AUGUST 2020

NEWARK UNIFIED School District



DISTANCE LEARNING PARENT & STUDENT HANDBOOK 2020-21



A MESSAGE FROM SUPERINTENDENT DR. MARK TRIPLETT

WELCOME TO THE 2020-21 SCHOOL YEAR!



Dear NUSD Families, Parents/Guardians, and Students,

Welcome to a new school year! As we begin the 2020-21 school year in distance learning, Newark Unified School District is committed to supporting students and staff to continue their teaching and learning during these unprecedented times. We believe that together we have an opportunity to reimagine education and begin to transform the ways students can learn. Distance learning does not mirror the rich variety of socially interactive and dynamic learning experiences in our classrooms, however, our educational staff are innovators and adaptors, and we will do our absolute best to offer continued meaningful learning opportunities. Rest assured, your students are in good hands.

It is worth noting that NUSD recognizes that distance learning in a time of global health uncertainty may be impacted by a variety of factors, including:

- Students and families' access to technology devices and to the internet
- Caregivers' ongoing ability to provide support
- Limitations in access to physical/mental health resources
- Restrictions, social distancing and self-quarantine expectations which limit in-person support
- The recognition that students and families will experience difficulties during this time

This plan, therefore, requires a flexible, supportive approach. We will continue to listen to staff and families in order to take into account the changing nature of our situation and adapt accordingly.

Please know we have purchased new online learning platforms to better support our teachers, students, and parents. We have secured thousands of Chromebooks that we will continue to provide our students in order to access our new virtual curriculum.

We will maintain high expectations for our students and our teachers and provide the necessary support to overcome these obstacles together.

We are committed to all of our students, first and foremost, and we will navigate this together.

Dr. Mark Triplett Superintendent of NUSD

TABLE OF CONTENTS

3
5
6
7
9
10
10
11
13
14
15
17
18
18
19
20
21



WHAT IS A TEACHER? I'LL TELL YOU: IT ISN'T SOMEONE WHO TEACHES SOMETHING. IT IS SOMEONE WHO INSPIRES EACH STUDENT TO GIVE THEIR BEST IN ORDER TO DISCOVER WHAT IS ALREADY KNOWN.

PAULO COELHO

2020-21 NUSD DISTANCE LEARNING PARENT & STUDENT HANDBOOK PAGE 4



Newark Unified's Distance Learning schedules were developed with input and collaboration from teachers and administrators in order to maximize instructional minutes while providing much needed breaks for students during the school day. From the spring, we are all familiar with the challenges that come with distance learning. Our schedules were developed in order to provide our families and students common language and consistency and to also minimize potential challenges.

Our Elementary Distance Learning Schedule was developed with the intent to provide opportunities for small group instruction throughout the day and also communicate weekly expectations with students and families at the start of each week. This is why teachers will send out a weekly template for goals and activities to the students each Monday morning and have opportunities through the week to meet students in smaller group settings.

Our Secondary Distance Learning Schedules were designed to align the secondary schools in a common approach and place a priority on Monday for Social Emotional Learning of students.

We are committed to continue listening to our parents, students and staff in order to reflect and improve if any adjustments need to be made.

PREPARING FOR SCHOOL



Chromebooks

Chromebooks are available for students to check out for home use. If your student needs a device or there is an issue with a previously distributed district device, please fill out this <u>NUSD Family</u> <u>Technology Survey</u> and someone from your child's school will reach out and make sure you have what you need.

Wi-Fi

In order to access Distance Learning, your student(s) will need access to the internet, most commonly through home Wi-Fi. If you do not already have Wi-Fi in your home, please fill out this **NUSD Family Technology Survey** and someone from your child's school will reach out and make sure you have what you need.





Textbooks & Loaned Materials

Textbooks and other loaned materials such as novels and other school-owned curriculum and supplies will be issued by each school site. For information about material pick-ups, please contact your school site.

School Supplies

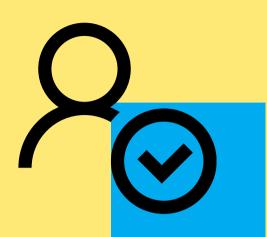
Essential school supplies for elementary school students will be distributed by the school sites. Should families find they need school supplies at the secondary level, please contact your school site.



SCHOOL DAY STRUCTURE DISTANCE LEARNING ELEMENTS

Absence Reporting

If your student is sick and will not be participating in Distance Learning, please contact your school site to report the absence. Please visit your school's website for information for where and how to report a student's absence.





Virtual Attendance

New State mandates for Distance Learning require that schools take attendance each day in order to ensure students are actively engaged with their learning. When students are in a "virtual classroom" like Zoom or Google Meet, teachers will complete an attendance check-in, noting who is present and who is not. It is critical that students sign into their virtual classrooms in time to be counted in the attendance. We will also be taking attendance by verifying that students complete independent work assigned by their teacher.

Offline Learning

We believe that students need to balance time off of screens as well. Therefore, not all student learning will occur in front of a computer screen. Though there will be daily, live interaction with teachers, learning will occur independently, during the school day, through the use of a textbook, novel, or pencil-and-paper assignment, as well as activties and projects.



SCHOOL DAY STRUCTURE DISTANCE LEARNING ELEMENTS



Transitions & Breaks

Our staff will incorporate time for and encourage students to take mental breaks, engage in physical body breaks, and eat lunch by following a bell schedule that accounts for these essential breaks. These are important pieces of an instructional day and parents should encourage these activities.



Social-Emotional Learning

It is more important than ever before that the social-emotional education of students be prioritized at every level. Our teachers and staff are aware of the need to maintain connections with our students and will embed strategies and activities into class sessions to support the social-emotional health of our students. From community building during class meetings at the elementary level, to check-ins during advisory periods grades 7-12, we will continue to incorporate lessons and support into daily routines.



Office Hours for Teachers

Each week teachers will have opportunities for students or parents to schedule time to connect regarding students' academic progress and/or social-emotional support. Contact your student's teacher for information on how to schedule an appointment. Other support personnel such as counselors and administrators are also available to support students.

LEARNING MANAGEMENT SYSTEM

GOOGLE CLASSROOM

All schools within NUSD will use Google Classroom as the online Learning Management System (LMS) that will serve as the framework for teaching, learning, and support whether we are meeting online or in our classrooms. It's our one-stop-shop for student information, communication, and resources. Logging into Google Classroom will provide access to all of the information needed for you and your child to stay organized and on track with their education.

As teachers set up their classes in Google Classroom, students will be automatically enrolled. Login information for students will be provided to students and parents. Parents and guardians can sign up for a weekly or daily update.

Teachers will email parents and guardians a link in order to invite them to the teachers' Google Classroom. As a guardian, you can get email summaries about your student's activity in Classroom. Email summaries do not include grades. For grades, ask your student or contact the teacher. In email summaries, you can review:

- Missing work—Work not turned in when the summary was sent.
- Upcoming work—Work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails).
- Class activities—Announcements, assignments, and questions recently posted by teachers.
- If there's no activity to report or if a teacher turns off email notifications, you might not get an email summary.



GOOGLE CLASSROOM SUMMARY

Google Classroom

Daily summary for Zachary

Mar 25, 2020

Student work

Due in the next few days

English 2 Puente (2019-2020) - due Mar 27

Thought Log #4

Post your thought log here. You can take a picture and upload it or create a google doc and upload it here. Remember it needs to have 3 questions/thoughts, and it needs to be a full page.

Class activity

English 2 Puente (2019-2020) Marcus Landon

Assignment – due Mar 26 Daily Update 3-25 Watch the video. No quiz today. Take care and be safe! Posted Mar 25

Announcement

Mr. Landon is inviting you to a scheduled Zoom meeting

Topic: Puente meeting/tutorial Time: Mar 26, 2020 09:00 AM Pacific Time (tomorrow)

Join Zoom Meeting https://us04web.zoom.us/j/363871691

Meeting ID: 363 871 691

The meeting is tomorrow at 9am. It's just to check in and try the video conference app. I can also help people with assignments if they need help.

Posted Mar 25

Don't see a class? Contact the teacher. They might not use Classroom or may not have turned on guardian summaries.

LEARNING MANAGEMENT SYSTEM

Seesaw (TK-3)

For grades TK- 3 elementary teachers at all sites will have the option to also use Seesaw online Learning Management System (LMS) to enhance teaching and learning. This will not replace Google Classrooms. Seesaw is a platform for student engagement. Teachers can empower students to create, reflect, share, and collaborate. Students "show what they know" using photos, videos, drawings, text, PDFs, and links. It's simple to get student work in one place and share with families, and nothing is shared without teacher approval.



MEETING PLATFORMS

Google Meet and Zoom

Google Meet and Zoom are meeting platforms that all NUSD teachers may use to facilitate live instruction, whole class or small groups of students.



SPECIALIZED SUPPORTS

Students with IEPs



All students with IEPs will receive the required number of instructional minutes for their grade level and per their IEP. In addition, students will receive their related services virtually (teletherapy i.e speech services).

You should expect the following from your child's teacher(s) this year:

- Daily live instruction and interaction through multiple methods (ex: video conferencing, consumable assignments, telephone, direct messaging, etc).
- Live instruction (via Zoom or Google Meet), independent assignments, and support equaling the minutes per a student's IEP.
- Review updated progress on goals at IEPs and during report cards. (Note: Continuity Plans took effect spring 2020 and will be revised at your child's annual/triennial/requested IEP).
- Grades reflective of student's learning.
- An Individualized Distance Learning Plan (IDLP) from your child's Special Education Case Manager.
- At the next IEP for your student, the IEP team will discuss present levels of performance, progress on goals, related services, instructional delivery, and any other recommended supports.

IEP meetings will be held via teleconference or virtual platforms rather than in-person during the school day to the greatest degree possible while in distance learning. Meetings will be scheduled to accommodate family schedules as much as possible. Parents/Guardians may request an IEP meeting at any time and it will be held within the 30 day timeline of request. Annual/Triennial IEP meetings will continue on schedule.

Per state guidelines, Special Education evaluations and assessments may be done in person on a case by case basis. Evaluations and assessments that can be administered remotely, may also continue.

Students with 504s

All section 504 meetings will be conducted virtually using video conferencing-based meetings and will be set-up to accommodate parent schedules as much as possible. If a parent would like to request a section 504 assessment, please contact your child's principal.



English Language Learners



English Language Learners will receive designated and integrated English Language Development (ELD) instruction daily. Paraeducators with a focus on ELD will be working with classroom teachers to provide extra support.

SCHOOL DAY EXPECTATIONS











Attendance counts!

- Check-in to daily live instruction each day, on time for each class.
- In the event that you are absent, please make appropriate arrangements with your teacher in order to receive, complete, and submit assignments for the day.

Getting ready for online class:

- Dress for school.
- Set up your workstation with your materials. Keep food and drinks away from your Chromebook.
- Put away cell phones/video game consoles to reduce distractions.
- Set your computer and phone to "Do Not Disturb" to avoid notifications.

Create a learning space that allows you to be focused

- During class, close browser tabs to other websites.
- Put away cell phones/video games to reduce distractions.
- Consider using headphones to help reduce noise distractions.
- Turn off TV.

During class:

- Keep your video camera on and microphone muted unless otherwise instructed.
- Keep browser tabs to other websites closed.
- Follow the behavior expectations of your school and class.

After class:

- Keep up with assignments by turning in work on time.
- Contact teachers when you need support.



SCHOOL DAY EXPECTATIONS FOR PARENTS & GUARDIANS

Support prompt attendance.

- Know your child's daily instructional schedule.
- Identify when your child will log on the live instruction part of the day.
- You may need to help your younger child log on in the beginning. Log on a few minutes early to allow time for tech issues.
- Help your child identify the activities and assignments your child must complete as a part of their instructional day.

Provide a work space.

- Provide a work space with adequate light in a quiet space for online instruction.
- Provide headphones to help them stay focused.
- Students will have their cameras on, so be aware what is in the background.
- Create a box or bag with the supplies they will need nearby. Support online learning.
- Have your child dressed appropriately for school.
- Support the behavior expectations of your child's school.
- Be aware of your child's academic progress.
- For younger children, log in to Seesaw to monitor progress on a weekly/regular basis.
- For middle and high school students, set up a weekly/regular time when your child can update you on their progress and share accomplishments as well as concerns.

Monitor mental and physical health

- Encourage technology and nutrition breaks.
- Ensure your child exercises daily.
- Ask your child to share one positive aspect of their day. It is especially important to listen and monitor both positive answers and answers that move away from the positive.

Stay connected

- Email teachers, counselors, or administrators when your child needs support.
- Report any connectivity or Chromebook issues to your child's teacher.









ELEMENTARY TK-6 SCHEDULE



OVERVIEW

Elementary school instruction will take place between 8:30 a.m. and 2:50 p.m. There will be breaks for students during this time. The academic day (8:30 - 2:50) will be the same for all schools. Parents should ensure that students have the support they need to participate in the instructional process during this time period. Minutes will consist of direct or "live" (synchronous) instruction and independent practice (asynchronous). Instruction will be provided directly from classroom teachers (synchronous), directly from Specialist Teachers (Science, Music, PE), or through assignments during which time students will work independently (asynchronous). Unless otherwise designated, areas highlighted in color in the schedules below will be times when the primary method of instruction will be direct (synchronous) instruction via Zoom or Google Meet.



SMALL GROUP INSTRUCTIONAL TIME

This block of time allows teachers to differentiate instruction based on student needs. Teachers will meet virtually with students in either small groups or individually while the rest of the class works on assignments offline.

ELEMENTARY TK-6 SCHEDULE

 Prioritized live instruction with focus on designated ELD, differentiated small groups (including students with IEPs), & social-emotional learning Governor Newsom's recommended minutes for a robust Distance Learning Instruction include a combination of Synchronous and Asynchronous Activities that meet the following:: TK-K 180 minutes; 1st-3rd 230 Minutes; 4th-12th 240 Minutes Science Resource Teacher, Intervention, & PE teachers will deliver daily instruction aligned with DL schedule 							
Monday	Tuesday - Friday						
 8:00-8:30 Emails, Etc. Weekly Schedule Shared with Students by 8:30 	8:00-8:30 Emails, Etc. 8:30-9:10 Whole Class Live Online Instruction Live online learning with teacher (•Attendance taken) 						
• 9:10-9:30 Check Emails, etc.	9:10-9:30 Check Emails, etc.						
Morning Meeting Whole Class Instruction	 9:30-10:10 Instructional Block #1 Independent student work time Small group live online instruction with teacher, 1:1 Support, Technology Support, Family Check-in 						
Asynchronous Learning	10:10-10:30 Break/Recess						
	 10:30-11:10 Instructional Block #2 Independent student work time Small group live online instruction with teacher, 1:1 Support, Technology Support, Family Check-in 						
	11:10-12:30 Lunch for Students						
	 12:30-1:10 Instructional Block #3 Independent student work time Small group live online instruction with teacher, 1:1 Support, Technology Support, Family Check-in 						
	1:10-1:25 Break /Recess						
	1:25-2:05 Instructional Block #4 • Independent student work time • Small group live online instruction with teacher, 1:1 Support, Technology Support, Family Check-in						
	2:05-2:10 Transition Time						
	2:10-2:50 Whole Class Live Online Instruction Live online learning with teacher (*Attendance Taken)						
	2:50-3:30 IEPs, 504s, etc.						

NEWARK JUNIOR HIGH SCHOOL Schedule

Students will be assigned 240 minutes of instruction on a daily basis. Parents should ensure that students have the support they need to participate in the instructional process during this time period. Class periods below will primarily use Zoom or Google Meet for live instructional purposes.

NJHS Distance Learning Schedule								
TIMES	MONDAY	TIMES	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
8:00-8:30	Weekly Schedule Shared with Students	8:00-8:30	Emails, etc.	Emails, etc.	Emails, etc.	Emails, etc.		
8:30-9:00 9:05-9:35	Period 1 Period 2	8:30-9:45	Period 1	Period 4	Period 1	Period 4		
9:35-9:50	Break/Brunch	9:45-10:00	Break/Brunch	Break/Brunch	Break/Brunch	Break/Brunch		
9:50-10:20 10:25-10:55	Period 3 Period 4	10:00-11:15	Period 2	Period 5	Period 2	Period 5		
11:00-12:00	Lunch for Students	11:15-12:30	Lunch for Students	Lunch for Students	Lunch for Students	Lunch for Students		
12:00-12:30 12:35-1:05	Period 5 Period 6	12:30-1:45	Period 3	Period 6	Period 3	Period 6		
1:10-2:30	Asynchronous Learning & Tutorial	1:50-3:30	O *Asynchronous Work Period 4,5,6 Intervention Support Office Hours	*Asynchronous Work Period 1,2,3 Intervention Support	∗Asynchronous Work Period 4,5,6 Intervention Support Office Hours	*Asynchronous Work Period 1,2,3 Intervention Support		
2:35-3:30	Professional Development							

Every Monday will include an advisory period for each course, this includes social-emotional well-being, instructional guidance, and community building. Attendance is mandatory.

Tuesday through Friday: Academic content and rigorous lesson for 60 minutes with 15 minutes for Q&A per period.
 Attendance will be taken each period.

* Asynchronous instruction occurs in the afternoons and will include SEL/ELD/SPED support time, teacher office hours, and tutorial support for students.

NEWARK MEMORIAL HIGH SCHOOL & Bridgepoint Schedule

Students will be assigned 240 minutes of instruction on a daily basis. Unless students have a "A" period, the student day will be between 8:30 and 3:30 daily. There will be breaks for students during this time. Parents should ensure that students have the support they need to participate in the instructional process during this time period. Class periods below will primarily use Zoom or Google Meet for live instructional purposes.

NMHS & Bridgepoint Distance Learning Schedule								
TIMES	MONDAY	TIMES	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
8:00-8:30	Weekly Schedules Shared with Students	7:40-8:15	A Period	A Period	A Period	A Period		
	onarea with otdachts	8:00-8:30	Emails, etc.	Emails, etc.	Emails, etc.	Emails, etc.		
8:30-9:00 9:05-9:35	Period 1 Period 2	8:30-9:45	Period 1	Period 2	Period 1	Period 2		
9:35-9:50	Break/Brunch	9:45-10:00	Break/Brunch	Break/Brunch	Break/Brunch	Break/Brunch		
9:50-10:20 10:25-10:55	Period 3 Period 4	10:00-11:15	Period 3	Period 4	Period 3	Period 4		
11:00-12:00	Lunch for Students	11:15-12:30	Lunch for Students	Lunch for Students	Lunch for Students	Lunch for Students		
12:00-12:30 12:35-1:05	Period 5 Period 6	12:30-1:45	Period 5	Period 6	Period 5	Period 6		
1:10-1:40	A Period 1:45-3:30	1:45-3:30	★Asynchronous Work Period 2.4.6. A	∗Asynchronous Work Period 1,3,5, A	∗Asynchronous Work Period 2.4.6. A	*Asynchronous Work Period 1,3,5, A		
1:45-2:30	Asynchronous Learning & Tutorial		Intervention Support Office Hours	Intervention Support	Intervention Support Office Hours	Intervention Support		
2:30-3:30	Professional Development							

Every Monday will include an advisory period for each course, this includes social-emotional well-being, instructional guidance, and community building. Attendance is mandatory.

Tuesday through Friday: Academic content and rigorous lesson for up to 75 Minutes per period, except A period (which meets 35 minutes each day for synchronous instruction.) Attendance will be taken each period,

* Asynchronous instruction occurs in the afternoons and will include SEL/ELD/SPED support time, teacher office hours, and tutorial support for students.

DISTANCE LEARNING CHILD NUTRITION SERVICES

During Distance Learning, beginning August 13, 2020, "Grab 'n' Go" meals will be available from **11:00-12:00pm every day Monday - Friday** excluding holidays <u>at all school sites.</u> Meals will include one breakfast and one lunch (vegetarian choices available daily). If your student attends an elementary school or Newark Junior High, the bag lunch will also contain one snack.



*If your child is allergic to any foods, please submit a doctor's note to your child's school and the Child Nutrition Department so that we can keep your child's special needs on file. (NUSD BP 5141.27 Food Allergies/Special Dietary Needs)



Student accounts will be charged when a meal is purchased. Students, parents, or guardians who pick up meals must have the student's first/last name **OR** student ID number to correctly charge the account (if applicable), and ensure that duplicate meals are not distributed to any child. Student accounts will be charged for one breakfast and one lunch the day meals are picked up. Meal prices will be based on your students' current eligibility.

Parents/guardians are strongly encouraged to <u>complete a meal</u> <u>application</u> to qualify for free/reduced price meals for 2020-21, especially if they experienced a decrease in household income, have become unemployed, or have an increase in family size.

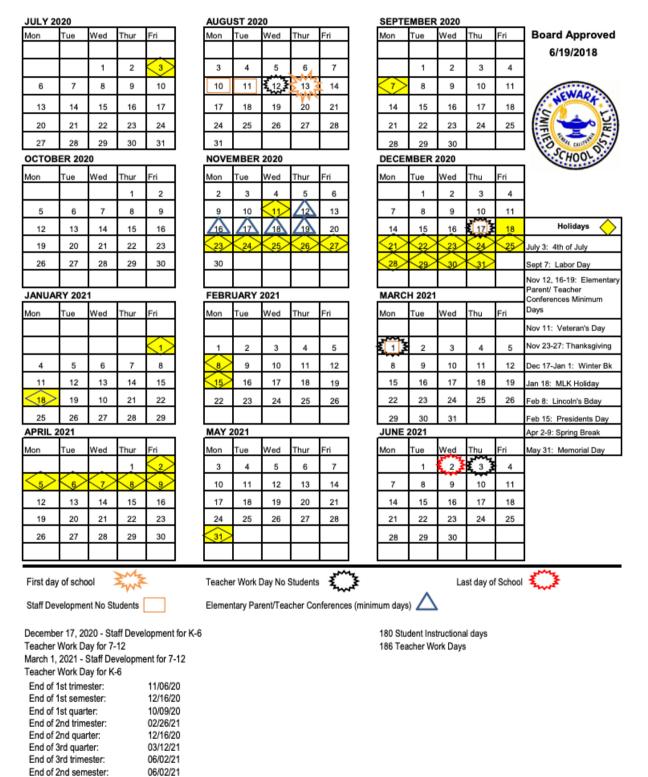


Click here for NUSD Child Nutrition Information

Families can <u>apply online</u> or pick up a paper application at your student's school site. A new application must be submitted for every school year.

2020-2021 CALENDAR

NEWARK UNIFIED SCHOOL DISTRICT SCHOOL CALENDAR 2020-2021 YEAR



End of 4th quarter:

06/02/21

ADDITIONAL RESOURCES:

Included below are links to local, state, and federal government agencies that report and provide guidance on the state of the pandemic and how it relates to school operations.



Alameda Country Public Health Department



California Department of Public Health



Alameda County Office Of Education



EDUCATION California Department of Education



CA.gov COVID-19 Website



Centers for Disease Control and Prevention (CDC)