



# Virtual Instruction Parent Guidelines 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

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404-802-8200





Welcome to Hollis Virtual Learning!

My name is Ms. Valeria Fowlks and I serve as the Virtual Learning Coordinator. I realize that pivoting to virtual learning can be challenging. It is my goal to make this transition smooth and efficient. If you have any questions or concerns about virtual learning, please contact me at (404)802-8245 or at [vfowlks@atlanta.k12.ga.us](mailto:vfowlks@atlanta.k12.ga.us).

The Hollis Virtual Learning Program 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

Your child's Virtual Learning model is \_\_\_\_\_

### Parent Resources to Virtual Learning

Within this document you will find resources to assist you in getting your child started in their temporary virtual learning model.

1. Guidance on how to access Google Classroom for Assignments & Zoom Links
2. Teacher Contact Information
3. Parent Portal Directions to view grades and assignments
4. Virtual Learning & Tutorial Schedule
5. Attendance and Grading Guidelines
6. Resources for Virtual Learning

### Return to School Directions

Your child will receive virtual instruction or tutorial from \_\_\_\_\_ to \_\_\_\_\_. Your child may return to face-to-face instruction at Hollis with the following:

- Negative COVID Test on the 5<sup>th</sup> day of quarantine or after
- Doctor's Note stating they can return to school
- Return without COVID Test after 10 days of Quarantine

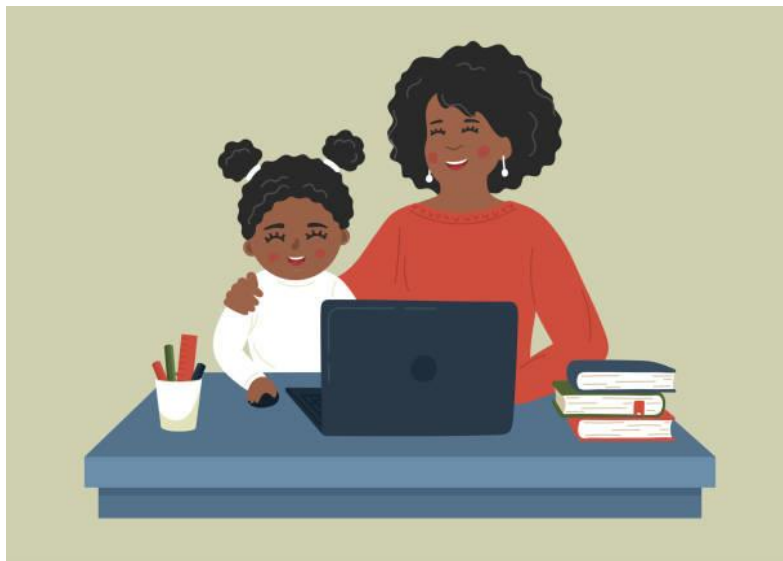


### Teacher Contact Information

Administration	Work Email Address
Dr. Diamond Ford, Principal	djack@atlanta.k12.ga.us
Dr. Shalewa Thrash, PreK-4 Assistant Principal	sthrash@atlanta.k12.ga.us
Mrs. Danika Mitchem, 5-6 Assistant Principal	djwoods@atlanta.k12.ga.us
Mr. Lamar Billups, 7-8 Assistant Principal	Lamar.Billups@atlanta.k12.ga.us
PreK	
Ms. Wanda Byrd	wabyrd@atlanta.k12.ga.us
Ms. Briauna Bagley	briauna.bagley@apsk12.org
Ms. Denise Reid	denise.reid@atlanta.k12.ga.us
Mrs. Taryn Clemons	taryn.clemons@atlanta.k12.ga.us
Mrs. LaToya Prather	latoya.prather@apsk12.org
Kindergarten	
Ms. Jhanai Clark	jhanai.clark@atlanta.k12.ga.us
Ms. Brianna Davenport	brianna.davenport@apsk12.org
Ms. Gina Stuart	ghstuart@atlanta.k12.ga.us
Ms. Erika Lofton	erika.lofton@atlanta.k12.ga.us
Mrs. Heather Brewster	hwalker@apsk12.org
1 <sup>st</sup> Grade	
Mrs. Dana Vance	dellis@atlanta.k12.ga.us
Ms. Calendra Williams	Calendra.williams@apsk12.org
Mrs. Danielle Williams	williamsd@atlanta.k12.ga.us
Mrs. Patricia Bell	pmholliday@atlanta.k12.ga.us
2 <sup>nd</sup> Grade	
Ms. Shamioka Cray	shamioka.cray@atlanta.k12.ga.us
Ms. Lorrae Walker	lorwalker@apsk12.org
Ms. Daphne Williams-Young	daphne.williams@psk12.org
Ms. Khadijah Wisdom	kwisdom30@gmail.com
Ms. Nicole Chambers	Nicole.chambers@apsk12.org
3 <sup>rd</sup> Grade	
Mrs. Shantriss Riggins-Gates	srgates@atlanta.k12.ga.us
Mrs. Alexis Williams	Alexis.Williams@atlanta.k12.ga.us
Ms. Kimberly Parks	Kimberly.parks@atlanta.k12.ga.us
Ms. Cantrea Ward	csward@atlanta.k12.ga.us
Ms. Nikendra Grimes	Nikendra.Grimes@atlanta.k12.ga.us

<b>4<sup>th</sup> Grade</b>	
Mrs. Jessie Virgin	Jessie.Davidson@atlanta.k12.ga.us
Ms. Jermecia Trenell	Jermecia.Trenell@atlanta.k12.ga.us
Mrs. Adrianne Norcia	Adrianne.Norcia@atlanta.k12.ga.us
Ms. Brooke Turner	Brooke.Thrasher@atlanta.k12.ga.us
<b>5<sup>th</sup> Grade</b>	
Ms. Whitney R. Langley	whitney.langley@apsk12.org
Ms. Jaliasa Johnson	jrjohnson@apsk12.org
Mrs. Cassandra Thomas	cdthomas@apsk12.org
Ms. Charmell Stephens	charmell.stephens@apsk12.org
<b>6<sup>th</sup> Grade</b>	
Ms. Yameka N. Meriweathers	yameka.meriweathe@apsk12.org
Mr. Anthonie Matthews	anthonie.matthews@atlanta.k12.ga.us
Mr. Kyle Jarvis	Kyle.Jarvis@atlanta.k12.ga.us
Mrs. Linda Jackson	Linda.Jackson@atlanta.k12.ga.us
<b>7<sup>th</sup> Grade</b>	
Mrs. Tamara Henley	Tamara.Henley@apsk12.org
Mrs. Jazmine Boyer	jazmine.boyer@apsk12.org
Mr. Joshua Thurston	joshua.thurston@apsk12.org
Ms. Brandy Small	Brandy.small@apsk12.org
<b>8<sup>th</sup> Grade</b>	
Mrs. Paula Reese	pareese@apsk12.org
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Mr. Wesley Hall	Wesley.Hall@atlanta.k12.ga.us
Mr. Dwiki Leonard	dleonard@atlanta.k12.ga.us
<b>DSE</b>	
Mrs. Carlye Artis	Carlye.Artis@atlanta.k12.ga.us
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Mrs. Tarika Hendricks	Tarika.hendricks@apsk12.org
Dr. JT Adams	jtadams@apsk12.org
Ms. Charlotte Sanford	csanford@atlanta.k12.ga.us
Mr. Kenneth Roberts	karoberts@atlanta.k12.ga.us
<b>Instructional Support</b>	
Mrs. Pamela Harris Lovett	pamela.lovett@apsk12.org
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Ms. Pamela Shakir	pamela.shakir@apsk12.org

Mrs. Courtney Gaines	courtney.gaines@atlanta.k12.ga.us
Ms. Valeria Fowlks	vfowlks@atlanta.k12.ga.us
Ms. Lori McAdoo	lmcadoo@apsk12.org
Ms. Tara Pitts	tpitts@atlanta.k12.ga.us
Ms. Natasha Neff	natasha.neff@apsk12.org
Mrs. Crystal Owens	crystal.owens@atlanta.k12.ga.us
Ms. Marie Hall	Marie.Hall@atlanta.k12.ga.us
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Ms. Tamayra Y Watson	tamayra.watson@atlanta.k12.ga.us
<b>Specials Teachers</b>	
Mrs. Nichole Jones	njones@apsk12.org
Mrs. Casetta Mosley	Casetta.Hall@apsk12.org
Mrs. Shala Jenkins	Shala.jenkins@atlanta.k12.ga.us
Ms. Shari Griggs	Shari.Griggs@apsk12.org
Mrs. Nadine Oconnor Smith	noconnor@apsk12.org
Dr. Damaris Shealy	damaris.shealy@gmail.com
Ms. Jasmine Stevenson	Jnmstudios@yahoo.com
SFC Ralph N. Harris	ralph.harris@atlanta.k12.ga.us
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Mr. Isaac Haynes	ilhaynes@atlanta.k12.ga.us





## Infinite Campus Parent Portal Access

Parents of students K-12 have access to class schedules, attendance records, and grades through the Parent Portal which is user friendly and a secure communication tool. This tool allows parent to update and verify household information including email address, home address, and telephone numbers.

### New Parent Portal User

New Parent Users may request an Activation Key online using the Parent Portal Key Request or make the request by visiting the school. You must present valid identification to receive the Activation Key. The Activation Key cannot be provided over the telephone. The online Parent Portal Key Request can be found at <https://tinyurl.com/APSParentPortal> . To complete the Parent Portal Key Request form the following information will be needed:

- The **Student Number** can be typically located on the student's report card or transcript
- The last four of the student's **social security number**
- **Student's DOB**

Steps to Set Up Your Parent Portal Account for 1<sup>st</sup> Time Users:

**Step 1:** Go to the Parent Portal Login Page at <https://tinyurl.com/APSParentPortal>

**Step 2:** Select "If you have been assigned a Campus Portal Activation Key"

**Step 3:** Enter the Activation Key

**Step 4:** Click Submit - You will be prompted to create a username and password

Once you have created your username and password, you will be prompted to log into the Parent Portal. All the children in the household should show in the account.

### Previous Users

If you have forgotten either the username or password, select FORGOT, the system will send a unique URL to the email on file which will reroute you as if you are a new user.

### Contact:

*Rena Simpson, Parent Liaison*

[blanchatter.simps@atlanta.k12.ga.us](mailto:blanchatter.simps@atlanta.k12.ga.us)

Office: 404-802-8204



### Virtual Tutorial Schedule

Teacher	Subject	Days	Time
Ms. McAdoo	Reading K-5	Monday & Tuesday	9:45-10:30
Mrs. Clarke-Grant	Reading K-4	Monday & Tuesday	1:35-2:00
Ms. Fowlks	Math K-5	Wednesday & Thursday	9:45-10:30
Mrs. Lovett	Math 6-8	Tuesday & Thursday	11:10-11:55
Mrs. Watson	Reading 6-8	Tuesday & Thursday	9:03-10:00
Ms. S. Williams	Science 5-8	Tuesday & Thursday	1:00-1:45





**Zoom Tutorial:**

- All zoom tutorial links have been placed in each grade levels Google Classroom and or Seesaw accounts.
- Students will log into Zoom for a live tutorial session if they are on an Individual quarantine (see previous page).

**Accessing Virtual Assignments:**

- Below is a chart that has all google Classroom codes or instructions on how to access virtual assignments.

1<sup>st</sup>-8<sup>th</sup> Google Classroom Codes

Grade Level	Google Code
1st	bwbt4x7
2nd	niflhj
3rd	owwvf65
4th	66ppu37
5th	lyznoq5
6th	u7l23sj
7th	frn6g62
8th	cfhlvif
Mr. Roberts-DSE	2kabjti

Seesaw Virtual Classrooms

Grade Level	Seesaw Codes
Kindergarten	Students will log in through MyBackPack using their username and password
Mrs. Artis-DSE	Students will log in through MyBackPack using their username and password
Ms. Rath-DSE	Students will log in through MyBackPack using their username and password





### **Virtual Academic Resource apps:**

Although there are multiple apps provided in MyBackpack, teachers will use some of the identified apps below, as they allow scholars to access instructional videos/lessons prior to completing assignments:

- Nearpod
- Brain Pop
- Freckle
- ST Math (2<sup>nd</sup>-4<sup>th</sup> grade)
- Flocabulary
- Get Epic
- MyOn

### **Attendance:**

While students are home for quarantine purposes, their absence will be considered as an “excused absence.” However, students must return to school according to the date that is written on their quarantine letter. Students who do not return on the date specified will be marked absent, unless the parent has notified the school and or teacher(s) that the student is still under the weather.

### **Grading:**

All assignments in either Google Classroom or Seesaw will count towards students’ progress report or report card grades. Upon return to school, students will be allowed to complete any missed assignments.