



***PARENT GUIDE
TO DIGITAL LEARNING***

MULBERRY ELEMENTARY SCHOOL

2020 ~ 2021



Digital Learning

- **General**

- While our schedule will follow the typical school day, we have incorporated many opportunities throughout the day for brain breaks, opportunities to adjust your schedule as needed (pre-recorded lessons), and opportunities for students to meet live with the classroom teacher for small group instruction. Our digital day will be age appropriate and focused on ensuring the very best instruction for our students.
- Parents will know in advance when their child is scheduled for live instruction during the week. Each Friday the teacher will send out a “Week at a Glance” email that outlines the work learning times for the upcoming week. When live instruction needs to be adjusted or sessions added due to student data/need, the teacher will work with the student and/or parent to communicate additional small group times.
- Lessons will be pre-recorded and/or live for literacy and math every day Monday-Thursday. Your child will also have the opportunity to meet in live small groups for literacy and math 2-3 times per week. Social Studies and Science will also be a mix of live and pre-recorded sessions 2-3 times per week. (Social Studies and Science alternates so you will only have one per day.)
- New content will not be presented to students on Fridays. Additional small group time, remediation or enrichment activities, counselor lessons, and special area lessons will also be a part of the Friday schedule. Students may have an assessment on a Friday, but they will not be presented with new content.
- Specials will have 2 recorded lessons Monday through Thursday. Specials teachers will lead an optional live session every Friday.
- Your main lesson times will remain the same every day and every week. Your small group times may vary.
- Any live whole-group lessons will be recorded and posted on eClass. It is the student’s responsibility to access the recorded lesson if he/she is unable to log on during the live instruction.

- **Online Environment**

- Students learn best when their video is “on” during live Zoom instruction. Teachers will instruct students on procedures for “un-muting.”
- Students learn best when working from a table or desk as if they are learning at school. Limit distractions when possible.
- Be aware of the background. Students (and any parents or siblings that might be on camera) should be appropriately dressed.

- **Materials**

- All students have access to digital libraries and textbooks through Eclass.
- Mulberry will host material pick-up days to ensure ALL students have the necessary materials to be successful. Two pick up options are listed below. Staff members will be available to assist you in the car rider line. Pull through the line and give your child’s GRADE LEVEL, so we can get you the correct items. You will remain in your car while we deliver the materials to you.
- **These times are for grades 1st-5th:**
 - **Thursday, August 6 12:00pm-4:00pm**
 - OR
 - **Friday, August 7 8:00am-12:00pm**
- *PreK & Kindergarten students will have a special pick-up time communicated directly to those parents via email.*

- **Grading**

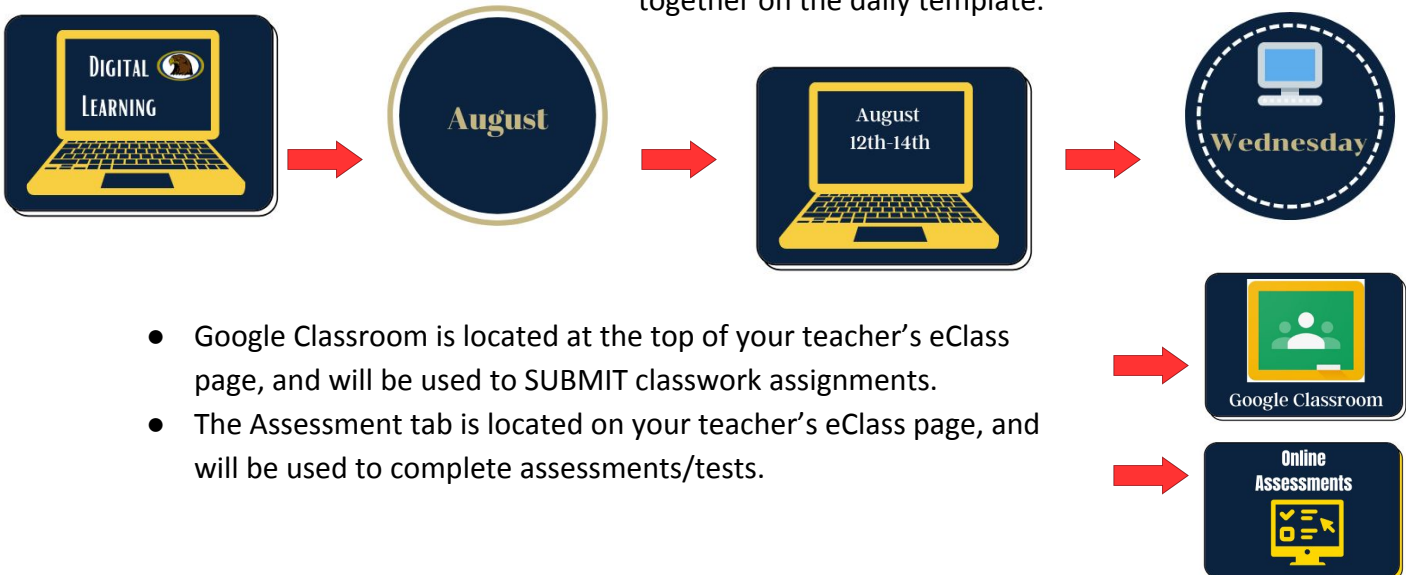
- **Grade Weights / Assessments**
 - Grades from all courses will include classroom activities and assessments.
- **Make-Up Work**
 - Unless absent, students are expected to submit work to the appropriate teacher when it is due. eClass/Google Classroom will house assignments and information for the student.

- **Attendance**

- Student attendance will be tracked daily as students log into eClass.
- If your child is ill or absent from digital learning, please notify your teacher ASAP.

Where to Find Assignments on eClass and Google Classroom

- Assignments will be posted on each teacher’s eClass dashboard. You may access by clicking on the Digital Learning widget shown below. Students will then navigate through month → week → day. All subject areas will be listed together on the daily template.



- Google Classroom is located at the top of your teacher’s eClass page, and will be used to SUBMIT classwork assignments.
- The Assessment tab is located on your teacher’s eClass page, and will be used to complete assessments/tests.

How to Support my Student

- **Provide structure at home.**
 - Identify an appropriate place to attend live instruction within your home.
 - State expectations for your child to follow the day's schedule.
 - It might be helpful to write a schedule out on a white board or paper for your child each day. This is especially important if your child goes to more than one teacher during the school day (for example, a resource teacher or gifted teacher)
- **Encourage your child to:**
 - Participate in class!
 - Raise hand to ask/answer questions.
 - Ask a question in the chat. Respond to questions in the chat.
 - Complete tasks they are assigned.
 - Utilize virtual teacher office hours as needed.
 - Have FUN and ENJOY learning!
- **Monitor Your Child's Progress**
 - (1st-5th) Check grades in the Parent Portal.
 - Read emails from your child's teachers.
 - Discuss learning with your child daily.
 - Utilize virtual teacher office hours as needed.

Communication ~ Stay connected with Mulberry!

- Teachers are available virtually during scheduled times daily.
 - Teacher Office Hours for **Students**: 2:45-3:15
 - Teacher Office Hours for **Parents**: 3:15-3:45
- Teacher work hours are 7:45-3:45. Your child's teachers may not be available to answer questions outside of these hours.
- E-mail
 - Mulberry Staff Email:
[\(firstname.lastname@gcpsk12.org\)](mailto:(firstname.lastname@gcpsk12.org))
- Social Media
 - Follow us on Facebook and Twitter
- Weekly Newsletter
 - You will receive a weekly newsletter via e-mail each Friday from your child's teacher. In addition, be on the lookout for the weekly Mulberry Messenger with timely school announcements and updates.



- **Reach out to the school for support. Our teachers, counselors, and administrators are here to help and support you! Main Line: 678-226-7460**
 - **Administrators:**
 - Mandy Yearby, Principal
 - Brittany Mayweather, AP for Grades K, 2, 4 and Special Education
 - Jennifer Dalton, AP for Grades 1, 3, 5, Specials and Support
 - **Counselors:**
 - Ashley Bill
 - Nicole Provence

We are a family at Mulberry Elementary! We miss our students and families so much! We are working hard as a staff and school to ensure we remain connected until we are able to be in-person learning again. While we will not have “in person” clubs at this time, we will be sharing some special virtual club opportunities that your child can choose to participate on occasion. Be on the lookout for information from Dr. Yearby and special virtual events planned to keep us connected!

