



## Benjamin E. Mays Virtual Learning

Welcome New and Returning Raiders,

I miss you all so much! The start of this school year is going to be different but exciting. I am sure many of you like myself wanted school to start in person. However, that is not our reality and we must put safety first. But both your teachers and I are committed to creating the best virtual learning experience for you and your families. We are working hard every day to prepare for this upcoming school year. Day 1 is August 24<sup>th</sup>, I will see all students at 8:30am.

We are committed to keeping you informed. So, we are asking both parents and students to join Google Classrooms provided by each grade level counselor for the latest information and updates. Also please be sure to download our phone app: Benjamin E. Mays to access our website. Also follow us on Twitter and Instagram. This year is about staying connect and staying in the know. Raiders, we will continue to be AMAYSing and continue to uphold the Legacy of Excellence. Stay safe and well! I can't wait to see you soon!

This is a long letter, but full of important information. Be advised that there are LINKS embedded throughout to help you navigate to key online resources. Most of this information has previously been shared during our Zoom Community Town Halls, which we will continue to hold regularly throughout the virtual learning period.

Virtual Hugs,  
Your Proud Principal,  
Dr. Wilkins

### Student Learning, Assessment, and Accountability (Mays High School)

#### Student Schedules

Student schedules (with assigned teacher and course) are available in Infinite Campus.

#### **STUDENT SCHEDULES**

- In the vast majority of cases, schedules cannot be changed. If you feel you have an unusual or extenuating circumstance, please contact your scholar's counselor.
- **On that note, who is my counselor?** See the table below.....

Who Is My Counselor?		Schedule Change Form	
Ms. Nikki Smith	<a href="mailto:nasmith@atlanta.k12.ga.us">nasmith@atlanta.k12.ga.us</a>	9 <sup>th</sup> Grade	<a href="#">9th Grade Schedule Change Request Form</a>
Mrs. Wendy Jackson	<a href="mailto:wjackson@atlanta.k12.ga.us">wjackson@atlanta.k12.ga.us</a>	10 <sup>th</sup> Grade	<a href="#">10th Grade Schedule Change Request Form</a>
Ms. Aleesa Reese	<a href="mailto:amreese@atlanta.k12.ga.us">amreese@atlanta.k12.ga.us</a>	11 <sup>th</sup> Grade	<a href="#">11th Grade Schedule Change Request Form</a>

Mrs. Carla Aldridge	<a href="mailto:caldrige@atlanta.k12.ga.us">caldrige@atlanta.k12.ga.us</a>	12 <sup>th</sup> Grade	<a href="#">12th Grade Schedule Change Request Form</a>
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**Student Learning Schedule**

## 2020-2021 VIRTUAL BELL SCHEDULE

Monday-Tuesday-Wednesday-Thursday-Friday
SEL/ Morning Check In 8:30 – 8:50
1 <sup>st</sup> Period 8:50- 10:05 10 Minute Break 10:05 -10:15
2 <sup>nd</sup> Period 10:15- 11:30
Student/Faculty & Staff Lunch 11:30- 12:10
3 <sup>rd</sup> Period 12:10- 1:25 10 Minute Break 1:25 – 1:35
4 <sup>th</sup> Period 1:35 – 2:50
Independent Practice/Pre-Arranged Tutorial Enrichment/ Faculty Meetings/Office Hours 2:50 – 4:30

## Expectations of Teachers

Teachers will assign work.

Teachers will provide feedback.

Teachers will provide direct, live instruction in accordance with Mays' student learning schedule.

Teachers will respond to email and phone messages within 48 hours.

Teachers will be available during all Virtual Office Hours with an open Zoom session for students and parents.

## Expectations of Students and Families

Students should engage with their teachers, which includes but is not limited to participating in live learning sessions and completing assignments **daily**.

Students and families should make reasonable attempts to access Google Classroom and other online platforms recommended by their teachers.

Maintain frequent contact with the teacher – please do not hesitate to ask questions when you or your child need help.

Return all required school documents either electronically.

If your child does not have access to a laptop/Chromebook or hotspot or needs technical support with a district-issued device, please call 404-802-1000.

## ACCESSING INSTRUCTIONAL TECHNOLOGY PROGRAMS—MYBACKPACK, IC, ZOOM

- 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** = 1<sup>st</sup> 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 virtual 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.
  - A note about Zoom: Students should access ZOOM through MyBackPack

### ***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 Media Specialist, Ms. Sales, at [dsales@atlanta.k12.ga.us](mailto:dsales@atlanta.k12.ga.us)

**OK. SO I HAVE MY SCHEDULE, BUT HOW DO I KNOW WHERE TO GO ON DAY ONE?**

- Ultimately you will “GO TO CLASS” on Day One through each teacher’s **Google Classroom Page**. Of course, that means the students need the Google Classroom Code to access each class.
- To begin the year, we will share the Google Classroom Codes in two ways:
  1. **The Google Classroom Code will be printed on the schedule with each class.** See the image to the right for a sample
  2. **We are also developing an easy-to-navigate Portal for you to find the Google Classroom Code for each teacher.** *This Portal will be made available during the Week of August 17. We will share the link once it is ready and published.*
  3. **By the way the link to Google Classroom is <https://classroom.google.com/>**

**Cheat Sheet:**  
[Student Logon Cheat Sheet](#)

### Virtual Office Hours with the Principal

- Virtual Office Hours with the Principal on Wednesdays. (Please note that this is designed to address individual questions/concerns, so it is not a group meeting. The Waiting Room will be enabled so there may be a slight wait if multiple people log-on.
  - **Dr. Wilkins’ Office Hours for Mays Parents/Students**
    - Dates/Time: The Following Wednesdays
      - Aug 12, 2020 4:00 PM
      - Aug 19, 2020 4:00 PM
      - Aug 26, 2020 4:00 PM
      - Sep 2, 2020 4:00 PM
    - Join Zoom Meeting: <https://atlantapublicschools-us.zoom.us/j/88637899615?pwd=R2l6YmNVSjFTd1JlNjRmS21RV0dMUT09>
    - Meeting ID: 886 3789 9615
    - Passcode: raiders

### Balanced Approach to Assessment

Teachers will incorporate various types of assessments, as appropriate for the grade/course.  
 Teachers will provide students with multiple attempts to demonstrate mastery.  
 Student grades will be recorded and students will be responsible for assigned work.

### Special Education/504 Services

Students who receive special education/504 services will continue to receive programmatic support to the greatest degree possible through virtual learning. If you have specific questions or needs regarding how your child’s services will be provided through virtual learning, please contact Mrs. Sylvia Riggins [ssriggins@atlanta.k12.ga.us](mailto:ssriggins@atlanta.k12.ga.us)

### ESOL Services

Students who receive specialized ESOL services will continue to receive programmatic support to the greatest degree possible through virtual learning. If you have specific questions or needs regarding how your child’s specific services will be provided through virtual learning, please contact Dr. Natasha Woody Assistant Principal [woodyn@atlanta.k12.ga.us](mailto:woodyn@atlanta.k12.ga.us).

## Student Attendance

- ATTENDANCE WILL BE TAKEN EVERY DAY, EVERY CLASS
  - Teachers have 3 options—**Present, Absent, Tardy**
- To be considered PRESENT, a student must attend the synchronous online session for the class based on our Virtual Bell Schedule (shared above).
- Students will be marked Tardy if they are late to the online session. While we want every student to be on time each class, we highly prefer them being tardy over not showing up at all.
- Our Attendance Office will have access to TWO additional attendance codes. We will need parents/students to inform the teacher and attendance office when one of these situations occurs:
  - **Absent Due to Lack of Technology**
    - Meaning the student could not attend class due to an issue with or lack of technology
  - **Participated in Asynchronous Learning**
    - Meaning the student viewed the class and finished the work outside of school hours.
- Additionally, for excused absences/tardies (such as for doctor's visits or illness), please submit the necessary documentation to our attendance office at [Jasmine.Guitroz1@apsk12.org](mailto:Jasmine.Guitroz1@apsk12.org)

## Student Grades in Infinite Campus/Google Classroom

Teachers will continue to instruct, assess standards, and record grades in Infinite Campus, weekly.

You can see your student's current progress/grade in Infinite Campus at any time.

As students and families have specific questions about assignments and grades, please contact your child's teacher.

- Infinite Campus remains our official gradebook.
  - Parents/Guardians, ensure you have Infinite Campus Parent Portal Access (details below)
- You can expect at least 16 grades per quarter (or 8 every 4.5 weeks). These should be evenly distributed over time (about 2 per week) and fairly distributed across grading categories.
- **IMPORTANT** (we can't say this enough): On a 4x4 schedule, students earn FINAL Grades that post to official transcripts EVERY QUARTER (10/23/2020; 1/15/2021; 3/19/2021; 5/26/2020).

## Georgia Milestones/IB Exams

The state of Georgia submitted a waiver request to the U.S. Department of Education for suspension of the Georgia Milestones this school year however, no decision has been made.

## Student and Family Support Services (MHS)

### Virtual Open House

Dr. Wilkins will create safe opportunities for staff to meet their students and families, which may be socially distanced, in-person and/or virtual. Look for additional details in the coming week.

### Chromebooks

Students who received a Chromebook in Spring 2020 should retain this device. If technical support is needed, please call 404-802-1000.

Students who do not have access to a Chromebook will be loaned a device at no charge. Please email call 404-802-1000 for details regarding pick-up locations, dates, and times.

Any student who has been issued a Chromebook is financially responsible for the return of this device in satisfactory condition.

### Internet Access

Based on device availability, a personal hot spot may be loaned to students. Please email [clientsupport@atlanta.k12.ga.us](mailto:clientsupport@atlanta.k12.ga.us) or call 404-802-1000 for details regarding availability, pick-up locations, dates, and times.

### Media Center Resources

The media specialist, Davida Sales, will communicate opportunities for students to access digital resources at Benjamin E. Mays. Students in need of digital resources, please contact our Media Specialist: Ms. Sales [dsales@atlanta.k12.ga.us](mailto:dsales@atlanta.k12.ga.us)

## STAY CONNECTED! HOW DO I STAY INFORMED?

### Our two PRIMARY COMMUNICATION AVENUES =

#### 1. Infinite Campus Robocalls / Robotexts/ Messages:

- **ENSURE your contact information is accurate in Infinite Campus.** It is critical that MJHS 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>.
- Need help updating your contact information? Contact our parent liaison, Dr. Willie Swain ([willie.swain@apsk12.org](mailto:willie.swain@apsk12.org)) for assistance.

#### 2. Join REMIND

- Make sure you are signed up to receive your Cohort Year's REMIND messages.
  - Simply text to **81010** with one of the following messages.
    - **9<sup>th</sup> Grade: Text @kf43e2**
    - **10<sup>th</sup> Grade: Text @3788de7**
    - **11<sup>th</sup> Grade: Text @de6d7k**
    - **12<sup>th</sup> Grade: Text @g9ae4e to 81010**
    - **Text @g9ae4e to 81010**

#### Additional Avenues for Communication

- Make sure to utilize the wide variety of online resources and social media sites to stay informed about school and district news and events.
  - Follow us on TWITTER: **@APSMaysRaiders**
  - Various school-related Twitter and IG accounts
  - Our school website: <https://www.atlantapublicschools.us/mays>
  - APS website: [www.atlanta.k12.ga.us](http://www.atlanta.k12.ga.us)
  - Download the **Benjamin E. Mays High School App** and the **Atlanta Public Schools App**.

### Social-Emotional Support

Professional school counselors, social workers, and the school nurse will be available to support students through individual and small-group sessions. As you have specific questions or needs, please contact your school's professional school counselor or principal.

### Google Classroom: Family Trainings

In August, Benjamin E. Mays will provide family training videos/sessions on all digital applications we will be using throughout our virtual learning. Our priority is to help each family understand the functionality of the digital applications and how best to support their child's virtual learning. As you have specific questions or needs regarding the location of content in Google Classroom, please contact your child's teacher. If you are unable to access Google Classroom please contact [clientsupport@atlanta.k12.ga.us](mailto:clientsupport@atlanta.k12.ga.us) or 404-802-1000

### Meal Delivery

Meals will be delivered each school day throughout the Atlanta Public Schools community during virtual learning (Monday – Friday, excluding school holidays). Please refer to the [Mays HS website](#) (after August 5) for specific information regarding locations and times.

### Student Tutoring

Benjamin E. Mays is exploring options to provide free, supplemental tutoring through virtual and/or in-person formats before or after the virtual school day (based on staff availability). If/when health experts confirm conditions are safe enough to offer in-person, small-group tutoring, any participating student or staff member would be required to wear a mask and adhere to strict risk mitigation guidelines (socially distance, wash hands, etc.)

Teachers are also available for office hours following the conclusion of the 4<sup>th</sup> period class through appointment.

## Athletics and Extracurricular Activities (MHS)

### High School Athletics

Benjamin E. Mays is working in collaboration with the Georgia High School Association (GHSA) to develop and adhere to appropriate guidelines for athletic practices and competitions. We expect these guidelines to continue to evolve; each coach will provide updates to our student-athletes and their families, as appropriate. As you have specific questions or needs, please contact your child's coach or Ms. Natasha Harrigan, Athletic Director [nharrigan@atlanta.k12.ga.us](mailto:nharrigan@atlanta.k12.ga.us)

## After-school Extracurricular Clubs and Activities

Benjamin E. Mays students may have the opportunity to participate in after-school extracurricular clubs and activities, based on the ability to implement appropriate safety protocols and social distancing guidelines and/or virtually. Please refer to communications from Principal Ball or Club Sponsors with specific information in the coming weeks.