



PARENT-STUDENT DISTANCE LEARNING HANDBOOK

Welcome

Dear Rod Kelley School Parents and Students:

On behalf of the entire Rod Kelley Team, I would like to welcome you to the Rod Kelley School Community. This Student Parent Handbook has been updated to provide you with essential information about Rod Kelley School and some changes in policy implemented due to Covid-19. We recognize the challenges that distance learning brings to our families and students and are here to support, motivate and encourage. By working together, we can make your child's experience at Rod Kelley School a positive one

Maritza Salcido

Principal
Rod Kelley School

Rod Kelley School Core Beliefs

- All students can learn.
- More important than the results is knowing why we got them.
- Educators serve all students.
- Effective first instruction is the first line of prevention.
- Assessments drive instruction.

ROD KELLEY SCHOOL PLEDGE

With serving hands
And caring heart
I make this pledge
To do my part
To be the best
That I can be
For myself,
My school,
And my family.
Rod Kelley Pride!



Policy: Access to Campus

Safety is our top priority on our Rod Kelley Campus.

- Masks must be worn at all times.
- 6' social distancing will be required.
- QR check in required
 1. Open camera on phone
 2. Scan QR code
 3. Open link and follow prompts to check in
- School Office hours - 8:00 am - 2:00 PM
- **Beginning October 1st the School Office will be open by appointment only. Please call 669-205-4700 to schedule an appointment.**

Attendance

Your child is expected to attend all of their scheduled sessions each day.

California State Educational Code states that a minor child becomes truant after three (3) or more unexcused absences.

An Excused Absence is allowed for:

- Illness
- A child's doctor or dentist appointment
- A death within the immediate family.
- Distance Learning Technical Issues

All other absences are unexcused. If your child is absent for **any** reason, please contact the school at 669-205-4700 or email the attendance clerk: Imelda.Resendiz@gilroyunified.org

All absences become unexcused if not cleared within 5 days.

General Information

1. ParentSquare

ParentSquare is a one-stop shop for school happenings, improving communication, organization, and engagement between home and the school community. ... Allowing parents to direct-message educators and administrators through the site.

2. Material Distribution

Material distribution from Teachers will be approximately every 3 weeks. Please watch for date and time notifications through ParentSquare.

3. Materials Checked Out/Distributed

Parents/Guardians will be charged for lost and/or excessively damaged school distributed materials. Ie: Chromebooks, classroom books, hot spots, etc.

4. Report Cards & Progress Reports

Report cards will be issued at the end of each trimester. Parent/Teacher conferences are held in the fall to discuss student progress in academic, personal and social areas.

5. Emergency Contacts

For the safety of your child, we must have emergency information on file for your family. Please sign on to the Aeries Portal and provide emergency contact information.

Recognition

1. Character Counts!

At Rod Kelley School and throughout GUSD we implement Character Counts! a research proven character-education framework. It teaches and models the "Six Pillars": trustworthiness, respect, responsibility, fairness, caring, and citizenship. We encourage our families to adopt and model these values at home as well.

2. Notable Knights

Each month the focus will be on one of the Six Pillars. Students chosen by their teachers will be recognized weekly as "Notable Knights" for embracing the values of the Six Pillars. A Notable Knight award is a logo tag and certificate. Awards will be handed out on material distribution dates.

3. School Spirit Day

One day per month is designated as "School Spirit Day." Notifications from your child's teacher and ParentSquare will go out and students are encouraged to participate by dressing according to the selected theme.

Child Nutrition and Student Meals

The Gilroy Unified School District will serve FREE meals for all children in Gilroy, ages 0-18, at four school sites: Eliot Elementary, Glen View Elementary, Rod Kelley Elementary and South Valley Middle School.

Services

1. The Student Study Team (SST)

An SST is an educational process designed to share concerns, discuss interventions, and/or make recommendations concerning a student's personal, social, and/or academic functioning only after several interventions and modifications have been tried with little or no student improvement. The SST team will include the parent/guardian of the student, the referring teacher, the school principal or designee and other staff specialists deemed appropriate. Those wishing more information about the SST process may consult with their child's teacher.

2. The School Psychologist

The psychologist is assigned to Rod Kelley one to two days a week to assist parents and staff in evaluating students with learning and adjustment issues.

3. The Resource Specialist (RSP)

This teacher will provide services to qualifying students for specific assistance in reading, mathematics and written language.

4. The Speech Therapist

The speech therapist screens referred students with possible speech and/or language concerns. Services are provided for those students who qualify.

Student Opportunities

1. Student Council

This committee involves students in the governance of their school. Two representatives from grades 2-5 are elected from each class to serve for the year.

Parent Involvement

1. Rod Kelley Parent Club:

Assist in supporting the social and academic needs of children. This organization meets these needs by providing materials that are needed for Distance Learning.

2. School Site Council (SSC):

School Site Council is a monthly advisory group that monitors and reviews the School Level Plan. The SSC is comprised of the school principal, school staff, and parents.

GUSD Distance Learning Model

1. All students will continue to be enrolled in their home school and will complete instructional minutes based on grade level.
2. The school day consists of a structured daily schedule of learning tasks, which will include synchronous (teacher-led lessons with the whole class) and asynchronous(individual or small group learning).
3. Students will have daily live interaction with teachers and peers for instruction, progress monitoring, and maintaining a connection to the school community. Daily live interaction will happen using Zoom.
4. Student attendance is required and is recorded daily.
5. Grades will be issued to all students pursuant to GUSD's regular grading policy.
6. Students with an individualized Education Plan (IEP) or 504 plan will receive the services and accommodations to the greatest extent possible.

Zoom Expectations

Zoom is the avenue GUSD is using to provide instruction. We need to work together to ensure that every student is provided with the best learning environment possible free from distractions as well as ensuring student privacy and safety. Please also refer to any guidance and expectations that your child's teacher has provided.

- No recording of Zoom meetings
- To maintain privacy of others, never take any photos or video of the Zoom meeting that identifies other students or staff
- Parents should maintain confidentiality of other students' needs and behaviors just as you would if you were volunteering in-person in the classroom.
- Do not repost or share links to your child's Zoom meetings
- Help your student establish a distraction free space to Zoom with a wall background (to avoid accidentally including other people in your home).

- When possible have students' camera face the wall in order to avoid anyone but the student to be in view of the camera.
- Students should be dressed for the day and seated in a chair. We don't want to see students in bed with their pajamas on.
- Remember that the teacher and students can see and hear what is happening in the background make sure conversations, music and tv are appropriate.
- **Zoom sessions are for students and not a time for parents to ask questions or interrupt the teacher. Please use the teacher's office hours to get questions and concerns addressed.**
- Students (or parents) whose behavior interferes with the learning of others will be referred to the principal.
- If your child is having a hard time during a session with a teacher, offer them a break and be supportive. This is hard on everyone to shift learning online. Disciplining your child in front of the teacher and their peers can lead to greater anxiety around attending school.
- Trust that if an undesirable behavior is observed by the teacher they will reach out and communicate that with the parent. Until then if your child is "wiggly" or seems off focus the teacher will redirect and ask for your support when needed.

Contact Us

GENERAL

- Email: questions@gilroyunified.org
- Call: 669-205-5590

SCHOOL RELATED QUESTIONS

- School-specific questions:
Please call the school office - 669-205-4700
- Class-specific questions:
Email your child's teacher(s)

IT SUPPORT

- Email: ITsupport@gilroyunified.org for GUSD email password resets, connectivity issues and/or Chromebook questions
- Call: 669-205-4060

AERIES/PARENTSQUARE SUPPORT

- Contact Dorien Koene
- Email: dorien.koene@gilroyunified.org
- Call: 408-722-8414