



Department Chair & Lead Team Meeting

August 12th, 2020

Attendance: Naglee, Avant, Sweeney, Hunter, Kinlaw, Katz, Davis, Hooks, DeLellis, Smitherman, Bixby, Tangredi, Hackney, N. Abell, Buchholz, Fancourt, Hackney, Tangredi, Greear, Huber, McGehee, A. Scarbro, Cooke, Scott, Sims, Vann, Yancey, Ridewood, Gomez, Rogers, Goode, Mutawally,

Agenda:

1. Parent Need-to-Know Document
 - a. 1st 3 weeks
 - i. 9-12 students will have pre-recorded content for courses that are graduation requirements. Electives will have teacher-developed content.
 - ii. Teachers will send 2 hours daily meeting with students in small groups, individually, or short live interactions.
 1. Teachers can have live lessons with students during these 3 weeks, but they are not required.
 - b. Orientation Sessions
 - i. Each school will contact parents to set up a time for an orientation session. Orientation sessions will include:
 1. Navigating Canvas
 2. Universal pre-assessment
 3. Understanding Google Apps for Education
 4. Accessing digital textbooks, recorded lessons
 5. Submitting Assignments
 - c. Weeks 4-9
 - i. Teachers deliver live lessons 4 days a week with small group and individual check-ins on Fridays.
 1. Lessons should be recorded and posted so that students can access them later.
 2. Record lessons can be used in addition to live instruction.
 3. UNDER NO CIRCUMSTANCES ARE TEACHERS ALLOWED TO USE ZOOM FOR INSTRUCTION.
 - ii. Students will continue to receive special classes and electives, work independently on assignments and projects, and take movement breaks.
 - iii. Daily expectations to remote instruction: **3 hours live instruction, up to 2 hours of recorded instruction.**
 - iv. **Attendance & Grading:**
 1. Attendance will be taken daily. Students who do not log in will be contacted.
 - a. Students have up to 7 days to complete a lesson/assignment to be counted as present, and teachers can change attendance to



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reflect that. **More guidance will be given as to how that's going to look, but for right now, follow normal attendance policies.**

- b. Wrap-around services team will help to make contacts to parents if students aren't showing up.
- 2. Grades will be assigned based on policy approved by GCS BOE.
- 2. Canvas
 - a. Guidelines set forth in the canvas templates need to be followed. Admin and other district officials will be checking in to make sure that they're aligned properly.
- 3. Orientation
 - a. Trainings for parents and students will be occurring through videos starting in the middle of next week.
 - i. Some nominees for training include how to access canvas, student emails, online textbooks, Teams, and online etiquette.
- 4. Building
 - a. Admin will be working to move furniture to make each room socially distant for when we inevitably come back to school.
 - b. Bus drivers & other workers will help to move furniture.
 - c. Staff members need to be ready to have their materials within the first 6 feet of their classroom (on the side of their white board).
 - d. Teachers are expected to come to the building starting next week, but if there are health concerns, please contact Mr. Naglee. (Updated on 8/13/2020)
 - e. Teachers need to start preparing their rooms to be socially distant asap.
 - f. Mailbox area is a one-way area; come in through the counselor's offices and go through that direction.
 - g. Extracurricular activities will be rolled out eventually, but not until after the first 3 weeks at the earliest.