

2020-2021 Parent Virtual Handbook



*The Secret of Change Is to Focus All of Your Energy,
Not on Fighting the Old, But on Building the New!*

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(901)416-4566 Fax (901)416-4492

IDLEWILD ELEMENTARY SCHOOL

Empowering Learners, Developing Leaders, Celebrating Diversity

IDLEWILD ELEMENTARY VIRTUAL LEARNING PLAN

Idlewild recommends that parents should be prepared to support their child's learning each day by planning to be available whenever they need assistance. This will ensure that learning will be supported by both the online instructors and the adult present within the home setting.

- Each participating student will be receiving a District-issued Surface Pro Go tablet without Keyboard (K-2) or Surface Pro Go Tablet with Keyboard (3-5).
- All assignments will be communicated through the District's learning management system, CANVAS or through Microsoft TEAMS.
- Idlewild Virtual students will be provided classroom materials such as textbooks, workbooks, and other materials as necessary prior to August 31st.
- Communication for parents will occur primarily through Microsoft TEAMS and email.

SYNCHRONOUS & ASYNCHRONOUS INSTRUCTION

Idlewild will engage scholars in both asynchronous (in-person and virtual students learning at all different times) as well as synchronous (all students in-person and virtually learning at the same time during school hours).

Idlewild must follow the Tennessee Department of Education's directive for a total of 6.5 hours of instructional time per day.

INSTRUCTIONAL DAY (8:15 am – 3:15 pm)

All virtual students are expected to be present according to the instructional schedule from 8:15 am until 3:15 pm. Idlewild's virtual instruction day will be closely aligned with the our traditional "in-person" model. Please note that not all instructional minutes will occur online. The following will also make about portions of the instructional day:

- Independent practice
- Independent reading time
- Independent writing time
- Independent Project-based learning



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STUDENT ATTENDANCE

Student attendance will be monitored by the teacher every morning beginning at 8:15 am and recorded in Power School by our General Office Secretary. If a student is not logged on and present in their assigned teacher's Microsoft TEAMS virtual classroom by 8:30 am, they are considered tardy. Students not logged in for an entire school day will be considered absent. In the instance of a student absence, please submit a student excuse note via email to your child's teacher with 48 hours of the absence.

If there are issues with the internet or computer, you must inform the teacher via email within 24 hours for attendance review.

ON-LINE LEARNING PLATFORMS

This school year, Idlewild will utilize several online tools to engage scholars in virtual instruction. Below are the names and a brief description of their function:

- **Microsoft TEAMS:**
 - Live Video meetings platform for instruction
 - Communication tool for 2-way conversations between teacher and student/parent
 - Breakout rooms and small group instruction
- **CLEVER:**
 - Clever is an easy way for your child to log in and learn with all of the online programs they use at school. Programs such as iReady, Khan Academy, Typing.com, etc. are located within the CLEVER portal
- **CANVAS:**
 - Canvas is a course management system that supports online learning and teaching. It allows teachers to post grades, information, and assignments online.
- **Student Notebook/Class Notebook:**
 - Each student has a private notebook viewable only by the teacher and student. The teacher determines notebook sections and can upload files to engage students in the lesson.
- **Microsoft Forms:**
 - Teachers can create forms to capture responses during lessons or activities and embed it within each student's notebook. This can be used as a self-graded assignment. The student and teacher can view the results immediately.
- **Florida Virtual Learning Schools:**
 - Supplemental online resource that teachers may use to help students make-up missed lessons or supplement learning needs.
- **Power School:**
 - Parents can view student grades, assignments and attendance in preparation for reporting periods (Progress Reports, Report Cards, etc.) Parents can also update contact information in order to ensure appropriate contact can be made between home and school.



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IDLEWILD VIRTUAL STUDENT EXPECTATIONS

All Idlewild Eagles are expected to SOAR in their virtual classrooms, just as they would if they were in the building. Below are the overall student expectations for virtual instruction. Each grade level will provide all parents with specific guidelines that are developmentally appropriate for their children. When engaging in virtual instruction, students should:

Complete daily check-in activity promptly: After students login, respond to any prompts on the screen or directions from the teacher in the chat box

Mute yourself when not speaking: Microphones can pick up minor background noises, like coughs, sneezes, or typing. These sounds can easily distract other video conferencing participants. Use the "Raise Hand" button student to speak

Close any open browser windows: For best functionality, students should close all open browser windows during instruction and use the Microsoft Teams App.

Be on time and fully engaged: This one should be standard with any meeting, video or otherwise. You should be present on camera in your home workspace during the entire teleconferencing /virtual teaching session. Be sure you are engaged in the meeting and not doing other activities such as video games, eating, social media, playing with siblings or pets, etc.

Ensure your technology works correctly: You need to do a few test runs before the actual classroom session begins. Find someone willing to help, and make sure you understand the process fully before joining your first virtual class. This will make sure everything runs smoothly during the instructional time.

Meet in the appropriate setting: Refrain from participating in virtual lessons while in the bedroom or restroom. If you do not have a quiet space to work, work at a table or in a living room. You may use the standard backgrounds provided within Microsoft Teams if applicable.

Have Everything You Need Ready: Complete any pre-work assigned by the teacher. Have any homework ready to be turned in. Have notebooks, pencils, or pens available at your work area.

Wear school-appropriate clothing: School uniforms are not required for virtual learning (uniforms can be worn if preferred). Students must wear appropriate clothing to all virtual classrooms. Pajamas, tank tops, shirts with inappropriate pictures or words, etc. are not proper attire while learning virtually.

Frame the camera correctly: When you're on video, make sure you frame your camera in a way that feels natural and allows you to look at the camera. Sit at eye level to the lens and try to position yourself so that it shows midsection up.

Have the right light: Poor lighting conditions have an enormous effect on the video quality. You want to make sure that there is enough light in the room you're in so that your video isn't grainy and unclear.



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Look into the camera: A common mistake is looking at the video feed instead of the camera when speaking to a remote participant. While it may seem like the right thing to do, it actually makes it appear as if you're looking off and not paying attention. When necessary, quickly return back to the camera so you can appear to be engaged. When responding to the teacher or classmates, ensure that you are looking at the camera to provide appropriate "eye contact" in the virtual setting.





Please know that it is okay if the internet stops working or you lose your connection.

We Expect Our Scholars To...	We Do Not Expect Our Scholars To..
Be leaders	Follow along with any negative influences from others
Be active participants during virtual instruction	Become passive learners... not paying attention or engaging in leisure activity during school hours
Provide constructive, positive feedback to classmates when applicable both verbally or in the chat feature	Provide negative or malicious feedback or comments to classmates verbally or in the chat feature
Utilize the device & online resources to enhance the learning experience for research and sharing	Misuse the device or online resources by engaging in off-task activities during instructional time
Think outside the box (have a growth mindset)	Be closed minded to trying new methods of learning
Embrace mistakes... they are a critical component of the learning process!	Give up on learning after the first failed attempt



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S.O.A.R. VIRTUAL LEARNING MATRIX	
S SAFE	 <ul style="list-style-type: none">Follow instructionsWait for your turn to speak or contributeUse the raise your hand featureMinimize distractionsUtilize chat features appropriately
O ORGANIZED	 <ul style="list-style-type: none">Log in on timeBe present/actively engagedOrganize your materialsSet daily goalsMake yourself visibleHave a backup plan if you get disconnected
A ACCOUNTABLE	 <ul style="list-style-type: none">Complete tasks on time/Stay on top of assignmentsBe preparedComplete preparation workReach out to the teacher for helpShare and collaborateWrite in complete sentencesCreate a schedule/space to complete assignments (something about time and space management)
R RESPECTFUL	 <ul style="list-style-type: none">Mute microphone when others are speakingRespect others' perspectivesUse kind wordsUse proper text etiquette (i.e., ALL CAPS, bold, Italics, sarcasm/jokes, etc.). Can be misinterpreted in a digital spaceHelp each other during group assignments and in designated meeting roomsResolve conflict peacefully



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VIRTUAL SCHOOL PARENT EXPECTATIONS

Idlewild faculty and staff know that in order for our children to be successful, we must continue to strengthen our partnership. Parents and family members will play a critical role in supporting students during this time. In any online setting, the commitment of the parents to the educational process directly enhances the student's learning success.

In order for a successful partnership that will lead to enhancing the learning process, Idlewild is asking all parents to assist children by:

- Ensuring children are logged into Microsoft TEAMS by 8:15 each day for virtual instruction
- Making sure alcohol, weapons or illegal items are not present on camera. Cluttered and untidy surroundings will distract from the main objective of the call and may cause participants to assume that you're disorganized, unprepared, and turn in sloppy work.
- Ensuring the tablets/laptops are charged daily and/or remain on the charger during instructional hours.
- Maintaining regular communication with your child's teacher(s) via Microsoft TEAMS or Email.
 - Notify teachers in advance of planned absences (i.e. doctor visits, trips, etc.)
- Monitoring your child's work time to ensure they are spending the appropriate amount of time completing the daily assignments
- Ensuring your child is spending adequate time on the courses and is progressing each day through the prescribed instructional activities.
- Reading all the classroom expectations and procedures.
- Avoiding the interruption of instruction, if you have a question or concern, please contact your child's teacher to setup a conference.
- Ensuring your child takes breaks according to the schedule
- Assisting your child with becoming computer literate
 - Basic Keyboarding – recommend Typing.com for 15-30 min daily after school (accessible through CLEVER)

LUNCH PICK-UP AT IDLEWILD

All students will have a 30 min lunchtime/exercise time in their daily schedule. Students are not required to be on the computer during this time, however please do not log out of Microsoft Teams. You can turn off the Microphone and Camera for privacy. If the computer has not been charging, please use this time to recharge.

Lunch will be provided free of charge for pickup at Idlewild Elementary School. Please see the information below:

- Pickup days:
 - Thursday 9:00 am – 12:00 pm
 - Thursday 1:00 pm – 5:00 pm
 - Friday 7:00 am – 9:00 AM
- Breakfast and Lunch Meals will be provided for 5 days and will include preparation instructions if necessary.
- The cafeteria will accommodate special diets for students per current diet prescription



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The Leader In Me & Social Emotional Health

We will continue our journey in Leadership with our children and work to ensure that we continue to promote the love of learning in all of our children. We will continue to teach our children The 7 Habits of Happy Kids by Sean Covey (also known as the 7 Habits of Highly Effective People). Our teachers will conduct a Morning Meeting/Huddle each morning from 8:15 – 8:30 to build the Social Emotional health of all of our children. Our foundation in the Leader in Me will be our guiding message weekly and within our Morning Meeting/Huddle.

Our school counselor will provide classroom lessons and continue with small group lessons to support our Idlewild community.

The 7 Habits of Happy Kids



Habit 1- Be Proactive: You're In Charge

I am a responsible person.
I take initiative.
I choose my actions, attitudes, and moods.
I do not blame others for my wrong actions.
I do the right thing without being asked, even when no one is looking.

Habit 2- Begin with the End in Mind: Have A Plan

I plan ahead and set goals.
I do things that have meaning and make a difference.
I am an important part of my classroom and school.



Habit 3- Put First Things First: Work First, Then Play

I spend my time on things that are most important.
I say no to things I know I should not do.
I set priorities, make a schedule, and follow my plan.
I am self-disciplined and organized.

Habit 4- Think Win-Win: Everyone Can Win

I want everyone to be a success.
I don't have to put others down to get what I want.
When a conflict happens, I look for a third solution.
I believe that we all can win!



Habit 5- Seek First to Understand Then to be Understood:

Listen Before You Talk

I listen to other people's ideas and feelings.
I try to see things from their viewpoints.
I listen to others without interrupting.
I share my opinions and ideas.



Habit 6- Synergize: Together Is Better

I know that everyone is good at something.
Everyone needs to get better at something.
We can all learn something from each other.
Working in groups helps to create better ideas than what one person can do alone.



Habit 7- Sharpen the Saw: Balance Feels Best

I take care of my body by eating right, exercising and getting sleep.
I learn in lots of ways and lots of places, not just at school.
I take time to help others.



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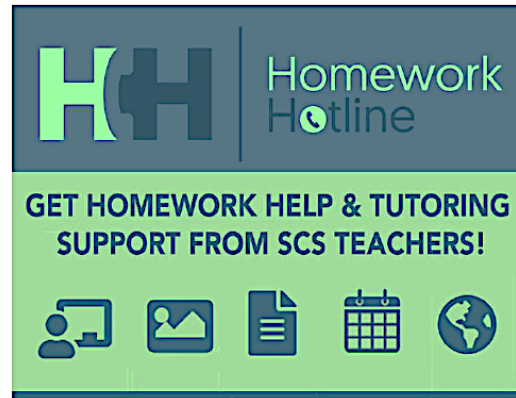
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HOMework HOTLINE

Homework Hotline is committed to providing academic support for all K-12 students in Shelby County Schools over the phone, (including text messages) or online chat.

- Homework Hotline is a free service with certified teachers providing homework help.
- Hours of Operation: Monday-Thursday 4pm-8pm
- There are multiple ways to contact Homework Hotline: Call 901-416-1234

Chat at homeworkhotline.info



The banner features a dark blue header with a large 'HH' logo and the text 'Homework Hotline'. Below this is a green section with the text 'GET HOMEWORK HELP & TUTORING SUPPORT FROM SCS TEACHERS!' and five icons representing a person at a computer, a document, a calendar, a globe, and a person at a computer.



Hours: 4 – 8 p.m. M-TH

Call: (901) 416-1234

Online: homeworkhotline.info



- ✓ Student Registration
- ✓ School Choice Applications
- ✓ Access to Grades & Report Cards
- ✓ Daily Attendance

PowerSchool is the student information system for Shelby County Schools.

A PowerSchool account is required to be enrolled in school, but it also gives parents easy access to other important processes and student information.

HOW TO ACCESS YOUR POWERSCHOOL ACCOUNT:

- Visit the following website:
<https://scstn.powerschool.com/public/home.html>
- Login using the same username and password used to register your account.
 - If you forget your login info, click the "Forgot Username or Password?" link.
 - You'll need the email address associated with your account to recover your username and/or password.

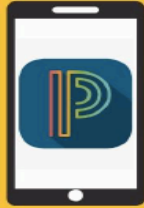


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HAVING TROUBLE ACCESSING YOUR POWERSCHOOL ACCOUNT?

- Call (901) 416-6007 or send an email to iChoose@scsk12.org for account setup and support.



GET THE POWERSCHOOL APP FOR APPLE & ANDROID SMARTPHONES!

*Use District Code: GWHX
Sign in with your PowerSchool username & password.*

- Use District code: GWHX
- Sign in with your PowerSchool username and password.
- **The app cannot be used to register, apply for transfers, select learning options or update information.** Log into your account for any of these.

SOCIAL EMOTIONAL LEARNING

As our District and community continue to cope with COVID-19, we recognize that many students and families are experiencing anxiety and a range of other emotions. Self-care and emotional self-regulation are especially important during these uncertain times, so the District is providing a variety of resources to support students and families.

SCS has launched two new support lines so students and parents can contact school social workers and counselors around the clock for resources and assistance with social emotional concerns.

A variety of SEL resources are also available on the CASEL website: <https://casel.org/covid-resources/>. CASEL is the Collaborative for Academic, Social and Emotional Learning. NEW Social Emotional Support Lines Available for Students & Families!

24-HOUR INFORMATIONAL LINE - 901.416-2266

Call 24/7 for pre-recorded messages.

LIVE SEL SUPPORT LINE - 901.416.8484

Call M-F, 9 a.m. - 4 p.m., to speak with a member of the SCS Mental Health Center

NOTE: The SCS support lines are intended primarily for general questions and non-emergency assistance. If you are experiencing a crisis, please contact one of the organizations listed below that provide crisis support.



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PARENT FAQ

What does Virtual learning look like for CLUE students and CLUE teachers in the Fall?

Students served in the CLUE environment will use the District approved curriculum with enhanced and enriched, project-based supplemental curriculum guides and materials. If students are learning virtually, classes will be organized in the CLUE901 Google classrooms. Students will meet online with teachers and complete independent learning within the online space. All students with IEPs will be provided with services and accommodations that are agreed upon by the IEP team. Resources are available to parents, teachers and students at www.edugoodies.com.

How will students be trained on using the devices?

Students will receive continuous training, materials and video instruction regarding the responsible use of digital devices and platforms, online safety and Digital Citizenship tailored to each grade level. In addition, parents and students will receive Digital Device User Handbooks which detail device best practices, care, maintenance, and resources for internet safety.

Do the devices have content filtering to protect my child from harmful sites?

Yes, in compliance with the Children's Internet Protection Act, all issued devices and hotspots will be equipped with content filtering software blocking access to harmful online content.

Will the devices include monitoring/tracking software?

Laptop recovery and tracking software will be loaded to remotely locate and lock devices, as well as delete files.

What happens if my child's device is lost or stolen?

If the device is lost or stolen, parents must file a police report and provide the report to the school. A school representative must be contacted within 24 hours after the occurrence.

What if the device is damaged?

All devices will come equipped with a durable case, intended to protect it from drops and spills. In the event that the device is damaged, parents will need to alert their student's school of the damage so that the device can be repaired or replaced. If the laptop is damaged because of negligence, parents may be responsible for the full replacement cost of the laptop. Do not attempt to disassemble or repair the device.

Stay Connected

Visit our school website @ <https://tn50000520.schoolwires.net/Domain/66>

Idlewild FB Page @ <https://www.facebook.com/idlewild eagles>

Idlewild PTO @ <https://www.idlewildoptionalpto.com/>

Idlewild PTO FB @ <https://www.facebook.com/IdlewildPTO>



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2020-2021 Virtual Supply List (Suggested... not mandatory)

Kindergarten - Virtual

12 #2 pencils
1 pair of children's Fiskar scissors
1 boxes of 24 count crayons (no fat crayons, please)
2 spiral composition notebooks
1 pkgs. of 12 sharpened colored pencils
4 Elmer's glue sticks
Dedicated space to work in a quiet environment

1st Grade - Virtual

12 #2 Ticonderoga pencils
4 Elmer's glue sticks
1 boxes of 24 Crayola crayons
3 composition books, not spirals (100 sheet, black marble)
4 First Grade Tablets
Dedicated space to work in a quiet environment

2nd Grade - Virtual

12 #2 Ticonderoga pencils
1 box 24 ct. CRAYOLA crayons
1 box Crayola markers, thick
2 Elmer's glue sticks
1 Pair Fiskars blunt edge scissors
5 composition notebooks
Dedicated space to work in a quiet environment

3rd Grade - Virtual

6 spiral bound notebooks
- (red, orange, yellow, green, blue, and purple)
2 marble composition notebooks
12 #2 Dixon Ticonderoga pencils
1 box 24 Crayola colored pencils
1 box 24 Crayola crayons
1 pack thin tip highlighters (Bic or Sharpie brand)
1 pack of Post-Its (yellow, blue, green, and magenta)
1 pack Knowledge Tree brand Third Grade ruled paper OR wide ruled notebook paper
2 Elmer's glue sticks
Dedicated space to work in a quiet environment



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4th Grade - Virtual

12 #2 Ticonderoga pencils
4 composition books (1 subject, no wire)
4 highlighters
1 box colored pencils
2 packs index cards (any type)
2 packs notebook paper
1 pack colored ink pens
2 glue sticks
1 wide-ruled composition notebook 100 pages (math)
Dedicated space to work in a quiet environment

5th Grade - Virtual

1 pkg of notebook paper
9 individual composition books (non spiral)
3 graph paper composition books (non spiral for math)
1 boxes of colored pencils
48 Ticonderoga #2 pencils
2 packs of ink pens (black)
2 packs of markers (not dry erase)
5 pack of black Pentel felt tip pens (math)
4 pack of red Pentel felt tip pens (ELA)
2 pack of post-its
Dedicated space to work in a quiet environment

