



MILTON HIGH SCHOOL

UNIVERSAL REMOTE LEARNING

FALL 2020 GUIDANCE

The information contained in this handout is subject to change. Please refer to the Milton High School website (www.miltonhighschool.org) for the most up-to-date and accurate information.

Greetings Milton High School Community,

The rise of COVID-19 cases in Fulton County has resulted in the decision by the Fulton County School District to start the 20-21 school year in a Remote Learning setting. The leadership at Milton High School knows that online school will not take the place of face-to-face instruction with a caring, knowledgeable, and passionate teacher, but we have developed this plan to provide the most rigorous, meaningful, and purposeful instruction to all our students.

One of the most important points for our community to understand is that the instruction for the start of the school year will not be the same as what our students experienced in the spring of 2020. Remember that, as a school, the Coronavirus pandemic required that we quickly pivot to a TeleSchool setting. In all honesty, our faculty and staff made this adjustment within a few hours. Given the difficult circumstance, they did a terrific job and I am very appreciative of their phenomenal efforts.

Some differences between the spring of 2020 and Universal Remote Learning include:

1. Our students will participate in synchronous and asynchronous instruction.
2. Instructional days will operate on a bell schedule, similar to a normal school day at Milton High School. [The bell schedule is included in this document.](#)
3. Attendance will be taken during all classes.
4. Teachers will be at school and their support staff will also be in place.
5. Grades will count.

It is important to note that the circumstances surrounding the Coronavirus and its impact on our community are shifting constantly. This means that the information contained in this document is likely to change. As it does, we will communicate new information by posting updates on our school website (www.miltonhighschool.com) and on our official social media channels.

Finally, please note that this document is solely designed to answer specific questions about the face-to-face environment at Milton High School. For more general information about the District's plan for reopening school, please consult the District's COVID-19 webpage at <https://www.fultonschools.org/coronavirus>.

Thank you for your continued patience, understanding, feedback, ideas and support.

Brian Jones
Principal
Milton High School

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EXPECTATIONS

Expectations for all Milton High School Faculty, Staff, and Visitors

- All people in the building are encouraged to practice healthy personal hygiene habits.
- Faculty, Staff, Visitors and all adults in the building are required to wear masks.
- The District will be installing hand sanitizer stations throughout the building and paper towels dispensers in all bathrooms. For safety purposes, the air dryers will be disabled.
- Signage throughout the building will remind people to practice good hygiene.
- School custodial staff will work on a schedule to clean and sanitize common spaces during the day.
- Evening custodial crews will clean and sanitize classrooms and common areas.

District Goals for Universal Remote Learning

S.P.A.R.K

S = *Student Supports*

P = *Parent Supports*

A = *Accountability*

R = *Resources for Teachers*

K = *Kids*

GLOSSARY/TERMINOLOGY

Glossary of Terms	
Asynchronous Instruction	This is instruction that does not occur in "real-time." These can be additional assignments, homework assignments, or a student viewing a recording of a class.
ClassLink	ClassLink is an online portal that students and teachers can access where links to most instructional programs are housed.
FAPE	Per Federal Law, Milton High School is required to provide students a "free appropriate public education (FAPE) to each qualified person with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the person's disability" (Free Appropriate Public Education for Students with Disabilities, 2010).
Formative Assignments	Formative assignments are assignments that are designed to provide the teacher with information on how a student is progressing on mastering a standard
Incomplete	Per District policy, a grade of "I" or "Incomplete" may be entered for specific assignments.
Infinite Campus	Infinite Campus is the online student information system used by all Fulton County Schools. Students and parents can manage grades and attendance. Enter your email address using the link below to receive parent portal activation information. CLICK HERE FOR PARENT PORTAL LINK
Instructional Standards	All teachers have specific standards that must be taught and assessed. For more information, please visit www.Georgiastandards.org
i-Ready	i-Ready is an online assessment program that provides instructional data to teachers.
Professional Learning Communities (PLC)	Most Milton High School teachers are members of collaborative groups that work to develop assessments, examine student performance data, and plan lessons.
Recovery	The School and District has a recovery policy to help students by allowing them to retake a failed assignment to demonstrate mastery of a standard or concept.
Remediation	Milton High School has, and is continuing to develop, strategies and supports for students who are failing or are in danger of failing.
Standards Mastery Framework (SMF)	The District has examined Georgia Standards and developed a plan to emphasize the "key" standards.
Summative Assignments	Summative assignments are those assignments that determine a student's understanding and mastery of a standard or instructional concept.
Student Support Skills (SSS)	This is a program, purchased by Fulton Schools, designed to support the Social and Emotional well-being of our students. These lessons will be delivered electronically to all MHS students during "ADVISEMENT."
Synchronous Instruction	This is instruction that occurs in "real-time" with students and teachers.
TAG	Talented and Gifted program
Universal Remote Learning (URL)	MHS students will access 100% of their schoolwork in an online environment.

SOCIAL & EMOTIONAL WELLNESS

- The District has partnered with **ReThinkEd** to develop Social and Emotional Learning (SEL) plans for Milton teachers to re-deliver to students during ADVISEMENT time. For grades 9-12, Student Success Skills (SSS) lessons will be delivered synchronously for 15-20 minutes, two days a week during the designated ADVISEMENT time.
- Teachers will be trained by the company providing these lessons.
- The lessons will start during the **SECOND WEEK** of URL. Once the first phase of lessons is completed, the program will restart in January of 2021.
- The school will work to communicate the Text4Help (24/7) crisis hotline.
- Milton High School will continue its partnership with Summit Counseling Services. If a parent would like more information about the services that are available, please contact our Guidance or School Social Worker office.

INSTRUCTION

Expectations for the URL Environment at Milton High School

Assessment and i-Ready

- Through Professional Learning Communities (PLCs), teachers will use the Standards Mastery Framework resources and diagnostic assessment data to plan instruction to address mastery of current year prioritized standards while closing academic gaps that result from the Spring 2020.
- Within Professional Learning Communities (PLCs), teachers will analyze assessment data and group students according to readiness for just-in-time direct instruction opportunities. In working with small groups of students, teachers may balance and practice synchronous and asynchronous instruction.
- English and Math teachers will administer the i-Ready diagnostic tool within the first five weeks of the school year. Teachers of other subjects will be required to work with their PLC and/or department to assess academic learning gaps within the first five weeks and develop strategies for students to close learning gaps.
- The i-Ready data will be used to identify gaps in learning for each. The English and Math PLC's will develop strategies to remediate identified learning gaps. Teachers will virtually collaborate in Professional Learning Communities to create a balance of assessments for each unit to include auto-graded and teacher scored with feedback.

Technology

- All instruction will be provided using Microsoft Teams and Microsoft platforms.
- Zoom teleconferencing, Google classrooms/hangouts are not allowed to be used for any student activities, including extracurriculars.
- Inappropriate use of technology will be reported to the appropriate grade level administrator.
- Students and parents will be provided resources in using Microsoft Teams and other instructional tools. When the school year starts, teachers and the Media Center will support students as they become familiar with new technology.

Students with Disabilities

- Milton High School staff is committed to providing FAPE and meeting the needs of our students who have accommodations.
- Milton High School Case Managers will be expected to contact the parents of the students on their caseload between August 4, 2020 and August 14, 2020.
- Results of the Unique Learning benchmarks, along with data collected on IEP Goals/Objectives, should be utilized to determine learning gaps and adapt instructional methodology to meet the individual needs of students.
- The i-Ready Diagnostic should be administered to all students utilizing the accessibility features and students' accommodations, unless the nature of a student's disability prevents him/her from accessing the assessment.
- In addition, students that receive instruction on an adapted curriculum should be assessed utilizing the benchmark assessments in Unique Learning to identify academic gaps.
- Students will receive daily synchronous instruction for each content area in which they receive special education services.
- Assistive Technology (AT) listed in a student's IEP will be provided for at home use.
- Case Managers and Service Providers will determine the special education supports and services that will be provided during remote learning through completion of the Remote Learning Contingency Plan. Students should receive daily synchronous instruction for each content area in which they receive special education services.
- Additional synchronous instruction and/or asynchronous instruction designed to address IEP goals and objectives should be provided in order to ensure ongoing progress monitoring. This could include small group sessions designed to target common goals and objectives, additional work tasks, and/or individualized activities.
- Students that receive speech, OT, PT, DHH, VI, OI, and/or community-based pre-school services should receive these services as indicated in the IEP to the degree possible. To the degree possible, these services should be provided via live therapy and/or instructional sessions with individual or small groups of students.

504 Information

- Meetings will be set up after the second week of school.

Attendance

- Attendance in synchronous instruction will be recorded and maintained by all teachers.

School Schedule

- Milton High School has developed a revised school schedule. Students and teachers will follow that schedule and students are expected to participate in synchronous instruction.
- Learning will occur on predetermined days and times with all schools adhering to a common learning schedule.
- The URL school schedule will include times for office hours and teacher conferences, lunch, and other breaks.
- The Milton High School URL Schedule is below:

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	8:20 - 9:05	8:20 - 9:05	8:20 - 9:05	8:20 - 9:05	8:20 - 9:05
2	9:15 - 10:00	9:15 - 10:00	9:15 - 10:00	9:15 - 10:00	9:15 - 10:00
ADVISEMENT	10:10 - 10:40	10:10 - 10:40 SEL	10:10 - 10:40	10:10 - 10:40 SEL	10:10 - 10:40
3	10:50 - 11:35	10:50 - 11:35	10:50 - 11:35	10:50 - 11:35	10:50 - 11:35
4	11:45 - 12:30	11:45 - 12:30	11:45 - 12:30	11:45 - 12:30	11:45 - 12:30
5	12:40 - 1:25	12:40 - 1:25	12:40 - 1:25	12:40 - 1:25	12:40 - 1:25
6	1:35 - 2:20	1:35 - 2:20	1:35 - 2:20	1:35 - 2:20	1:35 - 2:20
7	2:30 - 3:15	2:30 - 3:15	2:30 - 3:15	2:30 - 3:15	2:30 - 3:15
OFFICE TIME	3:25 - 4:00	3:25 - 4:00	3:25 - 4:00	3:25 - 4:00	3:25 - 4:00

Standards Based Instruction

- Teachers will collaborate and post their assignments for the week in a consistent location, clearly identifying the learning objectives for the week, due dates for specific tasks, and times when the teacher will be available for “office hours” via video conferencing tools or phone calls in Microsoft Teams.
- Teachers will have plans for synchronous *and* asynchronous instruction during the instructional periods in the school schedule.
- Teachers are asked to work with their PLC and Department to balance synchronous and asynchronous instruction.
- Milton teachers will post lesson plans for administration, parents, and students to review. This will be done for all classes. The lesson plans provided to parents and students should include the pacing calendar, the instructional objectives for the period, and reflect upcoming summative assessment assignments.
- Teachers will have a course syllabus for all MHS courses. This information will include how students and parents may take advantage of teacher office hours and extra help.

- The Milton Media Hub and Technology Team will make resources available for students and teachers. The Media Hub staff and Technology Team are also available for training teachers on hardware and instructional software.
- Teachers must be aware of student workload. The MHS Leadership Team is responsible for monitoring the workload for all students.

Grading

More information on grading will be provided at the beginning of the school year, including more details about the number and types of assignments for a specific course.

- Per District guidelines, students will have a minimum of **NINE (9)** and no more than **TWELVE (12)** Summative Assignments per semester. The individual weights of these assignments will be determined by the course PLC's.
- Per the District's URL recovery policy, students may recover any failed assignment during URL learning to earn a passing grade (70%). ***This may only be done three times per assignment.***
- Homework will be considered asynchronous instruction.
- Teachers will note absences or incomplete/missing assignments in Infinite Campus.
- Any assignment that will not count toward the final grade ***could*** go into the Formative category with a weight of 0 so that it does not count toward the final grade.
- Those assignments (e.g., quizzes, projects, papers, tests, etc.) that will count toward the final grade should be entered into the Summative category. PLCs should collaborate to determine the weights for each type of assignment.
- The graded assignments in the Summative category are those that students would be allowed to redo and resubmit to improve their grade. These are also the assignments for which an I is given if the student does not submit. Again, this is limited to 12 summative assignments/assessments for the semester.
- Per GADOE guidance, FCS will adopt a NO ZERO policy during Remote Learning. An "I" will be entered in Infinite Campus for missing assignments/assessments.
 - At the end of a grading period, an "I" for incomplete will be entered on a student's report card if a student does not complete 80% of the summative assignments/assessments.
 - Students will have the remainder of the school year to complete the missing/unsatisfactory work and remove the "I" from their report card.
 - Students that receive an "I" at the end of Fall semester will have the Spring and Summer sessions to complete their work and remove their "I".
 - Students that receive an "I" during Spring semester will have the Summer session to remove their "I".
 - If a student does not resolve the Incomplete by the end of the school year, their incomplete will be updated with a non-passing grade.
 - Schools are encouraged to provide support structures during the term to help students resolve incompletes before the end of the term.

MHS URL Academic Honesty Policy

- In a remote learning environment, the academic dishonesty on a major assignment will be reported to the grade level administrator. The administrator will contact the student to follow due-process requirements and document it in the student information system as appropriate. The student will then be given the opportunity to re-do the assignment for partial credit.

ACADEMIC PROGRAMS

- Academic programs will continue to be offered. Continuous Achievement practices, TAG, ESOL, Dual Enrollment, Advanced Placement, Honors courses, etc., will be available during URL.
- Fulton Virtual and GAVS courses are still offered.

ATHLETICS/ARTS

- The Milton High School Athletic Director will communicate with the appropriate coaches regarding any changes in sports schedules or programs. Coaches are expected to maintain contact with their athletes during URL and monitor academic progress as they would in a normal school setting.
- Fine arts teachers are expected to remain in communication with their students.

CLUBS

- Student Clubs may be offered virtually. This does not apply to club sports.

SCHOOL LOGISTICS

Visitors

- Only MHS faculty and staff will be allowed in the building during the school day.
- Persons who have business on campus will report to the front office.
- Visitors will be temperature checked and required to wear masks.
- It is important that the front office personnel are aware of any scheduled visitors on campus and all on-campus visitors must have administrative approval.

FACILITIES

- In order to aid in sanitizing the facility, Faculty and Staff will only be able to enter and exit the building through specific doors.
- Staff will receive training information on daily cleaning expectations within their classrooms and offices. Overall compliance for during-the-day cleanliness will be monitored at each school. All staff will be provided one spray bottle of HALT cleaner a week and five microfiber cloths. The cloths will be collected in a receptacle at the end of the week.
- Hand sanitizer stations have been installed throughout the building.
- Faculty and staff are not allowed to use water fountains for drinking. Water bottles may be filled by using the water fountains.
- The school will purchase a temperature check kiosk for use in the front office.
- Milton High School Facilities are not available for outside groups to rent during URL.