

SYLVAN HILLS
MIDDLE SCHOOL
**DISTANCE
LEARNING
PLAN**



2021 - 2022

**PRINCIPAL
MONICA
BLASINGAME**

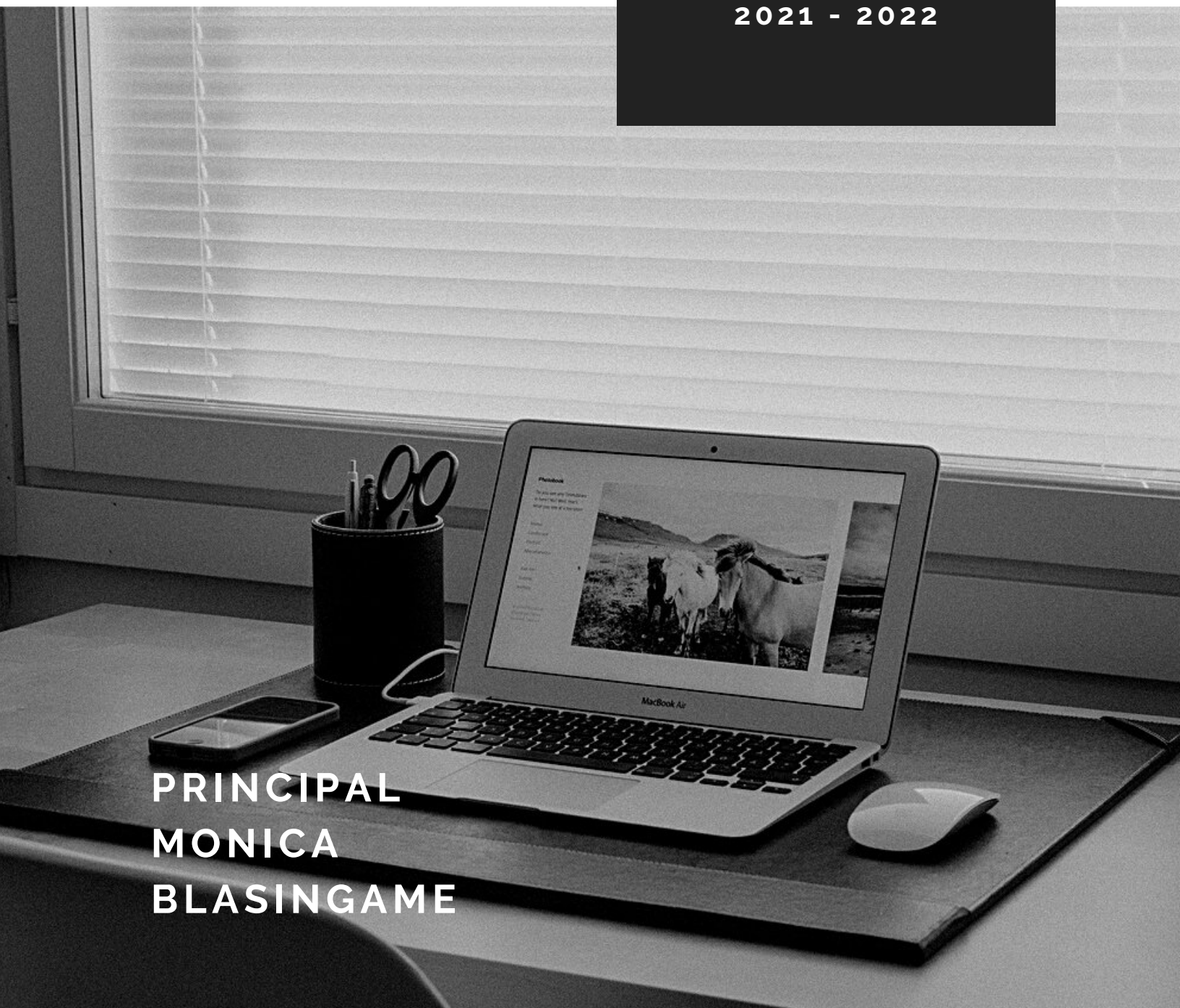


TABLE OF CONTENTS

WELCOME	PG. 3
VIRTUAL BELL SCHEDULE	PG. 4
DEVICE DISTRIBUTION	PG. 5
STUDENT SCHEDULES	PG. 6
ACCESSING INSTRUCTION	PG. 7
ATTENDANCE	PG. 8
SCHOOL INFORMATION	PG. 9
SCHOOL CONTACTS	PG. 10

WELCOME

Greetings Golden Bear Families,

In accordance with the guidelines presented by the Atlanta Public Schools district, Sylvan Hills Middle School will offer virtual learning in place of in-person learning, in the event of unexpected school closure due to COVID-19. This plan has been developed to minimize the disruption of the academic program.

Sylvan Hills Middle School commits to maintaining consistent communication to inform families of any updates related to our return for face-to-face instruction. For any questions or assistance, please do not hesitate to contact the school.

Students will be expected to log on to live instruction from their teachers, daily. The bell schedule is adjusted to allow for appropriate breaks in screen time and a hearty lunch. The structured school day will conclude at 2:30 and students will have the opportunity to receive individual support from their teachers during office hours.

VIRTUAL BELL SCHEDULE

SYLVAN HILLS MS Daily Schedule

Students will be expected to log on to LIVE instruction from their teachers, daily, for **ALL** class periods.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 AM - 8:45 AM	Wake up! Eat a good hearty breakfast! Get ready for a GREAT day!	Wake up! Eat a good hearty breakfast! Get ready for a GREAT day!	Wake up! Eat a good hearty breakfast! Get ready for a GREAT day!	Wake up! Eat a good hearty breakfast! Get ready for a GREAT day!	Wake up! Eat a good hearty breakfast! Get ready for a GREAT day!
8:45 AM - 9:25 AM	HR Check In	HR Check In	HR Check In	HR Check In	HR Check In
9:30 AM - 10:15 AM	Period 1	Period 1	Period 1	Period 1	Period 1
10:20 AM - 11:05 AM	Period 2	Period 2	Period 2	Period 2	Period 2
11:10 AM - 11:40 AM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
11:45 AM - 12:30 PM	Period 3	Period 3	Period 3	Period 3	Period 3
12:35 PM - 1:20 PM	Period 4	Period 4	Period 4	Period 4	Period 4
1:20 PM - 1:40 PM	BREAK	BREAK	BREAK	BREAK	BREAK
1:45 PM - 2:30 PM	Period 5	Period 5	Period 5	Period 5	Period 5
2:45 PM - 4:15 PM	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours

If you are in need of a student device, complete the Chromebook Request Form in its entirety. Be sure to provide accurate contact information, so that you will receive notifications and/or pickup times via phone, email, and/or Remind 101.

Access the Chromebook Request Form

[http://tinyAPS.com/?](http://tinyAPS.com/?SHMSDeviceRequest)

[SHMSDeviceRequest](http://tinyAPS.com/?SHMSDeviceRequest)

While engaging in virtual learning, students will follow their schedule of classes for the semester. Student schedules can be found in the Infinite Campus Portal. Students can access their schedules using the MyBackPack site, parents can view schedules using the Parent Portal site. If you have not activated your access to the Parent Portal site, please contact the Main Office or visit the school website under the Parents tab for more information.

In most cases, schedules cannot be changed. If you feel you have an unusual or extenuation circumstance, please contact your child's counselor.

Your scholar must utilize his/her district Username and Password to access key district accounts that are essential to virtual education. (Note: most students from APS know this already)

- **Username** = 1st initial of FIRST NAME + LAST NAME (up to 7 letters) + last 4 of Student ID #.
- **Password** = Lunch ID # (NOT student ID, which may be different if coming from a charter)
- **MyBackpack is the key portal for the valuable instructional technology resources needed for learning.** This requires your scholar to log-in with their district information, as described above. The link to MyBackpack is <https://launchpad.classlink.com/atlanta>
 - Once logged-in with district credentials, most programs are Single Sign On (SSO), so they typically will not need to keep entering UN/PW each work session.

Related to access, what if my child is having problems with his/her student account access?

·For student access issues (i.e. Username/Password), please contact our Instructional Technology Specialist, Ms. Castillo, at tiffany.castillo@apsk12.org

Attendance Expectations

- ATTENDANCE WILL BE TAKEN EVERY DAY in EVERY CLASS
 - Teachers have 3 options—Present, Absent, Tardy
- To be considered PRESENT, the student must log in for live instruction during the scheduled time.
- Students will be marked Tardy if they are late to class.
- Additionally, for excused absences/tardies (such as for doctor's visits or illness), please submit the necessary documentation to our main office clerk, Ms. Jordan at conyashie.jordan@apsk12.org.

COVID-19 Surveillance Testing

- In our continued effort to ensure the safety of our schools and the continued health and well-being of our students, we strongly encourage you to have your child/children tested – either before they return to school or as a participant in our surveillance testing program offered here at the school on Tuesday's and Friday's.
- If you have not provided consent, need to renew expired consent or would like your child/children to participate in surveillance testing, please find the link to our surveillance testing consent form here: <http://tinyURL.com/HealthyAPS>.

Self-Report Form

- If a student tests positive with COVID-19 or is determined to be a close contact of someone who has tested positive, parents should continue to use our self-report form https://docs.google.com/forms/d/e/1FAIpQLSfHZ-MV4L7lEWihL_1IGmSXgzICHVfYHUBPajqG4EmouzKx3w/viewform link to properly notify school officials.

STAY CONNECTED! HOW DO I STAY INFORMED?

1. Infinite Campus Robocalls/Robotexts/Messages:

- a. ENSURE your contact information is accurate in Infinite Campus. It is critical that Sylvan (6-12) is able to contact your family directly to ensure you receive the information. All contact information (phone numbers and email addresses) can be updated from the Parent Portal account. Visit our Infinite Campus Parent Portal Help Page for instructions on how to set up a Parent Portal Account <https://www.atlantapublicschools.us/Page/48412>.
- b. Need help updating your contact information? Contact our Front Office Clerk, Ms. Jordan (conyashie.jordan@apsk12.org) for assistance.

2. Additional Avenues for Communication

Make sure to connect and follow us on our social media sites to stay informed about school and district news and events.

- **SHMS Website:** <https://www.atlantapublicschools.us/sylvan>
- **SHMS Twitter:** <https://twitter.com/APSSylvanHills>
- **SHMS Instagram:** <https://www.instagram.com/apssylvanhills>

SCHOOL CONTACTS

I have questions about... Who do I contact?

See the table below for some Frequently Contacted Staff Members. If we cannot answer it, we will find someone who can!

Mrs. Monica Blasingame

Ms. Mahogany Jackson

Mr. Robert Owens

Dr. Tara Cotton

Ms. Kia Ginn-Siebie

Ms. Conyashie Jordan

Ms. Catrina Pritchett

Ms. Kimberly Miles

Ms. Aleesa Reese

Ms. Natasha Jewell

Dr. Shalun Matthews

Mr. Gregory Castin

Ms. Tiffany Castillo

Coach George Sabb

mblasingame@apsk12.org

mahjackson@apsk12.org

robert.owens@apsk12.org

tara.cotton@apsk12.org

kgsiebie@apsk12.org

conyashie.jordan@apsk12.org

cdpritchett@apsk12.org

klmiles@apsk12.org

amreese@apsk12.org

njewell@apsk12.org

shalun.matthews@apsk12.org

gregory.castin@apsk12.org

tiffany.castillo@apsk12.org

gsabb@apsk12.org

Principal

6th Grade Assistant Principal

7th Grade Assistant Principal

8th Grade Assistant Principal

School Business Manager/Registrar

Front Office Clerk

School Secretary

Counselor

Counselor

Special Education Lead Teacher

School Social Worker

Behavioral Specialist

Instructional Tech Specialist

Athletic Director