

# Gilliard Elementary

August 24, 2020

## Parent Bulletin

### Registration

We now have about 110 students who have not registered for school. Your child will not receive any materials until registration is complete. It is very important that you complete registration as soon as possible. Remember online registration and submitting proofs of residence must be done before your child's registration is considered complete.

Please see the information below to get your child registered.

- Parents must go online to complete the required preliminary registration.
  - **New students-** <https://newsturegistration.mcpss.com/login>
  - **Returning students-** <https://stuupdateinfo.mcpss.com/login>
- **Kindergarten registration information:**
  - Complete online registration by using the information for new students from above.
  - Take a picture on your phone and email a copy of the **student's original birth certificate, social security card, two proofs of residence (one must be a lease, rental agreement, or mortgage in the guardian's name and the other proof can be a utility bill that must be current- within 30 days), the immunization card, and the guardian's driver's license.**
  - Parents should place the student's name and grade level in the subject area when sending the email to [gilliardregistration@mcpss.com](mailto:gilliardregistration@mcpss.com) or to your child's teacher.
- **Returning students:**
  - Complete registration by using the information for returning students from above.
  - Take a picture on your phone and email a copy of 2 proofs of residence (**must be within 30 days**).
  - Parents should place the student's name and grade in the subject area when sending the email to [gilliardregistration@mcpss.com](mailto:gilliardregistration@mcpss.com) or to your child's teacher.

**WE WILL NOT BE REGISTERING ANY STUDENTS AUGUST 26 – 27. WE WILL BE PREPARING FOR MEET THE TEACHER AND OPENING OF SCHOOL. NO EXCEPTIONS!**

### Student Attire

All students must be dressed appropriately during remote learning. Uniforms are not required, however, students are not allowed to be dressed in their pajamas or inappropriate clothing during instructional time. If your child is not dressed appropriately, they will be asked to disconnect and rejoin once they put on proper attire.

### Visiting Gilliard

It is very important to remember if you come to the school, please be aware that you **MUST WEAR A MASK**. Entrance into the building will not be permitted if you are not wearing one. This is for your protection as well as the protection of the staff members. We must limit the number of people that come into the office, so please do not bring any extra guests with you when you come.

### Attendance

Your child's attendance during the remote learning period is very important. Teachers are required to take daily attendance. It is vital that students follow the teacher's schedule daily. For your child to be academically successful, they need to be an active participant during the remote lesson. If your child is sick and cannot login for a session, email a copy of a parent note or doctor's note for the absence within 3 days to the teacher.

## **Schoology**

Schoology is the online platform that will be used for remote learning for the students. Please do not forget it is very important that you begin watching the videos and join the group below. This group will give you a jump start on learning about Schoology. Your teacher will be sending home your Schoology access codes this week. **PLEASE DO NOT MISPLACE YOUR CODES.**

- <https://acp.mcpss.com>
- Click Parents & Students in the top right-hand corner
- Click Parent Resources
- Click the Parents and Students option on the right-hand side

**\*Here you will find helpful videos that will introduce this platform to you.**

Once your child's teacher gives you instructions for joining Schoology, please join this group using the code listed below:

- Student and Parent Orientation: **33BB-5VB5-GVZF3**

## **Student username and password**

All students will be provided with a "one stop shop" card that will have all usernames and passwords on it. It is very important that your child keep up with this card. They will need it to refer to when logging onto the different online platforms for instruction. Also, it is very important that you practice logging in and out of the online portal. Check all usernames and passwords to ensure they work properly. If you run into a problem, please call the school or Gilliard Tech Support using the information in this bulletin.

## **Parent Contact**

The teachers will continue making phone calls this week. It is very important that you provide them with good contact information. Please answer the phone and give the teachers the requested information.

## **Cafeteria**

Beginning Tuesday, September 8<sup>th</sup>, students will be required to present their lunch card in order to receive their weekly food commodities. Lunch cards will be placed in the student materials that will be picked up from the school. Weekly food pickup is from 9:00 a.m. – 1:00 p.m. every Monday. We will use the parking lot closest to the cafeteria side of the school. Please be patient and do not get out of your car. We handed out over 280 lunches last week and we hope to hand out even more on Monday. Remember to please be patient. **NO PICKUP MONDAY, SEPTEMBER 7<sup>TH</sup> DUE TO LABOR DAY. PICKUP WILL BE TUESDAY, SEPTEMBER 8<sup>TH</sup>.**

## **Communication**

Our teachers will communicate with you frequently using Remind, Schoology, Dojo, text message, classroom newsletters, email, and phone calls. Please take time to read the communications so you do not miss any important information. Also, you may receive calls from administration through School Messenger with important information. Be sure to listen to the entire message. Thank you.😊

## **Meet the Teacher**

Our virtual Meet the Teacher has been scheduled for this upcoming week. Your child's teacher will call you with important information regarding Meet the Teacher.

### **Tech Support**

Gilliard will offer a tech support phone line for parents and students beginning Tuesday, September 1, 2020. The phone line will be open from 4:00 p.m. – 7:00 p.m. Monday through Friday. We will have teachers on standby to help with any technical issues you may have. The tech support line will shut down promptly at 7:00 p.m. Please call the school during instructional hours if you need assistance and your call will be sent to someone to help you.

### **After Hours Tech Support Contact Information**

**Ms. Davis – (251) 265-1041**

**Ms. Mosley- (251) 219-0037**

### **Teacher Work Hours**

It is very important that you respect the teacher's work hours. They will provide you with specific times that they will be available after school. Please do not call them after the times you are provided with. All of the teachers have families to take care of, so it is very important to respect their time.

### **Materials/Device Pickup**

Your child's teacher will call you with specifics regarding material/device pickup. Please be on the lookout for a call from them. I have not listed any dates because the teachers will call you with that specific information.

- PreK – Kindergarten: 9:00 - 10:00 (**Carpool line**) First Grade: 10:15 - 11:15 (**Front of the School**)
- Second Grade (**Carpool line**) / Third Grade (**Bus line**): 12:30 - 1:30
- Fourth Grade/ (**Front of the School**) / Fifth Grade (**Bus line**): 1:45 - 2:45

**\*There will not be another day set aside before school starts. Please make arrangements to pickup your child's materials using the information given to you from the teacher.**

### **THANK YOU**

On behalf of the entire faculty of Gilliard School, we want to thank you in advance for your support and cooperation during this new way of learning for both the teachers and the student. It is our goal to provide your child with the best education they deserve. We are a phone call away if you need us.

### **Important Dates**

Tuesday, September 1<sup>st</sup>

Monday, September 7<sup>th</sup>

Tuesday, September 8<sup>th</sup>

Tuesday, September 8<sup>th</sup>

First Day of Remote Learning

Labor Day (no school)

Weekly Food Pickup

iReady Diagnostic Testing 1<sup>st</sup> – 5<sup>th</sup>