



Virtual Instructional Plan for Quarantined Students

2021-2022

Dr. Diamond M. Ford, Principal

Dr. Shalewa Thrash, PreK-4 Assistant Principal

Mrs. Danika Mitchem, 5-6 Assistant Principal

Mr. Lamar Billups, 7-8 Assistant Principal

225 James P. Brawley Dr., NW

Atlanta, Georgia 30314

404-802-8200





Table of Contents

I.	Quarantined Students	3
II.	Device Distribution	4
III.	Internet Access	4
IV.	Virtual Instruction	5
V.	Quarantine Timeline	6
VI.	Zoom Tutorial Links	6
VII.	Google Classroom	6-7
VIII.	Virtual Instruction Resources	8
VIII.	Virtual Learning Parent Agreement	9



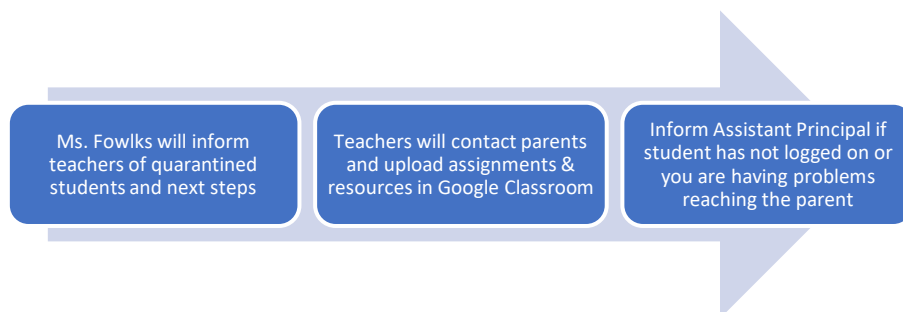
Based on the APS Quarantine Instructional Guidance document, the following Virtual Instructional Plan for Hollis Innovation Academy outlines the process for continuing instruction in a virtual setting for quarantined students.

Quarantined Students:

- Once a student has been quarantined, Ms. Fowlks (*Virtual Learning Coordinator*) will email homeroom teachers to contact parents and let them know to complete the following:
 - Pick up a device from the school (*if the student does not already have an assigned device from the school*) & Virtual Learning Welcome Packet
 - Follow the Zoom Virtual Tutorial Schedule
 - Complete daily assignments to complete in Google Classroom

Ms. Kirk (K-4) and Ms. Sanford (5-8), Special Education Lead Teachers, will be copied on the email to ensure that students receive their identified services.

- Teachers will also confirm the following with Ms. Fowlks within 24 hours:
 - Parent has been contacted to inform them of scheduled times to log in for class (Zoom) and completing assignments. (*Inform your Assistant Principal if you have trouble reaching a parent or if student has not logged onto class*).
 - Assignments and any resources needed to complete the assignments (i.e. videos, links, helpful information, etc.) have been posted in Google Classroom.





Device Distribution:

- Parents will be contacted if there is a need to pick up a device from the school.
- If students have an assigned device, they will take device home along with a letter for quarantine steps and a parent virtual learning instruction brochure.



Internet Access:

- If parents contact teachers requesting internet support, teachers will contact Ms. Neff or Ms. Smith (*Instructional Technology Specialists*). Ms. Neff or Ms. Smith will add the students' name to the Hollis 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 Hollis Hotspot Request Excel spreadsheet. Ms. Neff & Ms. Smith will review and submit the request to APS.
- Once the hotspot is delivered to the school, Ms. Neff or Ms. Smith 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 Instruction for Quarantined Scholars:

PreK:

Pre-K students will use the Seesaw platform in MyBackpack for virtual learning
(teachers can put their Zoom link in Seesaw- optional)

K-8:

The Hollis Virtual Learning Plan is designed to provide instruction and tutorial while students are out due to COVID-19 or other extenuating circumstances. There are four Virtual Learning models.

Whole Class Quarantine	Individual Quarantine	Teacher Quarantine	Whole School Quarantine
An entire class is quarantined due to COVID Cases/Exposure (including teacher)	One or more students test positive (unrelated cases) or one or more students test positive for COVID with exposure to other students within the classroom/team or grade level	Teacher Test Positive for COVID (no evidence of student exposure)	Whole school/district closure due to COVID Outbreak
Instructional Model			
Students log into Google Classroom to access Zoom Links Students follow their normal schedule. <i>(See Master Schedule)</i> Specials classes will post assignments via Google Classroom <i>(See Specials Google Classroom Codes)</i>	Students will log into Google Classroom to access assignments. Tutorial Links and times will be posted in their Google Classroom Specials classes will post assignments via Google Classroom <i>(See Specials Google Classroom Codes)</i>	No virtual learning is provided. A substitute teacher will use teacher created lesson plans to provide assignments.	Students log into Google Classroom to access Homeroom and classroom Zoom Links Students follow their normal schedule. <i>(See Master Schedule)</i>



Quarantine Timeline:

Close Contact/Exposure to a confirmed COVID case:	Confirmed COVID 19 Positive Test:
Can return on day 7 of quarantine with a negative test result	14-day quarantine
Can return after 10-day quarantine with NO COVID test result	Must return with a negative test result

Zoom Tutorial Links

Below is the link for the Monday -Thursday virtual tutorial links provided by non-homeroom teachers, as well as the grade level links where each homeroom teacher or content teacher provides tutorial on Fridays.

<https://docs.google.com/document/d/1k6-6zodpk-BkefNtxJi1znR7OI0O9Wym/edit?usp=sharing&oid=110823406349998738562&rtpof=true&sd=true>



Google Classroom Assignments

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 to provide assignments and also attach any supporting videos and links so that students have full access and necessary support to complete assignments with quality. Please provide assignments for students to complete during independent and small group work time.



K-4 Specials Google Classroom Codes

Below is the link for the Google Classroom Codes.

<https://docs.google.com/document/d/1biXJYstmsln067iE3Tylnlv0tsYoOMZ6/edit?usp=sharing&oid=110823406349998738562&rtpof=true&sd=true>

- Students will log into Zoom for live instruction during designated times for tutorial if they are on an Individual quarantine. Teachers will set up a time with students and parents to log in on Zoom for Science and Social Studies instruction *one day per week*.
 - Below is a link to additional parent directions for how to log in to Zoom if they have trouble accessing the link in Google Classroom: <http://tinyaps.com/?parent>

K-8th Seesaw and Google Classroom Codes:

- <https://docs.google.com/document/d/1kvXSL5AFDkUNctkMOLP4OW6aLDHDmk7o/edit?usp=sharing&oid=110823406349998738562&rtpof=true&sd=true>

***Special Education and ESOL**

- Special Education and ESOL teachers will access the homeroom teacher's Zoom link to join a breakout room with individual or small groups of students. This will allow them to provide services as needed.

***Special Teachers:**

- Specials teachers will post assignments, videos and links for students in Google Classroom (No Zoom).

***Zoom and Assignments:**

- If a student is not logging in on Zoom for instruction, teachers will conference with the parent. *Document this communication in the Infinite Campus contact log.*
- If a student has not completed assignments in Google Classroom within 3 days, teachers will do the following:
 - Contact the parent and document this information in the Infinite Campus contact log



- If the student still does not complete the assignments after contacting the parent, contact Mrs. Courtney Gaines (*K-4th Counselor*), Ms. Allaenna Williams (*5th-8th counselor*) and Ms. Ebony Scott (*PreK-8th Social Worker*)
- If a student is quarantined for more than 5 days, check in with the student and parent (phone/Zoom) to provide any assistance needed at least once a week

****Please note:*** If the parent states that the student has been sick, document this information in the Infinite Campus contact log and allow the student to complete the assignments when they are feeling better.



Resources for Virtual Instruction:

- Swivl devices will soon be available for teachers check-out and use during virtual instruction. This tool can be used if an entire class is quarantined but the teacher is still in the classroom. The Swivl device will follow the teacher while they are moving in the classroom so that students are able to see their teacher in any area of the room and still engage with the teacher during instruction.

What is Swivl? Watch the videos below to see how Swivl works!

(How Swivl Works) https://www.youtube.com/watch?v=OcmAvQ_nD8

(Swivl in the Classroom) <https://www.youtube.com/watch?v=kIYYj7F1xKI>



Academic apps:

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
- Studies Weekly- Teachers can assign Social Studies content and assignments
- Kids A-Z- Teachers can assign books and quizzes
- Brain Pop- Teachers can assign videos and activities

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



M.R. Hollis Innovation Academy
Virtual Parent Agreement

Student's Name _____ **Teacher's Name** _____
Grade _____ **IEP/504:** Yes No

Virtual learning will have the following commitments that must be honored in order for your child to receive a quality education in the virtual setting. Your signature will show agreement with all commitments. Please answer all questions in their entirety.

My child will be available to log on to class at scheduled times during the day for classes. Students will be expected to log on for all classes each day. If a student does not complete assignments for that day, they will be marked as absent. I understand that my child must attend live instruction daily at the scheduled times	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am committed to ensuring my child completes all assignments – offline and online.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am committed to learning how to navigate the learning platform along with my child to ensure we understand how to access lessons, classes, upload work, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am committed to ensuring my child has a quiet space without distractions for online learning and completing offline work.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Students are expected to complete their own work during their enrollment in Virtual Learning. We encourage you to contact your students' teachers if they are having problems completing their work.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand it is my responsibility to provide access to quality, reliable, high-speed internet connection for my child to use during the scheduled instructional day. If Wi-Fi assistance is needed I will contact school for a HotSpot.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Parent/Guardian Name: _____ Date _____
Parent Contact Number: _____