



PRIDE
online

Pride Online 2020-21 Students and Families Handbook

This document only contains any information that is different from our regular handbook pertaining to our Pride Online program for the 2020-21 school year.

To receive comprehensive information about Henderson Collegiate, refer to our HC Students and Families 2020-21 Handbook (found at: <http://hendersoncollegiate.org/wp-content/uploads/2020/09/HC-Student-Parent-Handbook-2020-21-FINAL.pdf>).

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PRIDE ONLINE VISION & EXPECTATIONS

The Vision

The vision of Pride Online is to provide students with an excellent online education and to keep families and students connected to the Pride.

In order to achieve our online goals, each member of the Pride should meet the following expectations:

Students of the Pride

- Attend the required live lessons in the appropriate HC attire;
- Complete the required online modules and assignments;
- Attend the required Team Times / Pride Meetings / Forums / Advisories;
- Be fully present and engaged during online lessons;
- Reach out to teachers during phone calls and office hours for additional support and/or submit support tickets as needed; and
- Be responsible with school computers or devices.

Parents of the Pride

- Make sure students are attending live lessons and Team Times / Pride Meetings Forums / Advisories;
- Make sure students are completing the required modules and assignments;
- Encourage your child to reach out to their teachers or to submit a support ticket as needed for any additional support;
- Make sure students are being responsible with school computers or devices; and
- Be responsive to all school communications (texts, surveys, emails, etc.).

SCHOOL SCHEDULES

Elementary School

Note: Reading groups occur throughout the day, so your child’s group may be at a different time. Refer to the schedule in Canvas to know the exact time.

Kindergarten – 2 nd Grade	
Time	Event
8:30-8:55am	Pride Meeting
9:00-9:30am	Guided Reading
9:30-10:00am	Reading Mastery
10:00-10:30am	Enrichment
10:30-11:30am	Math Meeting and Math
11:30am-12:00pm	Lunch
12:00-1:35pm	Individually Scheduled Reading Mastery / Guided Reading / Breaks
1:35-2:20pm	Writing
2:20-3:00pm	Enrichment

3 rd Grade	
Time	Event
8:15-8:40am	Pride Meeting
8:45-9:15am	Guided Reading
9:15-9:45am	Reading Mastery
9:45-10:45am	Math and Wheatley Block 1
10:50-11:20am	Enrichment
11:25-11:55am	Lunch
11:55am – 1:30pm	Individually Scheduled Reading Mastery / Guided Reading / Breaks
1:30-2:10pm	Break

Middle School

Time	Group A	Group B	Group C	Group D
7:50-8:20am	Open GL Office Hours			
8:35-9:30am	Pride Time with Pride Time Zoom			
9:35-10:25am	Class 1	Class 1	Class 1	Class 1
10:25-10:40am	Independent/Bathroom Break			

10:45-11:35am	Class 2	Class 2	Class 2	Class 2
11:40am-12:30pm	Class 3	Class 3	Class 3	Class 3
12:30-1:10	Lunch and Bathroom Break			
1:15-2:05	Class 4	Class 4	Class 4	Class 4
2:10-2:20	Full Pride Shout Outs with Pride Time Zoom			
2:25-3:00	Tutoring			

High School Schedule

Monday – Thursday Remote Schedule (50-min. classes)	
8:00-8:50am	Forum (M/Th) / Team Time (W)
8:55-9:45am	Class 1
9:50-10:40am	Class 2
10:45-11:35am	Class 3
11:40am-12:30pm	Class 4
12:30-1:10pm	Lunch / Office Hours
1:15-2:05pm	Class 5
2:10-3:00pm	Class 6
3:05-3:40pm	Office Hours

PRIDE ONLINE POLICIES

Weekly Pride Post

Every week, each of the schools will send home a newsletter with important notices, dates and information for students and families that will be posted on our Pride Online website. Weekly newsletters will be posted on Pride Online every Monday by 8am.

Parent Conferences

Each quarter, we will continue to have parent conferences to go over your child's report card. Both the parent and child are expected to attend the conference, and students should wear an HC t-shirt, polo or sweatshirt. More information will be forthcoming about whether conferences will be virtual or in-person.

Curriculum Overview

The Pride Online curriculum is driven by clear performance standards for what students should know and be able to do. For each grade level, standards are based on the national and state curriculum frameworks aligned to the NC Standard Course of Study, which is aligned to the Common Core. Teachers will use regular assessments to measure how well students are mastering the standards.

Pride Online Components

- All core classes are taught live.
- There will be some required classes that students will need to complete independently, and for which they will need to independently submit assignments, but the majority of classes will be taught live.
- Each day starts with a Pride Time / Forum to help build connection and relationships with students.
- Enrichment classes will continue to be taught during Pride Online.
- Students will still be expected to independently read and take a weekly comprehension quiz to assess their comprehension. Elementary and Middle School students will be assigned weekly reading goals throughout the quarter.

Attendance and Tardiness:

In order to complete a rigorous college preparatory curriculum, it is necessary that students are attending all of their live classes and completing any recorded lessons. Students with excessive absences from live classes or who do not complete the required work for both live and recorded lessons run the risk of not passing their classes.

Attendance:

- Attendance will be tracked daily for each student's live classes.
- If a student misses a live class, the school will reach out with a phone call.
- If a student exceeds five (5) classes missed, the school will send home a letter and conduct a required parent conference.
- If a student exceeds 15 classes missed, they run the risk of failing the class and/or grade level.
- Tardies, absences, and late work submissions are factored into students' overall participation grades for the Pride Online Program.
- If an absence or a tardy/late submission is excused, the student will have an opportunity to make up the work, and the tardy or absence will not impact his or her participation grade.

Tardiness:

- A student is considered tardy if they log on after the required class time.
- 10 tardies to a class will equal 1 absence.
- After 10 tardies, the school will conduct a required parent conference.

Make-up Work

- If a student misses a deadline, they have until 8:00am on Monday of the following week to turn it in.
- At 8:00am on the Monday following a missed assignment, teachers will do one final check for any final / late submissions, which will be tracked as "late".
- If a student has an extenuating circumstance and is proactive about it with his or her teacher, the situation will be considered on a case-by-case basis and the student may receive an updated, fair deadline by which to turn in the work.

Absence Policy

- Absences that are accompanied by a note from a doctor will be considered excused.

- Families may email the note to the Student Information Systems Coordinator (SISC) for their school, as listed in the chart below:

School	Name	Email Information
Henderson Collegiate High School	Mrs. Decosta	cdecosta@hendersoncollegiate.org
Henderson Collegiate Middle School	Mrs. Wilcox	kwilcox@hendersoncollegiate.org
Henderson Collegiate Elementary School	Mrs. Todd	jtodd@hendersoncollegiate.org

Perfect Attendance

- In order to be considered for the perfect attendance award, a student must be present for each live class required for that day, each day of the quarter.

Dress Code

- Students are required to wear an HC t-shirt, polo or sweatshirt to their live classes Monday – Thursday. On Fridays, students may wear a college t-shirt or sweatshirt.

Elementary and Middle School Grading Policy

- Throughout the week, various assignments will be collected for a grade.
- Each class will provide both formal and informal assessments to determine each child's level of mastery.
- Participation will be a part of your child's work habits grade. Families will receive a bi-weekly progress report to keep them updated on their participation grade.
- Mid-quarter, each family will receive a progress report to update them on the academic progress of their child. The progress report will not be part of their formal academic record. Rather, progress reports will serve as an opportunity to communicate to families and their child on their academic progress.
- At the end of each quarter, students will receive a final report card.
- Below is the grading scale each school will use to determine students' achievement levels / grades:

Grade	Achievement Level
90 – 100	4
80 – 89	3
70 – 79	2
69 and below	1

High School Grading Policy

High School Grading Philosophy

Our goal is to have our grades reflect student mastery in the course. Approximately 20% of a students' grade is based on participation and effort, while 80% is based on their content accuracy and achievement.

High School Grading Scale

Average	Grade	Quality Points Reflected on Transcript		
		College Prep	Honors	AP
90-100	A	4.0	4.5	5.0
80-89	B	3.0	3.5	4.0
70-79	C	2.0	2.5	3.0
60-69	D	1.0*	1.5*	2.0*
<60	F	0.0	0.0	0.0

*HCHS does not recognize Ds as a passing grade. A student must earn a 70 or higher in a class to pass that class for that year.

Students who have a 60-69 overall in a course at the end of the year will require summer remediation in order to earn credit. Failure to pass/complete remediation may require

them to retake a course or put them at risk for retention.

Students who have a 59 or lower overall in a course at the end of the year will have to retake the course the following year and may be at risk for retention.

High School Late / Missing Assignment Policy

- Students who fail to turn in an assignment may turn it in the next day for a reduced grade.
- The most a student can earn on any late assignment is a 90%. Teacher discretion can be used to determine how many percentage points to dock depending on how late the assignment is.

High School Make-up Assignment Policy

- If a student is absent for one day, the assignments that were due on the day of the absence would be due on the day the student returned.
- The assignments that the student missed on the day of their absence will be due the next school day, along with the assignments received that day.
- If a student misses two days of school, they will have two days to turn in all of their missing assignments. (3 days absent, 3 days to make up, etc.)
- Whenever possible, students should be proactive and get assignments ahead of time to ensure timely completion.
- Teachers can “close” an assignment to make-ups after a certain date. The close dates will be communicated to students in class or through Canvas.
- Students with long-term absences should meet with their teacher during their scheduled office hours to determine a make-up plan.

High School Retake Policy

- We allow all tests and quizzes with scores of 84% or below to be retaken by students (in certain cases, no make-ups are allowed). All teachers will have an Office Hours block that students can use to check in with teachers or schedule retakes.
- Students are urged to have completed at least one tutoring session or complete corrections before earning a retake.
- Test or quiz corrections will be done at teacher discretion. If they are permitted, students are still held accountable for a retake (the retake will influence their grade, not the corrections).
- It is at teacher discretion whether to replace the lower grade or average the two scores upon completing retakes.

High School Grades Per Week / Per Quarter

- Students will, on average, receive two grades per week (one grade from the weekly participation rubric, and one grade from an assignment or assessment).
- Every class will send home a Progress Report at the midway point of the quarter.

High School Grading Breakdowns	
<p>English AP Lang. / Lit.</p> <ul style="list-style-type: none"> • CW/Participation: 25% • Test/Quizzes: 30% • Essays: 25% • IA: 20% <p>English I-IV</p> <ul style="list-style-type: none"> • CW/Participation: 25% • Test/Quizzes: 30% • Essays: 25% • IA: 20% 	<p>Math</p> <ul style="list-style-type: none"> • Work Habits/Participation Rubrics: 25% • Tests- 30% • Quizzes: 25% • IA (taught material): 20%
<p>History</p> <ul style="list-style-type: none"> • Work Habits (Participation, Homework, Notes): 20% • Composition (Graded Final Write*, DBQs, SAQs): 15% • Quizzes: 20% • Tests**: 25% • IA: 20% <p>*Clear rubrics will be provided to students before they write. When a final write is counted for a grade, students will be given at least 12-15 minutes to write after planning out their answers.</p> <p>**2-4 tests will be given per quarter.</p>	<p>Science</p> <ul style="list-style-type: none"> • Work Habits/Participation: 20% • Tests/Projects: 35% • Quizzes: 25% • IA (taught material): 20%
<p>Spanish</p> <ul style="list-style-type: none"> • Work Habits/Participation: 20% • Tests/Projects: 35% • Quizzes: 25% 	<p>Office - 1st Proposal</p> <ul style="list-style-type: none"> • Performance Tasks: 45% • Work Habits / Participation: 20% • Typing: 15% (Hybrid only)

<ul style="list-style-type: none"> IA (taught material): 20% 	<ul style="list-style-type: none"> IA (taught material): 20%
<p>Band/Chorus</p> <ul style="list-style-type: none"> Participation: 30% Performance: 40% Practice Logs/Do Nows: 10% Theory: 20% 	<p>Health/College Readiness</p> <ul style="list-style-type: none"> Health Assignments (weighted so tests and projects are more than quizzes/work habits): 60% PRIDE Record: 40%
<p>ACT Prep:</p> <ul style="list-style-type: none"> Participation Rubric: 30% Forum/Team Time Attendance: 10% <ul style="list-style-type: none"> -20% for each day that you miss, so that you may earn: <ul style="list-style-type: none"> 80% if you miss one 60% if you miss two 40% if you miss all three -10% for a tardy or for leaving early Tests/Quizzes: 40% IA: 20% 	<p>PE</p> <ul style="list-style-type: none"> Freshmen Team Time and Forum Attendance: 30% <ul style="list-style-type: none"> 20 points per forum and TT Participation (completion of assignments): 30% Quizzes/Performance Tasks: 40%

Courses in Which the E1 (Final Exam) Counts as 20% of the Total Grade for the Year:	
<ul style="list-style-type: none"> Math I Math II Math III Pre-Calc Honors Calc Statistics English I English II English III English IV 	<ul style="list-style-type: none"> Pre-AP World Honors World History Civics (TBD) Intro to Comp Sci Spanish I Spanish II Spanish III Biology Honors Chemistry

Note: Most AP subjects do not give a traditional final exam

Types of High School Grades

- Accuracy Grades** test student knowledge by evaluating the responses that come

out of students' heads on-the-spot; these on-the-spot answers are graded for right/wrong, or evaluated by their accuracy.

- **Work Habit Grades** are only given for assignments that are effort-based or for which students are permitted to use resources while completing (homework, classworks, participation, preparation, showing work on an assessment, etc.). Students will receive a weekly participation grade.
- If students are missing a grade, they should reach out to the teacher to make it up during that teacher's scheduled Office Hours.
- Students will receive a grade based on their attendance in Forum and Advisory this year. This will account for 10% of a student's grade for one of their courses (9th: Health, 10th: Chemistry, 11th: ACT Prep, 12th: Senior Seminar. There are 2 forums per week, and 1 advisory. In order to receive full credit, students need to be present for the entirety of these times and participate with their cameras on.

Score:	What it Means:
√++ = 100%	<ul style="list-style-type: none"> • All meticulous (neat) • All work is shown • Fully correct • Following each direction on the page
√+ = 95%	<ul style="list-style-type: none"> • All meticulous • Does not have to be 100% correct • Showing work/going through steps
√ = 85%	<ul style="list-style-type: none"> • Does not have to be 100% correct • Mostly neat, most work is shown, but there may be a few silly mistakes
√- = 75%	<ul style="list-style-type: none"> • More than a few silly mistakes • Use of strategies is inconsistent
√-- = 65%	<ul style="list-style-type: none"> • Can't read it • Not showing work • Clear lack of effort/disorganized

OR

<p>Produces Meticulous Work</p>	<p>√++ (100%) Student consistently uses strategies on every problem and work is organized and meticulous.</p> <p>√+ (95%) Student consistently uses strategies on every problem and work is meticulous.</p> <p>√ (85%) Student uses strategies on most problems and work quality is average.</p> <p>√- (75%) Student inconsistently uses strategies on every problem and work is sloppy</p> <p>√-- (65%) Student does not use strategies and work is sloppy and disorganized</p>
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Academic Integrity at the High School

- Students are expected to show academic integrity on all assignments that are turned in.
- Academic dishonesty will result in large point deductions and mandated retakes.
- In instances where this occurs, students will also be expected to produce research detailing the implications of academic dishonesty at the collegiate level and will have increased security on future assessments.
- Severity of the consequences increases in the case of repeated infractions.

Tutoring

Students who have demonstrated the need will receive extra tutoring time during certain times of the day.

DISCIPLINE POLICY

Guiding Discipline Principles

- Our discipline system is built on the idea that discipline is part of effective teaching. Every mistake is a teachable moment that helps our students become better people.
- We guide our decisions with the understanding that our focus is: 51% on character, 49% on academics.
- One of the best strategies to mitigating discipline issues is prioritize building relationships with students. Students respond best when they know that you care about them AND have high expectations for them.

Student Expectations for Remote Learning

1. Arrive to the link EARLY to account for technical difficulties.
2. Wear an HC t-shirt, sweatshirt, or polo Monday-Thursday, and/or a college t-shirt/sweatshirt on Fridays.
3. Choose an area that is free of distractions (phone away, TV off, etc.).
4. Always MUTE your microphone unless you are speaking.
5. Always have your camera ON, this will allow for connection and make it feel more like an in-person class.
6. Always keep yourself centered in the screen.
7. Ensure your computer is fully charged or plugged in during the LIVE sessions.
8. Ensure that your body language and behavior is professional or positive (i.e. it should look like you are sitting in a desk).
9. When writing, avoid text slang and abbreviations.
10. Participate and stay engaged for the entire class.
11. Be kind and respectful to your teammates and teachers.
12. Complete all assignments independently and with academic integrity.

Any egregious violations of these expectations could result in, but are not limited to, one of the following:

- If a student breaches the culture of respect towards adults or students during a live class, they are subject to removal from the class.
- Follow-up conversations may be earned with the Dean of Students, Principal, Instructional Leader or teacher for students to own their actions, and in which students will have a conversation to show their understanding of how it impacted them and the HC community.
- Follow-up parent phone calls and/or a parent and student conferences will occur.

- If the behavior persists, students are subject to being penalized by not being able to access certain features with their technology, or not being able to participate in different technological activities, which would impact their participation grade.

Cheating/Plagiarism

- The Pride Online will follow the same guidelines as prescribed in the Henderson Collegiate Students and Families 2020-21 Handbook. Cheating and plagiarism are serious offenses. If a student copies another student's work or if a student gives another student his/her work, it is considered cheating. Plagiarism involves the stealing of someone else's ideas or words as one's own, or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's own, original work.
- If a student is found cheating or plagiarizing, then they will receive a 0 for their work and an additional consequence.

TECHNOLOGY POLICIES

Technology Agreement

Students have been provided with information around student expectations, as well as technology contracts. Students who breach an agreement within the student expectations and/or technology expectations will be followed up with by their teacher and Grade Level Chair or Dean. If necessary, families will be contacted to be informed of the students' actions and any consequences earned.

Device Care, Repairs, and Replacement

During the Pride Online, Henderson Collegiate will partner with families to ensure that all students have the ability to learn digitally. Parents should prioritize ensuring that school devices are taken care of and are stored in a safe location. If a device is broken, families should submit a ticket through IncidentIQ (the link can be found on the [Pride Online website](#)). If parents are unable to submit a ticket, they should email their concern or issue to helpdesk@hendersoncollegiate.org.

The table below documents the cost to obtain a new device. Families should understand that the costs below are reduced in order to support students in their learning.

Type of Issue	Cost	New Computer?	Deposit returned?
<u>Screen Repair</u>	\$50.00	No	NA
<u>Charger</u>	\$15.00	No	NA
<u>Lost Device</u> If the device is lost...	Family pays the full price of the device prior to receiving a new device. HC will take cash or a check written to Henderson Collegiate.	A new computer will be issued when the payment is made by the family.	The deposit will not be returned for this device.

<p><u>Stolen Device</u> Stolen is defined as taken, robbed, etc. HC families should file a police report.</p>	<p>If a parent has a legitimate police report, they will work with the DOO directly.</p>	<p>If the police report is legitimate and the DOO is able to verify the accuracy of the issue, he/she will issue a new device to the family.</p>	<p>There is no deposit needed on this particular case.</p>
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Returning Devices

Per the guidelines of the contract signed by families during the pick-up process, all devices belong to Henderson Collegiate and must be returned to the school at the designated time. If any device is not returned, the family will be asked to cover the full cost of the device (see the table on pg. 18-19 for these costs). If the family does not pay for the device, the fee will roll over to the following school year.

Misuse of Technology

Henderson Collegiate has installed a software on all 2nd through 6th grade devices. This software allows staff members to monitor student activity. If a student is exploring inappropriate material, sending inappropriate messages or participating in activities that are not aligned with the HC culture, they will be ‘locked out.’ Students will be put on a probationary hold determined by the Director of Operations of the school, the Principal and the Dean of Students.

Materials for Students to Bring Home

Henderson Collegiate will continue to provide opportunities for students to pick up materials during remote learning as needed. If families have not paid for the items, then it is expected that the materials/books are returned undamaged by the required / specified times.

For any materials that the school provides that are not returned, or that are damaged beyond use, families will be required to pay for the cost of the item