Hopkins Elementary School
Digital Learning Handbook
2020-2021

We are STRONGER TOGETHER!
Students + Teachers + Parents

SCHOOL ADMINISTRATION
Principal
Gabriel Zaragoza

Assistant Principals
Lisa Bevens,
Jacqueline Graham
Dr. Joe Sanfilippo
Jewlana Smith-Hunter

COUNSELORS
Tawonda Hunter, Grades K-2
Tesha Soto, Grades 3-5

PARENT CENTER
Maria Miller, Parent Instructional Coordinator
Ingrid Abarca, Parent Outreach Liaison

Main Office Line: (770) 564 – 2661
Website: www.gcpsk12.org/HopkinsES

Office Hours	**Student Hours**
8:00AM-4:00PM	8:15AM- 2:45PM

GWINNETT COUNTY PUBLIC SCHOOLS VISION STATEMENT
Our vision is to become a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers.

GWINNETT COUNTY PUBLIC SCHOOLS MISSION STATEMENT
Our mission is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

HOPKINS VISION STATEMENT
Working Together to Cultivate Learners, Empower Families and Strengthen Communities.

HOPKINS MISSION STATEMENT
Collaboratively Working Together to help Children Achieve their Personal BEST While Increasing Student Achievement.

HOPKINS CORE VALUES
- Accept and celebrate diversity.
- Pursue excellence in academic knowledge, skills and behavior by setting high academic standards.
- Set expectations for each student.
- Administer accurate and meaningful assessments and utilize the results.
- Provide continuous training and professional development of school personnel to become lifelong learners.
- Establish community partnerships.
- Increase the parent involvement program.
- Provide a safe, secure, and organized learning environment.

LOCAL SCHOOL PROCEDURES

Communication - E-mail and Internet Communication (including the Parent Portal)
Parents can learn more information about our school from our website www.gcpsk12.org/HopkinsES and through our monthly online school newsletter. Teachers review their e-mail daily. Teachers will respond to your e-mail notes; however, because of the need for confidentiality, it may sometimes be necessary for a teacher to request a time to call you rather than respond to your request via internet. **Teachers will respond to your email within 24 hours.**

Teachers will use Class Dojo and other platforms to communicate important class information. Teachers will share more information during Open House. We encourage you to download the app on your phone or digital device.

School Visitors
School visitors should schedule an appointment prior to visiting the school. Visitors may contact (770) 564-2661 to schedule an appointment. **The wearing of a mask is required while inside the building.**

MAXIMIZING LEARNING IN THE DIGITAL ENVIRONMENT

STUDENT ATTENDANCE
- Student attendance is an important factor in achieving academic attendance.
- Students are expected to log-in to the eClass learning platform daily.
- Attendance will be recorded daily at the district level.
- Students are expected to log in and participate in all synchronous (live) Zoom sessions.
- Parents should immediately communicate their child's absence to the classroom teacher.

EXPECTATIONS FOR STUDENTS
- Log in to eClass daily for your assignments. Follow the schedule provided by your teacher.
- Log in to your scheduled Zoom meetings at least five minutes before class.
- Complete all assignments daily.
- Students should give their best effort when completing assignments as assignments will be graded.
- Teachers have established office hours. Students can check in and receive support during these scheduled times. Your teacher will provide more details.
- Parent Office Hours are 2:45PM – 3:20PM daily for all teachers.
- Students will continue to follow our schoolwide PBIS expectations of BEST.
    - Be Respectful
    - Engage in Learning
    - Strive For Success
    - Take Responsibility

EXPECTATIONS FOR PARENTS
Transitioning to 100% digital learning is a huge shift for all of us – teachers, students, and parents. While we recognize that in person learning may provide a better learning experience, we believe learning can continue if we all work together.

- Help your student establish a daily routine. We recommend maintaining as much of a regular schedule as possible. Include time for school, meals, physical activity, and down time.
- Have your student wear school appropriate clothing while participating in live Zoom sessions.
- Identify a working space for your student. Some students may be able to work in their bedrooms, but most will need a clear separation between work and personal time.
- Ensure that your student has the technical tools they need.
- Check eClass with your student. How often you check in is up to you! This will vary by student. As we begin this new learning environment, check in frequently.
- Help your student reach out to teachers for support if needed. Students should use posted office hours first, and rely on email or Class Dojo as a secondary support. We anticipate that teachers will receive an unusually high volume of email through this transition, and we encourage everyone to be as efficient as possible.
- Contact your child's teacher if your student is sick and unable to log in to school. School attendance policies apply during this period. Please note – attendance is taken at the district level based on student daily activity in eClass.
- Take care of yourself! Give yourself, and others, some grace through this period.

CHROMEBOOK CHECKOUT PROCESS, CARE, AND MAINTENANCE

Chromebooks are available for student checkout. The device will be checked out under your student's name. Parents should ensure care as you will be responsible if the device is damaged, lost or stolen. Chromebooks are available for students who have limited or no access to digital devices at home. Our staff will contact those parents who indicated they were in need of a device. Chromebook pick-ups will be scheduled by appointment only. Parents will need to show identification when picking up the device. The device is on loan from your school.

TAKING CARE OF YOUR CHROMEBOOK

- Students are responsible for the general care of the Chromebook they have been issued by the school.
- Contact the school if your Chromebooks fails to work properly.
- Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

GENERAL PRECAUTIONS
- No food or beverages should be near your Chromebook.
- Cords, cables, and removable devices should be inserted carefully into the Chromebook.
- Chromebooks should not be exposed to extreme temperatures (hot or cold).
- Students should never carry their Chromebooks while the screen is open, unless directed to do so.
- Chromebooks should never be left in an unlocked vehicle or an unsupervised area.

SCREEN CARE
- The Chromebook screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure.
- Do not lean on the top of the laptop when it is closed.
- Do not place anything on the keyboard before closing the lid (e.g. pens or pencils, flash drive, etc.).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not use commercial glass cleaners.

# School Chromebooks at Home- Connecting to Wi-Fi

1. Power on the Chromebook

- Open the Chromebook.

- If the Chromebook does not power on, hold down the power
  button. This may be on the side of the Chromebook or on the top
 right of the keyboard.

2. Connect to Wi-Fi

- Because the Chromebook is no longer at a school location, the
  Wi-Fi settings will have to be updated.

- When you power on your Chromebook, you will be asked to
  select the Wi-Fi network. Click on the appropriate network for
  your location.

- If your network is password-protected, enter the password for
  your wireless network.

- Click **Connect.**
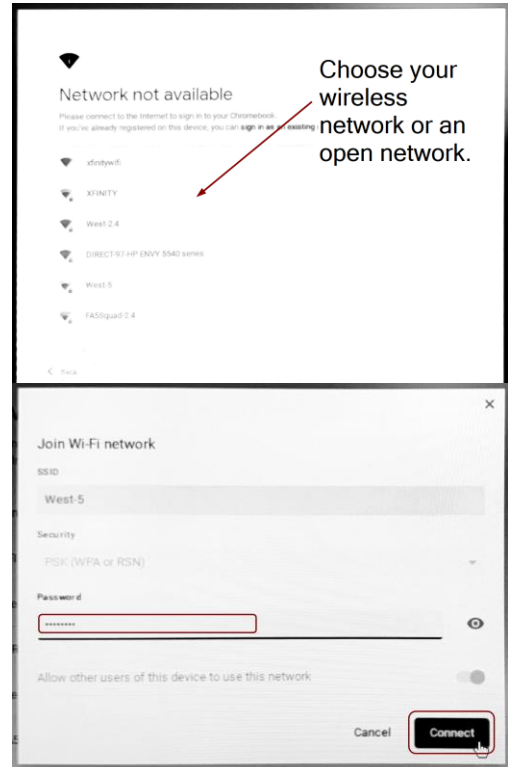
- You will then receive a message that the Chromebook is
  managed by Gwinnett County Public Schools and will be asked
 to log on to the Chromebook. Click **Next.**
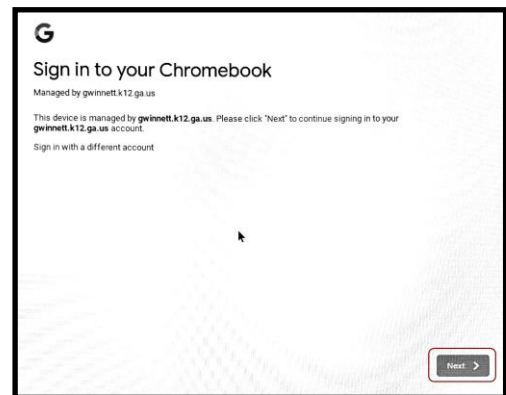
3. Log onto the Chromebook
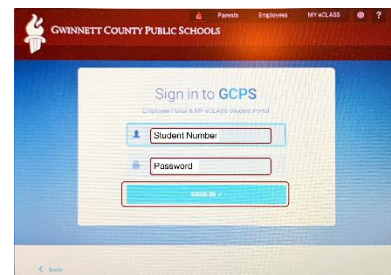
- You will be redirected to the portal login screen.
    - Enter your student number and password.
    - Click **SIGN IN**.

4. Utilize your Student Portal

- You are now logged onto the GCPS Chromebook and into the student portal.
- From your student portal, you can access the following:
    1. Your eCLASS Course Pages (where your required Digital Learning assignments are located)
    2. The Online Research Library
    3. Additional resources such as G Suite for Education (Google Docs, Google Meet, and Google Classroom)
    4. Your digital textbooks
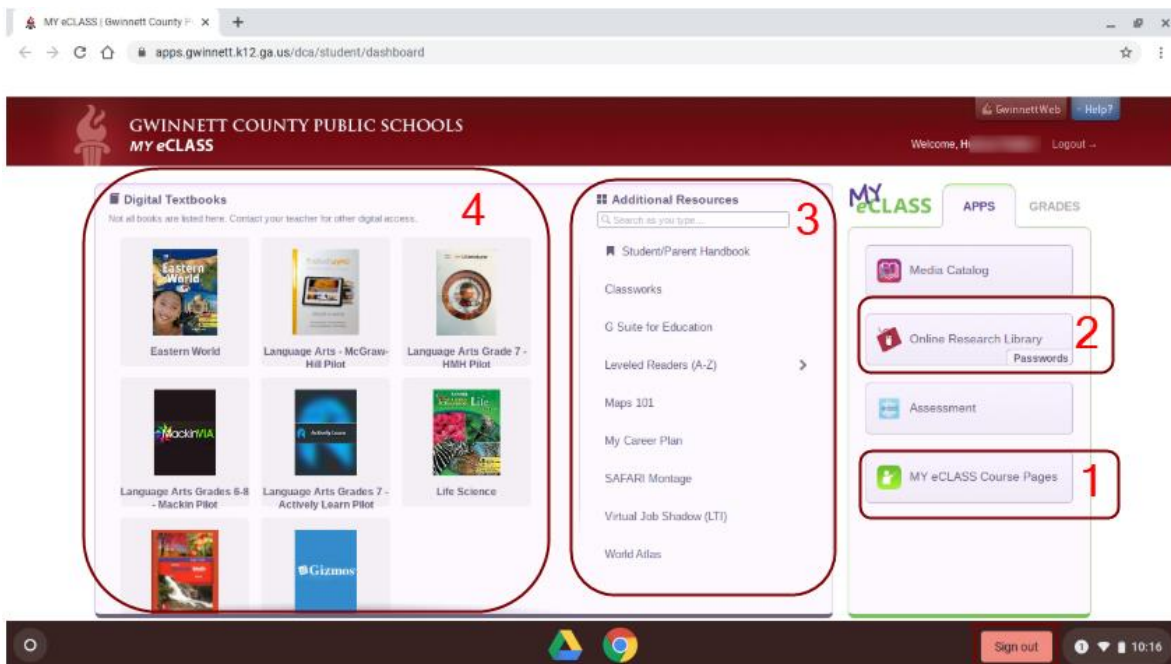
5. Sign Out

- To sign out, click on the red **Sign out** icon at the bottom of the screen. This will allow a different user to log on. You should not need to re-enter Wi-Fi credentials.

> Note: If you do not remember your student number and/or password, let your teacher know. He/she can reset your password or make your school technical support aware.