Harper-Archer Elementary School Virtual Instruction Plan 2022-2023
Quarantined/Isolated Scholars

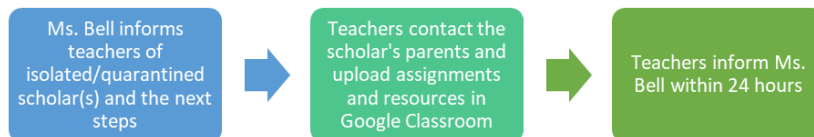**All scholars in grades Pre-K thru 5th grades will have access to either an iPad or Chromebook.**

Based on the APS Quarantine Instructional Guidance document, the following schoolwide plan outlines the process for continuing instruction in a virtual setting for quarantined scholars.

<u>Teachers with Isolated/Quarantined scholars</u>

- Once a scholar has been sent home for isolation or quarantine, Ms. Bell will email homeroom teachers to contact parents and let them know to complete the following:
  - Pick up a device from the school (if the scholar does not already have an assigned device from the school)
  - Complete assignments in Google Classroom

(Ms. Maxberry (ESOL) & Ms. Thomas (Special Education) will be copied on the emails so that scholars will still be able to receive the needed services)

- Teachers will also confirm the following with Ms. Bell within 24 hours:
  - Parent has been contacted
  - Assignments and any resources needed to complete the assignments (i.e. videos, links, helpful information, etc.) have been posted in Google Classroom

Ms. Bell informs teachers of isolated/quarantined scholar(s) and the next steps → Teachers contact the scholar's parents and upload assignments and resources in Google Classroom → Teachers inform Ms. Bell within 24 hours

<u>Internet Access</u>

- If parents contact teachers requesting internet support, teachers will contact Ms. Clay-Perkins and Ms. Hodges. Ms. Clay-Perkins or Ms. Hodges will add their name to the HAES Hotspot Request Excel spreadsheet and submit the request to APS.
- If parents come to the school requesting a hotspot in the front office, office personnel will also be able to add the parent's name to the HAES Hotspot

Request Excel spreadsheet. Ms. Clay-Perkins or Ms. Hodges will review and submit the request to APS.

- Once the hotspot is delivered to the school, Ms. Clay-Perkins or Ms. Hodges will contact the parent. Parents will only receive *one* hotspot per household. *Note: Names will be added to the spreadsheet only when there is a parent request.*

Virtual Learning Assignments for Isolated/Quarantined Scholars
PreK:
Pre-K teachers will use the Seesaw platform in MyBackpack for virtual learning assignments
K-5:
K-5 teachers will use the Google Classroom platform to post virtual learning assignments.

- If a scholar has not completed assignments in Google Classroom within 3 days, do the following:
  - Contact the parent and document this information in the Infinite Campus contact log
  - If the scholar still does not complete the assignments after contacting the parent, contact Ms. Fulton, Dr. January, Dr. Arnold, and Dr. Caldwell.
- If a scholar is isolated/quarantined for more than 5 days, call the scholar's parent and provide support needed for the assignments

Please note: If the parent states that the scholar has been sick, document this information in the Infinite Campus contact log and allow the scholar to complete the assignments when they are feeling better.
Specials teachers will post assignments, videos and links for scholars in Google Classroom/

Resources for Virtual Instruction
Teachers will list the directions for assignments and any resources needed to complete the assignments in Google Classroom. Teachers are strongly encouraged to use the academic apps in MyBackpack for providing the assignments and any supporting videos and links for the scholars.

Although there are multiple apps provided in MyBackpack, we recommend that teachers use the identified apps below, as they allow scholars to access instructional videos/lessons prior to completing assignments:

- Nearpod- Teachers can search for lessons to post in Google Classroom
- iReady Math- Teachers can assign Math lessons
- Studies Weekly- Teachers can assign Social Studies content and assignments
- STEMscopes- Teachers can assign Science content and assignments
- Kids A-Z- Teachers can assign books and quizzes
- Brain Pop- Teachers can assign videos and activities
- Link to more apps in MyBackpack (*Software Matrix*):

https://drive.google.com/drive/folders/1EVnX7WdqRN2Ddo1X0HQ-3K8lI3Cc88xs

Please click on the following links for access to MyBackPack and Google Classroom:

- ## How To Access MyBackPack From Home

- ## How To Access Google Classroom From Home On A Computer

- ## How To Access Google Classroom From Home On An iPad or Cell Phone