



**2020-2021**

**Snellville Middle School**

**Parent Guide to Digital Learning**

# SNELLVILLE MIDDLE SCHOOL

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Katise Taylor  
**Principal**

Lesley Acree  
Twanitta Martin  
Jennifer Vaughn  
**Assistant Principals**

August 1, 2020

Dear Snellville Middle School Parents/Guardians:

Welcome to the 2020-2021 school year! In an effort to assist you in preparing for the first day of school at Snellville Middle, we have prepared a parent's guide to digital learning. We hope that this parent guide will provide information to help your son or daughter have a great start to the school year. Please be sure to carefully read and review this guide in its entirety.

I look forward to the time when we are all able to return to the school building. Until that time arrives, we will continue to work together to ensure that we create a positive learning environment, maintain open communication and provide high quality instruction.

If you have any questions or concerns, please do not hesitate to contact the school.

Sincerely,

*Katise Taylor*

Katise Taylor  
Principal



**SMS 2020 – 2021**

**Digital Learning Schedule**

## 6<sup>th</sup> Grade Schedule

<b>6<sup>th</sup> Grade Daily Schedule: Monday - Thursday</b>		
ATTENDANCE WILL BE TAKEN EACH DAY IN ALL OF YOUR DIGITAL CLASSES – YOU MUST LOG ON! M, W - A Day Connections    T, Th - B Day Connections		
Start	End	Synchronous Daily Live Instruction
8:45	9:20	Jump Start to Success Video
9:20	10:25	1 <sup>st</sup> Academic
10:25	10:30	Device Break
10:30	11:35	2 <sup>nd</sup> Academic
11:35	12:25	Lunch/Device Break/Check Gmail
12:25	1:30	3 <sup>rd</sup> Academic
1:30	1:35	Device Break
1:35	2:50	A/B Connections 6 <sup>th</sup>
2:50	2:55	Device Break
2:55	4:00	4 <sup>th</sup> Academic

<b>6<sup>th</sup> Grade Focus Friday Schedule</b>		
ATTENDANCE WILL BE TAKEN EACH DAY IN ALL OF YOUR DIGITAL CLASSES – YOU MUST LOG ON! Connections classes will rotate on Fridays, beginning with A-day on Friday, August 14, 2020		
Start	End	
8:45	9:00	Jump Start to Success Video
9:00	10:20	Advisement & Student-Advisor Goal Setting
10:20	11:15	1 <sup>st</sup> Academic/Small Group
11:15	12:00	Lunch/Device Break/Check Gmail
12:00	12:55	2 <sup>nd</sup> Academic/Small Group
12:55	1:00	Device Break
1:00	1:55	3 <sup>rd</sup> Academic/Small Group
1:55	2:00	Device Break
2:00	3:00	A/B Connections
3:00	3:05	Device Break
3:05	4:00	4 <sup>th</sup> Academic

# 7<sup>th</sup> Grade Schedule

7th Grade Daily Schedule: Monday - Thursday		
ATTENDANCE WILL BE TAKEN EACH DAY IN ALL OF YOUR DIGITAL CLASSES – YOU MUST LOG ON! M, W - A Day Connections    T, Th - B Day Connections		
Start	End	Daily Live Instruction
8:45	9:20	Jump Start to Success Video
9:20	10:25	1 <sup>st</sup> Academic
10:25	10:30	Device Break
10:30	11:45	A/B Connections
11:45	11:50	Device Break
11:50	12:55	2 <sup>nd</sup> Academic
12:55	1:45	Lunch/Device Break/Check Gmail
1:45	2:50	3 <sup>rd</sup> Academic
2:50	2:55	Device Break
2:55	4:00	4 <sup>th</sup> Academic

7th Grade Focus Friday Schedule		
ATTENDANCE WILL BE TAKEN EACH DAY IN ALL OF YOUR DIGITAL CLASSES – YOU MUST LOG ON! Connections classes will rotate on Fridays, beginning with A-day on Friday, August 14, 2020		
Start	End	
8:45	9:00	Jump Start to Success Video
9:00	10:20	Advisement & Student-Advisor Goal Setting
10:20	11:20	A/B Connections
11:20	12:05	Lunch/Device Break/Check Gmail
12:05	1:00	1 <sup>st</sup> Academic/Small Group
1:00	1:05	Device Break
1:05	2:00	2 <sup>nd</sup> Academic/Small Group
2:00	2:05	Device Break
2:05	3:00	3 <sup>rd</sup> Academic/Small Group
3:00	3:05	Device Break
3:05	4:00	4 <sup>th</sup> Academic/Small Group

# 8<sup>th</sup> Grade Schedule

8 <sup>th</sup> Grade Daily Schedule: Monday - Thursday		
ATTENDANCE WILL BE TAKEN EACH DAY IN ALL OF YOUR DIGITAL CLASSES – YOU MUST LOG ON! M, W - A Day Connections    T, Th - B Day Connections		
Start	End	Daily Live Instruction
8:45	9:20	Jump Start to Success Video
9:20	10:25	1 <sup>st</sup> Academic
10:25	10:30	Device Break
10:30	11:35	2 <sup>nd</sup> Academic
11:35	11:40	Device Break
11:40	12:55	A/B Connections
12:55	1:45	Lunch/Device Break/Check Gmail
1:45	2:50	3 <sup>rd</sup> Academic
2:50	2:55	Device Break
2:55	4:00	4 <sup>th</sup> Academic

8 <sup>th</sup> Grade Focus Friday Schedule		
ATTENDANCE WILL BE TAKEN EACH DAY IN ALL OF YOUR DIGITAL CLASSES – YOU MUST LOG ON! Connections classes will rotate on Fridays, beginning with A-day on Friday, August 14, 2020		
Start	End	
8:45	9:00	Jump Start to Success Video
9:00	10:20	Advisement & Student-Advisor Goal Setting
10:20	11:15	1 <sup>st</sup> Academic/Small Group
11:15	11:20	Device Break
11:20	12:15	2 <sup>nd</sup> Academic/Small group
12:15	12:20	Device Break
12:20	1:20	A/B Connections
1:20	2:05	Lunch/device break/ check Gmail
2:05	3:00	3 <sup>rd</sup> Academic/Small group
3:00	3:05	Device Break
3:05	4:00	4 <sup>rd</sup> Academic/Small Group

## General Class Schedule Expectations:

- Classes are 65 minutes each except for the modified schedule on Focus Fridays
- Monday & Wednesdays are A Connection Day
- Tuesdays & Thursdays are B Connection Days
- Fridays: Alternating A or B Day (see calendar - all teachers will post on eClass page)
- Focus Friday schedule begins on August 21st. We will support students with goal setting, organization, remediation or enrichment on Fridays.

## General Student Expectations

We encourage parents to read these expectations with your son or daughter to ensure he or she understands them before the first day of school.

- Students should be logged on and ready to begin their school day by 8:45 a.m. to watch the daily morning JumpStart to Success video
- It is recommended that students set a phone/clock alarm to remind them to join class ON TIME, including live sessions, small groups, remediation or tutoring.
- Students should be prepared for class each day.
  - Students should be dressed appropriately for all classes.
  - Students are expected to be working from a table or desk as if they are learning at school. Students should be away from as many distractions as possible.
  - Students should not attend class while laying in bed.
  - Students should have technology device, notebook paper, pen or pencil, agenda book and any additional materials or work requested by teacher.
  - Students should have a copy of the daily digital learning schedule to refer to during the day.
- Students will receive regular device/restroom breaks at designated times throughout the school day.
- Students must sign into Zoom or Google Meet using their student name and mute their microphone. The teacher will unmute students during specific times during the instruction period for question/answer
- Students must turn their video “on” during Zoom or Google Meet live instruction.
- All students must be visible with camera turned on during live or small group instruction.
- Students are expected to behave appropriately in the virtual classroom environment in the same manner as if he or she were in school. Students are bound by the GCPS Code of Conduct.
- **All live classes are recorded daily.**
- Students are] to check their school Gmail account during lunch for any new messages from teachers.
- Fridays are school wide Advisement days for students and are called Focus Fridays. Focus Fridays consist of:
  - Students meet with his or her advisor
  - Participate in advisement/counseling lessons and

- Meet in small groups or one-on-one to discuss grades, assignments and goal setting for upcoming week to be successful in class.
- Students will then participate in small or whole class group work sessions in each class period with his or her teacher.

## **General Teacher Expectations**

- Teachers will provide **live** daily for instruction each class period for students. Students will “see” their teacher daily.
- Teachers will provide students with content practice, feedback, small group work sessions, remediation and/or enrichment
- Teachers will have office hours available that he or she will communicate to parents and students. Office hours are to meet with parents and/or students to answer any questions or to provide additional help if needed.
- Teachers will email weekly what parents and students can expect for the upcoming week.
- Teachers will establish daily classroom routines, procedures and expectations for students.
- Teachers will take attendance daily in each class period. Students must be logged on and visible.

## **Grading**

Students will receive grades from each class. Grades from all courses will include classroom activities, major assessments, final exams, and homework.

## **Make-up work**

- Unless absent, students are expected to submit work to the appropriate teacher when it is due.
- When absent it is the student's responsibility to ask the teacher for assignments missed. It is also the student's responsibility to turn in make-up work.

## **JumpStart to Success Video**

The Jumpstart to Success Video is provided daily for students to prepare them for the school day. Students will watch a brief video message from the Principal, Counseling department or Grade Level Administrator followed by a focused math lesson. It is important that students are ready and prepared to start the day with this very important video and lesson.

## **Parent Digital Readiness Checklist**

- ✓ Able to log in to the Parent Portal Account
- ✓ Have a copy of the daily digital learning schedule
- ✓ Have a copy of my son or daughter’s academic class schedule
- ✓ Completed digital learning orientation checklist
- ✓ Participated in virtual Open House on Friday, August 7<sup>th</sup>
- ✓ Have picked up the learning materials on Monday, August 10<sup>th</sup>
- ✓ Know my son or daughter’s eCLASS page username and password
- ✓ Established a daily learning work area for him or her at home (table, desk) away from distractions
- ✓ Provided a technology device for my son or daughter to use for school(shared devices are ok)
- ✓ Ready for first day of school on Wednesday, August 12<sup>th</sup>!