WELCOME to the 2020-2021 School Year!

Brown School Virtual Learning Plan

Brown Elementary School
National School of Character
Principal Melanie Davison

JUNIOR HAWKS
Hello Wonderful Brown School families,

Brown Elementary's motto is “It’s our differences that make us unique and special.” This school year is unique, but how we are approaching it is how we will make it special. The following Implementation and Operational Plan is an outline of our practices and procedures for you, in addition to HSD's Reopening Pandemic Plan. To find out more information, please click the tabs on the side.

During these unprecedented times, we understand there will be challenges, however we hope this plan will help you understand our procedures and navigate through this school year.

Please, feel free to contact me if you have any questions, thoughts, or concerns.

Sincerely,

Mrs. Melanie Davison
Brown Elementary Principal
mdavison@hazelwoodschools.org
314-953-4100
School Information

- **School Hours**
  - Kdg - 5th grade 8:50am - 3:50pm

- **Principal**
  - Mrs. Melanie Davison 314-953-4101

- **Assistant Principal**
  - Mr. Steven Cook 314-953-4104

- **Area Coordinators**
  - Ms. Ann Hawkey 314-989-8201
  - Mrs. Emily Moxey, DHH 314-989-8274

- **Instructional Coordinator**
  - Chris Spanberger - 314-953-4127

- **Main Office** 314-953-4100
  - Mrs. Patty Treat, Principal’s Secretary
  - Mrs. Carolyn Daily, Attendance Clerk

- **Counselor**
  - Ms. Tonya Jackson 314-953-4108

- **Social Worker**
  - Zabrina Hamilton 314-953-4107

- **School Nurse**
  - Ms. Ashleigh Tesha 314-953-4160

More school information can be accessed at the following:

- [https://www.hazelwoodschools.org/Page/15](https://www.hazelwoodschools.org/Page/15)
- [https://www.facebook.com/424926810913330/](https://www.facebook.com/424926810913330/)

Melanie Davison
Principal

Steven Cook
Asst. Principal
Virtual Learning

A virtual school day will look very similar to a regular school day, with the exception of students not being in the actual school building. Students will complete their work with their teachers virtually from their homes on their chromebooks.

Our virtual day will be from 8:50-3:50. Students are expected to log in to their Google Classroom at the start of the day. Students will not be expected to be staring at a screen the entire time, planned breaks and activities will be implemented by the teacher. **Student’s login is their student id number,** which can be found in SIS and **password is HSD followed by their birthday.** For example, HSD092508.

Students will meet their teacher(s) daily for their live lessons. All lessons will be recorded and can be accessed at a later time if needed.

Students will complete assignments both online and while offline. Brown will also be providing both online and offline educational materials, such as work books, trade books and educational manipulatives.

Students will be expected to submit assignments, homework and projects as requested by the teacher.

We are asking our students to be fully engaged in the virtual lessons. We want to see them asking questions, participating in discussions and being an active learner. We know your children are capable of doing their best and work to their fullest potential.

Teachers will establish norm etiquette for virtual learning and how to conduct themselves while on the computer. All norms will encompass our character words of the month.
All students are utilizing Google Classroom and teachers will give students a Google Meets link for the day or each subject, which will allow students to join the teacher virtually. Each teacher has received a web camera. With the camera, a teacher can do things such as demonstrate a science experiment for students, make a video for students, present to students with a side by side view of the screen and the teacher, record and edit lessons for students, and much more to engage students while they are learning at home.

Please aware students should not return to Google Meet links without an adult present on the screen, i.e. classroom teacher, teacher assistant or school staff member.

Virtual Learning Daily Schedule Sample

Listed below is a sample day for our K-5 students. Every grade level will have different special areas classes daily, as they did when physically attending school.

8:50 - 8:55 Morning Meeting w/Principal & Administration Team
8:55 - 9:15 Mindfulness & Community Class Meeting
9:00 - 10:30 Reading
10:30-11:25 Special Areas (Art, Music, PE or Library)
11:25 - 12:30 Lunch & Recess
12:30 - 1:15 Writing
1:15-2:15 Math
2:15 - 3:15 Science
3:15 - 3:25 Recess
3:25 - 3:55 Social Studies
In order to ease staff and families into 100% virtual learning, we are having the first week to be a transitional week. Listed below is our calendar for our transitional week.

Monday, August 24th - First day of school for every student.

Tuesday, August 25th - No Instruction for students

Wednesday, August 26th - Instructional day of school for every student.

Thursday, August 27th - No Instruction for students

Friday, August 28th - No School/Parent Orientation Day

Monday, August 31st - Instructional day of school for every student.

Tuesday, September 1st - Instructional day of school for every student.

Wednesday, September 2nd - Instructional day of school for every student.

Thursday, September 3rd - Instructional day of school for every student.

Friday, September 4th - No Instruction for students - Professional Development for Staff

Monday, September 7th - Labor Day - No School
Please find the district calendar below:


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PTA Virtual Meetings

Please join Brown Elementary PTA. We value your support and your voice. With your voice we can advocate for all children.

Each meeting is the second Tuesday of each month.

Due to social distancing, PTA meeting will be held virtually.

Please reach out to Brown Elementary’s PTA President, Shrmichaels Hunter, shrmichaels@hotmail.com.
It is vital to your child’s education that they attend school daily. Our teachers will take attendance at the start of the school day (8:50) and will continue to monitor attendance throughout the day for each content area.

Parents/Guardians will be contacted for students not attending the virtual instructional lessons with the teacher.

We encourage families to create a structured work space for your child to work at each day. If your child is continuing to struggle to log on, please contact your child’s teacher by email or by calling the office at 953-4100. We will provide support in any way possible.

Please contact the Brown School Attendance Line or email the school if your child is ill or will not be attending school that day.

Brown Elementary School Attendance Line 314-953-4140

Brown Elementary School Attendance Email cdaily1@hazelwoodschools.org
Assigned student work will be graded and posted in Parent Portal within 1 week. Our grading procedures will be the same as they have always been, some assignments will be assessed and some assignments will be more about the participation. Grades will be taken for all subject areas. Our staff will strive to give strong feedback to you and your children on a regular basis. This feedback could be either written or verbal.

Teachers will follow all IEP, 504, and/or EL modifications in reference to classwork and grading. Late work will be accepted in all courses.
Communication

Communication is vital to a successful home-school partnership.

Brown Elementary School:
- Daily morning videos
- Weekly emails and autodials
- Zoom/Google Meet meetings

Brown Elementary Staff:
- Communication with parents daily
- Respond to phone calls and emails within 24 hours (Monday- Friday)

Brown Parents:
- Communicate with classroom teachers
- Respond to teacher/staff phone calls and emails as soon as possible

We appreciate all parent support in creating a successful home-school partnership.

Please reach out to anyone at Brown Elementary if support is needed.

Main number: 953-4100
Questions/Answers

When will my child find out who his/her teacher is? Teacher assignments will be shared through Parent Portal (SIS) on Thursday, August 20th. In order to have the least amount of changes for our students, teacher assignment is based on if a family chose 100% virtual or the hybrid in-person model should we return to in-person learning. Some teachers have been assigned to a new grade level and/or assigned to teach virtually all school year to accommodate student needs. This school year is unlike any school year ever before and your patience is so very appreciated.

What if my child is not able to log into the GoogleClassroom at 8:50 am? We understand that there will be challenges for some families with the all virtual learning platform. We encourage you to try and establish access for your child to participate daily as the teacher will be present to support your child’s learning. However, when circumstances do not allow for your child to participate from 8:50-3:50 pm daily, please communicate with your child’s teacher. It will be extremely important to keep those lines of communication open so that your child’s teacher & other staff can best meet the needs of your child and help support their academic growth as always.

When will we return to in-person learning? HSD Board of Education, district educational plans will be re-evaluated at the end of each quarter to determine when it is safe for our students and staff to return to in-person.
Questions/Answers

Who do I contact with a question about an assignment? Please reach out to your child's teacher first. If you need additional support, please contact the main office to speak with the principal or one of the members of the administration team.

What if my child needs additional help/support? Teachers have the capability to record their direct instruction lessons and share to the Google Classroom for students to use as review. We will also work with students in small groups to help support specific skills needing additional support. HSD is also establishing a Homework Hotline to help support students with questions about assignments in the evening. As always, communicate with your child's teacher or a Brown School staff member for specific questions and/or concerns.

Questions/Answers

What do I do if my child's Chromebook breaks? If your child's chromebook should need repair, CLICK HERE for information.
Who can help me with things beyond the classroom? Brown Elementary School's first and foremost concern is the safety and well-being of all our students and families. Please find available Covid-19 student and family resources here:

https://docs.google.com/forms/d/1i3MsNg2MFKQAUxha7hxcjVUhzM7Zigkg9AF9J64F2mho/edit?usp=sharing

https://www.hazelwoodschools.org/Page/7457

https://mopta.org/resources-for-families-during-school-closures/

What is the Grab & Go Schedule? Here is the link to the schedule. Please reach out to either our school counselor or social worker, if more resources are needed.
Thank you!

As always we will continue to live by our Brown School Mission and Vision.

**Brown School Mission**: “Our mission at Brown Elementary is to promote the highest level of student achievement for all learners and to have a community built on respect and responsibility.”

**Brown School Vision**: “Brown Elementary will be a nurturing, collaborative community where students, staff, parents, and community members all work to foster “creative, critical, and analytical thinkers.”

**Brown School Core Values**: At Brown Elementary we are family. We care about and show respect for each other. We take responsibility for all our actions. This is who we are, even when no one is looking.