



Bruce Elementary School
At-Home Learning Guide
SY 2020-21

Our School Mission Remains the Same...

Bruce Elementary School prepares children to become confident lifelong learners, creative problem solvers, and responsible citizens in their communities and in the world.

Bulldog Strong: Building A foundation for a better tomorrow!

We have the following priorities for SY20-21:

- Ensuring social and emotional wellness for students, teachers, and families
- Providing physical safety and coping strategies for community
- Strengthening parent partnerships and communication
- Balancing joy and rigor in academics
- Ensuring equitable access for all (technology, language, scaffolding of skills)
- Demonstrating adaptability and flexibility in responding to changing situations and uncertain times

Guiding Principles for Planning

We have planned this school year to support our mission during COVID-19 with these Guiding Principles in mind:

- **Learning Must Happen Anytime, Anywhere Safely**
 - This will require a deeper partnership with families
 - This will require more focus on building and supporting self-direction
 - We must have clear ways of streamlining the measures and reporting
- **We will build Strong Foundations and Hold High Expectations for All, while providing differentiated supports as needed**
 - We must continue to invest in early literacy, as they provide the strong foundation for our success later
 - To provide targeted enrichment and intervention for scholars
 - To be differentiated and provide appropriate supports we must continue be data driven
- **Wellness-Centered and Trauma-Informed**
 - Foster physical and psychological safety for students and adults and cultivate strong relationships
 - Increased partnership with families in new ways to address the whole child and family needs
 - Increased focus on social emotional learning (SEL), with a particular emphasis on self-management and relationship skills
- **Bring Joy**
 - To inspire joy through our curriculum and enrichment opportunities for students and educators

Bruce Core Values and Beliefs

Five core values – leadership, accountability, respect, achievement, and community- are at the heart of the Bruce Bulldog community and represent the cornerstones of the school’s Code of Conduct. All students are proactively and explicitly taught these values, all teachers model and support these values, and all students are expected to conduct themselves according to these values, **anytime, anywhere learning is happening.**



What can we expect in August?

High-Quality At-Home Instruction

Bruce Elementary School is a PreK-5 Shelby County School and follows the district's closure decisions. Currently, Shelby County is in phase 2 of reentry, which means scholars cannot physically attend school. In order to ensure scholars can resume structured learning, Bruce will provide all scholars with at home learning opportunities (virtual learning) starting August 31.

No matter the format, Bruce is committed to ensuring high-quality instruction that is...

- Focused and manageable
- Meaningful and engaging
- Empowering and student-centered
- Joyful, responsive, and wellness-centered
- Differentiated and appropriately challenging
- Growth oriented



What can we expect in August?

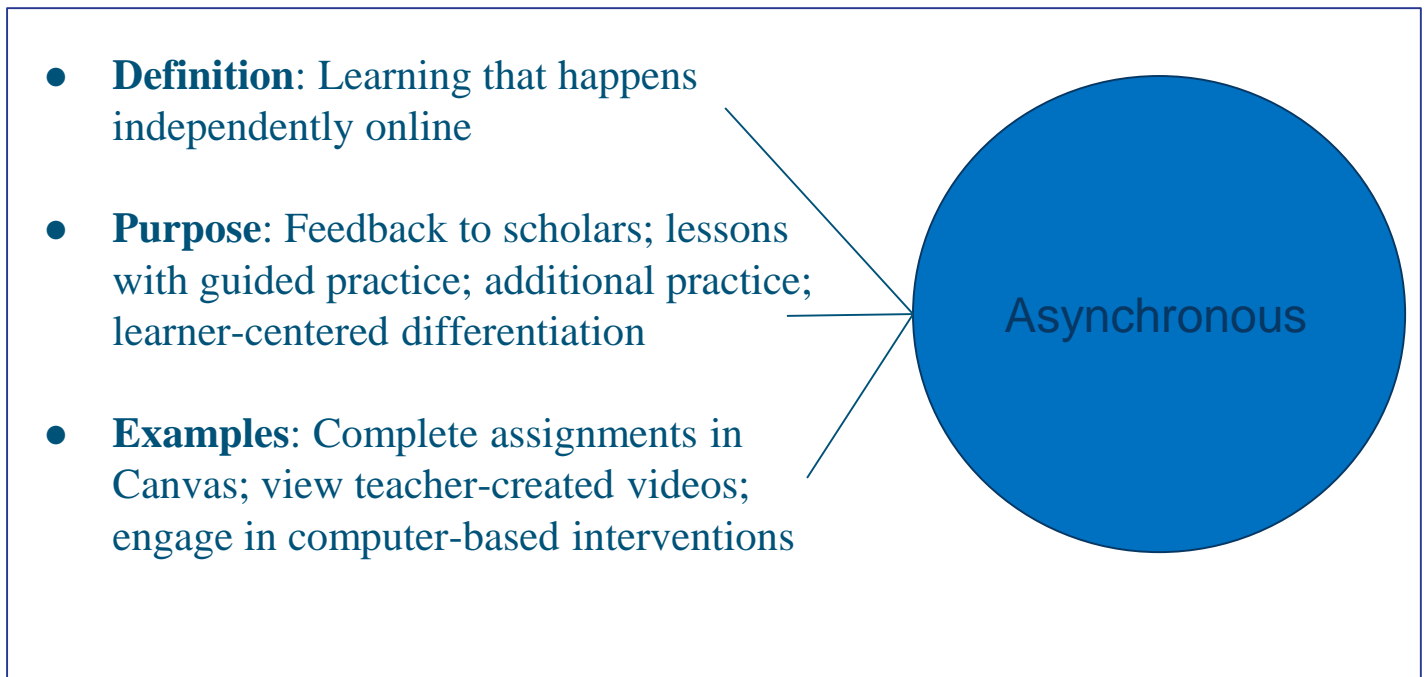
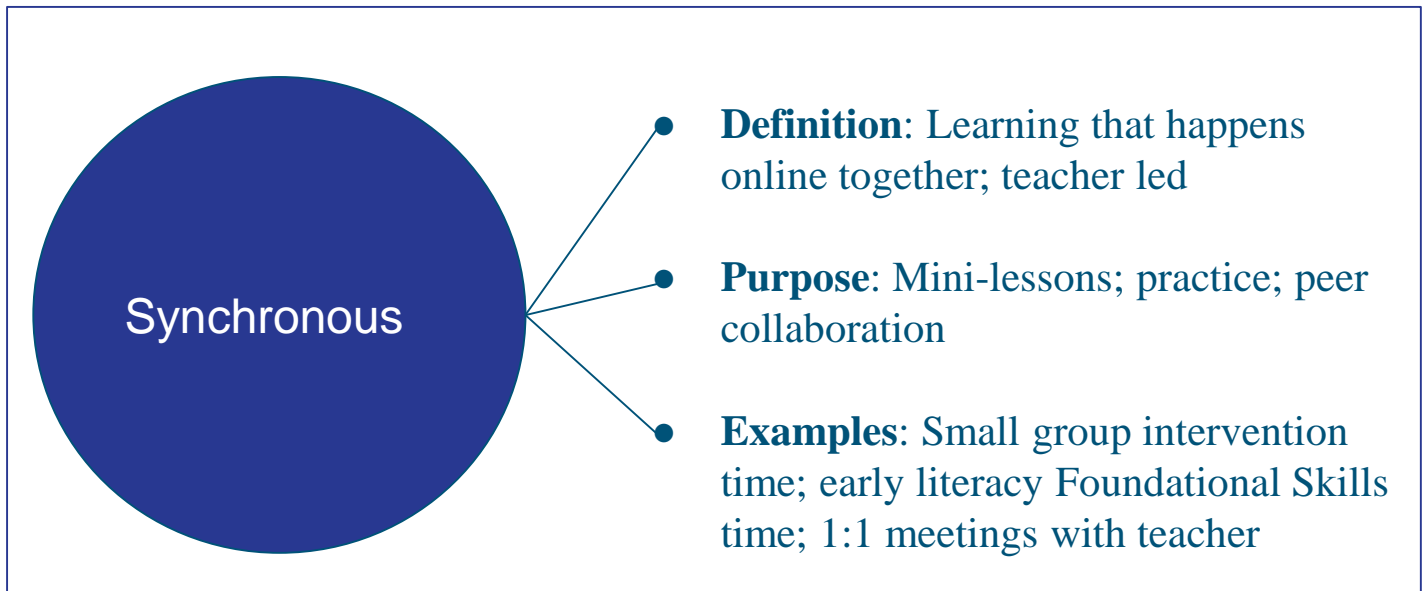
High-Quality Curriculum Anywhere

Bruce Elementary is committed to delivering effective, standards based instruction anytime and anywhere. We will accomplish this task through implementing a content-based ELA curriculum (Wonders) and a rigorous math curriculum (Eureka Math) with integrity; by addressing learning loss, embedding missed standards in grade level instruction; and providing timely coaching, development and emotional support to teachers. We will differentiate for our English Learner scholars, students with disabilities, and our most vulnerable scholars while maintaining high expectations and a nurturing at-home learning environment.



What can we expect in August?

At-home learning for Bruce means scholars will engage in **synchronous lessons** and **asynchronous lessons** provided by Bruce teachers.



A Day in the Life of a First Grader

Sample Schedule

Key: Synchronous Asynchronous Break

Time	Class	Purpose
8:00 – 8:30	HOMEROOM / MORNING MEETINGS	Take attendance; provide students with social-emotional support; incorporate joy and build community.
8:30 – 9:00	INTERVENTION (8:30 – 9:15)	Differentiated support for students (sometimes synchronous)
9:00 – 9:30		
9:30 – 10:00	MATHEMATICS (9:15 – 10:15)	Teacher-led numeracy instruction (some components asynchronous)
10:00 – 10:30		
10:30 – 11:00	SUPPORT (10:15 – 11:10)	Arts enrichment and physical education/wellness
11:00 – 11:30		
RECESS (11:10 – 11:30)		
11:30 – 12:00 LUNCH		
12:00 – 12:30	ELA FOUNDATIONAL SKILLS & MEANING BASED (12:00 – 1:15)	Teacher-led phonics & literacy instruction; differentiated to meet student's individual needs (some components asynchronous)
12:30 – 1:00		
1:00 – 1:30		
BREAK (1:15 – 1:30)		
1:30 – 2:00	ELA FOUNDATIONAL SKILLS & MEANING BASED	Teacher-led phonics & literacy instruction; differentiated to meet student's individual needs (some components asynchronous)
2:00 – 2:30		
2:30 – 3:00	SCIENCE & SOCIAL STUDIES	Teacher-led science or social studies instruction (some components asynchronous)
3:00 – 3:30	DEBRIEF (3:00 – 3:15)	Provide students with social-emotional support; recap learning from the day and build community.
DISMISSAL		

A Day in the Life of a Fourth Grader

Sample Schedule

Key: Synchronous Asynchronous Break

Time	Class	Purpose
8:00 – 8:30	HOMEROOM / MORNING MEETINGS	Take attendance; provide students with social-emotional support; incorporate joy and build community.
8:30 – 9:00	INTERVENTION	Differentiated support for students
9:00 – 9:30	(8:30 – 9:15)	(sometimes synchronous)
9:30 – 10:00	BLOCK 1	Teacher-led numeracy, literacy, or science/ social studies instruction; differentiated to meet student's individual needs (some components asynchronous)
10:00 – 10:30	MATH / SCIENCE	
10:30 – 11:00	OR	
11:00 – 11:30	ELA / SS	
	(9:15 – 11:15)	
LUNCH (11:15 – 11:45)		
11:30 – 12:00		
12:00 – 12:30	BLOCK 2:	Teacher-led numeracy, literacy, or science/ social studies instruction; differentiated to meet student's individual needs (some components asynchronous)
12:30 – 1:00	MATH / SCIENCE	
1:00 – 1:30	OR	
1:30 – 2:00	ELA / SS	
	(11:45 – 1:45)	
RECESS (1:45 – 2:10)		
2:00 – 2:30		
2:30 – 3:00	SUPPORT (2:10 – 3:05)	Arts enrichment and physical education/wellness
3:00 – 3:30	DEBRIEF (3:05 – 3:15)	Provide students with social-emotional support; recap learning from the day and build community.
DISMISSAL		

What's different from last spring?

We have made the following improvements:

- Scholars in Pre- Kindergarten – Second Grade will receive new HP Go Tablets, and scholars in Third Grade through Fifth Grade will be provided new HP Go Tablets with Keyboards. If needed, hotspots will be provided to families.
- We are using Clever for single sign-on to all at-home learning platforms.
- Teacher lessons will be recorded so students can watch them again as needed.
- The same curriculum we offer in school will be used for at-home learning. Scholars have access to some of the manipulatives they would use in class.
- Bruce Staff will be offering office hours to support students and families in uploading assignments and for technical support.
- Advisory Time will resume. The purpose of Advisory Time is to provide scholars and teachers with the social-emotional support needed to navigate the current pandemic. Advisory Time will increase the “joy factor” in at-home learning and allow scholars to connect with classmates.

Technology Expectations

A computer/tablet is a valuable tool in a 21st century education. Bruce Elementary is proud to be able to provide students these devices to enrich learning at school and at home, when necessary. While the devices are important they come with a certain amount of responsibility and risk. Bruce will do everything it can to minimize those risks, but students and parents/guardians share in the responsibility.

Each student is responsible for his/her actions and any activities involving Bruce Elementary owned electronic devices, networks, and Internet services, and for his/her electronic device files, passwords, and accounts. These rules provide general guidance concerning the use of the district-owned electronic devices and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents/guardians, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact Bruce Elementary School.

Every device will be enrolled on Bruce's internet security and management program. This will allow Bruce to filter, block, and track student activity on the device to ensure their safety while utilizing school technology.

Acceptable Use

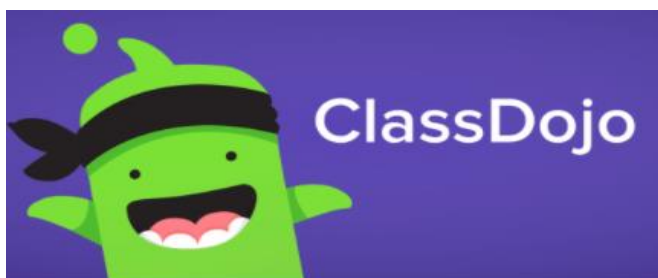
The Bruce electronic devices, networks, and Internet services are provided only for educational purposes and research consistent with Bruce's educational mission, curriculum, and instructional goals.

What systems will scholars use to learn?

(Other systems may be utilized by teachers and will be shared as well)



Microsoft Teams



How will I remember all those passwords?



We will be using Clever for single sign-on to make it easier for families and students.

How will they use each system?



Microsoft Teams

MS Teams is used to join synchronous classes, and gain access to recorded videos.

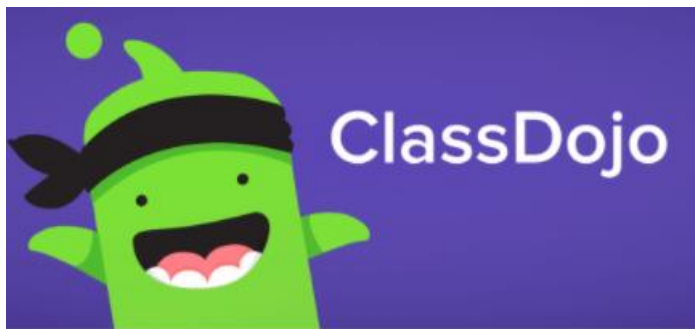
- Students will get be invited to MS Teams by their assigned homeroom teacher.
- Students will log onto their classes via MS TEAMS Monday - Friday.
- Students will be asked to keep their cameras on during the entire class period.
- Students will be asked to stay on mute until they are called upon or speaking in a small group.
- Students will have opportunities to work in small groups via different channels in TEAMS.

- Students & Parents will be trained on how to utilize the Canvas platform to submit assignments.
- Students will submit homework and other instructional material for grades in Canvas.
- Teachers will provide feedback to students work.



Canvas is where students will submit all of their lessons!

How will they use each system?



- Class Dojo will be used to streamline classroom communication for parents.
- Most of our lower grades will utilize Class Dojo.

- I-Ready i-Ready is an interactive online learning environment that will be used to provide individualized instruction.
- Students will engage with iReady daily during Intervention.



- A hands on math problem aligned to Eureka math that teachers will use to provide additional practice with virtual manipulatives and reteaching.



- Covers everything from letters and sounds to reading full sentences.
- Scholars will use the program to practice what they are learning in foundational skills connect classroom and home.



How will they use each system?



- Students will gain access to Mastery Connect for Quarterly Quizzes and Benchmarks.
- Students will engage in Quarterly Benchmarks in Math and Reading for K – 2, and Math, Reading, and Science for 3 – 5.

- LiveSchool will be used to streamline communication for parents in relation to student's behavior and participation.
- Students will use the points earned to purchase items in the Bulldog Store monthly.



- The Bruce YouTube Channel will be used to share school-wide announcements and updates.
- The Morning Announcements and Weekly Updates will stream live on YouTube.

Virtual Attendance Expectations

Bruce Elementary believes that regular attendance is a necessary requirement of all students during this period of at home learning. Attendance will be based on students virtually attending school on each day that it is officially in session.

Daily attendance is required. PLEASE do not allow your child to miss a day of school except for serious illnesses. Excessive absences will be considered a violation of the family-school commitment, and students who miss an excessive number of days may be at risk of being referred to the Truancy Office.

All Absences – “Excused” and “Unexcused” – Are Still Considered Absences

Virtual School Day
8:00 am - 3:15 pm

Attendance taken in
homeroom by 8:30

Tardy after 8:30 am

Synchronous /
Asynchronous
learning throughout
school day

MS TEAMS
attendance taken
and tracked

Missed class/late?
Email your teacher

Family Engagement

Bruce Elementary believes parents/guardians are our partners in the education of children. This is true now more than ever! The important task of educating a child calls for the school, the student, and the family to work together to ensure success. We strive to cultivate positive and productive relationships with all of our families. At Bruce family-school relationships are maintained through:

- Conferences with students, families, and teachers (including three formal parent conferences per year and one family orientation per year)
- Virtual community-wide events, celebrations, and performances
- Teacher-family calls
- Monthly Town Hall
- Newsletters
- Homework, independent reading, and behavior logs



Family Communication

Bruce is focused on clear and consistent communication with all stakeholders. We know that the unknown is often the scariest part of any change. As a result, our goal is to over communicate with our families. We also recognize that not everyone reviews information the same way- as a result we will vary our modes of communication including but not limited to: phone calls, text messages, Facebook, YouTube Videos, recorded videos, Bruce’s Website, Class Dojo, LiveSchool, hard copies (when appropriate). In addition, communication will be provided to parents in English, Spanish, Arabic, and Vietamenese - the primary languages spoken by parents.

Communication is a two-way street. Parents will be able to provide feedback via: surveys, small working groups, and phone calls to the front office. We listen to parent feedback and want to engage actively with them.

Communication	Purpose	Frequency
Letter/Announcements from Dr. Moss	Provide general updates to families, including health information.	Weekly on Mondays
Newsletter from Teachers	Provide general updates on academics, including tips for at-home learning.	Bi-weekly on Fridays
Town Hall with Dr. Moss	Provide an opportunity for parents to give feedback and Bruce leaders to listen and learn.	Monthly
Attendance calls from front office staff	Inform parents when their scholar has been marked absent for the day.	Daily (as needed)
Teacher check ins	Provide updates on student progress (academic and/or behavioral); grading and student work feedback.	Daily via Class Dojo LiveSchool, or Canvas

Contact Information

Need	Who To Contact
<p>Homework, Schoolwork, Grading</p> <ul style="list-style-type: none"> - What is the homework? - How do I find this resource? - What assignments are they missing? 	<p>Teacher- use email or MS Teams</p>
<p>Technology Help</p> <ul style="list-style-type: none"> - My device doesn't turn on or is broken. - I can't log-into ClassDojo. - I can't log into Zoom. 	<p>For general tech support or for specific troubleshooting- call the school 416-4495</p>
<p>Concerns about Social-Emotional Health</p> <ul style="list-style-type: none"> - My student is misbehaving at home. - I'm having trouble getting my student to complete their work during the day. 	<p>Mr. Dow (PK (A-L), KK, 2, 4) DowRL@scsk12.org Mrs. Brookins (PK (M-Z), 1, 3, 5) BrookinsAM@scsk12.org</p>
<p>Family Supports</p> <ul style="list-style-type: none"> - We lost utilities and can't log-in. - What community resources are available for food, health care, childcare, etc.? 	<p>Mr. Dow (PK (A-L), KK, 2, 4) DowRL@scsk12.org Mrs. Brookins (PK (M-Z), 1, 3, 5) BrookinsAM@scsk12.org</p>
<p>Principal</p> <ul style="list-style-type: none"> - General concerns or questions about at-home learning 	<p>Dr. Moss MossA@scsk12.org</p>
<p>Assistant Principal</p> <ul style="list-style-type: none"> - If you feel like your concerns are not being addressed by any staff. - My student has been diagnosed with COVID. 	<p>Mrs. White FowlerWhiteJJ@scsk12.org</p>
<p>General Inquiries about Bruce</p> <ul style="list-style-type: none"> - If you're unable to email call the main office line. Main Office: 901-416-4495 	<p>Mrs. Saulsberry SaulsberryMJ@scsk12.org Ms. Payne PayneSJ@scsk12.org</p>

How can I support my scholar?

Family Support	Example
<p>Vision/Mindset Help your child focus on building autonomy and independence.</p>	<ul style="list-style-type: none"> - Message to your child that “Your job is school during school time, whether at home or at school. At-home learning is still learning and you should put in as much effort, if not more.” - Remind them of the BRUCE values!
<p>Emotional and Physical Health Ensure your child attends at-home school healthy.</p>	<ul style="list-style-type: none"> - Support your child to manage stress. - Communicate immediately to school if any health concerns with child or within family arise. - Support your child to have healthy eating and sleeping habits. - Support your child’s social-emotional health by fostering interactions with others, including virtual or outside socially distanced play dates with peers.
<p>Schedule and Routines Support routines from school by creating similar routines at home.</p>	<ul style="list-style-type: none"> - Begin and end each day with a check-in: “What did you learn today? What are your learning targets/goals? How did you spend their time? What resources do you need? What support do you need?” - Uphold school routines: allow only school to happen during school time, regardless of location of school (no babysitting, errands, video games). - Support student’s daily predictable routines for school, including their uniform top.
<p>Time and Space Ensure your child has learning time and space to work at home.</p>	<ul style="list-style-type: none"> - Establish an appropriate space/location where your child will learn most of the time when working at home (e.g., quiet and away from distractions whenever possible). - Secure the materials from the school and set up your child’s workplace with these materials.
<p>Communication and Support Learn the tools to stay in communication with the school around challenges.</p>	<ul style="list-style-type: none"> - Get to know your scholar’s teacher; reach out to them often. - Learn to use and monitor online platforms (Facebook, Class Dojo, MS TEAMS, YouTube) for announcements, assignments, grades, communication, completion weekly. - Communicate with school around learning challenges, tech challenges, or anything else that may be getting in the way of your child’s learning.

Frequently Asked Questions

Life during COVID-19 is incredibly challenging for all of us right now. We are here to support you and your family with anything you need, whether or not that support is directly related to your child's school experience.

- If you are in need of support for your family, please reach out to one of our Counselors, Mr. Dow (PK (A-L), KK, 2, 4) DowRL@scsk12.org or Mrs. Brookins (PK (M-Z), 1, 3, 5) BrookinsAM@scsk12.org.
- Additional resources for families can be found on our website: <https://schools.scsk12.org/bruce-es>
- Drive Through Five Day Breakfast and Lunch Packages will be available for pickup in the Bruce Car Rider Line near our Cafeteria. Meals may be picked up on Thursdays at 9am-12pm and 1pm-5pm or on Fridays from 7am-9am. Upon arrival on the parking lot, trunks should be open to provide for a contactless delivery of meals. Online Meal Request Forms will be available onsite or can be obtained online. (More information will be provided.)

1. What if I have to work? Who will support my child with at-home learning?

The schedule was designed to have a balance of synchronous (live teaching) and asynchronous (flexible work time). The teacher lessons will all be recorded and available on MS TEAMS. While not ideal, we hope this flexibility will meet the needs of Bruce families. SCS is also working on partnerships with the YMCA for childcare for Essential Workers. Please reach out if you need additional.

2. What if my student has special needs and/or an IEP?

A special support plan will be in place that meets IEP requirements and provides a safe, quality learning environment. A member of the Student Support Team will be contacting the family soon to discuss further.

3. What about screen time?

Our model for at-home learning is based on study and research into best practices for online delivery models. The prevailing research has led Bruce to develop a balanced model of learning that allows students to have a consistent routine, small group instruction, and independent work time with manipulatives.

4. What about uniforms?

Bruce scholars will not be required to wear school uniforms while engaging in at-home learning. However, we want at-home learning to feel as much like school as possible. Therefore, there will be a dress code in place to ensure that appropriate attire is worn daily. Please stay tuned for additional information.