

Classical Preparatory School

Remote Live Instruction (RLI)

Parent and Scholar Guidebook

Fall Semester 2020



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Remote Live Instruction

Remote Live Instruction (RLI) at Classical Prep allows our scholars to participate in the typical school day from their own homes. RLI scholars will join their classes every day, in uniform, and will follow the typical class and school day schedule, learning synchronously, with the scholars and teachers on Classical Prep's campus. Scholars will access their classroom(s) through a digital platform called Colēgia.

The New School Day

At-home Workspace Organization

In order to create the most productive learning environment, the student home workspace should be clean, organized, and have all needed materials in one place. If possible, the workspace should be in a room that is free from distractions and is a quiet place to work, listen, and take notes. A comfortable chair with good back support is recommended, and a desk space with ample room for note taking materials and textbooks is recommended as well.

Students will be expected to focus on and participate in classroom happenings via RLI just as if they were in the classroom. Therefore, we ask that all potential distractions be minimized (pets, siblings, television, unnecessary technology, etc.) prior to class starting in the morning.

Per CPS Family Handbook, all cell phones will be turned off and stored away from the RLI classroom and student workspace during the school day.

Students will wear their uniform properly and as described in the Family Handbook at all times they are in attendance via RLI Classrooms.

At-home Technology

Just as students require particular supplies to facilitate success in the classroom, you may wish to provide technology supplies that will enhance a student's ability to navigate the remote learning environment. These supplies may include a computer mouse and pad, a larger auxiliary keyboard, blue-light glasses, headphones with microphone, etc. We strongly encourage students to wear headphones while participating in RLI. Headphones with a microphone increase the clarity of sound for both the student and the teacher.

Restroom Usage & Passing Periods

Grammar school students should notify their teacher of a bathroom break by raising their hand. Students are encouraged to take their bathroom breaks during transition times (between subjects, specials, recess, and/or lunch).

Logic and Rhetoric students are encouraged to use the time designated as “passing periods” to use the restroom and prepare for the upcoming class. Students not present in the RLI classroom at the designated beginning of class will be considered tardy. Students may also use the restroom during lunch. If a student has an emergency and needs to leave class, they are to notify the teacher by raising their hand.

Physical Education

Due to the technology needed for RLI, physical education lessons and assignments will be pre-recorded and shared via the teacher’s Google Classroom at the beginning of each week. Students will be required to submit assignments at the end of each week.

Lunch

All students will be required to take their lunch break during the time listed on their class schedules. Eating is not permitted during class unless it is during a scheduled K-5 snack time.

Colēgia

Students will access www.colegia.org for all RLI resources. Students will login to Colēgia using their Classical Prep email address and password. Please see the video tutorial for logging into Colēgia on our website - www.classicalprep.org/RLI.

K-6 Students

All K-6 students will use their Classical Prep email address and assigned password.

K-6 email address are: student first name.student last name@student.classicalprep.org

K-6 passwords are: capital student’s first initial, capital last initial followed by their student ID number. Student ID numbers can be located by logging into myStudent.

Example:

John Doe with student number 123456

Email address: john.doe@student.classicalprep.org

Password: JD123456

7-12 Students

All new 7-12 students will use “password123” for their initial login. Students will be prompted to change their password when they login.

Email address: john.doe@student.classicalprep.org

Password: password123

Zoom

All students will join their classrooms remotely via Zoom. Students are expected to participate in the RLI classroom the same way that they would participate in person.

- Student Zoom profile name should be listed as the student's first and last name only.
- If a student has a question, they are to raise their hand and wait to be called on or otherwise follow the expectation set by the teacher.
- Students should not speak unless called on by the teacher to participate.
- Students should not use the chat box unless specifically told to do so by the teacher.
- Use of the Zoom chat box without being instructed to do so by the teacher is comparable to talking out of turn in class. Students will refrain from typing anything in the chat box unless specifically directed to do so by the teacher.
- Students should follow the teacher's directions for best mute usage.
- Student's video camera must remain on during the entire instructional period(s).

Exceptional Student Education

Students will have access to the services identified on their individual Education Plan (IEP), 504, and/or Gifted Education Plan. Collaboration with CPS teachers and special service providers will be key in scheduling and providing services. Parents/guardians are encouraged to stay in close contact with each assigned service provider to monitor the progress of the student during Remote Live Instruction. All parent meetings will be scheduled with the student support team via Zoom or phone conference.

Required On-Campus Appointments

There will be times during the semester in which you and/or your child will be required to come to campus. These visits will be limited as much as possible, CDC Guidelines followed, and all appointments pre-scheduled. These required visits would be needed for a number of reasons, to include:

1. Material drop off and pick-up. As students move through curriculum, books and materials will need to be exchanged.
2. Required testing. There will be required testing in which we are not allowed to give the test remotely.

Student Materials

Study Materials and Textbooks

Supply lists are available for each grade level on our website. A student simply cannot do his or her job in the classroom (engaging and active learning) without the proper tools. If a student makes a habit of attending class without the proper materials, it will be reflected in the student's grade for the course/class.

Textbooks will be issued to each student for use during the academic year, but they remain the property of the school. If a textbook is damaged, contains excessive handwriting, or is misplaced, a full replacement fee for the cost of the book will be assessed. Prices for all texts are available in the school office once the school year has begun.

There will be times throughout the semester in which families will be required to come to campus to return and pick up new textbooks and materials. This will be organized by the classroom teacher and material will be available for drop off and pick up in the front office.

Lost/Damaged Instructional Materials Policy

Instructional materials are the property of the school and are issued for student use. Instructional materials are assigned to the student and become the responsibility of the student and/or parent; these items must be returned at the end of the semester or year in the same condition in which they were issued. Highlighting or writing on these materials is prohibited. All textbooks must be covered with a protective material. The use of contact paper as a protector is prohibited. Any damaged or lost books must be paid for before another book is issued for home use. Any student who has not paid for a lost or damaged item may be restricted from participating in extracurricular school activities, which include but are not limited to field trips, sports, ceremonies, homecoming/prom, etc.

Instructional materials are defined as items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. These items may be available in bound, unbound, kit, or package form and may consist of hardback or softback textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media and computer courseware or Software.

Although the school understands that at times payments may be overlooked or late, the school cannot carry outstanding balances. Parents are expected to pay for lost or damaged materials within five school days. Students who have an outstanding balance may be restricted from participating in extracurricular activities until the money owed is paid in full.

Attendance and Tardiness

Regular attendance and prompt arrival at school are vital to a student's attitude and subsequent success as a serious scholar. It is the responsibility of the parent to report an absence by submitting the online absence form from the school's website <http://classicalprep.org/parents-excused-absences> within three days of the student's absence. Students will be recorded as having an unexcused absence if no form is submitted within three days. Absences cannot be recorded and/or excused verbally; they must be submitted in writing.

Pre-arranged absences must be approved at least seven days prior to the anticipated absence. To access the form, please visit <http://classicalprep.org/parents-excused-absences>.

All policies regarding the coding of absences will strictly follow the Pasco County Student Code of Conduct. Issues regarding truancy will also follow the standards set in the Pasco County Code of Conduct. Whenever possible, if a student absence is anticipated, we recommend that the student notify his/her teacher(s) and request assignments prior to the absence.

At the discretion of administration, students may not be allowed to makeup missed work due to an unexcused absence or suspension. The Parent Portal provides attendance reports.

Students who arrive after 7:20am in grades 6-12 and 8:05am in grades K-5 may be marked as tardy.

Classical Prep does distinguish between cases of excused tardiness (e.g., due to a doctor's appointment) and unexcused tardiness (due to a student oversleeping, transportation problems, or some other late start). In cases of excused tardiness, families should provide a note of explanation to the homeroom or classroom teacher.

On the third occasion of tardiness in any quarter, a report will be sent home that will need to be signed by the parents and returned. After the third tardy, disciplinary consequences may be applied.

Homework Policy

Homework is necessary for learning. First, it allows for more efficient use of class time when students have spent time on a topic before class, especially when Socratic teaching is used. Second, it provides time to practice new concepts, which are best understood when worked through in thoughtful, silent contemplation. Third, repetitive practice is needed to transfer knowledge into long-term memory.

Students should expect to do meaningful homework each night. Apart from its academic benefits, homework develops the habits of fortitude and temperance, two of our habits. Time is limited, and we desire our students to spend it wisely. Our teachers require purposeful assignments, and we encourage parents to provide a quiet time and place for completion and monitor their child's work and grades, realizing that this investment of time is well spent.

All homework assigned to RLI scholars must be submitted through the teacher's Google Classroom.

Grammar School – Homework Guidelines

Kindergarten: 20 to 30 minutes, including 20 minutes of daily reading

Grades 1 and 2: 30 to 40 minutes, including 20 minutes of daily reading

Grades 3: 40 to 50 minutes, including 20 minutes of daily reading

Grade 4: 55 to 75 minutes, including 20 minutes of daily reading

Grade 5: 65 to 85 minutes, including 20 minutes of daily reading

Grammar School – Homework Policy

If a student spends more time on homework than designated above, the teacher who assigned the homework should be promptly informed so that corrective measures can be taken. While occasionally homework assignments will require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework and will then contact the parent to review the circumstances. The dean should next be consulted if these steps do not remedy the situation. All homework assignments are to be completed before the beginning of the class for which the work was assigned. Students in kindergarten and in 1st and 2nd grades are encouraged to learn to meet deadlines, and teachers work closely with parents to ensure that they do. In 3rd-5th grades, failure to complete homework on time results in a 10% percent reduction each day the assignment is late. After five days, a student can earn no higher than a 50% on the late assignment until the end of the quarter.

Logic School – Homework Guidelines

Grade 6: 75 to 95 minutes, including 20 minutes of daily reading

Grades 7 and 8: 85 to 105 minutes, including 20 minutes of daily reading

Logic School – Homework Policy

If a student spends more time on homework than designated above, the teacher who assigned the homework should be promptly informed so that corrective measures can be taken. While occasionally homework assignments will require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework and will then contact the parent to review the circumstances. The dean should next be consulted if these steps do not remedy the situation.

All homework assignments are to be completed before the beginning of class and are due at the beginning of each class. In grades 6-8, failure to complete homework on time will result in a 50% loss of credit on the day after it was due and no credit thereafter. Parents are encouraged to regularly check the parent portal in order to stay current with their student's academic progress. Teachers are encouraged to contact parents if missing homework becomes chronic and consistent.

*Students in grades 6-8 that are taking high school level courses will follow the Rhetoric homework guidelines for those courses.

Rhetoric School – Homework Guidelines

Grades 9-12: Rhetoric School students typically receive from 20 to 35 minutes of homework per course, per day. Students at times can expect an addition to the number of minutes needed to properly complete required homework assignments.

Rhetoric School – Homework Policy

If a student spends more time on homework than designated above, the teacher who assigned the homework should be promptly informed so that corrective measures can be taken. While homework assignments may on occasion require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework and will then contact the parent to review the circumstances. The dean should next be consulted if these steps do not remedy the situation.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Failure to complete homework on time will result in no credit. Parents are encouraged to regularly check the Parent Portal in order to stay current with their student's academic progress. Teachers are encouraged to contact parents if missing homework becomes chronic and consistent.

Logic & Rhetoric School Late Work Policy

It is the responsibility of the student to make up missed homework after any absence, planned or due to illness. Make-up work must be completed in the number of days equal to the absence (unless an extension has been approved by the teacher within the deadline). For instance, if a student misses two days of school, all make-up work must be completed within two days of his or her return to school. If a student is unable to attend school and seeks assignments, the students/parents should check the parent portal for assignments and follow-up with the teacher.

An absence on the due date of a major assignment (essay, lab report, project, etc.) or exam does not extend the due date of that assignment. The student should expect to submit the work and/or make up the exam on the day of return to school. Absences during the preparation time of a major assignment may not extend the due date.

Often success with homework is a condition of the student's self-regulation. Skillful self-regulators have an arsenal of strategies that enable them to achieve efficiently and effectively: help-seeking, planning, goal-setting, time-management, self-monitoring, distraction reduction, questioning, comprehension monitoring, and the use of feedback. Students who struggle often do not systematically employ these strategies, even though they may, in fact, spend a significant amount of time working/studying.

If your child is absent, school work from that day will be collected and be made available for pick up after dismissal that day. Because the teachers work with students all day, collecting and getting the materials to the office prior to dismissal is unlikely.

Communication

Classical Preparatory teachers are honored by the opportunity to teach young minds and are passionate about student success.

While there is great benefit in clear and frequent communication between school and home, a common understanding between the parties is the foundation upon which all communication must be built. Without a common goal and a general agreement about how to achieve that goal, there can be much communication with little positive result.

It is especially important for parents to be a positive source of support and encouragement to their child(ren) at these times while maintaining support of the school program. Concerns should be communicated to individual teachers, not in front of or through the child. It is very difficult for children who respect and love both their teachers and parents to process when these worlds appear to “collide.” When conflict or questions about the school program or classroom practice arise, concerns should be communicated to individual teachers first and foremost, before consulting administration, and not with other parents or faculty members.

Teacher/Parent Communication

We encourage parents to talk with or email the teacher as soon as they think their son or daughter might be having difficulty. The earlier a problem is recognized, the easier it is to resolve.

Teachers can be reached via their Classical Prep assigned email address. The teacher will return communication promptly (usually 24 to 48 hours), but will not respond to emails or calls during the teaching day unless a planning time allows. In the case of an emergency, please call the front office. Please do not use Parent Square to communicate with a teacher about individual student issues.

Communication that fails to yield a teacher response after 48 hours should be brought to the attention of the Deans of Academics and Students via their email addresses.

Parents should not access a classroom Zoom session to address student concerns. The classroom Zoom sessions are for instructional purposes only. Students and their teachers will be the only participants in these sessions.

Roles and Responsibilities

Parent/Guardian(s): The primary means by which parent/guardian(s) can assist their children are:

1. Encouraging their children to grow in intellect and character.
2. Providing a distraction-free study environment.
3. Supporting the teacher and school in their attempts to fulfill the mission and vision for each child.
4. Regularly engage the parent portal.

Teacher: Teachers are responsible for clearly communicating to the student and what is expected. Teachers are also responsible for notifying parent/guardian(s) when their student is struggling considerably with the material or is not performing as expected.

Student: Students are responsible for tracking assignments, understanding stated course requirements, and meeting deadlines. It is also the job of the students to communicate honestly with their parents about their class and homework assignments

Food and Nutrition

New 8/12/20 All families participating in Remote Live Instruction (RLI) will have the opportunity to pick up breakfast and lunch from Classical Prep. Meal distribution will take place each Wednesday from 10:00 a.m. to 10:30 a.m. All meal distribution will take place out of the Borealis building (Building #2). Parents will drive up to the end of the sidewalk in front of Borealis. Parents and children must remain inside the vehicle at all times.

New 8/12/20 SLA Management staff will be available to bring the meals to your car. Parents will be asked to provide the name and ID number for each child they are picking up meals for so each child's account may be charged accordingly. Meals will only be distributed to current Classical Prep scholars that are participating in RLI. Families will be provided with 5 breakfast meals and 5 lunch meals. The meals will be served cold and you will be provided with reheating instructions. There is no specific menu for meal pick up, however the meals will be a combination of items that are being served on campus that week.

Changing Instructional Models

To effect a change for your child from RLI to on-campus instruction, parents must email the deans for the proper school (Lower or Upper) and explain the reason for the request. Students will not be permitted to volley back and forth from one option to the other. A return to on campus instruction will only be considered at the end of the quarter or end of semester.

Parent and Student RLI Tools

Please visit <https://classicalprep.org/rli/> for more information and tutorial videos. If you have any technical support questions, please contact techsupport@classicalprep.org.

Contact List

We are here to support you! It's important that you are directed to the best person to help you. Below you will find the most common ways to reach the support you may need.

Day-to-day classroom concerns: email the assigned teacher

Technology help: techsupport@classicalprep.org

General Classical Prep questions: info@classicalprep.org

Concerns or specific student requests: smerchant@classicalprep.org (K-5) or jbrightman@classicalprep.org (6-12)

FAQ - Who do I contact?

My internet is slow/not working.
Contact your internet service provider for troubleshooting.

I can't load Zoom.
Email: techsupport@classicalprep.org

My child will be absent.
Complete attendance reporting form - <https://classicalprep.org/reporting-absences/>

The homework assignment won't load.
Email: techsupport@classicalprep.org and assigned teacher

When is the science test?
Email: assigned science teacher

I want to transfer my child(ren) to on-campus instruction.
Email: smerchant@classicalprep.org (K-5) or jbrightman@classicalprep.org (6-12)