

FUHSD GUIDE TO REMOTE LEARNING FOR STUDENTS AND PARENTS

Welcome to Remote Learning in FUHSD. We realize that this school closure is a big change and that you may be feeling anxious about what this means for your education. This guide will help you understand what Remote Learning will look like for you, and how you can be successful in this different learning environment.

What is Remote Learning and what do students/families need?

It is important to remember that while you are not physically in school, school is still in session and you are expected to engage in your coursework. Remote Learning means that you are attending class online, completing and submitting assignments, and interacting with your teachers using the online tools designated by your teachers and supported by the District.

Having these tools will help your students be able to complete their assignments:

- **Essential:** computer or mobile device, internet access*, paper to take notes and work through problems/assignments. **If you do not have the essentials, please fill out the [Technology Request Form: bit.ly/fuhsdtechrequest](https://bit.ly/fuhsdtechrequest) or contact your school by phone to borrow a Chromebook and/or Internet Hot-Spot.**
- **Ideal** (would help if your student had access to these, but not essential): computer or mobile device with full-size keyboard, internet access, paper to take notes and work through problems/assignments, headphones or headset, microphone, webcam for online meetings, printer or scanner.

***If you don't have internet access at home, Comcast is offering 2 months for free in addition to their \$10/month program: <https://www.internetessentials.com/>** The district is also providing Chromebooks and wireless hotspots so please fill out the form: bit.ly/fuhsdtechrequest

Information for Students

What will my classes look like? What can I expect from my teachers? What will be expected of me?

School Loop or Schoology (our district's new learning management system) will be the home base for your classes. Your teachers will communicate to you in their Remote Learning Green Sheet (syllabus) which system they will use. It is possible that you will be using one system for some classes and the other system for other classes. Teachers will post assignments, resources, and grades through this system.

Remote Learning Green Sheet (Syllabus): Your teachers will be providing you a new green sheet (syllabus) to explain how they will conduct their classes, assignments, and communications with you in this new learning environment. This document will also include information about how you should communicate with your teacher if you have questions or need help with assignments.

Class Period Schedule: All classes will meet online once a week during their designated time period for Class Check-ins. These are dedicated times for you to meet with your teacher to review content and assignments, have small group discussions, and interact with your classmates. Your teachers will conduct Class Check-ins through an online meeting using [Zoom](#), [Schoolology Conferences](#), or [Google Meet](#), an online discussion board or Google doc, an email exchange, or some other method the teacher has specified to demonstrate that students are engaged in the class. (Refer to your Green Sheet to see how the class will be conducted.) This class period time is when your teachers will assign work and when you will submit your work. **Your teacher will determine what is required to mark students as attending school. You may be required to either Interact either through Class Check-in, online submission of assignments, or both. Please refer to the Syllabus for each class to understand what is required to be marked “Present” for that class.”**

Remote Learning Schedule (all meetings and class periods will be conducted online)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:30	Staff meeting / PLC Collaboration	Period 2	Period 4	Period 6	Staff meeting / PLC Collaboration
11:00-12:00	Virtual Office Hours				
1:00-2:30	Period 1	Period 3	Period 5	Period 7	Period 8 / Office Hours

Office Hours: All teachers will be online and available for students to drop in with questions during the scheduled Office Hours period. Teachers will establish in their *Remote Learning Green Sheet* a method for conducting Office Hours ([Zoom](#), [Google Meet](#), [Schoolology conference](#), or email). You are not required to attend Office Hours, but we encourage you to use this time to get help or ask questions that you may have during the week.

What are some tips for being successful in a remote learning environment?

- **Become familiar with the Remote Learning Schedule** so that you know when to check in online for each of your classes. Then set a routine for yourself that is your dedicated “school time.” Remember, this is not time off - you are still attending school, but in a different learning environment. Be sure to schedule time to take a mental break, get a snack or some fresh air: we suggest a 15-minute break for every 1.5 to 2 hours of work. Having a routine will help you focus and use your time effectively.
- **Create a workspace for yourself** so you can use an electronic device such as a computer, open a textbook, and complete assignments. As much as possible, minimize potential distractions such as a TV. While your bed might look like a comfortable place to work, it might not be the best place for you to focus on coursework.
- **Practice good online etiquette.** Treat your online classroom as you would your regular, in-person classroom with appropriate attire, backgrounds, and behavior during your Class Check-ins and online meetings. Use appropriate and considerate language and keep topics professional

and relevant to the course material. FUHSD's [Technology Use Agreement](#) outlines further expectations for students.

- **Stay connected to your classmates and teachers.** Outside of your scheduled period time, visit your teachers during Office Hours or email them to check in and ask questions. While you are encouraged to stay at home and practice social distancing, reach out to your friends and classmates so you stay connected.

What do I do if I need help?

- **Reach out to your teacher.** All teachers will be available during Office Hours (see schedule above) so you can ask questions and get help quickly. You can also email your teacher at any time.
- **Reach out to your Guidance Counselor.** Guidance Counselors will also be available during Office Hours, or you can email them at any time.
- **For technology assistance:**
 - If you need help with Schoology, School Loop, or Google Classroom contact the Library Media Teacher, Mrs. Amy Ashworth, (amy.Ashworth@fuhsd.org)
 - If you need help getting online using a district-issued device and/or wi-fi hot spot: contact the school's Network Support Specialist (toan.phuong@fuhsd.org)

Information for Parents

How can I support my student in Remote Learning?

- **Set a routine to distinguish “school time” from being at home time.** This may include a quiet workspace where the student can use a textbook and complete writing assignments or use an electronic device such as a computer. As much as possible, minimize potential distractions such as a TV. Be sure to schedule time for your student to take a mental break, get a snack or some fresh air: we suggest a 15-minute break for every 1.5 to 2 hours of work. Creating structure for your student will help them focus and use their time effectively.
- If there are other household members at home, **establish expectations for protecting “school time” for your students** and minimizing distractions or interruptions.
- Recognize that students are not used to learning in a completely online environment. Check in with your student about what they are finding challenging or confusing about their online work. Encourage them to reach out to teachers and counselors if they are struggling.
- The experience of remote learning is different from in-person learning in a physical classroom. Support your student by setting up a routine together and allowing for variation on how and when your student works. Monitor their stress level, participation in class check-ins, and ability to complete assignments. This is not the time to add supplemental learning opportunities.
- Remember that school is about social interactions as well as academics. **Encourage your student to reach out to friends by phone or online** so they have opportunities to stay connected.

What do I do if I need help in supporting my student?

- **Accessing your online accounts:**
 - School Loop: If you do not have a parent user account, click on the appropriate link for instructions on setting up your School Loop account that can be found in the parent portal under [Assistance with Online Tools](#). If you already have an account but forgot your username or password, use the self-service “Forgot username or password?” link on the login page.

- Schoology: All parents should have accounts. If your student's teacher uses Schoology, you will receive notifications with the email you use for Infinite Campus. Help can be found in the parent portal under [Assistance with Online Tools](#).
- Google Classroom is for students only and access with FUHSD Google Accounts.
- If you need further assistance, contact the Library Media Teacher, Mrs. Amy Ashworth (amy_ashworth@fuhsd.org).
- **Student illness/absence:** Please contact your school's Attendance Office if your child is sick so we can take appropriate actions to support their learning.
- **Monitoring your student's progress:** Teachers will post assignments and grades in their designated system (School Loop or Schoology). You can log in to view these or you can talk with your student about their classes and assignments. If your student does not participate during the Class Check-in for a scheduled class period, you will receive a notification via the District's auto-dialer, just as you would during the regular school year.
- **Student wellness/mental health support:** Contact your student's Guidance Counselor or Administrator to share your concerns. They will work with you to determine next steps for supporting your student.

Whom to contact

For support with...	Contact person name and email	Phone number
School Loop, Schoology, Google Classroom	Library Media Teacher Amy Ashworth Amy_Ashworth@fuhsd.org	(408) 366-7752 Between the hours of 9 AM-3 PM
District-issued Chromebook or wi-fi hotspot	Network Support Specialist Toan Phuong Toan_Phuong@fuhsd.org	(408) 366-7745 Between the hours of 9 AM-3 PM
Student guidance and wellness	Guidance Counselors by Alpha (A-H) Nikki Dang nikki_dang@fuhsd.org (I-Pg) Shana Howden shana_howden@fuhsd.org (Ph-Z) Malissa Goldstein malissa_goldstein@fuhsd.org (EL & Engage) Susie Taylor susie_taylor@fuhsd.org Student Advocate Dawn Bridges dawn_bridges@fuhsd.org	Between the hours of 9 AM-3 PM Nikki Dang 408-366-7766 Shana Howden 408-366-7767 Malissa Goldstein 408-366-7790 Susie Taylor 366-7769 Dawn Bridges 408-366-7743
Attendance	Attendance Tech line	408-366-7715
All other questions and concerns	Executive Assistant Maya Baba	Between the hours of 9 AM-3 PM

For support with...	Contact person name and email	Phone number
	maya_baba@fuhisd.org	408-366-7702

Frequently Asked Questions

What does this school closure mean for my student's grades?

It is important to remember that school is continuing, though in a different environment, and teachers will be assigning work, providing feedback, and issuing grades. As long as you are engaging in your coursework, attending Class Check-ins, and submitting assignments, you will earn grades and credits.

Using two different systems to check on my student's classes is a pain. Why doesn't the District just pick one?

We understand that it can be frustrating to juggle two systems in order to check your student's progress in all their classes. We are in the process of transitioning to one platform for the 2020-2021 school year, but we are not ready to do so at this time, given the short notice for school closure. For now, our priority is ensuring teachers can focus on teaching our students remotely, not on learning new systems. (See the next question and response for more information about this.) We appreciate your understanding and flexibility during this time.

I heard the District is moving to Schoology. Why aren't we using that system for all teachers and students for Remote Learning?

FUHSD has adopted Schoology, a learning management system, and has a plan for implementing that system district-wide for the 2020-2021 school year. While there are a handful of early adopter teachers who are currently using the system, the majority of our staff, students, and parents have not yet had the opportunity to learn about Schoology. Rather than cause more frustration and anxiety that would come with being asked to use a new system with no support or training, FUHSD decided to limit Schoology use for Remote Learning to only those early adopter teachers who have been trained. FUHSD will continue its plans for full implementation next school year.

I am a senior. What does this school closure mean for my progress toward graduation, senior transcript, and college prospects?

It is important to remember that school is continuing, though in a different environment, and teachers will be assigning work and issuing grades. As long as you are engaging in your coursework, attending Class Check-ins, and submitting assignments, you will earn grades and credits toward graduation. If you have concerns about your progress toward graduation or college eligibility, please reach out to your Guidance Counselor. As for college, remember that many colleges and universities have also closed, so they are aware of the circumstances. If you have been admitted or waitlisted at a college or university, you may want to contact them and let them know your situation. FUHSD will include with your final transcript to colleges and universities information about the school closure and its impact on instruction.

What if the power/internet service goes out and I am unable to attend the Class Check-in or complete an assignment?

Email or call your teacher and inform them of the situation as soon as possible, before class if you can. Your teacher will work with you to make arrangements for making up the Class Check-in and submitting the assignment during Office Hours.

What about AP exams?

The College Board is aware that many schools across the country have closed, and they are putting plans into place to allow for rescheduling exams. FUHSD will be working with the College Board to determine what this will look like once we are able to assess the impact of the school closure and public health orders on our District's exam administration plans. In the meantime, you should continue to engage in your coursework and prepare for AP exams at the direction of your teachers. For more information about AP exams and school closure impact, visit the [College Board AP website](#). Once we know more, we will share that information with students registered for AP exams.

What about SAT and ACT? I was scheduled to take the test this spring and it was cancelled.

The College Board has cancelled the March and May SAT administrations and is issuing refunds to registered students. They have not yet made a determination about the June 4 test. For the latest information about SAT test dates and rescheduling, visit the [College Board SAT website](#).

For students registered to take the ACT on April 4, the test has been rescheduled to June 13. If you are registered for this test date, you should be receiving an email from ACT this week with information about how to reschedule to the June date for free. For the latest information about ACT test dates and rescheduling, visit the [ACT website](#).

Course Selection

The Counselors and Administrators are working on a process to collect course selection information from all students who have not submitted paperwork (whether you were absent or your class had not yet submitted forms.) Every student who has not submitted course requests for next year will be hearing from us in the next day or two with information on how to submit requests. In the meantime, make sure you have all forms completed and signed and keep them in a safe place. We plan to collect the forms once we return to school.

Keep in mind that all the online tools provided by LHS Counseling are up and running. Campus Well/Student Health 101 is providing this article with tips for online learning - <https://lhs.campuswell.com/online-courses/>. You may also access Naviance and Virtual Job Shadow for college and career planning and to update your resume.