



2021 – 2022 Switch to Virtual Plan

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Virtual Call Center

Direct parents to call the main office number 404-802-7300 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. McFadden (PreK & 3rd),
- Mrs. Brightharp (Kindergarten & 4th)
- Ms. Williams (3rd & 5th)
- Ms. Perez-Marrero (for Spanish speaking families)
- Dr. Padgett (K-5)
- Dr. Lovett (K-5)
- Ms. Chapman (K-5)
- Ms. Free (Zoom Help Room: Meeting ID: 814 5385 2844 Passcode: BES2022)
- Ms. Partridge (Zoom Help Room: Meeting ID: 814 5385 2844 Passcode: BES2022)

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 and updates.
- *ClassDojo*: Many teachers use ClassDojo as a way to communicate to parents and send out class information.
- *School Website*: There is a special 2021-2022 school year updates page where we house information for parents. Here is the website <https://www.atlantapublicschools.us/domain/15353>.
- *RoboCall*: We will send a voice recorded RoboCall in both English and Spanish to make sure families get the most recent information.
- *Flyers/Newsletter*: If there is a need to pivot we will also have a pre-made flyer ready for printing and distribution with information for parents regarding virtual learning.

- *Social Media:* The school will post information on our Twitter, Facebook, and Instagram accounts.

Device Distribution

We will deploy a team of staff to break down the device carts and distribute the devices and the chargers to students. Upon our return to the building, we will collect the devices, clean them, and store them back into the carts.

- *After a Break:* If the switch to virtual happens right after a break, we will distribute devices from 11:00 AM – 3:00 PM on the first day staff may get into the building.
- *While Face to Face:* If the switch happens while we are currently in school, the devices will be sent home with students the last day at school for face to face instruction. Absent students will be able to pick up their devices the next day or the first day of virtual instruction.

Technology

Teachers are using mybackpack to show students how to access the various platforms. Mr. Timothy Farmer, our Education Technology Specialist, has delivered professional development and support around the use of Securly and Zoom Authentication for the older students on Tuesday, August 31, 2021 during our staff meeting. Teachers were also provided information about authentication on December 17, 2021. Mr. Farmer will be scheduled for a refresher training on Securly early in the spring semester.

Zoom

All teachers have created Zoom links for their classrooms and administration has created a landing page to ease parent access. Teachers will also send the Zoom information to parents via ClassDojo and the school will send via remind101. The call center will also have this information readily available to provide to parents over the phone or in the Zoom Help Room. All administrators and enrichment teachers will be added as cohosts for each Zoom to ease transitions and to support. Here is the link for virtual instruction.

https://docs.google.com/document/d/1484rLnA9MHSNpWhHG2j2Vi9_Ci-YfeBfK7iOfaeSvIc/edit

Google Classroom

- *Quarantine Grade Level Classroom:* The instructional coaches have created grade level Google Classrooms and have loaded all of the students into their respective grade level. The teachers have been added as well. This was created as a way to provide students who are in quarantine access to instructional resources. Teachers are required to upload lessons/presentations weekly.
- *Virtual Learning Classroom:* Each teacher will create their own individual Google Classroom where instructional resources for virtual learning will be

housed. The teachers may also use this during the face to face learning. All administration has access to all Google classrooms.

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 website (i.e. liveworksheets.com, Teachers Pay Teachers, Pinterest, etc.) The instructional coaches along with administration are developing grade level expectations in alignment with the district grading guidelines. Paper packets will also be available for families who do not have internet access.

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. Based on phase 1 from the 2020-2021 school year, PreK (3 hours) and K-5 (5 hours) total.

Meals

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

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 and Spanish. Quick sheets and one pagers will be loaded to the school website as well.