



# **Baden Elementary**

**Student/Parent Handbook  
2025 – 2026**



**Home of the Bobcats!**

**Ms. Antron Huff, Principal**  
**13601 Baden-Westwood Road**  
**Brandywine, MD 20613**  
**Main Office: 301-888-1188**



### **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 motivated to teach free-thinkers to be life-long learners. Baden expects that each child will succeed at rigorous levels and to become positive role models in the community.

### **Baden Elementary School Mission**

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.

**Our WHY** centers around fostering a thriving learning environment, grounded in thoughtful planning and preparation. By strategically evaluating our challenges and tasks, we prioritize with purpose, equipping ourselves to guide our students with intention and clarity. As educators, we understand that a deliberate, well-planned approach is the foundation of success. It is through this intentionality that we create meaningful and transformative learning experiences, allowing us to empower our students to grow, discover, and achieve their fullest potential.

### **Baden Elementary School Motto**

**B** - boundless opportunities

**A** - accountable

**D** - dedicated

**E** - environmentally aware

**N** - nurturing

**B** - broadminded

**O** - optimistic

**B** - balanced

**C** - community engaged

**A** - accomplishments recognized

**T** - technology savvy

**S** - student oriented

**School Colors:** Blue and Green

**School Mascot:** Bobcats



### **Baden Elementary School Promise**

I promise to be a life-long learner.

I am respectful, responsible, and ready to learn.

I chose to be great; success is in my DNA.

No Exceptions, No Excuses, Learning Together!



**[School Readiness Checklist](#)**

**[SY26 Prince George's County Public Schools School Calendar](#)**

**[Bullying, Harassment, or Intimidation](#)**

**[Student Rights and Responsibilities Handbook](#)**

**[Student Use Of Social Media In Schools](#)**

**[Uniform Policy](#)**

### **School Hours**

Our school day starts at 9:30 am and ends at 3:40 pm. Students arriving after 9:30 am are considered late. To benefit fully from the day's instruction, please ensure timely arrival. For student safety, children should not be dropped off before 9:10 am. If you bring your child to school before this time, you must stay with them until the main doors open.

### **Community School**

Baden ES is designated Community School, offering wraparound services like counseling, parent workshops, and legal assistance to support the whole child and their family. This approach integrates education, health, and social services to improve student success and strengthen our school-community connection. For more information, contact Kyron Walker, Community School Coordinator, at [kyron.walker@pgcps.org](mailto:kyron.walker@pgcps.org).

### **Title I Designation for SY26**

Baden Elementary is designated as a Title I school for the 2025–2026 school year, receiving additional federal funding to support student achievement and family engagement. These resources help us strengthen instruction, provide targeted interventions, and offer parent workshops. Thank you for partnering with us to support every student's success!

### **School Uniforms & Supply Lists**

Click [here](#) for Baden's Uniform Policy. School supply lists are [available here](#)!

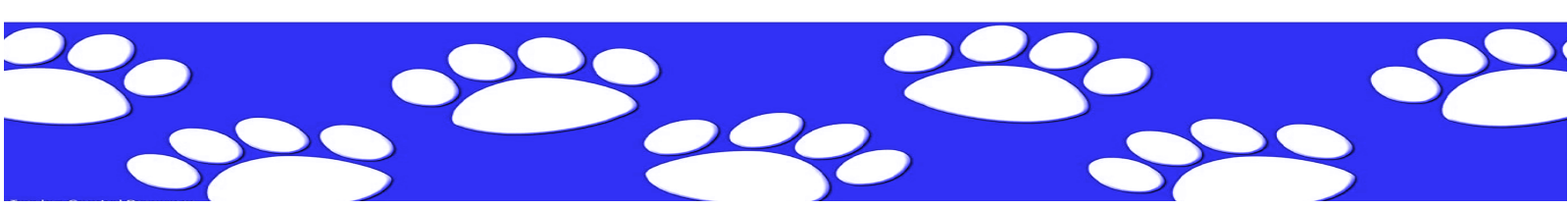
### **Important Forms to Complete by Friday, August 22, 2025**

**[SY26 Baden ES: Student Transportation and Dismissal Information](#)**

**[SY26 PGCPSS Student Publicity Release Form](#)**

### **Baden ES Absence Reason Form**

The [Absence Reason Form](#) is to be completed only by the parent/guardian of students enrolled in Prince George's County Public Schools. Please refer to the [Student Rights and Responsibilities Handbook](#) for further clarification regarding excused and unexcused absences.





### Need Help?

To better support our families, we've created a **Parent Concern Chart** that outlines who to contact first based on the type of concern you may have — whether it's academic, behavioral, transportation, or more. This guide is designed to ensure your questions are addressed quickly and effectively. 🖱️ [Click here to view the full chart.](#)

### Immunizations

Remember: No Shots, No School! Make an appointment for routine immunizations today!

### Class Dojo

We strongly encourage parents to sign up for ClassDojo to stay connected with their child's teacher. New families or those without current access will receive additional information from your child's teacher shortly. Our goal is for 100% of our families to be connected to ClassDojo this school year!

### Sign Up for School Messenger!

Stay connected with PGCPs by [signing up](#) for email alerts and text messages. Help setting up an account can be found [here](#).

### Free Breakfast and Lunch

Baden has been designated as a Community Eligibility Provision (CEP) school. The CEP is a part of the National School Lunch Program (NSLP) designed to enhance access to meals. For the 2025-2026 school year, all students will continue to receive free breakfast and lunch.

### Morning Arrival Routine/Drop-offs

If you are using the main entrance for drop-off, please note that cars **are not permitted** in the bus loop between 8:45 AM and 9:30 AM. This restriction is essential to ensure the safe and timely arrival of our buses each day. To facilitate this, please park in the Baden Community Center parking lot for all student drop-offs. Students will walk down the sidewalk from the parking lot and enter through the main entrance of the school building. Our staff will supervise the morning drop-off area until 9:25 AM.

For students who are car riders and arrive after 9:30 AM, parents/guardians are required to accompany their child into the building and sign them in. Your cooperation is appreciated!

### Early Dismissal Procedures

To ensure the safety of our students, it is imperative that students scheduled for early dismissal are signed out each day. Our procedure involves verifying your identification and cross-referencing it with the list of individuals authorized for student pickup, as specified on the student's emergency contact information in [Synergy](#). For the safety of our students, verbal changes or authorizations will not be accepted over the phone. Last-minute early dismissal changes **must be received by 12:00 PM**. Students will not be permitted to be signed out for early dismissal **after 2:45 PM**.





### Daily Dismissal Procedures for Car Riders

To improve the efficiency and safety of the daily dismissal for car riders, please carefully review our procedures. **Dismissal begins at 3:40 PM.**

1. Adults picking up students will form a loop around the **Baden Community Center** parking lot from the right side of Horse Head Road.
2. Following the dismissal of the buses, a staff member will signal for cars to move forward to enter the bus loop. We will have labels set out with numbers 1-7.
3. Students who are car riders will wait inside the building. As their ride pulls up to the loading zone, they will be escorted to their vehicles by a staff member. We will load 7 students at a time, meaning only 7 cars will be permitted to enter the bus loop at once. Please remain in your car and follow the flow of the student pick-up line. **Cars may not be left unattended.**
4. If your child requires help with his/her seatbelt, please pull to the side so we may continue to load other vehicles.
5. Do not park near the dumpsters or walk to the main entrance of the school. While the pick-up line may become lengthy, parking near the dumpsters to bypass the car rider loop creates unnecessary confusion and will not expedite the process.

Following these protocols is essential to prevent confusion during afternoon dismissal. We thank you in advance for your cooperation.


### ParentVUE Online Registration Guide

#### Synergy ParentVUE Guide

Synergy has replaced SchoolMAX as the student information system for Prince George's County Public Schools. Families will now use ParentVUE, in place of Family Portal, to access important information about their students. ParentVUE is the portal that allows parents and guardians to view information about their student, including classroom assignments and scores, attendance, transcripts, graduation status and more. In ParentVUE, families can also update their phone numbers and emergency contact information and access the Online Registration (OLR) Application.

### Have a Bus Rider? Download StopFinder

PGCPS uses the **StopFinder and soon to be Chipmunk app** to share real-time bus schedules and location updates with families. To use the app, parents must be enrolled in **ParentVUE** and have an up-to-date email address on file. Once downloaded from the App Store or Google Play, you'll receive an invite to activate your account. Bus information should be available the week of August 18-22, 2025. Please keep your ParentVUE email current to ensure the app works properly.







### **Emergency Plan**

Baden Elementary has a comprehensive Crisis Plan in place to address a variety of emergency situations, including fire, acts of violence, transportation incidents, flooding, tornadoes, bomb threats, and structural failures. A designated Crisis Team is trained and prepared to implement appropriate safety measures to ensure the well-being of all students and staff during any emergency event.

### **Emergency Procedures**

In the event of an emergency that prevents the school from maintaining normal operations—such as a loss of heat, electricity, or water—students will be safely transported to Gwynn Park High School. Parents and guardians will be notified as soon as possible with relevant information and instructions regarding student pickup and continued communication.

### **Fire Drills and Lockdown Drills**

To ensure the safety of all students and staff, monthly fire and evacuation drills will be conducted to familiarize students with safe and orderly exit procedures. During these drills, students are expected to remain calm, listen carefully to their teacher, and follow all directions.

In addition, Lockdown Drills will be practiced several times throughout the year to prepare students and staff for emergency situations that require securing the building. These safety drills are an essential part of our school's emergency preparedness plan.

### **Volunteers**


All [volunteers](#) must complete an online volunteer application. This includes persons who may volunteer as part of a PGCPs partnership organization. All school volunteers must renew their volunteer application every school year. Once approved, eligibility as an approved volunteer automatically expires on June 30th of each academic year. If you are interested in being a volunteer, please refer to the steps linked [here](#).

### **Birthday Treats/Celebrations**

Parties, lunch celebrations, and the distribution of treats or goody bags are not permitted during the instructional day. This means that:

- Classroom parties or birthday celebrations are not allowed.
- No food items, balloons, or goodie bags should be brought in or distributed to students.

However, we will continue to recognize and celebrate students' birthdays in meaningful ways:

- Each student will receive a birthday shout-out during morning announcements.
  - Students will also receive a small birthday treat from Principal Huff.
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**You can also find information pertaining to our school:**

**School Website:** <https://schools.pgcps.org/baden/>

**Address:** 13601 Baden Westwood Rd, Brandywine, MD 20613

**Office Number:** (301) 888-1188

**Office and School Hours:**

**Baden's Main Office hours:** 8:30 am- 4:30 pm

**School Hours for Students:** 9:30 am - 3:40 pm

**Student Arrival:** 9:10 am    **Student Dismissal:** 3:40 pm

**Administration:** Principal Huff [antron.huff@pgcps.org](mailto:antron.huff@pgcps.org)

**Administration:** Assistant Principal Battle [ericka.battle@pgcps.org](mailto:ericka.battle@pgcps.org)

**Secretary II:** Raichella Chapman [raichella.chapman@pgcps.org](mailto:raichella.chapman@pgcps.org)

**Registrar/Secretary I:** Lisa Huff [lisa.huff@pgcps.org](mailto:lisa.huff@pgcps.org)

**School Nurse:** Sharon Moorhead [sharon.moorehead@pgcps.org](mailto:sharon.moorehead@pgcps.org)

**Community School Coordinator:** Kyron Walker [kyron.walker@pgcps.org](mailto:kyron.walker@pgcps.org)

**Professional School Counselor:** Mia Brown [mian-brown@pgcps.org](mailto:mian-brown@pgcps.org)

