

Peabody Elementary School
Parent Communication- "What to Expect in a Virtual Classroom"

VIRTUAL LEARNING EXPECTATIONS

Virtual Open House/Orientation Schedules:

- Grade Level Teams will host Virtual Meetings the week of August 24th from 5:30 P.M.- 6:30 P.M. Please allow students to join the meeting with you as well. Information and recordings from meetings will be shared on Peabody's school homepage by August 24th. The dates are as follows:
 - MONDAY, AUGUST 24TH: 2ND
 - TUESDAY, AUGUST 25TH: 3RD
 - WEDNESDAY, AUGUST 26TH: 4TH
 - THURSDAY, AUGUST 27TH: 5TH
 - FRIDAY, AUGUST 28TH : KK & 1ST

Parent Pick-up Student Resources and Learning Schedules:

Parents/students will be able to meet their teacher and pick up student schedules, textbooks, workbooks, whiteboards, markers, etc. Please wear a mask and enter through the front door. Follow social distancing guidelines once you enter the building.

- | | | | | |
|--------------------------------------|-----------------|-------------|----------------------------|---------------------------|
| MONDAY, AUGUST 24 TH : | N/A | | | |
| TUESDAY, AUGUST 25 TH : | KK | 3:30-5:00 | 1 ST 5:00-6:30 | |
| WEDNESDAY, AUGUST 26 TH : | 3 RD | 1:30-3:00 | | |
| THURSDAY, AUGUST 27 TH : | N/A | | | |
| FRIDAY, AUGUST 28 TH : | 2 ND | 10:30-12:00 | 4 TH 12:00-1:30 | 5 TH 1:30-3:00 |

PLEASE COME DURING YOUR ASSIGNED DAY/TIME TO ADHERE TO SOCIAL DISTANCING GUIDELINES. IF YOU CANNOT MAKE YOUR ASSIGNED DAY/TIME, WE WILL HAVE A MAKE-UP OPPORTUNITY TUESDAY, AUGUST 25TH FROM 5:00 P.M.-6:30 P.M. THIS WILL BE THE ONLY ALTERNATIVE DATE/TIME YOU CAN PICK UP YOUR CHILD'S RESOURCES. **PLEASE BE AWARE THAT YOU MAY NOT BE ABLE TO MEET YOUR CHILD'S TEACHER IF YOU DO NOT COME AT YOUR DESIGNATED DAY/TIME.**

Uniforms:

Students will not wear uniforms virtually. How to Dress for Learning Expectations each day are as follows:

- Must wear a shirt
- Shirt must have sleeves
- No inappropriate/obscene language or logos on clothing
- Must have on appropriate bottoms
- Must have on shoes



Peabody Elementary
Global Learning in the Heart of Midtown

The Daily/Weekly Schedule:

PEABODY ELEMENTARY VIRTUAL MASTER SCHEDULE

	KK		1 st		2 nd		3 rd		4 th /5 th
8:00-8:15	Equipment Check/Announcements	8:00-8:15	Equipment Check/Announcements	8:00-8:15	Equipment Check/Announcements	8:00-8:45	Equipment Check/Announcements/Intervention	8:00-8:45	Equipment Check/Announcements/Intervention
8:15-8:30	Morning Mtg.	8:15-8:30	Morning Mtg.	8:15-8:30	Morning Mtg.	8:15-8:30	Morning Mtg.	8:15-8:30	Morning Mtg.
8:30-8:40	Calendar Math	8:30-8:40	Calendar Math	8:30-9:20	Support	8:30-9:35	ELA/Math/SS/Sci.	8:30-9:35	ELA/Math/SS/Sci.
8:40-9:10	Phonics	8:40-9:10	Phonics	9:20-9:25	Break	9:35-10:05	Writing/Workstations Synchronous/Asynchronous	9:35-9:40	Break
9:10-9:20	Grammar	9:10-9:20	Grammar	9:25-9:35	Calendar Math	10:05-10:20	Break	9:40-10:45	ELA/Math/SS/Sci.
9:20-9:30	Break	9:20-9:30	Break	9:35-10:05	Phonics	10:20-11:20	ELA/Math/SS/Sci.	10:45-11:05	Recess
9:30-10:20	Support	9:30-10:25	ELA/SS/Sci.	10:05-10:15	Grammar	11:20-11:55	Writing/Workstations Synchronous/Asynchronous	11:05-11:35	Lunch
10:20-10:30	Break	10:25-10:30	Break	10:15-10:25	Break	11:55-12:25	Lunch	11:35-12:40	ELA/Math/SS/Sci.
10:30-11:30	ELA/SS/Sci.	10:30-11:20	Support	10:25-11:20	ELA/SS/Sci.	12:25-12:45	Recess	12:40-12:45	Break
11:30-12:00	Lunch	11:20-11:50	Lunch	11:20-11:50	Lunch	12:50-1:40	Support	12:45-1:50	ELA/Math/SS/Sci.
12:00-12:20	Recess	11:50-12:10	Recess	11:50-12:10	Recess	1:40-2:40	ELA/Math/SS/Sci.	1:50-1:55	Break
12:20-12:40	Writing Synchronous/Asynchronous	12:10-12:40	Writing Synchronous/Asynchronous	12:10-12:40	Writing Synchronous/Asynchronous	2:40-3:00	Writing/Workstations Synchronous/Asynchronous	1:55-2:45	Support
12:40-1:15	Workstations Synchronous/Asynchronous	12:40-1:10	Workstations Synchronous/Asynchronous	12:40-1:10	Workstations Synchronous/Asynchronous	3:00-3:30	Office Hours	3:00-3:30	Office Hours
1:15-2:15	Math	1:10-2:15	Math	1:10-2:10	Math				
2:15-3:00	Intervention	2:15-3:00	Intervention	2:10-3:00	Intervention				
3:00-3:30	Office Hours	3:00-3:30	Office Hours	3:00-3:30	Office Hours				

- Third-Fifth Grade Students Intervention will be Pull-outs for Tier II & III and additional support from 8:00-8:45 2/3 days a week
- Fourth/Fifth Grade Workstations (Synchronous/ Asynchronous) will occur the last 30 minutes of Science/SS Block
- Fourth/Fifth Grade ELA teachers will incorporate Writing within the 30 minutes Workstation (Synchronous/ Asynchronous) time in the Science/SS Block
- Fourth/Fifth Grade will dedicate the entire Science/SS to writing on Monday or Friday with a Science/SS focused topic
- Office Hours for Parents/Students to contact teachers with concerns/questions/support will be Monday-Thursday 3:00 P.M.-3:30 P.M.

PEABODY ELEMENTARY SAMPLE KK GRADE VIRTUAL SCHEDULE

TIME	SUBJECT	ACTIVITY
8:10-8:15	Equipment Check	Turn on Computers, check/mute microphone
8:15-8:30	Greeting, Morning Meeting	Daily Social Emotional Learning and Setting Learning Expectations/Norms for the Day
8:30-8:40	Calendar Math	Teacher and Students review patterns, tally marks, place value, and skip counting
8:40-9:30	ELA (Wonders Curriculum)	<p>2-3 mins. How will you excite the students about learning today?</p> <p>7-8 mins. Mini Lesson/Do Now from Q4 missed standards</p> <p>20 mins. Phonics/Word Works (Students use Whiteboards)</p> <ul style="list-style-type: none"> • Matching Letter to Sounds • Producing Sounds to Letter • Decoding/Segmenting CVC Words <p>Word Work</p> <ul style="list-style-type: none"> • Dolch/High Frequency Words • Reading Decodable Readers <p>10 mins. Grammar</p> <p>10 mins. BREAK</p>
9:30-10:20	Support	Art, Music, P.E., Library, Russian
10:20-10:30		10 mins. BREAK
10:30-11:30	ELA Continuation (Wonders Curriculum)	<p>60 mins. Whole Group Comprehension</p> <p>Introduce Objective (5-7 mins)- Concepts, Activate Prior Learning, and Tier 2 & Tier 3 Vocabulary</p> <p>Gradual Release:</p> <ul style="list-style-type: none"> • I Do (8-10 mins.)- Teacher uses Read Aloud text to model strategies to use text evidence to ask and answer questions • We Do/They Do (15-20 mins.)- Students practice with teacher using the same strategies supported by textual evidence • You Do (15 mins.)- Students work

		<p>independently with text using the same strategies supported by textual evidence</p> <p>5 mins. Closure- Exit Ticket (What did you learn today? What strategies did you use? Provide an example of how you used your strategy?)</p> <p>5 mins. BREAK</p>
11:30-12:00	Lunch	Eat a healthy meal!
12:00-12:20	Recess	<p>2 Days students will hang out on Microsoft Teams to chat (Social Emotional Connection)/</p> <p>3 Days students will have recess on their own</p>
12:20-12:40	Writing	Teacher and students will work together with Shared/Independent Writing- (Synchronous/Asynchronous)
12:40-1:15	Workstations	<p>Teachers will meet with 2 groups a day for (15 mins.) each for differentiated instruction to meet their needs. There will be 3-5 students within a small group.</p> <p>Mini-Gradual Release Lesson</p> <ul style="list-style-type: none"> • Teacher communicates lesson objective (2 mins.) • Teacher models (3 mins.) • Teacher and students demonstrate using strategies together (3 mins.) • Students work independently to demonstrate using strategies (4 mins.) • Teacher reviews assessment and provides feedback within Closure (3 mins.) <p>Other students will work Asynchronous</p> <p>5 mins. BREAK: Quick Shake it Off Break</p>
1:15-2:15	Math (Eureka Math Curriculum)	<p>60 mins. Whole Group</p> <p>7-8 mins. Mini Lesson/Do Now from Q4 missed standards</p> <p>2-3 mins. How will you excite the students about learning today?</p> <p>5-10 mins. Number Talks (K-2 Only)</p>

		<p>Teacher and Students build fluency with composing and decomposing numbers 5 mins. Fluency/Sprint (when designated in lesson)</p> <p>Introduce Objective (5-7 mins)- Concepts, Activate Prior Learning, and Tier 2 & Tier 3 Vocabulary Gradual Release:</p> <ul style="list-style-type: none"> • I Do (10-15 mins.)- Teacher will build Concept Development by modeling strategies • We Do/They Do (10 mins.)- Continuation of building Concept Development with students demonstrating how to use strategies with teacher. Teacher chooses select problems. • You Do (15 mins.)- Students work independently to apply their learned strategies in a new way <p>5 mins. Closure- Debrief/Exit Ticket (What did you learn today? What strategies did you use? Provide an example of how you used your strategy?)</p>	
<p>2:15-3:00</p>	<p>Intervention ELA/Math</p>	<p>Teachers will meet with 2 groups a day for (20 mins.) each for differentiated instruction to meet their needs. There will be 3-5 students within a small group.</p> <p>Mini-Gradual Release Lesson:</p> <ul style="list-style-type: none"> • Teacher communicates lesson objective (2 mins.) • Teacher models (5 mins.) • Teacher and students demonstrate using strategies together (5 mins.) • Students work independently to demonstrate using strategies (5 mins.) • Teacher reviews assessment and provides feedback within Closure (3 mins.) <p>Other students will work Asynchronous with</p>	

		Iready Lessons
3:00-3:30	Office Hours	Parents/students can schedule times via Microsoft Teams to meet with Teacher for additional questions/support

Student schedules will be provided to parents during Student Resource Pick-Up Day during the week of August 24th

Teacher Microsoft Teams Expectations:

- Each teacher will teach their subject areas to their designated homeroom students via Microsoft Teams.
- Students will receive Microsoft Teams Invitations to sign on for class.
- Students will engage in synchronous and asynchronous learning, they can leave and return back using the same link for the virtual school day.
- Students will develop classroom Learning Norms to create a respectful learning environment.
- To support parents, District Microsoft Trainings are being conducted by SCS. Please check SCS website for days/times www.scsk12.org

Homework:

- Assign Monday-Thursday to reinforce skills taught during daily instruction.
- Review Sight Words, Fry Words and Dolch word packets to practice each night in preparation for Weekly Sight Word Assessments.
- Additional Homework for Opportunities to Earn Incentives:
- Complete (1) Iready Reading and (1) Iready Math per week
- Read AR books to earn Accelerator Reader points

Personal Interaction with the Teacher(s):

- Students will interact with teachers via Microsoft Teams
- Parents may interact with teachers via individual video conferences via Microsoft Teams during Office Hours from 3:00 P.M.-3:30 P.M. Monday-Thursday. Parents will email teacher to schedule Office Hours appointments.
- Teachers will communicate with parents via telephone conferences or virtual conferences.

Teacher feedback to the student and parent:

- Teachers will email a weekly Newsletter which will contain homework, Sight Words, helpful website resources, etc.
- Teachers will provide students with consistent verbal feedback.
- Teachers will provide written feedback on assignments via OneNote in Students Notebooks.
- Teachers will communicate Weekly Progress via email.

Interaction with Peers:

- Students will interact with peers during Morning Meeting from 8:15 A.M.-8:30 A.M.
- Students will socialize with peers (2x) a week during recess using the Microsoft Teams platform.
- Students will utilize the Chat box and Raise Hand feature to communicate during instruction.
- Students will share their feedback using white boards.

Tutoring and Assistance When Needed:

- Tutoring and additional support will be provided to students during Intervention time and Interventionists may pull students for additional assistance.
- Students may schedule appointments to meet with teachers during Office Hours from 3:00 P.M.-3:30 P.M. Monday-Thursday.

Special Education Services and 504 Support:

- The Special Education teacher will provide inclusion and assist students in virtual classrooms as well as pull students per their IEP goals/hours.
- Students with an IEP or 504 will continue to receive their accommodations within the virtual classroom according to their individualized plans.

CLUE Support:

- Students will receive instruction from their CLUE teacher using the Microsoft Platform.

Electives and Exploratory:

- Students will participate in Art, Library, Music, PE, and Russian 5 days per week.
- Computer Lab will be provided to Grades 3-5 only for Synchronous/Asynchronous learning.

How You Will Receive School News and Updates:

- Parents will receive weekly newsletters via email from their child's designated homeroom teachers.
- Parents will receive a weekly Digital Peabody Newsletter with school-wide announcements and updates
- Peabody Elementary school website: <https://schools.scsk12.org/peabody-es>
- Facebook: Friends of Peabody: <https://www.facebook.com/peabodyelementary/>
- Facebook: Peabody Elementary School: <https://www.facebook.com/PeabodyEagles/>
- Parents will receive robo-calls/texts/emails with updates

Who Will You Call for Technology Support:

- Please call the school at 416-4606 from 8:00 A.M.- 3:00 P.M. Monday-Friday for tech support or SCS Tech Support @ 416-5300.
- Email your child's teacher immediately if your child drop's internet service or cannot access the platform.

Who Will You Call If You're Worried About Your Child's Social and Emotional Health:

- Parents may call Mrs. Turner (Professional School Counselor) at (901) 609-3948 or email at turnertl@scsk12.org

Who Will You Call If You're Concerned About Your Child's Academic Progress:

- Parents' first point of contact will be their child's teacher.
- Parents' second point of contact will be designated Content Area teacher.
- If concerns are not addressed, parents may contact Mrs. Nelson at (901) 416-8855 or via email at nelsonmc@scsk12.org

School Supplies:

Parents should maintain the following supplies in their homes to support students' educational efforts in the virtual environment:

- 1 plastic pencil box
- 2 pkgs. of pencils
- 1 pkg. of cap erasers for pencils
- 1 handheld pencil sharpener
- 1 box of crayons - 24 count
- 1 box of washable markers
- 4 glue sticks
- 2 highlighters (grades K-5)

- 6 spiral composition books (grades 1 -5)
- 2 folders with pockets to store completed work
- 2 writing tablets
- 1 spiral composition book Kindergarten only 1 pair of blunt scissors

Learning Platforms and How to Use Them:

- Students will use Microsoft Teams as their primary learning platform. Additionally, students will have access to virtual textbooks as available. Individual homeroom teachers may incorporate additional platforms/programs that will be explained during Virtual Open House Meeting.
- Check SCS website to register for Parent Microsoft Teams training classes to help support your child.

What to Expect When Arriving to Peabody Elementary School Campus

Visitor/School Parking Procedures

Visitors to Peabody Elementary School will park in front of the school on Young. Parents will need Picture ID. Ring the front door buzzer and state the nature of your visit. The Office staff will answer the buzzer and allow entrance into the building. NO ONE WILL BE ALLOWED IN THE BUILDING WITHOUT A FACE MASK.

- Before admittance into the building, a member of the Peabody COVID Screening Team will perform the following screening upon entrance into the school:
 - Temperature check
 - COVID Screening Questionnaire
 - **Visitors will be asked to leave campus if there is a failure to meet any of the above screening standards**
- All visitors must present valid identification to office staff upon entrance into the building.

Breakfast and Lunch

Drive Through Five Day Breakfast and Lunch Packages will be available for pickup by the cafeteria door on the loading dock side of school.

Meals may be picked up on the following days:

- Thursday from 9:00 A.M.- 12:00 P.M. & 1:00 P.M.-5:00 P.M.
- Friday from 7:00 A.M.-9:00 A.M.

Upon arrival on the parking lot, breakfast and lunch for the entire week will be distributed to ADULTS.

Tardies

Parents of students who do not log into Microsoft Teams lessons by 8:15 A.M. will receive a phone call from a designated Peabody Elementary School staff member no later than 9:00 A.M. daily. Please make sure your child is checking their equipment for sound, computer working, etc. between

	8:00 A.M.-8:15 A.M. to ensure they are ready to start on time with not technical problems.
Absences	<p>Parents of students who are absent will receive notification via a Blackboard Messenger phone call and/or text message. Parents should email excuse notes to homeroom teacher and Professional School Counselor, Mrs. Turner, at turnertl@scsk12.org within 2 days of the absence.</p> <p>IT IS VITAL THAT STUDENTS ATTEND CLASS THE ENTIRE GRADE BECAUSE A PARTICIPATION GRADE WILL BE GIVEN FOR EACH SUBJECT EVERY DAY. STUDENTS ARE EXPECTED TO STAY ON THE LESSON THE ENTIRE TIME AND PARTICIPATE.</p>