for a safe and supportive school environment contributing to excellence in education.
5. The support of everyone in our community is essential to the success of our schools and students, and this success enriches our community.
6. Continuous improvement in teaching, leadership, and accountability is the key to our destiny.

Outstanding Academic Achievement for All

Safe and Supportive Environments – School Safety Assessment Initiative

Organizational Effectiveness – Central Office Restructuring

Family and Community Engagement – Community Engagement Forums

Academic Excellence – Program Monitoring, Accountability & Effectiveness

High Performing Workforce – Compensation Restoration Task Force

The Prince George’s County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups.
Prince George’s County Public Schools  
2019-2020  
School Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4-5</td>
<td>Independence Day Holidays – Schools and Offices Closed</td>
</tr>
<tr>
<td>August 11</td>
<td>Eid al-Adha*</td>
</tr>
<tr>
<td>August 19-21</td>
<td>Professional Duty Days for New Teachers</td>
</tr>
<tr>
<td>August 22-30</td>
<td>Professional Duty Days for All Teachers</td>
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<td>August 28</td>
<td>Professional Development</td>
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<tr>
<td>August 29</td>
<td>Orientation Day for Pre-K and Kindergarten Students</td>
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<td>August 30</td>
<td>Orientation Day for New Gr. 6&amp;7 Middle Schoolers &amp; New 9th Graders</td>
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<tr>
<td>September 2</td>
<td>Labor Day Holiday – Schools and Offices Closed</td>
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<tr>
<td>September 3</td>
<td>First Day of School for All Students</td>
</tr>
<tr>
<td>September 27</td>
<td>Professional Development – 3-Hr. Early Dismissal for Students</td>
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<tr>
<td>October 1</td>
<td>Rosh Hashana*</td>
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<tr>
<td>October 9</td>
<td>Yom Kippur*</td>
</tr>
<tr>
<td>October 18</td>
<td>Professional Development – Schools Closed for Students</td>
</tr>
<tr>
<td>October 27</td>
<td>Diwali*</td>
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<tr>
<td>November 5</td>
<td>End of First Quarter (45 days)</td>
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<tr>
<td>November 6</td>
<td>Professional Day for Teachers – 3-Hr. Early Dismissal for Students</td>
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<tr>
<td>November 11</td>
<td>Veterans Day &amp; Parent-Teacher Conferences – Schools Closed for Students</td>
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<tr>
<td>November 27-29</td>
<td>Thanksgiving Holidays – Schools and Offices Closed</td>
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<tr>
<td>December 23-31</td>
<td>Winter Break &amp; Christmas Holidays – Schools and Offices Closed</td>
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2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 1</td>
<td>Winter Break &amp; New Year’s Holiday – Schools and Offices Closed</td>
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<tr>
<td>January 20</td>
<td>Martin L. King Jr. Day Holiday – Schools and Offices Closed</td>
</tr>
<tr>
<td>January 24</td>
<td>End of Second Quarter (45 days)</td>
</tr>
<tr>
<td>January 27</td>
<td>Professional Day for Teachers – 3-Hr. Early Dismissal for Students</td>
</tr>
<tr>
<td>February 17</td>
<td>Presidents’ Day Holiday – Schools and Offices Closed</td>
</tr>
<tr>
<td>March 30</td>
<td>End of Third Quarter (45 days)</td>
</tr>
<tr>
<td>March 31</td>
<td>Professional Day for Teachers – 3-Hr. Early Dismissal for Students</td>
</tr>
<tr>
<td>April 6-9</td>
<td>Spring Break – Schools Closed for Students and Teachers</td>
</tr>
<tr>
<td>April 9-16</td>
<td>Passover</td>
</tr>
<tr>
<td>April 10 &amp; 13</td>
<td>Spring Break &amp; Easter Holidays – Schools and Offices Closed</td>
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<tr>
<td>April 24</td>
<td>First Day of Ramadan</td>
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<tr>
<td>May 23</td>
<td>Last Day of Ramadan</td>
</tr>
<tr>
<td>May 24</td>
<td>Eid al-Fitr*</td>
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<tr>
<td>May 25</td>
<td>Memorial Day Holiday – Schools and Offices Closed</td>
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<tr>
<td>June 12</td>
<td>3-Hr. Early Dismissal for Students¹</td>
</tr>
<tr>
<td>June 15</td>
<td>Last Day for Students¹ and End of Fourth Quarter (45 days) – 3-Hr. Early Dismissal for Students</td>
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<tr>
<td>June 18</td>
<td>Last Day for Teachers¹</td>
</tr>
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</table>

IMPORTANT CALENDAR NOTES  
There are 180 student days and 192 teacher days (195 for new teachers). Last days for students and teachers are subject to change. 10- and 11-month employees can refer to Bulletin M-1-19 for clarification on workdays.

³INCLEMENT WEATHER MAKE-UP DAYS  
Three inclement weather make-up days are built into the school calendar. If two days are used, the last day for students will be June 12 and the last day for teachers will be June 17; if one day is used, the last day for students will be June 11 and the last day for teachers will be June 16; if no days are used, the last day for students will be June 10 and the last day for teachers will be June 15.

RELIGIOUS HOLIDAYS  
Major religious holidays are noted for planning purposes only. Jewish and Muslim holidays begin the day before at sunset. To avoid excluding students, families and staff from important meetings or activities, PGCPS prohibits scheduling these events on major holidays noted with an asterisk (*) on this calendar. This restriction does not apply to state or regional events.
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Position/Grade Level</th>
<th>Location</th>
<th>Email</th>
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<tbody>
<tr>
<td>Antron</td>
<td>Huff</td>
<td>Principal</td>
<td>Main Office</td>
<td><a href="mailto:antron.huff@pgcps.org">antron.huff@pgcps.org</a></td>
</tr>
<tr>
<td>Tishana</td>
<td>Woodridge</td>
<td>Principal’s Secretary</td>
<td>Main Office</td>
<td><a href="mailto:toshingw@pgcps.org">toshingw@pgcps.org</a></td>
</tr>
<tr>
<td>Lisa</td>
<td>Huff</td>
<td>Registrar</td>
<td>Main Office</td>
<td><a href="mailto:lisa.huff@pgcps.org">lisa.huff@pgcps.org</a></td>
</tr>
<tr>
<td>Chinola</td>
<td>Fowler</td>
<td>Nurse</td>
<td>Main Office</td>
<td><a href="mailto:chinola.fowler@pgcps.org">chinola.fowler@pgcps.org</a></td>
</tr>
<tr>
<td>Stephanie</td>
<td>Stubblefield</td>
<td>Guidance Counselor</td>
<td>Main Office</td>
<td><a href="mailto:ssstubble@pgcps.org">ssstubble@pgcps.org</a></td>
</tr>
<tr>
<td>Keya</td>
<td>Williams</td>
<td>Instructional Lead Teacher</td>
<td>Reading Room</td>
<td><a href="mailto:keya.williams@pgcps.org">keya.williams@pgcps.org</a></td>
</tr>
<tr>
<td>Tina</td>
<td>Murphy</td>
<td>Prekindergarten</td>
<td>Room 16</td>
<td><a href="mailto:tina.murphy@pgcps.org">tina.murphy@pgcps.org</a></td>
</tr>
<tr>
<td>Veronica</td>
<td>Johnson</td>
<td>Prekindergarten</td>
<td>Room 20</td>
<td><a href="mailto:veronica2.johnson@pgcps.org">veronica2.johnson@pgcps.org</a></td>
</tr>
<tr>
<td>Allison</td>
<td>Bond</td>
<td>Kindergarten</td>
<td>Room 19</td>
<td><a href="mailto:allison.bond@pgcps.org">allison.bond@pgcps.org</a></td>
</tr>
<tr>
<td>Gina</td>
<td>Carter</td>
<td>First Grade</td>
<td>Room 18</td>
<td><a href="mailto:gina.carter@pgcps.org">gina.carter@pgcps.org</a></td>
</tr>
<tr>
<td>Norma</td>
<td>Dean</td>
<td>Second Grade</td>
<td>Room 14</td>
<td><a href="mailto:norma.richardson@pgcps.org">norma.richardson@pgcps.org</a></td>
</tr>
<tr>
<td>Geneva</td>
<td>Creighton-Rivera</td>
<td>Third/Fourth Grade-Long-term Substitute</td>
<td>Room 11</td>
<td><a href="mailto:gene.creightonrivera@pgcps.org">gene.creightonrivera@pgcps.org</a></td>
</tr>
<tr>
<td>Maria</td>
<td>Evans</td>
<td>Third/Fourth Grade</td>
<td>Room 12</td>
<td><a href="mailto:maria.evans@pgcps.org">maria.evans@pgcps.org</a></td>
</tr>
<tr>
<td>Jazmin</td>
<td>Johnson</td>
<td>Third/Fourth Grade</td>
<td>Room 7</td>
<td><a href="mailto:jazmin.johnson@pgcps.org">jazmin.johnson@pgcps.org</a></td>
</tr>
<tr>
<td>Karen</td>
<td>Dresser</td>
<td>Fifth/Sixth Grade</td>
<td>Room 10</td>
<td><a href="mailto:kdresser@pgcps.org">kdresser@pgcps.org</a></td>
</tr>
<tr>
<td>Michelle</td>
<td>Robinson</td>
<td>Fifth/Sixth Grade</td>
<td>Room 9</td>
<td><a href="mailto:michelle4.robinson@pgcps.org">michelle4.robinson@pgcps.org</a></td>
</tr>
<tr>
<td>Jessica</td>
<td>Abrams</td>
<td>Fifth/Sixth Grade</td>
<td>Room 6</td>
<td><a href="mailto:jessica.abrams@pgcps.org">jessica.abrams@pgcps.org</a></td>
</tr>
<tr>
<td>James</td>
<td>Forsyth</td>
<td>Physical Education</td>
<td>PE Room</td>
<td><a href="mailto:james.forsyth@pgcps.org">james.forsyth@pgcps.org</a></td>
</tr>
<tr>
<td>Ashleigh</td>
<td>Naude</td>
<td>Instrumental Music</td>
<td>Room 1</td>
<td><a href="mailto:ashleigh.naude@pgcps.org">ashleigh.naude@pgcps.org</a></td>
</tr>
<tr>
<td>Lauren</td>
<td>Smith</td>
<td>Vocal Music</td>
<td>Room 17</td>
<td><a href="mailto:lauren.smith@pgcps.org">lauren.smith@pgcps.org</a></td>
</tr>
<tr>
<td>Mary</td>
<td>Redman</td>
<td>Art Teacher</td>
<td>Room 5</td>
<td><a href="mailto:mary.redman@pgcps.org">mary.redman@pgcps.org</a></td>
</tr>
<tr>
<td>Rachelle</td>
<td>Jones</td>
<td>Library/Media</td>
<td>Media Center</td>
<td><a href="mailto:rachelle.jones@pgcps.org">rachelle.jones@pgcps.org</a></td>
</tr>
<tr>
<td>Amy</td>
<td>Warren</td>
<td>SPED Resource Teacher</td>
<td>Room 2</td>
<td><a href="mailto:amy2.warren@pgcps.org">amy2.warren@pgcps.org</a></td>
</tr>
<tr>
<td>Gail</td>
<td>Holmes</td>
<td>SPED Resource Teacher</td>
<td>Room 2</td>
<td><a href="mailto:gail.holmes@pgcps.org">gail.holmes@pgcps.org</a></td>
</tr>
<tr>
<td>Ashley</td>
<td>Barbour</td>
<td>SPED Paraprofessional</td>
<td>Room 2</td>
<td><a href="mailto:ashley.barbour@pgcps.org">ashley.barbour@pgcps.org</a></td>
</tr>
<tr>
<td>Erin</td>
<td>Newman</td>
<td>ISEA</td>
<td>Room 2</td>
<td><a href="mailto:erin.newman@pgcps.org">erin.newman@pgcps.org</a></td>
</tr>
<tr>
<td>Teresa</td>
<td>Homberg</td>
<td>PreK Paraprofessional</td>
<td>Room 20</td>
<td><a href="mailto:teresa.homberg@pgcps.org">teresa.homberg@pgcps.org</a></td>
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<tr>
<td>Rhotesha</td>
<td>Simmons</td>
<td>PreK Paraprofessional</td>
<td>Room 16</td>
<td><a href="mailto:rhotesha.simmons@pgcps.org">rhotesha.simmons@pgcps.org</a></td>
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<tr>
<td>Vacant</td>
<td></td>
<td>Kindergarten Paraprofessional</td>
<td>Room 19</td>
<td></td>
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<tr>
<td>Steven</td>
<td>Riddick</td>
<td>6th Grade Paraprofessional</td>
<td>Room 6</td>
<td><a href="mailto:steven.riddick@pgcps.org">steven.riddick@pgcps.org</a></td>
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<tr>
<td>Stephanie</td>
<td>Roberts-Carson</td>
<td>ESOL</td>
<td>Room 1</td>
<td><a href="mailto:s.robertscarson@pgcps.org">s.robertscarson@pgcps.org</a></td>
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<tr>
<td>Kathleen</td>
<td>Edelen</td>
<td>Speech Pathologist</td>
<td>Room 1</td>
<td><a href="mailto:kathleen.edelen@pgcps.org">kathleen.edelen@pgcps.org</a></td>
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<tr>
<td>L’Tanya</td>
<td>Garrett</td>
<td>Building Supervisor</td>
<td>Custodial Staff</td>
<td><a href="mailto:ltanya.garrett@pgcps.org">ltanya.garrett@pgcps.org</a></td>
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<tr>
<td>William</td>
<td>Daniels</td>
<td>Night Lead Custodian</td>
<td>Custodial Staff</td>
<td><a href="mailto:william.daniels@pgcps.org">william.daniels@pgcps.org</a></td>
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<tr>
<td>Silvester</td>
<td>Savoy</td>
<td>Custodian</td>
<td>Custodial Staff</td>
<td><a href="mailto:silvester.savoy@pgcps.org">silvester.savoy@pgcps.org</a></td>
</tr>
</tbody>
</table>
**Arrival**

School begins at 9:10 am. **Children arriving before 9:10 cannot be supervised and must remain outside of the building until the official start of school with parent supervision.**

No student drop-offs will be permitted in the bus lane between 8:45am-9:30am. You must utilize the Baden Community Center parking lot. Students will walk down the sidewalk from the parking lot to enter the school building. **No parking will also be allowed near the dumpster’s on the side of the school building.** Your cooperation is appreciated!

**Arrival**

Any student arriving to school after 9:30 am should report to the Main Office for a tardy slip. Tardiness places a student at a disadvantage in starting his/her day. Parents, you must accompany your child to the Main Office to explain the reason for tardiness and to sign your child in.

**Attendance**

To receive the maximum instructional benefit from classroom instruction, a child must be in **attendance** daily unless illness or a family emergency arises. Please contact the school at (301) 888-1188 when your child is going to be absent and provide a written explanation upon the child’s return to school. It is the student’s responsibility to make-up all assignments. Please refer to **Board Policy 5113** for more information regarding attendance.

**Attendance**

**Dismissal**

Dismissal for students begins at 3:40 P.M. If your child is normally a bus or car rider, he/she will be placed on their bus or dismissed with car riders unless the Main Office receives in writing advising us of alternate transportation arrangements for that day. **We will not be able to accept verbal permission or changes in dismissal arrangements over the phone for safety reasons.**

Due to heavy congestion outside of the school's Main Office, we ask that you wait outside of the school building to receive your child. Please utilize the Baden Community Center or Baden Public Library parking lots for pick-up. If a student misses the bus, it is the parent’s responsibility to pick the child up promptly.

**Important Note:** Any person picking up a child must be listed on your child's Emergency Card. Anyone not listed will not be permitted to take the child. Parents must come into the School Office to add/remove individuals to the Emergency Card. **No written notes or emails will be accepted.**

**Early Dismissal**

When a student is to be excused early, a written request from the parent is necessary. The parent must come to the office and sign the early departure book. **Any person picking up your child must be listed on the Emergency Card.** The office will then call the child to the office for dismissal. When possible, medical and dental appointments should be made after school hours. **You will not be allowed to pick up a child without an ID. Students will not be released for early departure after 3:10pm. No exceptions!**

**Early Dismissal**

In Case of Emergencies or inclement weather, school may be closed or delayed. Stations WTOP, WWDC, WMAL, WRC and WOL, will make announcements several times during the morning. Please listen to the radio and/or T.V. (especially during the winter). Breakfast is served even if there is a delayed opening. You may also access the Prince George’s County website at [www.pgcps.org](http://www.pgcps.org) for school closings and delays. **A one hour delay results in a 10:10 AM arrival time and a two hour delay results in an 11:10 AM arrival time for students.** **Board Policy # 2565. Board Policy # 5117**
Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child’s teacher concerning his/her progress. Parent/teacher conferences are not allowed during instructional day unless arranged in advance by the teacher. The instructional day begins at 9:30am and ends at 3:40pm. Conferences can be scheduled by emailing the teacher directly or by calling the school. Our phone number is: 301-888-1188. All parents are required to attend at least one parent-teacher conference each year.

Students will not be called out of class to take phone calls from parents. If an emergency necessitates a parent being contacted, an administrator or designee will assist as needed. **Phone calls made for changes in dismissal procedures for your child will not be accepted without written documentation** (See Dismissal). Student cell phones must be turned off during the day at school. If you need to contact your child, please call the office and leave a message. Students are not allowed to make calls from class on cell phones. Every effort should be made to limit the use of cell phones at school.

School Visitor - Administrative Procedure 0500

In order to maintain a safe and orderly environment for our faculty, staff and students, all visitors to the school must first report to the Main Office. In an effort to increase the safety of our schools for students and staff, PGCPS currently utilizes the Raptor Visitor Management System. Raptor enables schools to issue visitor badges with names, pictures and reasons for the visit, and time and date printed on them; to monitor volunteer and visitor hours; and instantly check all visitors against registered sexual offender databases in all 50 states.

Upon arrival at the school and unless one of the exceptions below applies, each visitor is required to provide a copy of their government issued identification that includes the visitor’s name, date of birth and photo to the school office to be scanned into the Raptor system. On subsequent visits, the visitor’s name may be located through a quick find screen.

A. Visitor: A person (not a student of the school or an identified employee or volunteer of PGCPS on official business) who has legitimate school business, to include, but not limited to: parent-teacher conferences, pre-arranged classroom visits, attendance at other school events or appointments with school employees.

B. Volunteer: A person assisting under the direction of a school administrator or teacher to provide a variety of services (e.g., tutoring, mentoring, and chaperoning for the students) without financial remuneration from PGCPS and, considered to be an important member of the school or site team.

Please click the link below to view the entire Administrative Procedure 0500 for School Visitors. https://drive.google.com/file/d/1Edh4x8ZxHvY2eEW4hAr0kSuh3lZz/view?usp=sharing

Baden Elementary invites parents to visit our school when you have an opportunity. Please make sure that you have obtained your fingerprint background check, CPS clearance and have completed the three SafeSchool Modules. All of these items must be on file in the school’s Main Office. If you have any questions or concerns, please don’t hesitate to contact the Main Office for clarification. The school office is open each day from 7:30 a.m. to 4:30 p.m.

When asking to speak with a teacher, please keep in mind that we cannot call the teacher from the classroom nor can we transfer calls during instructional time. A message will be taken and the teacher will return your call within 48 hours.

**Attention Visitors**

During the first few weeks of school, your child’s teacher will be sending home an information card for you to complete. **Having this information returned promptly and correctly is of utmost importance.** A record of this information is kept in the school office, in the event you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. Please notify the school if you change addresses or telephone numbers during the year. It is very important that your records are kept up to date.

**Parent Conferences**

**Phone Calls**

**Student Information Cards**

**Contacting School Personnel**
Our school has the services of a full time nurse who is mainly responsible for dispensing medications, vision and hearing screenings, keeping immunization records up to date as well as applying first aid. **Please do not send sick children to school.** If your child becomes seriously ill at school, we will contact you immediately. Children who get ill at school will need to be picked up by parents and taken home. If we cannot reach you immediately, we will use the emergency contact information you have provided. **It is very important to have current working phone numbers, and update them regularly as they may change.** Please remember we cannot keep seriously ill children at school. Children must be free of fever, vomiting and diarrhea for 24 hours without assistance of medication before they can return to school.

**Medication**

Medicine, including aspirin, cannot be administered by school personnel. Students who need to take prescribed medication or over-the-counter medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and form must be left in the office with the Nurse.

**A Successful Student…**

- Brings notebooks/binder, loose leaf paper, two pencils, and any other materials necessary to class daily.
- Is an active participant in the classroom – listens well and takes part in discussions.
- Asks questions if he/she doesn’t understand the discussion or if he/she has a problem.
- Plans his/her work and schedules times for homework (with television turned off) each day; makes sure he/she understands the assignment before he/she leaves class.
- Uses what he/she learns, identifies how each subject applies to the others.
- Strives to do his/her best, not just enough to get by.

**Notes from the Nurse**

- Encourage your child to come home immediately after school is dismissed.
- Your child is not to bring dangerous or distracting articles to school, such as guns, knives, toys, radios, tapes, chewing gum, sodas, snacks, etc. The school will confiscate these items.
- Electronic games and media players are not allowed in school. If a student brings one to school, it will be confiscated and not returned until the end of the school year.
- Place names on all articles of outer clothing – coats, gloves, hats, caps, sweaters, raincoats, school supplies, etc.
- Instruct your child never to converse with a stranger, never to accept a gift from a stranger, and never to get into a car with a stranger.
- Your child must get plenty of sleep each night for him/her to learn and do his/her best in school.
- Visit your child’s school. You, as a parent, are not only welcomed at school, you are urged to visit.
Baden Elementary School’s Discipline Policy seeks to create a learning community where we work together to create a respectful, responsible, safe and caring environment. These four rules apply to all areas in the school building that include: Music/PE, Cafeteria, Library, Playground, Hallway, School Office, Restroom, and Classroom. Students will earn incentives for following the school rules.

✓ Respectful
Students will:
• Respect everyone’s right to learn.
• Speak and act in a kind and courteous way to other children and adults.
• Peacefully resolve conflicts by talking and listening to the other person.
• Walk safely and quietly
• Keep hands, feet and objects to yourself.

✓ Ownership
Students will:
• Play in a safe way and use good judgment.
• Consider the health or safety of oneself and others.
• Follow school rules on the playground, in the classroom, and in all parts of the school.
• Use equipment appropriately.
• Follow the instructions and directions of supervising adults.

✓ Act Like a Scholar
Students will:
• Respect and take care of school and private property.
• Manage their time at school in a way that facilitates learning.
• Follow established guidelines and routines.
• Make an effort to do your best on all assignments.

✓ Ready to Learn
Students will:
• Be prepared to learn by coming to school on time with all of the appropriate materials.
• Have a positive attitude.

Transported students are given a bus assignment and are to ride that bus and that bus only to and from school. **Riding a bus is a privilege and good behavior is required in order to maintain a safe environment on the bus.** The school supports the driver in maintaining safe bus riding habits for our students.

**Anyone who violates the safety standards will be suspended from the bus and parents will then be responsible for providing the child’s transportation to and from school.**

Students are expected to follow all school rules (halls, cafeteria, classroom, etc.) as well as the County Code of Student Conduct. Violations may result in suspension from school. **Parent shadowing (coming to school and staying with your child for day/days) will be in effect.**
GRADING ELEMENTS

The grades eligible for use on report cards are A, B, C, D, E, I, PR, IP, EM, ND with no plus or minus signs. Reading level grades are ABL, OGL, and BL. Interpretation of grades is as follows:

1. Head Start and Prekindergarten
   Proficient (P) - child consistently exhibits the skill independently
   In Process (I) - child shows exhibits the skill when given adult assistance
   Not Yet Evident (N) – child is unable to demonstrate the skill even when given adult assistance.

2. Kindergarten and Grade 1
   PR = Proficient – child can demonstrate indicator independently 90 – 100%
   IP = In Process – child can reliably demonstrate indicator 80 – 89%
   EM = Emerging – child demonstrates indicator with assistance 70 – 79%
   ND = Needs Development - child does not demonstrate indicator 50 – 69%

3. Grades 2 – 5
   A = Excellent progress at the level of instruction indicated 90 – 100%
   B = Above Average progress at the level of instruction indicated 80 – 89%
   C = Average progress at the level of instruction indicated 70 – 79%
   D = Below Average progress at the level of instruction indicated 60 – 69%
   E = Unsatisfactory progress (failure) at the level of instruction indicated 50 – 59%
   I = Incomplete. The “I” grade may be used for elementary students who have been lawfully absent from school and have not had an opportunity to make up missed work in a timely manner.

4. Factors used to determine K – 5 student grades include the following: (see attachment)
   - Class Work
   - Homework
   - Assessments

5. Reading Level
   ABL = Above Grade Level 80 – 100%
   OGL = On Grade Level 60 – 79%
   BL = Below Grade Level 0%-59%
Report Card
If children are earning a grade of “C”, “D” or “E”, progress reports or letters that report unsatisfactory progress are generated mid-way through each reporting period. With this warning and some additional help from home, it is our hope that the unsatisfactory grades can be brought up before the report cards are issued. Parents are asked to sign the bottom portion of the form and return it to the teacher. Continuously failing grades on report cards can lead to retention in the current grade, for the following school year.

Honor Roll
Please note: This is only for students in grades 2-6.
The purpose of the honor roll program is to recognize and honor elementary students who have attained outstanding academic success. The district-wide Honor Roll is designed to provide positive reinforcement that inspires all students to strive even harder and perform at their highest level in all subjects. Schools are required to recognize students for performance at two levels: Principal’s Honor Roll and Honor Roll.

Principal’s Honor Roll: Students with a 4.0 GPA with no grade on the report card below an “A.”
Honor Roll: Students with a 3.0 GPA or higher with no grade on the report card below a “C.”

Homework Expectations
Students are assigned homework on a nightly basis. All students will have reading book logs that must be completed and signed by you. It is recommended that parents set aside 15 – 60 minutes each evening for children to read, practice spelling, math and do assigned homework. Remember, homework supplements the skills taught in school and it is crucial that it is completed on a regular basis.
All students will receive Free Breakfast Meals in the classroom daily. The determination for Free and/or reduced meals is made after lunch applications have been submitted. During the first week of school, all children will be given an application. All forms must be completed and turned into the school. **Parents are encouraged to complete the Free/Reduced Meals Application on line.** The process is completed much faster on line. The applications can be found on the PGCPS website, [www1.pgcps.org/foodandnutrition](http://www1.pgcps.org/foodandnutrition). It is the responsibility of the parents and students to coordinate with the cafeteria manager as it relates to the lunch program. **The full price of lunch is $2.75 daily, .40 for reduced, and .55 for milk bought separately.** Students are provided a personal account with a pin number and may add money to their account as necessary. Please make sure your student comes prepared for lunch.

**Textbook Policy**

*(Board Policy 6161):* It is expected that students will return textbooks and other educational materials as were furnished, to appropriate school personnel in a satisfactory condition; or, reimburse the school for damaged textbooks or other similar educational materials; or, reimburse the school for lost textbooks or similar educational materials at the cost of replacement; or, make other satisfactory arrangements with the principal concerning the textbooks or other similar educational materials. *(Board Policy 6161)*

Textbook replacement charges for lost or damaged books are provided to all parents at the beginning of the year when you sign the textbook letter.
SCHOOL VOLUNTEERS

If you are interested in becoming a school volunteer, please call 301-888-1188 and ask for Principal Huff. Please note fingerprints/background checks, CPS clearance and completion of SafeSchool Modules are required prior to working with the students or attending field trips. Information for obtaining fingerprints/background checks, CPS clearance and/or Safe School Modules is available in the Main Office and on Baden’s school website page. Your interest and involvement are always appreciated.

FUND RAISERS

Your participation in our fundraising efforts this year is very important. Money from fundraising is always used and goes directly to supporting the students of Baden Elementary. Thank you for your continued support.

PARENT/TEACHER ASSOCIATION

The PTA will meet every other month. The meetings will begin at 6 P.M. The PTA encourages families to help their children, their school and the community. The PTA works closely with the school to help provide support to the students, teachers and staff. They sponsor several special events throughout the school year. They are always looking for members to join the team!
Please refer to the Student Rights and Responsibilities Handbook for a list of Disciplinary Response Levels located on pages 17-20.

### SECTION 7: PGCPs Code of Student Conduct

The Level of Responses and Interventions chart below is used to correct inappropriate behavior and actions of PGCPs students. If interventions are successful, a referral to the school administrator may not be necessary. These interventions aim to teach, correct and replace behavior so students can learn and demonstrate safe and respectful behaviors.

Staff members are encouraged to implement a variety of teaching and classroom management strategies. Staff members are encouraged to implement various levels of responses and interventions with students at all times during regularly scheduled school hours. In addition, this procedure applies while a student is located on or off school property during field trips, school sponsored events, athletic functions, while being transported on PGCPs vehicles and during any other school related extracurricular activity.

Administrators are encouraged to use the lowest Level of Response to address inappropriate behavior. Serious behaviors that are deemed harmful to the safe and orderly environment of the school will be addressed at the highest level.

#### LEVEL 1

**Response:** These responses aim to teach and correct inappropriate behavior so students can learn, act respectfully and contribute to a safe environment. The classroom teacher or counselor will correct the behavior of the student committing a minor offense. Teachers are encouraged to try a variety of teaching and classroom management strategies. This response can be used when the student has no history of prior incidents.

**Interventions:**
- Contact parent via telephone, e-mail or text message
- Conduct a teacher or student conference
- Correct and provide verbal redirection in the classroom
- Establish the buddy teacher system (placing a student in temporary time out in another classroom)
- Develop a daily behavior progress sheet
- Take time with a student to reflect on the behavior or allow the student to apologize
- Remove classroom privileges from a student (does not include reces)
- Reassign the student’s classroom seat
- Referral to School Instructional Team (SIT)
- Referral to IEP/504 team (students with disabilities)

#### LEVEL 2

**Response:** The administrator, pupil personnel worker or counselor will work with the student to correct the behavior of the student committing the violation. This level will be appropriate for incidents that are inappropriate and disruptive to the learning environment. These responses address the potential implications for future harm while keeping the student in school.

**Interventions:**
- Change in schedule or class
- Reprimand by appropriate administrator
- Parent/guardian notification
- Monitoring Program
- Revision to IEP/504 plan (for students with disabilities)
- Loss of privileges
- In-school suspension
- Detention
- Referral to Pupil Personnel Worker
- Restitution
- Restorative practice strategies
- Conflict resolution and community conferencing
- Assignment of work projects
- Referral to community organizations
- Referral to School Psychologist
- Referral to School Instructional Team (SIT)
- Referral to IEP/504 team (students with disabilities)
- Functional Behavioral Assessment (FBA)/Behavioral Intervention Plan

#### LEVEL 3

**Response:** If a student disrupts the school environment and/or school related activities, a short-term suspension of 1-3 days may be given by the principal to a student committing the violation because of the severity of the behavior. The duration of the short-term removal is to be limited as much as practicable while adequately addressing the behavior through the use of interventions and responses.

**Interventions:**
- Notify parent/guardian
- Referral to IEP/504 team (students with disabilities)
- Referral to Professional School Counselor
- Revision to IEP/504 plan (students with disabilities) as needed
- Referral to Safe and Drug-Free Schools
- Referral to Pupil Personnel Worker
- Referral to School Instructional Team (SIT)
- Referral to Community Organizations
- Referral to IEP/504 team (students with disabilities)
- Functional Behavioral Assessment (FBA)/Behavioral Intervention Plan

#### LEVEL 4

**Response:** Long-Term Suspension (4-10 days) and Extended Suspension (11-45 days) and/or referral to a Disciplinary Alternative Program - Appropriate for behavior that significantly disrupts the educational environment in the school, on the bus or at school activities and affects the safety of others. These responses focus on the safety of the school community and ending self-destructive and serious behaviors.

**Interventions:**
- Notify parent/guardian
- Functional Behavioral Assessment
- Behavioral Intervention Plan
- Community conferencing or mediation
- Referral to community organizations
- Referral to Safe and Drug-Free Schools
- Referral to Pupil Personnel Worker
- Referral to School Instructional Team (SIT)
- Referral to IEP/504 team (students with disabilities) for manifestation determination
- Alternative Programs
- Suspension Request (long-term 4-10 days)
- Alternative Administrative Services

#### LEVEL 5

**Response:** These responses involve the removal of a student from the school environment for 45 days or longer because of the severity of the behavior. A student may be expelled and/or referred to a Disciplinary Alternative Program for behavior that seriously disrupts the educational environment in the school, on the bus or at a school activity that affects the safety of others.

**Interventions:**
- Behavioral Intervention Plan
- Referral to community organizations
- Referral to Safe and Drug-Free School
- Referral to IEP/504 team (students with disabilities)
- Functional Behavioral Assessment (FBA)/Behavioral Intervention Plan
- Assessment/Behavioral Intervention Plan
- Referral to School Psychologist
- Beauregard Project
- In-school suspension
- Short-term suspension (1-3 days)
Dear Parents and Guardians:

The #1 goal of each day is to transport all student bus riders safely to and from school. In order to accomplish this goal, we need the cooperation of the student bus riders. Good student behavior while entering, riding, and leaving the bus contributes in many ways to safe transportation. Such conduct makes it possible for the driver to give full attention to the roadway and other drivers.

The primary purpose of rules and procedures on the buses are for the safety of all students. Your child’s cooperation in following all rules and procedures is appreciated. Please help us to address the most common issues that are reported that include: standing or moving from seat to seat, being too loud, disrespect to the bus driver, and/or using foul or abusive language.

While it is more common for the bus drivers to issue verbal warnings, students can be written up for repeat offenses. Being a bus rider is a privilege and this privilege can or may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus. Depending on the misconduct, school suspension is a possible option.

Please review the following expectations on the next page with your child concerning student conduct on the bus. If you should have any questions or concerns, please do not hesitate to contact the school at 301-888-1188. Thank you for your continued support and cooperation.

Sincerely,

Antron Huff
Ms. Antron Huff
Principal
SECTION 9: Transportation and Bus Behavior

Riding the school bus is an integral part of the school day for many students, and the rules in this Code apply fully to students when they ride the bus. Riding the bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus. School suspension is a possible option. Students are expected to observe the following rules for safety and courtesy on the bus.

BUS BEHAVIOR EXPECTATIONS

BUS STOP BEHAVIORS
• Use your assigned bus stop.
• Wait in a quiet and orderly manner.
• Be aware, cautious, and respectful of traffic.
• Respect private property.
• Avoid pushing.

BOARDING THE BUS
• Wait until the bus comes to a complete stop.
• Make sure the bus warning lights are activated before boarding.
• Board the bus when it is safe to do so.
• Avoid pushing and crowding.
• Upon entering the bus, go directly to an available or assigned seat and remain seated until the bus arrives at the school or your stop.
• Do not use Portable Electronic Devices (PEDs) while boarding the bus.

BUS BEHAVIORS
• Follow the instructions or directives of the bus driver.
• Do not eat or drink on the bus.
• Stay in your seat; keep aisles and exits clear.
• Keep your hands, arms, legs, head and other objects out of the window.
• Avoid the use of foul language or profanity.
• Be respectful of the rights and safety of others.
• PEDs may be used on the bus if it does not impact the safe operation of the bus. Actions which may impact the safe operation of the bus include, but are not limited to, taking pictures, videos, passing PEDs around, or using PEDs while it is dark outside if the PED light causes distraction to the bus driver.

EXITING THE BUS
• Remain in your seat until the bus comes to a complete stop.
• Do not use PEDs while exiting the bus.
• Exit the bus in an orderly and prompt manner.
• Exit at your assigned bus stop.
• Use care when crossing a street controlled by bus warning lights.

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>GRADE LEVEL</th>
<th>RESPONSE LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damaging bus (vandalism)</td>
<td>AG</td>
<td>3</td>
</tr>
<tr>
<td>Eating or drinking on the bus</td>
<td>AG</td>
<td>1</td>
</tr>
<tr>
<td>Fighting on the bus causing minimal disruption</td>
<td>AG</td>
<td>3</td>
</tr>
<tr>
<td>Fighting on the bus causing substantial disruption</td>
<td>AG</td>
<td>4</td>
</tr>
<tr>
<td>Heads, arms, and/or legs out of bus windows</td>
<td>AG</td>
<td>1</td>
</tr>
<tr>
<td>Refusal or willful failure to respond to or carry out a reasonable request by the school bus driver</td>
<td>AG</td>
<td>1</td>
</tr>
<tr>
<td>Riding or attempting to ride unassigned bus without authorization</td>
<td>AG</td>
<td>3</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>PK-5 6-12</td>
<td>1</td>
</tr>
<tr>
<td>Smoking/lighting matches/lighter</td>
<td>AG</td>
<td>1</td>
</tr>
<tr>
<td>Standing when seats are available</td>
<td>AG</td>
<td>1</td>
</tr>
<tr>
<td>Threatening the driver or attendant</td>
<td>PK-5 6-12</td>
<td>2</td>
</tr>
<tr>
<td>Throwing or shooting objects on the bus</td>
<td>AG</td>
<td>2</td>
</tr>
<tr>
<td>Throwing objects from the bus</td>
<td>AG</td>
<td>2</td>
</tr>
<tr>
<td>Too loud, too boisterous (talking or speaking)</td>
<td>AG</td>
<td>1</td>
</tr>
<tr>
<td>Using foul or abusive language</td>
<td>AG</td>
<td>2</td>
</tr>
<tr>
<td>Using unassigned bus stop without authorization</td>
<td>AG</td>
<td>1</td>
</tr>
</tbody>
</table>

DISCIPLINARY RESPONSES

Parents are responsible for the supervision and safety of students from home until they board the bus, as well as from the bus stop to home.

LEVEL 1
• Corrected by bus driver
• Seat change
• Student conference
• Parent conference
• Parent contact

LEVEL 2
• Administrative Referral
• Parent contact
• Parent/Student conference
• Bus Behavior Contract

LEVEL 3
• Administrative Referral
• Possible restriction or suspension of school bus riding privileges
• Suspension of bus privileges
• Referral to Professional School Counselor
• Referral to Pupils Personnel Worker
• Short-term suspension

LEVEL 4
• Administrative Referral with request for long-term suspension/extended suspension
• Suspension of bus privileges
• Referral to Professional School Counselor
• Referral to Pupils Personnel Worker
Baden Elementary Mandatory Uniform Policy

**Baden Elementary is a mandatory uniform school.** The official uniform is navy blue, khaki, and light blue. The following is the mandatory student dress policy for Baden Elementary in accordance to the Prince George’s County Public Schools System wide dress code for students (Board Policy 0600). Uniforms can be purchased from department stores, discount stores, and local uniform shops. Students are expected to dress appropriately in the school uniform each day (Monday through Friday). Students must adhere to this policy with no exception.

**APPROPRIATE DRESS**

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Top:</strong></td>
<td><strong>Top:</strong></td>
</tr>
<tr>
<td>Light Blue or Navy</td>
<td>Light Blue or Navy</td>
</tr>
<tr>
<td>Short / Long Sleeve Polo</td>
<td>Short / Long Sleeve Polo</td>
</tr>
<tr>
<td>Navy Turtle Neck</td>
<td>Navy Turtle Neck</td>
</tr>
<tr>
<td><strong>Bottom:</strong></td>
<td><strong>Bottom:</strong></td>
</tr>
<tr>
<td>Solid Navy or Khaki</td>
<td>Solid Navy or Khaki</td>
</tr>
<tr>
<td>Jumper or Skirt,</td>
<td>Jumper or Skirt,</td>
</tr>
<tr>
<td>Long pants, Shorts, Capris</td>
<td>Long pants, Shorts</td>
</tr>
</tbody>
</table>

**Shoes:** All shoes must be closed toe. No colorful laces, light up, sparkle shoes, flip flops, slippers, sandals, or calf high sneakers are allowed!

**Bottoms:** Pants, shorts, skirts, must be worn at the natural waistline. Jumpers, skirts, and shorts, must be worn long enough to come to or past your child's fingertips when their arms are at their sides.

**Tops:** All tops must have a collar except for turtlenecks. Long sleeve/thermal shirts worn under school shirt must be solid white or navy. Shirts must be tucked inside pants, shorts, skirts, and jumpers. NO insignias on shirts!

**Outerwear** Solid navy cardigan or zippered navy sweatshirt can be worn over the school uniform shirt. NO PULLOVER HOODIES WILL BE PERMITTED!

**Belt:** Solid brown or black

**Socks/Hosiery:** Solid white or navy. No designs!

**Head Covering:** Headdresses can be worn indoors for religious or health reasons ONLY!

**This table contains fabric and styles that are not permitted:**

- Sequins
- Jeggings
- Baggy pants
- Cropped shirt
- Suspenders
- Neck ties
- Hats
- Calf high sneakers
- Flip flops, slippers, or sandals
- Light up/Sparkle shoes or belt

- Hooded clothing of any kind
- Oversized sweatshirts / shirts
- Sleeveless shirts or blouses
- Lace or fish net tights / stockings
- No cut offs
- Beads, beaded necklaces, broaches or large pendant jewelry
- Logos, designer items, plaid, and writing on clothes
Baden Elementary Uniform Policy
Let’s work together for the success of our children. Thanks for your cooperation.

Baden Community has adopted a mandatory uniform policy in accordance with Prince George’s County Policy #600. Below is the described policy procedure.

- All students are expected to be in compliance with the “Dress for Success” uniform policy within the first calendar day of enrollment. The school may be able to assist with some items of the uniform.

- Students who arrive to school without a complete uniform will need to call home and have the proper uniform piece delivered to them at school.

Each classroom teacher will work closely with the students in his/her class and their families so that we may achieve 100% uniform compliance. This will mean developing a supportive relationship with the families. Most uniform concerns can be handled at this level. Any particular problem or resistance should be referred to the Principal or her designee. As staff members identify families in need of extra support, they are to be referred to the Principal/Designee. The administration will verify the need and help to attain uniforms for the child.

When a teacher feels he/she has tried to work with the parents concerning a uniform violation, but has been unsuccessful, the following steps will take place. These procedures have been established by the Board of Education for consistent violations.

- **First violation**: The school representative will contact the parents/guardians by phone, send home our uniform violation letter, and notify administration.
- **Second violation**: The school representative will contact the parents/guardians by phone, send home a second notice, and contact administration.
- **Third violation**: The administration will call the parent/guardian and send home a written notification.
- **Fourth violation**: The administration will arrange a parent conference to reiterate the parameters of the policy and the consequences of future violations. Written notification will be sent home documenting the conference
- **Fifth violation**: The student will be removed from class by administration and the student complete classroom assignments provided by the teacher in another part of the school.
- **Sixth Violation**: A parent/student conference will be held with administration and teacher. A final warning will be issued, advising them that another violation will result in reassignment to a non-uniform school. Documentation of this meeting will be given to parent.
- **Seventh Violation**: The student will be reassigned to a school that does not have a mandatory school uniform policy.
ATTENDANCE

To receive the maximum instructional benefit from classroom instruction, a child must be in attendance daily unless illness or a family emergency arises. Please provide a written explanation upon the child’s return to school when your child is absent. It is the student’s responsibility to make-up all assignments. Please refer to Board Policy 5113 for more information regarding attendance.

Unlawful absence and/or truancy is defined as the act of a student being absent from school for a day or any portion of a day or from an individual class or any portion of a class for any reason other than those defined as a lawful excuse for absence from school. This definition applies to students over 16 years of age as well as students under 16 years of age.

a. At all grade levels, students with unlawful absence(s), including so-called “cut days,” shall receive a zero for any day(s) of such absence(s). The zero(s) will be averaged with other daily grades.

b. Teachers are not required to provide make-up work for students when their absences are unlawful.

Maryland State Law requires students to attend school regularly. Students are expected to be in school except for the following reasons:
- Death in the immediate family
- Illness of the student
- Court summons
- Hazardous weather conditions that would endanger health or safety of the student when in transit to and from school.
- Work or activity approved or sponsored by the school, the local school system, or the state education agency, accepted by the local superintendent of schools or the school principal or any persons duly authorized by the superintendent or principal as reason for excusing the pupils
- Observation of religious holiday
- State Emergency
- Suspension
- Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons.
- Health exclusion
- Other emergency or set of circumstances which, in the judgment of the Chief Executive Officer or designee, constitutes a good and sufficient cause for absence from school.

BIRTHDAY TREATS

Policies for Parties, Celebrations and Treats Individual student birthdays may not be celebrated in the classroom during instructional time. We have found that this is the best practice to protect classroom instruction from interruptions. We ask that birthday treats only be brought to school during your child’s lunch period. Birthday celebrations may consist of store bought items and shared during the lunch period ONLY. Parents must notify the teacher one week in advance and arrange to drop off the items in the front office for the teacher to pick up as they escort their students to the cafeteria.

CAFETERIA STANDARDS

Students may talk softly while at the table. At times during the lunch period there will be quiet time in order to allow the duty teachers to make announcements, etc. When the teacher signals students that lunchtime is over, all talking stops and attention is giving to the teacher in charge. Students will receive the opportunity to use the bathroom in class before entering the cafeteria. No food is to be taken on the playground.
**DISMISSAL**

Dismissal for students begins at 3:40 P.M. If your child is normally a bus or car rider, he/she will be placed on their bus or dismissed as a car rider unless the Main Office receives a note advising us of alternate transportation arrangements for that day. We will not be able to accept permission by the telephone for safety reasons.

Due to heavy congestion outside of the school’s Main Office, we ask that you wait outside of the school building to receive your child. Please utilize the Baden Community Center or Baden Public Library parking lots for pick-up. If a student misses the bus, it is the parent’s responsibility to pick the child up promptly. **Important Note:** Any person picking up a child must be listed on the child’s Emergency Card. Anyone not listed will not be permitted to take the child. Parents must come into the School Office to add/remove individuals to the Emergency Card. No written notes will be accepted.

**EARLY DISMISSAL**

When a student is to be excused early, a written request from the parent is necessary. The parent must come to the office and sign the early departure book. Any person picking up your child must be listed on your Emergency Card. The office will then call the child to the office for dismissal. When possible, medical and dental appointments should be made after school hours. You will not be allowed to pick up a child without an ID. Students will not be released for early departure after 3:10pm. No exceptions!

**EMERGENCY PLAN**

The school has a Crisis Plan for emergencies such as fire, acts of violence, bus emergencies, flood, tornadoes, bombs, structure failures, etc. A crisis team is in place to ensure that a safe course of action is taken during any emergencies. You may review the Crisis Plan in the school office.

**EMERGENCY PROCEDURES**

Our school may not be able to continue classes if there is a problem with heat, electricity, or water, etc. If such an emergency occurs, the students will be transported to Gwynn Park High School.

**FAMILY PORTAL**

Please be sure that you have access to the Family Portal via SchoolMax. If you do not have a log-in and password, please contact Mrs. Huff in the Main Office. Use of this portal will keep you up-to-date on your child’s attendance and grades.

**FIELD TRIPS**

Field trips are an enhancement to the educational environment. The parent or legal guardian must sign a permission slip before a student can participate in a field trip. In certain instances, a parent may be asked to accompany his/her child in order to ensure the safety of the child and his/her participation. All parents/guardians volunteering must have a commercial background check with Prince George’s County Public Schools.

**FIRE DRILLS/LOCK DOWN PRACTICE**

We will have monthly fire and evacuation drills to familiarize the students with safe exiting practices. Students are expected to listen to the teacher and follow the directions given. We will also practice Lock Down Drills in the event of an emergency 4 times per year.

**NEWSLETTERS**

Parents will receive newsletters monthly to keep everyone abreast of events and important dates.
RECESS AND PLAYGROUND SAFETY

The recess period is a regular part of our school program and lasts for 20 minutes right after lunch. It consists of a supervised period of free play on the playground, weather permitting. When the temperature is below freezing or when it is raining, the recess period will be confined to the classrooms. Safe play and the adherence to all school recess rules are the responsibility of every student. Any games that involve pushing, shoving, kicking, or hitting, are forbidden. **No football or dodge ball is allowed! Basketballs, footballs, etc., will NOT be permitted to be brought to school. Please make sure your child does not bring equipment from home.**

Playground Standards
1. Games will be played on the section of the playground designated for that activity.
2. Students must have permission from their teacher to leave the playground.
3. Physical contact sports and group chasing games and not permitted.
4. When the whistle is blown to indicate that a playground period is over, line up immediately.

SCHOOL VISITORS

In order to maintain a safe and orderly environment for our faculty, staff and students, all visitors to the school must first report to the Main Office **using the Main Entrance of the School Building**. In an effort to increase the safety of our schools for students and staff, PGCPS currently utilizes the Raptor Visitor Management System. Raptor enables schools to issue visitor badges with names, pictures and reasons for the visit, and time and date printed on them; to monitor volunteer and visitor hours; and instantly check all visitors against registered sexual offender databases in all 50 states.

Upon arrival at the school and unless one of the exceptions below applies, each visitor is required to provide a copy of their government issued identification that includes the visitor’s name, date of birth and photo to the school office to be scanned into the Raptor system.

A. Visitor: A person (not a student of the school or an identified employee or volunteer of PGCPS on official business) who has legitimate school business, to include, but not limited to: parent-teacher conferences, pre-arranged classroom visits, attendance at other school events or appointments with school employees.

B. Volunteer: A person assisting under the direction of a school administrator or teacher to provide a variety of services (e.g., tutoring, mentoring, and chaperoning for the students) without financial remuneration from PGCPS and, considered to be an important member of the school or site team.

Please click the link below to view the entire Administrative Procedure 0500 for School Visitors. [https://drive.google.com/file/d/1Edb4s8lZ8jVY2nEW4hArOkSuh3JzZn/view?usp=sharing](https://drive.google.com/file/d/1Edb4s8lZ8jVY2nEW4hArOkSuh3JzZn/view?usp=sharing)
Volunteering at Baden ES

In order to volunteer in any Prince George's County Public School, potential volunteers must complete the three steps below.

1) Obtain a fingerprint background check. More information on this is at http://www1.pgcps.org/fingerprinting/. The cost of the fingerprint background check is currently $61, and this background check is good indefinitely. The fingerprinting background check must be completed at least 14 days in advance of any activity you wish to volunteer for. Background checks dated less than 14 days before the activity will not be allowed for that activity.

2) Immediately following the fingerprinting, obtain the Child Protective Services clearance by going to Room 124 in the Sasscer Building. The fingerprinting office can direct you there. If you have any questions regarding the CPS screening, you can call (301) 780-2191. On completion of the CPS screening, that office will mark on your fingerprint background check receipt that you have completed this step. Bring the fingerprinting receipt with the CPS screening signature/stamp to Baden’s front office for our records.

3) Watch the Prince George's County Three SafeSchools Modules (must be completed each school year) that are required for volunteers to complete. Once you watch the videos, you will take a brief quiz as evidence that you watched the video and understood the procedures contained within. Please click the link below to register. Once this part is complete, please print out a copy of all three certificates and submit to the Main Office.

www.pgcps.org/required-training/
Dear Parents and Guardians:

According to the PGCPS Cell Phones and Other Electronic Devices Administrative Procedure, the use of cell phones and PEDs for any purposes, including telephone calls, text messaging, taking photographs and other functions is not permitted at any time on school property.

Students upon entering their classroom are expected to place their cellphone in their backpack either turned off or placed on silent mode. The cellphone should remain in their backpack the entire school day. We ask that you remind your child that a cell phone is a privilege and for your child not to share their phones with others.

Our goal is to create a safe environment, conducive to learning, and free of all distractions that hinder the learning process. Please review these expectations with your child and the consequences listed below.

Penalties for students found to be in violation of this policy shall be as follows:

1. **First offense**: The student’s cell phone or PED will be confiscated and returned to the student at the end of the school day. The school is not responsible if the cell phone or PED is lost or damaged while confiscated. The school assumes no liability for theft, loss or damage of cellular telephones and other PEDs possessed by students on school property or held by the school officials during the confiscation period.

2. **Second offense**: The student’s cell phone will be confiscated and returned only to the student’s parent or guardian. The school is not responsible if the cell phone is lost or damaged while confiscated. The school assumes no liability for theft, loss or damage of cellular telephones and other PEDs possessed by students on school property or held by school officials during the confiscation period.

3. **Third Offense**: The student will be prohibited from bringing a cell phone or PED to school for the remainder of the school year.

4. **Fourth Offense**: Students committing repeated violations of this Policy shall be subject to additional disciplinary action consistent with the Code of Student Conduct.

If you should have any questions or concerns, please do not hesitate to contact the school at 301-888-1188. Thank you for your continued support and cooperation.

Sincerely,

*Antron Huff*

Ms. Antron Huff
Principal
Purpose:
The Prince George’s County Board of Education’s Policy on cellular (“Cell”) telephones and other personal electronic devices (PEDs) is designed to ensure that the use of cell phones and PEDs does not interfere with the teaching and learning during the school day. The Board of Education believes that there is a need for a district-wide policy with uniform guidelines regarding the use of cell phones and other electronic devices and consequences that apply to all Prince George’s County public school students. This Policy applies to all students enrolled in Prince George’s County public schools, including public charter schools.

Policy:

A. For the purposes of this policy. The term “cell phone” includes, and is not limited to, iPhones, “smart” phones, Internet enabled phones, and other personal electronic that are capable of placing and/or receiving telephone calls, text messages, “sexting”, creating and distributing videos, taking photographs and the like. The term “School Property” includes parking lots, school buses, and outside or inside all areas of the school building. Students are permitted to use cell phones only during the following times:

1. Before school hours on school property;
2. After school hours on school property;
3. At after-school or athletic activities, only with the permission of the coach, instructor, program director or administrator. The school personnel listed in this paragraph shall have the discretion to determine the use of cell phones for students participating in extracurricular activities while attending school sponsored or school related activities on or off school property;
4. At evening or weekend activities inside or on school property;
5. An emergency situation with the permission of the teacher, instructor, coach, program director or administrator, or;
6. For approved instructional use by the student’s teacher.

A. The use of cell phones and PEDs for any purposes, including telephones calls, text messaging, taking photographs and other functions is not permitted at any other time on school property. Images taken or stored on cell phones or PEDs during school hours and/or on school property may not be shared or posted electronically.
B. Cell phones or PEDs may not be visible during regular school hours. Cell phones or PEDs may not be visible during regular school hours. Cell phones or PEDs may be stored in the student’s locker or backpack/purse or carried on the student’s person so long as the phone or PED is not visible or completely turned off, not simply on “silent:” or “vibrate” mode during the school day.

C. Each school shall designate a staff member to address student violations of this policy.

D. Penalties for students found to be in violation of this policy shall be as follows:

1. **First offense:** The student’s cell phone or PED will be confiscated and returned to the student at the end of the school day. The school is not responsible if the cell phone or PED is lost or damaged while confiscated. The school assumes no liability for theft, loss or damage of cellular telephones and other PEDs possessed by students on school property or held by the school officials during the confiscation period.

2. **Second offense:** The student’s cell phone will be confiscated and returned only to the student’s parent or guardian. The school is not responsible if the cell phone is lost or damaged while confiscated. The school assumes no liability for theft, loss or damage of cellular telephones and other PEDs possessed by students on school property or held by school officials during the confiscation period.

3. **Third Offense:** The student will be prohibited from bringing a cell phone or PED to school for the remainder of the school year.

4. **Fourth Offense:** Students committing repeated violations of this Policy shall be subject to additional disciplinary action consistent with the Code of Student Conduct.
Reporting of allegations of student bullying, harassment, or intimidation

All reports must be written (and submitted to the school) or submitted electronically using the Bullying, Harassment, or Intimidation Form. Reports must be promptly and appropriately investigated by school administrators or the administrative designee, consistent with due process rights, using the Bullying, Harassment, or Intimidation Incident School Investigation Form within two (2) school days after receipt of a Bullying, Harassment, or Intimidation Reporting Form. Copies of the Bullying, Harassment or Intimidation Form can be requested from the school, downloaded from www.pgcps.org or submitted electronically by completing the digitized form on the PGCPS web page.

A. Bullying, harassment, and intimidation (BHI) are anti-social behaviors that are conducted with the intent to cause harm and are characterized by an imbalance of power. Bullying, harassment, and intimidation is intentional conduct, including verbal, non-verbal, physical, or written conduct, or an intentional electronic communication, that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological well-being and is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socio-economic status, familial status, or physical or mental ability or disability or is threatening or seriously intimidating; and, occurs on school property, at a school activity or event, or on a school bus; or, substantially disrupts the orderly operation of a school.

B. “Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

C. Retaliation is an act of reprisal or getting back at a person for an act he/she has committed.

A. Reporting of allegations of student bullying, harassment, or intimidation

All reports must be written (and submitted to the school) or submitted electronically using the Bullying, Harassment, or Intimidation Form. Reports must be promptly and appropriately investigated by school administrators or the administrative designee, consistent with due process rights, using the Bullying, Harassment, or Intimidation Incident School Investigation Form within two (2) school days after receipt of a Bullying, Harassment, or Intimidation Reporting Form. Copies of the Bullying, Harassment or Intimidation Form can be requested from the school, downloaded from www.pgcps.org or submitted electronically by completing the digitized form on the PGCPS web page.
PLEASE SIGN AND RETURN THE DOCUMENTS ON THE REMAINING PAGES OF THE STUDENT/PARENT HANDBOOK.
Baden ES
Student & Parent Handbook
Acknowledgement Receipt

I_____________________________________,
(Parent/Guardian) of______________________ (Student)

I have received and read the Parent/Student Handbook. I
acknowledge that I have read and understand the following Policies.

Policy # 600      Mandatory Uniform Policy
Policy # 5132   Cell phones and other electronic Devices in Schools
Policy # 5143  Bullying/Harassment/Intimidation

Parent Signature: ________________________
Date:____________

Student Signature: ________________________
Grade Level______________________
Date: ____________
Baden ES STUDENT AGREEMENT

It is important that I work to the best of my ability; Therefore, I shall strive to:

- Achieve 100% attendance.
- Wear my uniform daily or follow the Prince George’s County Public Schools Dress Code.
- Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- Work as hard as I can on my school assignments and complete and return homework assignments.
- Follow the Student Rights and Responsibility Handbook.

Student Signature:_________________________________________ Date:________________

Parent Signature:_________________________________________ Date:________________
September 6, 2019

Dear Baden Family,

We are excited to announce our new R.O.A.R. program for students at Baden Elementary School will jumpstart the beginning of the 2019 – 20 school year. Staff have dedicated the past eight months to revitalize the school-wide discipline plan, with the goal of improving the behavioral and academic performance of all students. This is to ensure a more successful experience for all! One of the features of this plan will be that specific positive behavioral expectation lessons will be taught to students on a consistent basis.

Students have been introduced to the expectations of R.O.A.R. and will be encouraged to demonstrate these positive behaviors in all areas of the building by all staff. A Baden Bobcat R.O.A.R. means that a student embodies the following:

Respectful  Ownership  Act Like a Scholar  Ready to Learn


Classroom teachers will continue to discuss the R.O.A.R. program with the students and each class will develop classroom rules that support and follow our school-wide R.O.A.R. expectations. Please review this policy with your child/children, and then complete the Family Response Form below. Please return the bottom form below from this letter to your child’s teacher by September 13th, 2019.

Thank you for your cooperation in helping us cultivate and maintain a positive and safe learning environment for all the students at Baden Elementary School. The success of this plan cannot be achieved without your support and we know you will take the time to discuss these expectations at home with your child/children. Please feel free to contact us if you have any questions at 301-888-1188.

R.O.A.R.ing for Success,

Antron Huff
Ms. Antron Huff
Principal
<table>
<thead>
<tr>
<th>Respectful</th>
<th>Hallways</th>
<th>Bathroom</th>
<th>Playground</th>
<th>Cafeteria</th>
<th>Classrooms/Specials</th>
<th>Bus</th>
<th>All Areas (Office, Assemblies and Drills)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep hands, feet, and objects to yourself.</td>
<td>Place toilet paper in the toilet and paper towels in the trash.</td>
<td>Follow teacher’s directions.</td>
<td>Enter quietly.</td>
<td>Follow teacher’s directions “the first time, every time.”</td>
<td>Be careful getting on and exiting the bus.</td>
<td>Be calm and peaceful, set an example.</td>
<td></td>
</tr>
<tr>
<td>Use a silent voice.</td>
<td>Respect school property.</td>
<td>Take turns and include others.</td>
<td>Listen to lunch monitors and cafeteria staff.</td>
<td>Respect others right to learn.</td>
<td>Kindly greet the driver.</td>
<td>Listen to teachers and staff.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Take care of equipment.</td>
<td>Wait your turn in the lunch line.</td>
<td>Actively listen.</td>
<td>Use a quiet voice.</td>
<td>Stay in assigned areas.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Share space on the field and court with others.</td>
<td>Use an inside voice.</td>
<td>Use kind tone, words, and body language.</td>
<td>Keep the aisle clear.</td>
<td>Use kind tone, words, and body language.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Keep hands and feet to yourself.</td>
<td>Adhere to silent lunch expectations.</td>
<td>Cooperate with others.</td>
<td>Keep hands, feet, and objects to yourself.</td>
<td>Greet others quietly.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ownership</th>
<th>Walk on the right side.</th>
<th>Flush the toilet.</th>
<th>Stay off the fence.</th>
<th>Eat your own food.</th>
<th>Take care of supplies.</th>
<th>Be careful getting on and exiting the bus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep your arms at your side.</td>
<td>Line up quickly and quietly when asked to.</td>
<td>Immediately and accurately report problems to staff.</td>
<td>Walk.</td>
<td>Rely on your knowledge.</td>
<td>Rely on your knowledge.</td>
<td>Use a quiet voice.</td>
</tr>
<tr>
<td>Face forward.</td>
<td></td>
<td>Do your best work.</td>
<td>Accept consequences for choices.</td>
<td>Do your best work.</td>
<td>Accept consequences for choices.</td>
<td>Keep hands, feet, and objects to yourself.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Act Like a Scholar</th>
<th>Stay in line.</th>
<th>Silent voice.</th>
<th>Get on and off equipment carefully.</th>
<th>Eat your food instead of playing with your food.</th>
<th>Stay on-task.</th>
<th>Be careful getting on and exiting the bus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walk in pairs when you’re not with your class.</td>
<td>Be quick.</td>
<td>Follow the rules of the game.</td>
<td></td>
<td>Complete your work.</td>
<td></td>
<td>Kindly greet the driver.</td>
</tr>
<tr>
<td>Use walking feet to the right on the 3rd tile.</td>
<td>Travel in pairs to hallway bathrooms.</td>
<td>Play safely.</td>
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<td>Use a quiet voice.</td>
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<td>Keep the aisle clear.</td>
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<tr>
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<td></td>
<td>Keep hands, feet, and objects to yourself.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ready to Learn</th>
<th>Carry a pass when you’re in the hallway.</th>
<th>Return to class immediately.</th>
<th>Walk to line-up when it is time to go inside.</th>
<th>Use the bathroom before or after lunch.</th>
<th>Come to school with all materials.</th>
<th>Help others.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>Complete homework and projects on-time.</td>
<td>Be a role model to younger riders.</td>
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<td></td>
<td>Have a positive attitude.</td>
<td>Accept consequences for your actions.</td>
</tr>
<tr>
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<td></td>
<td>Have a positive attitude.</td>
<td>Turn in all assignments on time.</td>
</tr>
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<td></td>
<td></td>
<td>Have a positive attitude.</td>
<td>Keep hands, feet, and objects to yourself.</td>
</tr>
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<td></td>
<td>Have a positive attitude.</td>
<td>Help others.</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>Help others.</td>
<td>Come to school prepared to learn.</td>
</tr>
</tbody>
</table>
Baden Elementary School Discipline Policy

I, __________________________________________, promise that I will do my best to keep our school a safe and caring place.

- I will treat everyone with respect and acceptance.
- I will keep my hands, feet, and other objects to myself.
- I will use appropriate language toward everyone.
- I will never tease, cause harm, name-call or bully another student.
- I will immediately notify my teacher or another staff member if I am bullied or see someone else being bullied.

Teacher’s Name: ________________________________

Grade: ________________________________

We have read and discussed the Baden Elementary School Discipline Policy and behavior expectations with our child/children.

Student’s Signature_________________________________ Date______________________________

Parent’s/Guardian’s Signature_________________________ Date______________________________