



Austin Prep

Dear Austin Prep Students and Families,

You recently received an email from Dr. Hickey which referenced forthcoming information from the Office of Academic Affairs with the plans for Austin Prep's deployment of Remote Teaching and Learning.

Austin Prep will be using the videoconferencing app Zoom Cloud Meetings to conduct Remote Teaching and Learning. Students are asked to download the free Zoom Cloud Meetings App from the Apple Store on their iPads. The application is also compatible with web browsers. Students do not need to create an account as students will not be hosting meetings/classes.

During this time of Remote Teaching and Learning, Austin Prep will follow a modified schedule of its Advisory Program and rotating academic block schedule. Classes will be 45-minutes in length and will allow for teachers to interact with their students and discuss concepts, skills, and assessments as well as maintain the connections our students and teachers enjoy in class. During this time period, students should check their Austin Prep email at least twice a day.

Students are in the process of receiving emails and/or Google Calendar invitations from their advisors and teachers with individual links to enter these virtual classrooms. We asked faculty to build out these links through Friday, March 20 as both faculty and students become accustomed to this new environment.

To enter the virtual classroom, students simply need to click the link for the correct class at the correct time. This will then take them to Zoom App or website where students will follow prompts to enter information contained in the email/calendar invite from their teachers. Students are expected to be in all of their classes and be on time as attendance will be taken.

When classes begin on Wednesday, March 18, we will be on a Day 2. Advisory will meet at 8:30 a.m. Classes will begin at 9:00 a.m., 10:00 a.m., 11:00 a.m., and 1:00 p.m. To view the full schedule for our anticipated time away, [please click here](#).

To help students prepare for Remote Teaching and Learning, we have created a Student Checklist. To access that document, [please click here](#). The document addresses FAQs such as preparing your home for class, advice on technology, and an important reminder that the community norms of Austin Prep apply.

I echo Dr. Hickey's remarks that the strengths of Austin Prep will empower our school in navigating this unprecedented time and uncharted territory. I am extremely proud of and thankful for our faculty who are demonstrating "continuing education" in action. Over the past couple of days, they have been learning how to navigate this videoconferencing technology in realtime in order to be able to educate our students through frequent interaction and support. This Remote Teaching and Learning environment is new for us all, and we appreciate your patience, flexibility, and willingness to learn along with us.

If we can be helpful to you, please reach out via email to Mr. Michael McLaughlin, Head of Middle School, for Middle School questions at mmclaughlin@austinprep.org or to Michelle Connor, Academic Dean, for Upper School questions at michelle.connor@austinprep.org.

Sincerely,

A handwritten signature in black ink that reads "M. McLaughlin". The signature is written in a cursive style with a large, stylized "M" at the beginning.

Michael McLaughlin
Head of Middle School