Dear Kettering Families,

The staff at Kettering Elementary School welcomes you to the 2020-2021 School Year! This year promises to be one of innovation as we rise during these unprecedented times. We look forward to a successful school year. We are confident that our students will continue to excel as our teachers and parents continue our partnership to meet the challenges of these unprecedented times. Our highly effective educators will continue to provide opportunities that promote collaboration, problem solving, and critical thinking skills that enhance academic growth for our students.

Our school website and the PGCPS Family Portal are vital resources to ensure our families are fully aware of your child’s academic and social progress as well as school announcements and events.

The Kettering Elementary Distance Learning Family Handbook is provided in an effort to inform parents/guardians and students of basic school policies and procedures. Please use it as a reference as questions arise. Please review the handbook and discuss it with your child. At times, there may be a need to update the handbook as Distance Learning (DL) demands may arise.

We will also communicate with you through email, school web pages, Class Dojo, Robo call, monthly newsletters and periodic updates from your child’s teachers. Each form of communication will include school information that we hope will be helpful to you.

We are looking forward to a great year working with you and your children. Please contact us if you have any questions or concerns. I look forward to seeing and working with each of you.

Educationally,

Joel Nelson
**PGCPS 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.

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

**PGCPS Moto**
Where Children Matter!

**PGCPS 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 share 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 destiny.
Kettering Vision

The vision of Kettering Elementary School is to provide a nurturing learning community of academic excellence for all young scholars and to promote a college and career readiness culture at the foundational level. Each student will acquire the skills to become life-long learners and contributing citizens within the local, state, national, and global arenas.

* Student acquisition of skills for lifelong learning.

Kettering/PGCPS Mission

- This vision will be realized with the collaborative interactions amongst all stakeholders (school, parents, community, and business partners) in the learning process.

Collaboration

- It is our vision that all students demonstrate leadership in character development through consistency of common protocols and that all students will be actively engaged in their learning process.

Common Protocols (that promote character development/PBIS and active student engagement for learning)

- We understand that technology is a necessity in the 21st century, must be maximized in each classroom, and further promotes student achievement.

Technology

- We are dedicated to ensure that each student has academically rigorous instruction and engages in high cognitive demand activities in every classroom.

High Cognitive Demand Activities that meet the needs of each student and learning style must be considered and implemented!

Kettering Cougar C.O.R.E.

- I Will Communicate with clear and thoughtful words,
- I will Organize my thoughts before making decisions,
- I will be Respectful to myself and others, and
- I will fully Engage in the learning of my lessons.
**Glossary:**

*Bubble* - Any learning environment space (i.e. classroom)

*Bubble Launch* - Occurs at the beginning of the day routinely on WKES (our News Radio Station)

*Bubble Landing* - Occurs at the end of the day; with teachers with a focus on what was learned for the day.

*DL* - An abbreviation for Distance Learning (synonymous with Virtual Learning)

*Asynchronous Learning* - occurs on line without real time interaction or instruction by the educator. For example, pre-recorded videos, consumable, any material intended for one time use by a student.

*Synchronous Learning* - remote learning that happens in real time with the interaction between the teacher and students that occurs in a face to face environment in a virtual classroom setting
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<tr>
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<th>POSITION</th>
<th>EMAIL</th>
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<tbody>
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<td>Paraprofessional</td>
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</table>
DISTANCE LEARNING SCHOOL DAY & CLOSURES

School Hours: 8:00 AM to 2:10 PM (WKES 7:45 am Login)

School Office Hours: 7:15 AM to 3:00 PM (Monday - Friday)
For assistance on Monday and Wednesday, please contact the front office via phone (301) 808-5977. Please leave a message on Tuesdays, Thursdays, and Fridays.

A. Arrival
Students are expected to login at 7:45 AM for WKES News Morning Launch and instruction begins at 8:00 AM. Attendance will be taken for AM and PM sessions.

B. Dismissal
The school day ends at 2:10 PM

C. Elementary Full Distance Learning Model
Taken from the PGCPS Reopening Plan. For additional information, please use this link Fall 2020 Final Reopening Plan to access the Reopening Plan. Reference pages 7 - 15 and 24 - 26 (please note an August 7 edit may make reference pages one page off).

The Prince George’s County Public Schools (PGCPS) Reopening Plan is designed to provide a safe learning and working environment for prekindergarten through Grade 12 students and staff members amid the regional spread of COVID-19. The instructional program for PGCPS will continue to provide access to college and career readiness standards. All PGCPS students will participate in full distance learning during Semester 1 (August 31, 2020 – January 29, 2021). Plans will continue to be made for the preparation of in-school instruction once it is deemed safe to do so. All schools will operate during their regularly scheduled hours, in an online format. How the school system will move forward for the second semester will be reassessed by December 1, 2020.

Our students will receive four live synchronous lessons per week in reading/English language arts and mathematics, and one or two live synchronous lessons per week in science and social studies. Classes for health, physical education, music and art will vary throughout the school day. Your child’s teacher
will share specific schedules during the initial Back to School Parent Meeting.

Kettering ES has created Grade Level schedules reflective of PGCPS expectations for full Distance Learning. The program will begin each day at 8:00 AM and Conclude at 2:10 PM. A typical Distance Learning Day will include content area instruction utilizing a variety of instructional strategies and models, lunch, social emotional learning, and specials – Physical Education, Art, Music, Media, and Guidance. Students are requested to log in 7:45 am to attend WKES Morning News Bubble Launch and remain logged into their class for the remainder of the instructional day with Teachers coming into their Homeroom Live Zoom session to deliver instruction. Schedules will be provided at the August 28 Mock Day Orientation.

D. School Closure and Changes in School Hours
In cases of poor weather conditions or other local emergencies, the PGCPS CEO or designee will make decisions regarding school hours. These conditions concerning early morning closures are generally made prior to 6:00 AM. Radio stations and television stations within the Washington Metropolitan area then provide an announcement. This information may also be accessed on the Prince George’s County Public Schools web page at [www.pgcps.org](http://www.pgcps.org). Parents can sign up to receive e-mails about delayed openings and early closings at [http://www1.pgcps.org/weather/](http://www1.pgcps.org/weather/). When schools are closed early or all day, all evening activities are cancelled, and school buildings are not available for after-school activities by other public or private organizations.

1. Delayed Openings

Delayed openings will be either one or two hrs.

- **One-hour delay** – Distance Learning Program (DLP) will begin at, 9:00 AM.
- **Two-hour delay** – Distance Learning Program (DLP) will begin at, 10:00 AM.

2. Early Closing

Early closing decisions are made by the CEO of Prince George’s County Schools. This information will be posted on the county website and televised on local TV stations. If there is an Early Closing our Distance Learning Program will conclude in
accordance with PGCPS expectations.

3. **Half Day/Two-Hour Early Dismissal**

During the DLP, students may have a half-day or two-hour early dismissal of school. This means that the school day will end for students at 11:00 AM or 12:00 PM respectively.

I. **Attendance**

A. **Attendance**

Please [click here](#) to access the PGCPS Reopening Plan for details regarding Attendance. Specific details regarding Attendance can be found on pages 72 – 75 of the Reopening Plan.

B. **Tardiness**

The DLP will begin each day at 8:00am. The beginning of the day is extremely important for students and teachers. When a child arrives late, the class and teacher are inconvenienced and the late student is unaware of instructions that have already been given. Arriving on time is a lifelong habit that we work to establish in all of our students. Parents, please make every effort to have your child logged in and prepared for learning on time each day.

C. **Absence**

When your child is going to be absent, parents are asked to email your child’s Teacher to inform her/him of the absence. When your child returns to school after an absence, parents must email a note to the classroom teacher explaining the reason for the absence. Following an excused lawful absence, Teachers will coordinate with the parent to review missed learning and determine a schedule for submitting missed assignments.

D. **Absence for Illness**

Attendance during the DLP is very important – if a child is not present, he/she cannot learn. However, we understand that illness may arise and children may not feel well. In the event your child is not feeling well, or is extremely
uncomfortable from other symptoms, please allow them to rest and recover to ensure they are well and able to attend online learning.

II. Student Life
A. Student Rights

Prince George’s County Public Schools does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, sex, age, national origin, religion, or handicapping conditions. Kettering Elementary respects the rights of students and will ensure that all students will be treated equally and fairly. Student rights are outlined in the Students’ Rights and Responsibilities Handbook (SRRH):

- A free public education in a safe learning environment where high standards are stressed.
- Freedom of speech, press, assembly, and religion
- Due process of academic, attendance, and disciplinary measures
- Inspect, review, and seek to amend educational records
- Access to prevention and intervention programs

B. Student Responsibilities

Along with rights come responsibilities. Please review these responsibilities with your child:

- Help create and maintain a safe and orderly online learning environment that provides a space for all to learn with limited distractions.
- Know and obey all school and online rules and regulations.
- Attend DLP each day prepared and ready to learn.
- Work to your full potential in all academic and extracurricular activities.
- Obey all instructions from all school employees in a positive manner.
- Ask questions to ensure understanding.
- Dress according to PGCPS dress code. (Non Distance Learning)
- Accept responsibility for actions.
To view the Student Rights and Responsibility Handbook (SRRH) in its entirety please click here.

1. Student Rights and Responsibilities

The basic policy of the Board of Education regarding student conduct and discipline is found in The Student Rights and Responsibilities Handbook (SRRH). All personnel in the Prince George’s County Public Schools use this document as they work with children. At the start of the school year, our Professional School Counselor will review the Student Right and Responsibilities Handbook with all students making connections to appropriate online behavior. We will align these standards to our PBIS School-wide Interventions and Panther Pride Characteristics to ensure this information is shared with students in a manner in which they can easily understand and access.

The staff at Kettering Elementary School works with children in a positive manner to ensure that students understand that rules are made so that they will be able to learn and function in a safe environment. Staff members will communicate with parents regarding problems that a child may be having with discipline. Parents are encouraged to provide as much support as possible. It is vital for students to realize that school personnel and parents are partners working together for their successful educational experience.

2. General School Guidelines

Please review these expectations with your child.

· Students should show respect for all students during online learning.

· Students should show respect for learning materials: books, technology, manipulatives, and learning supplies. Vandalism is unacceptable and may result in monetary cost for repairs.

· Students should log into the DLP and actively participate in learning. Students should have a learning space free of distractions. During the school day, Students should not be lying in bed.

· Log-in to the DLP on time, prepared, and ready to learn.

· Students should work to the best of their ability and always put forth amazing effort!
· Cooperation should be shown as we work together in small or large groups; following the teachers’ directions is imperative.

· During Live Sessions students are expected to use proper language and good manners when engaging in conversation with the class and in the chat.

· Only appropriate items for instruction should be brought to Live Zoom Sessions. Toys should only be brought when the teacher permits. Toy weapons are not acceptable.

· Students should attend Live Zoom Sessions appropriately dressed. Students are welcome to dress comfortably however we will reserve Pajamas for specified Pajama Days. For additional information, please see the PGCPS Dress Code.

3. Bullying/Conflict Resolution

Based on national, state, and local interest, all students at Perrywood Elementary School will be educated on bullying, online bullying, and conflict resolution. Through classroom guidance lessons and classroom discussions, students will learn strategies to handle conflicts. If a student is experiencing difficulty, the Professional School Counselor and Classroom Teacher will be available to assist. At times, situations may require the attention of the Principal or Administrative designee. Following a thorough investigation of the situation, they determine next steps on a case-by-case basis using guidance from the Student Rights and Responsibility Handbook.

4. Kettering Elementary School Uniform Policy (In hybrid)

There is no uniform policy during Distance Learning. However, students should Dress Appropriately for the Distance Learning Program including no distracting insignia or inappropriate wording on clothing . . . Please No Pajamas!

Boys

Shirt (light blue or white)

Polo long or short-sleeved (Collar on Shirt); Button Down long or short sleeve; Undershirts Must be covered by the shirt. (Ex. Long sleeve thermals must be worn under a long sleeve uniform shirt); Shirts must be tucked in at all times.

Pants or shorts – Navy Blue secured at waist with a black belt /standard buckle if tabs are provided. (No cargo pants)
Belt – Solid Navy or Black ONLY (Standard Buckle, no large Add-on Buckle)

Cardigan/Sweater (zip-up/button-up/snap) – Navy Sweater/Navy Fleece/Navy Lightweight Sweatshirt Jacket (zip-up/snap)  (**All white or all black is permissible**).

Vests – Navy Optional

Socks – Navy or White (Solid color)

**Girls**

Shirt (light blue or white) – Polo long or short sleeve (Collar on Shirt); Button down long or short sleeve; Undershirts Must be covered by the shirt. (Ex. Long sleeve thermals must be worn under a long sleeve uniform shirt); Shirts must be tucked in at all times

.Pants, skirts – Navy blue secured at waist with a black belt/standard buckle if tabs are provided. (No cargo pants)** (**NO Stretch Pants/Spandex or Leggings**)

Skort, Shorts, or Jumper – Skirts, skort, jumper or shorts no shorter than finger length

Belt – Solid Navy or Black ONLY (Standard Buckle, no large Add-on Buckle)

Cardigan/Sweater (zip-up/button-up/snap) – Navy Sweater/Navy Fleece/Navy Lightweight Sweatshirt (**all white or all black is permissible**).

Vest – Navy Optional

Socks/ Tights – Navy or White (Solid color, No Prints or Designs.)

Leggings are not to be worn under skorts, jumpers or skirts as part of the school uniform.

All students are required to come to school in uniform. (There are no exceptions).

**Uniforms are mandatory every school day! Written notification will be sent home for non-uniform or dress-down days. (During hybrid and face to face days)**

**There is no uniform policy during Distance Learning. However, students should**
Dress Appropriately for the Distance Learning Program including no distracting insignia or inappropriate wording on clothing . . . Please No Pajamas!

5. Portable Communication Devices

Students are allowed to be in possession of Portable Electronic Devices (PED). However, students may not use such a device in a manner that will disrupts the online school environment.

If PED is not used in accordance with Administrative Procedure 5132 administration will secure the device and return it to the parent. The school is not responsible for such devices if they are lost, stolen or damaged. Additional information can be found in the SRRH and Administrative Procedure 5132.

6. Computer Technology

Students using Kettering/PGCPS issued technology must adhere to the following guidelines:

- No illegal activity.
- No “chat rooms” or “chat lines”
- No Internet sites that promote activities or opinions inappropriate to a school setting (as determined by a staff member).
- No use of equipment for commercial purposes.
- Must not impede network operations.
- Must not interfere with others’ work or use another’s account.
- Must not misrepresent one’s own identity.
- Must not disclose one’s identity on the Internet.

Assistance/Tech Support/Damaged chromebook or device - Communicate with the homeroom teacher. You must provide your complete child’s name, student ID number, the device’s bar code, device’s serial number, and basic issue. In this way the teacher will be able to communicate with the IT Department.
7.      Books and Materials

Kettering Elementary will distribute textbooks and materials students can use at home for learning. It is important that students care for their learning tools so they are available for instruction when needed. When students are not using textbooks, and learning they should be in a safe place to avoid loss and damage.

Parent partners, please help your students care for their learning tools and textbooks.

8.      Homework

The Distance Learning Program will provide time during the day for independent practice and work completion. Similar to the regular school day, teachers may assign tasks to be completed at home. These assignments may be learning activities and projects related to instruction presented within the school day as well assignments students need additional time to complete. The purposes of at home learning tasks is to reinforce, supplement, and enrich work done in the classroom, provide for individual interests, promote competency in skills and content learning, help students to manage time effectively, apply acquired knowledge, and enable students to use a variety of sources of information. We understand that students will be engaged in Distance Learning for much of the day. This will be taken into consideration when assigning tasks to be completed after school hours.

At the beginning of the school year, teachers will share additional information about homework expectations.

Homework Suggestions to Promote Positive Homework Habits:

- Students should write down their daily homework assignments.
- Work in a quiet space.
- Set a specific time for assignment completion.
- Jot questions about the learning, misunderstandings, and wonderings.
- Have supplies prepared.
Check assignment for accuracy.

Put forth your best effort.

*Parent Partners are encouraged to help with homework – ask prompting questions, give hints, circle areas that your child should review, and celebrate effort and job well done. Parents Partners should not complete assignments for students, this is not beneficial and does not support learning.*

C. Distance Learning Food & Nutrition Program

The Distance Learning Program includes a specific lunch time each day. During this time, students should enjoy lunch at home. Lunch will not be supervised by Kettering Faculty. On occasion, Faculty may facilitate Lunch Bunches to support Social Emotional Learning. Lunch is a time to refuel for afternoon learning!

Food service will operate under the National School Lunch and Breakfast program. All students have the option to get meals from school. Students not eligible for free and reduced-priced meals will have to pay for breakfast and lunch. The cost for meal is as follows: Breakfast is $1.60 and Lunch $2.75, including milk.

Food and Nutrition Services strongly encourages cashless transactions and encourages all households to deposit funds into their student account. Money can be deposited in a student’s account at any time in any amount up to $99.99. To add funds to your Students Lunch Account, please click on the following links to access the Online Payment Service & Mobile App.

**Food and Nutrition Reminders**

- All schools will serve as meal distribution sites.
- Food Nutrition Services will assign students to a specific school based on proximity to their enrolled schools to pick up meals
- Breakfast and lunch offered
- Suppers in eligible schools
- Meals will be pre-packaged and distributed two days per week
- Monday – meals for Monday, Tuesday, Wednesday
- Thursday – meals for Thursday and Friday
- Meals will be counted by eligibility status
- Students will need to provide Name, PIN#, and the school enrolled in if they pick up a meal from a school they do not regularly attend.
- Food Nutrition Services will use school rosters to verify and record students who receive a meal.
- Lunches will be picked up directly from the Cafeteria. Families should park in the front lot and access the cafeteria using the side entrance door by the flag pole. Directions will be posted. Please adhere to signage, direction from cafeteria staff, and practice social distancing.

  Free and reduced lunch applications can be completed online by clicking here!

  Food and Nutrition Information Taken from the PGCPS Reopening Plan. For additional information, please click here and reference pages 93 – 95.

  To access the PGCPS Food and Nutrition Website, please click here.

Lunch Accounts

Kettering Elementary uses a computerized meal program. All enrolled students are issued a 4 or 5-digit PIN# and a corresponding meal account. It is important that each student memorize his/her PIN#. This number is confidential; therefore, the number must not be given to other students. PIN numbers will be issued by the Cafeteria Manager at the start of school.

D. Recess

Each day, the entire school will have SEL/Recess for 30 minutes. Some days the break will be a teacher facilitation to address Social Emotional Learning. Other days it will be just that, an opportunity to break from the screen to relax, rejuvenate, and prepare for afternoon learning. Teachers will inform of the schedule so parents can plan accordingly.

E. Reporting Student Progress

The success of the Distance Learning Program is highly dependent on the home-school connection. It will be important that Parent Partners and Educators have an open line of communication. Research has shown that this positive
relationship has significant benefits for students.

Each quarter, student progress will be reported through a mid-quarter progress report and quarterly report card. Parents will also have 2 scheduled Parent Teacher Conferences in October and February. If you have questions about your child’s progress, please know you can connect with our Faculty at any time to inquire. In addition to communication with the teacher, all parents have access to their child’s grades via the Family Portal of SchoolMax. For additional information and to sign up, please click here. If you need assistance, please click here to email our Media Specialist Mr. Sala/Ms. Matthews.

III. Report Cards

Prince George’s County Public Schools (PGCPS) is committed to providing our students with an educational program based on instructional practices that are rooted in educational research and support student achievement. To support these efforts and establish a system where assignments and assessment both inform and drive instruction as well as provide an accurate measure of a student’s academic achievement, we will incorporate an equitable grading practice in every content area to ensure all learners’ academic success is measured with fidelity.

All students will receive graded assignments and feedback on work submitted as part of the DLP. Parents should check Google Classroom and SchoolMax frequently to monitor student progress and teacher feedback. If you have questions regarding grades or feedback on assignments, you should contact the teacher for additional information. The grades collected on assignments, will be used to inform progress report and report cards.

Teachers will collect a minimum of two grades per week for elementary content areas depending on the number of sessions.

- Assignments will remain the same weight: class work (50%), homework (10%), and assessments (40%). Students receive a letter or numerical grade based upon assignment completion.
- Teachers will share additional information about grading and reporting at the start of school.
- For additional information on grading, click here to access the Fall 2020 Draft Reopening Plan. Reference pages 76 and 77.

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%

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 below 60%
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.

In accordance with PGCPS Policy, students in grades 2 -5 will receive Honor Roll for a Grade Point average of 3.0 or higher with no grade lower than a C and Principal’s Honor Roll for a grade point average of 4.0. We will determine how best to celebrate student accomplishments given our current learning environment.

IV. Parent Involvement
A. Communication

The success of the Distance Learning Program is highly dependent on the home-school connection. It will be important that Parent Partners and Educators have a fruitful connection. Research has shown that this positive relationship has significant benefits for students.

1. Communicating with School Personnel

If you need information, have questions, or concerns, feel free to call the school on Monday and Wednesday. If you need support on any other day of the week, please email the staff member directly, using the staff roster. The days and times the building are occupied may change depending on the PGCPS Reopening Phases.
The best way to communicate with teachers will be via email. If you email a teacher you should expect a response in 24-48 hours. Due to the demands of the instructional day teachers will respond to emails between 7:15 AM and 7:50 AM, 2:25 PM and 2:45 PM, and as they are able during their planning period.

B. Parent Engagement During Live Instructional Zoom Sessions

It will be challenging not to sit with your child and support his/her learning during Live Instructional Zoom Sessions. However, we are asking parents to be mindful about the level of support being provided. If you sit with your child and provide the correct responses, it will be difficult for the teacher to truly gauge what your child is learning. After the initial adjustment to online learning, we would like parents to gradually release responsibility to students to attend class without support. For our younger learners, we know this may be difficult. If you are seated with your child during online learning, consider prompting questions and reminders versus giving the answers and doing the work. Your cooperation and understanding are greatly appreciated!

C. Classroom Visitation During Live Instructional Zoom Sessions

Classroom visitation provides parents with an opportunity to observe the great things happening within Live Instructional Zoom Session and to view your child in his or her daily setting. To limit distractions, we ask that parents inform teachers that they would like to participate in the online class. The classroom visit is for observation purposes; it is not the time to have a parent/teacher conference. Also, please refrain from other disruptions such as using cell phones, being unmuted, talking, and asking questions.
Miscellaneous

Best way to stay connected and informed

- Kettering Elementary Website [KES Cougar Website]
- Class Dojo
- Robo Call
- PGCPS website
- School Marque

Parent/Teacher conferences will be held virtually the first semester. More information will be provided.

HOW TO JOIN A GOOGLE CLASSROOM video by Mrs. A. Broadus