

DIGITAL LEARNING PARENT GUIDE



Centerville Elementary School 2020 - 2021

Administrators, teachers, and staff are excited to welcome our students back on Wednesday, August 12, 2020.

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/needs, the teacher will work with the student and/or parent to communicate additional small group times.
- Throughout our day, we will have periods of "WIN Time." During "WIN 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 assessments on Friday, but they will not be presented with new content.
- Students will attend one Specials class Monday-Friday (Ex: Week 1 Art Monday - Friday)
 - Special Areas are Art, Music, PE, Media/Counseling

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.

Communication ~ Stay connected with Centerville Elementary

- Teacher hours are 7:30am-3:30pm.
- Teachers are teaching throughout the school day. They may not be able to respond to questions until they have a break.

- Teachers will offer office hours during the week. These times can be located on the teacher's landing page.
- Questions submitted after 3:00pm may not be answered until the next school day.
- Class Dojo
 - Be sure that you have connected to the school by downloading the App and accepting the invitation from your child's teacher(s).
- E-mail
 - Centerville Staff Email: (firstname.lastname@gcpsk12.org)
- School Website: <https://www.gcpsk12.org/centervillees>
- Social Media
 - Follow us on Twitter <https://twitter.com/CESGenerals>
- 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 Sessions
 - **Teachers will send a video announcement on Wednesday, August 5, 2020** 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.

Digital Learning Instructional Day

- 8:10am Students must be logged on for announcements from the teacher.
- 8:15am Instruction begins for the day
- 11:30am - 12:30pm Lunch
- 2:45pm End of the instructional day

NOTE: Each student is responsible for attending his or her scheduled weekly specials class

Digital Learning Supplies

- School provided:
 - Math manipulatives (these will need to be returned)
 - Handwriting books (k-2)
 - Any other textbooks/texts
 - Media Center books - there will be a checkout process
- Parent provided:
 - Laptop
 - Headphones
 - Pens, crayons, paper, colored pencils or markers
 - Additional items outlined on the school supply list will be needed when we resume in-person learning.

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.

Important Dates

- **Wednesday, August 12th** - First day of school for students
- All school holidays are the same.
- An updated calendar can be found on the district and school website.

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:**
 - Bonita Banks, Principal Bonita.Banks@gcpsk12.org
 - Michelle Bays, AP (Kindergarten/4th grade) Michelle.Bays@gcpsk12.org
 - Marla Parish, AP (1st grade/2nd grade/3rd grade) Marla.Parish@gcpsk12.org
 - Reginald Watkins (5th grade/Special Education) Reginald.E.Watkins@gcpsk12.org
 - **Counselor:**
 - Anita Baker (Kindergarten – 5th grade) Anita.Baker@gcpsk12.org

Lunch Applications

- Meals will be provided to students.
- School Lunch Applications must be completed every year for each student.
- Students without a completed 2020 – 2021 School Lunch Application will be charged the regular price for all school meals.
- Completing this document now is important because it will prevent your child from being charged the regular price for lunch now and when we return to full in-person learning.
- The link to complete the application online is listed below.
<https://www.schoollunchapp.com/Terms.aspx?host=gwinnett.schoollunchapp.com&apply=1>

Technology – Chromebook

- Chromebooks will be provided to students with little or no access to technology at home.
- If you do not have internet service, a hot spot can be provided.
- To identify students who need technology, the school will refer to the district survey parents completed or you can contact the school for support.

Meet the Teacher Sessions

- **Meet the Teacher Sessions will be on Thursday, August 6, 2020 for Kindergarten.**
 - All Kindergarten students in the following classrooms: Clarke, Contreras, Staden (plus one adult) are invited to attend an in-person Meet the Teacher session on Thursday, August 6th. 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 Meet the Teacher session is also available for all Kindergarten classes for families that do not attend the in-person meeting. **IN PERSON MEET THE TEACHER SESSION FOR KINDERGARTEN WILL BE ON THURSDAY, AUGUST 6th:**
 - 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.

- **Meet the Teacher sessions will be on Friday, August 7, 2020 for Grades 1 - 5.**
 - Each Meet the Teacher session will be 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 6, 2020 for this session.
 - Please log on with your child during the designated time on Friday, August 7, 2020.
 - **Meet the Teacher sessions SCHEDULE FOR FRIDAY, AUGUST 7, 2020:**
 - Virtual Kindergarten Session: 11:00am (If you are unable to attend the in-person Open House/Meet your Teacher for Kindergarten in the morning, this session will be available.)
 - Virtual 1st grade Session: 1:00pm
 - Virtual 2nd grade Session: 1:30pm
 - Virtual 3rd grade Session: 2:00pm
 - Virtual 4th grade Session: 2:30pm
 - Virtual 5th grade Session: 3:00pm

Visiting the School

- Students, staff and visitors must wear a facemask when in the building.
- School visits are limited to registration time; by appointment only.
- The Visitors Management System (VMS), or "Buzz-in" system, will be used. **ALL** parents and other school visitors will be required to state the purpose of the visit before gaining access to the school building.