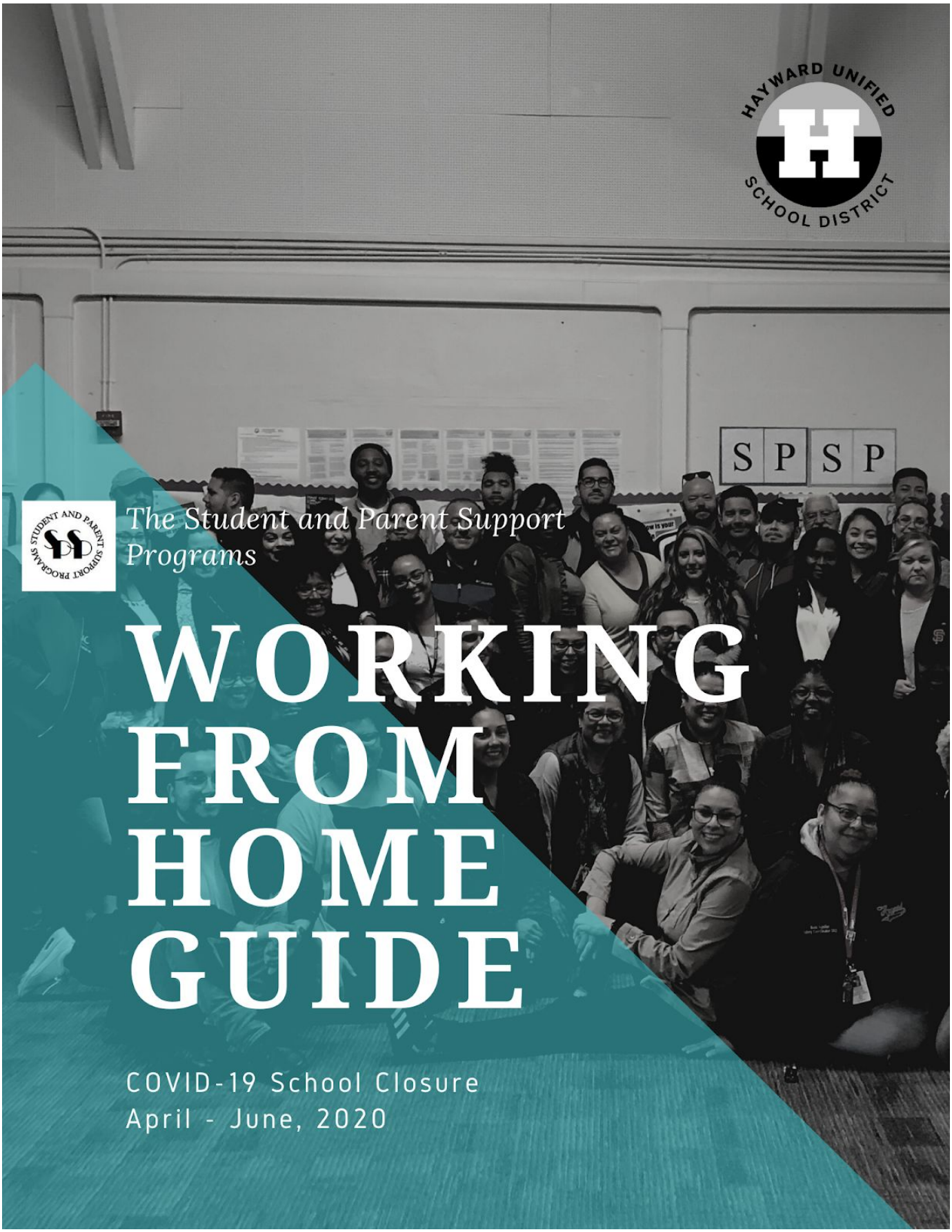


The Student and Parent Support Programs

WORKING FROM HOME GUIDE

COVID-19 School Closure
April - June, 2020

Dear YEP, COST, and Family Engagement Staff:

We are living in a time of great uncertainty. In the face of the evolving COVID-19 crisis, we have all had to pivot and make major readjustments, both to our personal lives and our institutional practices, in order to stay safe and slow the arc of the pandemic. For the Hayward Unified School District (HUSD), this has meant temporarily closing our schools and after-school programs and cancelling all events, including family engagement activities planned by our Student and Parent Support Programs (SPSP). Due to shelter-in-place orders, all of us must now work from home.

As Director of Student and Parent Support Programs (SPSP), I am moved by the personal leadership and dedication of our staff during this uncertain time. I want to thank you all for your patience and professionalism and let you know that we are committed to supporting you as much as possible as we work together to provide meaningful learning opportunities online for HUSD students and families.

We are aware that working from home in a time of global health uncertainty may be impacted by a variety of factors, but our most important work is to keep ourselves, those you love and our community safe and healthy.

We will continue to depend on feedback from program staff in order to get better each day at both providing distance learning opportunities to students and at working from home.

I am grateful for your willingness to be flexible and creative as we navigate this situation and for your commitment to staying focused on supporting and serving HUSD students and their families. We will get through this together and remain united in our shared goal of caring for our students throughout this tumultuous time.

Sincerely,

Christy Gerren
Director
HUSD Student and Family Support Services

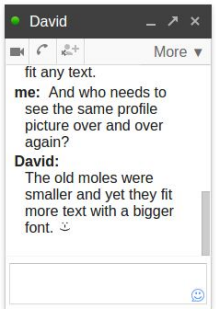
Working from Home Elements

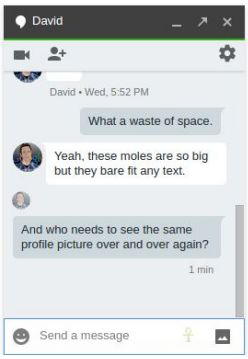
The Student and Parent Support Programs is committed to making the working from home experience engaging, meaningful and flexible. Our SPSP core online platforms for working from home include: Google Classroom and Zoom. Additional online resources that may be used by our staff include: Google hangouts, Google chat, etc.

Weekly Check-In's

Working from home with a new environment can take some time to adjust to. Recent articles show that a daily routine is important to keeping healthy. To support each other daily each team will check-in through Gmail Chat at:

COST - 9:00 A.M and 3:00 P.M.
FES - 8:30 A.M. and 2:30 P.M.
YEP - 9:00 A.M. and at 5:00 P.M.





Weekly Team Meetings

Each week, site administrators will hold a mandatory virtual check in session with their staff to offer updates, professional development opportunities and news from the district. The meeting will not exceed one hour, unless extended by consensus from the staff. Each week COST, YEP, and FES will have a regular check-in virtual Zoom team meeting.

TEAM	DAY OF THE WEEK	TIME
Family Engagement Specialist	Fridays	1:00 P.M. - 2:30 P.M.
COST specialist	Wednesdays	10:00- 11:00 A.M.
YEP Operations Supervisor/Site Coordinators	Wednesdays	9:00-10:00 A.M.
YEP Program Leaders	Thursdays	TBD By Site

Activity/Project Log

Each staff will complete the activity/project log indicating the support they are providing to each school site.

Family Engagement Specialist
COST Specialist
YEP

Professional Development for SPSP Staff

During this school closure crisis, SPSP staff will be offered a variety of online professional development opportunities and staff can also seek small group or individual support from the SPSP management team. Training will include an overview of Blackboard, Zoom, and Google Classroom.

Professional Development Sessions

Professional development sessions on distance learning platforms, software, hardware, and additional tools to assist and build staffs' skills will be offered to each program. HUSD will make available a range of online professional development resources for staff to support the Distance Learning plan. These resources will be accessible to staff during the workday.

Family Engagement Specialist

-DocuSign Time Cards -Understanding How to Support Families with Google Classroom	Friday, April 10, 2020	1:00 P.M. - 2:30 P.M.
Blackboard Training	Friday, April 17, 2020	1:00 P.M. - 2:30 P.M.
Family Engagement PLC	Friday, April 24, 2020	1:00 P.M. - 2:30 P.M.
Mastering School Loop	Friday, May 8, 2020	1:00 P.M. - 2:30 P.M.

YEP Staff Training

Site Leader Collaboration Meeting - Distance Expanded Learning	Monday, April 6, 2020	9:00 A.M. - 10:00 A.M.
Distance Expanded Learning Committee Meeting	Monday, April 6, 2020	10:00 A.M. - 11:00 A.M.
Google Classroom Introduction	Wednesday, April 8, 2020	3:00 P.M. - 4:30 P.M.

Training		
Creating Your Google Classroom Training	Thursday, April 9, 2020	3:30 P.M. - 5:00 P.M.
Zoom Training	Wednesday, April 15, 2020	10:00 A.M. - 11:00 A.M.

COST Specialists

-Webinar: Data + Relationships Can Strengthen Your School's Response to COVID-19	Thursday, April 9, 2020	11:00 A.M. -12:00 P.M.
-Webinar: Reducing the Adverse Impact of the Coronavirus on Students and Families	Tuesday, April 14, 2020	11:00 A.M. - 12:00 P.M.
All HUSD COST Leads Meeting	Wednesday, April 15, 2020 (tentative)	1:00 P.M. - 2:00 P.M.

Site Technology Support

The YEP Technology Support Specialist Dean Terashita will be working remotely from home to provide support. When contacting, please provide information about equipment being used. His contact information is as follows: email: dterashita@husd.k12.ca.us, mobile number: (510)935-1081.

Ongoing Feedback and Support

The Student and Parent Support Programs (SPSP) will collect feedback from staff. Please click HERE to access the feedback form.

During this unprecedented time, our Human Resources team is available to assist with questions, absences, leave requests, and other concerns. Please contact Aurora Sweet, asweet@husd.us with any certificated questions and Fernando Yanez, fyanez@husd.us for classified questions.

Resources:

Working at home is new to most of us and it is only natural that there may be an adjustment period as we find our footing. All of us are used to doing our jobs a certain way, in a familiar and largely predictable setting. Now we must adapt to working in our home environment, perhaps with limited space and technology and, for some, with demands of family, as children are on leave from school. We must develop new routines and new ways of interacting and delivering our services and will no doubt experience technical and logistical bumps along the way. To help you with this learning curve, we have put together a range of resources on working at home, ranging from technical issues and tips re: online etiquette to socio-emotional support:

- Staying Focused While Working From Home
- Tips for working remotely amid COVID-19
- 7 Tips for Working Remotely During the COVID-19 Crisis
- Working Remotely During COVID-19 - Your Mental Health and Wellbeing
- HUSD Online Email Etiquette

Virtual Norm Reminders

The ISO recommends the following steps be taken to increase the security of your Zoom sessions:

- Require registration, and allow only authenticated users to join your meeting.
- Disable "Join before host", and use the “waiting room” feature to control attendees.
- Do not share links to your session publicly (like using social media). Instead, send the link directly to specific users.
- Keep your session private: require a meeting password.
- Set screen sharing to “Host Only”.Put suspicious attendees “on hold”, blocking their audio and video connection without removing them from your session. Then, you can verify their identity, and re-add or drop them entirely.
- Enable “Mute Upon Entry”.
- Turn off file transfer and annotation, and disable private chat for your attendees.

Technology

Zoom Online Group Learning
Zoom Privacy Updates
Zoom Support Tutorials & Guides
Zoom Important Information for Educators
Nearpod Online Learning
Nearpod Lesson Bank

Socio Emotional Learning Resources

PK-2 –
https://docs.google.com/document/d/1eQGKss31Txu_qu2KGwiBAmZV7sQYWHv8qn07S7Tk7DI/edit?usp=sharing
3-5 –
https://docs.google.com/document/d/13GD6U55W_ILr_ZjLigmAWx4__c0abMtxQ7xoMCRIOQ8/edit?usp=sharing
6-8 –
https://docs.google.com/document/d/1iZzS0clUvu6hRRfZZEB2HtaCmDyboNQB6c4QDTDn4-w/edit?usp=sharing
9-12 –
https://docs.google.com/document/d/1VI9hiSdip4HoBr2jmgSUNhcVttw6jBcWOvCwVYy8qCs/edit?usp=sharing