



Aurora Collegiate Academy
At-Home Learning Guide
SY 2020-21

AURORA

COLLEGIATE ACADEMY

Dear Aurora Families,

At the time of writing this, we have been apart for over 140 days, and we anticipate it may be awhile before we are fully back in person and we have missed you! The highlight of every staff member's day is getting to interact in person with your scholars. We also miss seeing all of your smiling faces during arrival and dismissal.

Not one of us would choose for the reality we are in, but we have an opportunity to live our PRIDE Value of Determination. **The Aurora Team has decided to show our Determination.** We are committed to ensuring that the high-quality learning you have come to expect from Aurora is continued in an At-Home Learning environment.

We have updated, or shifted, some of our school policies and provided resources for families to help make the transition to At-Home Learning. We want to be flexible to the changing needs of our community. Please read carefully, and know that if you have any questions, concerns, or ideas, we are always here to listen and reflect.

We are not sure when we will return in-person, but the entire Aurora Team is looking forward to that day!

Sincerely,

The Aurora Collegiate Academy Team
901-249-4615



Our School Mission Remains the Same...

Building a foundation of knowledge, skills, and character, Aurora Collegiate Academy educates students in kindergarten through fifth grade for success in college preparatory middle and high schools, and sets them on the road to college beginning in kindergarten.

But have a new “rally cry” to meet the current moment:

We **ALL** stand united in our commitment to academic success, social/emotional development, and joyful learning, together or apart.

We have the following priorities for SY20-21:

- Ensuring social and emotional wellness for students, teachers, and families
- Providing physical safety and coping strategies for community
- Strengthening parent partnerships and communication
- Balancing joy and rigor in academics
- Ensuring equitable access for all (technology, language, scaffolding of skills)
- Demonstrating adaptability and flexibility in responding to changing situations and uncertain times

Guiding Principles for Planning

We have planned this school year to support our mission during COVID-19 with these three Guiding Principles in mind:

- **Anytime, Anywhere, Safely:**

- This means safety is our top priority.
- This means we are ready for in person, remote, virtual, or any combination of learning format.
- This means teachers will be teaching, students will be learning, regardless of the format.

- **Differentiated, with High Expectations for All:**

- This means we ensure our English Learners and students with disabilities and their families have requisite access and support.
- This means we all use the same curriculum and quality instructional practices, but modify them for synchronous or asynchronous, varying formats, and age-appropriateness. We hold rigorous and high expectations for all students.
- “We cannot confuse equity with equality as we build a model to best meet the needs of all of our students.” This means we aspire to create community partnerships that increase our inclusivity and ability to meet the needs of our students (*e.g., all staff have the opportunity to learn to speak Spanish and engage in anti-bias/anti-racism training*).

- **Connection and Joyful Community with a Holistic Focus:**

- This means we prioritize social and emotional wellness and development alongside academics. We ensure emotional health of all members of our community
- This means we balance joy with rigor. We have unpacked what a joyful community would look like, sound like, and feel like.
- This means we strengthen our community. We help families that are struggling with food shortage, trauma, or other impacts of the pandemic. We communicate clearly and transparently. We seek to engage all stakeholders as partners.

PRIDE is more important than ever!

Five core values - **personal responsibility, respect, integrity, determination, and excellence** - are at the heart of the Aurora Collegiate community and represent the cornerstones of the school's Code of Conduct. All students are proactively and explicitly taught these values, all teachers model and support these values, and all students are expected to conduct themselves according to these values, **anytime, anywhere learning is happening.**

Personal Responsibility:

- We accept consequences for our actions.
- We advocate for what we need.
- We take care of our virtual and personal learning spaces.

Respect:

- We treat each person as valuable, worthy of greatness and goodness.
- We show respect at all times for each other, for property, and for differences.
- We will be focused, attentive, and active participants during at-home learning.

Integrity:

- We follow school expectations, regardless of who we are with or where we are.
- We do what is right even if doing the right thing is more difficult.
- We help each other. We notice when someone needs help and lend a virtual hand.

Determination:

- We work harder in the face of adversity.
- We work to find solutions and not focus on problems.
- We overcome obstacles and barriers to our success in at-home learning.

Excellence:

- We speak loud and proud, even in a virtual class.
- We complete all assignments to the best of our ability.
- We strive for quality in all we do.

What can we expect in August?

High-Quality At-Home Instruction

Aurora Collegiate Academy is a K-5 charter school and as such, follows the local district's closure decisions. Currently, Shelby County is in phase 2 of reentry, which means scholars cannot physically attend school. In order to ensure scholars can resume structured learning, Aurora will provide all scholars with at home learning opportunities (virtual learning) from August 10 through September 4, 2020. After September 4th, if city, county and state policy allow, families will have the option to continue at-home learning or choose in-person learning.

No matter the format, Aurora is committed to ensuring high-quality instruction that is...

- Focused and manageable
- Meaningful and engaging
- Empowering and student-centered
- Joyful, responsive, and wellness-centered
- Differentiated and appropriately challenging
- Growth oriented



What can we expect in August?

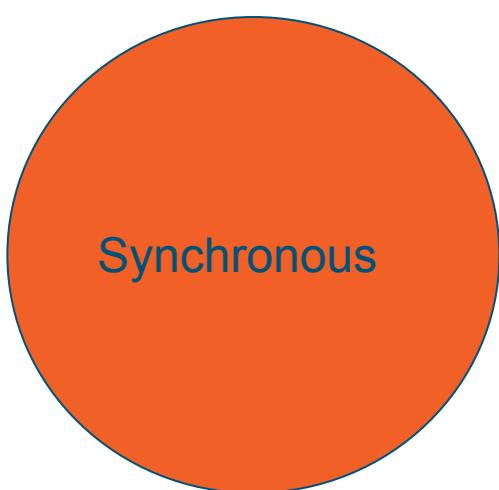
High-Quality Curriculum Anywhere

Aurora Collegiate Academy is committed to delivering effective, standards based instruction anytime and anywhere. We will accomplish this task through implementing a content-based ELA curriculum (EL Education) and a rigorous math curriculum (Eureka Math) with integrity; by addressing learning loss, embedding missed standards in grade level instruction; and providing timely coaching, development and emotional support to teachers. We will differentiate for our English Learner scholars, students with disabilities, and our most vulnerable scholars while maintaining high expectations and a nurturing at-home learning environment.



What can we expect in August?

At-home learning for Aurora means scholars will engage in **synchronous lessons** and **asynchronous lessons** provided by Aurora teachers.

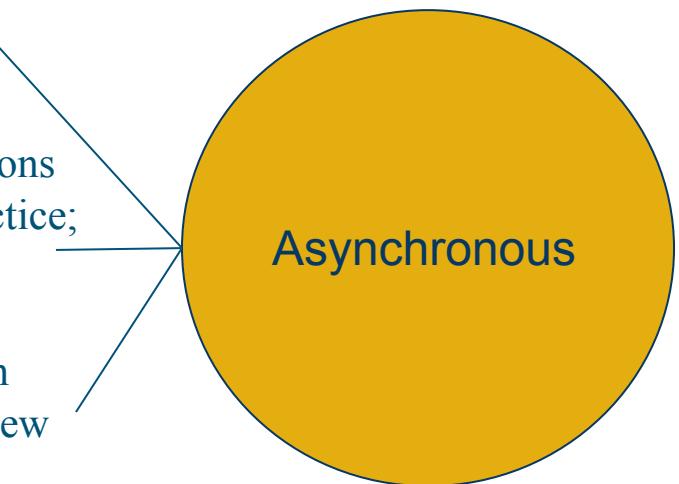


Definition: Learning that happens online together; teacher led

Purpose: Mini-lessons; practice; peer collaboration

Examples: Small group intervention time; early literacy Foundational Skills time; 1:1 meetings with teacher

- **Definition:** Learning that happens independently online
- **Purpose:** Feedback to scholars; lessons with guided practice; additional practice; learner-centered differentiation
- **Examples:** Complete assignments in Google Classroom or Class Dojo; view teacher-created videos; engage in computer-based interventions



A Day in the Life of a First Grader

Sample Schedule

Key: Synchronous Asynchronous Break

Time	Class	Purpose
8:00	Community Time	Take attendance; provide students with social-emotional support; incorporate joy and build community
8:30-9:10	Foundational Skills	Teacher-led phonics instruction; differentiated to meet student's individual needs
9:10-9:20		Brain/Bathroom Break
9:20-10:00	English Language Arts	Teacher-led literacy instruction; targeted support for English Learners
10:00-10:10		Brain/Bathroom/Snack Break
10:15-10:45	Math	Teacher-led numeracy instruction
10:45-11:30	Enrichment	Arts enrichment and physical education/wellness
11:30-12:10	Math Part 2	Teacher-led numeracy instruction
12:10-1:00		Lunch/Recess
1:00-1:40	Math Work Time	Independent practice in numeracy; complete assignments
1:40-2:15	ELA Work Time	Independent practice in literacy; complete assignments
2:15-2:45		Brain/Bathroom Break
3:00-3:30	Intervention	Differentiated support for students (some synchronous)

NOTE: Students would remain on their homeroom link. Teachers would move in and out of the virtual rooms.

A Day in the Life of a Fifth Grader

Sample Schedule

Key: Synchronous Asynchronous Break

Time	Class	Purpose
8:00	Community Time	Take attendance; provide students with social-emotional support; incorporate joy and build community
8:30-9:15	Enrichment	Arts enrichment and physical education/wellness
9:15-9:20	Brain/Bathroom Break	
9:20-10:10	English Language Arts	Teacher-led literacy instruction; targeted support for English Learners
10:10-11:00	ELA Work Time	Independent practice in literacy; complete assignments
11:00-11:50	Math	Teacher-led numeracy instruction
11:50-12:30	Lunch Break	
12:30-1:20	Math Work Time	Independent practice in numeracy; complete assignments
1:20-2:00	Extended Support	Targeted support for English Learners and students with disabilities; additional work time for other students
2:00-2:45	Brain/Bathroom Break and Recess	
2:45-3:30	Intervention	Differentiated support for students (sometimes synchronous)

What's different from last spring?

We have made the following improvements:

- Students in Kindergarten and First Grade will receive new iPADs, and students in Second Grade through Fifth Grade will be provided new Chromebooks. If needed, hotspots will be provided to families.
- We are using Clever for single sign-on to all at-home learning platforms.
- Teacher lessons will be recorded so students can watch them again as needed.
- Smaller class sizes ensure students are receiving individualized attention.
- The same curriculum we offer in school will be used for at-home learning. Scholars have access to the same manipulatives they would use in class.
- Aurora is offering a daily Academic Hotline from 4-5:30 pm to support students and families in uploading assignments.
- A new structure, called Community Time, has been added to the daily schedule for all students. The purpose of Community Time is to provide students and teachers with the social-emotional support needed to navigate the current pandemic. Community Time will increase the “joy factor” in at-home learning and allow scholars to connect with classmates at the start of their day.

Technology Expectations

A computer/tablet is a valuable tool in a 21st century education. Aurora Collegiate Academy is proud to be able to provide students these devices to enrich learning at school and at home, when necessary. While the devices are important they come with a certain amount of responsibility and risk. Aurora will do everything it can to minimize those risks, but students and parents/guardians share in the responsibility. **Please read the Technology and Internet Policy document carefully.**

Each student is responsible for his/her actions and any activities involving Aurora Collegiate Academy owned electronic devices, networks, and Internet services, and for his/her electronic device files, passwords, and accounts. These rules provide general guidance concerning the use of the district-owned electronic devices and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents/guardians, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact Aurora Collegiate Academy.

Every device will be enrolled on Aurora's internet security and management program, Umbrella Cisco - Essentials. This will allow Aurora to filter, block, and track student activity on the device to ensure their safety while utilizing school technology.

Consequences for Violation of Electronic Device Use Policy and Rules

Student use of the Aurora owned electronic devices, networks, and Internet services is a privilege, not a right. Students who violate these policies and rules may have their electronic device privileges limited, suspended, or revoked. Damage or loss of devices will incur a fee: \$300 per Chromebook, \$400 per iPad, \$100 per internet hotspot, and \$50 per charger paid to Aurora Collegiate Academy.

Acceptable Use

The Aurora electronic devices, networks, and Internet services are provided only for educational purposes and research consistent with Aurora's educational mission, curriculum, and instructional goals.

Prohibited Uses

Please read the Technology and Internet Policy document carefully for examples of prohibited uses.

TECHNOLOGY GUIDE

DO USE IT FOR:

- ZOOM WITH TEACHERS
- SCHOOL WORK
- GOOGLE CLASSROOM,
- CLASS DOJO,
- I-READY



DO NOT

USE IT FOR:

- SOCIAL MEDIA
- PLAYING GAMES
- INSTALLING APPS
- ONLINE SHOPPING
- WATCHING MOVIES/YOUTUBE
- DOWNLOADING MUSIC/MOVIES
- ANYTHING NOT RELATED TO SCHOOL



REMINDERS:

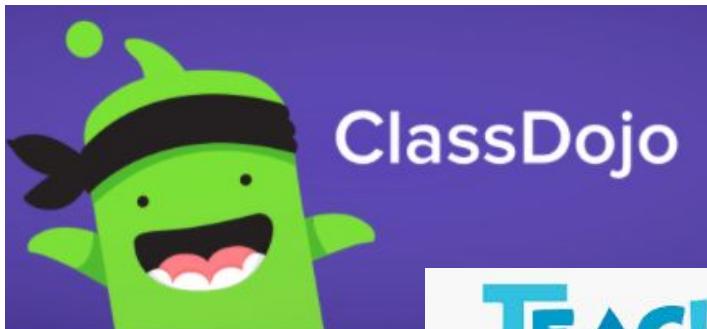
- ONLY THE ASSIGNED AURORA SCHOLAR SHOULD USE THE DEVICE
- ACTIVITY ON THE DEVICE IS BEING TRACKED
- FILTERS ARE IN PLACE TO BLOCK INAPPROPRIATE CONTENT AND MALWARE



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What systems will scholars use to learn?



How will I remember all those passwords?



We will be using Clever for single sign-on to make it easier for families and students.

How will they use each system?



Zoom is used to join synchronous classes.

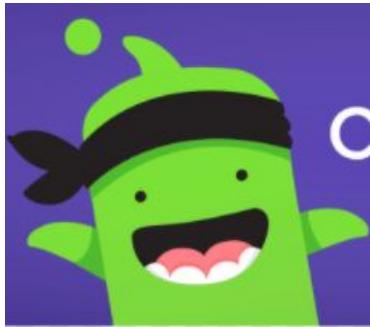
- Students will get Zoom codes aligned to their schedules.
- Students will log onto their classes via Zoom Monday - Friday.
- Students will be asked to keep their cameras on during the entire class period.
- Students will be asked to stay on mute until they are called upon or speaking in a small group.
- Students will have opportunities to work in small groups via breakout rooms in Zoom.

- Students in grades 2-5 will receive daily announcements in Google Classroom for each class.
- They will have access to teacher's lessons and notes from previous classes to assist with self-paced lessons.
- Students gain access to Google classrooms through their Clever sign on.



Google Classroom is where students will submit all of their lessons!

How will they use each system?



- Class Dojo will be used to streamline classroom communication for parents.
- **Scholars in grade K-1 will use Class Dojo to submit assignments into their individualized portfolios.**

- I-Ready i-Ready is an interactive online learning environment that will be used to provide individualized instruction.



- A hands on math problem aligned to Eureka math that teachers will use to provide additional practice with virtual manipulatives and reteaching.

- Covers everything from letters and sounds to reading full sentences.
- Scholars will use the program to practice what they are learning in foundational skills connect classroom and home.



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Technology Support



AURORA COLLEGIATE ACADEMY

ACADEMIC HOTLINE

August 10 -- September 7
4 PM -- 5:30 PM

LOG INTO OUR DAILY ZOOM SESSIONS FOR
SUPPORT IN
UPLOADING DAILY ASSIGNMENTS

Virtual Attendance Expectations

Aurora Collegiate Academy believes that regular attendance is a necessary requirement of all students during this period of at home learning. Attendance will be based on students virtually attending school on each day that it is officially in session.

Daily attendance is required. PLEASE do not allow your child to miss a day of school except for serious illnesses. Excessive absences will be considered a violation of the family-school commitment, and students who miss an excessive number of days may be at risk of not being promoted to the next grade.

All Absences – “Excused” and “Unexcused” – Are Still Considered Absences

Virtual School Day
8:00 am - 3:30 pm

Attendance taken in
homeroom at 8:00

Tardy after 8:15 am

Synchronous
learning for four
hours each day

Zoom attendance
taken and tracked

Missed class/late?
Email your teacher

Virtual Attendance Expectations

The school will keep records of all student absences. If a student misses school, Aurora Collegiate staff will make reasonable efforts to contact the student's parent/guardian by telephone, writing, and/or in person. Staff will explain the school's strict attendance policy and request the parent/guardian's strong support in enforcing this policy. The Principal will follow up with parent/guardian about attendance issues.

Consequences for Absences

No Absences in a Quarter

The child and family are congratulated and recognized for exceptional attendance and commitment to their education.

Three Absences in a Quarter

If a student is absent three times in a quarter, it is considered a serious issue. At this point, the parent/guardian may be called to the school to meet with the Principal. At the meeting, the problem will be discussed and an attendance plan will be developed.

Eight Absences in a Year

If a student is absent eight times in a year, it is considered a serious issue. At this point, the parent/guardian may be called to the school to meet with the Principal. At the meeting, the problem will be discussed and an attendance plan will be developed.

More than Ten Absences in a Year

If a student is absent ten times in a year, the student is at risk of not being promoted to the next grade. The parent/guardian will be called to the school to meet with the Principal. In addition, a report may be filed with the Department of Social Services.

Sixteen Absences in a Year

If a student is absent sixteen times in a year, the student will be considered a habitual truant. At this point, the school administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs. Aurora Collegiate Academy Board or Board designee will submit an annual report to the State Department of Education that reports the number of habitual truants.

Family Engagement

Aurora Collegiate Academy believes parents/guardians are our partners in the education of children. This is true now more than ever! The important task of educating a child calls for the school, the student, and the family to work together to ensure success. We strive to cultivate positive and productive relationships with all of our families. At Aurora family-school relationships are maintained through:

- Conferences with students, families, and teachers (including three formal parent conferences per year and one family orientation per year)
- Virtual community-wide events, celebrations, and performances
- Teacher-family calls
- Monthly Town Hall
- Newsletters
- Homework, independent reading, and behavior logs



Family Communication

Aurora is focused on clear and consistent communication with all stakeholders. We know that the unknown is often the scariest part of any change. As a result, our goal is to over communicate with our families. We also recognize that not everyone reviews information the same way- as a result we will vary our modes of communication including but not limited to: phone calls, text messages, Facebook, Zoom calls, recorded videos, Auroras Website, Class Dojo, Kickboard, hard copies (when appropriate). In addition, all communication provided to parents will be provided in English and Spanish- the 2 primary languages spoken by parents.

Communication is a two-way street. Parents will be able to provide feedback via: surveys, small working groups, and phone calls to the front office. We listen to parent feedback and want to engage actively with them.

Communication	Purpose	Frequency
Letter from Mr. Monda	Provide general updates to families, including health information.	Weekly on Mondays
Newsletter from Ms. White	Provide general updates on academics, including tips for at-home learning.	Bi-weekly on Fridays
Town Hall with Ms. White	Provide an opportunity for parents to give feedback and Aurora leaders to listen and learn.	Monthly on the Last Thursday, 7-8:30 pm
Attendance calls from front office staff	Inform parents when their scholar has been marked absent for the day.	Daily (as needed)
Teacher check ins	Provide updates on student progress (academic and/or behavioral); grading and student work feedback.	Daily via Class Dojo

Contact Information

Need	Who To Contact
Homework, Schoolwork, Grading <ul style="list-style-type: none"> - What is the homework? - How do I find this resource? - What assignments are they missing? 	Teacher- use Class Dojo
Technology Help <ul style="list-style-type: none"> - My device doesn't turn on or is broken. - I can't log-into ClassDojo. - I can't log into Zoom. 	For general tech support or for specific troubleshooting- complete form on website
Concerns about Social-Emotional Health <ul style="list-style-type: none"> - My student is misbehaving at home. - I'm having trouble getting my student to complete their work during the day. 	Mr. Wright- bwright@auroracollegiate.org
Family Supports <ul style="list-style-type: none"> - We lost utilities and can't log-in. - What community resources are available for food, health care, childcare, etc.? 	Mrs. Loy- yloy@auroracollegiate.org
Principal <ul style="list-style-type: none"> - General concerns or questions about at-home learning 	Mrs. White- twhite@auroracollegiate.org
Executive Director <ul style="list-style-type: none"> - If you feel like your concerns are not being addressed by any staff. - My student has been diagnosed with COVID. 	Mr. Monda- gmonda@auroracollegiate.org
General Inquiries about Aurora <ul style="list-style-type: none"> - If you're unable to email call the main office line. Main Office: 901-249-4615 	Mrs. Santes- jsantes@auroracollegiate.org Mrs. Maldonado- smaldonado@auroracollegiate.org

How can I support my scholar?

Family Support	Example
Vision/Mindset Help your child focus on building autonomy and independence.	<ul style="list-style-type: none"> - Message to your child that “Your job is school during school time, whether at home or at school. At-home learning is still learning and you should put in as much effort, if not more.” - Remind them of the PRIDE values!
Emotional and Physical Health Ensure your child attends at-home school healthy.	<ul style="list-style-type: none"> - Support your child to manage stress. - Communicate immediately to school if any health concerns with child or within family arise. - Support your child to have healthy eating and sleeping habits. - Support your child’s social-emotional health by fostering interactions with others, including virtual or outside socially distanced play dates with peers.
Schedule and Routines Support routines from school by creating similar routines at home.	<ul style="list-style-type: none"> - Begin and end each day with a check-in: “What did you learn today? What are your learning targets/goals? How did you spend their time? What resources do you need? What support do you need?” - Uphold school routines: allow only school to happen during school time, regardless of location of school (no babysitting, errands, video games). - Support student’s daily predictable routines for school, including their uniform top.
Time and Space Ensure your child has learning time and space to work at home.	<ul style="list-style-type: none"> - Establish an appropriate space/location where your child will learn most of the time when working at home (e.g., quiet and away from distractions whenever possible). - Secure the materials from the school and set up your child’s workplace with these materials.
Communication and Support Learn the tools to stay in communication with the school around challenges.	<ul style="list-style-type: none"> - Get to know your scholar’s teacher; reach out to them often. - Learn to use and monitor online platforms (Facebook, Class Dojo, Remind App) for announcements, assignments, grades, communication, completion weekly. - Communicate with school around learning challenges, tech challenges, or anything else that may be getting in the way of your child’s learning.

Frequently Asked Questions

Life during COVID-19 is incredibly challenging for all of us right now. We are here to support you and your family with anything you need, whether or not that support is directly related to your child's school experience.

- If you are in need of support for your family, please reach out to our Family Coordinator, Mrs. Loy (yloy@auroracollegiate.org).
- Additional resources for families can be found on our weebly account: <https://auroramemphis.weebly.com/>
- We are providing weekly meal boxes for any Aurora student starting August 10th, every Monday (time TBD). Parents will need to fill out a form each time.

1. What about dress code?

Aurora's dress code of a solid color polo top is still in place for at-home learning. We want at-home learning to feel as much like school as possible. However, we are allowing flexibility in the pants that scholars choose to wear, as long as they are school-appropriate.

2. What if I have to work? Who will support my child with at-home learning?

The schedule was designed to have a balance of synchronous (live teaching) and asynchronous (flexible work time). The teacher lessons will all be recorded and available on Class Dojo (K-1) and Google Classrooms (2-5). While not ideal, we hope this flexibility will meet the needs of Aurora families. Please reach out if you need additional.

3. What if my student has special needs and/or an IEP?

A special support plan will be in place that meets IEP requirements and provides a safe, quality learning environment. A member of the Student Support Team will be contacting the family soon to discuss further.

4. What about screen time?

Our model for at-home learning is based on study and research into best practices for online delivery models. The prevailing research has led Aurora to develop a balanced model of learning that allows students to have a consistent routine, small group instruction, and independent work time with manipulatives.

5. What happens after September 7th?

Our goal is give parents choice about returning in person or continuing at-home learning. We must ensure that we safely do that for students, staff, and families. We will continue to update plans and communicate that with you.