



APPLING SCHOOL  
SYSTEM DIGITAL  
LEARNING PLAN



# ACSS Administration Digital Continuity of Practice

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- The System Leadership Team (Administrators, Program Directors, Superintendent, and Assistant Superintendent) meets at least once per week via Zoom to update Dr. Copeland concerning digital learning successes and challenges. This meeting provides the opportunity to brainstorm and share ideas. Dr. Copeland updates the System Leadership Team from the district perspective concerning COVID-19 and any items relevant to system and school operation.
- Each school has a School Digital Learning Plan including expected means of documentation to ensure teachers are affording students the opportunity to participate in digital learning. This plan is fluid and will be updated weekly.
- Administrator meet with their School Leadership Teams at least once a week via Zoom or Google Meet to share digital learning successes and challenges, to brainstorm ideas, to prepare for the end of the current school year, and to prepare for upcoming school year. Administrators keep the leadership team up-to-date on items relevant to their individual schools.

# ACSS School Level Digital Continuity of Practice

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- School Level Teams meet weekly via Zoom or Google Meet to share information from the School Leadership Team and to prepare lesson plans to share with students through a digital format.
- Each school has a School Digital Learning Plan including expected means of documentation to ensure teachers are affording students the opportunity to participate in digital learning. This plan is fluid and is updated weekly.
- Instruction is consistent throughout individual schools. Each school faces unique challenges; therefore, consistency across the system would not meet the needs of all students. Common practices of all schools include:
  - All teachers share digital learning activities for each day.
  - All students have an opportunity to check in with teachers and co-teachers through Google Classroom, Remind, Class Dojo, private Facebook pages, email, phone calls, and postal mail.
  - Teachers use a video platform to meet with students. Co-teachers and paraprofessionals participate in these sessions.
  - Teachers and co-teachers submit weekly online learning lesson plans.
  - Teachers, co-teachers, and paraprofessionals utilize Google Classroom, Google Meet, Zoom, Remind, Class Dojo, email, phone calls, or postal mail to touch base with students on a weekly basis.
  - Teachers and co-teachers utilize office hours weekly to provide a time for students and parents to reach out with questions or concerns.
  - Teachers, co-teachers, and paraprofessionals participate in Professional Learning via digital platforms to keep up-to-date on digital learning and to enhance their ability to meet the needs of all students.

# School Level Digital Learning Plans

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- [Appling County High School](#)
- [Appling County Middle School](#)
- [Appling County Elementary School](#)
- [Appling County Primary School](#)
- [Altamaha Elementary School](#)
- [Fourth District Elementary School](#)



# Appling County High School

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## Digital Learning Plan

- ACHS holds weekly Zoom Leadership meetings on Wednesday at 11:00 am. The respective department chairs disseminate information and receive feedback from departments via virtual meetings, group texts and emails.
- ACHS utilizes Google classroom to keep faculty connected. For the last four weeks we have hosted a daily ACHS Faculty Treasure Hunt of trivia facts submitted by faculty members to keep the ACHS Family connected. Additionally, this classroom is used to introduce and share new ideas and tools for learning as well as post questions for help.
- Optional PLs are offered for teachers via Google classroom to provide learning opportunities.
- Dr. Starr uses an ACHS REMIND to quickly connect with all faculty to make them aware of important messages in email or classroom or to request immediate feedback.
- Instruction is consistent throughout the school. The following practices will be utilized:
  - All teachers have a Google Classroom with learning activities for each day.
  - All students have an opportunity to check in with teachers through Google Classroom.
  - Teachers use a video platforms to meet with students. Recommended platforms are Google Meet and Zoom.
  - Teachers submit weekly online learning lesson plans to ISS each Friday.

## Teacher/Student Communication

- How are teachers communicating with students?
  - Teachers are asked to post daily in Google Classroom.
  - Teachers are asked to contact students at least once per week via REMIND, Google Meets, email, phone or letter/postcard.
- How often will teachers communicate with students?
  - Daily posts in Google classroom
  - Weekly personal communication through email, REMIND, Google meets office hours, phone calls, etc.
- What type of documentation will teachers keep to verify communication and digital learning opportunities?
  - Teachers will keep a log of student contact opportunities.
  - Teachers will have REMIND, Google Classroom and email evidence of connections.
  - Parent contacts will be logged in Infinite Campus.

# Appling County Middle School

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## Digital Learning Plan

- Zoom Conferences
  - ACMS holds weekly Zoom Leadership Meetings.
  - Grade level teams collaborate using Zoom Conferences.
- Google Classroom
  - Teachers use Google Classroom to post daily assignments.
  - Weekly lesson plans are posted in Google Classroom by 8:00 on Monday morning.
- Office Hours
  - Teachers hold office hours using Zoom and other forms of communication on Tuesday and Thursday from 9:00-11:00
  - Teachers use the following schedule:
    - Monday: Lesson Planning and Posting Weekly Assignments
    - Tuesday: Office Hours 9:00-11:00 Using Zoom
    - Wednesday: Lesson Planning, Monitoring Google Classroom, & Posting Comments to Class/Students
    - Thursday: Office Hours 9:00-11:00 Using Zoom
    - Friday: Lesson Planning, Monitoring Google Classroom, & Posting Comments to Class/Students
- Professional Learning
  - Teachers research digital learning activities and communication methods.

## Teacher/Student Communication

- How are teachers communicating with students?
  - Google Classroom
  - Google Meet
  - Class DOJO
  - Zoom or Other Electronic Communication Methods
  - Phone Conferences
  - Emails – Provided to Students
  - FaceTime and text conferences with students and parents
  - Phone Texts – If Provided By Teacher
- How often will teachers communicate with students?
  - Weekly Phone Conferences For SPED
  - Twice Weekly During Teacher Office Hours – Provided to Students/Parents
  - As Needed During Week Using Google Classroom
  - As Requested By Students and Parents
- What type of documentation will teachers keep to verify communication and digital learning opportunities?
  - Teachers will submit weekly summary sheets to administration.
  - Paraprofessionals will submit weekly activity logs to administration.

# Appling County Elementary School

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## Digital Learning Plan

- Administrators will conduct Zoom meetings with the ELA, math, connection, and special education teachers, and paraprofessionals to discuss the daily instructional plans for the students at ACES.
- Instruction is consistent throughout the school. The following practices will be utilized:
  - All teachers have a Google Classroom with a weekly “Opportunity to Learn” chart posted with learning activities for each day.
  - All students have an opportunity to check in with teachers through Google Classroom.
  - All students are contacted each week by their teacher. Communication can be via phone, text, email, Dojo, or postal mail.
  - Teachers will maintain “Office Hours” on Tuesdays and Thursdays from 9:00 - 11:30 to answer parent/student phone calls, texts, email, etc.
  - Teachers use a video platform to meet with students. Recommended platforms were Google Meet and Zoom.
  - Teachers collaborate for an hour each week and provide minutes.
  - Teachers will work on learning plans for the FY21.

## Teacher/Student Communication

- How are teachers communicating with students?
  - Teachers communicate through class dojo, texts, phone calls, emails, mailed letters and postcards.
  - Teachers use a video platform to meet with students. Recommended platforms were Google Meet and Zoom.
- How often will teachers communicate with students?
  - Teachers post weekly assignments by 8:00 AM on Mondays.
  - Teachers communicate weekly with their students. Teachers’ office hours are on Tuesdays and Thursdays from 9:00 AM to 11:30 AM to answer emails, return phone calls, etc.
  - Teachers provide timely feedback to students on submitted work.
- What type of documentation will teachers keep to verify communication and digital learning opportunities?
  - Teachers keep a parent/student contact form log that is shared with the administrators.
  - Teachers will be able to show Remind, Class Dojo, and Google Classroom contact history.

# Appling County Primary School

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## Digital Learning Plan

- Collaboration
  - ACPS holds weekly Zoom Leadership meetings. The respective leadership team members are disseminating information and receiving feedback from their peers through Zoom and group text.
  - Mrs. Roppe communicates with staff through Group Me, emails, and text.
- Instruction
  - ACPS teachers create weekly grade-level lesson plans. These plans will be shared on the school's website and FB page. Plans will be updated on Monday's by 8:00 AM.
  - Lessons are hands on task that are age appropriate for young learners.
- Office Hours
  - Teacher will have office hours on Mondays and Wednesday from 9:00 am to 11:30 am.

## Teacher/Student Communication

- How are teachers communicating with students?
  - Dojo
  - Remind,
  - phone calls
  - Emails
  - text messages
  - weekly lesson plan document
  - office hours
- How often will teachers communicate with students?
  - Teachers will have office hours (9:00 AM to 11:30 AM) on Mondays and Wednesday to answers parent/student questions.
  - Teachers are required to make weekly contacts with students via FB, Website, Dojo, Remind, emails, etc
- What type of documentation will teachers keep to verify communication?
  - Teachers have an ACPS Contact Log. They are asked to document all weekly contacts.



# Altamaha Elementary School

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## Digital Learning Plan

### ▪ Communication

- Collaboration with staff via phone calls, emails, texts and Remind messages. A message was put on school FB and website to inform parents on how to reach the teacher if they were not informed of students' instruction for the week. Office hours were set 8:30-12:00, Monday-Friday for parents to contact teachers if they had questions or concerns. However, teachers wanted to note that parents could message them anytime through Remind/Class Tag/Class DoJo. Teachers are assisting with setting up class rolls for the upcoming year and completing appropriate paper work for students who are being placed or retained.

### ▪ Collaboration

- Teachers are collaborating through Google classroom, Zoom, phone calls, and texting messaging to develop instructional plans for the upcoming week and discuss students' instructional needs/concerns. Teachers are contacting students, who are EIP, 504, ESOL, or IEP, to provide individual assistance with instruction instead of direct posting it on their messaging system. Music and PE teacher are submitting plans as well. Resource teachers collaborate with classroom teachers to disperse their instructional plans.

### ▪ Instruction

- Lesson plans for the week involve a lot of hands on for the younger grade. The older grades try to create activities that did not require as much technology. Parents have expressed a concern with excessive use of data and sporadic internet connectivity.

## Teacher/Student Communication

- **How are teachers communicating with students?**
  - Remind, Class Tag, and/or Class DoJo - Open platform allows safe interaction between teachers and parents to share daily instruction/lessons, instructional videos, resources, and address any concerns or questions
  - Emails - open communication to share with parents daily instruction/lessons, instructional videos, resources, and address any concerns or questions
  - Phone calls, especially with parents who do not have reliable internet connection, to share instructional plans for the week, resources, and address any concerns or questions
  - Facebook private classrooms - Teachers post instruction/lessons, instructional videos, resources, and address any concerns or questions
  - Google classroom - Teachers share instruction/lessons, instructional videos, resources, and address any concerns or questions.
  - SpEd teachers, ESOL, GATE, and paraprofessionals are tagged with appropriate grade levels to help with supporting students.
  - SpEd teachers, ESOL, GATE, and teachers with 504 students are contacting them individually to address learning needs.
- **How often will teachers communicate with students?**
  - Some teachers communicate daily depending on the grade level and need of students. The minimum of communication is at least twice a week.
  - Speech therapist contacts students currently receiving services via phone/email/Facebook messenger every other week/twice a month
  - Office hours are set 8:30-12:00, Monday- Friday, so parents will know that teachers are readily available if they have questions or concerns.
  - Weekly submission of contact log validates teachers' contact with students.
  - \*\*\*Because teachers are using Remind, Class DoJo, accessible emails, Facebook private classrooms, and Google classrooms, parents and students have the ability to contact as needed throughout the week.
- **What type of documentation will teachers keep to verify communication and digital learning opportunities?**
  - Weekly lesson plans:
  - Email to administrator and Instructional Support Specialist each Friday by 3:00 p.m.
  - Digital method of distribution of instructional plans to students and parents
  - Communication log with students and parents
  - Email documentation log of dates, times, and brief description of communication and who was contacted to administrator and Instructional Support Specialist each Friday by 3:00 p.m.
  - \*Teachers are also documenting Professional Learning Community (PLCs)
  - Collaboration on instruction plans and communication with colleagues
  - Online training, such as, but not all is listed
  - FDRESA Remote Learning Opportunities (under the Professional Learning Opportunities).<http://rlo.fdrsa.org> Renaissance
  - Renaissance
  - Google Classroom
  - MobyMax

# Fourth District Elementary School

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## Digital Learning Plan

- **Communication**
  - FDES has a regular virtual “faculty meeting,” which is scheduled each Wednesday at 10 AM. During these meetings, Mr. Kirkland discusses important issues, and teachers report on class activities. Additionally, Mr. Kirkland sends a summary email of the meetings’ highlights.
- **Instruction:**
  - Teachers submit lesson plans for upcoming weeks to Mr. Kirkland every Friday, and then teachers are required to have these activities distributed to parents by Monday morning.
  - Plans include a minimum of:
    - Daily reading/ELA lesson
    - Daily math lesson
    - Weekly writing assignment
    - Weekly STEM/Family Project (optional)
    - Students are asked to respond at least once a week, and teachers are providing some type of feedback to students.
    - SPED, ESOL, and Speech personnel are regularly contacting their caseloads to offer additional assistance.
- **Communication**
  - All teachers use multiple forms of communication to connect with students and parents. Each one is trying to accommodate parents using the most convenient resource for the individual families.
- **Virtual Spirit Day**
  - Each week, FDES is sponsoring a virtual spirit day where families are encouraged to take pictures of their families participating with the week’s theme. Our first two themes are “Read Like a Hero” and “Amazing Adventures of FDES.” These activities are strictly voluntary; however, they bring a sense of community and connectivity to our school family.

## Teacher/Student Communication

- **How are teachers communicating with students?**
  - Facebook
  - Dojo
  - Remind
  - ZOOM
  - Text
  - Email
  - Google Classroom
- **How often will teachers communicate with students?**
  - Teachers push out lessons every Monday morning. Then they are expected to provide feedback to students at least once a week or attempt to contact those students who are not giving any responses.
  - Most all teachers are conducting at least one ZOOM meeting each week, and a few are doing two each week.
- **What type of documentation will teachers keep to verify communication and digital learning opportunities?**
  - Teachers are submitting lesson plans each Friday.
  - Teachers submit a list of students who have not given any responses each week.