



Baker County K-12 School Virtual Learning Plan

Elementary, Middle and High School

Baker County Schools is a place of joy and an excitement for learning. Our transition to a virtual learning program continues this focus as we offer students our inclusive program where all learners feel safe, nurtured, and challenged. Our staff will continue to embrace the uniqueness of each child as they develop their character, grow academically, and tend to their social-emotional well-being. We view the shift to virtual learning as an opportunity to engage with students in new and innovative ways. The elementary, middle and high school's virtual learning plan follows an asynchronous learning model. We feel strongly that this student-centered approach to learning offers our students and families the flexibility they need during our time online. Teachers post lessons in a variety of subjects to the online classrooms and students complete those lessons at their own pace throughout the day. Teachers also schedule virtual face-to-face check-ins with students each week.

PLATFORMS FOR DAILY USE

Platform:	Web Address:	Description:
School Website	www.baker.k12.ga.us	The BCS website maintains general information and provides important updates.
Clever	www.baker.k12.ga.us > Student/Teacher Resources > Clever	Students will use Clever to access most of their instructional programs including iReady, USA Test Prep, Study Island, Benchmark Universe, Google Classroom, Google Email, etc.
Google Classroom	www.baker.k12.ga.us > Student/Teacher Resources > Clever	Google Classroom is an online classroom where teachers will post instructional videos and online assignments.
Student Email	www.gmail.com	Studentfirstnamestudentlastname@baker.k12.ga.us

TECHNOLOGY PLAN

Before checking out a chrome book or iPad, students and parents must have read, signed and returned the back pages of the BCS Device Handbook. Students will report to BCS on the first day of virtual learning to pick up their chrome book or iPad, school supplies and instructional packets from their homeroom teacher at the car loading area at the following times:

- ◆ Primary School (Grades PreK, Kindergarten, 1st and 2nd Grades): 8:00am -9:00am
- ◆ Elementary School (Grades 3rd, 4th and 5th Grades): 9:00am -10:00am
- ◆ Middle School (Grades 6th, 7th, 8th Grades): 10:00am -11:00am
- ◆ High School (Grades 9th, 10th, 11th, 12th Grades): 11:00am -12:00pm

Three Bus A&T Hot Spot Locations are Available:

1. Hawkinstown
2. Milford
3. Downtown Newton

VIRTUAL LEARNING EXPECTATIONS

As a community of learners, Baker County Schools' elementary, middle and high schools shared expectations during our virtual learning program are as follows:

STUDENTS

- ◆ Be responsible for your learning and know your schedule.
- ◆ Use Clever and Google Classroom to access assignments and to post completed assignments.
- ◆ Complete all online activities and assignments.
- ◆ Attend online classes twice a week to receive attendance credit.
- ◆ Comply with Baker County Schools' Internet Acceptable Use Policy.

TEACHERS

- ◆ Post the given lesson/activity at the indicated time on the schedule.
- ◆ Monitor and respond to each student's post/message within 24 hours with encouraging feedback.
- ◆ Communicate and troubleshoot with students and families who are struggling with participation.
- ◆ Develop ways to meet individual student needs and develop plans for further differentiation.
- ◆ Conduct classes four times weekly through Google Meet (Grades Prek-1) or GoGuardian (Grades 2-12).
- ◆ Report daily attendance.
- ◆ Use formative and summative assessments during our virtual learning shift.

- ◆ Plan and co-plan by making adjustments to each week's lesson plan based on teacher and student experiences from the prior week.

- ◆ Attend weekly meetings online.

COTEACHERS

- ◆ Attend inclusion classes online via Google Meet.

- ◆ Co-plan with General Education teachers.

- ◆ Communicate and troubleshoot with SPED students and families who are struggling with participation.

- ◆ Monitor the Google chat box and respond to each student's post/message quickly.

- ◆ Conference weekly with each SPED student through video or phone, based on individual needs and services.

- ◆ Report daily attendance. Most importantly: document, document, document!

PARAPROFESSIONALS

- ◆ Attend Google Meet classes based on your regular schedule.

- ◆ Answer student emails.

- ◆ Assist teachers in communicating and troubleshooting with students and families who are struggling with participation. Call the students who are absent in class each day!

- ◆ Attend weekly faculty meetings.

- ◆ Assist teachers in taking daily attendance.

FAMILIES

- ◆ Establish routines and expectations for your student.

- ◆ Take an active role in helping your student process their learning.

- ◆ Define the physical space for your child's study.

- ◆ Check school communication sites (school website and school Facebook account) and also communicate with the school as needed.

- ◆ Communicate proactively with your teachers if you need additional support or cannot meet deadlines.

- ◆ Proactively seek out and communicate with other adults at Baker County Schools as needs arise including counselors and administrators.

- ◆ Act quickly to get help from Baker County Schools' IT Director when encountering technical difficulties at helpdesk@baker.k12.ga.us.

WEEKLY FACULTY/STAFF MEETINGS

- ◆ **Faculty/Leadership Meetings:** Held each Friday at 1:00pm via Google Meet. All faculty and staff members must attend.
- ◆ **PLC Meetings:** Held every other Friday at 2:00pm via Google Meet. All teachers must attend. Breakout rooms will be created for each school (high, middle and elementary).
- ◆ **Parent Contacts:** Teachers are required to call or Google Meet parents every Friday and log their contacts on the contact log provided.

ATTENDANCE POLICY

Attendance will be measured by the full day. Evidence of attendance will be measured in at least one of the following ways (including, but not limited to):

- Google check in forms
- Assignments submitted that were due on that day
- Questions to answer on Google Classroom
- Participation in an online discussion
- Google Form requesting receipt of assignment or instructions
- Class participation during the scheduled class time
- Student participation during scheduled special education services
- Phone call with the teacher

It is expected that parents shall, to the maximum extent possible, ensure that their child participates in the virtual learning program.

If a student will not be able to participate in any learning activities that day, a parent can email the student's homeroom teacher. Depending on the circumstances, the absence may be considered excused.

The student will receive an unexcused absence when:

- a student does not participate in any part of the learning activities for the day,
- or has not checked in with the teacher, and
- when the student's parent does not contact the teacher.

ATTENDANCE CONSEQUENCES

1. **First Day of Missed Classes** = Parent Phone Call
2. **Second Day of Missed Virtual Classes** = Parent Phone Call
3. **Third Day of Missed Virtual Classes** = Reported to Administration
4. **PLEASE NOTE:** If the student goes two consecutive weeks without meeting the attendance expectations, they may be considered truant. At that time, the student and parent/guardian may be required to attend a meeting with the administration. If attendance does not improve after that, a truancy warning letter will be mailed to the family.

GRADING POLICY

The grading policy will be mostly the same except an attendance grade has been added. Attendance will count as a classwork grade each week for each class. Students will receive 25 points each day toward their weekly classwork grade. Students must report to class on time, stay the entire class period and leave their cameras on to receive 25 classwork points for the day.

Monday = 25 points

Tuesday = 25 points

Wednesday = 25 points

Thursday = 25 points

Total Classwork Points for the Week = 100 points

SUPPORT FOR SPECIAL POPULATIONS

◆ **Students with Disabilities:** Lessons and classwork are adapted for students based on their individual needs. Students with disabilities receive additional 1:1 conferencing throughout our online learning program. All students with disabilities will also have access to Read&Write, a Google-based extension that improves accessibility, including the read aloud, speech-to-text, dictionary, etc. features.

◆ **Related Services:** Speech therapists, counselors, occupational therapists and physical therapists currently assigned by the school will provide tele-therapy, where appropriate and feasible. We are in communication and working with our service providers to get them connected to all students in our classroom platforms.

◆ **Counseling:** Students receive their mandated and/or at-risk counseling through Google Meet.

◆ **English Language Learners:** ESOL teacher will provide additional support to our ELLs by supporting students with classwork through providing adaptations and monitoring and responding to student work. ESOL teachers also will conference with students 1:1 and provide additional lessons and activities targeting reading, writing, listening and speaking skills.

◆ **Reading and Math Intervention:** Intervention teachers provide additional lessons and activities that are targeted to students receiving intervention. They also meet virtually with students via video or phone to conference with students on targeted skills.

IMPORTANT DATES

Date	Event or Holiday
August 7 - 19	Staff Development/Workdays
August 20 - 21	Pre-Planning
August 24, 2020	First Day of School
September 7, 2020	Labor Day
November 2, 2020	End of 1st Grading Period
November 23-27, 2020	Thanksgiving Break
Dec 21 - Jan 1	Christmas Holidays
January 4-5, 2021	Staff Development/Workdays
January 18, 2021	Martin Luther King, Jr. Holiday
January 21, 2021	End of 1st Semester
February 19, 2021	Winter Break
March 19, 2021	End of 3rd Grading Period
April 5 - 9, 2021	Spring Break
May 28, 2021	Last Day of School/Graduation
May 31 - June 1, 2021	Post Planning
May 31 - June 1, 2021	Post Planning
August 24 - January 21	1st Semester (90 Days)
January 22 - May 28	2nd Semester (85 Days)
Days: Students, Faculty	<u>175, 190</u>

IMPORTANT CONTACTS

Elementary School Teachers - elem@baker.k12.ga.us		
Grade / Department		
PreK	Fran Shiver	fshiver@baker.k12.ga.us
K	Lynne Aldridge	laldridge@baker.k12.ga.us
K	Twila Crockett	tcrockett@baker.k12.ga.us
1	Londa Taylor	ltaylor@baker.k12.ga.us
2	Nancy Haire	nancy.haire@baker.k12.ga.us
3-5 ELA	Jessica Potkovac	jpotkovac@baker.k12.ga.us
3-5 SC/SS	Jordyn Murphy	jmurphy@baker.k12.ga.us
3-5 Math	Tracee Taylor	ttaylor@baker.k12.ga.us
Middle School Teachers - middle@baker.k12.ga.us		
Grade / Department		
6-8 ELA	Elizabeth Hatcher	ehatcher@baker.k12.ga.us
6-8 Math	Colleen Slaughter	colleen.slaughter@baker.k12.ga.us
6-8 SC/SS	Lavonne McCray	lavonne.williams@baker.k12.ga.us
High School Teachers - high@baker.k12.ga.us		
Grade / Department		
9-12 History	Christa Miller	christa.miller@baker.k12.ga.us
9-12 ELA	Ivye Wilbourn	iwilbourn@baker.k12.ga.us
9-12 Math	Jeff Henderson	jhenderson@baker.k12.ga.us
9-12 Science	Josephus Albritten	jalbritten@baker.k12.ga.us
SPED Teachers - sped@baker.k12.ga.us		
Grade / Department		
GAA	Carla Morey	cmorey@baker.k12.ga.us
K-5	Tammy Harrell	tharrell@baker.k12.ga.us
K-5	Stephanie Shiver	sshiver@baker.k12.ga.us
9-12	Dee Dee Burnum	deedee.burnum@baker.k12.ga.us
6-8	Julia McCoy	jmccoy@baker.k12.ga.us
Speech	Ashley Griner	agriner@swresa.org
SPED Director	Blair Ethridge	bethridge@baker.k12.ga.us

Grade / Department			Special Area Teachers - special@baker.k12.ga.us		
ISS/Learning Academy	Collins Tensley				collins.tensley@baker.k12.ga.us
Physical Education	Terrence King				teking@baker.k12.ga.us
Physical Education	Jessie Atkins				jatkins@baker.k12.ga.us
Ag	Floyd Peters				fpeters@baker.k12.ga.us
Band/Chorus	Tim Beck				tbeck@baker.k12.ga.us

Grade / Department			Paraprofessionals - para@baker.k12.ga.us		
PreK	Katrina Davis				katrina.davis@baker.k12.ga.us
K	Courtney Hart				chart@baker.k12.ga.us
6-8	Marilyn Butler				mbutler@baker.k12.ga.us
9-12	Vanessa Hayward				vhayward@baker.k12.ga.us
Media	Joanne Mitchell				jmitchell@baker.k12.ga.us
SPED	Tammy Parker				tammy.parker@baker.k12.ga.us
GAA	Twila Crockett				tcrockett@baker.k12.ga.us

Grade / Department			Administration - administration@baker.k12.ga.us		
Superintendent	Dr. Brooks				rbrooks@baker.k12.ga.us
Principal	Mr. Williamson				bwilliamson@baker.k12.ga.us
SPED & Curriculum Director	Mrs. Ethridge				bethridge@baker.k12.ga.us
Dean of Students/Federal Programs	Mrs. Kelson				mkelson@baker.k12.ga.us

Grade / Department			Support Staff - support@baker.k12.ga.us		
Academic Coach	Melanie Shiver				melanie.shiver@baker.k12.ga.us
Guidance Counselor	Lawana Lofton				lawana.lofton@baker.k12.ga.us
School Resource Officer	Erika Threatts				ethreatts@baker.k12.ga.us
Technology Director	Freddy Dukes				fdukes@baker.k12.ga.us
BCS Help Desk	Freddy Dukes				helpdesk@baker.k12.ga.us
Secretary	Kathy Henderson				kathy.henderson@baker.k12.ga.us
Student Records	Jessica Hart				jhart@baker.k12.ga.us
Nurse	Judy Hendricks				jhendricks@baker.k12.ga.us
Parent Involvement Coordinator	Donna Dukes				ddukes@baker.k12.ga.us

TEACHER REPORTING TIMES & DUTIES

During this time, teachers will conduct online instruction at BCS using their teacher laptops, Smart Boards, etc. The rest of the time will be reserved for planning and preparing lessons, remediation with students, making copies, preparing packets for distance learners without internet connections, etc.

Monday – Thursday, 7:30am – 3:30pm

- Follow Google Meet schedule to teach classes
- Lesson plan with co-teachers
- Prepare packets
- Assign your para to make copies for distance learners who do not have Internet access

Friday, 7:30am – 3:30pm

- Remediate students
- Call parents and log contacts
- Attend Faculty and PLC meetings on Fridays. Lead teachers will also attend leadership meetings on Fridays – Haire, Potkovic, Slaughter, Miller, Henderson.

PARA REPORTING TIMES & DUTIES

During this time, paras will assist teachers in conducting online instruction at BCS by taking attendance and calling students/parents. The rest of the time will be reserved for making copies, and preparing packets for distance learners without internet connections, or any other duties assigned by teachers or admin.

Monday – Thursday, 7:30am – 3:30pm

- Follow Google Meet schedule to assist teachers in classes
- During Google Meet classes, take attendance and call missing students
- Assist teachers in copying packets
- Assist teachers in making copies for distance learners who do not have Internet access

Friday, 7:30am – 3:30pm

- Assist teachers in calling parents and logging contacts
- Attend Faculty and PLC meetings on Fridays

IMPORTANT FORMS

1. Parent Contact List

<https://docs.google.com/spreadsheets/d/1skRwrwtSM0zVVcCP8LdE5mKe0bZrKOHOG2siIBcriUU/edit?usp=sharing>

2. 2020-2021 School Calendar

<https://drive.google.com/file/d/18QlrovSENDja7osjRRDxkZFxm0JKvWG0/view?usp=sharing>

3. Monthly Events Calendar

<https://drive.google.com/file/d/1WzGMI0-ZyWeEIRnc4yMMXKYArLEjsQ3m/view?usp=sharing>

4. Chromebook Handbook

<https://drive.google.com/file/d/1hagcu7DMWYn1HjlzRBAno2aafWf96fPX/view?usp=sharing>

5. 2020-2021 Distance Learning Plan for SPED Students

https://docs.google.com/forms/d/12mUuDniqDdBdsFAFhCn-Xrho8Hd2vhe_Oh9VIb_GpTY/edit

6. Virtual Lessons Schedule

https://drive.google.com/file/d/1XwG0u4zYaOgJ36ZVskSM3aPqeMeHvdu_/view?usp=sharing