Family Guide to Distance Learning

Fall 2020

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Introduction

Welcome to the 2020-21 School Year! The information in this guide is designed to provide families with guidance on best practices for distance learning.

In these extraordinary times, our goal for the 2020-2021 school year remains the same-- making sure that we do everything in our power to give students the tools they need to succeed, contribute and thrive. We know achieving this through distance learning will be challenging, but we are committed to providing an educational program that fits the needs of our diverse community.

Whether you are new to our district or a returning family, we want to thank you for taking this journey with us as we work together to provide distance learning that supports the academic and social emotional well-being of our students. Based on what we learned in the Spring and feedback from students, families and staff, we have developed a plan that provides a more rigorous instructional program with the appropriate support in place for academic learning and social-emotional growth.

As the school year progresses, we will continue to improve this plan based on ongoing feedback from students, parents and staff. This guide is intended to complement the information that is continually updated and added to the District's Reopening Plan found on our website at www.sccs.net.

Although our current reality is new and ever changing, a constant for us in education is the joy we all bring to the start of a new school year. Please let us know how we can best meet your students' needs as they arise. We are here to serve and support your family.

Attendance, Participation & Grades

Student attendance will be taken on a daily basis by teachers during the live instruction portion of classes online. Teachers will check for student participation in daily live instruction via Zoom or Google Meet. Students impacted by COVID-19 will be excused from attending school and will not be penalized for missed attendance or missed school work.

We care about your student(s) and want them to be successful. When they are absent and not turning in assignments, the school site will communicate with you via phone calls, text messages, emails, and even home visits. Please let your school know if you need support getting your student online.

SCCS understands the need for vetted and fair grading practices in online instruction and in blended learning.

Elementary grading will resume to the traditional report card structure. Middle and High Schools will also return to traditional letter grading for the 2020-21 school year. However, if we are in full distance learning for any portion of either semester, families may opt for a credit / no credit grading system in high school or pass / fail in middle school. Because we are beginning the school year in distance learning, families will have the option of credit / /no credit or pass / fail for the first semester report card. However, it is important to note that while in the spring, universities accepted credit/no credit on transcripts, at this time, we do not know if colleges and universities will accept credit in lieu of a letter grade on high school transcripts.   We will notify families before a final choice needs to be made on letter grades vs. credit / no credit for high school students.

Tips for Student Success in Distance Learning

We encourage all families to read and discuss the following tips for students. These tips are most relevant for upper elementary and secondary students.

❏ **Prepare and dress for your school day.** Your mindset should be that it's a school day, even if you are not physically present in school. This means getting dressed, eating breakfast and preparing for the day.

❏ **Create a classroom space.** Talk to your family about finding a space where you can focus. A regular space is great, but may not be possible each day. If this is the case, communicate with family members to identify where in your home you can best work with the least amount of distractions. If there is a lot of activity in your home, you may want to turn off your video and mute. Let your teacher know if this is challenging. They might have some tips to help you, and it's important they are aware of your needs.

❏ **Actively Participate.** When possible, keep your video on. On ZOOM, use the "Raise Hand" feature if you have a question.

❏ **Make time for physical activity and exercise.** Living and studying at home can be challenging, and can often limit the amount of movement we do in a day. Moving (independently and together as a family) is vital to health, wellbeing, and readiness for learning. Use your breaks as an opportunity to practice exercising 'alone together' with digital workouts and online instructors.

❏ **Sleep.** Maintain regular sleep routines and wake times. This will help you stay engaged online.

❏ **Take the time to ask questions and engage.** Be sure to ask questions of your teachers and interact with classmates. Take the time to see your teachers during office hours to ask questions and clarify assignments.

❏ **Use Google Classroom (or SeeSaw), alarms, and calendars to manage your assignments.** Good organizational skills is one of the keys to being successful in distance learning courses. Use Google Classroom (or SeeSaw for Kinder and 1st) to stay organized. In Google Classroom use your "To Do list" and Google Calendar to make sure you are aware of assignment due dates, upcoming quizzes and tests, project due dates, etc. A great tip for staying organized and prepared is to also use your Google calendar to set aside time for studying for tests and noting when you should be halfway completed with long term projects. Using the Google Classroom app if you have a smartphone can also help you stay organized.

Tips for Families

- ❏ **Create a Dedicated Work Space.** Students should have a **dedicated space** to work and learn. Ideally, this space should be located in a shared area of your home such as at the kitchen table, a large kitchen counter, or a desk in a living room or family room. A learning space in a shared area allows families to readily support learning while also monitoring online activity.

    - ❏ This space should have:

        - ❏ A computer, iPad, Chromebook or other device that can access the internet
        - ❏ Good lighting
        - ❏ Ready access to learning materials and tools (please let your school know if you need additional materials.)

- ❏ **Social Media.** Monitor your children's social media use. Older students will rely more on social media to communicate with friends.

- ❏ **Supporting Multiple Children Online.** One challenge for families with multiple children will be how to manage all of their children's needs. There may be times when siblings need to work in different rooms to avoid distraction. Headphones can be a great opportunity for learners to focus and avoid distraction. If you need additional devices to support your household, please reach out to your school office.

- ❏ **Daily schedule.** Print out or have readily available your child's daily schedule for easy reference.

- ❏ **Keep a checklist.** Make a list of daily assignments and times on a white board or piece of paper, so students can check off each item as they complete it -- children appreciate a sense of accomplishment.

- ❏ **Limit Cell Phones.** Support students with routines to turn off their phones and put them in a designated place during school hours. This does not make you a mean, insensitive parent. Giving students a respite from their phones is one of the best things you can do to support their ability to focus. Allowing them to check phones during breaks or at lunch is optional. Just as cellphones are kept in backpacks at school, you might also keep cell phones away at home until assignments are completed (or use as a social break after a certain number of assignments are completed). Storing cell phones away at night is also helpful for students in getting a good night's rest.

- ❏ **Model a positive can-do attitude.** Your attitude will influence those of your children.

Information Technology Access & Support

Families and students sign off on SCCS' Technology Acceptable Use Agreement each school year. This delineates the following agreements:

- Respect and protect the privacy of others
- Respect and protect the integrity, availability and security of all electronic resources
- Respect and protect the intellectual property of others
- Respect and practice the principles of community

If you borrow a Chromebook and hotspot from school, please remember that these are important learning tools.
Avoid eating or drinking around the technology. Liquid spills may damage equipment. Be gentle as you transport devices so that you have the tools you need for daily learning.

Families who need a Chromebook and/or hot spot should contact their school to get information on pick up times.

Families who need tech support should do one or more of the following:

- Submit a tech ticket by going to https://sccsit.freshdesk.com/
- Email IT Support at itdept@sccs.net
- Phone IT Support at 831-664-9030 and leave a message to get a call back.
  - Press 0 to hear options in Spanish
  - Press 1 for High School Tech Support
  - Press 2 for Middle School Tech Support
  - Press 3 for Elementary School Support
  - Press 5 for Illuminate Education Help Desk

In addition, families can check our website to review our Frequently Asked Questions (FAQs) or watch videos about a number of topics on our YouTube channel Videos.

Notice of Online and Technology Platforms for 2020-21

Because of the school closures due to the coronavirus (COVID-19), the District has implemented distance learning opportunities in order to provide your student with ongoing access to learning. This notice identifies the distance learning online opportunities, or platforms, that the District is using and provides further information about them.

The District anticipates utilizing online platforms including, but not limited, to the following:

Google Classroom: a web service that allows teachers to create, distribute, and grade assignments. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students. Their privacy policy is available at
https://edu.google.com/why-google/privacy-security/?modal_active=none

Google Suite: a collection of online applications for email (Gmail), documents (Google Docs), presentations (Google Slides), file storage (Google Drive), and other productivity tools. Their privacy policy is available at https://gsuite.google.com/terms/education_privacy.html.

SeeSaw: a platform for student engagement in which students use creative tools to take pictures, draw, record videos which are then placed in a portfolio. This platform allows teachers to find or create activities to share with students, and families can see their child's work and leave comments and encouragement. Their privacy policy is available at
https://help.seesaw.me/hc/en-us/articles/203258429-How-does-Seesaw-help-keep-student-data-safe-

Zoom: a video conferencing tool that allows teachers and students to hold interactive and live class sessions online. Their privacy policy is available at https://zoom.us/docs/en-us/ca-privacy-rights.html and https://zoom.us/docs/en-us/schools-privacy-statement.html.

Illuminate: an online record-keeping platform for taking attendance, posting final grades and transcripts, the Student Portal, and the Parent Portal. Their privacy policy is available at
https://www.illuminateed.com/privacy-policy/

Other online resources: The District has access to various online resources provided by textbook publishers that may be used by teachers, and may use a number of different applications to provide distance and hybrid learning.

All levels:
- EPIC: privacy policy
- Flipgrid: privacy policy
- Pear Deck: privacy policy
- Santa Cruz Public Library ecards: privacy policy
- Screencastify: privacy policy
- SORA: privacy policy

Elementary only:
- Benchmark Workshop Digital Tools: privacy policy
- ESGI: privacy policy
- Great Minds-- Eureka: privacy policy
- iStation: privacy policy
- Lexia: privacy policy
- Zearn: privacy policy

Secondary only:
- Active Learning: privacy policy
- Cengage: privacy policy
- Edgenuity: privacy policy
- EquatIO: privacy policy
- Learning Ally: privacy policy
- Ready Math and iReady: privacy policy

This list of platforms may be updated as the District further develops its distance learning program.

The district prioritizes student privacy and actively works to protect student data. However, the use of technology for distance learning may result in the creation of pupil records not in the District's control as well as student-generated content, and may result in the unintended revelation of personally identifiable student information beyond the District's control.

It is important that you take a moment to review the terms surrounding digital privacy as each platform may give you options that require a selection as students use the platform. For example, some digital platforms give you the option of sharing certain personal information, or request access to your device's camera/microphone. Please be mindful of the privacy of your student and your family, your student's classmates and teachers and their families, and limit the sharing of information to a minimum. We acknowledge that many technology platforms maintain data shared on their platforms and want to provide you notice of the same.

The District endeavors to work with the technology companies utilized for distance learning to ensure the privacy of our students is maintained consistent with all relevant federal and state laws, including the Federal Educational Rights and Privacy Act (FERPA). We expect these companies will act consistently with common standards of student privacy used when providing educational services. We will make our best efforts to ensure that the collection and use of any student data is limited to educational purposes only.

Students Video Cameras On During Video Sessions

From our distance learning experiences in the spring, the District found that when participating in live video conferences (i.e., Zoom), students were often more likely to be engaged and feel connected with their classmates when they kept on their video cameras. This also helps the teacher to check that the video conference only includes students who are part of the class. We recognize that there are times when it makes sense for students to have their video cameras off, such as when taking a restroom break. It can also make sense for students to have their video camera off when they or their family has privacy concerns.

Teachers may follow up with students individually if students are not actively engaging in video conference class sessions, including not having their video cameras on. If there is a particular concern that a family or student has regarding leaving their camera on, please communicate directly with the teacher.

Recording Class Instruction

Teachers may record class sessions to post to their class pages for their students to reference. Students and families should be aware of the following regarding the recording of class sessions:

   1. A student has the right to confidentiality of student records under FERPA, and that right extends to distance learning.

2. By law, there are exceptions to confidentiality, including mandated reporting of suspected child abuse, as well as safety concerns related to danger to self and danger to others.

3. It is illegal for the student or family to record any instruction or educational session without the prior written consent of the principal and teacher/service provider (Education Code section 51512).

4. The online streaming of instruction is for the personal use of the student only, to be used for the sole purpose of at-home distance learning.

5. Parents/guardians may discuss and ask questions about any of this information with the teacher/service provider and/or principal.

6. At-home distance learning is subject to the District's Acceptable Use Policy and the District has the right to monitor behavior, regulate bullying, and set expectations for good behavior while using these platforms. The District may use audio or video recordings for disciplinary purposes.

7. It is the parent/guardian's responsibility to read the information provided and inform the District if he or she has any questions.

If you have any concerns about your student's use of distance learning online platforms please contact the Educational Services department at 429-3410 x248 or edservices@sccs.net.

Food Services

Serving Locations

We will continue to serve all families this fall. Our plan is to serve two schools at one school site making each customer service transaction safe and fast. Please see the food service locations listed below:

- Bayview Elementary & Santa Cruz High students will be served at Bayview Elementary
- Mission Hill Middle & Westlake Elementary will be served at Mission Hill Middle School
- DeLaveaga Elementary, Gault Elementary & B40 Middle will be served at DeLaveaga Elementary
- Harbor High, Gault Elementary & Small Schools Campus will be served at Harbor High
- Soquel High & Delta will be served at Soquel High

Families living in or around the community locations listed below may pick meals up at these locations:

- Neary Lagoon Apartments
- Salz Tannery Apartments
- Beach Flats Park
- Sycamore Commons

When coming to pick up meals you will be asked to give your student's name and school of attendance. Students may pick up at any of the locations listed above.

Days of Service

To limit exposure to both our families and our staff we are moving to a two day pick up, Tuesday and Friday. Families may pick up both breakfast and lunch with a variety of individual items including fresh fruit, vegetables and milk that are nutritionally balanced and meet all state and federal guidelines.

Once again our Food Service department is here to help. If you have any questions or concerns please contact our office at (831) 429-3850.

Social-Emotional & Mental Health Resources

RESTORE
Plans to Reopen Schools
of Santa Cruz County

COMPREHENSIVE RESOURCES

Santa Cruz City Schools - http://sccs.net
  - **Family Health and Wellness Resources**

2-1-1 Santa Cruz County- https://www.211santacruzcounty.org/

Santa Cruz County Office of Education Student Support Services Resource Directory- http://www.sccstudentresources.org/

Santa Cruz Public Library Community Information Database- https://www.santacruzpl.org/cid/

CRISIS RESOURCES

In Case of Immediate Emergency- 9-1-1

Santa Cruz County 24-Hour Suicide Crisis Line- 1-877-663-5433 (ONE LIFE)

Santa Cruz County 24-Hour Crisis Line- 1-800-952-2335
Immediate crisis support to assess for hospitalization in a psychiatric crisis.

NAMI Santa Cruz County Help Line- 831-427-8020 x7
For individuals or family members affected by mental illness interested in learning more about local resources and navigating the mental health care system. Staffed by trained volunteers with lived experience of helping a loved one through mental health challenges. Leave a message and receive a call back within 24 hours.

National 24-Hour Disaster Distress Helpline- 1-800-985-5990
Free counseling and support to people experiencing emotional distress related to natural or human-caused disasters (COVID-19 included).

Santa Cruz County 24-Hour Domestic Violence Hotline- 1-888-900-4232

Santa Cruz County 24-Hour Child Abuse and Neglect Report Line- 1-877-505-3299
Tip Sheet (English)- https://bit.ly/2XtVGh5, Tip Sheet (Spanish)- https://bit.ly/31il3ng

PHYSICAL HEALTH

Central California Alliance for Health (Medi-Cal)- www.ccah-alliance.org, 800-700-3874
Regional non-profit managed care health plan (Medi-Cal) assisting low-income residents in Santa Cruz, Monterey and Merced Counties.

Dientes Community Dental Care- www.dientes.org, 831-464-5409
Provides affordable, high-quality, and comprehensive dental care to the under-served populations in Santa Cruz County and neighboring communities.

Planned Parenthood- www.ppmarmonte.org, 831-460-3122 (Santa Cruz), 831-786-2003 (Watsonville)
Provides confidential, non-judgmental sexual and reproductive healthcare for all people. Some sites also provide general medicine for all ages, behavioral health and LGBTQ+ specific care.

Santa Cruz Community Health Centers- www.schealthcenters.org, 831-427-3500
Provides affordable and comprehensive medical and behavioral health services in English and Spanish regardless of ability to pay. Located in Santa Cruz and Live Oak.

Salud Para La Gente- www.splg.org, 831-728-0222
Provides affordable and comprehensive medical and behavioral health services in English and Spanish, regardless of ability to pay. Located in Watsonville.

Behavioral Health Services

County Children's Behavioral Health (Medi-Cal)- Santa Cruz County Child and Adolescent Behavioral Health Services 1-800-952-2335
Family-based approach to working with children/youth and their parents/caregivers and are committed to providing culturally and linguistically appropriate services.

Encompass Community Services-
www.encompasscs.org, 831-429-8350 (Santa Cruz), 831-688-8856 (Watsonville)
Offers counseling services in English and Spanish for children and youth facing a wide array of challenges. Sessions may include individual, family and group counseling.

Family Service Agency- www.fsa-cc.org/, 831-423-9444
Provides the resources, support, and counseling services essential to healthy families and communities.

Private Insurance- www.psychologytoday.com
Search local therapist listings that accept specific private insurance. Employed families can also ask their employer about counseling available through an Employee Assistance Program (EAP).

County Substance Use Disorders Services- Santa Cruz County Substance Use Disorder Services, 831-454-4050
Provides substance use disorder prevention, early intervention, and treatment services across the continuum of care.

Mental Health Education & Support

NAMI SCC
Ending the Silence Online- https://www.namiscc.org/ending-the-silence.html
Two-part presentation for secondary school students is now online! Password: stopstigmanow

Family Support Groups- https://www.namiscc.org/nami-family-support-groups.html
Free, drop-in friendly virtual support groups every month for parents of youth with mental health concerns. English and Spanish groups offered.

Santa Cruz County Office of Education Mental Health and Wellness Resources-
https://padlet.com/sccoe/r3rowbr7nz2a
A compilation of free resources for children, youth, and caregivers (and anyone!) ranging from tip sheets to mindfulness to physical activity.

Basic Needs

Child Development Resource Center- http://www.cdrc4info.org/, (831) 466-5820
Support finding child care.

Community Action Board- https://cabinc.org/, 831-763-2147
Rental assistance and services for undocumented individuals and families.

Community Food Hotline- https://www.thefoodbank.org/find-foodcomida/, 831-662-0991
Information about access to food, including CalFresh (food stamps), meal sites, and pantries.

County Benefits- MyBenefitsCalWIN.org, 1-888-421-8080
Apply for Medi-Cal health insurance, CalFresh (food stamps), General Assistance and more.

Housing Matters Rebele Family Shelter- https://housingmatterssc.org/, 831-458-6020
Emergency shelter to families with children.

Smart Path Coordinated Entry System- www.smartpathscc.org, 831-454-4122
Assessment process streamlines access to select housing resources.

Parent Education & Support

PFLAG (Parents, Families, LGTBQ, and Allies Group)- http://www.pflagscc.org/, 831-427-4016
Provide encouragement and resources to parents, families, friends, as well as LGBTQ+ people themselves.

Positive Discipline Community Resources-
Virtual Learning/Support Groups- https://www.pdcrcc.org/classes-schedule
English and Spanish groups offered.
Tip Sheets- https://www.pdcrcc.org/tip-sheets

Triple P Positive Parenting Program
Virtual Parent Classes- http://first5scc.org/calendar/parent-trainings
English and Spanish groups offered.
5 Principles of Positive Parenting- http://first5scc.org/families-are-strong/triple-p

County Office of Education Distance Learning Website- https://dlearning.santacruzcoe.org/families

Youth Support & Activities

The Diversity Center- https://www.diversitycenter.org/youth, (831) 425-5422
Support for teens, families, and schools on issues of gender, sexuality, acceptance, and overcoming discrimination. During shelter in place, offering private LGBTQ+ youth virtual groups with daily activities.

Youth Violence Prevention Network COVID-19 Resources for Youth & Families-
http://www.sccyvpt.org/covid-19-resources.html
Resources to support youth and families, including programs for youth.

Community Resource Centers

Davenport Resource Center- https://cabinc.org/drsc/, 831-425-8115

La Manzana Community Resources (Watsonville)- https://communitybridges.org/lmcr/, 831-724-2997

Live Oak Community Resources- https://communitybridges.org/locr/, 831-476-7284

Mountain Community Resources (San Lorenzo Valley)- https://communitybridges.org/mcr/, 831-335-6600

Nueva Vista Community Resources (Beach Flats)- https://communitybridges.org/nvcr/, 831-423-5747

Volunteer Center of Santa Cruz County- https://scvolunteercenter.org/, 831-427-5070