



Parent Guide to the Hollis Innovation Academy Virtual Model

Timing	Hollis will use the virtual instructional model for the first 9 weeks of the 2020-2021 school year.
School Strategies	<p>Overview: The virtual model consists of 4 instructional days with Friday dedicated to wellness, small group work, tutorial and remediation. Synchronous or “live” instruction will be offered for core content areas and enrichment classes on Monday – Thursday. Students will be engaged in direct instruction along with short independent practice opportunities. Sessions will be recorded and will be available via Google Classroom for students who are absent from live instruction. Hollis will assess students throughout virtual learning to ensure they are on track. Students will also have access to ongoing and consistent virtual social-emotional learning activities each morning. Every student will also receive a learning kit with supplies and consumables to support them in engaging in virtual learning.</p> <p>Attendance: Attendance is taken based upon the students logging in daily to virtual learning live sessions. Students are expected to log in daily to their enrolled classes to be marked present. Students will be expected to be present during live instruction. Teachers will continue to monitor which students are participating in virtual learning and reach out to students who are not attending live sessions and completing assignments. A student friendly schedule will be provided to support your child in attending live scheduled classes.</p> <p>Grades: Grading will continue to be used as a measure of master of standards for students during virtual learning. Formative assessment grading will take place continuously as teachers will need to assess students and adjust practices to get students closer to standards mastery. Additionally, weekly graded opportunities will be employed to determine interim and progress grades for each semester. Students who have not yet provided evidence of mastery will have opportunities to receive re-teaching and be re-assessed prior to final grades being entered. They may occur during regular instructional time, small group instruction or 1:1 tutorial. Assignments will be graded within 3-5 days of completion and submission. Grades will be entered weekly.</p> <p>Technology: The technology team will distribute devices to students in need of one. Students who completed the Atlanta Public School Technology Survey will be issued a device. Students who received a device in the spring that needs repair, must bring the device in to exchange.</p>
Teacher Engagement	Teachers will send out weekly communications via their Week-at-a-Glance. They will hold office hours weekly to answer questions from students and parents. Counselors will provide wellness support throughout virtual learning.
Student Engagement	Students are expected to follow their daily schedule and participate in live sessions. If they are unable to do so, they are expected to view the recorded version. Students are also expected to complete assignments by the due dates provided. Hollis recommendations for student engagement are outlined below:

	<ul style="list-style-type: none">• Uniforms are highly encouraged for virtual learning. We believe that routines and structures, and having students dressed as if they are going to school will help with virtual learning. Hollis uniforms include a navy or white polo top or Hollis spirit shirt and khaki bottoms. Khaki jumpers and dresses are also acceptable.• Fully engage in the virtual learning environment by turning cameras on so teacher can better interact with students and conduct wellness checks.• We recommend that students set their Zoom background to the Hollis backgrounds provided in their Google Classroom. Please see a full list of Student Engagement expectations below.
Family Engagement	To the extent possible, ensure that students have a quiet, designated workspace at home. Support students in adhering to their schedule. Review the weekly information provided on the Friday Week-at-a-Glance. Ensure your student is present for live virtual classes to interact with their teacher and peers. Contact the teacher with questions regarding any assignments or support needed. Engage with teachers during their office hours.



Virtual Learning Student Expectations

1. What do I wear?

Students should wear a White, Navy or Kelly-Green Polo shirt or Hollis t-shirt on

Monday -Thursday.



Wear your HOUSE Spirit wear on **Fridays.**

Pre-k & Kindergarten

RED T-Shirt

1st & 2nd

YELLOW T-Shirt

3rd & 4th

GREEN T-Shirt

5th - 8th

Represent with your HOUSE Colors!



2. When does the school day start & how should I report to class?

School starts at 8:00 am. Arrive to your virtual class 3-5 minutes prior to class.

1. Find a quiet location free from distractions.
2. Sit in an upright position.
3. Refrain from laying down or reclining.
4. Use the camera for all classes and meetings.
5. Mute your microphone when you are not talking.



We are happy to be able to provide you the technology you will need to be a successful learner. This technology is for school use only. Any misuse of any device and/or the internet will result in privileges being revoked and disciplinary action taken from the Atlanta Public Schools Student Handbook.

3. How do I login for class?

- Open Google Chrome. Students can login to their classes through the myBackpack website (<https://mybackpack.aps.k12.org>).
- Enter your child's username followed by @apsk12.org (ex. jsmith5489@apsk12.org).
- Enter your child's password (lunch number).