

Frank Lebby Stanton Elementary School

Virtual Instructional Plan – *Quarantined Students*

2020 - 2021



In accordance with *Atlanta Public Schools' Quarantine Instructional Guidance* document, school-wide processes are in place to ensure all students learning virtually receive the academic and socially emotional learning supports they need to learn and grow. The schoolwide plan outlines the shift to learning from home in promoting a continuous cycle of learning.

QUARANTINED STUDENTS

Ms. T. Williams (School Secretary) will email teachers the names of quarantined students whose parents need to be contacted. The homeroom teacher of a quarantined student(s) will contact parents advising of the following:

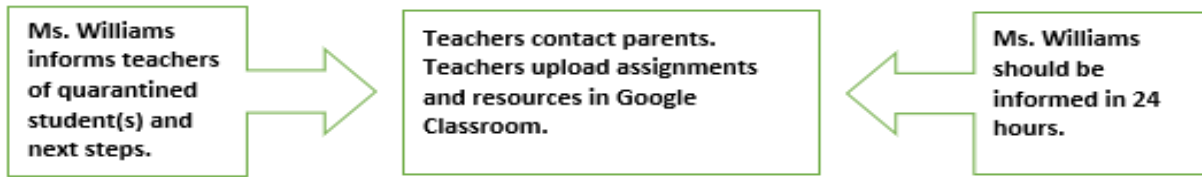
- an assigned device, if a student has not been assigned a school device, can be assigned and secured from the school.
- a schedule indicating the time Literacy and Math is taught, so that students can join the class virtually via the Zoom platform.
- assignments should be completed in Google Classroom

Ms. A. Atkinson, the Special Education Lead teacher, will receive email correspondence of the names of quarantined students and contact parents.

24 HOUR WINDOW

Twenty – four hours from the time teachers are in receipt of correspondence regarding quarantined students, contact is to be made with parent(s) and the following confirmed with Ms. T. Williams:

- Parent was contacted and was informed of the scheduled time(s) of content delivery in Literacy and Math, the online platform of delivery – ZOOM, and the completing of class assignments on Google Classroom.
- Ms. D. Brown (Parent Liaison) and Ms. J. Presha (School Clerk) should be contacted, if a teacher is unable to reach a parent(s).
- Assignments and resources needed for the completion of student work (i.e., videos, links, helpful information, etc.) have been posted in Google Classroom.



INTERNET ACCESS



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Parents : ology/
 support is needed. Ms. S. Green will add parent(s)' name to the FLS Hotspot Request Excel spreadsheet and submit the request to APS point of contact.

- If parents request a hotspot while on the school campus, front office personnel will add parent's name to the FLS Hotspot Request Excel spreadsheet. Ms. S. Green will review and submit the request to the designated APS point of contact.
- Ms. Green will contact each parent when the device is delivered to the school. Parents will receive only one hotspot per household

Virtual Instruction for Quarantined Tiger Scholars



PreK:

Pre – K students will use Seesaw platform in MyBackpack for virtual learning (Option: Teachers can put their Zoom link in Seesaw).

KDG. – 5TH:

KDG. – 5TH teachers will use Zoom for simultaneous instruction during *whole* group Literacy and *whole* group Math instruction.

- Teachers will schedule a Zoom meeting and place the link in Google Classroom at the top of the page in the “Classwork” tab. The link can be used throughout the school year. Homeroom teachers will also place their Zoom link and times of whole group *Literacy* and whole group *Math* instruction in a schoolwide matrix.
- **Link to matrix:** https://docs.google.com/spreadsheets/d/1yGvM6vUirCU4kC1gYo6H6f-gZUrVywtW6ltl_Htkfvk/edit?usp=sharing
- **Link to APS Zoom Do's & Don'ts document:** <https://docs.google.com/document/d/1IA-AqeQHWjNo34YwtJ44sDdSaVaGgG5u/edit#heading=h.gjdgxs>
- Use the following link for step-by-step instructions on adding your Zoom link to your Google Classroom: <http://tinyAPS.com/?virtualclass>

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- Students will log into Zoom for live instruction during whole group *Literacy* and whole group *Math* instruction **daily**. Teachers will set up a time with students and parents to log – in on Zoom for **Science** and **Social Studies** instruction ***two days per week***.
- Using the link noted below, parents can access additional directions in accessing Zoom, if there are difficulties accessing the link in Google Classroom: <http://tinyaps.com/?parent>.

SPECIAL EDUCATION

- Special Education teachers will access the homeroom teacher’s Zoom link to join a breakout room with individual or small groups of students allowing students to be supported at the point of need.
- **Link to Zoom Link matrix:** https://docs.google.com/spreadsheets/d/1yGvM6vUirCU4kC1gYo6H6f-gZUrVywtW6ltl_Htkfvk/edit?usp=sharing

SPECIALS

- Specials teachers will post assignments, videos, and links for students in Google Classroom and Class Dojo. **Zoom will not be used.**

Zoom and Assignments

- If a student is not logging in on Zoom for instruction, a conference will be held with the parent and documentation of conference will be noted in Infinite Campus via contact log.
 - If a student has not completed assignments in Google Classroom within 3 days, the following will occur:
 - ✓ The parent will be contacted and documentation of communication noted in Infinite Campus via contact log.
 - ✓ A
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- If a student is quarantined for more than 5 days, the teacher will check – in with the student and parent (phone/Zoom) to provide any assistance needed at least once a week.

NOTE: If a parent states that a student has been sick, this information will be documented on the Infinite Campus Parent Contact Log. The student will be allowed to complete missed assignment(s) when they are feeling better.

RESOURCES FOR VIRTUAL INSTRUCTION (FLS anticipates the future purchase of Swivl)

- 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 while the teacher remains in the classroom. The Swivl device is able to move as the teacher moves, in the classroom, enabling students to see the teacher at all times and remain engaged during instruction.

LEARN ALL ABOUT Swivl BY ACCESSING THE LINKS BELOW:

(How Swivl Works) https://www.youtube.com/watch?v=_OcmAvQ_nD8

(Swivl in the Classroom) <https://www.youtube.com/watch?v=klYYj7F1xKI>



ASSIGNMENTS

Teachers will list clear and concise directions for assignments and any resources needed to complete the assignments in Google Classroom. Teachers are strongly encouraged to use the academic apps, in APS MyBackpack to provide assignments.

Supporting videos and links will be attached, so that students have full access and the necessary support to complete quality work. Assignments should be provided during time allotted for group and independent work.



ACADEMIC APPLICATIONS:

Although there are multiple apps provided in APS 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
- Link to more apps in MyBackpack (Software Matrix): <https://drive.google.com/drive/folders/1EVnX7WdqRN2Ddo1X0HQ-3K8II3Cc88xs>

FLS SOFTWARE AVAILABLE ON MYBACKPACK

