

Princeton Elementary School Parent / Student Handbook School Year 2024-2025



*SOARING TO NEW HEIGHTS OF
EXCELLENCE!!*

Princeton Elementary School
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Principal: Dr. Adib Shakir
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Dekalb County School District Mission

The vision of the DeKalb County School District is to inspire our community of learners to achieve educational excellence. Our mission is to ensure student success, leading to higher education, work, and life-long learning. We are making this vision and mission a reality – every day, in every classroom throughout the District.

Through community forums, focus groups, listening sessions, and more, we have engaged our stakeholders, refined our objectives, honed our procedures, and formulated a robust, highly structured yet agile and adaptive strategic plan. We are pleased with the progress we have made thus far, and excited about the future – of our District, our community, and, most importantly, the 100,000+ students who daily bring to us their limitless potential.

The District has created performance measures, targets, and initiatives to ensure success in each goal area. A monitoring and data collection process has been developed, and rigorous progress check procedures have been implemented. At the local level, on-going training sessions are offered to all principals in order to support the work of aligning, refining, monitoring, and evaluating the continuous improvement efforts of each individual school.

As a community of learners, we are committed to excellence in everything we do – within the classroom and throughout the District. This continuous improvement process permeates each aspect of our Strategic Plan, and we are honored to partner with you to make it a reality for all.

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Principal's Message

Welcome Back, Princeton Elementary School Community!

As we embark on the 2024-2025 school year, we are thrilled to welcome each of our scholars back from their summer breaks. We hope you had a restful and enjoyable summer. We are as excited as we prepare to begin another fantastic year of learning and growth.

I am excited to begin my 4th year as the Principal at Princeton Elementary School. I aim to ensure that each of our scholars is exposed to enriching learning opportunities that will spark their excitement for learning. Our dedicated faculty and staff share this vision and are committed to providing an educational experience that fosters academic achievement and social-emotional development.

Our goal continues to be **SOARING TO NEW HEIGHTS OF EXCELLENCE** for every scholar. We are committed to ensuring that each student receives the support and encouragement they need to thrive in all aspects of their school life.

To assist our families in understanding school and district policies, the 2024-2025 Princeton Elementary Student Handbook will serve as a valuable guide. Please take the time to review it and familiarize yourself with its contents. Together, we can create a positive and productive school environment where every student feels safe, respected, and motivated to excel.

We look forward to a year filled with inspiring achievements, new friendships, and memorable experiences. I look forward to the great things our Eagle Scholars will accomplish this school year.

Welcome back, and let's continue **SOARING TO NEW HEIGHTS OF EXCELLENCE** with Eagle Pride!

With sincere dedication to your child's success,

Dr. Shakir
Principal

Princeton Elementary School

SCHOOL MISSION STATEMENT:

The mission of Princeton Elementary School is to educate and empower all students through a rigorous learning environment that promotes academic and social growth, strengthens collaborative partnerships among all stakeholders, and develops the character of our students preparing them for higher heights of excellence in society.

ACADEMIC HONESTY

The DeKalb County School District promotes academic honesty and personal integrity among students and faculty. Academic honesty is defined broadly and simply – as the performance of all academic work without plagiarizing any source of information appropriately authorized or attributed.

Forms of Academic Dishonesty

Academic Dishonesty is defined as any action or behavior that results in a student having an unfair advantage over his or her peers in any form of assessment. Academic Honesty may include:

1. Plagiarism: using someone else's work as one's own without proper documentation, either intentionally or unintentionally
2. Collusion: copying work or allowing someone else to copy one's work
3. Duplication: turning in the same work for multiple assignments without the express permission of all instructors involved
4. Misconduct: refusing to follow directions in an assessment situation
5. Failure to report an observed instance of academic dishonesty

A Student Demonstrating Academic Honesty Will:

- complete his/her own work
- acknowledge help from parents, friends, and other students
- know what constitutes cheating and abide by the rules
- acknowledge and reference all information sources
- follow the rules, directions, and policies when taking written exams
- report suspicions of academic dishonesty to appropriate school officials

A Student Demonstrating Academic Honesty Will Not:

- copy work from another student and represent it as his or her own
- complete work for another student
- use notes or reference materials during an assessment unless instructed to do so by the teacher
- support the efforts of another student engaging in academic dishonesty

Consequences for Failing to Maintain Academic Honesty

Students who are determined to have engaged in academic dishonesty will receive consequences based on the District Code of Student Conduct, which can include, but are not limited to, verbal student conferences, parent conferences, loss of privileges, ISS, and OSS.

ACCREDITATION

"On March 20-25, 2022, the DeKalb County School District (DCSD) engaged in a Cognia Accreditation Engagement Review. Cognia, formerly known as AdvancED, is the global leader in preschool through 12th grade accreditation services and is responsible for conducting five-year accreditation renewal visits for member school districts. A preliminary presentation released by Cognia during an Exit Report on Friday March 25, 2022, shows that the team will recommend DeKalb County School District receive a five-year renewal of its accreditation following this intense review."

AFTER SCHOOL PROGRAMS

Elementary School

Dear Princeton Families and Guardians,

This section will provide parents, families, guardians with information related to our After School Extended Day Program. We plan to provide a fun, safe, and an academically viable environment for your child during this school year. To ensure a successful year, we would like for you to read the following guidelines before signing.

1. Every child attending the After School Extended Day Program must have a current registration form on file at school. Parents are responsible for insuring that the information on file is current. Registration fee is due upon registration and is non-refundable. Registration Fees are: \$25.00 per child, \$40.00 for two children, \$65.00 for three children, and \$90.00 for four children.
2. The After School Extended Day Program is a prepaid program. Payments are due on Monday for the week's session. If tuition is not received on Monday, a late fee of \$10 may be added to the tuition payment and a payment must be made by Tuesday. If payments are not received by Tuesday, you may speak to the bookkeeper and principal to resolve. Otherwise, your child may be withdrawn from the program.
3. Payments will ONLY be accepted during After School hours. DO NOT send payments with children or drop off payment in the office.
4. The weekly tuition payments are \$60 for one child, \$110 for two children, \$170 for three children, and \$230 for four children. Three or more days of attendance constitutes a full week.
5. Cashier checks and money order payments are the preferred methods of payment. Please make checks or money orders payable to the Princeton After School Extended Day Program. Any money over the exact amount will be credited to the next week's tuition. You must request any After School Extended Day Program refunds in writing by the last day of the student's school year. No credits will be carried over to the next school year.
6. Tuition Fees will be collected weekly. Individual payment accounts will not be established.
7. A receipt will be issued at the time of payment. Please file your receipts for proof of payment and tax purposes. The DeKalb County tax identification number letter will be issued in January.
8. The ASED P hours are 2:30 PM to 6:30 PM on the days that school is in session. A late fee will not exceed \$1 per minute per child or family. This charge begins at 6:31 and must be paid in cash upon arrival [only cash payment accepted].

9. Only individuals designated on the registration form with appropriate legal photo identification will be allowed to pick up your child. This is for your child's protection. Your child must be signed out at the Checkout Desk daily.

10. To ensure the safety and security of all students in the After School Extended Day Program, the DeKalb County Police may be contacted should an emergency occur which threatens the welfare of a child.

11. We expect all children to behave properly. The same behavior expectations of the regular school day apply in the After School Extended Day Program. Students may be suspended or withdrawn from the After School Extended Day Program for the following reasons:

a. Excessive Late Pick-ups- more than 3 times in a week or 5 times in a semester.

b. Discipline Problems

c. Nonpayment of Tuition and/or Late Pick-up Fees

12. If the school closes because of inclement weather or any other reason, the ASED P will also be closed. We follow the procedures given in your child's Inclement Weather pamphlet.

ASSESSMENT AND GRADING

Students are assessed on grade level standards in various ways throughout the school year. We use both formal assessments (standardized tests, class assessments, performance tasks) and informal assessments (observation, mini-checks, question, and discussion, running records). Assessment data is used by teachers to plan for instruction for the whole class and to differentiate instruction to meet student needs. Our expectation is that all students will meet or exceed standards each quarter.

Dekalb County Schools Grading Scale and Policy

A = 90% - 100%	Excellent
B = 80% - 89%	Good
C = 71% - 79%	Fair
D = 70%	Poor
F = below 70%	Failing

- A. Assessment During Learning - 25%
- B. Guided, Independent, or Group Practice - 45%
- C. Summative Assessment, Assessment of Learning - 30%

Information about our testing program will be presented at various school meetings (Curriculum Nights, PTO meetings) and through school newsletters. All K-5 students are assessed using MAP/NWEA. This online adaptive assessment is given 3 times a year to assess proficiency and growth in reading, English Language Arts, and Math. Parents will receive reports at parent conferences. Other assessments include:

- **Kindergarten:** All Kindergarten students are assessed using a state program called GKIDS, MAP/NWEA, and MAP Reading Fluency. We assess students on basic skills related to reading, language arts, math, approaches to learning, and personal/social development. Furthermore, students will be screened for risk factors for dyslexia or

other reading difficulties. Teachers collect data throughout the year by observing students and working with them one-on-one and in small groups.

- Grades 1-2: Students in these primary grades will be assessed using MAP/NWEA and MAP Reading Fluency, which gathers data on oral reading fluency, literal comprehension, and foundational reading skills and screens for risk factors for dyslexia or other reading difficulties. Students will be assessed throughout the year on phonics skills, reading level, reading fluency, writing, math fluency, and math concepts.
- Grades 3-5: Grades 3-5 students will take the Georgia Milestones. The test will assess student mastery of Reading, ELA, Writing, and Math content. In addition, students in 5th grade (only) will take a Science test. The GA Milestones include multiple-choice and open-ended questions. Students will also be assessed throughout the year on reading level, reading fluency, math fluency, and math concepts. Students will also take MAP/NWEA and LLI and running records to gauge their progress on standards. 3rd grade students will also take the MAP Reading Fluency assessment which gathers data on oral reading fluency, literal comprehension, and foundational reading skills, and screens for risk factors for dyslexia or other reading difficulties.

ATTENDANCE

Families and Schools need to work together for school success:

One of the most important ways you can help your child succeed in school is to make sure he or she attends school regularly, is on time every day and stays for the entire school day. Please contact the school and let us know if there are any problems that prevent your child from coming to school regularly. State and local laws require that DeKalb County School District make you aware of the requirements for school attendance and the consequences for excessive absences.

Since regular school attendance is so important to school success, and since the penalties for absences are so serious it is vital that families and schoolwork together to promote regular school attendance.

Georgia law, School Policy, and DeKalb County Ordinances state these requirements:

- Students between the ages of 6 and 16 must be enrolled in a public or private school or in a home study program. Children enrolled in a Kindergarten program for more than **twenty (20)** days also fall under compulsory attendance rules.
- Students and their parents/guardians are responsible for attending school regularly and being on time for school.
- Parents/guardians must let the school know within five (5) days (in writing) the reason for the absence.
- Local ordinance states that students under 18 years of age cannot be in a public place without supervision by a parent or guardian between 8:30 am and 2:30 pm on school days.
- Elementary school students are counted absent if they arrive after or leave school before 11:00 am.
- **The State of Georgia considers a student truant if they have 6 or more unexcused absences.**

Excused Absences – In accordance with the Georgia Department of Education Regulation 160-5-1- .10, the following shall constitute excused absences upon submission of appropriate documentation:

- a) Personal illness or when attendance in school engenders the student's health or the health of others.
- b) Serious illness or death in the immediate family necessitating absence from school.

- c) A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- d) Observation of religious holidays, necessitating absence from school.
- e) Conditions rendering attendance impossible or hazardous to student health or safety.
- f) Registering to vote or voting in a public election, which shall not exceed one day.
- g) Student whose parent or legal guardian is in US military service or National Guard, and such parent or guardian has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with parent/guardian prior to deployment or during leave.
- h) Students who are at least 12 years of age and who are serving as pages of the Georgia General Assembly shall be credited for days missed from school for this purpose.

Students are responsible for providing written documentation from parents/guardians or proper authorities, stating the reason for their absence.

Extended Absences - If for any reason, a student must be absent for three days or longer, a parent/guardian is requested to notify the school of the cause of the absence and date of return. Teachers will be happy to provide work to take home a 24-hour notice is requested.

Risks and penalties associated with excessive school absences:

Students with excessive absences are at risk in many ways. Students risk falling behind in their schoolwork, performing poorly on tests used to make promotion and retention decisions, and missing valuable opportunities to learn social and emotional skills that will help them succeed in life. In addition, students with excessive absences may be referred to the School Social Worker for assistance or may be referred to the DeKalb County Attendance Panel and/or Juvenile Court. Georgia law states that parents/guardians of students who violate the Georgia Compulsory School Attendance law risk being fined (\$25- \$100), jailed for up to 30 days, and/or ordered to perform community service.

If it is necessary for a student to leave school prior to dismissal time, a parent/guardian must come to school for check out.

Students may not be checked out between 1:30-2:00 p.m. as the school staff are busy preparing for a safe dismissal. Students cannot be removed from class until the security check out process is complete. Students will only be released to individuals designated on the student information form - photo ID is required to verify identification and permissions.

BACKPACK RULES

All students will be allowed to carry an average sized backpack to accommodate their personal learning device and other school supply items. For safety purposes, all backpacks should be stored in the appropriate locations in the classrooms. Backpacks are not allowed the last three days of school.

BULLYING

The DeKalb County Board of Education prohibits bullying of a student by another student.

Definition of Bullying

- Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

Cyberbullying

A student shall not transmit any electronic communication that has the effect of bullying another student or member of the faculty or staff, including but not limited to sending emails or text messages or making website postings (e.g., postings on Facebook, Twitter, or YouTube). This prohibition applies to cyber bullying that occurs on campus and, if one of the following conditions is met, to cyber bullying that occurs off-campus: (1) the electronic communication causes, or reasonably threatens to cause, a material and substantial disruption to the orderly operation of the school; or (2) while on school property or at a school-sponsored event, the student engages in conduct which is intended to promote or increase the circulation of the electronic communication within the school community.

Consequences

Students found to have engaged in an incident of bullying may be subject to disciplinary action under the Code of Student Conduct in combination with a variety of prevention and intervention strategies, including without limitation reassignment to another class, reassignment to another school, exclusion from participation in extracurricular activities, and mandatory participation in a school-based training\counseling. The School District is not required to provide transportation to a student who is reassigned to another school because of an incident of bullying. Upon a finding by the disciplinary hearing officer, panel, or tribunal of school officials that a student in grades six through 12 has committed the offense of bullying for the third time in a school year, such student shall be expelled with the option of attending an alternative education program.

Notification of parents/guardians

Upon a finding by a school administrator that a student has committed an offense of bullying or is a victim of bullying the school administrator must notify the parent/guardian of the student by telephone or through written notice, which may be sent electronically.

Reporting of incidents

Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, has reliable information that would lead a reasonable person to suspect that someone is a target of bullying shall immediately report it to the school principal or designee.

Investigation

Any report of bullying will be appropriately investigated by school-level administrators to determine whether bullying has occurred. The specific timeframe for investigating and the nature of the investigation will depend on the complexity of the facts and circumstances and the severity and extent of the bullying. The investigation will also focus on whether bullying also constitutes discriminatory harassment based on race, color, national origin, religion, sex, sexual orientation, or disability status. Bullying which also constitutes discriminatory harassment will be addressed in accordance with Policy JAA (Equal Educational Opportunity).

Retaliation

Retaliation following a report of bullying is strictly prohibited. Anyone who participates in the investigation of an incident of bullying shall be protected from retaliation. An incident of retaliation may be reported in the same manner as an incident of bullying.

More information regarding DCSD's policy on bullying can be found here:
<https://www.dekalbschoolsga.org/bullying-harassment-hazing-awareness/>

BUS RIDERS

If you have any questions about bus transportation, don't hesitate to get in touch with the main office (678-875-3002). If we know a bus is going to be late for various reasons, we will try to send out an all-school email to notify parents. **Please note: Students 8 years old and younger, must have an adult at the bus stop to meet their child in the afternoon, or the child will be returned to school.**

Important Information for Students Who Ride School Buses:

- Be at your assigned stop 5 minutes ahead of time. Due to unforeseen circumstances, buses can arrive up to 5 minutes before or 5 minutes after a published stop time.
- Stand 12 feet off the roadway while waiting for your bus.
- Respect the property and personal rights of others while waiting at your stop and while riding the bus.
- Ride only the bus assigned to you. Exceptions will be made only in emergency and hardship cases. In these situations, a signed permission form from a parent must be presented, confirmed, and approved by the principal or assistant principal before given to the bus driver.
- Board the bus quickly and safely when the bus arrives. Remember: Blowing the HORN means DANGER!!
- Remain in your seat while the bus is in motion. Keep your arms and head inside and don't throw objects out of the windows or in the bus.
- Follow all rules established by the driver, including assigned seating if the driver requests it. Drivers are to be treated with courtesy and respect.
- Eating, drinking, and smoking are not permitted on the bus.
- Fighting, pushing, intimidating or annoying others will not be tolerated on the bus and could result in discipline.
- Talk quietly while riding the bus. Improper language, horseplay or misbehavior of any kind will not be tolerated.
- Any student who disrupts the normal operation of the bus or endangers the safety of others will face discipline.
- Remember, the school bus is an extension of the classroom, and good behavior is always expected. Transportation privileges will be withdrawn from students who break these rules.

Riding a school bus is a privilege and student conduct on school buses is a very serious matter. The Code of Student Conduct applies on school buses and at bus stops in the community. Consequences for misbehaving on the bus may be imposed per the Code of Student Conduct and the privilege of riding on the school bus may be revoked from students who do not obey bus conduct and safety rules.

CAR RIDERS AND WALKERS

Parents driving students to school should drop them off in the front of the school between 7:00 am and 7:15 am. Students who are eating breakfast at school should get to school before 7:15 am.

Parents who pick up children after school will receive a tag with a family number to use as part of our Safe Dismissal program. This tag should be displayed in the front dashboard when driving through the car rider area in the front of the school. A car rider monitor will enter your child's number and they will come to the front drive area. Please stay in your line order as you drive through the car rider line. *Please do not come into the office to pick up your child at the end of the day.*

School personnel, parents, and students are responsible for the safe dismissal of car riders. Please follow these specific car rider procedures:

- To keep the car line moving, please do not get out of your car, park your car, or have conversations with staff/students on duty. If you want to get out of your car or help your child with materials, etc., then we ask that you park in an official parking spot.
- Please wait to let your child out of the car until you are pulled up to a sidewalk and there is someone to open the door/assist your child. We often have parents who let their children out when they are far back in line, and we are concerned that children could get hurt as they walk through cars, traffic, etc.
- When leaving Princeton, make a right-hand turn.
- **We ask that you not drive into Princeton from the Bus lane as there are many families walking to and from school in the a.m./p.m. and students/teachers walking to buses in the p.m.**
- If you see aggressive or unsafe drivers on our property, please report it to the adult on duty or the principal.
- If you arrive after 7:30, please walk your child to the front door to sign him/her in as tardy.
- Car rider pick-up ends at 2:30 p.m. Any students not picked up by that time are brought to the front lobby until 3:00 p.m., and then will be placed in the After School Program.

CHANGES IN TRANSPORTATION

All changes in transportation (how a child will get home from school) must be made in writing. Parents/guardians must send a note to the teacher or office that includes the date, the child's name, and how the child will get home. If someone other than the parent/guardian is picking up the student, the parent/guardian must send in a note with that person's name, signature, and phone number listed for verification.

If the change involves riding the bus, it must be approved by an administrator.
Please do not call the school and ask that we change how a child goes home.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

It is important that we have correct addresses and phone numbers for both home and work. Should you move during the school year or your phone numbers change, please notify your child's teacher and the office immediately to make appropriate changes in Infinite Campus.

CHILD ABUSE

The DeKalb County Board of Education, in accordance with Georgia law, requires that all school employees and volunteers having reasonable cause to believe that a child under the age of eighteen has been abused report such incidents immediately and in no case longer than 24

hours. Reports of suspected child abuse shall be made in compliance with Georgia law OCGA 19-7-5 and the Athens-Clarke County Child Abuse Protocol.

CODE OF STUDENT CONDUCT

The DeKalb County School District's Code of Student Conduct is sent home with each student at the beginning of the school year and is also available on the school district website. Parents should discuss this code with each of their children and return a signed confirmation that states they have reviewed this information with their child(ren). The signed form should be returned to the classroom teacher within the first two weeks of school. Failure to sign this document does not make the application of the Code of Student Conduct, regarding your child, null and void.

The Code of Student Conduct also states our promise to go beyond what is required by law by emphasizing the importance of school culture and climate to student success through faithful use of the Positive Behavioral Interventions and Supports (PBIS) framework in each DCSD school and using fair, consistent, and progressive discipline when necessary.

CLASSROOM CELEBRATIONS

1. Class celebrations are only permitted during your child's designated lunch time.
2. Celebration items include students having cupcakes or cakes.
3. Food items must be store-bought and **nut free**.
4. Pizza or other non-desert-type items are not permitted without the prior approval of the Principal (no exceptions).

DELIVERIES

Food deliveries of any kind (Uber Eats, Door Dash, etc.) is **not permitted** for students.

DRESS CODE

Students are expected to be clean, neat, and appropriately dressed at all times. Students (and parents) are expected to use good judgment in choice of dress and ensure that the student's attire conforms to the guidelines of this policy.

The student's clothing and appearance must not be a distraction, immodest, inflammatory, offensive, or pose a health, safety, or security hazard. Prohibited clothing and articles of clothing include, but are not limited to, those which contain any word, phrase, message, symbol, photo, reference, or anything else which:

- is offensive, lewd, profane, or sexually suggestive;
- promotes or advertises use of drugs, alcohol, tobacco products, or any illegal substance;
- promotes or advertises participation in criminal street gang activity as defined by O.C.G.A.16-15-4;
- advocates or indicates discrimination based on race, color, national origin, sex, age, marital status, religion, handicap, disability, or sexual orientation; or,
- promotes or advertises illegal conduct or any violation of Board Policy or the Code of Student Conduct.

School Uniform Suggestions:

- Light Blue, Navy Blue, Yellow, & White Polo Shirts
- Khaki & Blue Shorts, Pants, Rompers, Skorts, etc. (NO holes or rips allowed)
- Tennis shoes, Sandals with straps on the heel (NO flip flops, slippers, light-up shoes)

EIP (Early Intervention Program)

The Early Intervention Program (EIP) is designed to serve students who are at risk of not reaching or maintaining academic grade level expectations. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level in reading and math obtain the necessary academic skills to reach grade level performance in the shortest possible time.

The EIP Program is a part of the Multi-Tiered System of Support (MTSS) framework for providing support to students. The EIP Program provides a structure for additional instruction to ensure students meet grade level expectations at the elementary level. For more information contact the MTSS coordinator.

EMERGENCY DRILLS

Fire drills, lock down drills and severe weather/tornado drills are held regularly throughout the school year. Students should follow these basic rules:

- Walk
- Remain quiet
- Always follow teacher instructions and if needed move quickly and quietly to the designated area

ESOL (English for Speakers of Other Languages)

The ESOL program provides educational support both in language and academic content. The ESOL teacher and other staff provide services to English Language Learners (ELL). Classroom teachers, ESOL teacher and other support staff plan jointly to determine instructional modifications needed to make language and content as comprehensible as possible throughout the whole school day for EL. For more information contact your child's ESOL teacher.

FIELD TRIPS

Field trips are designed to give students "hands-on" experiences with the subjects they are studying. Permission forms are sent home for the parent's signature prior to each trip including walking field trips. All applicable district policies and regulations apply during field trips, to include the Student Code of Conduct. **The principal or principal's designee has the right to deny a student participation in a field trip or excursion due to the student's behavior, absences, or achievement.** Field trip fees may be charged to students, but shall cover costs only, and care shall be taken not to set fees which will exceed actual costs of trips or that would exclude eligible participants. No student will be denied participation because of economic limitations

FUNDRAISERS

All fundraising projects connected with school organizations, whether they take place on campus or off, including Crowdfunding efforts, must have sponsor and principal approval and must be approved per the DCSD Board Policies prior to implementation. All money transactions must go through the school bookkeeper. Individual students are not allowed to sell items for personal profit.

GIFTED PROGRAM

DeKalb County endorses the philosophy that education is a means by which every individual can reach his or her fullest potential. In accordance with this philosophy, DeKalb County schools provide an educational program that recognizes and makes provisions for the individual needs of its students. This program provides gifted students opportunities to find, use and grow in their unique abilities, talents, interests, and deeds. The gifted program shares

the vision of the DeKalb County School District. It reinforces and is compatible with the total instructional program in every school.

Program Rationale

A gifted student is one who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities. Programs for gifted students assure that the education environment provides students the opportunity to extend competencies in the areas of cognitive skills, learning skills, research and reference skills, communication skills and metacognitive skills beyond the experiences of the regular classroom. It is the responsibility of the DeKalb County School district to provide a differentiated curriculum, which fosters the development of exceptional abilities beyond the basic school program. Participation in a gifted program provides opportunities for challenge with a student's intellectual peers, the development of a healthy self-concept and the pursuit of academic excellence.

Program Goals

The goals of all programs throughout the district are congruent with the guidelines set forth by the Georgia State Department of Education.

1. To identify at every level in every school those children who are gifted.
2. To provide an educational program which will enable gifted students to capitalize on their unique abilities, talents, interests and needs.
3. To provide academic enrichment and acceleration for gifted students.
4. Screening testing includes: Renzulli, COGAT, and MAP tests.

HOMELESS EDUCATION PROGRAM

The McKinney-Vento Homeless Assistance Act defines "homeless children and youth" as "individuals who lack a fixed, regular, and adequate night-time residence." However, because the circumstances of homelessness vary with each family's or unaccompanied youth's situation, determining the extent to which the family or youth fits the definition must occur on a case-by-case basis.

HOMEWORK

Homework assignments are developed to deepen individual student understanding of the learning standards through independent and/or group activities. It is designed to reinforce the learning process begun in class through inquiry, research, and skill development.

More specifically homework assignments:

- A. Reinforce principles, skills, concepts, and information taught in the classroom.
- B. Create, stimulate, enrich, and extend interest on the part of the students.
- C. Stimulate creative, logical, and critical thought.
- D. Provide for open-ended assignments that encourage creativity and higher order thinking skills.
- E. Teach students self-discipline and self-motivation regarding their responsibilities and efforts required to complete assignments.
- F. Promote independent, in-depth study of the chosen topics.
- G. Provide opportunities for broad enrichment activities.
- H. Promote the use of time management and organizational skills.

Teachers should use the following guiding principles in designing homework:

- A. Set clear and rigorous standards for the quality of work for all students.
- B. Provide a homework calendar by the 5th of each month.
- C. Create an effective system for communicating homework guidelines for parents in accordance with standards and procedures established by the school administration and faculty.
- D. Assess and provide timely and appropriate feedback to students regarding the completion of assignments and the mastery of standards.
- E. Coordinate projects so that all students have access to research and resource materials, including textbooks.
- F. Consider the time frame for assignments so that students do not receive excessive assignments.
- G. Assign homework in those areas which have been taught or are academically challenging and appropriate to the student's level of competence and which promote the student's intellectual growth.
- H. Design quality homework, which is novel, varied, or authentic, and tied to mastery of student performance standards.
- I. Allow for varied learning styles by including choices in types of assignments (i.e. flexible assignments that allow several days to complete).
- J. Provide students with a reasonable estimate of the amount of time necessary to complete each homework assignment.
- K. Provide specific written explanation of long-term homework assignments so that the requirements, expectations, and timelines are clearly understood by the students.
- L. Provide students the opportunity to ask questions to clarify homework assignments.
- M. Evaluate group projects based upon individual student participation and group process and allow time in class for individuals and groups to work on projects.
- N. Be sensitive to socio-cultural and societal differences when assigning and assessing homework (i.e. impact of religious holidays, field trips, family emergencies, State and Local Testing Dates, work schedules).

Student Guide for Effective Completion of Homework:

- A. Understand that homework is part of the course requirements.
- B. Make certain that homework assignments are understood before leaving class.
- C. Complete and submit homework assignments in a timely manner.
- D. Complete homework assignments conscientiously and in accordance with the teacher's directions.

Parents/Guardians should support students by:

- A. Providing time and a suitable environment for completing homework.
- B. Reminding them that homework is their responsibility.
- C. Guiding or seeking support with homework when unusual difficulties arise; but never do the homework for the student.
- D. Communicating with the teacher(s) regarding homework expectations and assignments.
- E. Having students complete homework in a timely manner.

Guidelines for homework per night:

- Kindergarten and 1st grade - 15 minutes
- 2nd grade - 25 minutes
- 3rd grade - 35 minutes
- 4th grade - 45 minutes
- 5th grade - 60 minutes

HOSPITAL HOMEBOUND SERVICES

Hospital-homebound services can be initiated for any student who is absent **or expected to be absent for 10 or more days of school due to an injury or illness**. Requests for HHB should be made through the School Counselor. Forms must be signed by the parent, the principal, and by the child's licensed physician/specialist who is treating the student rendering them unable to attend school. A medical release form is also required so that the district can communicate with the medical provider if needed. If HHB is approved by the school and district, the student will be counted for full attendance for the days that the student must be gone from school. Full-time HHB Services require 10 or more consecutive days of missed school, and intermittent HHB services require 3 or more days of missed school. Students who are not in school due to an expulsion or suspension are not eligible to receive HHB services.

INCLEMENT WEATHER

If schools are closed due to severe weather or other emergency situations, the school district will provide the information to local radio stations and area television stations.

Once these stations have been notified, some Atlanta radio and television stations are notified, at their request. We will also post school closing information on our website. In addition, notifications will be sent out via email to all DCSD employees, as well as all parents through Campus Messenger.

Every effort will be made to relay school closing information to DeKalb County radio stations by 6 a.m. the morning of the closing. Parents should make prior arrangements for someone to be at home when young children are dismissed for weather emergencies.

ILLNESS AT SCHOOL

Princeton has a full-time school nurse. The purpose of the school nurse is to help provide emergency care and general first aid to students, to create care plans for students with chronic and/or life-threatening medical issues, and to provide health education, immunization monitoring, medication administration and screenings. The school health program is not meant to replace the advice of your healthcare provider.

It is important that the office knows whom to contact in case of an illness or an emergency at school so please make certain your contact numbers are up to date. If a child has a chronic illness, such as asthma, or an allergy, this information should be given to the school nurse as soon as possible.

One of the most frequently asked questions for the school nurse is, "When should I keep my child home from school?" A good guideline is to think about whether the child will be too uncomfortable to learn or whether he/she might be contagious to other children. As a rule, these are our recommendations:

- Fever of 100 or greater - keep your child home until there is no fever for 24 hours and no medicine has been given for fever for 24 hours.
- Vomiting more than one time - keep your child home until they have not vomited for 24 hours
- Diarrhea
- Pain examples: earache, sore throat, stomach
- Rash
- Illnesses that are contagious to other children. Examples: Pinkeye and chickenpox

The best defense against childhood illness is hand washing. When you teach your child to use good hand washing techniques before eating and after playing or using the bathroom, it goes a long way towards keeping them healthy and in school.

For more information on common childhood illnesses and when to keep your child home, see information on the district website.

LOST and FOUND

A Lost and Found area is maintained on the stage in the cafeteria. Please see the main office staff for assistance when articles of clothing and books are misplaced. All unclaimed items are donated to a charitable organization at the end of each term.

MAKE-UP WORK

Students who are absent from school shall be provided opportunities to make-up missed schoolwork by their teachers. Students will be given **five days** from the date of their excused absence to make up work.

MEDIA CENTER

The purpose of the school's Media Center is to support and enrich classroom curriculum, improve student achievement, and collaborate with teachers to help students meet standards. In the Princeton Media Center, we expect the best for our scholars daily. Our mission is to offer forward-thinking instruction, space, and programming that develops innovative leaders who create content that reaches a global audience. We operate on a flexible schedule, which means that your child's teacher will schedule various times to come to the library for collaborative projects, story times, and check out. Kindergarten students may check out one book for a period of one week. Students in Grades 1-5 may check out **two books** for a two-week period. Teachers and staff have unlimited access to materials. Parents are welcome to check out materials as well.

No fines are charged for overdue books, but students will not be allowed to check out until the overdue books are returned. Lost or damaged books must be paid for according to DeKalb County School System's policy.

MEDICATION AT SCHOOL

It is always best to give medication at home whenever possible. Sometimes, a medication may need to be given to the student at school and the need for medications during the school day or school-sponsored activities should not limit a student's access to educational opportunities. The School Nursing Division has a Medication Administration Policy to ensure that medication is given safely at school. You must bring the proper forms filled out with parent and doctor signatures for a medicine to be given to your child at school. The medication must be in a bottle that is properly labeled with:

- Student's name
- Prescribing physician
- Correct dosage
- Pharmacy
- Expiration date

Self-Administration of Medications

Subject to applicable rules and regulations, students are authorized to carry and self-administer approved emergency medications while at school, at a school sponsored activity, while under the supervision of school personnel, or while in before-school or after-school care on school

operated property. Self-administration means a student's discretionary use of a prescribed medication.

Medications that may be self-administered by students include asthma medications, auto-injectable epinephrine (Epi-pen), insulin delivered through an insulin pump, and as authorized by school personnel, other potentially life-saving emergency medications.

Before a student shall be allowed to possess or self-administer any emergency medications, the following conditions must be satisfied:

1. the parent/guardian must provide a written statement from the student's doctor which prescribes the medication for use by the student while at school or at a school-sponsored activity, includes medication administration details, and confirms that the student has been instructed in the correct and responsible use of the medication and is able to self-administer;
2. the parent/guardian must provide permission which authorizes school personnel to talk to the prescribing doctor if questions arise with regard to the medication;
3. the parent/guardian must sign a form releasing the school from liability in the event the student suffers an adverse reaction as a result of self-administering an emergency medication; and
4. the student must demonstrate, in the sole discretion of the school nurse, the skill and maturity level necessary to safely and responsibly use the medication and any device that is necessary to administer the medication.

The required statements must be provided at least annually and more frequently if the medication, dosage, frequency of administration or reason for administration changes.

Nothing in these rules shall limit the ability of school personnel to enforce rules and consequences for inappropriate behavior or Code of Student Conduct violations by the student in relation to the possession or self-administration of medication. Medications shared with classmates will be confiscated and the student's privilege of self-administration will be reevaluated and/or removed.

Students may not transport controlled substances to and from school. Parents must bring those medications to and from school.

School Screenings

All students will participate in a hearing and vision screening (as necessary) to identify and remove barriers to ensure students are provided an opportunity to experience an optimal learning experience.

Emergency Medications

Emergency medications are administered in potentially life-threatening situations, most commonly for severe allergic reactions, complications related to diabetes, or prolonged seizures. Emergency medications will not be administered without a signed authorization from the student's parent or guardian and a written order from a health care provider authorized to prescribe in the State of Georgia which provides, at a minimum, the name of the drug, the dose, and the diagnosis or reason the medication is needed; provided, however, school personnel may administer auto-injectable epinephrine, if available, to a student upon the occurrence of an actual or perceived anaphylactic reaction by the student, whether or not such student has a prescription for epinephrine. School personnel will be provided with information on how to

recognize symptoms of anaphylactic shock and how to administer auto-injectable epinephrine (epi-pen).

The school district and its employees and agents shall incur no liability other than for willful or wanton misconduct for any injury to a student caused by medication administration.

Prohibition on Mandatory Medication

The DeKalb County School District shall not require students to obtain a prescription for medication or to take medication as a condition of attending school, receiving an evaluation or special education and related services. This policy does not prohibit consultation with parents and other parties regarding the academic or functional performance of students, including behavior or the need to request an evaluation due to such performance.

MONEY AND OTHER VALUABLES

DCSD schools are not responsible for valuables and/or large sums of money brought to school. Except for what is necessary for school, students should leave money and other valuables at home.

PARENT CONFERENCES

Parent-Teacher conferences are held throughout the year and communication is provided to families in advance of any school-based scheduled conference dates. Please attend your child's conference. Conferences will be scheduled with ALL parents/guardians as they are an important part of a student's academic growth process.

Please note that at other times during the school year, meetings with teachers can be scheduled before school, after school or during grade-level planning time, as teachers' schedules permit.

PARENT PORTAL

Parent Portal allows parents and/or guardians the ability to view their student's grades, attendance, test scores, etc., via an Internet-enabled computer. Visit the DCSD website to sign up for Parent Portal access.

Student Portal enables students to access information regarding calendars, schedules, fees, grades, testing, attendance, assessment, performance data, and online resources.

Before creating a Campus Parent Portal account, the student must be registered in a DeKalb County School.

The following student information is needed to set up a Campus Parent Portal account:

DeKalb 7-digit Student Number (Provided by school registrar)

Student SSN (The school must enter Student SSN prior to creating an account)

Student's Date of Birth

Need your Activation Key (GUID#)?

Retrieve your Activation Key (GUID#) to create a Campus Parent Portal account using the instructions below:

Go to the Campus Parent Portal site and click on the DCSD Portal Account Activation link.

Enter the DeKalb 7-digit Student Number, Student SSN, and Student Date of Birth.

Click submit to receive the Activation Key (GUID#)

Click on "Activate your Parent Portal Account now." Enter the Activation Key (GUID#) in the space provided and then click Submit.

Enter a Username and Password and click Submit.

Already have an Activation Key (GUID#)?

The school Registrar can provide an Activation Key (GUID#). Use this key to create your own user account.

Go to the Campus Parent Portal site and click Login.

Click New User?

Enter the Activation Key (GUID#) in the space provided and then Submit.

Enter a Username and Password and click Submit

PARENT INVOLVEMENT

Parents are highly encouraged to take an active role in school. You can help make significant decisions regarding learning opportunities for your child and assist in providing many needed services for our students. Parent involvement can also be an important factor in a student's academic success. Parents are invited to volunteer in the following areas: athletics, arts, community events, gardening, media center, neighborhood meetings, and PTO. Parents interested in volunteering should contact the Parent Liaison.

REPORTING PERIODS

Report cards are sent home every nine weeks. Students in grades K-5 also receive a mid-quarter progress report. **Please note: Dates for Progress Reports will be communicated with families via class dojo.**

SCHOOL COUNSELORS

Our school counselors provide support, guidance, and services to help address the academic, personal/social/emotional, and career development needs of all students in grades PK-5. The role of our school counselors is to counsel, consult and/or collaborate with administration, staff, students, families, and community partners. Our school counseling program is based on this collaborative effort to create an environment that promotes student achievement. Some basic counseling services that are provided are: individual counseling, small group counseling and classroom guidance lessons.

In addition, our school counselors can help families find resources in our community for needs like: food, clothing, shoes, school supplies, transportation, holiday assistance, utilities, mentor, and more.

Wondering if you should reach out and contact our school counselor? Here are just a few examples of times when contact may be helpful:

- When your child is having difficulty learning
- When family/friendship changes interfere with academic progress
- When you want to arrange a meeting
- When you have a concern about a change in your child's behavior
- When a parent/guardian wants information about community resources

SCHOOL DAY

School Hours

Elementary Schools: **7:00 a.m. - 3:00 p.m.**

SCHOOL-HOME COMMUNICATION

Effective communication is very important to us at Princeton, and you will see that we take extra effort to make sure you know what your child is learning and how they are progressing. We want you to be informed of important Princeton events and ways we can work together as a team to make sure your child is challenged and reaching his/her fullest potential. We urge you to be engaged in your child's learning by reading communications from school, staying in close contact with your child's teacher, talking to your child about school, reading nightly with your child, and attending some school activities. If there are ways we can improve our communication efforts, please give us your feedback.

Contacting Your Child's Teacher

You may contact your child's teacher through written note, email, Dojo message, or phone call. Most teachers give contact information in their beginning of the year letter. All teachers have a phone extension in their classrooms. If you call your child's teacher during the school day, we will take a message, or it will be transferred to their voicemail, and you may leave a message. All parent contacts to teacher or school will receive a follow up within 24 hours.

Contact Information

It is important that we have current contact information for all Princeton families. Your address and phone numbers are kept electronically in our student information program. If your address, phone numbers, or email address change, it is important that you give us this updated information. At parent conference time, we always share the information we have and ask you to check/update.

Custody

If you have a situation regarding child custody, we ask that you give us copies of official court papers that explain the custody situation. We keep this in a secure, confidential file. We need to have this official information if there are issues with pick-up, visitation, or release of records. Transfer of custody cannot take place on school grounds during school hours.

SCHOOL MEALS AND SNACKS

This institution is an equal opportunity provider.

The DeKalb County School Nutrition Program prepares and serves breakfast and lunch daily. These meals are free to children enrolled in our schools. In order for the meal to be free, your student must select a fruit at breakfast and a fruit or vegetable at lunch to accompany their entrée choice. Our menus offer a wide selection, and to reduce food waste, please encourage your student to only choose items that they intend to eat. Breakfast and lunch menus are planned in accordance with USDA's meal patterns and nutrition standards.

Classroom Activities, School Parties, and General Celebrations

Activities, parties, and celebrations that are centered on food should occur on a limited basis. School administrators shall determine ways to highlight seasonal events and student birthdays in a way that is age appropriate and provides equal opportunity for each student to be involved. When food and beverages are provided during these events, the use of healthy foods in appropriate portion sizes is encouraged.

Classroom teachers and/or school administrators will communicate to parents in advance when school sponsored celebrations with food are taking place and what is going to be served during the event.

SCHOOL PICTURES

Individual student photographs and a class photograph will be taken during the Fall/Spring. You will be notified of these dates via your child's homeroom teacher or via class dojo.

SCHOOL-WIDE BEHAVIOR EXPECTATIONS:

We ask that you discuss with your child the importance of and the need for good behavior and a good attitude at school. Please review the DeKalb County School District Code of Conduct, our school's behavior plan, and the teacher's classroom expectations with your child. We believe it is important for us to teach, model, and reinforce the behaviors we expect children to exhibit on a daily basis. We also understand that children make mistakes with their behavior and that our role as adults is to help them learn from their mistakes so they can make positive contributions to our school community. At times, consequences are required to communicate to students that some behaviors are unacceptable at school. We strive to work with families to ensure students are getting the most out of their education at Princeton.

Our School-Wide Positive Behavior Plan

Many families ask about our approach to student behavior and discipline. Princeton implements a framework, referred to as PBIS (Positive Behavioral Intervention and Supports), which is a research-based approach that teaches all students desired behaviors in the school setting. PBIS prevents inappropriate behavior through teaching and reinforcing appropriate school-wide expectations, rules, behaviors, and procedures. PBIS helps to promote a positive classroom environment that enhances both academic and social-emotional learning. PBIS and Responsive Classroom complement one another in many ways. This will be our 2nd year implementing PBIS, and each year we make minor changes based on discipline, survey, and observational data.

We SOAR at Princeton Elementary School

Show Respect Own Responsibility Always Safe Ready to Learn

SCHOOL NURSES

The DeKalb County School District employs a team of school nurses to assist with meeting the medical needs of our students. The goal is to increase student achievement by promoting and advocating for the health, wellness, and safety of all students.

One of the most frequently asked questions for the school nurse is, "When should I keep my child home from school?" A good guideline is to think about whether the child will be too uncomfortable to learn or whether he/she might be contagious to other children. As a rule, these are our recommendations:

- Fever of 100 or greater - keep your child home until there is no fever for 24 hours and no medicine has been given for fever for 24 hours.
- Vomiting more than one time - keep your child home until they have not vomited for 24 hours
- Diarrhea

- Pain examples: earache, sore throat, stomach
- Rash
- Illnesses that are contagious to other children. Examples: Pinkeye and chickenpox

The best defense against childhood illness is hand washing. When you teach your child to use good hand washing techniques before eating and after playing or using the bathroom, it goes a long way towards keeping them healthy and in school.

SCHOOL PSYCHOLOGISTS

School psychologists are professionals trained in education, mental health, child development and learning theory. They work directly with students, teachers, and parents. In DeKalb County, the school psychology department provides services within a consultative framework. These services may include:

- Working as part of a Student Support Team
- Individual consultation with parents, teachers, or community agencies
- Psychological evaluations
- Individual and group intervention
- Assisting with Functional Behavioral Analysis (FBA) and developing Behavior Intervention Plans
- Providing education and resources to staff and parents

Please contact your school or the Student Services Department to request the assistance of a school psychologist.

SCHOOL SOCIAL WORKERS

Students, families, schools, and communities are pressured by many serious problems which can impact school success. DeKalb County School District social workers are available to assist students, families, teachers, and administrators with a wide range of social, emotional, familial, economic, and other problems that may affect the academic achievement, school attendance, or social adjustment of students. School social workers link the home, the school and community and expand helping efforts through community collaboration. Assistance is available to any student needing help. Please contact your Princeton Elementary school or the Student Services Department to request the assistance of a school social worker.

SECTION 504- STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a nondiscrimination statute enacted by the United States Congress. Under Section 504, an eligible student is a student who has a physical or mental impairment that substantially limits a major life activity. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

SPECIAL EDUCATION

DeKalb County's Special Education Department is committed to partnering with our parents and community agencies to ensure we intended to meet the needs of the students entrusted to our care. DeKalb County School District is dedicated to providing eligible students between the ages of 3 and 21 special education and related services. DCSD partners with Northeast Georgia RESA to provide occupational and physical therapists along with professionals who serve students in our deaf and hard of hearing programs. For more information, contact Ms. Keisha Reed (kiesha_reed@dekalbschoolsga.org) our school's Special Education Lead Teacher.

SPECIALS CLASSES

Students in K-5 have a daily specials class taught by specialists. Specials classes include: Art, Music, Physical Education, Writing, Health.

TEXTBOOKS

Students may be assigned textbooks at the beginning of the school year and are expected to return textbooks in good condition at the end of the year. Charges will be imposed for lost or damaged books up to the total cost of replacement of the books. **(Note that all lost textbook fees/fines must be paid before a DCSD high school diploma can be awarded).**

VIDEO SURVEILLANCE

The DCSD utilizes video cameras, recorders, and screens campus wide. This assists in the creation and maintenance of a safe environment conducive to intellectual and personal growth. Confidentiality laws (FERPA) prohibit video tapes from being viewed by non-authorized personnel who are working with the student.

VISITORS TO SCHOOL

Parents and other visitors are an important part of the school community.

All DCSD schools will always welcome parents and other visitors who come to the school for appropriate reasons.

Schools will make reasonable efforts to accommodate requests to visit a school and will work to make schools a safe and welcoming environment for all visitors. Individuals are welcome to visit district schools provided the principal or designee approves the purpose of the visit. However, upon entry into the school, the individual(s) will report to the principal or his/her designee.

To ensure the safety and confidentiality of students, schools should limit visitors to:

- Parents/guardians of current students.
- Other family members of current students who are approved by the student's parent/guardian.
- Mentors and outside service providers such as counselors who currently provide services to a student and are approved by the student's parent/guardian to visit at school.
- Those persons invited by the school or district for official business which may include delegations participating in school visits or visits requested by groups or individuals with legitimate in the school.

DeKalb County School District has adopted the following regulations governing visitors to School:

In view of the numerous visits to schools by parents, interested citizens, agents, inspectors, representatives, and others and to guard against any unwarranted interference with the operation of the school or infringement upon the rights and safety of the pupils, each visitor is expected to comply with the following procedures:

1. Each visitor shall report to the office upon arrival and be officially welcomed by the principal or designee. Visitation passes will be issued to each visitor.
2. Parents and other community members are encouraged to visit schools and are welcome to visit during regular school hours. The visit, however, must not be detrimental to the school's instructional program. The principal or his/her designee shall have the

discretion to determine if a visit interferes with the instructional program or school functioning and may ask the visitor to leave.

3. Parents/guardians may observe for up to 20 minutes during a single classroom visitation provided that the visit does not cause a disruption, and these visits are not the time for parent-teacher conferences and the parent/guardian should not expect for the teacher to hold conferences with them during these times. Such observations shall be *pre-arranged* with the teacher.
4. Parents are encouraged to arrange conferences with individual teachers. These conferences may be held during the teacher's planning period or after school. Parents and teachers should work together to determine a convenient and appropriate time for such conferences.
5. All visitors are expected to state the purpose of their visit, prior to or upon arrival.
6. Principals are responsible for all visitors and shall use discretion in granting visitation rights during regular school hours, making visitors welcome without distracting from instructional time.
7. If visitors wish to tour facilities, the principal or designee shall accompany the visitor(s) and/or a "visitor pass" may be issued.
8. Requests for interviews with pupils or employees will normally be denied. In the event of approval for an interview with a student, the parent must be present for the interview or provide written consent.
9. Employees of the school system (central office staff, directors, coordinators, administrators, maintenance personnel and others) are to advise the school principal or the secretary of their presence in the building upon entering and leaving.
10. Signs indicating system procedures for all visitors to schools are to be posted near the school building entrances and in conspicuous places in other parts of the building.

IMPORTANT SCHOOL BASED CONTACT INFORMATION

If you have additional questions about our policies, procedures, or programs, you can contact these Princeton staff members:

- **Principal: Dr. Adib Shakir**, ext. 53034; adib_shakir@dekalbschoolsga.org
- **Assistant Principal: Douglas Henry**, ext. 53015; douglas_henry@dekalbschoolsga.org
- **Assistant Principal: Dr. Latonia Massey-Hunter**; ext. 53012; latonia_massey-hunter@dekalbschoolsga.org
- **Academic Coaches: Annique McMillan & Cha-Reece Burton**; ext: 53050; annique_austin@dekalbschoolsga.org/cha-reece_burton@dekalbschoolsga.org
- **Secretary: Renita Morris**, ext. 53003; renita_morris@dekalbschoolsga.org
- **Registrar: PrincetonESRegistrar@dekalbschoolsga.org**
- **Nurse: Ms. Alisa Talley** ext. 53070; alisa_talley@dekalbschoolsga.org
- **Counselor: Phyllis Hale**; ext.: 53017; phyllis_hale@dekalbschoolsga.org
- **Cafeteria Manager: Jacquelyn Taylor**; ext: 53028; jacquelyn_a_taylor@dekalbschoolsga.org
- **Gifted/ESOL Program Team Leader: Megan Parkinson**, ext. 53039; megan_parkinson@dekalbschoolsga.org
- **Special Education Program Team Leader: Kiesha Reed**; ext. 53013 kiesha_reed@dekalbschoolsga.org
- **After School Director: Megan Parkinson**, ext. 53039; megan_parkinson@dekalbschoolsga.org