

**COVID-19:**

**MORGAN HILL  
UNIFIED SCHOOL DISTRICT**

**DISTANCE LEARNING  
GUIDELINES AND RESOURCES  
FOR PARENTS & STUDENTS**

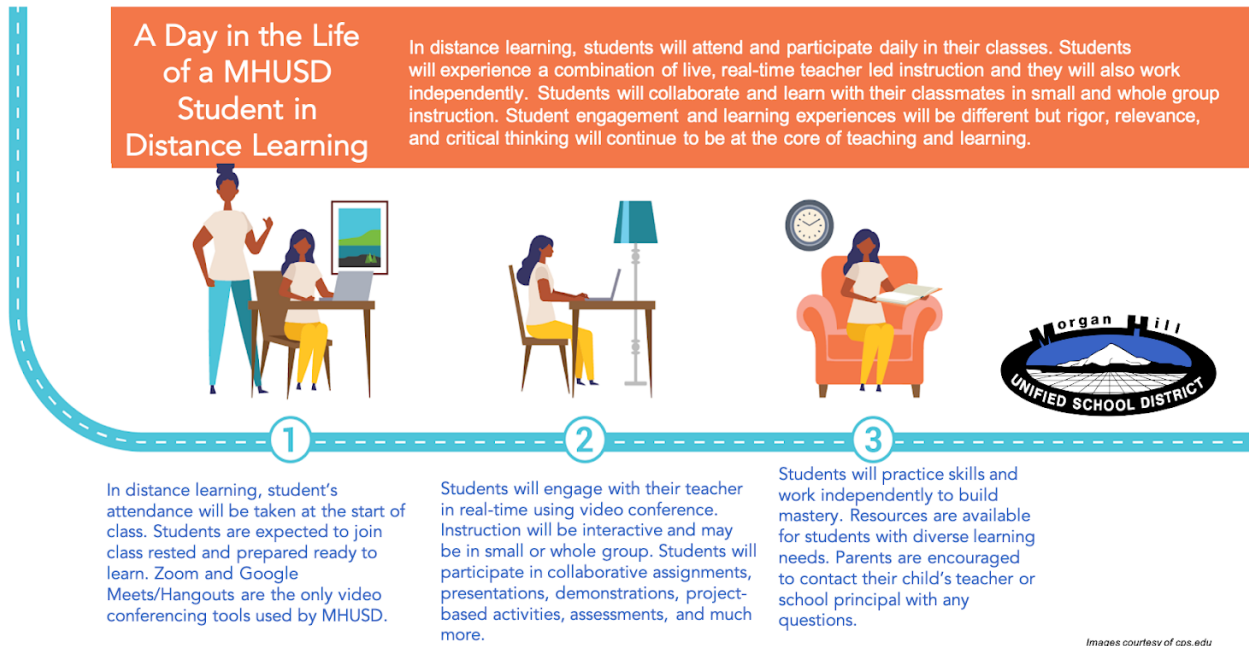
**Fall 2020**



**V. 08.10.2020**

# Distance Learning Guidelines & Resources

## Parents & Students



### Distance Learning for Fall 2020

Morgan Hill Unified School District will reopen schools on August 13, 2020, in distance learning. Distance learning will follow the [published school calendar](#), taught by an MHUSD teacher, and students will be in class with their peers. Learning from home will look different than in the Spring as students will engage in more interactive live instruction with their teacher and classmates. MHUSD is committed to providing students daily, real-time instruction using video conferencing. Students will access their digital classroom using either their personal device or the district/school issued Chromebook laptop and Zoom video conference. Students without internet access will be issued a district-issued Hotspot, upon request. School administrators created schedules and plans for the distribution of devices and materials and are in the process of communicating plans to their school community. At the local site level, many decisions are being made and executed prior to the first day of school. As such, we encourage you to contact the school administrator with any specific questions.

MHUSD K-12 school bell schedules are closely aligned and were designed to be conducive to distance learning. Multiple stakeholders collaborated and contributed to the design of the bell schedules. Considerations were made for school start time, screen-time for live instruction, teacher common planning time, office hours or tutorial, lunch, and breaks. For more information, see [MHUSD Distance Learning School Bell Schedules](#).

The distance learning guidelines and resources will be updated to serve the diverse needs of our teachers and students. As such, we will share updates on the ESD website and share the revisions with the teaching staff.

### Distance Learning Instructional Structure Framework

<b><u>Live Instruction:</u></b>  <input type="checkbox"/> Whole or small class lesson <input type="checkbox"/> Presentation <input type="checkbox"/> Discussions <input type="checkbox"/> Debate <input type="checkbox"/> Group Work <input type="checkbox"/> Demonstrations <input type="checkbox"/> Reporting <input type="checkbox"/> Investigations <input type="checkbox"/> Assessment <input type="checkbox"/> Project <input type="checkbox"/> 1:1 conferencing <input type="checkbox"/> Other as designed by the teacher  *Teacher and students' cameras are on during live instruction.  <b><u>Independent Learning:</u></b>  <input type="checkbox"/> Assigned by the teacher to extend learning and may be posted in Google classroom	<b>What teacher can expect and provide</b>	<b>What students can expect and achieve</b>
	Consistent daily schedule and assigned students	Consistent daily schedule and assigned teacher
	Access to quality digital tools and resources including Chromebooks, Zoom video conferencing, See-Saw (K-2) or Google Classroom (3-12), ScreenCastify, and other educational technology tools as available by the curriculum to enhance teaching and learning.	Access to quality digital tools and resources including Chromebooks, Zoom video conferencing, See-Saw (K-2) or Google Classroom (3-12), ScreenCastify, and other educational technology tools as provided by the curriculum to enhance teaching and learning.
Per the California Department of Education (CDE), daily minimum minutes of instruction live/independent are:  K = 180 1-3rd = 230 4-12th = 240	Daily live/real-time, interactive instruction available through video conference. Teachers are expected to have their video camera on during live instruction, engage students during the required duration of the lesson, and clarify student expectations for digital presence.	Daily live/real-time, interactive instruction available through video conference with teacher and classmates. Students are expected to have their video on during live instruction, be present, and prepared to learn as required by the teacher.

<p>Approximate daily minutes of live instruction varies by grade level:</p> <p>Elementary (teacher will provide the class schedule)</p> <ul style="list-style-type: none"> <li>● K = 60 min.</li> <li>● 1st-5th = 60-90 min.</li> </ul> <p>Middle School (a combination of block and non-block classes)</p> <ul style="list-style-type: none"> <li>● 6th-8th = 45+ min. per block class, less for non-block classes</li> </ul> <p>High School (a combination of block and non-block classes)</p> <ul style="list-style-type: none"> <li>● 9th-12th = 45+ min. per block class, less for non-block classes</li> </ul> <p>Teachers will provide additional information to students/parents.</p>	<p>Daily schedule will have a combination of multiple ways of instruction such as whole group, small group, 1:1, discussions, demonstrations, and assessments.</p>	<p>Daily schedule will have a combination of multiple ways of instruction such as whole group, small group, 1:1, discussions, demonstrations, and assessments.</p>
	<p>Provide students opportunities to extend, practice, and master skills and standards by providing aligned independent learning activities.</p>	<p><u>Independent Learning:</u>  Assignments posted on See-Saw or Google Classroom  Reading  Project-based activities  Math/ELA learning activities  Movement activities  Brain challenges (puzzles, etc)</p>
	<p>Identify and provide adequate and tailored supports to students with diverse learning needs as needed and required. Collaborate with resource teaching specialists and other service providers as needed and directed.</p>	<p>Students will communicate with teachers if they are struggling in class. If students or parents/guardians are experiencing challenges with any aspect of distance learning, please contact the teacher.</p>

**For all [MHUSD Bell Schedules](#)**

The elementary bell schedule is aligned in the district to all K-5 schools with subtle differences to meet the unique needs of our students. Daily instructional minutes comply with state requirements.

★ **Elementary Distance Learning Schedule (K-5)**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00-9:00	Teacher Collaboration	Teacher Collaboration	Staff Meeting	Teacher Collaboration	Teacher Collaboration
9:00-10:40	Instruction	Instruction	Instruction	Instruction	Instruction
10:40-11:00	Break	Break	Break	Break	Break
11:00-12:00	Instruction	Instruction	Instruction	Instruction	Instruction
12:00-12:40	Lunch	Lunch	Lunch	Lunch	Lunch
12:40-2:00	Instruction	Instruction	Instruction	Instruction	Instruction
2:00-2:45	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours

## School Contact Information

Barrett Elementary 408-201-6340  
El Toro Health Science Academy 408-201-6380  
Jackson Academy of Math & Music 408-201-6400  
Los Paseos Elementary 408-201-6420  
Nordstrom Elementary 408-201-6440  
Paradise Valley Engineering Academy 408-201-6460  
San Martin/Gwinn Environmental Science Academy 408-201-6480  
P.A. Walsh STEAM Academy 408-201-6500  
Britton Middle School 408-201-6160  
Martin Murphy Middle School 408-201-6260  
Live Oak High School 408-201-6100  
Ann Sobrato High School 408-201-6200  
Central Continuation High School 408-201-6300  
Community Adult High School 408-201-6520

## Attendance

Attendance will be recorded daily and monitored. For distance learning, instructional minutes are a combination of direct instruction by a certificated teacher and time value of assignments given. Attendance in distance learning is measured as daily participation in one or more of the following learning activities: participation in whole-class live instruction or small group activities, completion of regular assignments, or completion of independent work assignments. If your child is sick, please call the main office or contact the teacher via email. If you do not notify the school of the absence, the school staff will follow up with a phone call to initiate communication. It is important that families set up a school routine of signing in to Google Classroom and all other learning platforms for daily assignments, communication, and updates.

Elementary absence calls to parents will be made daily at 12:30 pm.

Secondary absence calls to parents will be made twice daily at 10:15 am and 4 pm.

## Technology

Chromebooks are available for each student and a hotspot is available based on need and must be requested by the parent to the school administration.

**For repairs and replacement services,** the student/parent will reach out to their respective school sites for initial contact. The school will then facilitate a swap of the affected device if it is damaged and a ticket will be created by a staff member for followup from IT. If the issue is for general IT support a staff member will create a ticket on behalf of the student and we will work with both the staff member and student to resolve the issue.

[MHUSD's Technology Policy - English](#)

[MHUSD's Technology Policy - Spanish](#)

## **Use Agreement**

[Computer System Acceptable Use Agreement](#)

## **Rights and Responsibilities Handbook for Parent and Students**

[2020-21 Rights and Responsibilities Handbook - English](#)

[2020-21 Rights and Responsibilities Handbook - Spanish](#)

## **Learning Platform**

The Learning Management Systems available to teachers to organize their classrooms are Google Classroom and SeeSaw (grades PreK-2).

For information on how to login to all of our Districts online platforms please refer to our newly created [Resource Page](#) for both parents and students. This page goes over instructions on how to access Google Classroom, Zoom Meetings, Clever, Aeries, as well as instructions on how to login to a Chromebook using the student's email address.

## **Digital Educational Tools**

Each subject area adoption has various electronic components that constitute our core curriculum and resources. Additionally, the district provides Zoom Education, ScreenCastify, NWEA MAP, Study Island, Lexia, Power-Up, and Prodigy to support distance learning. Achieve 3000 is available to students with disabilities. There are numerous other supplemental resources that remain available in the public domain and are allowable for use at the teacher's discretion under our supplemental materials policy. Such resources must support standards and comply with the acceptable social content requirements of the education code. School sites may have procured additional resources through their school plans that may vary from site to site. Specific information regarding supplemental materials for your child will be provided by your teacher.

## **Grading**

Distance learning is more formal than last spring. Daily attendance and participation are required and regular grades will be issued at the same grading periods as in a regular school year. There are supports available to students who encounter obstacles to learning at distance and staff is readily available to assist. Although the district has conducted extensive outreach to problem solve obstacles, it is important to communicate with your school regarding any needs that may arise to ensure that your student has access to distance learning.

### Elementary:

Student trimester report cards will communicate the extent to which students are on track to meet or exceed grade-level standards by the end of the school year.

### Secondary:

Letter grades will be issued and reflected in the student's transcript. The student progress and semester report cards will be available on Aeries Parent Portal at the end of each marking period.

We encourage frequent two-way communication during teacher office hours regarding your child's progress. It is important that any barriers to learning be addressed so that students can continue to progress despite the pandemic.

### **Social-Emotional Learning (SEL)**

MHUSD partnered with a variety of different outside agencies to help meet the socio-emotional learning needs of students. We are working with Prevention, Early Intervention (PEI), School Linked Services (SLS), Discovery, South County Youth Task Force, and others to provide a robust menu of support for teachers, students and staff. These agencies have committed to providing virtual 1:1 counseling, group counseling, early intervention and professional development.

We are offering a drop-in time for students at all the school sites, as well as for parents and teachers. Inside the virtual classroom, we are working with teachers on how to imbed social-emotional learning skills into their lessons as well as extending them beyond the classroom. We also partnered with Kognito to provide training around Post-intervention support, as well as Friend-to-Friend, which is a peer to peer support program that focuses on Conflict Resolution. In addition, new staff will have access through Kognito to the Suicide Prevention and Trauma-Informed practices which were previously offered.

Here is a link for a variety of different SEL professional development; we will be adding to this library of professional development for both teachers and students ([LINK](#)). Discovery Counseling will offer a drop-in for parents and the community. In addition, the link provides a few additional resources for parents ([LINK](#)). We are also working with Rebekah's Children's Services which offers a Parent Cafe for Spanish speaking parents. This is a place for parents to work with therapists and support personnel to aid parents in supporting their child ([LINK](#)). There is also a Parent Support program for English and Spanish speaking parents offered via Zoom through Rebekah's Children's Services ([LINK](#)).

### **English Learners**

MHUSD is continuing to provide comprehensive English Language services to our students during distance learning. Students will receive daily designated and integrated English Language Development during their instruction time with their teacher(s) with the opportunity to reach out for further support when needed. We will continue to utilize curriculum and programs such as ELlevation, Wonders and Studysync which provide targeted lessons and strategies to assist with language development at all levels.

Ongoing training and community forums will be offered for parents to learn about the online platforms used to connect to their student's educational journey. Teachers will be using multiple platforms such as google suite programs (google docs, sheets, slides, classroom, etc.), Flipgrid, Youtube and Zoom to encourage their students' oral and written language.

The district EL team website to support parents with at-home strategies and extraneous resources to develop language at home can be found here: <https://bit.ly/mhusdelresources>.

## Special Education

The MHUSD Special Education Department and a diverse team of teachers and service providers collaborated to provide guidance and expectations for teachers and related service providers for distance learning during the 2020-2021 school year. Services and assessments will resume when the academic school year begins. The student's case manager will reach out to teachers to introduce (or reintroduce) themselves and to provide their contact information. In the upcoming days, teachers will be hearing from their student's special education teachers and related service providers, as appropriate, to schedule student services.

Special education case managers will also be reaching out to all parents, or students if they are age 18 or older and not conserved, to discuss a student's individualized distance learning plan for the upcoming school year.

Please see [Parent Letter](#) for additional information.

### [Special Education Distance Learning Guidelines for Parents](#)

[Resources for Parents of Special Education Students](#) that you may find helpful in working with your student during distance learning.

## Distance Learning Parent Support Plan

We understand that parents will be playing a critical role in Distance Learning for the upcoming school year. Parents can choose from a variety of parent professional development opportunities and community forums to attend.

Also available is a Digital Library of resources on a wide range of topics that will be continually updated. Information on these various resources and Zoom sessions can be found in our [Distance Learning Parent Support Plan](#).

### **Other important documents to review:**

[COVID-19 PREPARED: Reopening of Santa Clara County K-12 Schools](#), June 30, 2020

(great lists of "required" vs "recommended" for each safety area)

[California Department of Public Health: Reopening Guidelines for Schools](#), August 3, 2020

[COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#), July 17, 2020