August 17, 2020

Dear Kingsford Families,

I hope you and your family are doing well during these unprecedented times. On behalf of the staff at Kingsford Elementary School, I am excited to welcome you to the 2020-2021 school year! I’m looking forward to introducing to you our new teachers and our new assistant principal. Mrs. Anderson-Davis has proudly moved on to serve Glenridge Elementary School as Acting Principal! We are so proud of her and will truly miss her leadership at Kingsford.

This school year will be like no other as we have the power to shape education into something we have never seen or experienced before. This year is going to test our dedication, patience, and most importantly our perseverance. We are charged with reaching our students and their families from a distance as well as ensuring all students continue to grow academically, socially, and emotionally. Careful planning and professional development provided by PGCPS has equipped us with the necessary tools to implement a robust distance learning program for our students. I commend our staff for their hard work and dedication as we transition to two quarters of distance learning. They are committed to providing a positive learning experience for our students and families.

On August 31st, students will enter their virtual classroom, ready to meet their new teacher and classmates. Rest assured that our focus remains on high academic excellence for all students. Expectations for our students have not changed. Attendance is required. Completion of learning activities is required. Reading daily for at least 20 minutes is required. Practicing math facts daily is required. Teachers are required to use our traditional grade system to assess student performance. We believe all of our children can learn and will do all we have to do to meet the learning needs of your child.

As our partners in education, your support at home will make all the difference. To assist you with meeting the needs of students at home, we will implement a Parent University this year. These monthly workshops will provide you with resources and strategies to assist students at home.

In order to increase student engagement, prior to the first day of school, students will receive materials needed to fully participate in distance learning. We are preparing Ready to Learn bags for each student. Students will receive materials such as a dry erase board, a journal, math manipulatives and graphic organizers to assist with hands on learning. In addition, if supplies were purchased through our fundraiser, students will receive them during distribution. Materials will be distributed as outlined in the schedule below. Please arrive at the scheduled time for your child’s grade level. During the distribution day, all participants must wear a face covering and bring a pen to complete the required paperwork.

Material distribution days will be August 24 (PK-2) and August 27 (Grades 3-5). Please follow the schedule below for your designated day and time.

<table>
<thead>
<tr>
<th>Times</th>
<th>Group (August 26th)</th>
<th>Group (August 27th)</th>
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<tbody>
<tr>
<td>9:00 - 10:00 a.m.</td>
<td>Grade 3</td>
<td>PK/ECC/DHOH</td>
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Nationally, there has been a high demand for the procurement of electronic devices, which has resulted in delay of receiving them for PGCPS. We have placed an order for our students and are awaiting delivery. If your child is currently utilizing a personal device in the home, we ask that they continue to do so until our order is received. We anticipate that additional devices will be available by September 21, 2020. Once received, you will be notified and a date and time will be scheduled for you to pick up a device. Your understanding is appreciated.

Upcoming Dates to Remember:
- August 28, 2020 - Mock/Orientation Day (See flyer on the last page for details.)
- August 31, 2020 - First Day of School
- Back to School Night
  - (ECC/PreK-2nd only): Tuesday, September 8, 2020, 6:00-7:30 p.m.
  - (3rd-5th grades only): Wednesday, September 9, 2020, 6:00-7:30 p.m

I stand by the vision and mission of our school. We still believe that Kingsford is the school “Where Knights Reign and Education Shines.” We are going to continue the Amazing Race we started last year and know that academic excellence is at the finish line for our students.

Thank you in advance for being our partner in education. Together, we will be the change agents our students need to have a successful school year.

Educationally yours,

Mrs. Renee D. Jones
Kingsford Elementary School  
2020-2021 Supply List

<table>
<thead>
<tr>
<th>KINDERGARTEN- 2ND GRADE</th>
<th>3RD-5TH GRADE</th>
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<tbody>
<tr>
<td>Scissors</td>
<td>Scissors</td>
</tr>
<tr>
<td>Pencils with erasers</td>
<td>Pencils with erasers</td>
</tr>
<tr>
<td>Pencils Sharpener</td>
<td>Pencils Sharpener</td>
</tr>
<tr>
<td>Ruler</td>
<td>Ruler</td>
</tr>
<tr>
<td>Glue Bottle</td>
<td>Glue Bottle or Glue Stick(s)</td>
</tr>
<tr>
<td>Glue Stick(s)</td>
<td>Color Pencils and/or Crayons</td>
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<tr>
<td>Color Pencils and/or Crayons</td>
<td>Color Pencils and/or Crayons</td>
</tr>
<tr>
<td>Water Based Markers</td>
<td>3-Hole Pocket Folder</td>
</tr>
<tr>
<td>3 Ring Binder (to be shared for all classes)</td>
<td>Highlighters</td>
</tr>
<tr>
<td>Loose Leaf Lined Paper</td>
<td>Post it Notes</td>
</tr>
<tr>
<td>Composition Books or Spiral Notebooks</td>
<td>Index Cards</td>
</tr>
<tr>
<td>3-Hole Pocket Folder</td>
<td>Pens</td>
</tr>
<tr>
<td>Highlighters</td>
<td></td>
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<tr>
<td>Post it Notes</td>
<td></td>
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<tr>
<td>Index Cards</td>
<td></td>
</tr>
<tr>
<td>Pens</td>
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**OTHER SUPPLIES**

At Kingsford Elementary School, learning never stops. We want all students to have the best distance learning experience possible. To increase student engagement at home, Kingsford ES will be providing students with Ready to Learn bags with the following supplies:

- Dry erase board
- Dry erase marker
- Eraser
- Grade level appropriate journal
- Earbuds
- Various grade level appropriate math manipulatives
- Various grade level appropriate reading manipulatives
- Novels for Grade 3 only.
  - *Where the Mountain Meets the Moon* by Grace Lin
  - *Cilla Lee-Jenkins: Future Author Extraordinaire* by Susan Tan
- Novels for Grade 4 only.
  - *Clayton Byrd Goes Underground* by Rita Williams-Garcia
  - *Flores and Ulysses: The Illuminated Adventures* by Kate DiCamillo
- Novels for Grade 5 only.
  - *Esperanza Rising* by Pam Munoz
  - *Rules* by Cynthia Lord
- Online Subscriptions
  - Dreambox (K-5)
  - iRead (K-2 only)
Distance Learning Expectations

Students will engage in a full day of online learning 5 days a week. It is imperative that students log in and fully participate everyday. During distance learning, students are expected to:

- Access their content and assignments daily between the school hours of 7:45 a.m. - 1:55 p.m.
- Students will interact with all content and assignments through the use of the online platform Google Classroom.
- Students are expected to exhibit proper and acceptable behavior in their interactions online as outlined in the PGCPS Student Rights and Responsibilities Handbook.
- Students are expected to participate in live sessions.
- Students are expected to complete assignments and turn them in on time.
- Participation in Distance Learning is required by Maryland State Department of Education. Failure to participate will result in failing grades.

**BE SAFE**

- Protect your password
- Choose a distraction-free space to work
- Use equipment as intended
- Do not post personal information (address and phone number)
- Protect your password by not sharing it with others.
- Participate in class meetings only if you are invited.
- Follow school rules for using your device.
- Tell a trusted adult if anything makes me feel, sad, scared, or confused
- Do not set up face-to-face meetings strangers from the internet

**BE RESPECTFUL**

- Stay muted until it is your turn to talk
- Take turns speaking (use chat or raise hand option)
- Ask questions about what you are learning.
- Find a space where you will not be disturbed or disturb others
- Use kind words and faces
- Wear school appropriate faces during class.
- Be ready to learn - sitting at a table or on the floor.

**BE RESPONSIBLE**

- Take care of your learning device.
- Be prepared with materials.
- Keep your device charged.
- Keep eyes and ears on the teacher/task/activity
- Stay on the correct window. Keep all other windows closed.
- Participate.
- Ask questions.
- Come with your materials.
- Log in 5-10 minutes early.
- Think before I post anything on-line.
**Parent Responsibilities**

Thank you for being our partners. With your support, our students will have a seamless transition to distance learning.

- Approach with a positive attitude.
- Provide a comfortable space free of distractions to engage in e-learning!
- Provide clear expectations, a schedule,
- Engage in learning with your student!
- Keep materials within arms reach.
- Monitoring learning and hold students accountable!
- “Digital Recess” is needed! Wiggle breaks will bring focus during instruction.
- Communication is key!
- Praise, encourage, praise...and repeat!

★ Instructional time is for teacher and student interactions. Parents, please do not interrupt this time with questions. Please take advantage of teacher office hours.

★ E-learning is just as important as learning in the classroom. By modeling this sentiment, we will set our students up for success; they’ll focus and take e-learning seriously.

**Dress Code**

During the distance learning phase of instruction (August 31 - January 29) students are not expected to wear a school uniform. Students must adhere to the system-wide dress code, which requires appropriate attire. Students should refrain from participating in live lessons while wearing pajamas, strapless, sheer, or low cut shirts. Students should be camera ready!

When a decision is made concerning the reopening of schools, individual schools with uniform policies will determine the feasibility of continuing the school year with or without a uniform.

Assist students with dressing for success each day. Families may purchase Kingsford spirit wear with matching bottoms to make getting dressed for school an easy task. Spirit wear may be purchased directly from our vendor Expressions of Faith at [www.expressions-offaith.net](http://www.expressions-offaith.net). Click Spiritwear then Kingsford. The access code is KES2020 (case sensitive).

When we transition back to the school building, spirit wear purchased for distance learning may be worn.
PGCPS Mock Day/Orientation
Friday, August 28, 2020
Session 1: 8:30-9:15am
Session 2: 9:20-10:00am

Mock Day/Orientation has been scheduled to provide our families with an opportunity to familiarize students and parents with procedures for virtual learning. This day will serve as a practice day to make sure students can log in to virtual class and view live lessons.

All students are required to log in to their homeroom Friday, August 28th at 8:30am. Attendance will be in order to allow us to follow up with families who may have challenges logging on.

In order to fully participate, you will need your child's username and password as well as the code for Google Classroom.

Log into Google Classroom
- Option 1: Open your internet browser and access Google and access Google Classroom
  a. Open internet browser.
  b. Type https://classroom.google.com
- Option 2: Access from our school website. Look for Google Classroom link
- Option 3: Access through pgcps email account.
  a. Click the Google app icon.
  b. Click the Google Classroom icon.

Friendly reminder: First Day of School Monday, August 31, 2020!