



# ***PARENT GUIDE TO DIGITAL LEARNING***

***ALCOVA ELEMENTARY SCHOOL***

***2020 ~***

***2021***



## Expectations

- **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.
- Fridays will be reserved for additional small group time, remediation and enrichment activities, and specials (PE, Art, STEM, Literacy, Theater, Technology, and Music). Specials will conduct an optional live session on Fridays, with 2 recorded lessons on Tuesday and Thursday. No new content will be presented on Fridays.
- On Friday afternoons, 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.). Your main lesson times will remain the same every day and every week. Your small group times may vary.
- Live 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/Google Meet 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.

- **Material Pick-Up**

- All students have access to digital libraries and textbooks through Eclass.
- Alcovia will host material “Welcome Back” pick-up days to ensure ALL students have the necessary materials to be successful. 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** 1:00pm-3:00pm  
OR
- **Tuesday, August 11** 10:00am-12:00pm

- **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/Google Classroom will house assignments and information for the student.

### Where to Find Assignments on eClass and Google Classroom

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



- If your teacher uses Google Classroom, it will be located at the top of your teacher’s eClass page, and will be used to SUBMIT classwork assignments.



### How to Support my Student

- **Provide structure at home.**
  - Identify an appropriate place to attend live instruction within your home.
  - Help create a schedule for your child every day. Teachers will communicate their daily schedules to parents during our Virtual Open House.
  - Teachers will communicate a schedule for the week that details the times where there are online opportunities in a Zoom session - for a class or small group session.
- **Encourage your child to:**
  - Participate in live lessons.
    - 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.
  - Utilize virtual teacher office hours as needed.
- **Reach out to the school for support. Our teachers, counselors, and administrators are here to help and support you!**
  - **Administrators:**
    - Cortina Harris, Principal
    - Tifferney Miller (K & 3rd grade, Gifted, Testing)
    - Dr. Tremaine Carter (1st & 4th grade, Support Staff, Testing)
    - Dr. Ron Gay (2nd & 5th grade, Special Education)
  - **Counselors:**
    - Adriene Grey (Kindergarten and 3rd grade)
    - Amy O'Neil (1st grade and 4th grade)
    - Rosylia Gumbs (2nd grade & 5th grade)

### **Communication ~ Stay connected with Dacula!**

- Teachers are available virtually during scheduled times daily.
  - Teacher Office Hours for **Parents**: 7:30-8:15
  - Teacher Office Hours for **Students**: 2:45-3:30
- Teacher work hours are 7:30-3:30. Your child's teachers may not be available to answer questions outside of these hours.
- E-mail
  - Alcova Staff Email: ([firstname.lastname@gcpsk12.org](mailto:firstname.lastname@gcpsk12.org))
- Social Media
  - Follow us on Facebook, Instagram and Twitter
- Weekly Newsletter
  - You will receive a weekly newsletter via email each Friday from your child's teacher. In addition, be on the lookout for the weekly Falcon's Nest with timely school announcements and updates
  - Meet Your Teacher/Open House
    - Teachers will send a video announcement by July 31st via 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 Tuesday, August 4 for K-5th grades. It is a live 20-30 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 by August 3.
- **All Kindergarten students and students NEW to Alcova ES** are invited to attend an **in-person** Open House/Meet the Teacher on Thursday, August 6. Please follow our schedule and times, so that we may reduce the number of families in our building and ensure social distancing. Masks are required for adults and students.

8-9am: Last Name A-G  
9-10am: Last Name H-P  
10-11am: Last Name Q-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 bring your own pen. Thank you for your help with this.

\*\*\*\*\*

We are #onefamilyonedacula! 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. Harris and our other staff members, as well as special virtual events planned to keep us connected!