

# VIRTUAL LEARNING PLAYBOOK

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**Dr. Howard Fuller**  
Collegiate Academy  
– Founded in 2004 –



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### Dr. Howard Fuller Collegiate Academy

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## A MESSAGE FROM THE PRINCIPAL

I know you think you can't do this – learn like this – but you can!

We are preparing you to be flexible, adaptable, and successful in any learning environment.

### **We've got you.**

One of the big new changes is that we are assigning you to a smaller Pride, led by an adult Mentor.

There will only be 10 of you in your Pride so that you can get supportive, caring, consistent 1:1 support.

We are invested in your success. You trusted us to provide you with the support you needed in the past, trust us to be able to do the same now.

**Every day** you and your pride members will meet with your Mentor to ask for help if you need it and to share how things are going.

**Every day** your Mentor will make sure you are attending class and completing assignments (and calling your parents as soon as you start to struggle).

**Every week** you will have a one-on-one check in with your mentor, to make sure you are receiving the support and guidance you need.

**Every day** your Mentor will be thinking of ways to encourage you, inspire you and celebrate your success.

You have heard over and over again how these are unprecedented times.

Well, unprecedented times call for extraordinary measures.

Our Mentors will go above and beyond with you until you can say, I can do this. I can learn in any environment.

This virtual learning plan is your instruction manual for learning. But, if you need help, get stuck, are lost or are in need of service -- reach out to your Mentor. Your fellow Pride members and your Mentor will be your crew, your lifeline.

Educationally Yours,  
 Principal Judith Parker

## OUR MISSION & VISION

Dr. Howard Fuller Collegiate Academy's mission is to nurture scholars capable of transforming their world, by sending them to and through college.

Dr. Howard Fuller Collegiate Academy's vision is to produce responsible leaders through academic mastery, community focused education and the fostering of lifelong learning in any environment.



**Dr. Howard Fuller  
 Collegiate Academy**

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# FIVE TIPS FOR VIRTUAL LEARNING



## CHECK YOUR GRADES AND SCHOOL EMAIL EVERY DAY

Check your progress every single day in Infinite Campus and Summit. **Turn those notifications on!** Be sure to **check your email at least twice a day for important updates** from your teachers and the school and **download the Remind App** to your phone.



## WORK WITH YOUR MENTOR

You will have **an adult mentor with daily check-ins**. Work with your mentor to problem-solve around issues and to **provide you with the personal support you need** to be successful.



## PRACTICE TIME MANAGEMENT

Your teacher isn't here to remind you every single day that you have an essay due in a week, so **learn to be diligent**. You can also make a digital calendar with Google calendars.



## CREATE A REGULAR STUDY SPACE AND STAY ORGANIZED

Set up a **dedicated learning zone for studying**. By completing your work there repeatedly, you will begin to establish a routine. Your space can be the kitchen table, your room or basement desk area.



## CONNECT WITH YOUR CLASSMATES

Build relationships with other scholars by introducing yourself and engaging. **Your classmates can be a valuable resource when asking for feedback or help** on assignments.

**LIVE** You will engage in *LIVE, synchronous learning* with your classmates. **Attendance is required.**



# LAPTOPS & INTERNET ACCESS



## CHROMEBOOKS

We will continue to make sure **we provide devices to all families who need them so that our scholars can access and be successful with Virtual Learning.** For the 2020-21 school year **you will receive a Chromebook** for your use.

The school Chromebook is managed using **Google Apps for Education.** Along with a login for the device, **Google Apps provides online learning tools** for writing, calculating, presenting, drawing and many other applications. Your child may use these tools for a variety of purposes in classroom assignments. **Google Apps can also be accessed with other devices or computers with an Internet connection.** In addition to Google Apps, many teachers will use various personalized and online learning systems that improve learning. *Student Chromebooks are filtered using GoGuardian.*

It is the responsibility of the student and family to care for Chromebook and charger and ensure that it is retained in a safe environment. You must adhere to the school's Acceptable Use Policy. Scholars will learn how to be good digital citizens when working with online learning platforms and when using social media.

**"A lack of access to WIFI is like not having a seat in a classroom."**

–Principal  
Judith Parker



[Student and Family Chromebook Loan Agreement](#)



[Technology Acceptable Use Policy](#)



[Social Media Policy](#)



## INTERNET ACCESS

We know that **Virtual Learning cannot occur without Internet access** and we will continue to work to ensure equitable Internet access for all of our scholars. **Hotspots are available for check-out** if you do not have adequate or reliable access to the Internet. A hotspot can also help alleviate slow load times when using online learning tools especially when a family has shared Internet.



[Hotspot Check-Out Request Form](#)



**TECHNOLOGY AMBASSADOR**

## TECHNOLOGY HELP DESK

Scholars should submit a ticket to the student-led Technology Help Desk if they are experiencing issues with technology. **An HFCA Technology Ambassador will be your first point of contact in resolving technology issues** at Dr. Howard Fuller Collegiate Academy. Scholars in our Technology Ambassador program provide Level 1 Tech Support to students and staff using our Technology Help Desk for issues like Chromebook problems, password issues, connectivity and more.



[Technology Help Desk](#)



# STAY ENGAGED & CONNECTED



## INFINITE CAMPUS PARENT & STUDENT

Stay up-to-date on grades, assignments, attendance announcements, schedules and more. For scholars, juggling academics, social life, and virtual learning can be overwhelming. We also know that **students with engaged parents are more likely to have higher self-esteem, lower absenteeism and earn higher grades and test scores**. Using the App or the web version, students and families can:

- Access student grades. *Tip: Help celebrate when scholars are on track!*
- See assignments due or upcoming content assessments.
- View the easy-to-use school schedule
- Review attendance and absences. Get real-time notifications if your student is absent.
- Receive important school-wide announcements.



### Signing up is easy

1. Download the app from the App Store or Google Play.
2. Search for your Dr. Howard Fuller Collegiate Academy and select our school.
3. Enter your school-provided Username and Password
4. Click Log In!

## DOWNLOAD REMIND

Our students, families and teachers are using Remind to bring learning home.

**Remind is a free, safe instant messaging app that keeps students and families up to date** with what's happening in the classroom. If you have the ability to compose a message, **you can reach out to teachers when you have questions or need help**.

Teachers can send messages to an entire class, smaller groups, or individuals. These quick, simple messages can help you and your student stay informed about:

- Homework assignments
- Student progress
- Schedule changes
- Personalized support and feedback
- Mentor check-ins



### Signing up is easy

1. To join a Remind class, you'll need a class code from a teacher, coach, administrator, or organization leader. Each code is unique, but it always looks like this: @classcode.
2. Once you have a class code, there are three ways to join the class: Sign up for text notifications by texting @classcode to 81010. Go to [www.remind.com/join/classcode](http://www.remind.com/join/classcode) and follow the directions.
3. Download the Remind app from the App Store or Google Play, sign up for an account with your email address, and enter the class code when prompted.



We recognize that learning in this new remote way will bring questions. To support students and families please submit a ticket to the Technology Help Desk or email [tech@howardfullerca.org](mailto:tech@howardfullerca.org)

# PERSONALIZED LEARNING TOOLS

## G Suite for Education



Combining G Suite for Education with Chromebooks gives our school a truly seamless, efficient, effective, and innovative learning system that supports personalized learning. Google Classroom, E-Mail, Docs, Sheets, and Slides lets scholars co-create, collaborate and edit in real time. Students use Google Drive to store and access docs on and offline without losing a draft. **Google's online tools work on a wide-range of devices including mobile phones with Internet access.**

## KALTURA

Kaltura's Newrow is **your online virtual classroom** that helps engage you effectively online using real time audio and video, an easy-to-use interface, and a suite of collaborative tools that helps transform distracted scholars into active learners.

## MATHSPACE

We know that many scholars get anxious about getting their math answers wrong. **Mathspace works to show you there's a different way to learn math.** By giving step-by-step support, you feel safe to make mistakes, learn from them and ultimately develop a growth mindset. Mathspace is an adaptive math platform that makes a real difference with personalized learning. Math scholars will also have access to a digital version of the TI-84 scientific calculator.

## remind

All scholars and families should download Remind to their phone. Remind is a **free, safe instant messaging app that keeps students and families up to date** with what's happening in the classroom.

## SUMMIT LEARNING

The Summit Learning Platform is an online tool that powers personalized learning at Dr. Howard Fuller Collegiate Academy. **The Summit Learning Platform allows you to have a personalized learning experience because it is catered to each individual student's goals, aspirations, and dreams.** On the platform, you will set individual goals, create roadmaps to achieve them, learn content at your own pace, and dive into meaningful Projects that connect you to the real world.



**Above:** Scholars engage during Office Hours using our online virtual classroom tools.

**LIVE** You will engage in LIVE, synchronous learning with your classmates using tools like Newrow and Google Hangouts. **Attendance is required.**

**ON DEMAND** You can to work at your own pace using ON DEMAND (asynchronous, available at any time) learning tools like Mathspace and Summit.



# SAMPLE DAILY SCHEDULE

## SAMPLE STUDENT SCHEDULE (TWO, 50-MINUTE CLASSES PER DAY)

MONDAY	Tuesday/Thursday		Wednesday/Friday	
Self-Directed Learning  <b>ON DEMAND</b>	9 to 9:50 a.m.	Block 1 <b>LIVE</b>	9 to 9:50 a.m.	Block 3 <b>LIVE</b>
	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 <b>LIVE</b>	10 to 10:35 a.m.	Pride/Morning Meeting <b>LIVE</b>
	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 <b>LIVE</b>	11 to 11:50 a.m.	Block 4 <b>LIVE</b>
	11:50 to 12: 55 p.m.	Virtual Lunchtime	11:50 to 12: 55 p.m.	Virtual Lunchtime
	1 p.m. to 3:30 p.m.	Mentor Check Ins & Personal Learning Time with support (Office Hours) and time with your mentor. <b>LIVE</b>	1 p.m. to 3:30 p.m.	Mentor Check Ins & Personal Learning Time with support (Office Hours) and time with your mentor. <b>LIVE</b>

## COURSE OFFERINGS

	9th-grade	10th-grade	11th-grade	12th-grade
1st Semester	English 9 Algebra Biology Technology Pathway I Mentor Prides	English 10 Geometry US History Phys. Ed./Health Mentor Prides	English 11 Algebra II Civics Spanish II Mentor Prides *Dual Enrollment courses	English 12 College Algebra/Trig. Environmental Science Senior Seminar Mentor Prides *Dual Enrollment courses
2nd Semester	English 9 Algebra Modern World I Phys. Ed./Health Mentor Prides	English 10 Geometry Physics Technology Pathway II Mentor Prides	English 11 Algebra II Chemistry Junior Seminar Mentor Prides *Dual Enrollment courses	English 12 College Algebra/Trig. 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. For questions about Dual Enrollment courses, please contact Ms. Steggall at [c.steggall@howardfullerca.org](mailto:c.steggall@howardfullerca.org).



We recognize that learning in this new remote way will bring questions. To support students and families please direct your questions about scheduling and your classes to our Guidance Department by submitting a Counseling ticket.



**Guidance Department Help Ticket**



# MINUTE BY MINUTE SCHEDULE

	What's Happening	Teachers are doing	Scholars are doing	CARE Team is doing	Parents are doing
<b>TO DO's</b>	Organization / Executive Functions	<ul style="list-style-type: none"> <li>• REMIND-ers</li> <li>• Checking Email</li> <li>• Updating Infinite Campus</li> </ul>	<ul style="list-style-type: none"> <li>• Set alarm reminders for the day</li> <li>• Checking email</li> <li>• Checking Infinite Campus</li> </ul>	<ul style="list-style-type: none"> <li>• REMIND-ers</li> <li>• Checking Email</li> <li>• Updating Infinite Campus</li> </ul>	<ul style="list-style-type: none"> <li>• Set alarm reminders</li> <li>• Checking email</li> <li>• Updating Infinite Campus</li> </ul>
<b>8:30 to 8:45 a.m.</b>	E-check in	REMIND-ing alerts to Mentees		REMIND-ing alerts to Mentees	
<b>8:45 a.m.</b>	Staff Morning Circle	Checking In	Preparing for Block 1	Preparing for Block 1	Reminding child to be ready for class
<b>9 to 9:50 a.m.</b>	Block 1 Class <b>LIVE</b>	Taking attendance and teaching	Attending 1st Block Class	Taking attendance & following up with missing students	Enjoying life
<b>9:50 to 10 a.m.</b>	Stretch Break	Leading Stretch Break	Participating in Stretch Break, Going to Restroom, Taking care of Personal Responsibilities	Leading Stretch Break	Enjoying life
<b>10 to 10:35 a.m.</b>	PRIDE <b>LIVE</b>	Leading Mentees through PRIDE	Engaging with Mentor in PRIDE	Leading Mentees through PRIDE	Enjoying Life
<b>10:35 to 10:50 a.m.</b>	Stretch Break	Leading Stretch Break	<ul style="list-style-type: none"> <li>• Participating in Stretch Break</li> <li>• Going to Restroom</li> <li>• Taking care of Personal Responsibilities</li> </ul>	Leading Stretch Break	<ul style="list-style-type: none"> <li>• Reminding children to be on time for 2nd Block/ 11 am class.</li> <li>• Enjoying life</li> </ul>
<b>11 to 11:50 a.m.</b>	Block 2 Classes <b>LIVE</b>	Taking attendance and teaching	Attending 1st Block Class	Taking attendance & following up with missing students	Enjoying life
<b>11:50 a.m. to 12:55 p.m.</b>	Virtual Lunch Break	<ul style="list-style-type: none"> <li>• Lunch check ins with students /</li> <li>• Lunch on your own or with other teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Joining groups for lunch or lunch on your own;</li> <li>• Setting alarm to return for Mentor Check Ins and PLT Time</li> </ul>	Supervising lunch groups	Enjoying life
<b>1 to 2 p.m.</b>	Mentor check-ins <b>LIVE</b>	Mentor check-ins and Sending emails	Mentor check-ins	Mentor Check-ins	Enjoying life
<b>2 to 3 p.m.</b>	Office Hours With Support <b>LIVE</b>	Leading Office Hours with Support	Leading Office Hours with Support	Updating mentor check ins, behavior, and attendance trackers	Enjoying life & checking email





# ATTENDANCE



## THE SCHOOL DAY

During Virtual Learning, **the school day begins at 9 a.m. and school is dismissed at 3:30 p.m. on Tuesday through Friday.** On Mondays and you will engage in ON DEMAND self-directed learning.



## WE ARE REQUIRED TO TAKE ATTENDANCE

Attendance matters and regular on-time school attendance is required by law. **The amount of time a you attend class correlates very closely with your learning** consequently, the importance of regular attendance and joining your LIVE classes on time cannot be overemphasized.

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

You will be considered "Present" when you engage in instruction and completes specific, pre-assigned coursework either through ON DEMAND (asynchronous, self-directed) learning and LIVE (synchronous, teacher-led) virtual instruction.

You will be considered "Absent-Unexcused" when you do not engage in planned LIVE and/or ON DEMAND learning AND your parent or guardian does not contact the school about the absence in advance. Unexcused absences include factors within your and/or your family's control.

You will be considered Absent-Excused (EX) when you do not engage in planned LIVE and/or ON DEMAND learning AND you do contact the school in advance to announce your absence. An excused absence includes illness or factors not within the student's or family's control.



## ATTENDANCE AT LIVE CLASSES IS REQUIRED

**LIVE**

You will **attend a LIVE, virtual class with your teacher two times per week.** It is important that students **be present for each those lessons.** If you are unable to attend those classroom sessions, you 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.



## REPORT AN ABSENCE

**If you are going to be absent or late for school, your parent or guardian should call the school below no later than 9 a.m. on the date of the absence. Parents should call the number below to report your absence.**

**(414) 873-4014**



# GRADES AND CREDITS

## PERSONALIZED LEARNING GRADES (SUMMIT)

The Personalized Learning Platform (Summit) classes official grading policy is below. **Students and families should refer to the course syllabus for each course's grading policy.** Please pay close attention as it has changed from last year.

Course Percentage	Letter Grade
70%	Cognitive/Concept Skills
14%	Power Focus Areas
6%	Additional Focus Areas
10%	Participation and Homework

## GRADING SCALE FOR NON-SUMMIT LEARNING PLATFORM CLASSES ONLY

Course Percentage	Letter Grade
94%-100%	A
90%-93%	A-
87%-89%	B+
84%-86%	B
80%-83%	B-
77%-79%	C+
74%-76%	C
70%-73%	C-
65%-69%	D
Below 64%	F
Incomplete	I
No Grade	NG

## HOW YOUR GRADES WILL BE DETERMINED

Virtual learning presents extraordinary opportunities for access to information and learning, both within and outside the walls of our school. We are committed to meeting the learning needs of a diverse population of students.

Therefore, **you will be graded as normal for assignments** and the normal workload will be reinstated at the beginning of the school year.

You may notice progress on Projects or Power Focus Areas on the Summit platform, but **if you want to know exactly where you stand with grades that will determine credit, promotion, and graduation, students should only follow grades in Infinite Campus.**

## SPECIAL EDUCATION

Students with Special Education Services will receive accommodations 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' academic progress using the Infinite Campus portal.

## GRADE LEVEL PROMOTION

Promotion decisions are made at the end of each academic year. Students must earn credits in the core, required classes to be promoted to the next grade level or to graduate.

- Freshman, 5 Credits
- Sophomore, 10.5 Credits
- Junior 16 Credits
- Senior



# EMAIL & CALENDAR



We believe use of email for your learning can prepare you for the future. It's important that scholars learn how to construct professional emails. **It is also powerful**

**communication tool for students and teachers** and one that we use every day. **Every scholar will be issued a school email address that they will also use to log-into their Chromebook.**

You may think that it's pointless to have a school email if you already have a personal email; however, you must use this account for your learning at Dr. Howard Fuller Collegiate Academy, no matter how boring or extra it may seem. Here is what you need to know:

- You are encouraged to **check your email at least twice per day.**
- Teachers may send email to communicate reminders, course content, pose questions related to class work, and more.
- You may send email to your teachers with questions or comments regarding class.
- Email is also a great way for you to communicate with other students. For example, if you have questions about assignments, you can email your classmates for a quick answer.

## EMAILING TEACHERS

**Scholars are encouraged to email staff concerning school-related content and questions.** However, there will be no requirement or expectation for staff to answer student email *outside of their regular work day,*

although they certainly may if they choose. *For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.*

## GENERAL EMAIL GUIDELINES

The school's Acceptable Use Policy covers email as well as other technologies. Below is a general summary of guidelines related to email.

- Adhere to the same standards for communicating online that are expected in the classroom.
- Email is to be used for school-related communication.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not use email to promote cheating in any way.
- Do not use the account of another person.
- Protect password confidentiality; do not share passwords with others.



We know that many students say that it is difficult to stay on track with their busy school schedules. The good news is that **your calendar is built**

**into G Suite and it is one of the most important and powerful tools in your learning toolbox to help stay organized.**

Keep all your Project due dates, mentor check-ins, class schedule, and other important events in Google Calendar. There are a variety of views to see your events at a glance and it is available on your Chromebook and it is available for iOS or Android for your phone.

You can easily create event invitations for study groups and send them to classmates or set reminder alarms for upcoming classes or meetings.



## YOUR EMAIL ADDRESS

We will provide you with a school email address that will allow you to log-in to your Chromebook, access G Suite for Education along with other online learning tools. Your email will look like this:

**first.lastname@howardfullerca.org**

Use the school-provided password to access your accounts. *Remember: Do not share your password.*



# FACULTY & STAFF DIRECTORY

**Our teachers and staff are committed to closing Milwaukee's achievement gap for high school students through academic, social-emotional and culturally responsive actions. To contact a member of our staff, please use the email directory below.**

**Attewell, William**

*Technology and School Promotion*  
[w.attewell@howardfullerca.org](mailto:w.attewell@howardfullerca.org)

**Beard, Jason**

*Director of Administration and Operations*  
[j.beard@howardfullerca.org](mailto:j.beard@howardfullerca.org)

**Bergeron, Michelle**

*Lead Special Education Teacher*  
[m.bergeron@howardfullerca.org](mailto:m.bergeron@howardfullerca.org)

**Butler, Ajamou**

*Family and Community Engagement Liaison*  
[a.butler@howardfullerca.org](mailto:a.butler@howardfullerca.org)

**Cima, Lauren**

*Special Education Teacher*  
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**Ford, Kim**

*Assistant Dean of School Culture*  
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**Fortune, Darryll**

*Development Manager*  
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**Fritz, Micah**

*Social Studies Teacher*  
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**Green, Kwame**

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**Hayes, Will**

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*School Counselor*  
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**Martin, Grace**

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**McCann, Robert**

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**Mewes, Samantha**

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**Musselman, Bailey**

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**Thomas, Calvin**

*Physical Education Teacher*  
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**Towne, Lauren**

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**Uselman, Margaret**

*Social Studies Teacher*  
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**Young, Sharrendra**

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**Webb, Amy**

*Math Teacher*  
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# MENTORING

## EVERY SCHOLAR HAS AN ADULT MENTOR



### REGULAR CHECK-INS

You will have **an adult mentor with daily check-ins**. Work with your mentor to problem-solve around issues and to **provide you with the personal support you need** to be successful.



### THE HABITS OF SUCCESS

Scholars who cultivate a sense of purpose are more likely to succeed. In your Mentor Pride, **you will learn about The Habits of Success** – a set of skills, mindsets, dispositions and behaviors that will help you meet your goals.

 [The Habits of Success](#)



### HOW MENTORING WORKS

In addition to their classroom teachers, **every scholar at Dr. Howard Fuller Collegiate Academy has a mentor**. Mentoring provides a safe space for students to go for support, academic or otherwise. **Mentors help students find motivation** after a setback, refine their goals, and connect their experiences at school with opportunities beyond graduation.



### MENTOR PRIDES

In addition to one-on-one mentor check-ins, **scholars will meet daily in Mentor Prides**. Made up of ten other scholars it is an opportunity to build relationships with other students including **learning together about The Habits of Success**.



**Pro-Tip:** Stay in touch, download Remind to your phone. Remind is a free, safe instant messaging app

# THE 16 HABITS OF SUCCESS



Habits of Success are the mindsets and behaviors that support academic achievement and well-being.

## WHAT IS THE CARE TEAM?

Our staff is committed to building and nurturing relationships. The CARE Team is a group of staff (Counseling Team, school Administrators, and other staff) with the purpose of coordinating individualized support services to address our students' social, emotional, and behavioral needs.

## WHAT TYPE OF SERVICES AND SUPPORT ARE AVAILABLE TO STUDENTS?

The CARE Team's goal is to use data, relationships, and research-based equity practices to:

- Teach students the skills they need to be more successful in social, personal or classroom situations.
- Remove barriers to school or connect families to resources.
- Connect the family to resources.

- Call out inequitable practices in the school's policies or the school's classrooms that may be unfairly adding obstacles to some scholars' pathway to success.
- Collaborates with school personnel and community-based organizations to provide and/or coordinate services and form a web of support.
- Collects, interprets, and reports on data to improve quality of services.

## HOW DOES A STUDENT GET REFERRED TO THE CARE TEAM?

A student can be referred by a parent, teacher, counselor, or other member to be screened for services. Please contact your student's counselor at (414) 873-4014 with any questions or submit a help ticket to the Guidance Department.



[Counseling Request Form](#)

## HOMELESS STUDENT NOTICE

Dr. Howard Fuller Collegiate Academy (HFCA) offers services to homeless families through school-based and centrally-based programs. The Homeless Education Program is located at HFCA, 4030 N. 29th Street, and a Homeless Liaison is based in the school to assist homeless children and families. The Homeless Liaison is the Director of Counseling.

The McKinney-Vento Homeless Assistance Act defines the homeless as "individuals who lack a fixed, regular and adequate nighttime residence." This definition includes children and youth whose family has lost

housing due to economic difficulties and is sharing the housing of others (doubled-up); who are living in motels, hotels, transitional or emergency shelters; or, whose nighttime residence is a place not normally used for housing. Unaccompanied youth and migratory children, who qualify as homeless because they are living in circumstances described above, have the same rights.

Homeless children have rights and are eligible for many services under the McKinney-Vento Homeless Assistance Act. For example, homeless children and youth have the right to stay in the school they attended prior to becoming homeless (the school

of origin); transportation from their temporary residence to the school may be provided; homeless students are eligible for free lunch; and homeless children have the right to waivers of school fees and to school supplies.

Parents/guardians of homeless children or unaccompanied youth should discuss the situation with the homeless liaison in the Counseling Department at HFCA so eligibility can be determined and services coordinated. Call (414) 873-4014 for more information.



[Homeless Support Ticket](#)

# OTHER INFORMATION

## SCHOOL SUPPLIES

Below is the list of school-provided supplies\* for Virtual Learning during the 2020-21 school year:

- Chromebook and charger (*school-provided*).
- Internet access: It is recommended scholars should have at least a 1.5 Mbps Internet speed as a minimum requirement (both upload and download speed). To determine your Internet speed you can use a variety of Internet speed tests such as <http://www.speedtest.net>. Hotspots are available for check-out from the school.
- Math Learning Kit (*school-provided*).
- English Journal (*school provided*).
- Grade level reading book (*school-provided*).
- Independent reading book (*school-provided*).
- Spiral notebook (*school-provided*).

*\*Teachers may provide a list of supplies/materials needed for each class or project.*

## PRIVACY

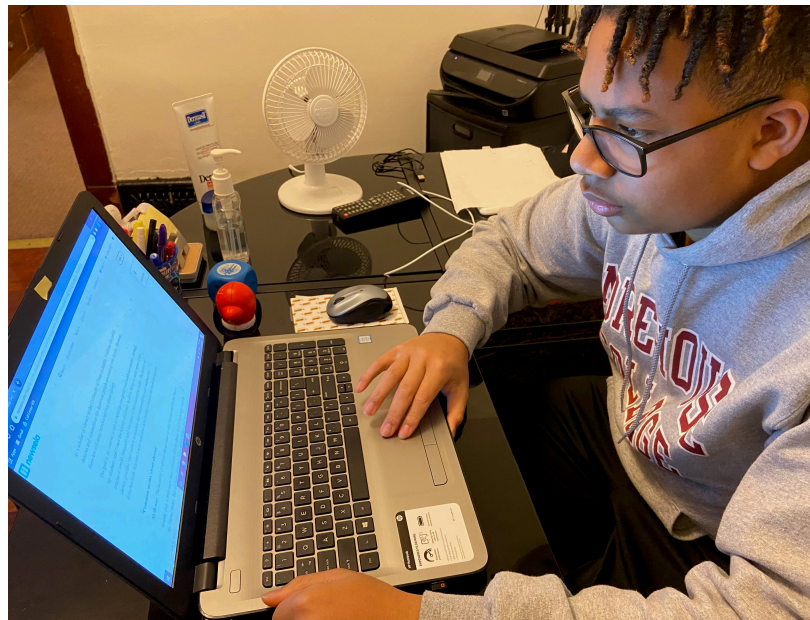
Dr. Howard Fuller Collegiate Academy obeys laws that protect your education records. This includes the Family Educational Rights and Privacy Act ("FERPA") and state laws about student records. We do not use a student's personal information to target anyone for advertising. We are prohibited by law from doing so.

## COMMUNICATIONS 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.



## STUDENT ID CARDS

Student ID Cards identify you as a member of the Dr. Howard Fuller Collegiate Academy community and provides essential personal identification. An ID will be provided to each student and your ID picture will be taken when you pick up your Chromebook. You will receive your ID card via mail. Cost for a replacement ID is \$5 by appointment only. For more information, please contact Mr. Attewell at [w.attewell@howardfullerca.org](mailto:w.attewell@howardfullerca.org)





# EXPECTATIONS & BEHAVIOR

## DISCIPLINE

Dr. Howard Fuller Collegiate Academy believes that **self-discipline is the key to personal and professional success**. The goal of our disciplinary policies is to ensure a safe environment that is conducive to learning. By living The Habits of Success and honoring our school culture, our students' ability to participate in and contribute to our learning community is ensured.

## CODE OF CONDUCT FOR VIRTUAL LEARNING

All students engaging with their classes, teachers, peers, and other staff in a Virtual Learning environment will abide by the same guidelines for behavior as when they are in the physical school space. All unacceptable behaviors and their corresponding consequences apply in a Virtual Learning environment, whether that be in email or other communication formats, office hours, or in a live virtual classroom. Students are expected to be mindful of their video cameras being on and what they are projecting. You are responsible for what is displayed by your camera in a virtual learning environment.



## MERITS

Merits are awarded for strong character demonstration and positive choices. Any staff member can award them at any time for students who are seen upholding HFCA values. Merits can be redeemed for special privileges and awards.

## DEMERITS

Demerits serve as a point of correction when students fail to meet a school-wide behavioral expectation or choose not to respond to redirection in or out of the classroom. Just as students will face consequences for

negative choices in the real world, students will earn consequences at HFCA for making poor decisions. HFCA will always correct student behavior and promote character development. Our promise to families is to uphold the highest behavioral expectations for all students. Earned consequences will be distributed in a fair, consistent manner. Five demerits will earn a student a detention.



## FAMILY HANDBOOK

The Family Handbook serves as a tool for establishing expectations, rights and responsibilities of the students and families of our school. We encourage families to read and discuss the handbook together. It will serve as a guide for our students to be successful at our school. To download a copy of the Handbook, please visit our website at the link below:

 [Family Handbook](#)





**100% COLLEGE ACCEPTANCE RATE FOR EIGHT YEARS IN A ROW!**

## MORE RESOURCES

Use the QR code below to download this document with LIVE links to forms, documents and other virtual learning resources from Dr. Howard Fuller Collegiate Academy.



**Dr. Howard Fuller  
Collegiate Academy**

– Founded in 2004 –

**4030 N. 29th Street  
Milwaukee, WI 53216**

**(414) 873-4014**

**[www.howardfullerca.org](http://www.howardfullerca.org)**

