



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

2930 Gay Avenue, San José, CA 95127 · Phone: 408-928-6800 · Fax: 408-928-6416 · www.arusd.org

Hello Families,

I hope all of you are doing well. The Ocala Team understands that this is a big transition for all; families, students, and teachers. Our priority as an educational community is to ensure family safety and well being as well as providing academics to all. With that said, we want to ensure all families feel comfortable communicating their needs to staff members. Please do not hesitate to contact Ms. Gonzalez, Mrs. Angelina, Ms. Leathers, or Mr. Manulco with any questions or concerns.

Parents I want to reassure you that all of your students know how to use Google Classroom. They have been using it all of this school year and if they are in 7th and 8th grade, they used it the last few years as well. The Team asks that you monitor your student's academic progress. You should not have to sit with the student to do the work with them. If they have questions, teachers are always available via Zoom or email from 8:30- 3:00. Students are required to do the work and put in the same amount of effort as if they were in the classroom. Parents, please help your student get on a schedule that includes their academic time. This time should be close to a school day's worth of instruction. Mrs. Angelina has provided a schedule for the students as well.

I realize having students log in and do each class on their own time may be hard for parents to keep track of. Starting on Monday, April 20th, teachers will be providing instruction directly through Zoom. Zoom is a live interaction video chat. The teacher will use this to provide academics.

The school-wide schedule below will allow families to focus on one subject a day. The ED Teachers will be teaching during an hour and a half time slot per class period. Students must participate in the online instruction, it would be very similar to in-class instruction. I will send out the Zoom notification the morning of the meeting. Assignments will be given along with the instruction and students need to finish any attached assignments. Our students will get more information and participate more if they are online. We ask families to try to ensure their child participates online. Parents will be asked their permission to record the Zoom meetings during each meeting. Recordings will be attached in Google Classroom as a resource for students to refer back to. This schedule will not be changed unless all families are informed prior to the meeting time.

Under the schedule is the step by step process to upload assignments and to turn assignments in on Google Classroom.

Hilaria Bauer, Ph.D., Superintendent

Board of Trustees: Ernesto Bejarano, President · Corina Herrera-Loera, Vice-President
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Ms. Gonzalez's and Mrs. Avila's Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:30	Office Hours- Avila	Office Hours- Gonzalez	Office Hours- Avila	Office Hours-Gonzalez	
9:30-11:00	Language Period 2	Math Period 3	Science Period 5	Social Studies 6th	STEAM- Ms. Gonzalez and Mrs. Avila's class
11:00-12:30	Language Period 1	Math Period 2	Science Period 4	Social Studies 5th	
12:30-1:00		Office Hours		Office Hours	
1:30-3:00	Preparation time Available by email or phone	Preparation time Available by email or phone	Preparation time Available by email or phone	Preparation time Available by email or phone	Preparation time Available by email or phone

Google Classroom

All assignments will be given through Google Classroom. Students may have books, packets, or additional websites they are writing in or using at home. However, the teacher will need to assess their learning. Students will take pictures with their iPad and upload it into Google Classroom. Weekly schedules of student's work will be posted under topics

Step to view assignments:

- Go to their class period
- On the top middle, it says Stream, Classwork, and People **Click Classwork**
- For Ms. Gonzalez's class go to **All topics and click March or the current month-** Located on the left side of the screen
- Scroll to the current day's assignment that has been assigned.

Turn in assignment:

- Click assignment in that period for the day- You will click the **Paper icon**
- If the student is watching a video or has an assignment that does not need to be attached- click **mark as done-** right side of the screen
- If the student is prompted to attach a picture of their work, the student will take a picture with their iPad press **add or create** and upload the picture from their **Drive or File**

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Thank you for your patience and cooperation!- Ocala Team

Parent Consent Form:

During online instructional hours, teachers may use numerous online platforms to provide academics to your students. The primary platform that will be used with your student is Zoom. Zoom is a live interaction video chat where students and teachers can speak to one another through facial interaction. The teacher will use this to provide academics, student engagement, and clarification for all students. The teacher may also record the Zoom sessions for students to refer back to. These will be strictly used for instructional purposes as well as a reference for students to look back on through Google Classroom.

Please email me or a program staff member if you wish to **NOT** have Zoom sessions recorded.

Emails are:

rosa.gonzlaez@arusd.org

angelina.metsers@arusd.org

tracy.leathers@arusd.org

joseph.manluco@arusd.org

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