

Chattooga County Schools: Summerville Middle School
Digital Learning Plan
Extended Closure

Device Distribution and Troubleshooting

- Parents and students will be asked to sign a Chromebook Agreement.
- The media specialist will assign carts with Chromebooks and Chargers to each homeroom teacher.
- Homeroom teachers will assign a Chromebook and charger to each student from the classroom Chromebook cart.
- Teachers will document returned agreement forms and record students' item numbers on a shared Google Sheet. Sheets will be shared at minimum with the media specialist and the academic coach. Forms will be kept on file.
- Chromebooks and chargers will be placed in large zip bags and distributed to students.
- Each Charger and Chromebook will include the device number and cart number.
- If students have issues with computers, technical support is located at 286 Maple Drive, Summerville, and can be reached at 706.857.5323.
- **A schedule for drop off/pick up times will be announced and posted online.**

[Chromebook Agreement](#)

Delivery of Instruction & Monitoring of Student Learning

- Lesson plans will be posted to Google Classroom each Monday morning by 8:00 a.m. Plans will specify modes of online delivery and include links to meetings and instructional resources.
- Teachers will be available daily during school hours.
- Teachers will deliver instruction through both posted video sessions and/or Google Meet sessions daily.
- Teachers will share contact information (Remind, email, and Google Classroom) with parents and students and will keep a log of all contacts made during the school closure.
- Parents who wish to share email addresses will be invited to each Google Classroom so that they can receive reports on their students' progress.

- Both administrators and the academic coach will be added as co-teachers in each Google Classroom.
- A component of teacher evaluation and feedback will include facilitation of learning via online formats.
- Administrators will visit during online meetings (at least one session per week) and give prompt teacher feedback.
- Faculty meetings will be held at least twice per month.
- The leadership team will meet at least twice per month.

Middle School Academic Courses and High School Academic Courses (9th Lit./Alg.1)

- Academic / core content teachers will create standards-based lessons for each subject taught for each day of the extended closure and post assignments to Google Classroom.
- Lessons will include all aspects of the Georgia DOE Instructional Framework - Opening, Work Period, Closing

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- Work period assignments should take no longer than 30 minutes for the average student to complete.
- Assessment of student work will result in timely, high-quality feedback regarding student progress.

Special Needs

Special Education Inclusion Teachers

- Inclusion teachers will serve as co-teachers in the Google Classroom.
- Co-teachers will utilize online formats to plan and collaborate together to meet the needs of students:
 - Planning for instruction
 - Developing IEP goals
 - Deciding on appropriate and necessary accommodations
 - Communicating about modes and qualities of differentiation
- Special education teachers will meet with the students from their classes as well as their caseload students no less than once per week and log the contact on a shared Google sheet. The sheet will be shared with at least administrators and the lead special education teacher.

Attendance and Grading

- Attendance for a class period will be calculated by whether a student shows up for instruction and/or attends to the assigned work of the work period for each day's online instruction.
- Teachers will record attendance as usual and report in a shared Google Document. The document will be shared with office staff and administrators.
- Attempts at assignments and participation will qualify as attendance, regardless of the quality of the work.

- Student work will be scored / graded just as they would in-house.
- Feedback will be shared with students in an effort to promote growth.
- Teachers will share grades via Google Classroom so that parents and students can see the grades when they are assigned.

Supportive Services

Students Receiving Read 180 Support

Tashia Knapp
nknapp@chattooga.k12.ga.us

Students with an IEP

Tashia Knapp
nknapp@chattooga.k12.ga.us

Erica Brown
ebrown@chattooga.k12.ga.us

Gwen Nance

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	<p style="text-align: center;">gnance@chattooga.k12.ga.us</p> <p style="text-align: center;">Randy Steward rsteward@chattooga.k12.ga.us</p> <p style="text-align: center;">Wes Maddux wmaddux@chattooga.k12.ga.us</p> <p style="text-align: center;">Pam Miller pmiller@chattooga.k12.ga.us</p> <p style="text-align: center;">Savannah Olschewske solschewske@chattooga.k12.ga.us</p> <p style="text-align: center;">(Self-Contained) Ashley Carr acarr@chattooga.k12.ga.us</p> <p style="text-align: center;">Alex Odom aodom@chattooga.k12.ga.us</p>
Students Involved in Extracurricular Activities	Information will be posted on school website and Summerville Middle School Facebook page Coaches and sponsors will send Remind.com texts to those parents who have signed up for the service.
Request for School Counselor Services	<p style="text-align: center;">The counselor will schedule and facilitate virtual meetings with students who are engaged in small group and individual counseling supports through her office. .</p> <p style="text-align: center;">School Counselor- Katee Harris kharris@chattooga.k12.ga.us</p>
School Support Contacts	
Principal	Martha Templeton mtempleton@chattooga.k12.ga.us
Assistant Principal	Mike Shank mshank@chattooga.k12.ga.us
Academic Coach	Rachel Groce rgroce@chattooga.k12.ga.us

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Nurse	Angel Phibbs aphibbs@chattooga.k12.ga.us
Media Specialist	Christie Dooley cdooley@chattooga.k12.ga.us
Food Services	Sherri Whitlock swhitlock@chattooga.k12.ga.us
School Resource Officer	Tammy McCallister tmccallister@chattooga.k12.ga.us
Bookkeeper	Lisa Pledger lpledger@chattooga.k12.ga.us
Secretary	Brittney Sanford bsanford@chattooga.k12.ga.us