



AUGUSTINE

— P R E P —

High School Distance Learning Academic Plan & Policies

Spring 2020

We Are Called

We are called to serve our students in love - mind, body and soul - with integrity, courage, perseverance and respect. When the school closed for safety reasons on Friday, March 13, 2020, this didn't change. Aug Prep quickly shifted to distance learning, leveraging current online platforms and engaging new ones. Distance learning began on Thursday, March 19, 2020. To date, over 90% of our students are engaging daily in distance learning. The [information](#) with a new school schedule and academic expectations were shared with faculty, staff, students and parents.

Last week, Governor Evers announced that schools will remain closed for the remainder of the school year, which will now end on Thursday, June 11, 2020. As a school, we are relentlessly committed to continuing to serve our students through high-quality distance learning.

We Serve in Love

"Of all the commandments, which is the most important?...Love the Lord your God with all your soul and with all your mind and with all your strength. The second is this: Love your neighbor as yourself. There is no commandment greater than these." Mark 12:29-31

No one has been impacted more by this situation than our students. High school students look forward to both the social and academic aspect of high school. High school is something we all remember and share experiences in our lives. We are working hard to ensure our students have access to the resources and support that they need not only academically, but also physically, emotionally and socially.

The benefit of our remote learning platform is that we were able to begin classes within 3 days and the schedule of the day allows for them to have constant contact with their teachers and classmates.

Our high school Instagram and weekly 'connection' meetings with their advisors and social workers coupled with the daily Schoology messages and videos have helped support the students emotionally.

Integrity

"For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man." 2 Corinthians 8:21

The integrity of the academic program is at the forefront of our daily work. While we know that we must be flexible and show grace, we know we will keep the integrity of quality work. We will continue to deliver quality lessons that are flexible and do-able for our diverse population of learners.

Students are to do their own work per the Student and Family Handbook and High School Norms on copying, plagiarizing, or using someone else's work as their own. Teachers can cut/copy and paste students digital work and search google to verify authenticity. Students who violate the integrity value will either receive a zero for their work or be given a chance to re-do the assignment per the teacher's discretion, student ownership and previous work ethic.

Courage

"Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your god will be with you wherever you go." Joshua 1:9

We cannot be afraid to trust Jesus and we cannot be afraid to trust in who He created us to be. The effort that we have poured into each student and that each student has poured into their own learning is not in vain. We courageously take on the challenge of remote learning and we are courageous to be innovative in ways we never imagined as educators and students.

We will continue to innovate on the Schoology platform and leverage students' responsibility to grow so that we can enable the microphones and web cameras to further increase student socialization, interactive online engagement, and participation in classes.

Perseverance

"And as for you, brothers and sisters, never tire of doing what is good." 2 Thessalonians 3:12

While it would be easy to 'end school' now we will persevere to finish the school year delivering content and practicing our college readiness skills because we know that our students will benefit from keeping their learning ongoing and active.

Our 4-hour online school schedule is one that students, who are used to being in class 8 hours are managing well given the over 90% attendance log in rates. They too can and will persevere with the love and support of their families and Aug Prep community.

Respect

"So in everything, do to others what you would have them do to you." Matthew 7:12

Respect begins with loving oneself and who God created us to be to be able to love others. Throughout all communications and distance learning engagement, we seek to respect our students and families, to have our students and families to respect our teachers, and to have our students to respect themselves and each other. Our messages of love and respect will continue in the daily online interaction via messages, voice, chat, shared notes, videos, individualized class via break out room, and whole class so that students continue their online experience and excel given the challenges.

We serve in love with integrity, courage, perseverance and respect as such we will show grace, be flexible and responsive to student needs yet deliver a consistent, quality online academic experience.

Remote (Distance) Learning Academic Plan & Policies

Below are the adjustments to the academic plan beginning March 19 through June 11 for attendance, lesson design, coursework grades, coursework assessment, grade scale and GPA calculation, class ranking, and promotion to the next grade.

Attendance

Expectation - Students are to log into their classes, see below, on time and participate throughout the class via cold calls, polls, surveys, guided notes, 'stop and check,' and other mechanisms that the teacher may use to ensure that students are working during the class with the teacher. Students who are in class and participating throughout the class will be marked present for their classes.

Class periods will begin at the following times: (~ 60-minute classes)

- **Block 1:** 8:20 am
- **Block 2:** 9:45 am
- **Block 3:** 12:35 pm
- **Block 4:** 2:00 pm

Attendance Monitoring - Teachers use both the Schoology conferencing platform and the GoGuardian platform to monitor student Chromebook screens and online chat. These systems ensure that students are in class, following the class lesson and participating actively.

Ghosting - Students who enter online but are not engaging as evidenced by their GoGuardian screen, cold call by the teacher, lack of participation on class polls and timed assignments will receive an email from the teacher to document that they are not participating in class. Students will be marked present for the class but will lose academic points. Parents will be notified.

Tardies to Class - Students who are tardy to class will be marked tardy and may miss assignments. Assignments are timed via Schoology. Extremely tardy students are coded as absent with a note denoting the time he/she arrived to class. Missed assignments cannot be made up unless the tardy is excused. Assignments for excused tardy students may be excused at the teacher's discretion.

Support- Parents receive email and/or text via our Remind system when their child does not report to a class from a high school team member. Students receive an email from their teacher when they do not report to class. Students who incur more than 9 daily absences, unexcused, will need to serve summer school for seat time during a semester. There will be no summer school seat time required for tardies to class for the spring semester 2020. Students who are tardy to class usually miss coursework that is given via the timed lesson as such on-time reporting to class is essential.

Contact for Attendance Issues - Students with login issues will need to email their teacher or principal for their absence or tardy to be excused. Parents need to call the main office at 414.810.1380 or email the high school secretary, Ms. Rabideaux, at lrabideaux@augprep.org when students cannot be online or are sick for these absences to be excused.

Lesson Design

Online lessons are designed following our before, during and after framework. Students are to complete the work online with the teacher during the 60-minute class with minimal homework. The overall goal is to engage students online during the class time and have them do their work with the teacher and log off when done. Lessons are focused on content and skills that students have learned previously with little address to new material. Our goal is to refine and perfect what we have already introduced.

The following are some of the mechanisms teachers will use to award participation and grades during remote learning for Spring Semester 2020.

- Participation in shared whiteboards discussions, chat boards, small group/whole class "conversations," polls and surveys, guided notes, etc.
- Daily work, written response work, practice problems in the before, during after assignments
- Do Now and Exit tickets

- 1:1 student communication: chats, emails, voice, web camera, etc.

Individualized Learning

Teachers may opt to use the breakout room per the policy feature for special education teachers, fellow, co-teachers or interventionists to 'break out' of the general platform and to 'into' a virtual break out room for individualized work. This feature allows teachers to work with students in small groups.

Work Completion

All work is to be completed in class during the online session. Students arriving late to their online session may miss assignments and receive zeros, punctuality to class is required. Under rare circumstances work will be allowed to be 'finished' after class. Our lesson design is to do/finish all work online during the session. Students with excused absences will either be allowed to make up the work or received an 'excused' grade for their work which does not count for/against their course grade. Students who do not have excused absences or are ghosting the class session will receive zeros. Students and families know to call or email the school, principals or teachers for any absences, connectivity, or technology issues now and prior to remote learning.

Special Education

Our specialized team pushes into the remote platform with students just as they push into classes. The students may be part of the whole class or benefit from the 'break-out' room feature on Schoology. Special education teachers work in collaboration, as always, with the general ed/lead teacher to modify/accommodate the work and work expectations for the students per their individualized learning plan. The special education teams continue to provide the service minutes to the students and track their goals via their progress notes. Weekly if not daily communication with parents via email, Remind and google phone is ongoing as it was before the pandemic.

Coursework Final Grades

Coursework final grades are calculated from percentages of coursework and final exams. Coursework grades for the 2nd semester (Spring 2020) began on Monday, January 27, 2020 and continue until Wednesday, June 17, 2020. All work that is graded before and after remote learning will be counted towards the coursework grade. There will be no final exams. There is flexibility and a different, more linear approach, to the online platform coupled with the practice and re-teaching of content and skills, to provide students with grace when learning remotely. The coursework grades will count for 100% of the student's total semester 2 final grade. No final exams. This adjustment is only for the Spring Semester 2020. The Fall Semester 2020 will use the prior coursework final grade calculation.

Course Assessments

Courses are taught in units with a unit assessment that may be a test or project. The Schoology platform has always been used for unit assessments and will continue to be the platform that is used for remote learning. These assessments have and will continue to be part of the student's coursework grade. There will be no final exams. Students will complete the unit studies for each course and be assessed at the end of each unit. No final exams.

Grade	Prior Course Final Grade Calculation	New Course Final Grade Calculation for Spring Semester 2020 (only)
9	Coursework = 85% Final Exam - 15%	Coursework = 100%
10	Coursework = 80% Final Exam - 20%	Coursework = 100%
11	Coursework = 75% Final Exam - 25%	Coursework = 100%

Grade Scale and GPA (Grade Point Average) Calculation

The adjustment to the grading scale for the Spring Semester 2020 is summarized in the table below. This adjustment will be more flexible for students adjusting to the new online platform while providing students with accountability and reward for their academic previous and present success. These adjustments are only valid for Spring Semester 2020. The Fall Semester 2020 will return to the prior grading scale and GPA point calculations.

Prior GPA Points	Prior Grading Scale	New Spring Semester 2020 (only) Grading Scale	New Spring Semester 2020 (only) GPA Points
A = 4	93-100	90-100	A = 4
B = 3	85-92	80-89	B = 3
C = 2	74-84	70-79	C = 2
D = 0	65-73	60-69	D = 1
F = 0	0-64	0-59	F = 0

Class Rank

Students are ranked according to their GPA. Class rank for the spring semester 2020 will be calculated as usual given the adjustment to the grading scale and GPA calculations aforementioned.

Promotion

Students are promoted according to the provisions of the Student Family Handbook. Promotion will continue according to the previous policy given the adjustment to the grade scale and GPA credit aforementioned.

Dismissal from Online Course

Students who violate the code of conduct according to the Student Family Handbook may be removed from a course for a limited time period or for the duration of the course for inappropriate and deliberate distraction, vulgarity, offensive, and off task interaction via the chat, email, shared whiteboard, web cam, voice or call in feature of Schoology, GoGuardian, school email and google documents and other communication/shared online systems.

Additional Information

Last Day of Instruction

Our last day of online remote learning is **Thursday, June 11, 2020**. We will follow the class schedule cited above. Students will have unit assessments on the last days of school. Attendance is required.

Please note this date has changed in order to facilitate Chromebook/table returns and student belonging pickup. (More information to come.)

Final Grades and Report Cards

Final Grades will be calculated by Monday, June 23, 2020 and report cards will be mailed by July 1, 2020.

Technology Support

Technology (login/access): Email Mr. Wallace, jwallace@augprep.org with questions regarding technology (you can also call 414-810-1380 but we highly recommend email as our phone capacity is limited).

Sharing Highlights

We love seeing all our students are accomplishing. Please share pictures and success stories to highschoolinsta@augprep.org.

Meal Distribution

We continue to serve meals Monday – Friday from 7-10am drive-through style at the front of the school. You can pick up meals for multiple days at a time. Our team has worked hard to take safety precautions to ensure our food and food pickup is safe for both our staff and families. This is for ANYONE 18 and under (you don't have to be an Aug Prep student or family). Additionally, we currently have family rice & bean meal packages available as for any families coming for meal pickup as long as supplies last. This service will continue through the end of the school year (Thursday, June 11, 2020.)

Summer School Notices

Seat Time - Students who qualified for summer school for the Fall Semester 2019 were notified in January 2020. Students who are 'qualifying' (as the attendance numbers are tabulated) for Spring Semester 2020 are being notified weekly.

Credit Recovery- Students who are missing credits, apply and are approved, will be offered online and/or in person (situation permitting) recovery classes. More information to follow in May 2020.

Enrollment for Next Year

Enrollment booklets will be available next week (the week of April 27-May 1). If you have accepted a seat for the 20-21 school year and have not yet received a booklet you must come pick one up. **In order to secure your seat for the 20-21 school year, booklets must be returned by May 20.**

Booklets are available at the school April 27 - May 1.

- 7-10am: Drive through (pull up at the front of the school and we'll hand through your window)--you can pick up a meal as you drive through as well!
- 10am-2pm: Pick up in the main office (park and buzz the front door)

Next School Year

We plan to start school as scheduled on Wednesday, August 12, 2020. Doors open 7:20am.