



Pivot Plan for Virtual Instruction

2021-2022

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Based on the APS Quarantine Instructional Guidance document, the following Virtual Instructional Pivot Plan for Hollis Innovation Academy outlines the process for continuing instruction in a virtual setting for temporarily quarantined students or whole school/Grade Level closure.

Temporary Quarantined Students:

- Once a student has been quarantined, Ms. Fowlks (*Virtual Learning Coordinator*) or grade level administrator 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
 - Attend Wednesday Zoom Virtual Tutorial
 - Complete daily assignments 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 (*Virtual Learning Coordinator*) or grade level administrator within 24 hours:
 - The parent has been contacted to inform them about assignments on Google Classroom and Wednesday Zoom Tutorial session. (*Inform your Assistant Principal if you have trouble reaching a parent or if a 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:

- All students have been assigned a device and a charger.
- If a student requires a replacement the parent will need to contact the school and a request will be made to the district. Parents will be contacted to pick up a device/charger from the school.



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.*





Pivot to Virtual Learning Instructional Plan: Whole School/Grade Level

PreK - K:

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/Grade Quarantine	Individual Quarantine (see Parent Guide)	Teacher Quarantine	Whole School Quarantine
An entire class or grade level 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 Cases
Instructional Model			
Students log into Google Classroom to access Zoom Links Students follow their normal schedule. (See Master Schedule) Specials classes will post assignments via Google Classroom (See Specials Google Classroom Codes)	Students will log into Google Classroom to access assignments. Tutorial will be conducted on Wednesdays 3:15pm-4:15pm Specials classes will post assignments via Google Classroom (See Specials Google Classroom Codes)	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. (See Master Schedule)



Pivot to Virtual Learning Instructional Schedule: Whole School/Grade Level

In the event that a whole school/Grade Level virtual learning pivot is needed, the following schedule will be used.

PK-4 Virtual MASTER SCHEDULE

PK		KDG	
7:45-8:15	Morning Preparation	7:45-8:15	Morning Preparation
8:15-9:00	Literacy & Imaginative Play	8:15-8:45	Intervention
9:15-10:15		8:45-9:45	Specials
10:15-10:50	Lunch	9:45- 10:20	ELA
10:50-11:15	Numeracy & Story Time	10:25-10:55	Lunch
11:15-12:30		11:00-11:30	ELA
12:20-2:30	Play & Nap	11:35-12:35	READING
2:30-2:45	Dismissal Routine	12:35-1:35	MATH
		1:35-2:43	SCI/SS
		2:45	Dismissal

1 st		2 nd	
7:45-8:15	Morning Preparation	7:45-8:15	Morning Preparation
8:15-8:45	Homeroom & Intervention	8:15-8:45	Homeroom & Intervention
8:45-9:45	Specials	8:45-10:00	READING
9:50-10:50	ELA	10:00-11:05	ELA
10:50-11:20	Lunch	11:10-11:40	Lunch
11:25-12:25	READING	11:45- 12:45	Specials
12:25-1:25	MATH	12:50-2:00	Math
1:30-2:30	SCI/SS	2:00-2:40	SCI/SS
2:30-2:45	Dismissal	2:40-2:45	Dismissal

3 rd		4 th	
7:45-8:15	Morning Preparation	7:45-8:15	Morning Preparation
8:15-8:45	Homeroom & Intervention	8:15-8:45	Homeroom & Intervention
8:45-9:50	ELA	8:45-9:45	READING
9:55-10:45	READING	9:50-10:50	ELA
10:50-11:25	SCI/SS	10:55-11:35	Math
11:30-12:00	Lunch	11:40-12:10	Lunch
12:05-12:20	SCI/SS	12:15-12:50	MATH
12:25-1:25	MATH	12:50-1:25	SCI/SS
1:35-2:35	Specials	1:35-2:35	Specials
2:40-2:45	Dismissal	2:40-2:45	Dismissal



5-8 Virtual MASTER SCHEDULE

5 th		6 th	
7:45-8:15	Morning Preparation		7:45-8:15 Morning Preparation
8:015-9:00	Homeroom & Intervention		8:15-9:00 Homeroom & Intervention
9:03-10:03	Specials		9:03-10:03 style="color: #800080;">Specials
10:06-11:01	Core 1		10:06-11:01 Core 1
11:04-11:59	Core 2		11:04-11:59 Core 2
12:02-12:17	Core 3		12:05-12:35 Lunch
12:20-12:50	Lunch		12:38-1:38 Core 3
12:53-1:38	Core 3		1:41-2:42 Core 4
1:43-2:42	Core 4		2:42-2:45 style="color: #FF0000;">Dismissal

7 th		8 th	
7:45-8:15	Morning Preparation		7:45-8:15 Morning Preparation
8:15-9:00	Intervention		8:15-9:00 Intervention
9:03-10:03	Core 1		9:03-9:58 Core 1
10:06-11:06	Specials		10:01-10:56 Core 2
11:09-12:04	Core 2		10:59 -11:54 Core 3
12:07-12:30	Core 3		11:57-12:37 Core 4
12:35-1:05	Lunch		12:45-1:15 Lunch
1:11 - 1:43	Core 3		1:13-1:35 Core 4
1:46- 2:42	Core 4		1:38-2:38 style="color: #800080;">Specials
2:42-2:45	Dismissal		2:38-2:45 style="color: #FF0000;">Dismissal



Pivot to Virtual Learning: 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 to enhance Zoom direct instruction so that students have full access and necessary support to complete assignments with quality.



Pivot to Virtual Learning: Google Classroom Codes

- [Google Classroom Codes](#)
- Students will log into Zoom for live instruction during designated times listed in the Virtual Schedule.
- 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>

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.

Special Teachers:

- For students in K-4, Specials teachers will join the homeroom teacher's Zoom link to provide direct instruction.
- For students in 5-8th, students will be directed to join their Specials teacher's Zoom link according to their individualized schedule.

Zoom and Assignments:

- If a student is not logging in on Zoom for instruction, teachers will conference with the parent. *Document this communication will be in 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*)



****Please note:*** If a student has been sick and unable to participate in virtual learning, this information will be documented in the Infinite Campus contact log. Students will be allowed to complete the assignments when they are feeling better.



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
- BrainPop- Teachers can assign videos and activities
- Freckle-K-5
- Intervention-SAM, HMH, HEAH!
- EBooks-Myon
- Flipgrid



M.R. Hollis Innovation Academy
Virtual Learning Parent Agreement
Whole School/Grade Level Pivot

Student's Name _____
Grade _____

Teacher's Name _____
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. Please review the Virtual Parent Agreement statements below.

My child will be available to log on to class at scheduled times during the day for classes. My student will be expected to log on for all classes each day. If my 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
My child is expected to complete their own work during their enrollment in Virtual Learning. I will contact my child's 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