



# Virtual Instructional Plan for Quarantined Students

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Based on the APS Quarantine Instructional Guidance document, the following Virtual Instructional Plan for Herman J. Russell West End Academy outlines the process for continuing instruction in a virtual setting for quarantined students.

### **Quarantined Students:**

- Once a student has been quarantined, HJRWEA School Nurse (Ms. Brown) will update HJRWEA COVID Absence Report located in a shared Google drive to inform teachers and the administrative staff of student absences. HJR West End Academy's school clerk will notify parents to:
  - Pick up a device from the school (*if the student does not already have an assigned device from the school*) & Virtual Learning Welcome Packet (Parent Notification Letter, Viral Solutions Testing Consent Form, Device Acknowledgement Receipt, COVID Testing Locations near school, COVID Mitigation Strategies
  - Complete daily assignments in Google Classroom.

*Ms. Leverette, Special Education Lead Teacher and Ms. Porter, MTSS Specialist will review HJRWEA COVID Absence Report daily to ensure that students receive their identified services.*

- Within 24 hours, grade Level Support Personnel (6th Grade - N. Phillips, 7th Grade - D. Powell, and 8th Grade - T. Browning):
  - Will contact parents to complete student wellness checks and to ensure that parents/students understand how to access Google Classroom via myBackpack.com and understand class assignment completion expectations. (*Inform your Assistant Principal if you have trouble reaching a parent or if a student has not logged onto class*).
  - Monitor if teachers have the following posted in Google Classroom: (Assignments; resources needed to complete the assignments i.e. videos, links, helpful information, etc. ).



### 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 the 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. Sims (*Instructional Technology Specialists*). Ms. Sims will add the students' name to the HJRWEA 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 HJRWEA Hotspot Request Excel spreadsheet. Ms. Sims will review and submit the request to APS.
- Once the hotspot is delivered to the school, Ms. Sims 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:**

The H.J. Russell West End Academy’s 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. <b>(See Master Schedule)</b>  <b>(See Google Classroom Codes)</b>	Students will log into Google Classroom to access assignments.  <b>(See Google Classroom Codes)</b>	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. <b>(See Master Schedule)</b>



### Quarantine Timeline:

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



### 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.

Students will log into Zoom for academic support from 4:30PM to 5:30PM on Wednesdays during afterschool tutorials. Students can access after school tutorials through Google Classroom.

- Below is a link for additional parent directions on how to log into Zoom if they have trouble accessing the link in Google Classroom:  
<https://tinyurl.com/wjrpjc74>



### **Zoom Links and Google Classroom Codes:**

- <https://docs.google.com/spreadsheets/d/1GjaEaHnt89yG2TYxDD0mGTZqw29QJPmH/edit#gid=1127320998>

### **\*Special Education and ESOL**

- If the whole class is quarantined, 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.

### **\*Connection Teachers:**

- Connection teachers will post assignments, videos and links for students in Google Classroom.

### **\*Google Classroom Assignments:**

Once a student has been documented as quarantined, teachers will notify parents that assignments are posted in Google Classroom and post this contact in Infinite Campus.

If a student has not completed assignments in Google Classroom, teachers will do the following:

- 3rd day: Contact the parent and document this information in the Infinite Campus contact log
- 5th day: Contact counselor ( Mr. Fears, Ms. Watkins)
- 7th day: Contact social worker ( Ms. Thomas)

**\*Please note: If the parent states that the student has been sick, this will be documented in the Infinite Campus contact log and the student will be allowed to complete the assignments when they are feeling better.**



Herman J. Russell West End 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.

<p><b>If the whole class or whole school is quarantined</b>, my child will be available to log into classes at scheduled times during the day.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>If the whole class or whole school is quarantined</b>, 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 <b>must</b> attend live instruction daily at the scheduled times.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>I am committed to ensuring my child completes all assignments – offline and online.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>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.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>I am committed to ensuring my child has a quiet space without distractions for online learning and completing offline work.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No



<p>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.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>I understand it is <b>my responsibility</b> 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.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Parent/Guardian Name: \_\_\_\_\_

Parent Contact Number: \_\_\_\_\_

Date \_\_\_\_\_