

**Ardmore Elementary School
Family Handbook
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Mrs. Melreta Herring, Principal

2021 - 2022

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I. A Letter from the Principal

Dear Parent(s) and Guardian(s),

Welcome to the 2021-2022 school year! On behalf of our entire staff, we would like to welcome our new Ardmore Anchors and our returning kindergarten, first, second, third, fourth, and fifth grade students! First, let me thank you for your support and understanding as we, as a nation and community, responded to the unexpected invasion of COVID-19 in March 2020. I am very proud of the way our Superintendent, Area 1 office, students, parents, staff, and community handled the demands we were faced with to protect everyone as we continued to educate and feed our students during the most unusual of circumstances. As you know, there continues to be concerns and questions related to how schools plan to reopen in August 2021. While we are in the business of educating, our priority is the safety of our students and our employees. We look forward to partnering with you to ensure that your child receives a high-quality education. The Ardmore Elementary School staff is recharged, energized, and excited to welcome back all students. Our highly effective educators will continue to provide opportunities that promote collaboration, problem solving, and critical thinking skills that enhances academic growth for our students.

I am thrilled to welcome you to this 2021-2022 school year with renewed hope that this too shall pass. I am looking forward to meeting new faces and revisiting with familiar ones. I look forward to seeing you all September 8, 2021, as we continue our journey to ensure academic excellence and strong character for ALL scholars. **We are the Ardmore Anchors!**

Sincerely,

Melreta Herring, Principal



II. **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 Motto

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.*



III. Ardmore Elementary School’s Vision

Ardmore Elementary School is the education citadel, which catapults future career professionals into a global society. Through our academic program, we ensure students in grades Pre-K through fifth receive thorough across curriculum indoctrination, grounded in unpacking all lesson elements necessary to build a full-bodied understanding of core courses.

Ardmore Elementary School assures all stakeholders of our academic concentration in student writing expertise, accentuated vocabulary, literary comprehension, as well as extended mathematical awareness beyond the basic facts, which connect students with real world applications, transcending their formative elementary years.

Ardmore Elementary School’s Mission

Ardmore Elementary School provides opportunities for high student achievement through elevated parental involvement, retaining highly qualified educators, instruction, and maintaining a respectful air among all stakeholders inspiring a safe and orderly environment.

“Invigorating the Educational Spirit” is our creed!

Ardmore Elementary School’s Philosophy Statement

As educators, we believe all students have the right to a quality educational program that will develop them into becoming productive citizens in our community. We believe that students should have a well-organized and well-structured academic program that will build strong academic preparation, social and interpersonal skills, and esthetic appreciation for the performing arts. We believe the education of all students is not confined to the school alone. The home, the community, and other institutions must play important roles to ensure all students are academically and socially prepared to become lifelong learners. To provide the best education possible for every student, there must be full participation and collaboration between the school, community, parents, teachers, students and administrators.



IV. Ardmore Essential FYI's

- School Colors: Blue and White
- School Mascot: The Anchor
- School Motto: Stay Anchored in Education
- School PBIS Values: Be Ready, Be Respectful, Be Responsible

Ardmore Elementary School's Pledge

I pledge today to do my best
In reading, math, and all the rest.
I promise to obey the rules
In my class and in the school.
I will respect myself and others too.
I will expect the best in all I do.
I am here to learn all I can,
To try my best to be all I am.



V. Ardmore Elementary School Staff Roster 2021-2022

Administration

Mrs. Melreta Mai Herring	Principal
	Assistant Principal
Ms. Brenda Holmes	Instructional Lead Teacher
Mrs. Theresa Platt- Blackwell	Principal’s Secretary II
Mrs. Manyuan Cooper	Registrar / Secretary I
Mrs. Rayvenia Farrow	School Nurse
Mrs. Rachelle Jackson	School Counselor

Special Education Team

Mrs. Rechilda Dizon	Chairperson
Mrs. Enid Amos	Psychologist
Mr. Ari Schwartz	Special Education Teacher
Mrs. Shakara Faulkner	Paraprofessional
Mrs. Eleanor Brown	Paraprofessional
Ms. Luwan Cottrell	Speech Pathologist
Mrs. Mania Missirian	ESOL Teacher

Instructional Staff

Mrs. Tracy Cromwell	Pre-Kindergarten Teacher - Chairperson
Mrs. Evelyn Chittams	Pre-Kindergarten Paraprofessional
Mrs. Norma Tumbali	Pre-Kindergarten Teacher
Ms. Doretha Savoy	Pre-Kindergarten Paraprofessional
Dr. Amy Amistoso	Kindergarten Teacher - Chairperson
Mrs. Wanda Nelson	Kindergarten Teacher
Mrs. Estrellita Sullivan	Kindergarten Teacher
Ms. Nia Rowe	Kindergarten Teacher
Mr. John Coughlin	Kindergarten Teacher
Ms. Quiana Cole	Kindergarten Paraprofessional
Ms. Andrea Paul	Kindergarten Paraprofessional
Mr. John Robertson	Kindergarten Paraprofessional
Ms. Lauren Jefferson	ISEA (Itinerant Special Education Assistant)
Ms. Angelique Rose	ISEA (Itinerant Special Education Assistant)
Ms. Timika McClurkin	ISEA (Itinerant Special Education Assistant)
Ms. Linda Walker	First Grade Teacher – Chairperson
Mrs. Kitty Bacote	First Grade Teacher
Ms. Comfort Audu	First Grade Teacher
Mr. Nestor Monte Jr.	First Grade Teacher



Ms. Deborah Adams	Second Grade Teacher – Chairperson
Mrs. Jane Raralio	Second Grade Teacher
Ms. Katherine Burks	Second Grade Teacher
Mrs. Martine Morency	Third Grade Teacher - Chairperson
Ms. Jasmine Peyton	Third Grade Teacher
Ms. Kayla Darby	Third Grade Teacher
Mrs. Geraldine Wilson	Fourth Grade Teacher - Chairperson
Mrs. Artiesha Jenkins	Fourth Grade Teacher
Mrs. Warlinda Fields	Fourth Grade Teacher
Mr. David Rice	Fifth Grade Teacher - Chairperson
Ms. Alexis Clark	Fifth Grade Teacher
Mrs. Jocelyn Easter-Staley	Fifth Grade Teacher

Instructional Specialist

Mrs. Mary Jane Christou	STC/Media Specialist/Tech Lead
Mrs. Ericka Banks	Music/ Arts Integration Lead Teacher
Ms. Phaedra McNair	Instrumental Music Teacher
Ms. Katrina Connelley	Art Teacher
Mr. Michael McQueen	Physical Education
Mrs. Hailen Wei	Chinese Teacher
Mr. Malik McDay	Chinese Teacher

Building Engineers

Mr. Rickey Jones	Building Supervisor
Mr. Yaphet Moore	Night Foreman
Mr. Keith Diggs	Custodian

Cafeteria Staff

Ms. Maria Contreras	Manager
Mr. William Stevenson	Server
Mrs. Shakira Gordon	Server



VI. Distance Learning School Day & Closures

School Hours: 7:35 AM to 1:55 PM

School Office Hours: 7:30 AM to 3:00 PM (Monday - Friday)
For assistance on Monday and Wednesday, please contact the front office via phone (301) 925-1311
For assistance on Tuesday, Thursday, and Friday please email using the staff roster on website

A. Arrival

Students are expected to log on / arrive at 7:35 am. Attendance is recorded for all sessions / classes.

(Exception is made for meal pick up days)

B. Dismissal

The school day ends at 1:55 pm.

C. Elementary Full Distance Learning Model

Taken from the PGCPs Reopening Plan. For additional information, [please click here](#) to access the Reopening Plan.

The Prince George’s County Public Schools (PGCPS) Reopening Plan is designed to provide a safe learning and working environment for Pre-kindergarten 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. Selected PGCPS students will participate in full distance learning during Semester 1 (September 8, 2021 – February 2, 2022). All other students will engage in in-school instruction. All schools will operate during their regularly scheduled hours, with the exceptions to online format. How the school system will move forward for the second semester will be reassessed by December 1, 2021.

Online students will receive synchronous lessons in Reading/English Language Arts and Mathematics, and one or two 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.

Ardmore has created Grade Level schedules reflective of PGCPS expectations for in-person and full Distance Learning. The program will begin each day at 7:35 AM and Conclude at 1:55 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 will log in at 7:35 am and remain logged into their class for the remainder of the instructional day. Specialists will come into their Homeroom Live Zoom sessions to deliver instruction. Schedules will be provided at the



September 3rd Mock Day / Orientation.

D. School Closure and Changes in School Hours

In cases of inclement weather conditions or other local emergencies, the PGCPSS CEO or designee will make decisions regarding school hours. These decisions concerning early morning closings are generally made prior to 6:00 AM. Radio 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. Parents can sign up to receive e-mails about delayed openings and early closings at [Emergency Notifications, School Closings and Delays](#). 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** – In-person / Distance Learning Program (DLP) will begin at, 8:35 AM.
- **Two-hour delay** – In-person / Distance Learning Program (DLP) will begin at, 9:35 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 PGCPSS expectations.

3. Half Day/Two-Hour Early Dismissal

During In-person / 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 11:10 AM or 12:10 PM respectively.

VII. Attendance

A. Attendance

Please [click here](#) to access the PGCPSS Attendance Policy (Student Attendance, Absence, and Truancy AP 5113)

B. Tardiness

The In-person / DLP will begin each day at 7:35 am. 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 In-person / 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 In-person / online learning. If any flu like symptoms are noticeable, please DO NOT send the child to school.

VIII. 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 based on race, sex, age, national origin, religion, or handicapping conditions. Ardmore 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 in-person / 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 In-person / 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 / Ardmore’s dress code.
- 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 Rights and Responsibilities Handbook with all students making connections to appropriate in-person / online behavior. We will align these standards to our PBIS School-wide Interventions and Ardmore Anchors Characteristics to ensure this information is shared with students in a manner in which they can easily understand and access.

The staff at Ardmore 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 in-person / 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.
- Arrive at school on time, prepared, and ready to learn.
- Students should work independently 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 DLP Sessions, students are expected to use proper language and good manners when engaging in conversation with the class and in the chat.
- During in-person instructions, 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 Ardmore Elementary School will be educated on bullying, online/cyber 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. Ardmore Elementary School Uniform Policy

Click here: [School Uniform \(pgcps.org\)](http://pgcps.org)

Uniforms will be required this fall at **ARDMORE ELEMENTARY SCHOOL** with policies in place. Please visit our school's website for more information.

Students are **NOT** required to wear uniforms during the Distance Learning Program (DLP); however, they are required to dress appropriately for the Distance Learning Program . . . **Please No Pajamas!** Students who are not dressed appropriately will receive a **Written Notification**. If students continue to disregard the dress code for the Distance Learning Program their parents will be contacted by Ardmore's administration to further address the issue.

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 in-person or online school environment. **If a PED is not used in accordance with Administrative Procedure 5132 administration will ask Parent / Guardian to secure the device. 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 Ardmore/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 or social 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.

7. Books and Materials

Ardmore 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 tools, 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

Teachers assign homework on a daily basis. 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 maybe 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 some 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.
- Write 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 a hint, circle areas that your child should review, and celebrate effort and job well done. Parent Partners should not complete assignments for students, this is not beneficial and does not support learning.***



C. In-Person / Distance Learning Food & Nutrition Program

- IX. Meals will be free for all students regardless of meal benefit status for school year 21-22.
- X. Students will receive breakfast and lunch in school and a pre-packaged after school supper meal to take home.
- XI. Virtual students will be assigned a location to pick up a weekly meal box.
- XII. By extension, eligibility for school meals is used to determine eligibility for Pandemic-Electronic Benefit Transfer (P-EBT) and other district sponsored programs.
- XIII. Please encourage parents to complete the meal benefit application online. Eligibility information may be used to qualify newly eligible children for SY21-22 and summer 2022 P-EBT benefits.
- XIV. The website for the meal benefits application is <https://www.myschoolapps.com/Application>

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, lunch, and supper offered

To access the PGCPs Food and Nutrition Website, [please click here](#).

A. Recess

At scheduled times during the school day, students will have Recess for 25 minutes. The purpose of the 25 minute Recess is to provide a wellness break. Some days the break will be teacher facilitated to address Social Emotional Learning. Other days recess will be just that, an opportunity to break from the screen to relax, rejuvenate, and prepare for afternoon learning. Teachers will inform all of the schedule so parents can plan accordingly.

B. Reporting Student Progress

The success of in-person learning and 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 two 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 Grade Managers Mrs. Ericka Banks at ericka.platt@pgcps.org and Mrs. Shakara Faulkner at shakara.faulkner@pgcps.org.

1. 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. Parents should check Canvas, Google Classroom, Class Dojo, 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 ES Grading and Reporting Policy.

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.

XV. Parent Involvement

A. Communication

The success of our students highly depends 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. If you need additional support during the week, please email the staff member directly, using the staff roster on our website. *The days and times the building is occupied may change depending on the PGCPs Reopening Phases.* The best way to communicate with teacher 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 7:30 AM, 2:15 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 gradual 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 our 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.

***In-person visitation is not permissible at this time (Covid-19)**

XVI. Prince George’s County Public Schools Distance Learning Tools

Please check Ardmore’s Website for Resources: <https://schools.pgcps.org/ardmore/>

A. What tools will my child(ren) be using?

1. Canvas

Teachers will be posting announcements, resources and assignments in Canvas.

2. Google Classroom

Teachers will be posting announcements, resources and assignments in Google Classroom. Students should login to their Google Classrooms regularly. Students will receive an invitation for each of their teacher’s Google Classrooms, if they are not already in them.

[Google Classroom- Students Uploading Assignments \(YouTube\)](#)



<https://youtu.be/ftaxj33wTXk>

3. Google Meet or Zoom

Teachers will host live video sessions to provide instruction or to check-in with students using Google Meet or Zoom. Your child’s teacher will provide guidance on which tool they will be using. To use Google Meet, students must be signed into their PGCPs Google Account. Starting August 31st, students must sign into PGCPs Zoom via Clever to be able to access a meeting.

4. Clever

Clever contains links to the tools, websites and online textbooks that students use frequently in school. Students access Clever with their PGCPs logon information. Your child’s teacher will indicate which tools to use.

5. Google Chrome

Google Chrome is the recommended way for students to access the Internet while doing their schoolwork. Students should login to Google Chrome using their PGCPs Mail account to access their information easier.

6. G Suite

G Suite is a group of tools available to all K-12 students that includes Google Mail, Google Drive and editing tools such as Google Docs and Google Slides. Teachers may assign work that uses any of these tools.

7. WebEx

Similarly to Zoom, Cisco WebEx is an American company that develops and sells web conferencing and videoconferencing applications. It was founded as WebEx in 1995 and taken over by Cisco Systems in 2007.

<https://help.webex.com/en-us/8bzter/Cisco-Webex-Meetings-Video-Tutorials>

B. Distance Learning PBIS Behavior Matrix

Ardmore staff and students must follow our PBIS Distance Learning Behavior Matrix (found below) when engaged in all virtual sessions and independent practices during the 2020-2021 SY.

**Ardmore Elementary School’s Distance Learning Behavior
Matrix Resilient Ardmore Anchors Are Rooted In The 3-R’s”
READY, RESPECTFUL, RESPONSIBLE**



	Virtual Classroom Student Matrix (STUDENT MATRIX)	Independent Study or Practice (STUDENT MATRIX)	HOMEWORK TIME (STUDENT MATRIX)	STAFF MATRIX
Ready	<ul style="list-style-type: none"> ➤ Have all necessary materials for class. ➤ Find a quiet place to work with an appropriate background. ➤ Turn assignments in on time. ➤ Wear appropriate attire when on-line or turn video off. 	<ul style="list-style-type: none"> ➤ Have all necessary materials for class. ➤ Read directions for the assignments. ➤ Email questions to your teacher when you are unsure. ➤ Put your materials away and charge your device. ➤ Follow the rules for the activities. ➤ Do not share personal information. 	<ul style="list-style-type: none"> ➤ Have all necessary materials for class. ➤ Find a quiet place to work. ➤ Complete homework each day and check your work. ➤ Read your notes to help with your homework. Complete tasks. 	<ul style="list-style-type: none"> ➤ Be on time for Class/virtual/Staff meetings. ➤ Have all lesson materials at hand. ➤ Find a quiet place to work with an appealing non-distracting background. ➤ Communicate with your family members about your work schedule and home time. Provide yourself and students with options.
Responsible	<ul style="list-style-type: none"> ➤ Stay muted until it is your turn to talk. Keep eyes and ears on the teacher or other speakers in the class. ➤ Give others time to talk. 	<ul style="list-style-type: none"> ➤ During school hours visit only the websites assigned. ➤ Find a quiet place to work. 	<ul style="list-style-type: none"> ➤ Find a quiet place to complete your assignments. Ask for help when needed. ➤ Follow your schedule and work in each class. ➤ Organize your materials and space. ➤ Gather materials and supplies for each task. ➤ Proofread your work. 	<ul style="list-style-type: none"> ➤ Keep a communication log. ➤ Provide parents with easy-to-access information for setting their child up for online learning. ➤ Model for students – correct grammar, punctuation, capitalization, and usage on all posts. ➤ Model polite talk to students, parents, and colleagues.
Respectful	<ul style="list-style-type: none"> ➤ Keep your password private. ➤ Be on time for class. ➤ Make sure your device is charged. ➤ Use your device correctly. 	<ul style="list-style-type: none"> ➤ Keep your password private. ➤ Make sure your device is charged. ➤ Use the device correctly. ➤ Check for due dates daily. 	<ul style="list-style-type: none"> ➤ Keep your password private. ➤ Make sure your device is charged. ➤ Take care of the Chromebook. ➤ Use the device correctly. 	<ul style="list-style-type: none"> ➤ Plan your day. ➤ Stick to your schedule but allow for flexibility. ➤ Promote Digital Citizenship. ➤ Respond to families within 48 hrs. ➤ Provide feedback on assignments in a timely manner. ➤ Grade students' work in a timely manner.

1. PBIS Matrix Incentives

Students who adhere to the DISTANCE LEARNING BEHAVIOR MATRIX will receive positive incentives such as:

- a. Anchor Bucks
- b. Class Dojo Points
- c. Virtual Karaoke Party
- d. Free Homework Pass

2. PBIS Matrix Consequences

Students who do not adhere to the Distance Learning Behavior Matrix will receive appropriate consequences such as:

- a. Student/Teacher Conference
- b. Electronic Orange Reflection Card
- c. Parent/ Teacher Conference
- d. Administrator/Parent Conference

