

Westmoreland Elementary School

Tabitha Cook, Bookkeeper
Kim Dickerson, Attendance Clerk

David E. Stafford, Ed.D.
2019 Reward School

Adam Collins, Counselor
Debbie Lyles, Office Clerk

Established 1898

Amy Rogers, Lead Educator
Sumner County Schools

Consolidated January 1, 1959

4178 Hawkins Drive (P.O. Box 9)

Westmoreland, TN 37186

615/644-2340 – Phone

615/644-3924 – Fax

Thursday, December 17, 2020

Dear WES Family,

As I am sure you are already aware, Sumner County Schools will be on a virtual schedule January 6 through January 9, 2021. Dr. Phillips, Director of Schools, will make a decision for the weeks January 11 and January 18 on January 6 based on current numbers at that time. The WES Administrative Team has worked out a schedule for lessons and instructional Zooms during virtual learning in the elementary level.

Materials

We realize that many of our parents may not have adequate availability to technology and/or internet to rely on Google Classroom. For this reason, each grade level has prepared the needed materials to help with at-home learning. All of this material will be provided through Google Classroom; however, if it would be easier for you to collect **hardcopies from school, they will be available January 6 after noon. Materials will be in grade-level labeled crates under the front awning of the school.** If we go farther with virtual learning, weekly materials will be available in grade-level labeled crates under the front awning each Friday after noon for the following week's instruction. Materials may be turned in in a crate in the same location.

How will instruction be provided during Virtual Learning?

The primary media for providing instruction during Virtual Learning will be through Google Classroom and Zoom. We realize that many families have students in different grade level that may need to share a device for instruction. In order to help with this, the school has scheduled Zoom session by grade level without overlapping. Each day, teachers will have a 15-minute morning meeting. During this time, the teacher will give guidance for the day's lessons and activities. This is also a time for the students to see each other. Each teacher will also have an hour block of time to provide instruction via Zoom. Both of these sessions will be recorded and posted to Google Classroom for those who may have varying schedules at home.

Lessons not taught during the Zoom will be taught through loaded lessons on Google Classroom. Assignments, readings, and other materials for learning will be loaded on Google Classroom as well.

How should I communicate with the Teacher?

The preferred manner of communicating with your classroom teacher is through the Remind App. Your child's teacher has sent home information how to register if you have not. If needed, email is an alternate manner of communication. If you do not have access to internet



Vigilemus facere, succedunt sine exceptione

or able to use the Remind App, you may call the school 615-644-2340 to leave a message for your child's teacher.

Zoom Lesson Schedules

7:30-7:45	K Morning Meeting
7:45-8:00	1 st Grade Morning Meeting
8:00-8:15	2 nd Grade Morning Meeting
8:15-8:30	3 rd Grade Morning Meeting
8:30-8:45	4 th Grade Morning Meeting
8:45-9:00	5 th Grade Morning Meeting
9:00-10:00	K Lesson
10:00-11:00	1 st Grade Lesson
11:00-12:00	2 nd Grade Lesson
12:00-1:00	3 rd Grade Lesson
1:00-2:00	4 th Grade Lesson
2:00-3:00	5 th Grade Lesson

Will the teacher contact my child?

Each classroom teacher is required to have contact with your child at least once a week. This contact is either by seeing the child on Zoom or speaking with the child by phone. Please do not be alarmed if the teacher calls and asks to speak with the child. It is a requirement.

How will attendance be taken during Virtual Learning?

Attendance will be taken each day for students. We realize that due to family schedules, students may not be able to log into Zoom during the live lessons. Students will be counted as present if students are logging into Google Classroom each day, completing assignment, and/or attending Zoom sessions. It is so important that students participate in the activities provided in order to avoid loss of instruction.

If you have any questions or concerns, please feel free to reach out to me. I want to wish you all a Merry Christmas, and I pray things will return to normal soon.

Sincerely,

Dr. David E. Stafford
David.stafford@sumnerschools.org