

Remote Learning
Parent/Student Handbook

2020-2021



Remote Learning Approach:

To ensure a fluid transition from remote learning to a form of in-person learning, students' schedules will be structured as if they were attending classes in-person although modified to limit the amount of screen time each day. Middle school will be following an odd/even rotation every two weeks. Kindergarten - 5th grade will provide daily instruction in reading, writing, and math with science or social studies occurring on Tuesdays and Thursdays. All Specials classes are on a two-week rotation occurring on specific days depending on the child's grade level. The specials' schedule will be communicated by homeroom teachers.

Instruction will follow best practices that would be observed during an in-person classroom. Teachers will provide instructional lessons while modeling content which will require student participation. Teachers will "monitor" the classroom as they would have in person, asking to see student work and providing live feedback. Classrooms which normally would have received push in support from literacy will still have this support during remote learning utilizing breakout rooms during Google Meets.

If parents have questions about their child(ren)'s academic needs or if a student needs additional support outside of the classroom, those appointments need to be scheduled with individual teachers via email just as you would during in-person/onsite learning.

Academic Expectations:

During remote learning, students are expected to attend virtual classes each day. Aurora Academy's mission is to "*provide a well-rounded, rigorous curriculum with high academic standards*" for all students. In order to achieve academic growth and learning, students are expected to complete and turn in all work (class work and homework) that is assigned. This work should be done to a student's best ability, be neat in appearance, and shall be turned in on time.

Attendance:

Virtual Seat Time - Every student is required to be logged into their virtual classroom on time with video enabled in order for teachers to monitor student engagement. Remote learning attendance will continue to be recorded in Infinite Campus for state reporting requirements. Attendance will be taken at the beginning of each class or period for both elementary and middle school students. Students are required to stay in attendance until the teacher dismisses the class.

Reporting Attendance – If your child(ren) will be absent, please call the school office at 303-367-5983 or email attendance@academy.org to report an absence. Please also notify your child(ren)'s teacher. If you call before or after school hours, please leave a message including your name, your child(ren)'s name(s), date of absence(s), and reason for absence. If a child is absent and we do not receive a call or an e-mail, the attendance clerk will call the primary parent/guardian noted in Infinite Campus. You must inform the office of an absence, not only the teacher. Please notify the office if your child has a communicable illness. Absences will be recorded and reported on the report card each quarter.

Absences – Regular attendance is essential for a student to perform at his or her maximum level. An absent student misses classroom instruction and the class discussion. Homework and assignments can be made up, but the best learning environment is the “classroom”. With that in mind, we encourage parents to avoid scheduling appointments and vacations where online access is unavailable during virtual instruction times.

Excused Absences – Excused absences usually involve illness, injury, doctor’s appointments, or bereavement. In the instance of online learning, an excused absence might also include an internet outage or disruption in service. Any technology difficulties should be communicated to the attendance line and homeroom teacher. If a student is absent more than 3 days in a row due to illness, a written doctor’s excuse may be required to excuse absences.

Make-up work – Two class days per day of excused absence will be granted for students to make up work. Failure to make up missed assignment(s) on time may cause them to be considered late work, with applicable reductions. Make-up work is determined by teachers. It is the student’s responsibility to contact the teacher before or after school to find out what assignments have been missed. We emphasize classroom instruction. Missing school for a planned absence is discouraged, as the benefit of a knowledgeable teacher leading a class discussion cannot be replaced. For pre-planned absences, the teacher, along with the student and parents, will agree prior to the absence what the arrangement will be; time to make up missed work may not apply as described above.

Parent - Teacher Conferences - We schedule formal parent - teacher conferences twice a year. These dates are listed on the school calendar. All parents are expected to attend the fall conference each year. We request that all parents attend their scheduled appointment for each student during fall/spring conference times. These conferences will be scheduled via Google Meet.

Teacher Newsletters – Homeroom teachers in grades k-5 will email their newsletter and post it to their individual “Teacher Webpage” via the school’s website. Newsletters for grades 6-8 will be emailed to individual homeroom classes and posted to a grade level link on the school's website under the "Teacher Webpage" section.

Discipline:

Please refer to the policy as written in your 2020/2021 Parent/Student Handbook. Demerits and Behavior Reflections will still be issued following our guidelines in our handbook however these will be done electronically. Should a student receive a demerit or behavior reflection, parents will reply to the email in acknowledgement that the form has been received. Just as in our current policy, a reply to the email does not necessarily mean agreement but simply that it was received.

Dress Code:

Introduction - The online learning environment is significantly impacted by students' attire. The purpose of an online dress code is to promote learning and reduce distractions.

During online classes, students are required to be dressed appropriately as though they were attending school. Although a uniform is not expected during remote learning students must be in appropriate day wear. Please adhere to Dress-of-Choice Days dress code policy.

Dress-of-Choice Days –

- Clothing must be in good repair.
- T-shirts must not have any sayings that relate to drugs, alcohol, tobacco, gangs, or weapons or have any offensive phrases, as determined by Administration.
- Bare midriffs are not permitted.
- Shirts must have sleeves.
- Length of shorts, skirts, skorts, and dresses must follow the length specified in the Dress Code.
- Clothing must be the appropriate size.
- Dress Code rules regarding hair and cosmetics are still applicable.

Grades: Grades will be determined based on classwork and homework that is submitted throughout the quarter. Grades will NOT revert to a grade earned during the previous school year.

Academic Awards – AACS awards Honor Roll certificates each quarter for a Grade Point Average (GPA) of 3.5-3.9. High Honor Roll certificates are awarded each quarter for a GPA of 4.0 or higher.

Late Work - Assignments not submitted on time (not due to an absence) will not receive full credit. For assignments not submitted on time, credit will be reduced 10% per day late.

Report Cards – Report cards are sent home at the end of each quarter. Letter grades are given for core classes in 1st-8th grade, as well as, specials classes in 6th-8th grades. Letter grades are determined by the scale below. Academy classes for 6th-8th grades and specials classes for grades k-5 are graded on an S, IP, U scale (Satisfactory, In Progress, Unsatisfactory).

("+" grades are the top 2% points; "-" are the lowest 2% points in each range.)

Kindergarten scale:

P = Proficient
NP = Non Proficient

First - eighth grade scale:

A = 90 - 100%
B = 80 - 89%
C = 70 - 79%
D = 60 - 69%
F = 59% or lower

AACS uses Infinite Campus (IC) to maintain and update grades. Parents may log in and check their child(ren)'s grades by visiting <https://sis.aps.k12.co.us/campus/portal/aurora.jsp>.

Progress Reports - Progress reports will be sent home with students receiving a letter grade of D or F at the midpoint of each quarter.

Homework:

Homework is a part of our academic program; it is cited as a highly effective instructional strategy. The purposes of homework are to a) "cement" the child's understanding of new concepts or skills, b) provide the child an opportunity to practice new concepts and skills, c) help the teacher identify areas of need, and d) provide the child the opportunity for truly independent work outside the classroom.

All students are expected to complete homework assignments. Each classroom teacher has his/her own homework policies and/or consequences for incomplete work. Homework will NOT always consist of "written work" but might include reading, studying in advance for tests, working on projects, reviewing material and concepts, etc.

Accelerated Reader – AACS uses Accelerated Reader. Students earn points by reading books and successfully answering questions in its corresponding AR quiz. Accelerated Reader is a required component in the reading curriculum. It is calculated as 20% of a student's reading grade. To find out if a book you have at home is an Accelerated Reader Book, visit <http://www.arbookfind.com>.

Meal Services:

APS will be providing meals for students at multiple locations throughout the district. Student names, grades and dates of birth are required for meal pick up. Free breakfast and lunch will be provided to students who qualify for free and reduced lunch. All others will be charged \$4.75 for grab-and-go meals. Grab-and-go suppers (super snacks) will be free for anyone age 18 and younger. Please see the link on our website <http://www.aacademy.org/parents/lunch> for all pick up locations.

At Home Learning Environment:

During online learning, it is expected that a proper work space is provided for your child free of any background distractions that impede the online learning for others. This may include but is not limited to other children or adults interacting in view of the camera, pets, television, etc.