

## **Academy for Urban Scholars High School,**

### **Remote Instruction Guidelines**

#### **Introduction:**

Out of an abundance of caution, Academy for Urban Scholars High School, is prepared to respond to an announcement of extended school closure to the Coronavirus pandemic. Remote Instruction is the process by which a student's learning can continue at home with remote teacher support. At Academy for Urban Scholars High School, the formation of its students should face minimal disruption and all measures should be taken to continue the learning which is traditionally facilitated in the classroom.

Remote Instruction is a challenge to students, families, and teachers that will require constant communication, clear expectations, and a high degree of support. Student may log onto their Canvas, IXL and Google Classroom account to access their assignments. We have been using these online platforms to deliver instructions all school year. Therefore, all students should be aware of how to access their curriculum. **Those students requiring additional online support:**

**online Support Email: [onlinesupport@ausohio.com](mailto:onlinesupport@ausohio.com)**

**For families unable to access on the internet, they may pick -up Remote Instruction Kits (hardcopies) to the building on Tuesday, March 24<sup>th</sup>, 2020 between 11:00am and 2:00pm.** These materials will make it possible for valuable instruction to continue at home.

This plan of action reviews:

#### **1. Student and Family Expectations and Responsibilities**

#### **2. Teacher Expectations and Responsibilities**

#### **3. Engagement Coach Expectation and Responsibilities**

#### **4. Procedures**

##### **4.1. Picking Up Remote Instruction Materials for students without internet access.**

##### **4.2. Returning Completed Assignments**

##### **4.3. School Lunch Program**

#### **5. Support Mechanisms**

##### **5.1. General Support for Remote Instruction**

##### **5.2. Special Education Support**

### 5.3. Internet Deficiencies

#### 6. General Preparedness

##### 1. Student and Family Expectations and Responsibilities

To ensure equitable and consistent access to curriculum, instruction, and support, families and students commit to:

- Students can view daily posted lessons and assignments on their Canvas classrooms or teacher's Google Classroom page.

Academy for Urban Scholars High School website:

1. <https://www.ausohio.com/>
2. Click applicable online platform (Canvass, IXL, Study Island, Work keys)

Canvass

1. Go to [ausychangingculture.instructure.com](https://ausychangingculture.instructure.com)
2. Enter your school email
3. Enter password
4. Click the "log in": button
5. Enter the site; Click the dashboard icon on the Navigation Panel (found on the left).
6. Choose the course and follow directions from the instructor

IXL

1. Go to [IXL.com](https://www.ixl.com)
2. Input username and password
3. Begin assigned classroom

Google Classroom (Independent Classrooms)

1. Go to Google email
2. Look in the right hand corner for 9 dots (Google App)
3. Click Google Classroom
4. Find Class assigned

- At designated times of the extended school closure, a parent/guardian and their student will come pick up their **Remote Instruction Kits (hardcopies)** at the school on **Tuesday, March 24<sup>th</sup>, 2020**

of an extended school closure period, parents and students will report to the school at 11:00am and 2:00 pm for remote Instruction information packets for those unable to access online instructions:

- Complete all assignments provided by the classroom teacher. Remote Instruction Home Kits will include a breakdown of which assignments to complete for each day.

## **2. Teacher Expectations and Responsibilities**

To ensure equitable and consistent access to curriculum, instruction, and support, all AUSY teachers commit to:

- Teachers will ensure that the coursework within Canvas is current for the next **two weeks** in each of their courses by EOD Friday
    - If school does not continue on April 6th, teachers are expected to continue uploading coursework a week prior to the Tuesday distribution.(Refer to student and family section)
  - Prepare Remote Instruction Home Kits for all students in grades 9-12 **without access** to reliable internet.
    - Separate and detailed instructions for each day of learning for 10 school days that details the assignments to be completed, the support provided, and how parents can offer support.
    - Due to unforeseen circumstances, if school does not continue on April 6th teachers will report on **Monday of each week** to create the remote instruction home kits for students without internet access.
  - Prepare and send communication weekly using online platforms such as Canvas, Google Classroom or emails, one call \*Canvas Announcements, \*student emails, and Google Classroom. Teachers must use at least one form of two-way communication indicated with an asterisk (\*).
    - Our **Canvas system** and **Google emails** will be our primary form of communication.
    - Grades should be updated on a weekly basis. All students should know exactly where they stand in their academic coursework.
- One call directions (attached to email)
- Regularly check email and students' comments to address student concerns, provide feedback, etc... ( feedback should be provided within 24 hours)
    - If there is a consistent pattern of concerns, reach out to retention for assistance.
  - By end of week, teacher and engagement coaches will provide notifications to students and/ or

parents that have failed to submit daily assignments. This will be documented in Quick base.

Procedures

### **3. Engagement Coach Expectation and Responsibilities**

To ensure equitable and consistent access to curriculum, instruction and support, all Engagement Coaches commit to:

- Ensuring each student has access to all education materials
  - Communicate drop and pick up times (All conversations should be documented in case notes) by Wednesday, March 18, 2020. After April 6<sup>th</sup>, this will be communicated on a weekly basis (if needed).
  - Engagement Coaches will contact students on a weekly basis to ensure they all have access and can utilize the Canvas, IXL and Google Classroom systems.
  - Engagement coaches will ensure all students have access to their education materials by Friday, March 27<sup>th</sup>, 2020. This will be documented in Quickbase.
- There is effective and consistent communication between school and families.
  - Engagement Coaches will follow up with students and teachers weekly addressing all academic concerns.
  - Weekly follow up with entire caseload to remove any barriers hindering student progress
  - Create a group email or Google phone number that will provide a reliable means of communication for each student on your caseload.

### **4. Procedures**

#### ***4.1 Picking Up Remote Instruction Materials***

Staff will offer continued instructional support to all students throughout the school closure period.

Such supports include but are not limited to:

- Regular communication through Canvas, IXL, Google Classroom, etc.
- Established digital learning platforms
  - Canvas
  - Google Email
  - Google Classroom question and answer support
  - Teacher-created screencast videos of lesson instruction

Remote Instruction Home Kit for those without access to online learning through Canvas and Google classroom:

**On the Tuesday, March 24th, 2020** of an extended school closure period, parents and students will pick-up Remote Instruction Kits (hardcopies) at the school between 11:00 - 2:00 for remote Instruction information packets.

Students and families should enter through the designated entrance at each campus and receive instruction from school personnel on documentation and resources.

If this closure goes beyond the April 6th return date, the following procedures will remain intact.

PICK UP DATES	DROP OFF DATES
Tuesday, March 23rd, 2020	Monday, April 6th, 2020
*Tuesday, April 14th, 2020	*Tuesday, April 21,2020
*Tuesday, April 28th, 2020	*Tuesday, May 5th,2020
*Tuesday, May 12th, 2020	*Tuesday, May 19th 2020
*Tuesday, June 2nd, 2020	*Tuesday, June 9th,2020

#### **4.2 Submitting Completed Assignments**

**For students accessing online learning through Canvas, IXL, and Google Classroom,**

- Submit all assignments to the classroom teacher by:
  - Submitting online assignments daily or weekly.
  - Returning all completed assignments upon the day of return to campus and regular instructions
  - Our expectation is that all assignments should be completed and submitted online before returning April 6th
  - if this closure goes beyond the April 6th return date, please follow due dates placed on Canvas by the instructor.

**For students completing Remote Instruction Kits,**

- Submit all assignments to the classroom teacher by:
  - Returning all completed assignments upon the day of return to campus and regular instruction.

- If this closure goes beyond the April 6th return date, please follow the chart above for drop-off time.

#### ***4.3 School Lunch Program***

Students may report to Academy for Urban Scholars High School to receive a daily lunch.

Students may pick –up bag- to go to breakfast and lunch at 11:00am starting Monday March 23, 2020 Thru Friday, April 3<sup>rd</sup>, 2020.

#### **5. Support Mechanisms**

##### ***5.1 Special Education Support***

Special education teachers will support students with special needs through the general instruction materials and through the video conferencing platform, Google Classroom and Canvas. Prior written notice forms have been sent to families addressing the change of restrictive environment and temporary suspension of SDL. We have assigned students with severe deficit IXL classroom, modification material for mainstream classroom curriculum. In the meantime, their Intervention specialist will contact them weekly to assist with them accessing their curriculum.

##### ***5.2 Internet Deficiencies***

Academy for Urban Scholars seeks to remove all barriers to learning. Students need for consistent and reliable internet access may provide logistical challenges to receiving remote instruction and completing necessary assignments. With that understanding, Academy for Urban Scholars High school families who indicate the existence of a barrier to internet access will receive Remote Instruction Home Kits.

- **If students don't have access to internet they can call 1.844.488.8398 during the school shutdown for free internet through Spectrum**
- **Online Support Email: [onlinesupport@ausohio.com](mailto:onlinesupport@ausohio.com)**

## Staff Contact information

<b>Mrs. Jones (Director)</b>	<b>sjones@ausohio.com</b>	<b>330-501-3635</b>
<b>Mr. Youngblood ( Asst. Director)</b>	<b>byoungblood@ausohio.com</b>	<b>330-942-7608</b>
<b>Ms. Toney (Counselor)</b>	<b>stoney@ausohio.com</b>	<b>330-881-7285</b>
<b>Mr. Mwonyonyi (Dean of Students)</b>	<b>wmwonyonyi@ausohio.com</b>	<b>330-312-6721</b>
<b>Ms. Palmer</b>	<b>rpalmer@ausohio.com</b>	
<b>Ms. Collins (Intervention Spec)</b>	<b>dcollins@ausohio.com</b>	<b>330-333-1578</b>
<b>Mr. Huffman (Intervention Spec))</b>	<b>whuffman@ausohio.com</b>	<b>330-402-7433</b>
<b>Ms. Simms (Engagement)</b>	<b>tsimms@ausohio.com</b>	<b>330-519-1358</b>
<b>Mr. Jackson (Engagement)</b>	<b>ajackson@ausohio.com</b>	<b>330-531-8272</b>
<b>Mr. Underwood (Engagement)</b>	<b>aunderwood@ausohio.com</b>	<b>330-261-6816</b>
<b>Mrs. Turner (Enrollment)</b>	<b>fturner@ausohio.com</b>	<b>330-974-8710</b>
<b>Ms. Jones (Science)</b>	<b>ljones@ausohio.com</b>	
<b>Ms. Fleming (Engineering)</b>	<b>mfleming@ausohio.com</b>	
<b>Ms. Evans (Math)</b>	<b>levans@ausohio.com</b>	
<b>Mr. McCartney (English)</b>	<b>tmccartney@ausohio.com</b>	
<b>Mr. Muhammad (Social Studies)</b>	<b>smuhammad@ausohio.com</b>	
<b>Mr. Logan (Technology)</b>	<b>klogan@ausohio.com</b>	

\* = Tentative dates for pick up and drop off if school does not resume April 6th, 2020.

<b>PICK UP DATES</b>	<b>DROP OFF DATES</b>
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