VIRTUAL LEARNING PLAN
August 31 to October 31, 2020

Dr. Howard Fuller
Collegiate Academy
– Founded in 2004 –

Sample Student Schedule (2, 50-minute classes per day)

Tuesday/Wednesday		Thursday/Friday	
9 to 9:50 a.m.	Block 1	9 to 9:50 a.m.	Block 3
9:50 to 10 a.m.	Stretch and Break	9:50 to 10 a.m.	Stretch and Break
10 to 10:35 a.m.	Pride/Morning Meeting	10 to 10:35 a.m.	Pride/Morning Meeting
10:35 to 10:50 a.m.	Stretch and Break	10:35 to 10:50 a.m.	Stretch and Break
11 to 11:50 a.m.	Block 2	11 to 11:50 a.m.	Block 4
11:50 to 12: 55 a.m.	Virtual Lunchtime	11:50 to 12: 55 a.m.	Virtual Lunchtime
1 p.m. to 3:30 p.m.	Mentor Check Ins & Personal Learning Time with Support (Office Hours) and Mentor Check-ins	1 p.m. to 3:30 p.m.	Mentor Check Ins & Personal Learning Time with Support (Office Hours) and Mentor Check-ins

Class Offerings

	9th-grade	10th-grade	11th-grade	12th-grade
1st Semester	English 9 Math I Biology Technology Pathway I Mentor Prides	English 10 Math II US History Phys Ed / Health Mentor Prides	English 11 Math III Civics Spanish II Mentor Prides *Dual Enrollment courses	English 12 Math IV Environmental Science Senior Seminar Mentor Prides *Dual Enrollment courses
2nd Semester	English 9 Math I Modern World I Phys Ed / Health Mentor Prides	English 10 Math II Physics Technology Pathway II Mentor Prides	English 11 Math III Chemistry Junior Seminar Mentor Prides *Dual Enrollment courses	English 12 Math IV Personal Finance Mentor Prides *Dual Enrollment courses

Dual Enrollment includes college classes at UWM and MATC that students apply for the semester before they occur.

100% **Virtual Learning** Sample Weekly Schedules Options

Sample Weekly Schedule A				
MONDAY	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
SELF DIRECTED LEARNING	CLASS 1st and 2nd Blocks	CLASS 3rd and 4th Blocks	CLASS 1st and 2nd Blocks	CLASS 3rd and 4th Blocks

Sample Weekly Schedule B				
MONDAY	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
SELF DIRECTED LEARNING	CLASS 1st and 2nd Blocks	CLASS 1st and 2nd Block	CLASS 3rd and 4th Blocks	CLASS 3rd and 4th Blocks

Instructional Supports

Students Have:	Parents Have:
1. A personal schedule, List of classes, and the contact information for each teacher and administrator; 2. A personal HFCA email address which connects easily to teachers and all platforms; 3. A reference sheet with all important links and staff contact information; 4. An adult mentor who meets with scholars for a scheduled weekly 1:1 check-in to review well-being, grades and action items; 5. Grading policies for each class; 6. A calendar-styled syllabus for the first quarter showing what will be covered in each class on each day and due dates for each assignment; 7. Login to Infinite Campus to monitor grades; 8. A one-page reminder of Behavioral Expectations online; 9. A chromebook and hotspot (if needed); and 10. Two (2) independent reading books per month.	1. A copy of each child's schedule; 2. Contact information for all of your child's teachers and school administrators; 3. A reference sheet with all application links; 4. A login to Infinite Campus to monitor grades; and 5. A copy of the calendar-styled syllabus for the first quarter which shows what will be covered in each class on each day and due dates for each assignment.

Instructional Applications Grades 9-11	Instructional Applications Grade 12
Summit Courses on Summit Platform: • English, Social Studies, Science, Mathematics **Traditional** @ Google Classroom • Pride • Technology Pathway I & II (9th and 10th) • Junior Seminar (11th) • Physical Education • Spanish **Enrichment Applications:** • Mathspace • No Red Ink • ACT Prep • TI84 online calculator • Remind	**Summit Courses on Summit Platform**: • Science and Social Studies **Traditional** @ Google Classroom • Pride • English • Math • Senior Seminar **Enrichment Applications:** • Mathspace • No Red Ink • TI84 online calculator • Remind

Virtual Learning Policies

How long will this last?

School will reopen on August 31, 2020, and we expect to follow the 100% virtual plan until October 30, 2020. HFCA monitors the daily infection rates provided by the Milwaukee Health Department. When the infection rate for the city and our respective zip codes falls below 5% we will consider re-opening to hybrid instruction (two days a week in school for two grade levels and two days per week of virtual learning).

Should the Health Department open up schools for face-to-face instruction, parents will be invited into the school for a special series of tours and meetings to inspect the social distancing protocols that we have in place. Parents, students, teachers and staff, ultimately, will make the decision when and how we will reopen for face-to-face instruction. All parents are invited to attend Parent Advisory Meetings. Notices for these meetings are sent via email and are on the website. Regular monthly meetings are held on the third Thursday of each month.

My child struggled to learn at home in the Spring, how will this be different?

Every student at HFCA will have an adult mentor and there will be a 10:1 ratio for mentors so that all students receive personalized support. Mentors will encourage students' attendance, help students build community and connection among one another, check on their grades, conduct weekly well-being checks and communicate with parents should any concerns arise.

What are the key differences between this past spring and the upcoming school year?

This fall, virtual instruction will include:

- Daily individual mentoring
- Daily Attendance and weekly grading
- The ability for parents to monitor grades through Infinite Campus
- Class schedules and live teaching
- Every student will receive a Chromebook and if needed, a hot spot.

Communication Plan

Communication between home and school will include the following methods which are listed in order from the form used most frequently to less frequently.

- Remind App / Text
- Infinite Campus*
- Email
- Phone Calls
- HFCA Web Page
- HFCA social media pages
- Regular mail

*HFCA will continue to rely on parents to check their email and to monitor grades through Infinite Campus. HFCA has replaced Powerschool with Infinite Campus so that we can provide a more seamless grade monitoring experience.

Attendance at live classes is required

Students will attend a live class with their teacher two times per week. It is important that students be present for those lessons. If a student is unable to attend those classroom sessions, they will be able to view the recording but the experience is not the same. Unless the absence is excused, the student will be responsible for meeting all deadlines on time.

Attendance will be taken

According to the Department of Public Instruction, attendance is contact between a student and a teacher during which district-supervised educational services are provided. Attendance will be recorded for students engaging in face-to-face and synchronous and asynchronous virtual instruction.

A student will be considered "Present (P)" when the student engages in instruction and completes specific, pre-assigned coursework either through asynchronous (self-directed) learning, synchronous (teacher-led) virtual instruction, or face-to-face (teacher-led) instruction.

A student will be considered "Absent-Unexcused (UNEX)" when he or she **does not engage in planned asynchronous** (self-directed) learning, synchronous (teacher-led) virtual instruction, or face-to-face (teacher-led) instruction **<u>AND</u> he or she <u>does not</u> contact a teacher, school administrator, or attendance official to announce his or her absence** in advance. Unexcused absences include factors within the student's and/or family's control.

A student will be considered Absent-Excused (EX) when he or she does not engage in planned asynchronous (self-directed) learning, synchronous (teacher-led) virtual instruction, or face-to-face (teacher-led) instruction AND he or she does contact a teacher, school administrator, or attendance official in advance to announce his or her absence. An excused absence includes illness or factors not within the student's or family's control.

Students with Special Education Services will receive accommodations and modifications in their least restrictive environment

Students who receive special education services will receive services throughout the week after the scheduled lunch hour. As usual, service providers will provide quarterly updates via progress reports. Annual student meetings will continue on schedule at least two weeks before the IEP expires. Parents will be able to monitor students' progress through the Infinite Campus portal.

How will grades be determined?

Students will be graded as normal for assignments and the normal workload will be reinstated at the beginning of the school year. Students may notice progress on projects or power focus areas on the Summit platform, but if you want to

know where they stand with grades that will determine credit, promotion, and graduation, students and parents should only follow grades in Infinite Campus.

Will the Class of 2021 have a graduation ceremony?

We are optimistic about having a normal graduation ceremony on June 5, 2021. All seniors who wish to graduate from HFCA, must show adequate commitment and progress starting from the first day of school. They should remain in constant contact with Ms. Parker, Mrs. Mewes, Ms. Webb, and their Mentor if they are experiencing any situation that keeps them from learning and making progress. Students who do not make adequate progress during the school year, will be off track for graduation.

How will parents and students learn how classes will run?

We will hold orientations at the school on a 1:1 basis or in small group virtual presentations beginning August 13, 2020. Students will be able to come in to turn in emergency forms, take their ID picture, pick up their schedule and their instructional materials, including their Chromebook and Hotspot at that time.

The Class of 2024 will have a special virtual Bridge Week to Celebrate their transition to high school and to learn about our routines and rituals and to meet their mentor. Bridge Week will be held August 24 to August 27.

How long will we be in Virtual Learning mode?

We anticipate that we will be in Virtual Learning until mid October 30, 2020, or until the Milwaukee Health Department announces that schools can consider some form of face-to-face instruction with social distancing measures.

When we do return to face-to-face instruction, we will follow a 2 x 2 Hybrid Model in which 9th and 10th grade go to school together two days per week and 11th and 12th grade go to school together two days per week. We will hold a parent meeting to review the hygiene and cleaning protocols to determine as a community if we are comfortable with returning to face-to-face instruction.

Minute by Minute Instructional Schedule

	What's Happening	Teachers are doing	Scholars are doing	CARE team is doing	Parents are doing
TO DO's	Organization / Executive Functions	• REMIND-ers • Checking Email • Updating Infinite Campus	• Set alarm reminders for the day • Checking email • Checking Infinite Campus	• REMIND-ers • Checking Email • Updating Infinite Campus	• Set alarm reminders • Checking email • Updating Infinite Campus
8:30 to 8:45 a.m.	E-check in	REMIND-ing alerts to Mentees		REMIND-ing alerts to Mentees	
8:45 a.m.	Staff Morning Circle	Checking In	Preparing for Block 1	Preparing for Block 1	Reminding child to be ready for class

9 to 9:50 a.m.	Block 1 Class	Taking attendance and teaching	Attending 1st Block Class	Taking attendance & following up with missing students	Enjoying life
9:50 to 10 a.m.	Stretch Break	Leading Stretch Break	Participating in Stretch Break, Going to Restroom, Taking care of Personal Responsibilities	Leading Stretch Break	Enjoying life
10 to 10:35 a.m.	PRIDE	Leading Mentees through PRIDE	Engaging with Mentor in PRIDE	Leading Mentees through PRIDE	Enjoying Life
10:35 to 10:50 a.m.	Stretch Break	Leading Stretch Break	• Participating in Stretch Break • Going to Restroom • Taking care of Personal Responsibilities	Leading Stretch Break	• Reminding children to be on time for 2nd Block/ 11 am class. • Enjoying life
11 to 11:50 a.m.	Block 2 Classes	Taking attendance and teaching	Attending 1st Block Class	Taking attendance & following up with missing students	Enjoying life
11:50 a.m. to 12:55 p.m.	Virtual Lunch Break	• Lunch check ins with students / • Lunch on your own or with other teachers	• Joining groups for lunch or lunch on your own; • Setting alarm to return for Mentor Check Ins and PLT Time	Supervising lunch groups	Enjoying life
1 to 2 p.m.	Mentor check-ins	Mentor check-ins and Sending emails	Mentor check-ins	Mentor Check-ins	Enjoying life
2 to 3 p.m.	Office Hours With Support	Leading Office Hours with Support	Leading Office Hours with Support	Updating mentor check ins, behavior, and attendance trackers	Enjoying life & Checking email

For more information about this Virtual Learning Plan, please use the contact information below or call our office at (414) 873-4014.

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