

# Lilburn Middle School Parent Guide to In-Person Instruction



Mustang Pride!

August 23, 2020



Parents,

We look forward to the return of your child to school! Our teachers and staff are prepared and ready for in-person instruction. We want to share some general information and ask that you review it with your student to assist us in making the transition back to school a smooth one for your child.

- Masks – Masks or face coverings are required for students, staff, and visitors.
- Cleaning processes – Our custodial staff will be cleaning high touch areas throughout the school day. Additionally, regular opportunities for students to wash their hands will be provided, particularly before/after eating.
- Hallways/lunchroom – We have a plan for the flow of traffic within our school that includes directional signage and traffic patterns. Most students will eat breakfast and lunch in their classrooms instead of the cafeteria.
- Visitors – Visitors will not be allowed; however, parents may check-in and checkout students.
- First Day - On the first day that your child returns to school, staff members will greet students in the car rider and bus lanes and escort them to their classes.
- Student drop off and pick up – (give school details)
- Bus riders – It is important for students to wear their masks on the bus, as social distancing will not be possible. Students will enter the school....(give school details)
- Devices – If you have checked out a device (tablet), students should bring the device with them to school. Internet access will be provided for all district and personal devices while students are in the school.
- Schedule update – (give school details)
- Health protocols – We have health protocols in place for students who are sick or symptomatic. It is important that students stay home from school if they have a fever or been exposed to COVID-19. If a student becomes ill during the school day, students will be cared for and isolated from other students. Parents will need to come to the school to check out their student. Additionally, contact tracing protocols are in place for our school.

Thank you for all you are doing to support your child during this time. Please feel free to contact your child's teacher or call the school office if you have any questions.

Sincerely,

Nicole.irish@gcpsk12.org. We are excited to reconnect with you and your child and look forward to an awesome year of learning!

Dr. Nicole Irish

Principal, Lilburn Middle School

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## Schedule

- Students must attend each class by being logged into the appropriate Zoom session by the time the class begins. They should remain logged in until the teacher gives further instructions. Regular attendance will be taken.
- Our goal is to make the in-person learning experience align with the digital experience as much as possible. Students will follow a class schedule just as they would normally do when in the building.
- Students will be provided a transition break in between each scheduled class.
- We will not utilize a revised schedule on Fridays.

### Instruction Schedule:

Weekly Schedule							
6th Grade		7th Grade		8th Grade		Connections	
8:30-8:50	Office Hours	8:30-8:50	Office Hours	8:30-9:00	Office Hours	8:30-8:50	Office Hours
8:50-9:20	HR/Academic Support	8:50-9:20	HR/Academic Support Time	9:00-9:20	HR/Academic Support Time	8:50-9:20	Morning Duty
9:20-10:20	Academic 1	9:20-9:35	Connections Transition	9:20-10:20	Academic 1	9:20-9:35	Connections Transition
10:20-10:25	Device Break/TT	9:35-10:35	Connections/Planning	10:20-10:25	Device Break/TT	9:35-10:35	7th Connections
10:25-11:40	Academic 2 (RR Break)	10:35-10:50	Connections Return	10:25-12:10	Academic 2 (RR/Lunch)	10:35-10:50	Transition Return
11:40-11:45	Device Break/TT	10:50-12:05	Academic 1 (RR Break)	11:00-11:45	Lunch	10:50-12:10	Planning/Lunch/Support
11:45-12:30	Lunch	12:05-12:10	Device Break/TT	12:10-12:25	Connections Transition	12:10-12:25	Connections Transition
12:30-1:30	Academic 3	12:10-1:10	Academic 2	12:25-1:25	Connections/Planning	12:25-1:25	8th Connections
1:30-1:35	Device Break/TT	1:10-1:15	Device Break/TT	1:25-1:40	Connections Return	1:25-1:40	Transition Return
1:35-2:50	Academic 4 (RR Break)	1:15-3:00	Academic 3/RR/Lunch	1:40-2:55	Academic 3 (RR Break)	1:45-2:50	Planning/Lunch/Support
2:50-3:05	Connections Transition	1:15-2:00	Lunch	2:55-3:00	Device Break/TT	2:50-3:05	Connections Transition
3:05-4:05	Connections/Planning	3:00-3:05	Device Break/TT	3:00-4:05	Academic 4	3:05-4:05	6th Connections
4:05-4:30	Afternoon Duty	3:05-4:05	Academic 4	4:05-4:30	Dismissal	4:05-4:30	Dismissal
		4:05-4:30	Dismissal				
Friday Schedule will include Advisement During Lunch							
PRACTICE, REVIEW, AND PREVIEW SKILLS/RETEACH & REASSESS							
TT = Teacher Transition							

### Return to In-Person Learning Schedule:

Framework for Implementing Parents' Choice of In-Person Instruction				
Starting Date	Elementary School	Middle School	High School	Special Education
August 26*	Kindergarten 1 <sup>st</sup> grade	6 <sup>th</sup> grade	9 <sup>th</sup> grade	All grade levels of self-contained classes start on <b>August 26**</b>
September 2*	2 <sup>nd</sup> grade 3 <sup>rd</sup> grade	7 <sup>th</sup> grade	10 <sup>th</sup> grade	
September 9*	4 <sup>th</sup> grade 5 <sup>th</sup> grade	8 <sup>th</sup> grade	11 <sup>th</sup> grade 12 <sup>th</sup> grade	

## **Expectations**

- General
  - The doors to the school opens at 8:50AM. Students must report to homeroom upon arrival. Students who arrive after 9:20AM are marked tardy.
  - Students who ride the bus will be dismissed from the bus to enter the building starting at 8:50AM.
  - We will practice a staggered bus arrival and dismissal to help with social distancing.
  - Students will follow one directional traffic in the hallways.
  - Students will notice fewer transitions during the day to prevent crowded halls and more opportunities for exposure.
  - Students will have lunch in the classrooms to keep their contacts with a large number of students at a minimum.
  - Students will utilize a bar coded name tag for checking out lunch and books instead of using the key pads in the Cafeteria and Media Center.

### **Instructional Expectations:**

- Lilburn Middle School will keep its focus on teaching and learning. Whether online or face to face, students will be taught using the AKS and there will be high expectations for engagement and student learning.
- This is a challenging time for many students, teachers, and families. Students will learn additional Social Emotional lessons through their lunch hour and Advisement classes. Teachers may also embed some of the topics into their normal instruction to help students to gain additional support.
- Students should arrive to school with the materials needed for each class.
- Students will be experiencing a hybrid model of instruction. Some students will be physically in their class, while others are online participating digitally. Teachers have received training on this model to ensure that both groups of students may benefit from the lesson.

- Students are encouraged to bring their own device if they have a Chromebook or laptop at home. This will help them to participate in any online activity without having to share a school device.
- Students will keep their items with them during the school day. We will not be using lockers because of the challenges with social distancing at the lockers.

### **Case Investigations:**

GCPS has an established protocol for case investigations that follows the guidance from health partners to investigate cases and contacts of COVID-19. Protocols for investigating possible COVID-19 cases are in place for student and staff and cover a variety of circumstances.

- Lilburn Middle School school has a Health Response Team (HRT) that has been trained to implement the protocol.
- A Contact is someone who has been in close contact with a person with a suspected or confirmed (lab or diagnosis) case of COVID-19, or is testing and awaiting results. Close contact is defined as closer than 6 feet for 15 minutes with or without a face covering.
- We will follow the notification process if a student tests positive for COVID-19
  - 1. Student Tests Positive or is Diagnosed with COVID-19- Parent/guardian is responsible for notifying their child's school immediately.
  - 2. District and Health Department Notification: The school's trained Health Response Team enters information about the positive case into the district's secure tracking tool. This information is reported to the Gwinnett County Health Department as required.
  - 3. Notify Parents/Guardians and Staff: If the student who tested positive had been at school, the school's Health Response Team identifies anyone who has been in close contact. The team will notify by email both staff members and parent/guardians of any students who are considered a close contact of the positive case. The CDC considers a close contact to be anyone who has been within 6 feet of the infected person for 15 minutes. In addition, affected families and staff members will be provided

with information/recommendations from the health department, including when students and staff members may return to school and work.

- 4. Continue Student Learning: Students and staff members in quarantine are temporarily transitioned to the digital learning platform. Unless a child is ill, school attendance and participation is expected.
- 5. Share Additional Notifications: Parents/guardians receive email notification concerning the positive case in their classroom/school. Each day, the number of positive cases, by school, is posted on the district website.

### **Hygiene Practices at School:**

The best course of action to stop the spread of COVID-19 is to practice good hygiene. Lilburn Middle has taken several steps to teach students about good hygiene and to allow for good hygiene during the school day. Here's what it will look like:

- Students must wear a mask to ride the bus and to enter the school building.
- The sharing of supplies and equipment should be strictly limited. If students are sharing supplies, it will be important to clean the items between uses by individuals.
- Students will have two hygiene breaks during the school day. During this time, students will wash their hands with soap and water.
- Each teacher will be provided with hand sanitizer and cleaning products. They will use the cleaning products to clean surfaces. The hand sanitizer is available for student use during the day. Students may bring their own sanitizer, but it may not be shared with other students (due to allergies).
- Students will be taught various topics related to good hygiene:
  - o How to wear a mask
  - o Cough and sneeze etiquette
  - o How to wash hands
  - o Hallway directional guidance and spacing
  - o No congregating
  - o Classroom procedures (teacher-specific)

### **Behavioral Expectations:**

- Students are bound by the GCPS Code of Conduct and LMS rules and procedures.
- Students must adhere to the LMS dress code. Mask graphics, images, and wording must be school appropriate.

**Attendance:**

- Teachers will record attendance at the beginning of the period.
- Morning Announcements will be made available daily.
- If a student is absent, the parent should send in an excuse note.
- Students who are scheduled to attend in-person learning are asked to commit to this option for the entire semester. Students may not alternate between the two options by participating online some days and in-person other days. This helps to maintain a safe environment where teachers can plan ahead for students and are aware of students' location during the school day.

**Grading:**

- Grade weights vary by course. Grades from all courses will include classwork, quizzes, and major assessments.
- Teachers will share grade weights with parents and students during the first week of school.

**Make-up Work:**

- Unless absent, students are expected to submit work to the appropriate teacher when it is due. Late work will not be accepted once a unit assessment has taken place.
- When absent due to illness, it is the students' responsibility to check eClass for assignments missed and turn them in.
- As a general rule, students will have two days to turn in make-up work for each day absent.

**Progress Reports:**

- Teachers will email progress reports home every Friday. Please monitor these progress reports closely for low grades or missing assignments.

**Transportation:**

- Not all students report to school on 8/26. All of 6th grade and those students who were notified to return will report on August 26th. 7th grade returns Sept. 2 and 8th grade returns Sept. 9
- Bus numbers can be found on the student Portal page and pick up times can be found on the school eCLASS page

## eCLASS

**Both face-to-face and digital students must become familiar with their teachers' eCLASS pages. Please review the below overview:**

- A “Week at a Glance” slide will be embedded on the teacher’s eCLASS landing page and will give parents a quick link to the Content section. The lessons and assignments are found there.
- Assignments will be posted in the content section
- Within each weekly folder, a page will be created for each day
- Links for assignments (and recorded lessons for future reference) will be found here

The screenshot displays the eCLASS LMS interface. At the top, there is a navigation bar with icons for Agenda, Help, Assignments, Discussions, Quizzes, Google Classroom, eCLASS Help, and Course Admin. Below this is a banner for "Version 2 LMS eCLASS Innovators" with a "Scrolling Google Slides" section. A red arrow points to a "WELCOME TO 7th GRADE LIFE SCIENCE" slide. To the right is a "Content Browser" with a "Recently Visited" list including "SAFARI Montage" and "Math SAFARI Montage Demo". Below that is an "Important Info & Tips" section with a "Scrolling pictures (.jpeg/.png)" section, where a red arrow points to a "WELCOME 7th GRADE" image. Further down is a "Calendar" section showing "Wednesday, June 24, 2020" and an "Upcoming events" section with "AUG 5 All Day First Day of School". At the bottom is a "Web Tiles" section with various educational tools like "Add File", "Learn Pop Spanish", "Brain Pop Spanish", "USAnestprep", "Dictionary", "Help Button", and "Google Translate".

## Ways to Support your Child

- **Monitor your Child's Progress**

- Check Grades in the Parent Portal.
- Read emails from your child's teachers and the school.
- Reach out to your child's teachers with any questions, concerns, or to schedule a conference.

## Connect with Us



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## People to Know

Principal	Nicole Irish	(770) 921-1776
6 <sup>th</sup> Grade AP	Cecilia Carmichael	(770) 638-2362
6 <sup>th</sup> Grade AP	Brian Howe	(770) 806-3851
6 <sup>th</sup> Grade Counselor	Kutana Parrish	(770) 806-3842
7 <sup>th</sup> Grade AP	Donnal Dillard	(770) 806-3853
7 <sup>th</sup> Grade AP	Nicholas Gilmore	(770) 806-3840
7 <sup>th</sup> Grade Counselor	Veronica Edwards	(770) 806-3863
8 <sup>th</sup> Grade AP	Angela Cooks	(770) 806-7769
8 <sup>th</sup> Grade/Gear UP AP	Eddie Maresh	(770) 806-3849
8 <sup>th</sup> Grade Counselor	Jameela Hall	(770) 806-3852
Special Education AP	Onika St. James	(770) 806-7763
ESOL AP	Japrita Washington	(770) 638-2380
Technology Support	Joseph Sappington	(770) 921-1776
Parent Liaison	Michael Doyne	(770) 638-2383