



AUGUSTINE

— P R E P —

Elementary & Middle 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.

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

Our students and families have been deeply impacted by this situation. 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.

Our elementary school teams are offering weekly office hours for students and families with questions or who need additional support; they are also available daily through their emails (provided with online learning packets) and Google Classroom.

Daily, our middle school students have access to their advisory classroom, office hours (10am-noon) and email communication with their instructors, in addition to their online classes.

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 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 as per the Student and Family Handbook. In elementary school, we ask parents/guardians and older siblings to ask questions and provide support but also to encourage their younger students to wrestle through the learning process.

For upper elementary and middle school students, our expectations with regards to the integrity of work continue. 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.

Perseverance

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

We will persevere to finish the school year delivering content and practicing our skills because we believe in our students and know it is essential to support our students staying on track. Our students will benefit from keeping their learning ongoing and active.

Our 3-4 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. Our students are persevering 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

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.

Distance Learning Academic Plan & Policies

We realize that the challenges of this situation are real for both our students and our families. As such, we are committed to loving and supporting our families. We will show grace, flexibility and responsiveness to student needs while continuing to deliver a consistent, quality online academic experience with clear expectations and support.

Below are the adjustments to the Aug Prep elementary and middle school academic plan beginning March 19 through June 11.

Attendance

Attendance Expectations

- Elementary school students are expected to login daily, completing the “must do” assignments on a daily and weekly basis.
- Middle school students are expected to log into their advisories daily at 9:15am. Students receive daily access to pre-recorded lessons with accompanying assignments. Assignments are to be completed and submitted in Schoology by 10pm each evening.

Attendance Monitoring - Teachers use Google Classroom (ES), the Schoology conferencing platform (MS) as well as 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 and safely.

Support - Daily, the Aug Prep team reaches out to parents daily if students are not actively engaging in distance learning. Please ensure you keep your contact information up to date with the school. Elementary parents should reach out to student’s teachers with any questions about

required coursework. Middle school parents can check Schoology for grades or missing assignments.

Contact for Attendance Issues - Engagement in distance learning is not optional. All students are expected to complete assigned work. Parents of elementary students who must be absent for a school day should reach out directly to their teachers to report absences. Middle school parents should email Ms. Perez regarding their student’s absences: jperez@augprep.org.

Distance Learning Expectations- Elementary and Middle School

For the remainder of the school year, Aug Prep will move to an alternate grading system that is flexible and responsive to student and family needs, while still conveying the importance of high quality work and consistent engagement with content.

In addition to content grades, students will receive a distance learning grade that will highlight their participation in their classroom community and classwork during the distance learning portion of the year. In elementary school, distance learning engagement will be a separate grade on the final report card. In middle school, distance learning engagement will count as 10% of their final content grade (ELA, Math, Science, and Special). The distance learning scale and criteria is below:

	(1) Needs Support	(2.5) Demonstrated moderate engagement and growth	(3) Demonstrated consistent engagement and growth	(4) Demonstrated excellent engagement and growth
Engagement and Communication	Little to no engagement demonstrated in teacher-to-student, small group, or whole class interactions Little to no communication from student	Has demonstrated a moderate level of engagement in teacher-to-student, small group, or whole class interactions Communication received from the student when appropriate/required	Demonstrated consistent levels of engagement, including ongoing communication and collaboration with teacher and peers	Demonstrated consistent levels of engagement, including ongoing communication and collaboration with teacher and peers
Work submission	Work is not submitted or largely incomplete	Work has been submitted, although there may be some portions that are incomplete	Work has been submitted mainly completed	Work has been submitted fully completed
Work Quality	Work produced is significantly below expectations	Work produced meets some of the expectations	Work produced meets most expectations	Work produced meets all expectations

Academic Report Cards- Elementary School

Teaching and student grades for the remainder of the ‘19-’20 school will be focused on key content for preparation for next year. Teachers will work to close any gaps in this year’s

academic content while also ensuring that students have foundational skills to be successful when they are promoted to their next grade.

Report cards will look identical to previous quarters, but the number of skills that will appear will be reduced to show our emphasis on essential skills. Mastery of skills will still be reported in the 1-4 scale, shown below:

Standards Key	
4	Advanced: I can work on this skill above my own grade level
3	Proficient: I can work on this skill without help
2	Approaching: I can complete this skill with help but not on my own
1	Beginning: I am unable to complete this skill

Academic Report Cards- Middle School

Teaching and student grades for the remainder of the '19-'20 school will be focused on key content for preparation for next year. Teachers will work to close any gaps in this year's academic content while also ensuring that students have foundational skills to be successful when they are promoted to their next grade.

In addition to content grades, students will receive a distance learning weekly grade that will be part of their grade's average for each course. This grade will highlight their participation in their classroom community and classwork during the distance learning portion of the year.

Report cards will look identical to previous quarters. Mastery of skills will still be reported in the 1-4 scale, shown below. A 2.5 is considered passing. Our goal is for all scholars to achieve 80% mastery of identified skills. This will ensure they are set up for success at the next grade level, high school, college, and beyond! We will have scholars take an end of year assessment for each content (Math, Science, ELA, and Specials) to measure mastery of these skills and standards. We will use this information to plan for next year and determine class placement.

Grading Percentages for each content (ELA, Science, Math, and Specials):

- 10% Distance Learning Participation
- 50% Assessment
- 40% Classwork

Standards Key	
4	Advanced: I can teach someone else how to do this
3	Proficient: I can do this on my own without help
2	Approaching: I can do this with help or with an example in front of me
1	Beginning: I am starting to get it, but I am still confused

Special Education

Our specialized team pushes into the remote platform with students just as they push into classes. 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. Parents are encouraged to reach out to your student's special education teachers with questions.

Promotion and Retention- Elementary and Middle School

Given the unprecedented nature of these school closures, we will err on the side of grace, equity and empathy in determining final grades and making promotion decisions. We highly encourage all families to enroll in summer school at Aug Prep to further prepare students to return to class in August.

Students who had already been identified during the first half of the year for retainment could still be retained. This decision will be finalized based on their participation and work quality in virtual learning. Ms. Burnett, our Student Success Coordinator, will be contacting families and mailing summer school/retention letters to families by April 30th, 2020. If you have questions regarding this, please reach out to her at sburnett@augprep.org

8th Grade Graduation

Our students 8th grade graduation is an important milestone. We know it is one that is important to your son/daughter and to your family. It is also important to us. We do plan to hold some form of celebration for our 8th grade students but have not yet determined the date or forum, given current restrictions in place and future unknowns.

Our team is working on a process to reimburse any fees paid for 8th grade graduation and will be in touch shortly.

Summer School

Summer School for Aug Prep students in Elementary and Middle school is still planned to run from June 25th to July 23rd. For our K-8 students, we are hosting summer school in partnership with the Center for Urban Teaching (CfUT). We highly encourage all families to enroll in summer school at Aug Prep to prepare our students to return to class in August. Depending on circumstances and restrictions, summer school will be held in-person or virtually.

Click [here](#) to signup for Aug Prep's K-8 2020 Summer School.

Click [here](#) to find out more about the Center for Urban Teaching Summer School Program.

Students who had been required to attend summer school will still be expected to attend summer school. Ms. Burnett, our Student Success Coordinator, will be contacting families and mailing summer school/retention letters to families by April 30th, 2020. If you have questions regarding this, please reach out to her at sburnett@augprep.org

Additional Information

Technology Support

Technology (login/access): Email techhelp@augprep.org with questions regarding technology (you can also call 414-810-1380 but we highly recommend email as our phone capacity is limited). Also visit: <http://www.augprep.org/wp-content/uploads/2020/03/Tech-Help.pdf>.

Sharing Highlights

We love seeing all our students are accomplishing. Please share pictures and success stories to nathan.carlberg@augprep.org (Elementary School) and Mslionslearnathome@augprep.org (Middle School).

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.

Q3 Report Card Distribution

Students in grades K4-5 will have Q3 report cards emailed to their parent/guardian during the week of April 27th. Every family should receive this report by Thursday, April 30 at 5:00pm. This grade report will highlight strengths, areas of growth, distance learning, and any other notes from Quarter 3. This grade report will not follow the typical Aug Prep format of report card, but instead be more narrative in nature with comments coming directly from the teacher. Parents should reach out to your student's teacher (elementary school) or advisors (middle school) with any questions.

Last Day of Instruction

Our last day of online remote learning is **Thursday, June 11, 2020**. 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.

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

New student academy will begin on Tuesday, August 11, 2020. This is required for any students new to grades 6, 7 or 8 as well as any current Aug Prep 5th grade students entering 6th grade.

The school year will begin as scheduled on Wednesday, August 12, 2020. Doors open 7:20am.