

Dunbar Elementary School

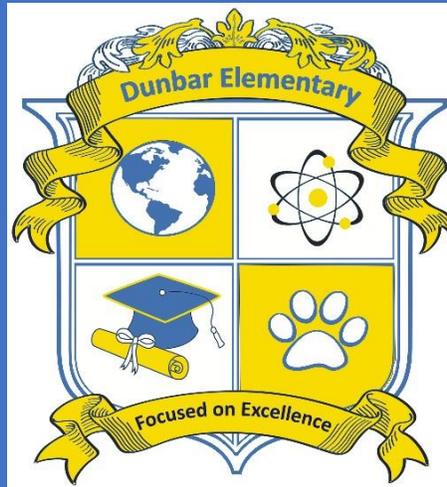
Virtual Learning Plan

2021-2022



Paul Laurence Dunbar Elementary School
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Dynamic Dunbar Staff,

Please review the Virtual Learning Plan. Please ensure all steps for this plan are complete in the event your students, grade level, or school need to learn remotely. The Virtual Hallways Google Slide Document will be created for this school year with all Google Classroom and Zoom links.

It is imperative for ALL staff to be ready to pivot to virtual learning at any given day. This includes Specials and SPED teachers. Please review instructions with students during Specials and SPED resource times.

Devices and Technology

-All students should be given their device, charger, and earbuds prior to leaving school to use for remote learning. In cases where students are identified after school hours, please arrange for parents to pick up devices from the main office.

-If parents express the need for a hotspot, please email Ms. Cobb and Mr. Sessoms.

Instructional Delivery

Level 1

- All Teachers (***Homeroom, SPED, Specials, and Gifted***) should plan to provide remote learning to students via Zoom, Google Classroom, and MyBackPack.
- Add (Sessoms, Houston, Brown, Gilmore, Tennyson, Card, Cooper-Willams, Dowell, Hadley and Squire, as Co-Hosts to Zoom All Homeroom Zoom Accounts.
- All Teachers should have already set-up Google Classrooms for the 2021-2022 school year with embedded Zoom information, assignments, learning videos.
- Substitute Work for Remote Learning-Google Classrooms should have a SUBSTITUTE FOLDER set up with Learning Videos, assignments, and class schedules in the even a Virtual Substitute has been secured.
- All teachers should submit an updated Classroom Profile sheet with Zoom, Google Classroom, Rosters, and Class Schedules.

Level 2

- In the event a teacher or substitute is not available to deliver remote learning. The Emergency Virtual Schedules should be used. Students will be able to follow the schedule independently to work on Target Time Intervention programs, and Google Classroom review activities.

Level 3 – In-Person Absence Lesson Plans

- All Homeroom Teachers, SPED Teachers, and Specials Teachers (exception of PE), should have 5 days of Learning Power Point Lessons (5 Power Points) uploaded to the Google Folder entitled, Dunbar Sub Plans 2021-2022 (In-Person). Content should review standards already covered. One Power Point for a day should include slides for all content areas based on the Master Schedule. Instructional Coaches will provide details. You will have a folder for each individual teacher. I will also include your Classroom Profile Sheet.
- Due Friday, September 3, 2021 before leaving for the Labor Day Holiday Weekend.

Attendance

- Attendance should be taken daily for students by the teacher or substitute in Level 1.
- For Level 2, parents should complete the Google survey embedded within the Emergency Virtual Schedule to inform the office staff of their attendance.

Virtual Call Center

Direct parents to call the main office number 404-802-7500 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:

- **Google Classroom and Zoom Information**

Pre-K through 2nd

- Ms. Smith (x7969)
- Ms. Conyers (x7960)
- Mr. Emerson (x7982)

3rd-5th

- Mrs. Card (x7962)
- Mrs. Moore-Brooks (x7980)
- **Devices and Hotspots Inquiry**
- Ms. Cobb (x7970)
- Dr. Houston (x7968)

Grades

- Teachers should ensure activities for the purpose of grading are included in Google Classrooms for all Content Areas. At least one grade per week should be received per content area. This applies for Level 1 and Level 2 Instructional Delivery models.
- Remember Google Classroom assignments are now linked to Infinite Campus. (More training information forthcoming.)

Communication Plan

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

- *ClassDojo*: Many teachers use ClassDojo as a way to communicate to parents and send out class information.
- *School-Based RoboCalls*
- *Social Media*: Facebook, Twitter, and Instagram

Meals

Meal distribution will follow the guidelines of the Atlanta Public School District Nutrition Department.