

**Chattooga County Schools: [Menlo Elementary School](#)
Distance Learning Plan: Extended Closure**

Purpose and School Information

In the event of an extended school closure(1 week or more), the Chattooga County School System will follow the Extended Closure Distance Learning Plan. The following plan contains specific information for Menlo Elementary School.

School Phone Number: 706/862-2323: Someone will be available to answer phone calls 8:00 -3:00

Device Distribution and Troubleshooting

- Each chromebook/Ipad will be assigned to a specific student the first week of school(20-21) using the Technology Distribution Form.
- Records of the assignment will be kept by the classroom teacher, administrator and academic coach.
- Student name, cart # and the school chromebook number will be placed on each charger.
- Chromebook and charger will be placed in a 2 gallon zip lock bag to be sent home. Student name, cart # and the school chromebook number will be placed on each ziplock bag.
- If students have issues with their device, they should to report the problem to Mrs. Rowland, the media specialist. . A technology support ticket will be entered and a someone will contact the student/parent concerning the issue and will schedule a drop off time if needed to repair. Technical support is located at 286 Maple Drive, Summerville. Times will be posted.
- Students in grades 6-8 will be assigned a chromebook the first week of school and take the device home at night, to use and charge as necessary.
- Students in grades 1-5 will be assigned a chromebook to utilize in classroom instruction at school. The devices will be sent home as needed for virtual work, unless requested or in the case of an extended school closure.

Delivery of Instruction & Monitoring of Student Learning

All grade level assignments will be accessible through Google Classroom. Google classroom will be the source of any new instruction and the monitoring of student learning. Assignments will be posted in the Google classroom for the students to complete and teacher feedback will be provided weekly. Students and parents may communicate with teachers through email, Google classroom, or by calling the student's school and leaving a message.

PreK

Students will read for 15-20 minutes or participate in a read aloud each day.
An assignment will be posted by the teacher on Class Dojo for the day.
Students will select 2 additional lessons from the choice board each day.
Mr. James will use Class Dojo to communicate with parents and students.

K

Kindergarten students will not bring devices home during a closure. Kindergarten students will be provided paper packets including choice boards that will have assignments and activities for students to complete. Students will complete an ELA and a Math lesson each day from the choice board. Students will complete 3 science lessons and 3 social studies lessons per week from the choice board. Students will also have Art, PE and Music activities on the choice board and should choose at least 2 of those per week. Other fine motor skill handouts will also be included for your child to work on. Your child's teacher will contact your child at least once per week by phone. The communication tool is SeeSaw for all other classroom communication.

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1-2

Students will complete a 30-45-minute ELA lesson and a 30-45-minute Math lesson per day. (3 lessons per week will include live sessions, 2 will be posted on Google Classroom.)

Students will have lessons that include live sessions one time per week in science and one per week in social studies. Students will have activities 2 additional days per week in science and 2 additional days per week in social studies.

Art, PE and Music activities will be placed in Google Classroom weekly for students to complete.

*Schedules for live session are attached for your child's grade level.

Teachers will schedule a Google Meet for live sessions. Assignments for the week will be posted by Monday at 9:00 a.m. The communication tool is [SeeSaw](#) for classroom communication.

3-5

Students will use Google Classroom to access and complete the digital content in their assigned courses. Students will go through the assigned lesson to complete the day's work.

Students will complete a 30-45-minute lesson in ELA, Math, Science and Social Studies each day.

(3 lessons per week will include live sessions in each subject)

PE, Art, Music, keyboarding etc. lessons and activities will be posted to Google Classroom weekly for students to complete. Live sessions may also be scheduled.

*Schedules for live session are attached for your child's grade level.

Assignments for the week will be posted by Monday at 9:00 a.m. Teachers will schedule Google Meets for live sessions. The communication tool is [SeeSaw](#) for classroom communication for grades 3 and 4 and [Remind](#) for Grade 5.

6-8

Students will use Google Classroom to access and complete the digital content in their assigned courses. Students will go through the assigned lesson to complete the day's work.

Students will operate on an alternate schedule. **See below.**

*Schedules for live session are attached for your child's grade level.

Assignments for the week will be posted by Monday at 9:00 a.m.

The communication tool is [Remind](#) for classroom communication.

Special Education

Special Education inclusion teachers will coordinate with classroom teachers to develop assignments that will meet the goals of the student's IEP and suggest modifications for those assignments.

Attendance and Grading

Students will be expected to *complete the assignments assigned for each day of school that is missed*. The completed assignments should be turned in weekly. Credit will be given according to the teacher's grading policy, which is shared at the beginning of the school year. Students who do not have internet access at home will work from the pre-loaded USB jump drive provided to your child by the school and submit work as instructed by the teacher.

Student Schedules

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1st and 2nd Grade Schedule

| 1st and 2nd | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|--|--|--|
| 8:00-8:45 | Live ELA | Live Science | Live ELA | Live Social Studies | Live ELA |
| 9:15-10:00 | Live Math | GC Activities in Math/ELA | Live Math | GC Activities in Math/ELA | Live Math |
| 10:00-11:00 | Support for ELA | Support for Math | Support for ELA | Support for Math | GC Activities in Sci/SS/Specials |
| 12:00 - 12:45 | GC Activities in Sci/SS/Specials | | GC Activities in Sci/SS/Specials | | |
| 1:00-3:00 | Teacher Available for Support. Students work on Specials Assignments | Teacher Available for Support. Students work on Specials Assignments | Teacher Available for Support. Students work on Specials Assignments | Teacher Available for Support. Students work on Specials Assignments | Teacher Available for Support. Students work on Specials Assignments |

3rd - 5th Grade Schedule

| 3rd Grade Schedule | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------------------|---|---|---|---|--|
| 8:00-8:45 | Live ELA | Students work on Google Classroom Lessons. | Live ELA | Students work on Google Classroom Lessons. | Live ELA |
| 9:00-9:45 | Live Math | | Live Math | | Live Math |
| 10:00-10:45 | Live SS | | Live SCI | | Live SCI |
| 11:00-11:45 | Live Sci | | Live SS | | Live SS |
| 1:00-3:00 | Teacher Available for Support. Students work on Specials Assignments GRADE 3 1:00 LIVE PE 2:00 LIVE Art | Teacher Available for Support. Students work on Specials Assignments GRADE 4 1:00 LIVE PE 2:00 LIVE Art | Teacher Available for Support. Students work on Specials Assignments GRADE 5 1:00 LIVE PE 2:00 LIVE Art | Teacher Available for Support. Students work on Specials Assignment | Teacher Available for Support. Students work on Specials Assignments |

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6th - 8th grade schedule

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------|--|--|--|--|--|
| 8:00-8:45 | Live 1st Block | Live Activity (6th Ag, 7th Art, 8th PE) | Live 1st Block | Live Activity (6th Art, 7th PE 8th AG) | Live Activity (6th PE, 7th AG, 8th Art) |
| 9:00-9:45 | Live ELT Block | Live 2nd Block | Live ELT | Live 2nd Block | Individual or group support with teachers by appointment. Students work on Google Classroom assignments. |
| 10:00-10:45 | Live 3rd Block | Live 4th Block | Live 3rd Block | Live 4th Block | |
| 1:00-3:00 | Teacher available for support. Students work on Specials Assignments | Teacher available for support. Students work on Specials Assignments | Teacher available for support. Students work on Specials Assignments | Teacher available for support. Students work on Specials Assignments | |

Supportive Services

| | |
|---|---|
| Students Receiving Reading or Math Support | Peggy Elrod (K-5): llee@chattooga.k12.ga.us Cissy Marshall(6-8) lmarshall@chattooga.k12.ga.us |
| Students with an IEP | Lucy Lee(K-5) pelrod@chattooga.k12.ga.us Cissy Marshall(6-8) lmarshall@chattooga.k12.ga.us |
| Students Involved in Extracurricular Activities | Sports: Jeff Bullen jbullen@chattooga.k12.ga.us FFA: Lauren Jarrett ljarrrett@chattooga.k12.ga.us Chorus: Chastity Brunache cbrunache@chattooga.k12.ga.us Band: Gene Greer ggreer@chattooga.k12.us |
| Request for School Counselor Services | Courtney Driskell cdriskell@chattooga.k12.ga.us |

School Support Contacts

- Principal Paula Buice pbuice@chattooga.k12.ga.us
- Counselor: Courtney Driskell Cdriskell@chattooga.k12.ga.us
- School Nurse: Amber Dillard aroach@chattooga.k12.ga.us
- Media Center Specialist, Marie Rowland mrowland@chattooga.k12.ga.us
- Instructional Specialists: Robert Beach(Math) rbeach@chattooga.k12.ga.us, Angie Culbert (Science & Technology) aculbertc@hattooga.k12.ga.us, Lisa Davis (Literacy) ldavis@chattooga.k12.ga.us, Jennifer Reese (Social Studies) jreese@chattooga.k12.ga.us
- Bookkeeper: Cherri Elliott cellriott@chattooga.k12.ga.us
- School Secretary: Lindsey Green ligreen@chattooga.k12.ga.us

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Online Resources

Students have access to various online resources through Chattooga County Schools. Infinite Campus is the Student Information System used to house all student information. Parents and Students can login here. Clever is the portal for most online resources. Many of the resources can be logged into clever without the student knowing the username and password. Some resources are simply links and the student will need to know their individual username and password. Those can be obtained from your child's teacher and recorded in a safe place. Other online resources can be found in this section that may not be accessible through CLEVER.



Infinite Campus

You can find the link to campus student portal on the

district website  or click on this [link](#).

Username: firstname.lastname

Password is Firstname and lunch number. Capitalize first letter Ex: John1234 (Some exceptions apply. Check with student's school for password)

Students can check course grades and assignments here.



Infinite Campus Parent Portal

*Parents may set up a parent portal account through the child's school, providing access to the child's grades, assignments, and attendance. Email Cheri Elliott to set up your account and receive your activation code. celliot@chattooga.k12.ga.us

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CLEVER

Go to this link: [Clever](#) or Access it on the school website

Username: firstname.lastname

Password is their lunch number

From here students can access a large number of online material and programs used during the day at school

Resources Accessible through Clever.



ClassDojo

Discovery Education

IXL

BrainPOP Jr.

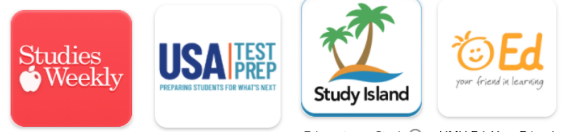


BrainPOP

Infinite Campus - Portal

MobyMax

Edulastic



Studies Weekly

USATestprep

Edmentum - Study Island

HMH Ed: Your Friend in Learning



MathSeeds

Edmentum - ReadingEggs



Google Account

Go to [google.com](#) and click on the blue sign-in

Sign in

button in the top right.

Use your child's Chattooga Schools google account information to sign in.

Username:
firstname.lastname@chattoogaschools.org

_____._____@chattoogaschools.org

Password is their lunch number

From here you can access Google apps: Classroom, Docs, Sheets, Slides, etc.



Google Classroom

Go to this link: [classroom.google.com](#) or Access it in your child's Chattooga Schools Google Account

Username:
firstname.lastname@chattoogaschools.org

_____._____@chattoogaschools.org

Password is their lunch number

From here students can access the digital learning assignments from each teacher.

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Zearn

Zearn includes hands-on instruction and digital learning for Math. Login information is created by your child's math teacher and will be provided the first week of school.

| |
|-----------------|
| Username |
| |
| Password |
| |