

FUHSD GUIDE TO REMOTE LEARNING FOR STUDENTS AND PARENTS (Fall 2020)

Welcome to Remote Learning in FUHSD. We realize that the continued school closures and the start of the school year in remote learning 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 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:

- Internet access*; paper to take notes and work through problems/ assignments; and students will need a computer with a microphone and camera for video conferencing. If your student does not have a desktop or laptop with a functioning camera and microphone, students will need to request a Chromebook. **To borrow a Chromebook and/or Internet Hot-Spot, please fill out the [Technology Request Form: bit.ly/fuhstechrequest or contact your school by phone.](#)**
- It would help if your student had access to a 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 (through December 2020):**

<https://www.internetessentials.com/>. The district is also providing Chromebooks and wireless hotspots so please fill out the form: bit.ly/fuhstechrequest

Information for Students

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

Schoology (our district's new learning management system) will be the homebase for your classes. Teachers will post assignments, resources, and grades through Schoology. Most teachers will connect with students via Zoom.

Remote Learning Green Sheet (Syllabus): Your teachers will be providing you a 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 according to the Remote Learning Schedule below. 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. Course Expectations, Assignments and Grades will all be posted on Schoology. In addition, your teachers may enhance the student learning experience using other methods the teacher has specified to support student engagement. (Refer to your class Green Sheet for details) This class period time is when your teachers will assign work and when you will submit your work. Attendance will be taken each period during the instructional time period indicated for that class.

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

Monday/Thursday			
Period	Start	End	Minutes
1	8:00	9:30	90
2	9:45	11:15	90
Lunch	11:15	12:15	60
3	12:15	1:45	90
7	2:00	3:30	90

Tuesday/Friday			
Period	Start	End	Minutes
Collaboration	7:50	8:50	60
4	9:00	10:30	90
5	10:45	12:15	90
Lunch	12:15	1:15	60
Office Hours	1:15	2:00	45
6	2:00	3:30	90

Wednesday			
Period	Start	End	Minutes
Tutorial/ Asynchronous Learning time and occasional Homeroom/Advisory	9:00	10:00	60
Break	10:00	10:15	15
Asynchronous Learning Time	10:15	12:00	105
Lunch	12:00	1:00	60
Office Hours	1:00	1:45	45
Break	1:45	2:00	15
Asynchronous Learning/ Student Activity Period/ Tutorial	2:00	3:30	90

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

Advisories: On Wednesdays, students will have an opportunity to meet with their Advisory teacher. Attendance is required and roll will be taken each session. Advisories will provide opportunities for student engagement that are different from the normal classroom curriculum. Students will be able to share highlights and concerns to their advisory teacher, as they travel through the new experience of Remote Learning. Additionally, topics that will be addressed in Advisory may include: How to Use Schoology, how to ask for help/sources for assistance in school, Academic Intergity, Guidance Counselor presentations, College application procedures, Goal-setting, Mindfulness, Sexual Harrassment prevention, Anti-Bias, Anti-Racist education, Team Building, and aspects of social-emotional wellness.

Student activity period: Wednesday afternoons are optional opportunities for students to engage with one another in a different setting than the class period. Students may choose to use this time to engage in club/extracurricular activities, or perhaps work on group projects with one another, or have individual time for homework and study.

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

- **Become familiar with the Remote Learning Schedule** so that you know when each of your classes is. The schedule does provide at least a 15 minute break between each period, to allow for some screen disengagement.
- **Create a work space 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 classes 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 class time, visit your teachers during Virtual 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 Virtual Office Hours (see schedule above) so you can ask questions and get help quickly. You may also email your teacher.
- **Reach out to your Guidance Counselor.** Guidance Counselors will also be available during Virtual Office Hours, or you can email them at any time.
- **For technology assistance:**
 - If you need help with Schoology: contact your school's Library Media Teacher (see chart below).
 - If you need help with your email and/or password reset and/or getting online using a district-issued device and/or wi-fi hot spot: contact your school's Network Support Specialist (see chart below).

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 work space 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.
- 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 may not be fully adjusted 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. Monitor their stress level, participation in classes, and ability to complete assignments.
- 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?

- **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 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 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 the School-Based Therapist 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
Schoology	Library Media Teacher Laura Utile	(408) 366-7656
Infinite Campus	Data Tech Meg Teffera	(408) 366-7613
Student Email and Password reset	Network Support Specialists Karl Tang Edgar Marin	(408) 366-7621 (408) 366-7663
District-issued Chromebook or wi-fi hotspot	Network Support Specialists Karl Tang Edgar Marin	(408) 366-7621 (408) 366-7663

For support with...	Contact person name and email	Phone number
Student guidance and wellness	Guidance Counselors (alpha) Monique Balentine (A-G) Jessica Coscia (H-L) Sylvia Lam (M-Sha) Clay Stiver (She-Z) School Based Therapist Richard Prinz	(408) 366-7615 (408) 366-7616 (408) 366-7626 (408) 366-7614 (408) 366-7638
Attendance	Attendance Tech line	(408) 366-7604
All other questions and concerns	Executive Assistant Monique Franzino	(408) 366-7602

Frequently Asked Questions

What does remote learning 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 regular coursework and assignments, providing feedback, and issuing letter grades for the 2020-21 school year. As long as you are engaging in your coursework, attending class, and submitting assignments, you will earn grades and credits.

I heard the District is moving to Schoology. How is this being implemented?

FUHSD has adopted Schoology, a learning management system, which will be fully implemented districtwide. At a minimum, all teachers will post course expectations, assignments and grades on Schoology for the 2020-2021 school year. Students and families will have the opportunity [to explore and get to know Schoology](#).

I am a senior. What does remote learning 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 letter grades. As long as you are engaging in your coursework, attending class, 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 closed and have been revisiting their college admissions processes. FUHSD will include with your final transcript to colleges and universities information about the school closures, remote learning and its impact on instruction. For more information and resources, visit our [COVID-19 and College webpage](#).

What if the power/internet service goes out and I am unable to attend class 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 and submitting the assignment during Office Hours.

What about AP exams?

Last Spring, College Board put plans into place to allow for rescheduling exams. While it is too early to know what the Spring semester will look like, we are confident that the College Board will be prepared to implement remote exams again if required.