



Catoosa County Schools: Heritage Middle School Digital Learning Plan Extended Closure

Device Distribution

1. *All students will check out a chromebook and charger through the media center. This process will be similar to the process used to checkout other media center materials.*
2. *Students will take chromebooks home during the extended closure for instructional use.*
3. *Students will be responsible for the chromebook and charger and will return them to school after school resumes.*
4. *A survey will be given to all students prior to closure to determine who does not have internet access at home. HMS school personnel will be in contact with those families to communicate a plan for internet access.*
5. *Please contact any of the technology support or administration contacts at the end of this document if you have issues with chromebooks, logins, or internet access during the closure.*
6. *All students are required to follow the CCPS Acceptable Use Policy.*

Delivery of Instruction & Monitoring of Student Learning

- All course instruction will be delivered through **Google classroom**. Every course/section will have a Google classroom including connections classes such as PE, band, etc. Google Classroom login information is listed below under useful links. Teachers will also use **Remind** to communicate with parents throughout the closure.
- **Instruction will follow the bell schedule.**
 - Students should work on the assignments/assessments during each block's designated time throughout the day.
 - Teachers will monitor the work of students throughout the day and check in with students daily through email or Google classroom during the time the student is scheduled to be in class.
 - Teachers will upload lessons, videos, examples, and assignments daily in each course.
- **Grades will be updated throughout the extended closure.**
 - Student work will be graded and entered into Infinite Campus in a timely manner.
 - Students and parents may check current grades as usual through Parent Portal: <https://campus.catoosa.k12.ga.us/campus/portal/catoosa.jsp>
 - Teachers will contact parents via email or phone if student work is not being completed regularly.
 - Please email your student's designated counselor if you are a parent/guardian and need access to Parent Portal. Contact information is located at the end of this document.

Useful Links for Students and Parents

HMS Email Addresses



All Heritage Middle School faculty and staff can be reached throughout the day using the following email addresses:

[Staff Directory](#)

Student Clever Account

Student Login: 3 initials + lunch #
Password: 6 digit birthday



(Students can access IXL, iReady, Reading Plus, USA Test Prep and Gallopade through this login)
Use this link and scroll to the bottom of the page:

[Clever Login](#)



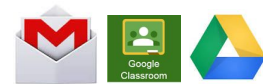
Student Google Account

Student Login: 3 initials + lunch #
Password: 6 digit birthday



(Students can access their Google Drive, Google Classroom, and Gmail by logging in to their Google account)
Use this link and login in the top right corner:

[Google Login](#)



Parent Portal



Parents can login to Infinite Campus to check grades using the Parent Portal. Please email a counselor (listed below for login information).

[Parent Portal Login](#)

Edulastic (Tests/Quizzes)



Students can login to Edulastic by visiting the link below and logging in using their Google account information.

Most tests and quizzes are assigned through this program.

[Edulastic Login](#)

HMS Bell Schedule

[Copy of Bell Schedule With Times](#)

Heritage Middle School
Main Schedule with ELT and WIN Time
2019-2020

Block	Time	6th	Time	7th	Time	8th
HR	8:00-8:10	All Grades Homeroom				
1st Block	8:10-8:45	All Students Tier 2 Time				
2nd Block	8:45-9:00	Connections	8:45-9:00	Academic I	8:45-9:00	Academic I
3rd Block	9:00-9:55	Academic I	9:50-10:55	Connections	9:50-10:55	Academic II
4th Block	10:55-12:25	Academic II/Lunch	10:55-12:25	Academic III/Lunch	10:55-12:00	Academic III
5th Block	12:25-1:30	Academic III	12:25-1:30	Academic III	12:00-1:30	Academic IV/Lunch
6th Block	1:30-2:10	All Grades WIN Time				
7th Block	2:10-3:15	Academic IV	2:10-3:15	Academic IV	2:10-3:15	Connections
HR	3:15-3:20	All Students go to HR to return Chromebooks				

Supportive Services

Students Receiving Reading or Math Support:

Students receiving reading or math support should complete 20+ minutes per day in iReady Math and Reading Plus. These programs are aligned with their individual learning path and will work on necessary skills for each student based on identified areas of need.

Students with an IEP:	<p>Case managers will conduct scheduled IEP meetings through phone conference or online sessions during the extended closure period.</p> <p>Teachers will monitor student progress and check in with students daily to assist with any needs.</p>
Students Involved with Extracurricular Activities:	Remind will be used to convey the most up to date information/schedules for teams and organizations.
Request for School Counselor Services:	<p>Students should use the HMS counselor request form located in the counseling Google classroom to submit a request to speak with a counselor. The classroom code is mebyw54.</p> <p>A counselor will follow-up on any student request submitted as needed.</p> <p>Students involved in small groups with counselors will continue to meet during arranged weekly times through an online group.</p>

School Support Contacts

Principal:

Melissa Butler mbutler@catoosa.k12.ga.us

Assistant Principals:

Bobby Davis bdavis@catoosa.k12.ga.us
 Melissa Travillian mtravillian@catoosa.k12.ga.us

Counselors:

Rachel Reid (last name A-K) rreid.hms@catoosa.k12.ga.us
 Shaneka Hunt (last name L-Z) shunt.hms@catoosa.k12.ga.us

School Nurse:

Cindy DelaRosa cdelarosa.hms@catoosa.k12.ga.us

Technology Support with Chromebooks/Logins:

Eddy Trotter (media center specialist) etrotter.hms@catoosa.k12.ga.us
 Jeremy Richardson (technology specialist) jrichardson@catoosa.k12.ga.us
 Kristi Smallen (academic coach) ksmallen.hms@catoosa.k12.ga.us