



Benteen Elementary Parent Newsletter

September 4, 2020

Attendance

Attendance will be taken in Infinite Campus the same as in years past. Elementary teachers take attendance in their Homeroom classes. All students who are not in attendance (not present in live virtual sessions) will be marked absent. There are excused absence codes that capture attendance for Virtual Asynchronous Learning, Death of Family Member due to COVID, Student/Immediate Family Member Diagnosed with COVID, and Absent due to lack of technology. Again, the aforementioned codes are excused absences. Please make sure you communicate with your child's teacher or the front office so we will know what code to use for your child.

Traditional Grading Policy

Administrative Regulation Descriptor Code: IHA-R(1): Grading Systems/Expectations

1. Grading Practices

- a. The grade book of record shall be the official Atlanta Public Schools student information system (SIS).
- b. Each student should receive a minimum of eight (8) grades per subject each quarter (approximately every 9 weeks for schools on a traditional schedule, every 4.5 weeks for schools on a 4x4 schedule). Students should receive eight (8) grades per quarter course that meets daily. Grades should be evenly distributed across the grading period in order to consistently reflect student progress towards mastery of the standards.
- c. For extended core classes that meet only once per week (e.g. elementary school art, music, physical education and foreign language), students must receive a minimum of one (1) academic grade every two weeks.
- d. Final academic grades reported on student report cards should be summative evaluations of the student's mastery of grade-level state standards.

Virtual Grading @ Benteen

In an effort to help clarify grading expectations, we will implement the following until further notice:

1. Teachers will put assignments for grading into Google Classroom. Teachers will inform parents of the assignments.
2. If parents/students can't access Google Classroom or can't upload assignments via Google Classroom, the teachers will contact administration and we will schedule a time for drop off.

3. According to the district policy above, students will have graded assignments this year in the virtual space, which represents a shift from the spring when the grade as of March 13, 2020 was used as their final grade.

Important Grading Dates/Schedules

Progress Reports	Report Cards
September 22	October 30
December 1	January 22
February 17	March 25
April 27	June 3

Book Fair

Our Back to School Book Fair is scheduled from September 1 – 18, 2020. Supporting a love for reading is critical to student success. Explore our online book fair and help your child find their next favorite book. Now everyone can participate! Encourage your child to create their online wish list and share with friends and family. efairs.follettbookfairs.com

Our eFair code: **M64GL**

Orders due by: **September 18th 2020**

Follett will ship your books to the school after our eFair is complete.

Length of Day/Schedule Updates

The have been concerns shared across the district about the length of the virtual school day. We have reviewed our current schedule have made some adjustments. Beginning Tuesday, September 8, 2020, lunch and recess will move to the end of the virtual learning day so the students will be end instruction earlier. Current standards of service for virtual instruction provided by the Atlanta Public School System mandates the following:

Grade Level	Number of Days of Instruction	Number of Hours
PreK	5	Daily Instruction – 2.5 hours Daily Independent Practice – 20 minutes
K-2	5	Daily Instruction – 4 hours Daily Independent Practice – 40 minutes
3-5	5	Daily Instruction – 5 hours Daily Independent Practice – 40 minutes

We have updated our schedules to end the instruction earlier.

Grade Level	End of Live Virtual 1st 10 Days (Inclusive of Lunch/recess/breaks)	End of Live Virtual Starting 9/8/2020 (Lunch/Recess at End of Day)
PreK	M – F: 10:50	M – F: 10:50
K	M – T: 1:40 F: 1:25	M – T: 12:40 F: 12:15
1 st	M – T: 1:40 F: 1:25	M – T: 12:40 F: 12:25
2 nd	M – T: 1:40 F: 1:15	M – T: 12:55 F: 12:20
3 rd	M – F: 1:50	M – F: 12:55
4 th	M – F: 1:35	M – F: 12:45
5 th	M – F: 2:15	M – F: 1:10

Asynchronous Learning

Live instruction will be recorded and uploaded into Google CR for an almost on-demand experience by 4:00 p.m. each day. We understand that parent schedules are hectic and we want to work to provide learning opportunities that best suit your needs. We experienced some challenges uploading/converting videos for the first 2 weeks of school, but we have solicited support to correct that problem moving forward. As a reminder, in order to be counted present each day you must log into live instruction at least once daily. Communicate with your child's teacher your plan for using asynchronous learning so that the appropriate attendance code will be utilized.

Parent University

Our first parent university activity is scheduled for Tuesday, September 8, 2020 from 2:30 – 3:30 and it will cover everything about Google Classroom (i.e. how to login, where assignments are located, how to submit, how to check for announcements, and so much more). There will also be an IB & SEL Parent workshop on September 16, 2020. More information regarding login will be shared later.

Gifted Testing Parent Referral Window Open 9/1 - 9/30

To request a form to refer your child to the gifted program eligibility testing for this school year, please [Click Here](#) for a video orientation of the gifted eligibility and the location of the electronic parent referral form. Gifted eligibility testing will take place early in the spring semester of this school year.

3rd – 5th Grades Student Zoom Authentication

In an effort to provide an even more secure environment for students, APS is adding a Zoom Authentication Process for students in grades 3 – 12. Click the link below for more info.

<https://sites.google.com/apsk12.org/zoom/aps-zoom-support-for-students>

GO Team

GO Team Elections September 8 – 20, 2020. Click [here](#) for more information on voting and to cast your vote. To learn more about our candidates, please click [here](#).

Adjusted Virtual School Office Hours

Day of the Week	Time	Services Provided/Available	Location
Monday – Thursday	8:00 a.m. – 3:00 p.m.	Phone calls, registration by appointment, minor tech support	Benteen
	11:00 a.m. – 2:00 p.m.	Device Distribution	Benteen
Friday	8:00 – 12:00	Phone calls/minor tech support, registration, device distribution	Benteen
	1:00 – 3:00	Phone calls (only)	Via phone only @ 404-802-7300

Virtual Learning Reminders/Expectations

1. Students may log into the waiting room as early as 8:00 a.m. Live SEL instruction starts at 8:10 a.m.
2. We understand that virtual school by its very nature can feel intrusive. Please know that we do not want to make anyone uncomfortable. We do ask that families allow students to turn on cameras, if they are working, for portions of the lesson. If your camera isn't working now, we are still waiting for district guidance on how to turn them back on, and your student will not be penalized. If you are uncomfortable with your camera being on, please communicate to your teacher so you can come up with a plan that works for your family. You can also activate a virtual background to block out background images.
3. If your camera/microphone is on please be mindful of the following: (1) Background noise (i.e. loud music, loud talking, use of profanity/inappropriate comments, or other household noises), (2) Attire on camera (i.e. undergarments exposed, walking around with limited or no clothing/shirts/pants). A helpful thought about being present in the virtual space is *"if you would not wear/do it to the physical school building, it is probably safe to not wear/do it on camera in virtual school."*
4. Be mindful of what comments are placed in the classroom chat.
5. Live instruction is being recorded and uploaded into Google Classroom for those families who choose asynchronous learning or whose students are absent for the day.
6. We encourage parents to support their students with their learning, but please refrain from giving the students the answers.
7. If you or your student need a longer break, please communicate with the teacher so they will be able to support the student upon their return.
8. This is virtual school and students will receive grades for assignments. Please support your student being engaged in the lesson. If students must leave for extended periods of time, please communicate to teacher. Some students have been leaving for hours and coming back disrupting the learning asking "What are we doing?"
9. Please help with students returning from breaks on time.
10. Students will receive grades in enrichment courses. Enrichment courses are not option and are a vital part of the instructional day.