



VIRTUAL LEARNING PLAYBOOK

4030 N. 29th Street
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(414) 873-4014
www.howardfullerca.org



Dr. Howard Fuller
Collegiate Academy

– Founded in 2004 –

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 weekly check-ins**. Work with your mentor to problem-solve around issues and to **provide you with the personal support you need** to be successful.

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



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.

OUR MISSION & VISION



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

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.



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 2021-2022 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](#)

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.

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 during the 2020-2021 school year.

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

Daily Bell Schedule

MONDAY, TUESDAY, THURSDAY, AND FRIDAY

8 a.m.	Morning Bell and Check In
8:05 a.m. to 9:33 a.m.	Block 1
9:36 a.m. to 9:56 a.m.	Morning Meeting by Grade Level ::: College Friday ::: College & Career Prep Time
9:59 a.m. to 11:27 a.m.	Block 2
11:32 a.m. to 11:55 p.m.	Lunch 1 / Pride 1
12:01 p.m. to 12:24p.m.	Lunch 2 / Pride 2
12:29 p.m. to 1:57 p.m.	Block 3
2 p.m. to 3:28 p.m.	Block 4
3:28 p.m.	11th ::: 12th Dismissal
3:30 p.m.	9th ::: 10th Dismissal
3:35 p.m. to 4:26 p.m.	Office Hours
3:45 p.m. to 5:55 p.m.	After School Programming

WEDNESDAY (Early Release)

8 a.m.	Morning Bell and Check In
8:05 a.m. to 9:02 a.m.	Block 1
9:06 a.m. to 9:25 a.m.	Sophomore Morning Meeting ::: 9, 11 & 12 "College & Career Prep Time" Wednesday
9:29 a.m. to 10:25 a.m.	Block 2
10:30 a.m. to 11:25 a.m.	Block 3
11:31 a.m. to 12:28 p.m.	Block 4
12:28 p.m.	11th ::: 12th Dismissal
12:30 p.m.	9th ::: 10th Dismissal
	No Office Hours or After School Programming





ATTENDANCE



THE SCHOOL DAY

For scholars engaged in Virtual Learning, **the school day begins at 8 a.m. with 55 minute blocks until grade level meetings at 11:55 a.m. on Zoom.**



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 in instruction and complete 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 that are 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 your parent DOES 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 and fellow students daily.** It is important that students **be present for each class.**



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



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 STUDENT 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.

Ali Powells, Nazir

Help Desk Manager
n.ali@howardfullerca.org

Allen, Shawn

Math Small Group Instructor
s.allen@howardfullerca.org

Attewell, William

Technology and School Promotion
w.attewell@howardfullerca.org

Boehm, Katie

10th-grade Math Teacher
k.boehm@howardfullerca.org

Bishop, Candanisha

11th-grade English Teacher
c.bishop@howardfullerca.org

Brown, Cortez

Anatomy and Physiology
Learning Facilitator
c.brown@howardfullerca.org

Buford, Rodney

Physical Education Teacher,
Boys Varsity Basketball Coach
r.buford@howardfullerca.org

Butler, Ajamou

Family and Community Engagement
Liaison
a.butler@howardfullerca.org

Charters, Courtney

Dual Enrollment Coordinator
and Instructional Coach
c.steggall@howardfullerca.org

Cohen, Hannah

School Counselor
(9th and 12th-grades)
h.cohen@howardfullerca.org

Cole, Taleavia

Workplace Essentials & College
Readiness Teacher (Junior Seminar)
t.cole@howardfullerca.org

Copening, Maurice

Math Small Group Instructor
m.copening@howardfullerca.org

Ford, Kim

Assistant Dean of School Culture
k.ford@howardfullerca.org

Fritz, Micah

Social Studies Teacher
m.fritz@howardfullerca.org

Green, Kwame

Director of Programs and Impact
k.green@howardfullerca.org

Hayes, Will

Associate Dean of School Support
w.hayes@howardfullerca.org

Herd, Kasey

Director of Student Culture
k.herd@howardfullerca.org

Hightower, Sabrina

Office Coordinator
s.hightower@howardfullerca.org

Holley, Gwendolyn

Special Education Teacher
g.holley@howardfullerca.org

Holton, Reginald

Math Small Group Instructor
r.holton@howardfullerca.org

Jackson, Aiesha

School Counselor,
(11th and 12th-grades)
a.jackson@howardfullerca.org

Johnson Crump, Amanda

9th-grade Math Teacher
a.crump@howardfullerca.org

Kelly, Emma

Literacy and Instructional Coach
e.kelly@howardfullerca.org

Lloyd, Sharon

School Counselor,
(10th and 12th-grades)
s.lloyd@howardfullerca.org

Martin, Grace

Special Education Teacher
g.martin@howardfullerca.org

McCann, Robert

PLTW Teacher, Data Manager
r.mccann@howardfullerca.org

Miner, Gwen

9th-grade English Teacher
g.miner@howardfullerca.org

Paige, Adam

Special Education Paraprofessional
a.paige@howardfullerca.org

Parker, Judith

Principal
j.parker@howardfullerca.org

Pointner, Elli

11th-grade Math Teacher
e.pointer@howardfullerca.org

Pounders, Michael

12th-grade English Teacher
m.pounders@howardfullerca.org

Romens, Anthony

Science Teacher
a.romens@howardfullerca.org

Scott, Chris

Technology Pathways and
Microsoft Teams Teacher
c.scott@howardfullerca.org

Shepard Smith, Megan

Special Education Teacher
m.shephardsmith@howardfullerca.org

Romens, Anthony

Science Teacher
a.romens@howardfullerca.org

Smith, Lashon

Compliance Manager
l.smith@howardfullerca.org

Smith, Phillip

Assistant Principal
p.smith@howardfullerca.org

Spade, Carol

Self Directed Learning Coach
(credit recovery)
c.spade@howardfullerca.org

Webb, Amy

Math Teacher
a.webb@howardfullerca.org

Westphal, Marcus

10th-grade English Teacher
m.westphal@howardfullerca.org



MENTORING

EVERY SCHOLAR HAS AN ADULT MENTOR



REGULAR CHECK-INS

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



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.



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.



MENTOR PRIDES

In addition to one-on-one mentor check-ins, **scholars will meet daily in Mentor Prides**. Made up of 10 to 15 other scholars it is an opportunity to build relationships with other students including **learning together about The Habits of Success**.



[The Habits of Success](#)

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.

- 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.

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.

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](#)



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.



**FOR MORE INFORMATION,
PLEASE CALL OUR OFFICE AT (414) 873-4014**