



2022-2023 Virtual Learning Plan

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Virtual Call Center

Direct parents to call the main office number **404-802-4200** and we will direct them to a staff member based on their needs.

In the event of a switch to virtual instruction for the entire school the following staff will be working as a call center support for parents:

- Ms. Miles (2/3 Scholars)
- Ms. Neiman (PreK – 5)
- Mr. Henderson (PreK – 5)
- Ms. Fassinger (K/1 Scholars)
- Ms. Andrews (DSE K-5 & Regional Units)
- Ms. Foushee (K-5, Technology Assistance)
- Ms. Linder (PreK – 5)
- Ms. Holloman (PreK – 5 Technology Support)
- Ms. Scott (PreK -5, Main Line Calls)
- Ms. Knight (PreK – 5, Support Attendance Calls & Needs Assessment)

All login information will be shared with the parents via secure email. Additionally, parents will receive a folder during device pick-up containing their child's login information, class schedule, Zoom codes, and a technology how-to document.

If parents reach out to get GTID numbers, APS student id numbers, APS login info, lunch number, etc. please verify the identity of the caller by asking the following questions:

- What is their name (verify they are listed on the IC summary page),
- What is the child's name?
- What is the child's date of birth?
- What is the child's middle name?
- What is their address?

Once the caller answers those questions, you may share the information with them. Document to whom you have given the information for record keeping purposes. If the person on the phone doesn't answer those questions correctly, you may not provide the information.

Communication Plan

The school will follow the district's overall communication plan, but will also use the following to communicate to families:

- *Remind 101*: We will use the School Remind 101 account to share links for families to get login information, schedules, meal distribution, device pick-ups, and Town Hall events. Teachers will also share the same information pertaining directly to their scholars via their class Reminds.
- *School Website*: There is a special 2022-2023 school year updates page where we house information for parents. Updated flyers will be shared on the website. No Zoom codes will be shared via public access.
- *RoboCall*: We will send a voice recorded RoboCall in English to make sure families get the most recent information.
- *Flyers/Newsletter*: Flyers will be updated and distributed as needed to communicate information to families. All flyers will also be posted to the school's social media accounts and website.
- *Social Media*: The school will post information on our Twitter, Facebook, and Instagram, and School website.

Device Distribution

Each device for students in grades PreK – 5 have the student's name on them and device information is already collected on each student. We will deploy a team of staff to break down the device carts and distribute the devices and the chargers to students. Parents will be notified to come pick-up their devices during a predetermined time. All communication outlets will be used to communicate this information with the families.

Upon our return to the building, we will collect the devices, ensure all necessary parts were returned, clean them, and store them back into the carts. Carts will then be returned to the homeroom teacher's classroom for instructional use. Ms. Foushee and Ms. White will be responsible for reaching out to parents/guardians that did not return all components of the device packet.

New students who have not been assigned a device will receive one within 48-72 hours. Maria Scott and Loraine Foushee will arrange a time for new devices to be picked up.

Technology

Teachers are using My Backpack to show students how to access the various platforms. Mr. Timothy Farmer, our Education Technology Specialists, is delivering professional development and support around the use of Securely and Zoom Authentication (3-5). Teachers will have access to Mr. Farmer through his emails and Zoom information. He will be available to support teachers in providing instruction through the digital platforms.

Zoom

All teachers have created Zoom links for their classrooms and have shared them with administration via the Google Drive excel document. Teachers will post their Zoom information for parents and students via Google Classroom and the school will send it via Remind101. Parents/Guardians will also receive a copy of the codes during the device pick-ups.

The call center will also have this information readily available to provide to parents over the phone. All administrators and enrichment teachers will be added as co-hosts for each Zoom to ease transitions and to support.

Zoom Codes 2022-2023:

Zoom Codes 2022-2023

Google Classroom

- *Quarantine Grade Level Classroom:* Teachers have created grade level Google Classrooms and have loaded all the students into their respective grade level/class. Teachers should add enrichment teachers, school administrators, Media Specialist, and Master Teacher Leaders to your Google Classrooms. This has been created to provide students who are in quarantine access to instructional resources. Teachers are required to upload lessons/presentations within 24 hours of receiving notification that a student has been quarantined. Lessons for core subjects should be added for each day of quarantine. The teacher should also follow-up via phone with the parent to inform them that the lessons are now available. All communication should be documented in the Infinite Campus Contact Log.
- *Individual Quarantine:* All students will be sent home with their device and charger during the quarantine period. Students will be provided with the Zoom information to join their class virtually for the duration of their time away. Teachers will be notified via email regarding the student's name and timeframe of their absence. Teachers will then upload assignments to Google Drive within 24 hours. The following day, the teacher will have the Zoom room open to accept the virtual students for learning. Students will be able to participate in all content areas, except enrichment classes. Students in virtual classes will be coded in Infinite Campus and will receive credit for the day. Students too ill to participate in virtual learning will be expected to complete their assignment and return them to the teacher in a timely manner.

- *Virtual Learning Classroom:* Each teacher has created their own individual Google Classroom where instructional resources for virtual learning will be housed. All teachers have the same structural elements of their Google Classrooms to ease the process for parents. Teachers will upload the most current schedule and Zoom links to the classroom. They will also upload links that students will need access to during virtual instruction no later than 5 PM the day prior.
- The last page of this document shows the teacher BAMO Teacher Zoom link information for the 2022-2023 school year.

Assignments

Assignments for virtual instruction will be housed in the Google Classroom. Teachers will be expected to use district approved resources (i.e. Discovery Education, Freckle, Imagine Learning, HMM, etc.) to create assignments and to avoid commercial websites (i.e. liveworksheets.com, Teachers Pay Teachers, Pinterest, etc.) The administrative team is developing grade level expectations in alignment with the district grading guidelines.

Instruction

The length of the school day will follow the schedule and parameters set forth by the Atlanta Public School District. Any changes to the instructional schedule will be shared with parents.

PreK students will operate on a 2.5 hour instructional schedule. K-5 students will operate on a 5 hour instructional schedule. K-5 students will receive enrichment daily for 30-minutes.

All Zoom rooms will open at 7:30 AM to begin accepting students for the day. Instruction will begin promptly at 7:45 AM.

Students in grades 1-5 will still participate in intervention and enrichment with their homeroom teacher four days a week. K-2 students will continue to receive 30 minutes of phonics instruction daily.

Learning packets will be provided for students that have connectivity issues. Students will be expected to complete the packet each day to receive credit for instruction. The packet will contain work for all content areas.

Meals

Meal distribution will follow the guidelines of the Atlanta Public School District Nutrition Department. The meal distribution schedule will be shared on our website and social media outlets. The closest food location for our families will be King Middle School.

Parents

Within 24-48 hours of a pivot to virtual learning, a parent meeting will be held or a presentation uploaded to our school website and social media platforms to walk parents through accessing Zoom, Google Classroom, and Infinite Campus Parent Portal. Presentation will be available in English. Quick sheets and one pagers will be loaded to the school website as well.

Attendance

During In-Person Instruction:

Students will be coded COVID (excused absence) days they are out due to direct exposure or a positive test. Students will receive access to virtual learning assignments through the Google Classrooms. If assignments are completed and submitted, students will be marked QUARANTINED (present) in Infinite Campus.

During Virtual Instruction:

Students will be coded Absent if they do not attend the live virtual learning session. The administrative team or school clerk can adjust codes in accordance with the APS guidance. Students who do not have access to the internet received a packet for instruction. If the packet is returned fully complete, the student's attendance codes will be adjusted accordingly.

Attendance will be taken no later than 8:10 AM in Infinite Campus. The caller team will then begin to make calls to parents whose students are not currently in instruction to help resolve any barrier.

QRT – Should not be used for virtual students.

CVDI – Should be used for students who are not able to participate in class, face-to-face or virtually, because of illness due to COVID.

CVDD – Should be used for students who are not able to participate in class, face-to-face or virtually, because of a death in their family due to COVID.

TECH – Should only be used to indicate virtual students who are absent due to a lack of technology or other technology related issues.

ASYN – Should not be used for any reason.

Behavior

Students will adhere to the virtual student SOAR expectations. Students will receive two verbal warnings from the teacher. If the expected behavior is not shown, the teacher will move the scholar to the waiting room with a written warning and a positive reminder of the expected behavior. The teacher will then contact the grade level paraprofessional and/or Ms. Linder, the Restorative Practices Coach, to come meet with the student. If necessary, the parent will be contacted to discuss the concern. The child will then have the opportunity to return to the virtual learning environment.



BaMO Eagles S.O.A.R in Distance Learning



S

Show respect to others

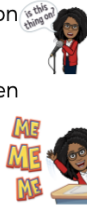
Use kind words

Keep yourself muted

Use raise hand icon to speak

Look at your screen when speaking

Use the chat responsibly



O

Own Responsibility

Log on a 15 minutes before class

Wear school uniform

Have your virtual instructional kit ready

Stay on topic

No side conversation



A

Always be Safe

Create a quiet learning space

Handle device with care

Stay on assigned task



R

Ready at All Times

Computer is charged

Camera is on

Use headphones if you have them

Be focused

Be an active participant

