



PARENT GUIDE TO DIGITAL LEARNING

BROOKWOOD ELEMENTARY SCHOOL 2020 ~ 2021

Brookwood's mission and vision statements have not changed in the face of this pandemic. Our staff is here to support you and your children. We want to continue to work with you to ensure the best educational experience possible.

Mission

Our mission is to provide every student learning opportunities in an academically challenging environment.

Vision

Brookwood Elementary will be a world-class school where the achievement of academic knowledge and skills is exceptional as compared to local, national, and world-class standards.

First Day of School: Wednesday, August 12th at 8:50am

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. 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.
- Throughout our day, we have periods of “Colt Time.” During “Colt Time,” students may be scheduled for additional small groups with the homeroom teacher or support teacher. It will also be an opportunity for the student to take a brain break, complete assignments, complete special area assignments, or review and respond to teacher feedback.
- New content will not be presented to students on Fridays. Review/Reminder mini lessons may be pre-recorded and available for students to access during the day. 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.
- Your main lesson times are the same every week which will assist families with planning. Your small group times may vary.

- **Online Environment**

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

- **Material Pick-Up**

- Brookwood will host “Welcome Bag” pick-up days to provide additional materials that we believe will be beneficial during digital learning. We also want to get the students excited about this year. Our pick up plan will be similar to the process we used in May. Two pick up options are listed below. Staff will be

available to assist you in the material pick up line. Please have your children's names and teachers' names printed on a paper in your right-side car window so we can get you the correct items. Please remain in your car while we deliver the materials to you.

■ **Monday, August 10** 8:00am-12:00pm

OR

■ **Tuesday, August 11** 2:00pm-6:00pm

- **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 will house assignments and information for the student.
- **Supply Lists (Adjusted for Digital Learning)**
 - Many of our families already purchased PTA supply boxes and materials for the classroom following the supply lists distributed in May. We wanted to be very mindful of the fact that you have already purchased these materials when creating our lists for digital learning. We reduced the original supply list to what we felt would be helpful materials to have on hand for digital learning. Please see the adjusted lists below. There will also be additional materials provided in our "Welcome Bags" from the school. Reach out to the school if you have any questions or we can assist you in any way with supplies.
<https://www.gcpsk12.org/Domain/10173>

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).
- **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
 - Have FUN and ENJOY learning

- **Monitor Your Child's Progress.**
 - Check grades in the Parent Portal
 - Read emails from your child's teachers
 - Discuss learning with your child daily
- **Reach out to the school for support. Our teachers, counselors, and administrators are here to help and support you!**
 - **Administrators:**
 - Karen Lillard, Principal Karen.Lillard@gcpsk12.org
 - Pat Miller, (Kindergarten/1st grade) Pat.Miller@gcpsk12.org
 - Debbie Taylor (2nd grade/5th grade) Debbie.Taylor@gcpsk12.org
 - Tiffany Pruitt (3rd grade/4th grade) Tiffany.Pruitt@gcpsk12.org
 - Dawn Henning (Special Education, SST, 504). Dawn.Henning@gcpsk12.org
 - **Counselors:**
 - Angel Cunningham (Kindergarten, 1st grade, 2nd grade)
 - LaKendra Collins (3rd grade, 4th grade, 5th grade)

Communication ~ Stay connected with Brookwood Elementary

- Teacher hours are 8:00-4:00. Your child's teacher may not be available to answer questions outside of these hours.
- E-mail
 - Brookwood Staff Email: (firstname.lastname@gcpsk12.org)
- Social Media
 - Follow us on Facebook <https://www.facebook.com/BrookwoodElementary/> and Twitter <https://twitter.com/ColtConnections>
- Weekly Newsletter
 - On Friday, parents will receive a "Week at a Glance" email from your child's teacher. Within this template, teachers will outline the following week's learning (lesson times, live vs. recorded lessons, students receiving small group instruction, specials schedule, etc.).
 - When any changes are made to the schedule, the teacher will communicate with the parents.
- Meet Your Teacher/Open House
 - Teachers will send a video announcement on Thursday, August 6th by email to let your child know they are his/her teacher. We want this to be an exciting time for your child! Please help your child view this fun video announcement from the teacher.
 - Virtual Open House will be on Friday, August 7th for 1st-5th grades. It is a live 20 minute session to meet the homeroom teacher virtually, and hear about the upcoming year. A link will be emailed from the classroom teacher to parents on

August 6th for this session. Please log on with your child during the designated time on Friday, August 7th.

VIRTUAL OPEN HOUSE SCHEDULE FOR FRIDAY, AUGUST 7th:

- Virtual 1st grade Session: 12:30pm
 - Virtual 2nd grade Session: 1:00pm
 - Virtual 3rd grade Session: 1:30pm
 - Virtual 4th grade Session: 2:00pm
 - Virtual 5th grade Session: 2:30pm
 - Virtual Kindergarten/Friedmann, Francoeur, Rogozinski, Parker, Whigham, Stevens Session: 3:00pm (If you are unable to attend the in-person Open House/Meet your Teacher for Kindergarten in the morning, this session will be available.)
- **All Kindergarten students and students in the following classrooms: Friedmann, Francoeur, Rogozinski, Parker, Whigham, Stevens** (plus one adult) are invited to attend an **in-person** Open House/Meet the Teacher on Friday, August 7th. Please follow our schedule and times, so that we may reduce the number of families in our building and have time to clean in between sessions. A virtual Open House/Meet the Teacher is also available for all Kindergarten Classes and Friedmann, Francoeur, Rogozinski, Parker, Whigham, Stevens families that do not attend the in-person meeting.

IN PERSON OPEN HOUSE/MEET THE TEACHER FOR KINDERGARTEN ON FRIDAY, AUGUST 7th:

8:00-8:45am: A-G

9:15-10:00am: H-N

10:30-11:15am: O-Z

**Please bring your student with you, so they are able to meet the teacher. Only one adult is allowed to accompany your student (no siblings). Please wear your mask and bring your own pen. All sessions will conclude promptly at the ending time so that we may clean for the next group. Thank you for your help with this.

We are a family at Brookwood 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 weekly videos from Mrs. Lillard and special virtual events planned to keep us connected!

