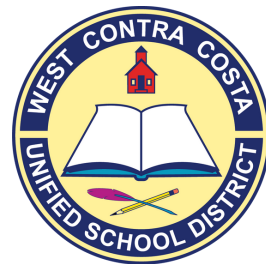# GUIDE TO DISTANCE LEARNING 2020

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

MAINTAINING SAFE SCHOOLS, SAFE SPACES

TABLE OF CONTENTS

MESSAGE FROM MATTHEW DUFFY, SUPERINTENDENT

Welcome to the 2020-21 school year!

COVID-19 has forced us to start the school year in a distance learning model. While these are less than ideal circumstances, I am confident that this will be a successful and exciting year filled with new ways of teaching and learning. It is my expectation that students will have rigorous, challenging and engaging lessons and will also experience more support for their socio-emotional well-being.

Schools are places for students to grow academically. But we also know that students need more than academic instruction. They need more connection with their teachers and their peers, additional socio-emotional support and access to counseling resources.

The framework that we have set up provides time and space for that support. There will be a homeroom or advisory period every day in order for teachers to check in with students and every Friday has been set aside for wellness. On Fridays, teachers will hold a family hour where students and their families can connect to their teachers. Then, the rest of the day will be reserved to support students' mental health, social connections, academic needs, and enrichment.

We are providing you this guide to help you, as parents, understand how we intended to provide instructional and socio-emotional support for your children while we are still in a distance learning format.
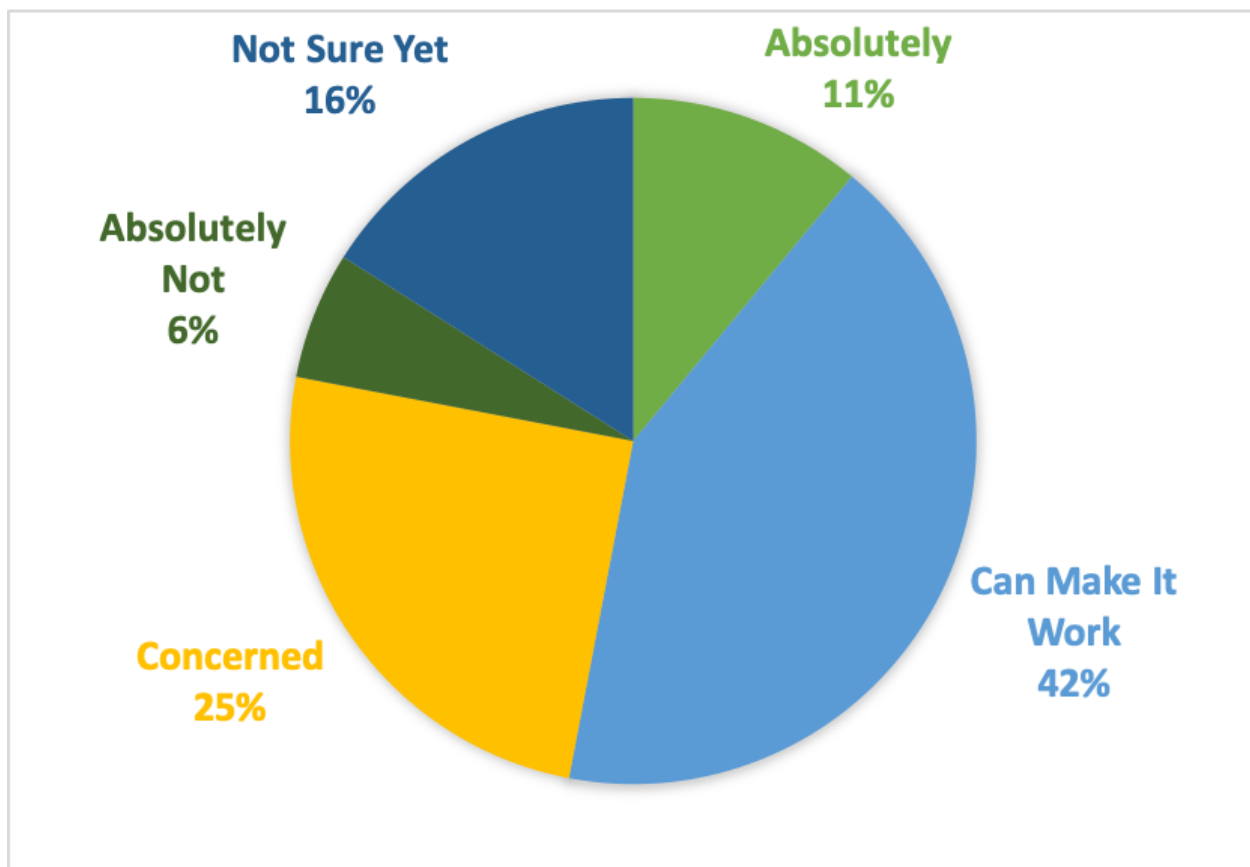
If you have any questions, please contact your child's teacher or principal.

Have a great year!

INPUT & VALUES

To help leaders make informed decisions about reopening schools, we sought out diverse perspectives from all stakeholder interests in this educational community.Several surveys were conducted with responses from 3,300 students, 7,197 parents, and 957 teachers.53% of survey respondents said distance learning will work for them.Safety and Equity were the top two concerns from stakeholders.

Will This Framework Work For Your Family?

Not Sure Yet 16%
Absolutely 11%
Absolutely Not 6%
Can Make It Work 42%
Concerned 25%

INPUT & VALUES

In making our decisions about how best to reopen the new school year, district leaders were guided by core values and common goals and objectives.

Making decisions that serve to:

- Support safety of students and staff in a healthy learning/teaching environment
- Strengthen the social emotional health and well-being of students and staff
- Promote equity and achieve equality of education opportunity
- Overcome the digital divide for disadvantaged families
- Adequately feed our students nutritious meals
- Create a culture of connectivity and collaboration in a new school environment
- Provide families with educational options to meet their unique needs
- Inform and engage stakeholders with timely, reliable and accurate information
- Provide professional development to staff and parents on distance learning

ATTENDANCE & ENGAGEMENT

On Your Marks

This year your student will be evaluated in three areas to help you see how they are doing in school. Students will receive marks in 3 Areas:
1. Attendance
2. Engagement
3. Grades (Details to come)

Attendance

- Attendance will be taken Monday through Friday ONLY in Homeroom and is part of the required 180 days of instruction
- Students are marked present if they:
  - Attend Homeroom; or
  - Interact with their teacher via email, independent lesson, or other form of communication before 3 pm that day
  - You can view your child's attendance in your Parent PowerSchool Account

Engagement

- Engagement is tracked Monday through Thursday in PowerSchool. Friday work is embedded into the reports M-Th. Students are marked engaged if they:
  - Log into a live learning session and submit an assignment; or
  - Does not attend a live session but does submit at least one assignment
- Elementary students' engagement is tracked primarily through assignments submitted
- Middle and high school students' engagement is tracked M-Th in each period/learning block except Homeroom (which is attendance only)

Student **logs in** to a live session and **submits at least 1 assignment** Student is engaged	Student does **not** log in to a live session and **submits at least 1 assignment** Student is engaged
Student **logs in** to a live session and **does NOT submit any assignments** Student is not engaged	Student **does not** log in to a live session and **does NOT submit any assignment** Student is not engaged

INSTRUCTION

All schools will create their own schedules to reflect the needs of their community based on a set of required components. These schedules will be created and agreed upon by the Instructional Leadership Team at each school.

Teachers will use best practices and include multiple methods of teaching (including direct instruction, small group and independent work) at the teacher's discretion based on the weekly posted schedule.

INSTRUCTION

- Direct instruction each day (direct instruction and independent work)
- 25-minute Homeroom/Advisory/Circle Time/Morning Meeting each day
- Professional development and training time for staff (3 hours)
- Daily planning time
- Office hours for 1:1 interaction
- Limiting the number of classes
- Assignments linked to a common platform with flexibility for teachers
- Virtual forums for student to student interaction and social opportunities such as clubs
- Monthly staff meetings, collaboration, and adjunct duties
- Training and support for parents
- Counselor contact time
- Time to discuss issues of race, equity, diversity and inclusivity with students and staff
- Weekly Family outreach

Grading

The grading system for this school year is still being developed in conjunction with students and teachers. The district is working to create a grading policy that meets California Department of Education guidance and the requirements of colleges and universities.

INSTRUCTION

The student instructional day begins at 10 a.m. daily. This will allow teachers, staff and administrators to prepare for their day from 8:15 a.m. to 10 a.m.. Every day will include a 40-minute lunch and end by 3 p.m. Schools will utilize the following framework to create their schedules:

Preschool and Transitional Kindergarten
- 120-180 minutes of content instruction daily including homeroom.
- Teachers will include an additional 30 minutes of English Language Development instruction or extra academic support as required by students.
- 60 minutes four (4) days per week for 1:1 and small group interaction

Elementary (Kinder through 6th Grade and including K-8's)
- 200-260 minutes of daily learning/engagement.
- Three (3) 45-minute Instructional Blocks (Math, Writing and Reading with integrated Science, Social Studies, and Art) + 10 total minutes passing (blocks may be combined to provide for a deeper unit of study writing/reading lesson)
- 30 minutes daily of dedicated English Language Development instructional period
- 55 minutes daily of office hours for 1:1 and small group

Secondary (7th through 12th grade)
- 200-260 minutes depending on the schedule (3X3 or 4X4)
- On a 3X3 schedule, sites will have three (3) 55-minute Instructional
- Blocks daily + 10 total minutes passing and students will take 6 classes for the entire year.
- On a 4X4 schedule, sites will have up to four (4) 50-minute Instructional Blocks daily + 25 total minutes passing and students will take up to four (4) classes a semester with up to 8 classes in the full school year.
- Students with an IEP or ELD will be required to take 4 classes a semester.
- 55 minutes daily of office hours for 1:1 and small group work

INSTRUCTION

SPECIAL EDUCATION

Students with disabilities have been disproportionately affected by distance learning. In the development of the Special Education Online Learning plan for the fall of 20202, four values were the driving factors: **Equity, Access, Flexibility, Safety.**

Students with disabilities are first and foremost members of the general education and WCCUSD student body. As much as possible, the same guidance for all students, especially those who are in resource specialist and full inclusion programs, will align with the plan for general education students. The Special Education Department worked in collaboration with the Return to School Task Force and Teaching, Learning, and Leading Department to develop the district plan that is inclusive of students with disabilities.

While physical inclusion of students with disabilities may be different in a distance learning format, the underlying belief of inclusion and the least restrictive environment remains strongly the same - students with disabilities have a right to be meaningfully and safely included in the general education program to the greatest extent possible.

ENGLISH LEARNERS

Teachers at all three levels will continue English Language Development (ELD) classes though either live online teaching to whole/small groups, and by recommending online resources to students to support their ongoing growth in English. Teachers will be responsible for maintaining ongoing contact with their caseload of English learner students and will maintain documentation of student engagement. In addition, there is dedicated time for ELD instruction for eligible students Monday through Thursday (see the Sample Schedule).

Daily integrated and designated ELD instruction using the California standards ensures access, equity, and ongoing support for English language learners. Distance Learning resources and instructional strategies that are included as part of the WCCUSD eLearning website will also include linguistic support. Please contact your school principal for more information.

INSTRUCTION

2020 SAMPLE SCHEDULES

ELEMENTARY SCHOOLS

TEACHER - ELEMENTARY SCHEDULE - Sample Option A					
TIME	**MONDAY**	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
8:20-10:00	PREP	PREP	PREP	PREP	Prep (8:20 - 9:00)
					Family Outreach (9:00 - 10:00)
10:00 -10:25	Homeroom /advisory	Homeroom /advisory	Homeroom /advisory	Homeroom /advisory	Homeroom /advisory
Block 1 10:30-11:15	Teaching/Learning	Teaching/Learning	Teaching/Learning	Teaching/Learning	Prep (10:25 - 11:00)
Block 2 11:20 -12:05	Teaching/Learning	Teaching/Learning	Teaching/Learning	Teaching/Learning	Race, Equity and Inclusion Professional Learning and Outreach (11:00 - 12:30 PM) Site / District
Lunch 12:05 -12:45	Lunch	Lunch	Lunch	Lunch	
ELD Block 12:45 - 1:15	ELD / WIN	ELD / WIN	ELD / WIN	ELD / WIN	Lunch (12:30 - 1:30)
Block 3 1:20-2:05	Teaching/Learning	Teaching/Learning	Teaching/Learning	Teaching/Learning	Staff Development (Tech Tools, Job Alike, Content) (1:30-3:00 PM) Site / District
2:05-3:00	Office Hours	Office Hours	Office Hours	Office Hours	

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

INSTRUCTION

2020 SAMPLE SCHEDULES

SECONDARY SCHOOLS

<table>
<tr><th colspan="6">Proposed Schedule 3x3 - Sample Option A</th></tr>
<tr><th>TIME</th><th>MONDAY</th><th>TUESDAY</th><th>WEDNESDAY</th><th>THURSDAY</th><th>FRIDAY</th></tr>
<tr><td>8:15-10:00</td><td>PREP</td><td>PREP</td><td>PREP</td><td>PREP</td><td>PREP (8:15 - 9:00)
Family Outreach (9:00 - 10:00)</td></tr>
<tr><td>10:00 - 10:55</td><td>Block 1</td><td>Block 4</td><td>Block 1</td><td>Block 4</td><td>Homeroom / Advisory (10:00-10:25)
Prep (10:25 - 11:00)</td></tr>
<tr><td>11:00 - 11:55</td><td>Block 2</td><td>Block 5</td><td>Block 2</td><td>Block 5</td><td rowspan="2">Race, Equity and Inclusion Professional Learning and Outreach (11:00 - 12:30 PM) Site / District</td></tr>
<tr><td>12:00 - 12:25</td><td>Homeroom / Advisory</td><td>Homeroom / Advisory</td><td>Homeroom / Advisory</td><td>Homeroom / Advisory</td></tr>
<tr><td>12:25 - 1:05</td><td>LUNCH</td><td>LUNCH</td><td>LUNCH</td><td>LUNCH</td><td>Lunch (12:30 - 1:30)</td></tr>
<tr><td>1:05 - 2:00</td><td>Block 3</td><td>Block 6</td><td>Block 3</td><td>Block 6</td><td rowspan="2">Staff Development (Tech Tools, Job Alike, Content) (1:30-3:00 PM) Site / District</td></tr>
<tr><td>2:05-3:00</td><td>Office Hours</td><td>Office Hours</td><td>Office Hours</td><td>Office Hours</td></tr>
<tr><td>3:00-5:00</td><td>clubs/after school</td><td>clubs/after school</td><td>clubs/after school</td><td>clubs/after school</td><td>clubs/after school</td></tr>
</table>

NORMS FOR DISTANCE LEARNING PLATFORMS

Dear Parents and Students:As you know, the District has shifted to distance learning due to COVID-19 and federal and state guidance resulting in the mandatory closure of school campuses. This correspondence is to provide you information related to distance learning requirements and expectations for parents and students who are utilizing distance learning platforms like Zoom and Google Meet.

- Confidentiality: The District will continue to comply with the Family Educational Rights and Privacy Act (FERPA) during the period of distance learning. Students participating in classes or group services at schools typically work together. The same will occur when students receive instruction/services through distance learning platforms, i.e., they typically will be able to view the other students participating in group instruction/services. We ask parents to maintain confidentiality as you would during the in-person school instruction/services.

- Participation: Students should be the only individuals participating in live virtual instruction/services. Students should not share their login information, meeting links, or passwords with others.

- Adult Support: To the extent a student requires adult support to participate in live virtual instruction/services, a parent or guardian may be specifically asked by the instructor or provider to provide such support and should be arranged prior to the virtual instruction/services with the student. To the extent possible, parents should allow the student to work with the instructor or provider in a quiet private space.

- Recording/Streaming/Sharing Prohibited: Distance learning services are provided exclusively for educational purposes for District students. Parents, students and/or others are not authorized to audio or video record, stream, or share in any way, any virtual instruction or services. This includes instruction or services provided via telephone or a videoconferencing platform.
- School Rules: School and classroom rules apply to the distance learning environment.

- Video Disabling Option: While parents and non-students generally are not authorized to observe or participate in virtual instruction/services, please be aware that the District instructor or provider cannot ensure that a parent or non-student will be unable to view or observe virtual instruction or services. If you do not want your child to be visible while participating in video conference platforms like Zoom and Google Meet, you may disable the camera on the computer or tablet or turn off the video feature on the video conference platforms.

- School Hours: Distance learning instruction and services will only be provided during normal school hours.The attached document gives you a list of best practices around using distance learning platforms.
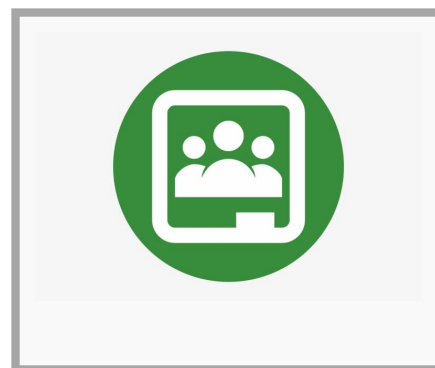
Technology

Schools will utilize one of two district-supported learning platforms: Seesaw and Google Classroom.* Teachers and school staff may use other means of communication such as Remind or Class Dojo in addition to the learning platform. Please contact your child's teacher or principal for more information.

I. Seesaw: This learning management system allows teachers to post assignments and activities in their "online" classroom and students to complete work and projects in their own digital portfolio. Parents can log in and see their student's work and assignments, as well as have conversations with the classroom teacher.

II. Google Classroom: This platform is able to manage student and teacher communication. Teachers can create, distribute and mark assignments all within the Google ecosystem.Teachers can monitor the progress for each student by reviewing revision history of a document, and after being graded, teachers can return work along with comments. Parents can log in and see the assignments of their students.

Technology will be vital to ensure that your child and your family are connected to instruction, support and resources. Each student in the district has access to a Chromebook. If you or your family need assistance with getting access to high speed internet, please contact your child's principal or the district's technology department.

If you need tech support:

1. **Contact your child's teacher**
2. **Contact your child's principal**
3. **Call Tech Support Hotline - (510) 243-3901 or parent@wccusd.net**

*A school may opt to use a different learning platform only if all teachers in the school agree to use it. This information will be shared with parents and students as soon as possible.

USE VIDEO CONFERENCING LIKE A PRO

Students and families, Google Meet and Zoom are WCCUSD's official video conferencing and live streaming video services. Your teachers are using video conferencing for class meetings, small group meetings and office hours. Here are a few tips to follow.

Please Do

Do: Follow WCCUSD Acceptable Use Policy and school policies on behavior

Do: Mute your microphone when entering a meeting

Do: Keep camera on whenever possible

Do: Wear appropriate school clothing

Do: Be mindful of your surroundings

Do: Find a quiet space free of background noises, like wind and music Do: Use headphones if you have them available

Do: Ask your teacher how the chat is to be used during the class

Do: Keep an open line of communication with your teacher

Do: Know your teacher may assign a moderator, note taker or time keeper to help track the meeting content

Do: Greet people as you enter the meeting and say goodbye and thank you when leaving

Do: Enter the meetings with the link and password provided

Do: Be a good digital citizen and practice good social skills

Do: Wait for instructions from your teacher to enable your video

Do: Use the raise your hand function in Zoom to ask a question or speak.

Please Avoid

- Using any devices or means to record, video, capture or distribute the content of the meeting.
- Being a bully or participate in cyberbullying
- Using or participate in any discriminatory behavior
- Having distracting or inappropriate background that is visible to others
- Leaving the meeting after your teacher
- Re-entering a meeting during non class time

Tips

It's best to enter meetings with the links provided on your chromebook or cellphone. Calling into meetings should be a last resort as it does not allow for identification of the person in the conference.

Having a clean, uninteresting background ensures everyone can remain focused on the meeting.

SOCIO-EMOTIONAL LEARNING AND SUPPORT

Socio-emotional learning and support was an area that students and parents strongly expressed a need for additional emphasis during distance learning. In order to make this a priority, the district and its teachers carved out two specific time periods in order to address this need: a daily homeroom or advisory period and Wellness Fridays.

At each school every day, there will be a 25-minute **homeroom/advisory period** in which students and educators will interact. This mandatory class is an opportunity for teachers to provide socio-emotional lessons and take daily attendance. The time for the homeroom/advisory period will be determined by school. Please check your child's class schedule for the correct time.

Wellness Friday is a purposeful time each week to engage, empower and challenge students so they continue to feel inspired, motivated and connected to school. This takes place while teachers participate in professional development, including around issues of race and equity, and continue their collaboration and instructional preparation.Wellness Fridays will provide mental health resources, opportunities for social connections, support for academic needs and additional enrichment activities. There is also a dedicated family hour each week for teachers and families to make appointments to connect more deeply around the progress of students.

RESOURCES FOR FAMILIES

During the school closures, there has been a need for continued support and resources. Here are some resources that can be used if you know of someone in need.

Meal/Food Options

- If you are hungry and need food call 211 or 1-855-309-FOOD (3663)
- Contra Costa County food pick up map at https://bit.ly/3kyjeLL
- Food Bank of Contra Costa & Solano - 1-855-309-FOOD (3663) or www.foodbankccs.org
- Richmond Emergency Food Pantry - 510-235-9732; www.refp.org

Mental Health

- In case of a life-threatening emergency, please call 911 for immediate assistance
- Dial 211 - Immediate support if a family is in crisis
- Resources for Undocumented Families - https://bit.ly/3iBEdLS
- California Youth Crisis Line: 800-843-5200 (24 hours)
- Call TeenLine Online: (800) TLC-TEEN from 6 p.m. to 10 p.m.
- The Trevor Project (for LGBTQ Youth - 24 hours): 1-866-488-7386 or Text START to 678678
- Other Texting Hotlines
    - Text "safe" to 20121 (Local, 4 p.m. - 11 p.m.) or Text 741-741 (24 hours)
    - Text "TEEN" to 839-863 (Teens helping teens, 6 p.m. - 9 p.m.)

Health/Social Services

If you think you have been exposed to COVID-19 or develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing, call your health care provider. If you do not have a provider, call the Contra Costa County Health Service's Advice Nurse at 1-877-661-6230 option 1.
- Contra Costa County Health Services - www.cchealth.org
- Behavioral Health Access Line - 1-888-678-7277
- Contra Costa Crisis Center- 211 or cccc.myresourcedirectory.com

FOOD SERVICE INFORMATION

When distance learning begins on August 17, the criteria for meal distribution will change. Federal rules mandate the district revert to the National School Lunch Program (NSLP) for children who rely on school meals and will be distance learning from home. This means breakfasts and lunches are reserved for WCCUSD students and only eligible WCCUSD students can receive free or reduced price meals.

FOOD SERVICE INFORMATION

FAMILIES CAN APPLY FOR FREE AND REDUCED PRICE MEALS AT HTTPS://WWW.MYSCHOOLAPPS.COM/APPLICATION

- A WCCUSD student ID is necessary to pick up meals
- Meals will be distributed on Tuesdays and Thursdays from 8 am to 1 pm (multiple meals will be distributed at these times)
- Meals available for curbside pickup at 15 locations:

- Richmond High School
- Kennedy High School
- Pinole Valley High School
- DeAnza High School
- Bayview Elementary School
- El Cerrito High School
- Pinole Middle School
- Hercules Middle School
- Helms Middle School
- DeJean Middle School
- Montalvin Elementary School
- Riverside Elementary School
- Verde Elementary School
- Peres Elementary School
- Nystrom Elementary School

- Snacks and suppers will be available at no charge as part of the district's Child and Adult Care Program at eligible schools.

For more information on WCCUSD meal programs go to www.wccusd.net - Food services department or call WCCUSD Food Services at 510-307-4580

COMMUNICATION TOOLS

Remind is a safe and secure communication tool that teachers and principals can use to send out information and updates about school and school-related activities. Student and parent contact information stays private and phone numbers aren't exchanged between students, families and teachers. The messages are delivered in the form of text and smartphones are not required.

Class Dojo is a school communication platform that teachers, students, and families can use to share what's being learned in the classroom home through photos, videos, and messages. This is an app so messages can be accessed via computer or smartphone.
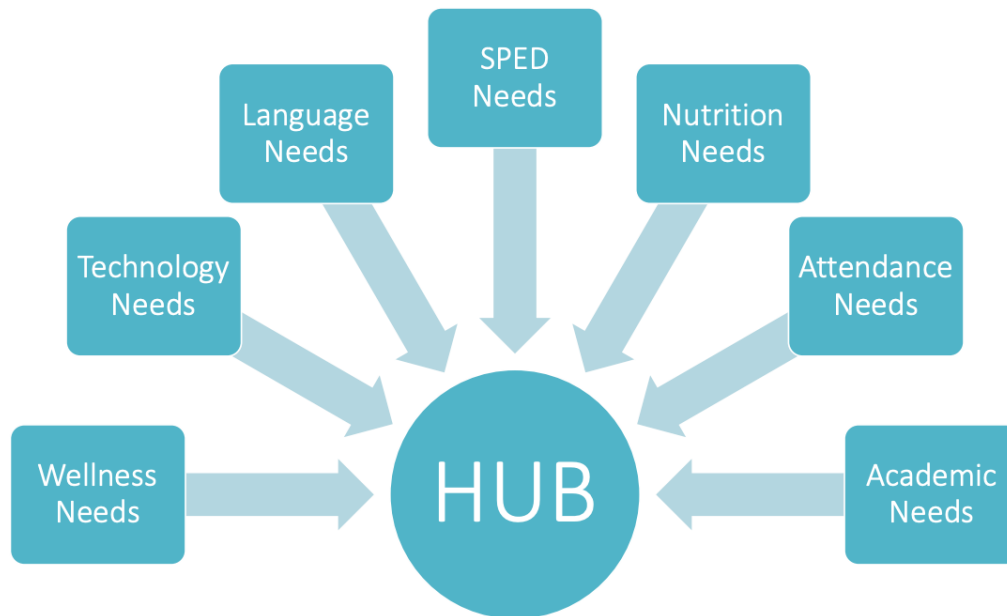

A Digital Backpack can be found on the district website at www.wccusd.net. This tool will allow you to access most, if not all, of the digital tools you and your student will need to journey through the distance learning environment.

The official West Contra Costa Unified School District app can be downloaded in Apple's App Store and the Google Play store. This tool gives a personalized window into what is happening at your child's school and in the district. View district and school news, receive notifications, and access common tools in one convenient spot.

EQUITY IN DISTANCE LEARNING

We realize that for many of our families distance learning has been a hardship and at times has caused stress, anxiety, and confusion. District leaders are committed to making sure that all students have equitable access to a successful distance learning experience this year.

To achieve that goal the district is launching the concept of Student Learning Support Hubs. Through the HUB concept we will channel resources and support to the highest need students when we are able to safely open schools.

Initially, instead of bringing the students to a HUB facility, we will bring HUB services to the student with online 1:1 help, porch visits and home deliveries, specialist support, etc.

ASSESSING CONDITIONS FOR PHASE TWO - RETURNING TO SCHOOL

To protect students, community, and all school staff, we must use science-based standards before physically reopening schools. The science-based standards outlined below are from a Harvard Global Health Initiative report written by public health experts. District schools will not open for in-person instruction or utilize any waivers until these standards and conditions are met.

County Level Threshold

- There must be less than 10 daily new cases per 100,000 people in Contra Costa County, and surrounding counties where students or employees live.
- Positive test ratio must be 3% or less
- Anyone must be able to get access to a test regardless of symptoms and be able to get tested within 24-48 hours
- Patients must be notified of test results within 24-48 hours
- There must be 30 contact tracers per 100k or 5 tracers per every confirmed new case, whichever is higher

UPDATE CONTACT INFORMATION (ANNUAL SCHOOL FORMS)

New and Returning WCCUSD families need to complete the Annual Back-to-School forms to make sure your child's school has your best and updated contact information. In a few clicks, you can complete all the school forms, including contact information, emergency care information, Immunization Records, Media Release, lunch applications, and more. All of it is 100% online for your convenience.

STEP 1: Visit wccusd.powerschool.com

STEP 2: Log in to your PowerSchool Parent Account
NOTE: If you have not created an account, you will need the PowerSchool Parent Sign-on Letter from your school, which contains instructions with Access ID and Password for your student. You can also email pshelpdesk@wccusd.net.

STEP 3: Click on the Annual School Forms Icon

**Please note, the Annual Forms may not be completed in the PowerSchool app. You must visit wccusd.powerschool.com to access the form

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

PLANNING YOUR FIRST DAY OF SCHOOL

- ☐ Be sure my home is ready for effective student learning with a dedicated quiet space, technology, study materials, etc.

- ☐ Click on the Digital Backpack link on my school's website for the current bell schedule of instructional time blocks, advisory homerooms, lunch breaks, office hours, etc.

- ☐ Update my district contact information

- ☐ Renew my application for food services

- ☐ Attend the online Back to School Night for my school (August 18-20)

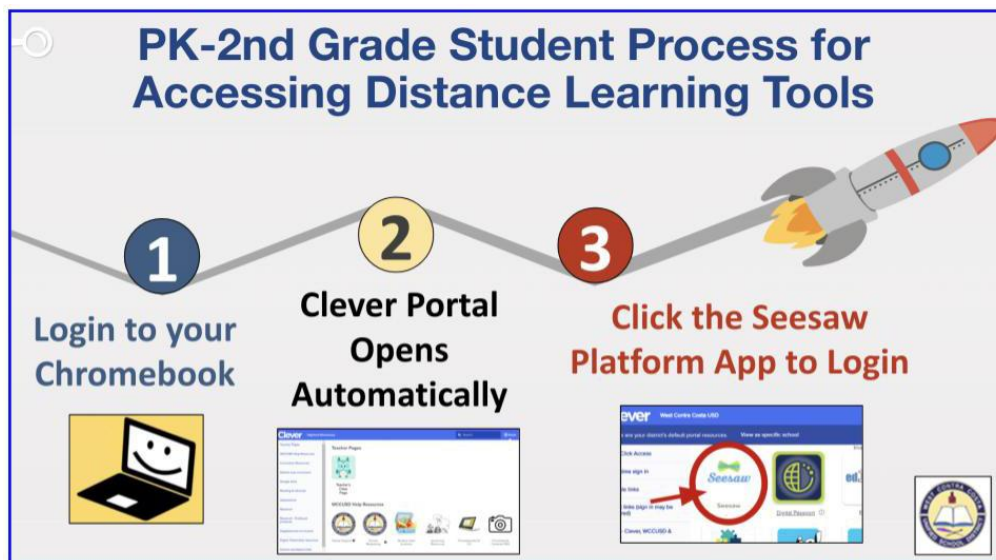- ☐ Have any questions ready for Back to School Night

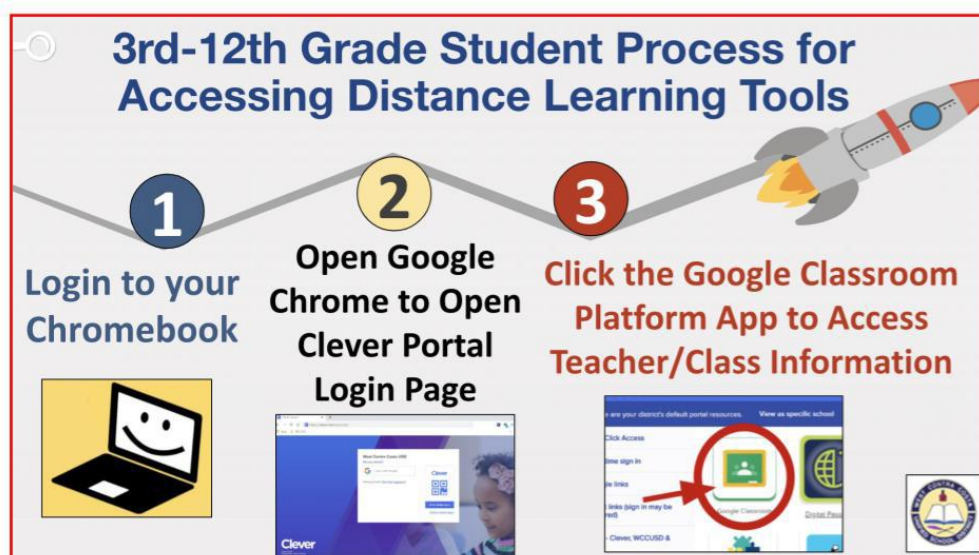- ☐ Request any support services your child need from your school principal

- ☐ Take a deep breath, relax and ask for help if you need it!

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ACCESS YOUR VIRTUAL CLASSROOM

1. Log into your Chromebook with your Google login
2. Go to Clever portal
3. Click on Seesaw or Google Classroom (enter the code your teacher provided)

Video at https://youtu.be/CtOtBM6OEnc

Video at https://youtu.be/C9twfqFjYOU

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