



Shaimeka Humphrey, EDS  
Principal  
Peabody Elementary School

October 8, 2020

Greetings Peabody Families,

First, I would like to sincerely thank every Peabody parent for your patience and support of our teachers and staff during the first quarter of learning. In addition, the amount of parent support and involvement has been outstanding.

As we prepare to transition into the second quarter of learning, the following information is being provided to share our plans regarding safety precautions and guidelines as identified by St. Louis Public Schools and the Health Department of St. Louis City. These policies will take effect immediately upon reopening school, and will remain in effect until further notice to ensure the safety of our students, staff, and school community, while continuing to provide our students with a high quality education, and while meeting their social and emotional needs.

Second Quarter Transition Timeline	
<b>October 13<sup>th</sup> October 14<sup>th</sup></b>	Students will have live instruction from 8:30-11:30am and independent work assigned by their teacher from 12:00 – 3:00pm.
<b>October 15<sup>th</sup></b>	Students will have a morning check in with their teacher, followed by independent work for the remainder of the day. An updated class schedule for Q2 will be provided to all parents.
<b>October 16<sup>th</sup></b>	No School for classroom setup and second quarter preparation.
<b>October 19<sup>th</sup></b>	Preschool –2 <sup>nd</sup> grade students will return to school in person or continue with virtual learning, depending on each parent's selected choice for the 2 <sup>nd</sup> quarter. 3 <sup>rd</sup> -5 <sup>th</sup> grade students will remain virtual during this week.
<b>October 26<sup>th</sup></b>	3 <sup>rd</sup> -5 <sup>th</sup> grade students will return to school in person or continue with virtual learning depending on each parent's selected choice for the 2 <sup>nd</sup> quarter.

<b>Social Distancing</b>	<b>Classrooms</b>
	<ul style="list-style-type: none"> <li>Students' desk will be arranged 6 feet apart ensuring that each student has a 6-foot radius around his/her desk.</li> <li>Students will have a designated space for personal items such as coats and backpacks.</li> <li>Students will be provided with any necessary school supplies to keep at their desk.</li> <li>Students will have their iPad and headphones labeled for personal use.</li> <li>Students will be provided with a personal water bottle to use at school, as water fountains will not be used during this time.</li> <li>Students will remain with their same class throughout the school day and will not mix with other students during the school day except for arrival, dismissal, and with students enrolled in the afterschool program.</li> <li>Students will have several scheduled classroom restroom breaks throughout the day.</li> </ul>
	<b>Hallways</b>
	<ul style="list-style-type: none"> <li>All hallways will be labeled with signage to communicate safe social distancing guidelines and one-way directional traffic.</li> <li>The floors will be marked with floor decals, spaced 6 feet apart, to ensure safe distancing at all times.</li> </ul>

<b>Masks</b>	<ul style="list-style-type: none"> <li>○ All staff and students in Preschool – 5<sup>th</sup> grade will be required to wear a mask at all times during the school day.</li> <li>○ Please work with us by ensuring that your child leaves home with his/her mask on before reporting to school each day.</li> </ul>
<b>Cleaning/ Sanitation</b>	<ul style="list-style-type: none"> <li>○ The building, including restrooms, cafeteria, classrooms, and all high touch surfaces such as door handles, stair rails, and handwashing stations, will be cleaned and sanitized frequently throughout the day, per a routine cleaning schedule.</li> </ul>
<b>Bell Times</b>	<ul style="list-style-type: none"> <li>○ The school bell times until further notice will be 8:05 am - 2:02 pm.</li> </ul>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>○ Students will be permitted into the building beginning at 7:45 am each day.</li> <li>○ Students will enter the building through the gym door #6.</li> <li>○ Upon arrival, our staff will greet students, take their temperature, and conduct a brief health screening to ensure all students are feeling well.</li> <li>○ Please keep students home if they have a temperature of 100.4 or higher, or if they are experiencing any COVID related symptoms. Please report such cases to the office by calling 314-241-1533.</li> <li>○ As a safety precaution, parents will not be permitted to enter the gym with students until further notice, but parents may walk them to the door and wish them a great day.</li> <li>○ Late arrival students will enter the building through the main entrance beginning at 8:15am.</li> </ul>
<b>Breakfast</b>	<ul style="list-style-type: none"> <li>○ All students in Preschool – 5<sup>th</sup> grade will eat breakfast in the classroom.</li> <li>○ Breakfast will be delivered directly to the classroom for preschool and kindergarten students.</li> <li>○ 1<sup>st</sup> - 5<sup>th</sup> grade students will retrieve their breakfast from the grab-n-go cart prior to reporting to class each day.</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>○ Preschool and Kindergarten students will eat lunch in the classroom. Lunch will be delivered directly to the classroom for these students.</li> <li>○ 1<sup>st</sup> - 5<sup>th</sup> grade students will eat lunch in the cafeteria, in small groups, on a rotating schedule, with cleaning and sanitation in between each group.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>○ Students will be permitted to play on the playground, but will not be permitted to use playground equipment at this time, as a safety precaution.</li> <li>○ Recess equipment that can be safely sanitized in between use will be permitted.</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>○ To ensure safe social distancing, students will be dismissed on a tiered dismissal schedule.</li> </ul>
<b>Injury/Illness</b>	<ul style="list-style-type: none"> <li>○ Out of an abundance of caution for all students and staff, we have established two additional spaces in addition to our nurse's offices to safely monitor students who are not feeling well.</li> <li>○ Parents will be contacted in the event a student is not feeling well and must be picked up from school.</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>○ As a safety precaution, only essential visitors will be permitted into the building.</li> <li>○ Parents who need to enroll students, drop off paperwork, or pick up a student for early dismissal, etc., should contact the office and schedule an appointment with the secretary.</li> <li>○ All approved visitors must wear a mask, have their temperature taken, and respond to our health screening questionnaire before being admitted into the building.</li> </ul>

**Peabody Elementary**  
**1224 S. 14th Street, St. Louis, MO 63104**  
**Phone: (314) 241-1533 Fax: (314) 241-1855**  
[peabodyparenthelp@slps.org](mailto:peabodyparenthelp@slps.org)

## Instructional Day “What to Expect”

The school day will follow the below general format, in which students will engage in the following activities during the designated time blocks. A detailed classroom schedule for the 2<sup>nd</sup> quarter will be provided by each teacher on October 15<sup>th</sup>. **Students should bring their charged iPad to school with them each day.**

7:45am – 8:20am	<ul style="list-style-type: none"> <li>○ Arrival (temperature checks/health screenings)</li> <li>○ Breakfast in the classroom for all students</li> <li>○ Morning Announcements</li> <li>○ Classroom Morning Meetings</li> </ul>										
8:20am – 1:52pm	<ul style="list-style-type: none"> <li>○ Reading, writing, math, science, and social studies instruction for both in-person and virtual students</li> <li>○ Related arts classes including gym, music, and art each day on a rotating schedule</li> <li>○ 20 minute lunch and 20 minute recess each day</li> <li>○ Scheduled restroom breaks throughout the day</li> </ul>										
1:52pm - 2:12pm	<ul style="list-style-type: none"> <li>○ Tiered Dismissal Schedule: <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 100%;"> <tr> <td style="background-color: #002060; color: white; text-align: center; padding: 5px;">1:55 pm</td><td style="padding: 5px;">Bus Riders</td></tr> <tr> <td style="background-color: #002060; color: white; text-align: center; padding: 5px;">2:00 pm</td><td style="padding: 5px;">Afterschool</td></tr> <tr> <td style="background-color: #002060; color: white; text-align: center; padding: 5px;">2:05 pm</td><td style="padding: 5px;">Walkers</td></tr> <tr> <td style="background-color: #002060; color: white; text-align: center; padding: 5px;">2:10 pm</td><td style="padding: 5px;">Preschool Parent Pickup (library door # 2) <i>Parents will sign out preschools students at the library and then proceed around to the gym door #6 if picking up students in KG-5<sup>th</sup> grade.</i></td></tr> <tr> <td style="background-color: #002060; color: white; text-align: center; padding: 5px;">2:10 pm</td><td style="padding: 5px;">KG - 5th grade Parent Pickup (gym door #6)</td></tr> </table> </li> </ul>	1:55 pm	Bus Riders	2:00 pm	Afterschool	2:05 pm	Walkers	2:10 pm	Preschool Parent Pickup (library door # 2) <i>Parents will sign out preschools students at the library and then proceed around to the gym door #6 if picking up students in KG-5<sup>th</sup> grade.</i>	2:10 pm	KG - 5th grade Parent Pickup (gym door #6)
1:55 pm	Bus Riders										
2:00 pm	Afterschool										
2:05 pm	Walkers										
2:10 pm	Preschool Parent Pickup (library door # 2) <i>Parents will sign out preschools students at the library and then proceed around to the gym door #6 if picking up students in KG-5<sup>th</sup> grade.</i>										
2:10 pm	KG - 5th grade Parent Pickup (gym door #6)										
2:12pm – 5:00pm	<ul style="list-style-type: none"> <li>○ Afterschool Program Hours</li> <li>○ Students must enroll with the afterschool program director before attending afterschool.</li> </ul>										
Homework (45 - 60 minutes)	<ul style="list-style-type: none"> <li>○ As school will dismiss 60 minutes earlier than our normal time, teachers will assign independent work for students to complete while at home. Students should engage in approximately 45 - 60 minutes of instructional activities at home each day.</li> </ul>										

Again, thank you for your support as we navigate unfamiliar territory and work diligently to ensure our students continue to thrive in a safe and supportive learning environment. If you require any further information or assistance, please do not hesitate to contact me at 314-337-3815.

Sincerely,

Principal Humphrey

**Peabody Elementary**  
*“Soaring Towards Excellence”*



**Peabody Elementary**  
**1224 S. 14th Street, St. Louis, MO 63104**  
**Phone: (314) 241-1533 Fax: (314) 241-1855**  
[peabodyparenthelp@slps.org](mailto:peabodyparenthelp@slps.org)