

Lilburn Middle School

Parent Guide to Digital Learning



Mustang Pride!

July 24, 2020



Dear Lilburn Middle School Families,

Thank you so much for your commitment to our students and school. We are so excited to return to school and we welcome the routine of teaching and learning. Of course, we had hoped that conditions would allow for us to return to a normal start of the school year. However, we understand that we must monitor the COVID situation and wait until it is safe to do so again. We do miss our scholars and cannot wait until we have the opportunity to teach them in-person. As we plan for digital instruction, we want to ensure that the start to the school year is as successful as possible.

There is some information that we want you to understand and support in order to ensure that our students' school day is as smooth as possible. First, please know that our plan for instruction is designed to keep our students engaged in learning during each school day. The schedule is quite different than in the Spring, but you will find that it provides structure, which can help our students to become acclimated to a normal school day if and when we return to in-person instruction. Students will follow their regular schedule, and will be held accountable for attendance, participation, and work completion during school hours. Your support with these expectations is crucial.

To ensure that students obtain effective and appropriate instruction, teachers will provide live instruction daily and will also be available for enrichment/support and office hours each day. Students will have an opportunity for help sessions, small groups. Parents will have the option to participate in conferences, when needed. It will be very similar to a normal in-person school day.

Please review this guide for information about the expectations for learning for your child. If you have any questions, please don't hesitate to reach out to me at 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

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 digital learning experience mirror the face-to-face experience as much as possible. Students will follow a class schedule just as they would in the building.
- Students will be provided a device break in between each scheduled class.

LMS Digital Learning Bell Schedule

Instruction Schedule:

Staff Hours: 8:30am - 4:30pm

Monday - Thursday Schedule

6th Grade		7th Grade		8th Grade		Connections	
8:30-9:00	Office Hours	8:30-9:00	Office Hours	8:30-9:00	Office Hours	8:30-9:00	Office Hours
9:00-9:30	Academic Support Time	9:00-9:30	Academic Support Time	9:00-9:30	Academic Support Time	9:00-9:30	Academic Support Time
9:35- 10:35	Academic 1	9:35- 10:35	Connections**	9:35- 10:35	Academic 1	9:35- 10:35	7th Connections
10:35-10:40	Device Break	10:35-10:40	Device Break	10:35-10:40	Device Break	10:35-10:40	Student Device Break
10:40-11:40	Academic 2	10:40-11:40	Academic 1	10:40-11:40	Lunch/Planning	10:35-11:45	Lunch/Planning*
11:40-11:45	Device Break	11:45-11:50	Device Break	11:40-11:45	Device Break	11:45-11:50	Student Device Break
11:45- 12:45	Academic 3	11:45- 12:45	Lunch/Planning	11:45- 12:45	Connections**	11:45- 12:45	8th Connections
12:45-12:50	Device Break	12:45-12:50	Device Break	12:45-12:50	Device Break	12:45-12:50	Student Device Break
12:50-1:55	Lunch/Planning	12:50-1:50	Academic 2	12:50-1:50	Academic 2	12:50-2:00	Academic Support Time
1:55- 2:55	Academic 4	1:50-1:55	Device Break	1:50-1:55	Device Break	2:00-3:00	Planning
2:55-3:00	Device Break	1:55- 2:55	Academic 3	1:55- 2:55	Academic 3	3:00-4:00	6th Connections
3:00-4:00	Connections**	2:55-3:00	Device Break	2:55-3:00	Device Break	4:00-4:30	Office Hours
4:00-4:30	Office Hours	3:00-4:00	Academic 4	3:00-4:00	Academic 4		
		4:00-4:30	Office Hours	4:00-4:30	Office Hours		

**Students attend A Day Connections on Monday/Wednesday and B Day Connections Classes on Tuesday/Thursday

ATTENDANCE WILL BE TAKEN EACH PERIOD-EVERY DAY

5 Minute transition time is included between each content class

*Students have enough time for lunch and to log in to their next class **Friday Connections classes are split between their A and B day classes

Friday Schedule

PRACTICE & REVIEW PRIOR SKILLS/RETEACH & REASSESS

6th Grade		7th Grade		8th Grade		Connections	
8:30-9:00	Professional Learning	8:30-9:00	Professional Learning	8:30-9:00	Professional Learning	8:30-9:00	Professional Learning
9:00-9:30	Advisement	9:00-9:30	Advisement	9:00-9:30	Advisement	9:00-9:30	Advisement
9:35- 10:35	Academic 1	9:35-10:05	Connections A**	9:35- 10:35	Academic 1	9:35- 10:35	7th Connections (A/B)
10:35-10:40	Device Break	10:35-10:40	Device Break	10:35-10:40	Device Break	10:35-10:40	Device Break
10:40-11:40	Academic 2	10:07-10:35	Connections B**	10:40-11:40	Lunch/Planning	10:35-11:45	Lunch/Planning*
11:40-11:45	Device Break	11:40-11:45	Device Break	11:40-11:45	Device Break	11:45- 12:45	8th Connections (A/B)
11:45- 12:50	Academic 3	10:40-11:40	Academic 1	11:45- 12:15	Connections A**	12:45-2:00	Academic Support Time
12:50-1:50	Lunch/Planning	11:40-11:45	Device Break	12:17-12:45	Connections B**	2:00-3:00	Planning
1:50-1:55	Device Break	11:45- 12:45	Lunch/Planning	12:45-12:50	Device Break	3:00-4:00	6th Connections (A/B)
1:55- 2:55	Academic 4	12:45-12:50	Device Break	12:50-1:50	Academic 2		
2:55-3:00	Device Break	12:50-1:50	Academic 2	1:50-1:55	Device Break		
3:00-3:30	Connections A**	1:50-1:55	Device Break	1:55- 2:55	Academic 3		
3:32-4:00	Connections B**	1:55- 2:55	Academic 3	2:55-3:00	Device Break		
		2:55-3:00	Device Break	3:00-4:00	Academic 4		
		3:00-4:00	Academic 4				

Friday PD will be held virtually by LSTC and/or admin. Please login in from your classrooms promptly at 8:30am! Link will be sent via email.

Advisement will be held with students' Academic 1 teacher. (Connections/Special Ed teachers & paras will be assigned as support)

*Students have enough time for lunch and to log in to their next class **Friday Connections classes are split between their A and B day classes

ATTENDANCE WILL BE TAKEN EACH PERIOD-EVERY DAY

Refer to the LMS Digital Framework for further explanation of expectations for Fridays.

- General
 - Students must be logged into the appropriate Zoom session by the time class begins. It is recommended that students set a phone/clock alarm to remind them to join the live session ON TIME.
 - Students must sign into Zoom using their student name. Teachers will admit students from the waiting room.
 - Students must turn their video “on” during Zoom live instruction.
 - Students must mute their microphone when logging into Zoom. Teachers will “unmute” students during the instruction period for questions/answers.
 - If a student needs to leave the room to use the restroom or for another reason, he/she needs to notify the teacher before leaving (just as in a classroom). The student’s video should remain on during their absence.
 - Students are expected to be dressed appropriately for all classes (school appropriate clothing).
 - Students are expected to be working from a table or desk as if they are learning at school (for example, students should not attend class while laying in bed).
 - Students are bound by the GCPS Code of Conduct and LMS rules and procedures.
- Attendance
 - Teachers will record attendance at the beginning of the period. Students must be logged in at the beginning of the live session.
 - Teachers will record the live instruction and post the recorded lesson on eClass by the end of each day. It is the student’s responsibility to access the recorded lesson if he/she is unable to log on during the live instruction (it will be available in the content section of eClass labeled by week and date).
 - Morning Announcements will be made available daily.
- 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.

eCLASS

- Where will teachers post assignments?
 - 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, Ask Your Teacher, Assignments, Discussions, Quizzes, Google Classroom, eCLASS Help, and Course Admin. Below this is a banner for "LMS eCLASS Innovators Version 2". A red arrow points to a "Scrolling Google Slides" section containing a "Welcome Announcements!" slide that reads "WELCOME TO 7th GRADE LIFE SCIENCE". Another red arrow points to a "Scrolling pictures (.jpeg/.png)" section in the right-hand sidebar, which features a "Content Browser" with folders like "SAFARI Montage" and "Digital Learners", and a "Calendar" showing "Wednesday, June 24, 2020" and "Upcoming events" including "First Day of School". The main content area includes an "Activity Feed" with a post from "Me" dated "Jun 18, 2020" and "Latest Posts" with a post from "Me" dated "Oct 5, 2018" about a PD activity. At the bottom, there are links for "Tutor.com & GCPL" and a "Save" button.

Ways to Support your Child

- Provide structure at home
 - Identify an appropriate place to attend live instruction in your home
 - Ensure your child has the necessary materials to be successful. If you need assistance with a laptop or materials, please contact: joseph.sappington@gcpsk12.org
- **Expect your child to follow the daily schedule**
 - Teacher hours are 8:30-4:30. They may not be available to answer questions outside of those hours.
- **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.

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People to Know

Principal	Nicole Irish	(770) 921-1776
6 th Grade AP	Cecilia Carmichael	(770) 638-2362
6 th Grade AP	Brian Howe	(770) 806-3851
6 th Grade Counselor	Kutana Parrish	(770) 806-3842
7 th Grade AP	Donna Dillard	(770) 806-3853
7 th Grade AP	Nicholas Gilmore	(770) 806-3840
7 th Grade Counselor	Veronica Edwards	(770) 806-3863
8 th Grade AP	Angela Cooks	(770) 806-7769
8 th Grade/Gear UP AP	Eddie Maresh	(770) 806-3849
8 th 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