



Distance Learning Guide for Parents/Guardians: Fall 2020

What are the goals of distance learning?

- Provide engaging, accessible, differentiated, student-centered learning experiences
- Provide structure and routine, connection to community, and space to attend to our humanity
- Support students to gain proficiency on standards-aligned content
- Support students to develop the learning strategies that are particularly important for distance learning
- Support students' wellbeing and social-emotional skills
- Focus in particular on students needing additional support

What are the differences between Distance Learning last spring and Distance Learning this fall?

Crisis Schooling: Spring 2020	Virtual Schooling: Fall 2020
<ul style="list-style-type: none"> ● Reactive ● Review/reinforcement ● Recorded lessons ● No attendance taken ● Flexible daily requirements 	<ul style="list-style-type: none"> ● Intentional ● Grade-level standards ● Live lessons ● Attendance taken ● Regular daily/weekly schedule

What will the week look like?

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<i>Independent Work Time</i>	9:30-10:30 A block	9:30-10:30 A block	9:30-10:30 A block	9:30-10:30 A block
11:00-11:40 Office Hours	10:40-11:40 B block	10:40-11:40 B block	10:40-11:40 B block	10:40-11:40 B block
11:40-12:20 LUNCH	11:40-12:20 LUNCH	11:40-12:20 LUNCH	11:40-12:20 LUNCH	11:40-12:20 LUNCH
12:20-1:20 Advisory	12:20-1:20 C block	12:20-1:20 C block	12:20-1:20 C block	12:20-1:20 C block
	1:30-2:30 D block	1:30-2:30 D block	1:30-2:30 D block	1:30-2:30 D block
	2:30-3:30 Office Hours	2:30-3:30 Office Hours	2:30-3:30 Office Hours	

****Office Hours schedule will be shared via ParentSquare and Google Classroom by August 17***

How will my student be graded?

In general, students should expect:

- To attend each online class, complete classwork and homework to the best of their ability, and to attend online Office Hours if they have questions or need additional support
- To spend at least one hour of homework for each class/each week, in addition to live learning time
- To earn a letter grade (A, B, C, or Incomplete) based on their proficiency and process of learning
- The following category weighting for core academic classes:
 - 80% Proficiency: *what a student knows and can do*
 - 20% Process of Learning: *reflection, practice, goal-setting*

Additional details of our Quarter 1 grading policy will be shared shortly, following guidance from the California Department of Education.

How can I support my student?

This is a complicated and challenging time for families. Each family's circumstances and needs are unique. These tips are intended to be a resource for developing a plan that will work for your family:

1) Be sure to read communication from the school and from your student's teachers.

- Make sure you're receiving ParentSquare messages. Update contact information by calling _____ or emailing _____.
- Reach out with questions and feedback.
- Complete parent surveys so your voice is heard.
- Check PowerSchool and Google Classroom to monitor your student's progress.

2) Establish routines and expectations. Routine supports learning and provides a sense of safety for students. As much as is feasible for your family:

- Keep sleep schedules consistent
- Set regular hours for schoolwork
- Discuss and agree on the family's expectations for device use, how to share space for schoolwork, schoolwork completion, communication, check-ins on progress.
- Write these agreements down and make them visible in the home.

3) Address physical and social-emotional needs.

- Encourage your child to be active in some way during the day-- even doing chores can get them moving!
- Regularly check in with your child about how they're feeling. It's normal to be anxious, preoccupied, sad, and upset during an unprecedented time like this. Naming what they are feeling is an important step.
- Help your child find ways to connect with friends while maintaining social distance.

4) Be flexible

- Plans may need to change based on new direction from the state or city, on family or individual needs, or other circumstances.
- Be gentle with yourself-- these are unprecedented times for parents in particular. We can only do our best.

Distance Learning Classroom Norms

Be present.

- *Arrive on time.* We recommend logging in a couple minutes before class in case login is slow or you run into tech problems during login. Attendance policies for live learning classes will be the same as during in-person school:
 - **Tardy (T)** means you have arrived after the sign-in period at the start of class.
 - **Tardy Cut (C)** means you have arrived more than 20 minutes late to class.
 - **Unexcused Absence (U)** means you didn't attend class, and your parent/guardian did not call in to provide an excusable reason for your absence.
- *Actively participate,* either with your voice, on the chat, or other means the teacher provides.
- *Be free of distractions,* including your phone, as you would in an in-person environment.
- *Be visible,* camera on and face visible, unless you've made arrangements in advance to not use your camera. Since our work together relies on feeling connected and in relationship with each other, it's important that we can see each other as we would in a classroom space. We recommend turning off "self view" so that you can focus on what others are saying.

Be respectful.

- *Use words and images that are school-appropriate and respectful of others, just as you would in-person.* All school rules apply to the live learning environment, including using non-discriminatory language and images.
- *Recognize that this is a new and challenging shift for all of us.* Your teacher is working hard to make learning valuable for you in a new environment. Your peers may be dealing with challenges you're not aware of. Bring your most compassionate, patient self.

Live Learning FAQs

How does a student make arrangements to not use the camera?

Any student might have a particular day when either the camera or the audio isn't a good option-- for example, if there is noise and/or visible distraction at home. If that's the case, send an email or message to your teacher explaining the situation. Then make it clear to your teacher that you are still present and listening by participating in the chat.

A student who has an ongoing concern about using the camera should reach out to Ms. Edinburgh. The student will share the nature of their concern, and they will work together to establish how they can best participate in distance learning.

Is it OK to use the chat instead of the audio?

Generally, yes. You might use the chat because your family is loud in the background, for example. The exception would be in the case that hearing your answer verbally is part of the activity, such as in a world language class. In that case, please use the audio when possible, and when not possible please let your teacher know that and offer to speak with them with audio at a different time.

Can students use digital backgrounds on zoom?

Yes, if the background is:

- A school-appropriate image that won't distract other students
- Not animated
- The same throughout the class

Teachers have discretion to ask students to change or remove their background, and students who are not making good choices about their background will lose the privilege of having one. As with all online posting, students should not use photos of other students or community members unless that person has given their explicit consent.

Is it OK for students to take screenshots?

Students may take screenshots of content, such as a digital white board explaining a math problem. Students are not to take screenshots of other students or community members.

For questions about ...	Contact/Reference...
Start here: The Student Support Launchpad on the Gateway Website	
...a course, assignment, or resource	...the relevant teacher ...Google Classroom
...a technology-related problem or issue	Tech Support: <ul style="list-style-type: none">● VOICE:● TEXT:● EMAIL:
...a personal or academic concern	...Advisor, or counselor/Resource Specialist if applicable
...a college prep or admissions concern or question	College Counselors:
...a social-emotional concern or mental health concern	Director of Counseling Services Additional resources: Comprehensive Child Crisis: (415) 970-3800 S.F. Suicide Prevention: (415) 781-0500
...other issues related to distance learning	Co-Principal