



Ms. Stacy Henry
Assistant Principal

Dr. Audrey Greer
Principal

Mr. Clifford Cooks
Assistant Principal

Covid-19 Action Plan

The Covid-19 Action Plan for Hapeville Charter Middle School was shared with all stakeholders Monday, March 16, 2020 in an effort to maintain student engagement, ensure continued learning, and provide support to parents and families.



HAPEVILLE CHARTER MIDDLE SCHOOL

Main Campus - 3535 South Fulton Avenue Hapeville, GA 30354 Phone: 404-767-7730 Fax: 404-767-7706
8th Grade Academy - 6045 Buffington Rd College Park, GA 30349 Phone: 404-941-1041 Fax: 404-941-1002

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COVID-19 SCHOOL CLOSURE EXPECTATIONS

Parent Expectations

- ☐ Make sure you have Infinite Campus parent portal access
- ☐ Make sure the school has up to date contact information
- ☐ Check email daily
- ☐ Communicate with your student
- ☐ Maintain communication with the teachers
- ☐ Read and listen to all broadcasts

Student Expectations

- ☐ Be accountable
- ☐ Communicate with peers and teachers and share the information
- ☐ Check all digital platforms as assigned by teachers (Zoom, Google Hangout, Google Classroom, etc.)
- ☐ Check school email daily
- ☐ Log into daily sessions and stay connected to hear the entire lesson
- ☐ Make every attempt to complete assignments by the due date
- ☐ Work daily between 10:00 am and 3:00 pm Monday through Friday
- ☐ Communicate as needed with teachers during the hours of 10:00 am and 3:00 pm

Teacher Expectations

- ☐ Clock in daily 9am – 3 pm
- ☐ Be available to students and parents daily between the hours of 10:00 am and 3:00 pm
- ☐ Check email daily and respond
- ☐ Respond to parents emails immediately
- ☐ Be available for subject scheduled weekly sessions 10-11:30
- ☐ Friday check-in with stakeholders via Google Hangout
- ☐ Be flexible outside of work hours
- ☐ Instructional planning weekly
- ☐ Provide links to sessions weekly through Google form
- ☐ Standards-based and intentional assignments planned weekly
- ☐ Use current classroom partners(Measuring Up, StemScopes, USA Test Prep, IXL & I-Ready)
- ☐ Communicate with families daily
- ☐ Weekly professional development through Google Hangout

Counselor and Administration Expectations

- ☐ Keep parents and students updated on free district and state resources being offered (FCS Food Stop, United Way)
- ☐ Check Email daily and respond immediately
- ☐ Call parents to check on them and update contact information (assigned by grade level)
- ☐ Social-emotional support from counselors consist of daily positive affirmations
- ☐ Friday check in with stakeholders via Google Hangout
- ☐ Log into teacher sessions daily to review digital instruction
- ☐ Schedule weekly professional learning through Google Hangout
- ☐ Ensure parents and students have internet access, if not provide them with companies offering free services
- ☐ Ensure students have computers or access to assignments, if not provide loaner from limited resources



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Weekly Digital Learning Schedule

Students log on daily from 10:00a.m to 11:30 p.m. for each course to participate in online learning.

- Monday – Math
- Tuesday – Literacy
- Wednesday – Social Studies
- Thursday – Science
- Friday – Spanish/PE/Health

Student and Parent Support from Counselors and Administrative Team

- All teachers are available daily between 10:00am and 3:00pm.
- The counselors provide daily social emotional learning support for all students by providing daily affirmations.
- The parent liaison, office managers, and administrators are in regular communication with all parents via Infinite Campus, email, and phone.
- The administrators provide weekly assignment updates to parents via Infinite Campus.

Digital Learning Platforms Being Used

- IXL – all content areas
- USA Test Prep – all content areas
- Stem Scopes - Science
- Measure UP – Math and Literacy
- Common Lit – Literacy
- Kahn Academy – Math
- Readworks – Literacy
- IREADY – ESOL and Reading

Digital Meeting Platforms Being Used

- Google Classroom
- Google Meet
- Google Hangout
- Zoom
- Actively Learn



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Teacher and Leader Accountability

Teachers and administrators continue to engage in weekly curriculum planning and professional learning during Hornet University and school-wide faculty meetings. All sessions are held via Google Meet and Hangout. Administrators and instructional coaches also participate in on all online classes.

- Tuesday - PE/Health, Science & Social Studies
 - 12pm – PE/Health
 - 1pm – Science
 - 2pm – Social Studies
- Wednesday - Math
 - 6th Grade 12:00pm-12:30pm
 - 7th Grade 12:35pm-1:05pm
 - 8th Grade 1:10pm – 1:40 pm
- Wednesday - Literacy
 - 6th Grade 10:00am-10:30am
 - 7th Grade 10:45am-11:15am
 - 8th Grade 11:30am-12:00pm
- Thursday – Conference call with admin if needed
- Friday - Spanish
 - 11:30am – 1:00 pm
- Friday – School-wide faculty meeting



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Snapshot of Weekly Assignments

Below is a snapshot of the assignment spreadsheet parents receive each Sunday evening with students' assignments.

Email Address	Assignments Due	Assignment and assignment location (Google Classroom, IXL, USATest Prep.,)
eclements@hapevillecharter.org	3/17/2020	Google Classroom
ltarman@hapevillecharter.org	3/17/2020	6thLiteracyTarmanIXL and Actively Learn
awhitaker@hapevillecharter.org	3/17/2020	1st Period and 3rd Period: Complete IXL HH1 - HH5. Must make 100%. 2nd Period (Accelerated) Complete IXL All of the Ms and X1 - X5. Must make 100%
vlopez@hapevillecharter.org	3/18/2020	Google classroom
fdennard@hapevillecharter.org	3/20/2020	IXL (highlighted ones) Measuring Up live 2 platform...RL3 and RI2
mccott@hapevillecharter.org	3/20/2020	Google Classroom
lmcghe@hapevillecharter.org	3/20/2020	Google Classroom, Actively Learn, CommonLit, iReady
svivanco@hapevillecharter.org	3/16/2020	Spanish Assignments Week of March 16th 1. Review Unit 1 Lesson 1 Vocabulary and Grammar using Quizizz.com (Assignment will be posted on Google Classroom) 2. Reading Activity U1L1 using Google Forms (Assignment will be posted on Google Classroom) 3. Listening Activities using IXL. Skills: 1A and 1P (Videos to practice pronunciation will be posted on Google Classroom) 4. Writing Activity using Google Forms. (Rubric will be posted on Google Classroom)
rmobles@hapevillecharter.org	3/20/2020	Week of March 16th- All weekly modules/lessons will be uploaded in Google Classroom. Students are required to begin assignments starting the first day of the week and submit all assignments by Friday at 5:00 p.m. This week: Students will work on creating and extending narratives using figurative language, sensory details, and imagery. Students should be sure to log-in to Google Classroom to access the ZOOM video conferencing link to conference with teachers and classmates every Tuesday during their regular scheduled class time.
cjohnson@hapevillecharter.org	3/16/2020	Google Classroom Discussion Board- (Accelerated Only) Real World Problem- (Accelerated Only) IXL Weekly Modules Khan Academy Weekly Assignment IXL Diagnostic (At least 30 mins) Measuring Up Assignment Google Classroom specific weekly assignments posted with attachments in Google Classroom and information posted in IC



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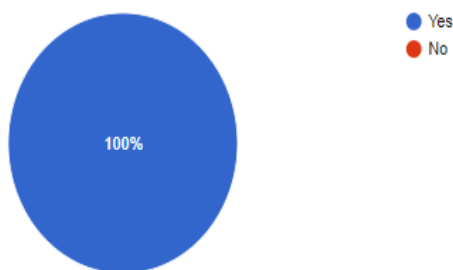
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Survey – How are we doing?

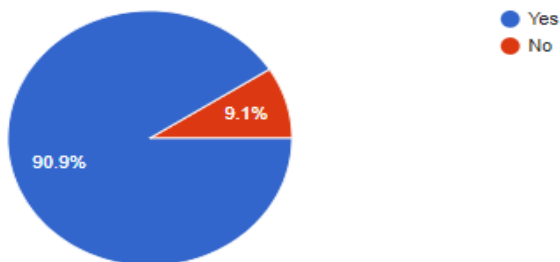
We surveyed our parents during the 2nd week of digital learning. While the survey was not completed by all parents, we were able to solicit feedback from a number of them. Prior to administering the survey, we were able to make contact with 86% of our Spanish speaking population and 100% of our Non-Spanish speaking population via Infinite Campus and/or phone. Out of 461 students currently enrolled, we have not been able to successfully connect with 15 students and their families.

Quick Parent Survey - How are we doing?

Are teachers easily accessible?



Are you receiving the communication from your child's teacher and the school?





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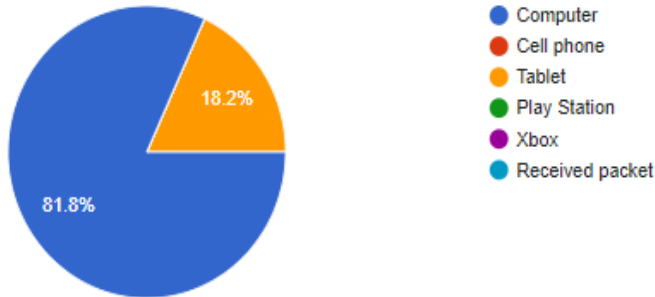
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How is your child accessing assignments?



What else can we do to support you and your child through this crisis?

I believe the Teachers are doing an excellent job given the circumstances.

Great job

Everything is going good.

The staff is doing a wonderful job

As of now nothing. Everything is great.

Keep the communication going! So far so good.

Emails are being sent to dads email please send my email woodsjuana09@gmail.com

Math teacher can respond to email