

Charles Kettering Elementary School

*A California Distinguished School
2020 National Blue Ribbon School*



PARENT/STUDENT HANDBOOK 2025-2026

Nicole Kelly, Principal
Shannon Culley, Counselor
Claudia Rendon-Berumen, Office Supervisor

Knowledgeable, passionate teachers, **I**nspiring instructional leaders
Dedicated life-long learners, **S**tudent success by way of teamwork; **OUR GOAL!**

Charles F. Kettering Elementary School

550 Silvera Ave. Long Beach, CA 90803 (562) 598-9486 • (562) 594-9359 Fax



Kettering Office Staff is available to answer any questions or concerns you may have during school hours 7:30 a.m. to 4:00 p.m. (562) 598-9486.

Principal
Counselor
Office Supervisor
Int. Office Assistant
Psychologist
Nurse
Custodian Supervisor

Nicole Kelly
Shannon Culley
Claudia Rendon-Berumen
Veronica Mendez-Salamanca
Nettie Miller
Rebeca Chavez
Arthur Bailey

You can't have a better tomorrow if
you are thinking about yesterday all the time.

Charles Kettering

2025-2026 SCHOOL YEAR

August 2025

Dear Kettering Families,

Welcome to a new school year at Kettering Elementary. I am truly excited to begin this journey together and honored to partner with you in supporting your child's growth and success. Whether you are returning to our school community or joining us for the first time, we are so glad you are here.

Our office staff and administrative team are here to serve and assist you with any questions that you may have about Kettering Elementary School. You can call us for any clarification in regards to anything you read the [Guidelines for Families and Students](#) (linked here and posted on our website). The office has the guidelines available if you wish to get a hard copy of the handbook.

High expectations of academic excellence in growth towards meeting/exceeding grade level for every student will remain a focal point for all staff members. We will continue focusing our curriculum on Equity and Excellence by delivering engaging and rigorous lessons incorporating high-quality differentiated instruction, cognitively demanding tasks using complex text, incorporating collaborative conversations into learning, strategically assessing students to inform our planning, and ensuring that all students feel safe, welcome, and respected. It is our charge to ensure that all students are on the path to being successful scholars.

LBUSD has put great effort into providing parents with online access to student information through ParentVUE. Our student emergency cards are on ParentVUE, and our families must make necessary changes directly online to ensure all information is current. Here is a link to the [Annual Verification](#). Please call the office if you have a new address. Only the office can change resident addresses in the ParentVue system.

The safety of our campus and students is paramount to us. To ensure that our campus is safe, we always require all parents and guests to sign- in and out of the front office. We ask that families respect our closed campus system and never hold a door open for another adult to enter. All adults must enter through our front office from 8:00 am 2:10 pm (1:30 on Thursdays). Please show consideration towards our neighbors on Silvera Ave., 5th and 6th Streets. Please drive slowly and safely when dropping off and picking up your child. Additionally, keep our neighbors' driveways clear and not block them.

I welcome you to learn more about our school community through our school website <https://kettering.lbschools.net/>. Please do not hesitate to call (562) 598-9486 or email me at nkelly@lbschools.net anytime, or stop by; my door is always open.

Sincerely,
Nicole Kelly



Charles F. Kettering Elementary School

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FIRST WEEK SCHEDULE

Tuesday, August 26– Minimum Day

Grades TK/Kinder 8:00 a.m. - 1:00 p.m.

Grades 1--5 8:00 a.m. – 1:00 p.m.

Thursday, August 28- Prep Day Schedule

TK/Kinder 8:00a.m. - 1:00 p.m.

Grades 1 - 5 8:00 a.m. – 1:30 p.m.

Friday, August 29 – Regular Day

TK/Kinder 8:00 a.m. - 1:00 p.m.**

Grades 1 - 3 8:00 a.m. – 2:05 p.m.

Grades 4 – 5 8:00 a.m. – 2:10 p.m.

****TK/K 8/26 - 9/12 1:00 pm dismissal**

SPECIAL DATES

Fall Semester Begins

Tuesday, August 26, 2025

Kettering Back to School Night

September 9, 2025

5:00 p.m. - 6:15 p.m.

Not a Minimum Day

Elem. Conference Days

November 4-12, 2025

Minimum Days

Pupil free Day

November 03, 2025

No School

Elem. Conference Days

March 31 & April 1 2026

Minimum Days

Kettering School Open House

March 26, 2026

5:00- p.m.-6:30 pm.

Not a Minimum Day

Last Day of School

June 11, 2026

Minimum Day

2025-206 SCHOOL HOLIDAYS

Labor Day

September 01, 2025

Veteran's Day

November 11, 2025

Thanksgiving Break

November 24-28, 2025

Winter Recess

December 22 to January 2

Return January 5, 2026

New Year's Day

January 1, 2026

Martin Luther King, Jr. Day

January 19, 2026

Lincoln's Day

February 9, 2026

Washington's Day

February 16, 2026

Admissions Day

April 3, 2026

Spring Recess

April 6 - 10, 2026

Memorial Day

May 25, 2026

SCHOOL MINIMUM DAYS

First Day of School Aug. 26

District Back to School Night.....Sept. 16

Parent-Teacher Conferences.Nov.4-12

Day Before Winter Break.....Dec. 19

District Open House.....May 19

Parent-Teacher Conferences..Mar 31 & Apr 1

Last Day of School June 11

Kettering Supervision Hours

Playground Hours for Grades 1st – 5th*

*****There is **no supervision** on the playground for TK & Kindergarten*****

There is no supervision on the playground before 7:30 or after 3:15.

Please do not drop-off your child before 7:30 a.m. and please pick up your child by 3:15p.m.

Before and After School Supervision

Kettering's playground is supervised in the morning starting at 7:30 a.m. and after school until 3:15 p.m. **Please do not drop-off or permit your child to come to school before 7:30 am and we ask that you make arrangements to have your child picked up by 3:15 p.m.**

Table of Contents

Topics are arranged in alphabetical order

Academic Expectations

Our primary goal at Kettering is to provide your child with a quality education. Success is measured utilizing a variety of data points that students' teachers will communicate frequently throughout the year.

Restorative Practices by Administrators

During the year, the need for administrative restorative actions may be required. Actions requiring immediate attention from an administrator include, but are not limited to, acts of violence, acts of illegal possession, acts of theft, acts of defiance, and damage to school or private property. Restoration for such actions will follow district policy and may vary depending on severity and frequency.

Attendance

Regular attendance is essential to attaining success in school. We ask that you make every effort to have your child at school and on time every day before 8:00 am. Tardiness can be very disruptive to other students, and when a child is late, they miss part of their core instruction. **We are required by law to account for all absences and tardies.** When your child is absent, always call or email the school on the day of the absence. In your communication, the following information will be needed:

- Your child's full name
- Teacher's name
- Date (s) of absence
- Specific reason for absence ([CDE Truancy laws](#) - California Education Code 48205)

A doctor's note will be required if your child is absent three (3) or more days,

One of the following will support the recording of an absence:

1. call Kettering's front office (562-598-9486). An office staff member will record it for you –you will not need to send another note.
2. send a note the day they return to school after an absence.
3. email your student's teacher **and** our attendance clerk, Veronica Mendez - Salamanca at Vmendezsalamanca@lbschools.net or Claudia Rendon-Berumen at Crendon@lbschools.net .

Remember to include your child's full name, teacher's name, date(s) of absence, and specific reason for absence.

A doctor's note will be required if your child is absent three (3) or more days.

If we do not receive notification of why your child is out, you will receive a system-generated phone call to request that you notify the school why your child was absent. This is the only way to confirm the absence.

- **Tardies:** If a student is tardy (8:01 - 8:29), please bring your student to the front door, where they will then walk (or be escorted by Kettering staff) to their classroom. The teacher will record tardies. A student is tardy if they arrive at class between 8:01 and 8:30.
- **After 8:30 am, the student is considered late and will need to obtain a late pass from the office; parents will be expected to walk their child into the office to obtain the late pass.**

Please plan all vacations to occur during school breaks.

Back to School Night

This night, planned for [September 09, 2025 from 5:00-6:15 p.m.](#) gives you the opportunity to meet your child's teacher and to see the room where your child will be learning. Teachers will explain Community Agreements and behavior expectations that will lead to a culture and climate in which all children can learn. It is a time to find out general knowledge of the classroom. Unfortunately, we do not provide child care since the evening is specifically focused for caregivers to attend. Therefore, we highly recommend that your child not be present for this parent meeting.

Cell Phones and SMART watches *Please review this expectation with your student*

Cell phones and SMART watches are strongly discouraged at school. Cell phones and SMART watches distract and interrupt student learning. Students are required to keep cell phones and SMART watches in their backpacks or at their teacher's desk. To prevent misplacing, it is strongly encouraged that these items stay at home. There are telephones in each classroom and in the school office if there is an urgent need for a student to use it. Kettering teachers and all **adult** staff keep cell phones close in case of emergencies.

Additionally, Kettering is a secure campus and every effort is made to ensure the safety of our students. **If you believe you have an extenuating circumstance that requires your child to carry a cell phone, please understand that it must be turned off and kept in his/her backpack or in the teacher's desk during the school day. SMART watches will be required to be kept in backpacks.** If either becomes a distraction, the teacher will confiscate it and you will be notified to pick it up.

Conferences

Family-Teacher conferences for all grades have been scheduled for November and April. Additional conferences are welcome at any time when you are concerned with your child's progress. We ask that you call the school office or send a note to the teacher for scheduling additional conferences. ***Instruction during the school day will not be interrupted.***

Drop Off/Pick Up

The Kettering playground opens at 7:30 a.m. and closes at 3:15 p.m. Do not drop off students before the playground opens and please pick up students before it closes.

TK and Kindergartners: "Hand-to-hand" drop off and pick up - TK and kindergarten students will wait with their parents outside the kinder classrooms/playground until the 7:57 am bell rings. Kinder students will enter the hallway (without parents). They will hang up their backpack, place their lunch (if brought by home) in the lunch bin, and bring any required/needed material (i.e., a homework folder or water bottle) into the classroom. TK will assemble in a line at the TK/kinder play yard and then walk to the TK classroom as a group. Caregivers will say their goodbyes at the gate. TK and Kinders are not allowed to use the play equipment when not supervised by a member of the Kettering staff and should not be on the kinder or primary playground before or after school.

All TK and Kinder students will be released from the playground gate at dismissal. Dismissal is a "Hand-to-Hand" process.

Students in all other grades: Grade 1st - 5th - Caregivers need to say their "goodbye" to their students at the gates. Students in grades first through fifth will come on to campus, go directly to the playground or the cafeteria for breakfast, then when the bell rings, they will line up at their class line. Teachers will pick students up at the 7:57 a.m. bell and walk them to class.

At dismissal, first, second and third graders will be released from the center main gates. Teachers will release 1st graders once they have eye contact with the parent. Second and third grade will be released at the center gates, and 4th and 5th will be released from the gate closest to the library in the 4000 building. Parents will be allowed on campus to pick up their students after 2:10 pm.

Adults on campus

TK and Kinder students will enter the school in the morning through the north gate (TK) and the Kinder 2000 building glass doors. **If a TK or kinder student wants to enjoy breakfast on campus, then the student's caregiver will escort them to the cafeteria, stay while the child eats, then exit the campus through the front gates, and proceed to the TK/kinder entrances.**

All adults that enter the campus -must first check-in with the office. Any adult that has made arrangements to be on campus (VIPS or PTA members) needs to first report to the office. Adults should never "hold the gate open" for another adult. Please support our safety procedures by supporting our office check-in system.

Education Code

The Education Code is a huge, many-volumned work. Excerpts from the California Education Code are included in the Guidelines for Families and Students, now available online on the District website. To access guidelines go to LBUSD, "Index", "P", then, "[Guidelines for Parents and Students](#)". In accordance with Board Policies 5145.7 (Sexual Harrassment), 5145.9 (Hate-Motivated Behaviors), 5131.2 (Bullying Prevention), 5142.52 (Suicide Prevention), and 3513.3/5131.6/5131.63 (Tobacco & Drug Prevention), students will review key procedures and processes to support a safe and welcoming environment this year. For additional information regarding these requirements, parents/guardians/caretakers can consult the [Parent Guidelines](#). In September and October, parents will have the opportunity to learn more about these topics via LBUSD's Parent University (more information to come).

Emergency Information

If your child becomes sick or injured at school, you will be called to pick him/her up. Emergency cards must list your home, cell, and work phone numbers and at least two other telephone numbers of people who can be contacted in case you cannot be reached. **We will only release your child during school hours to an adult listed on the emergency card. It is essential that you make changes on ParentVUE and notify your child's teacher and the office if there are any changes in the emergency information during the year.**

Involvement in Drugs or Alcohol at School

Any student involvement with drugs or alcohol while at school, going to and from school, or while at any student body activity, will result in disciplinary action. The discipline ranges from suspension, to a disciplinary transfer to another school to expulsion from the Long Beach Unified School District. This also includes instances where a student is not the owner of a substance.

In Possession of a Weapon or Look-Alike at School

Any possession of a weapon or look-alike, including toy guns, while at school, going to and from school, or while at any student body activity, will result in disciplinary action. The discipline ranges from a disciplinary transfer to another school to expulsion from the Long Beach Unified School District. This also includes instances where a student is not the owner of the weapon.

Labeling Personal Items

All sweaters, coats, jackets, lunch boxes, and other personal belongings that are brought to school should be clearly labeled with the child's full name. Labeled items can be identified and returned to the child. Each year many articles of clothing are unclaimed. At the end of the year, unclaimed items will be donated to charitable organizations.

Lost and Found

Kettering will bring our Lost Article clothes hanging cart out to the front gates frequently for families to check on lost articles. Children are welcome to go to the cafeteria before or after school to check on lost articles. Caregivers can check into the front office then go to the cafeteria before or after school to check on lost articles. Unclaimed clothing and lunch boxes are placed in the cafeteria.

Lunch/Breakfast

All breakfast and lunches continue to be free of charge to all students. The cafeteria is open every morning from 7:30-7:55 for breakfast.

Medi-Cal Information

The Long Beach Unified School District, in cooperation with the California Departments of Health Services and Education, has a program to allow the District to be reimbursed with federal Medicaid dollars for selected health services (such as health assessments, hearing and vision screenings) provided to eligible students at their school site. We would like to inform you that in order to participate in this program, eligible student records may be forwarded to the District's billing agency. These records will be forwarded in a confidential manner. Our vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, our vendor is HIPAA compliant (Federal Health Insurance Portability & Accountability Act).

School health services currently provided to all students will not be changed by this program. Students will not be denied services that they require to attend school, and parents will never be billed for services by the school district.

Medications

Medical treatment is the responsibility of the caregiver and family physician. Medications are rarely given at school; the only exceptions involve special or serious problems where it is deemed absolutely necessary by the family physician. This includes inhalers for students with asthma.

Office personnel may administer all medications (over the counter and/or prescription) at school ONLY when ALL of the following have been provided:

1. District medication form completed by the physician identifying the medication, method, amount, and time schedule. No other form is accepted. Please obtain the necessary form from the school nurse.

2. Medication must be in the original container from the pharmacy labeled with the student's name, name of drug, dosage, and time schedule. It is suggested that you request two containers from your pharmacist – one for home and one for school.
3. Medication must be delivered to the school by the parent/guardian or other responsible adult. **DO NOT SEND** medication via the student or in the backpack.

Reminder: Even aspirin and cough drops must be brought to the school office and the above procedure followed before being taken. This procedure helps ensure the health and safety of all of the students at Kettering.

All requests to administer medication are valid for the current school year only. Any time there is a change in medication; new physician's and caregiver's request forms must be completed. These forms are available from the school nurse.

Injuries involving casts, crutches and other medical devices

Your child will not be allowed in the classroom after an injury without the LBUSD district Readmission After Injury form completed and signed by the doctor issuing the device. A copy of this form is available on the Kettering School website.

Observation Policy

If you are interested in formally observing a lesson in the classroom, please go to the main office to receive the necessary information. Advance notice is required.

Parent Teacher Association

The Kettering PTA is a vital part of the school. It provides students and staff with additional resources and support to enhance the academic programs. Our PTA sponsors monthly community events, including movie nights, Autumn festival, kite day, the Carnival and other events. To bring these events to our Kettering KIDS and families, PTA also dedicates themselves to fundraising through FIT FEST, SEES Candy drive, Scholastic Book Fair and quarterly restaurant dining out partnerships. This allows us to bring a variety of enrichment activities to the school. Please become an active member of our PTA. Contact the PTA President, if you have any questions or visit the Kettering PTA website.

Playground/School Safety

Skateboards, scooters, "heelines" or roller blades are not permitted on campus. Kettering's campus is not licensed as a skate park, and does not carry insurance as such. Therefore, students are not allowed to use skateboards, heelines, scooters or bicycles on campus during the school day or at any school event (exclusive of skate enrichment classes such as "Skate Dogs"). If your child rides his/her bike to school it must be walked on campus and must have locks, safety helmets, and should be licensed. ***All toys should be kept at home.*** Students are not permitted to bring sports equipment to school. Any objects capable of hurting others are not allowed at school.

Dogs - For safety reasons, please do not bring dogs onto campus either inside the campus or on the front lawn. Service Dogs - please check in with the front office before you bring a Service Dog onto the campus.

Rainy Weather

When the grounds are too wet or the weather is too inclement for students to be outside, a rainy day schedule is initiated. Students stay indoors during recess and lunch. Our daily schedule remains the same and all students are dismissed at the normal dismissal times. **After school, students may be picked up from the auditorium on rainy days.**

Security System

Please always check in with the front office by entering the campus through the front office door. At the front door there is a buzzer that you can ring to be let into the campus, once entering the campus please sign in the main office.

Exiting the school: Please do not hold the door open for others to enter. All entrances must go through the front office door.

Standards of Dress (Uniform Policy) -

In order to provide Kettering students with a safe and positive learning environment, the staff and community of Kettering are committed to our district's Uniform Dress Code. It is the District and school policy that **students must wear their uniform daily**. If you are having difficulty getting a uniform for your child, please call our office and speak to our Office Supervisor. We need your assistance and support to see that students follow the policy. The uniform specifications are as follows:

Here are just a few reminders about the Kettering School uniform code. Please notice that leggings are allowed, however they must be solid color blue or white and must be worn with a skirt or shorts of suitable length. Sweaters or pullovers worn in the classroom have always been similar to the uniform. These colors are navy blue, white or red.

Large prints, pictures, logos, on sweaters, jackets, pullovers and alternate colors are **still not part of the Kettering uniform**. If your child comes to school without the proper attire, we will attempt to furnish them by using our reserve uniforms or we call you to bring uniform clothing to school.

Kettering School uniform includes the following:

Uniform:

- White, navy blue, or red long/short sleeved shirts, blouses, with collars and turtlenecks.
- Navy blue long pants, shorts, skorts, skirts or jumpers
- Navy blue or red sweatshirts without any logos (logos that are a quarter size are acceptable) unless they are Kettering School sweatshirts.
- Kettering School spirit wear (available by purchase).

Outerwear:

- Heavy winter coats or jackets may be of any color, **but may not be worn inside the classroom**.
- Solid color navy blue, red or white sweaters and pullovers with logos a quarter size or smaller can be worn in the classroom.

Footwear:

- Footwear must be closed at the heel and toe and worn with socks or tights.
- Leggings should be solid color navy blue, red or white and **must be worn with a skirt or shorts**.

Hats/Headgear:

In accordance with SB310, students may wear hats that comply with the American Cancer Society's recommendations. See attached letter at the end of the handbook for more specific details. Any sun protective wear must be removed when inside buildings and classroom

If your child comes to school without the proper attire, we will attempt to furnish them with our reserve uniforms or we will call you to bring uniform clothing to school.

Staying After School

Kettering's campus is open with supervision until 3:15. Students in 1st through 5th grade can stay after school. TK and Kindergarten students must be picked up at dismissal time.

Telephone

The office telephone may be used by students for **emergencies only**. Children planning to stay on the playground or visit friends after school should make arrangements with the parent **prior** to school.

VIPS (Volunteers in Public Schools)

You are encouraged to volunteer at school in a variety of ways. When volunteering in the classroom, we ask that all adults consult the teacher regarding discipline, confidentiality, and safety issues, New VIPS:

Applications are available on-line. Visit our website at LBSchools.net then go to the A-Z index under "V" for VIPS and complete the application. Proof of a negative TB test is necessary (good for 4 years) and a copy of your driver's license. After the application is processed you will receive a name badge **which is not to be taken home, but kept in the office**. You may pick up your badge on the board as you sign in and leave it as you sign out. **Your application and TB test are good for 4 years**. Current VIPS name badges will be available in the office. Please call the Office Supervisor, if you have any questions.

Visitors on Campus

Gates will open in the morning beginning after 7:30 am. We ask that parents say goodbye to their child at the gate. If parents want to gather in the front they are welcome near the marquee or front lawn. We ask that parents do not enter the hallways before school. At the end of the day the gates will once again be open for parents to pick up students - all students must be picked up no later than 3:15pm.

During academic hours, all gates will be closed and locked.

All visitors must sign in and get a visitor's pass in the main office. When visiting your child's classroom, or visiting the school, **you need to report to the office first to sign in the visitor's log and obtain a visitor's pass**. Please return to the office after your visit to sign out. This is to ensure your child's safety by helping school personnel identify visitors quickly. We appreciate every effort to cooperate with this policy.

Security System

Please always check in with the front office by entering the campus through the front office door. At the front door there is a buzzer that you can ring to be let into the campus, once entering the campus please sign in the main office (see above). Exiting the school: **Please do not hold the door open for others to enter. All entrances between 8:00 am and 2:05 pm must go through the front office door.**

Withdrawing Children Early

If you need to take your child out of school during the day, you must come to the office. The office will send for your child and he/she will **meet you in the office-please do not go to the classroom** as teachers are not permitted to release children from the classroom without approval from the office. Only persons listed on the emergency card are allowed to check your child out during school hours. For the protection of your child, if you are sending someone who is not on the emergency card to check your child out early, please send a note or call the school office. **Identification is required.**

Please keep early out withdrawals to a minimum. Calling a student out of a classroom before the end of the day is disruptive to the classroom learning environment.