Greetings Kettering Elementary School Family!

Monday, August 31st is the first day of school for the 2020-2021 school year. While we won’t have the opportunity to greet each scholar and parent at the front doors of our building, we are looking forward to our new beginning! Our staff is committed to supporting and guiding our scholars. Rest assured, challenges will come as none of us have faced this “way” before. But, we are optimistic and prepared to give it our all! This will be a wonderful year and we ask that you partner with us, communicate with us, and work with us to help your children succeed! Great things are ahead! Let’s fall forward and make it the best year.

Distance Learning At a Glance

- School hours: 8:00 a.m.- 2:10 p.m.
- Monday, Tuesday, Thursday, and Friday are full instructional days.
- Wednesdays are designated for Teacher-Led Small Group Instruction and Enrichment. This time can be used to meet the needs of small group learning for EL, Special Education, Struggling Readers, and TAG Interventions Related Services. Students will be notified if they are scheduled to meet with a teacher.
- Students will be graded using our traditional grading system, not the system that was used in the spring for distance learning.

**Attendance**

For all distance learning platforms, students not present on days live instruction occurs will be considered absent. Attendance will be taken daily at 8:00 a.m. and again after lunch (11:30 a.m.).

On days when students are unable to attend scheduled classes due to illness, parent work schedule, and child care, parents **must** communicate the reason for the absence via email to the student's classroom teacher. Please title your email, Attendance. All work assigned during the student's absence remains required for submission. Lesson and student assignments will be made available to students via Google Classroom.

**Building Operations**

PGCPS schools are open under a modified schedule. The main office is open on Monday and Wednesday only. All visitors must have an appointment prior to coming to the school.

**Textbooks/ Device Distribution**

Materials/ Chromebook distribution took place last week on Monday, Aug. 24th and Tuesday, Aug. 25th. If you have not picked up Textbook and Instructional Materials, you may call the school on Mondays or Wednesdays when office staff are present to schedule a time to pick up. This week’s pick up will be on Wednesday, Sept. 2, 9 a.m.-12 p.m.
Due to the national shortage, we are waiting for more technology devices for students. Pre-K & K will receive iPads. Chromebooks were available for 1st-5th graders in April, Aug. 24th and Aug. 25th. Once additional technology becomes available, we will schedule another distribution day.

If you have a device available to you at home, your child may participate in distance learning activities using that device while waiting for a PGCPS issued device.

Additional materials will be delivered to the school for specific grades. Parents will be notified when we have another distribution date for these materials.

**Class Codes**

Students are expected to virtually join their class beginning Monday, August 31st. If you do not have the Google Classroom code to connect with your child's teacher, please reach out to them via email. Email addresses have been updated on our school's website.

**Student Passwords**

Students need their username and password in order to participate in distance learning. Students should get into the habit of checking their email daily for messages from the school.

Q. My student can't access a PGCPS email account. What should I do?
A. Visit [idm.pgcps.org](http://idm.pgcps.org) and follow the steps to reset the password. New students and those unable to change passwords online should send an email to the classroom teacher with the Subject: Password Reset.

**Technology Support**

**Troubleshooting at Home** — We offer many online resources to help families resolve distance learning issues! Be sure to bookmark your school’s website and our [Distance Learning portal](http://www.pgcps.org/distancelearning) to view helpful information in one place. Your child’s classroom teacher or school registrar can
help resolve many common issues. Our Distance Learning Hotline and Parent Support Centers will also be available to assist.

**Distance Learning Hotline** — Starting Monday Aug. 31, parents can call 240-696-6229, Monday through Friday from 9 a.m. to 5 p.m. for help with technical/equipment issues and/or instructional guidance and support.

**Parent Support Centers** — Make an appointment to receive help with technology, navigating online platforms and other issues at one of nine Parent Support Centers across the county. Mondays and Wednesdays from 8 a.m. to 10 a.m. and 6 p.m. to 8 p.m. [View locations](#)

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### Opt Out Form

With the continuation of distance learning at home, there have been questions about students being required to be seen and heard during live lessons. While we would expect all students to be engaged visibly and verbally during live lessons, parents may choose for their child to “opt-out,” meaning they may request that their child is not seen or heard during live lessons.

For parents who wish to opt-out, **completion of the form is required by September 8th. It is the parent and/or child’s responsibility to ensure that video and audio features are disabled during live lessons.** Form: [https://forms.gle/hhHaAGrQr7Wv5PfP6](https://forms.gle/hhHaAGrQr7Wv5PfP6)

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### Distance Learning TV Schedule

If you have not received a device to connect to Google Classroom yet, please take advantage of the Distance Learning TV schedule below. Another distribution day is coming soon. Your patience and flexibility is appreciated.
Meal Distribution

Meals may be picked up at any PGCPS school between 10 a.m. -1 p.m. on Mondays and Wednesdays. Families may apply for free or reduced lunch this year.

https://www.pgcps.org/food-and-nutrition/cards/Apply-For-Free-or-Reduced-Price-Meals/

On Mondays, breakfast and lunch will be served grab-and-go style for Monday and Tuesday. On Wednesdays, breakfast and lunch will be served grab-and-go style for Wednesday, Thursday and Friday. All meals will have cold and/or cook-at-home options.

Students OR parents/guardians if they have a current report card, their student's ID, and PIN can pick up meals at any school. Classroom teachers can assist and provide meal pin numbers upon request by email.
**Communication**

We communicate to families in many ways. ClassDOJO, Kettering Connections on DOJO, Our School website, [www.pgcps.org/ketteringes/](http://www.pgcps.org/ketteringes/), ROBO Calls to family phone numbers on SchoolMax, and our KES Email.

Most of our communication this school year will take place electronically. It is imperative that we have correct phone numbers and emails for our families.

We want our communication to reach 100% of our families. We currently have a number of incorrect numbers in the system. Within the next 24 hours, we are asking families to visit the Family Portal to make corrections. Our communication efforts may go unnoticed if we do not have the correct information to reach our parents.

Visit the Family Portal by visiting [https://www.pgcps.org/](https://www.pgcps.org/). Click options at the top and scroll down to SchoolMAX Family Portal. If you need assistance with updating information, contact Ms. Brandi Miller via email at brandi.miller@pgcps.org or via telephone on Mondays and Wednesdays at (301) 808-5977

We will also use Class Dojo to communicate. Teachers will share codes with family within the first week of school.

**Upcoming Dates**

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, Aug. 31, 2020</td>
<td>First day of Distance Learning</td>
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<tr>
<td>Monday, Sept. 7, 2020</td>
<td>Labor Day, School is Closed</td>
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<tr>
<td>Tuesday, Sept. 8, 2020</td>
<td>Back to School Night (virtual)</td>
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Happy First Day of School