

Oak Valley Middle School



2020-21 Virtual Learning Family Guidebook

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PLEASE NOTE THAT THIS IS A LIVING DOCUMENT AND WILL BE UPDATED AS NEW INFORMATION ARISES.

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MyPlan vs. Canvas/MyConnect vs. Synergy

- [MyPlan](#) - MyPlan is the main portal used by PUSD so you can gain access to important information such as Registration Paperwork, Bus Passes, Student Grades, Teacher Canvas pages and more.
For a one page guide to MyPlan: click [HERE](#).
- [Canvas/MyConnect](#) - Canvas, formerly known as MyConnect in PUSD, is the platform that all teachers use as their class website. On this page you will find teacher contact information, daily/weekly/monthly schedules, Zoom information, etc.
- [Canvas/MyConnect Guides and Tutorials](#)

Synergy - Synergy is the platform that teachers use to record grades and take attendance. Synergy can be accessed one of two ways by families:

- [StudentVue](#) - This is the app/website that students use to access their grades, current class schedule, daily attendance and more.
- [ParentVue](#) - This is the app/website that parents use to access their student(s)' grades, current schedule, daily attendance and more. Parents can access this information using their own username and password. PARENTS DO NOT NEED THEIR STUDENTS USERNAME AND PASSWORD. Every parent is assigned their own Username and Password.

Password Reset

- Parent: Parents can access their username or password or have them reset [HERE](#).
- Student: www.password.powayusd.com

For a video explanation or additional training on MyPlan, Canvas, or ParentVue, please visit the [Poway Parent Academy](#).

Suggestions for a Successful Virtual Learning Experience

1. **Designate a “School” space**, if possible, where you can do Zoom calls and classwork. This space should be solely dedicated to school whenever possible.
2. **Eliminate distractions**. Keep the radio and tv turned off, put away your cell phone, and keep anything else that may distract you out of eyesight while you are in school.
3. **Routine, routine, routine**. Even though we are not physically in school, get yourself into the habit of waking up and following your traditional “get-ready-for-school” routine before your first class. Set aside time each day to do work and take care of other school responsibilities, just like you would do if we were on campus.
4. **Get organized**. Spend time at the start of every week looking through your Canvas courses. Write down your week’s schedule in your Falcon Planner including Zoom IDs and passwords. Don’t wait until the morning before class to find out what’s happening!
5. **Create study-buddy groups**. Virtual learning does not have to be an isolating experience. Whenever possible, check-in with friends who are in similar classes to ensure you are doing what is expected of you.
6. **Be active**. Participate in class by asking questions (especially if you are lost or confused) and productively contributing to class discussions. Do this during Zoom calls or send your teacher an email. It is much better to do it sooner than later. Take advantage of class time or your teacher’s Office Hours.

Daily Expectations/Typical Day

A weekly routine can be the key to a student’s success during Virtual Learning. Take time to establish a routine every day to include checking

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your Canvas Calendar, actively participating in Zoom calls or classwork, studying for exams outside of school hours, checking in with teachers via email, phone calls or [Office Hours](#).

Daily Bell Schedule

Mondays & Thursdays - Falcon Connections for SEL support				
TIME	PERIOD	MINUTES	Zoom with Teacher	Student Time off Zoom
8:30-9:00 am	Connections	30		
9:00-9:15 am	Break	15		
9:15-10:35 am	Period 1/2	80	Approx. 30 minutes	Approx. 50 minutes
10:35-10:50 am	Break	15		
10:50-12:10 pm	Period 3/4	80	Approx. 30 minutes	Approx. 50 minutes
12:10-12:55pm	Lunch 5/6	45		
12:55-2:15 pm	Period 7/8	80	Approx. 30 minutes	Approx. 50 minutes

Tuesday - Late Start for Teacher Collaboration				
TIME	PERIOD	MINUTES	Zoom with Teacher	Student Time off Zoom
9:30-10:50 am	Period 1/2	80	Approx. 30 minutes	Approx. 50 minutes
10:50-11:00 am	Break	10		
11:00-12:20 pm	Period 3/4	80	Approx. 30 minutes	Approx. 50 minutes
12:20-12:55 pm	Lunch 5/6	45		
12:55-2:15 pm	Period 7/8	80	Approx. 30 minutes	Approx. 50 minutes

Wednesday & Friday - Office Hours/Tutorials				
TIME	PERIOD	MINUTES	Zoom with Teacher	Student Time off Zoom
8:30-9:50 am	Period 1/2	80	Approx. 30 minutes	Approx. 50 minutes
9:50-10:05 am	Break	15		
10:05-11:25 am	Period 3/4	80	Approx. 30 minutes	Approx. 50 minutes
11:25-12:10 pm	Lunch 5/6	45		
12:10-12:55 pm	Office Hours/ Tutorial	45		
12:55-2:15 pm	Period 7/8	80	Approx. 30 minutes	Approx. 60 minutes

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A typical class period may look like:

Example 1	Example 2	Example 3	Example 4	Example 5
-Students log in to Canvas to check assignments/ calendar/announcements at the start of class period -10 min. Zoom/Attendance and class info mtg. -20 min. Zoom breakout group activity -Lecture/video/reading and assignment on own -Teacher is available for help during this time -Students submit assignment	-Students log in to Canvas to check assignments/ calendar/announcements at the start of class period -Warmup/Attendance via Google Forms -Video instructions for today's assignments -Group activity due end of period -Lecture/video/reading and assignment on own -Teacher is available for help during this time -Students submit assignment	-Students log in to Canvas to check assignments/ calendar/announcements at the start of class period - 15 min. Zoom/Attendance and instructions for day - Lecture/video/reading and assignment on own -Activity and formative assessment via ed tech tool -Teacher is available for help during this time -Students submit assessment	-Students log in to Canvas to check assignments/ calendar/announcements at the start of class period -30 min. Zoom/Attendance and brief lecture -Individual or group assignment that can be completed in that class period -Teacher is available for help during this time - Zoom again to have class discussion on activity -Students submit assignment	-Students log in to Canvas to check assignments/ calendar/announcements at the start of class period -Warmup/Attendance via Discussion Board -Completion of individual or group assignment from prior day -Teacher is available for help during this time -Exit ticket/reflection/goal setting via Google Forms

Trimester Grading Calendar

Beginning of Trimester 1	9/2/20
End of Six Weeks - Progress Notice	10/9/20
End of Trimester 1	11/20/20
End of Six Weeks - Progress Notice	01/22/21
End of Trimester 2	03/12/21
End of Six Weeks - Progress Notice	04/30/21
End of Trimester 3	06/18/21

Meal Distribution for the Start of the 2020-21 School Year

During the Poway Unified School District's fully virtual start to the school year, the following 12 centralized school sites will offer grab-and-go breakfast and lunch meals* from 11am to 1pm, Monday through Friday:

Del Norte High School 16601 Nighthawk Lane, San Diego, 92127	Poway High School 15500 Espola Road, Poway, 92064
Los Penasquitos Elementary School 14125 Cuca Street, San Diego, 92129	Rancho Bernardo High School 13010 Paseo Lucido, San Diego, 92128
Meadowbrook Middle School 12320 Meadowbrook Lane, Poway, 92064	Turtleback Elementary School 15855 Turtleback Road, San Diego, 92127
Midland Elementary School 13910 Midland Road, Poway, 92064	Twin Peaks Middle School 14640 Tierra Bonita Road, Poway, 92064
Mt. Carmel High School 9550 Carmel Mountain Rd, San Diego, 92129	Valley Elementary School 13000 Bowron Road, Poway, 92064
Pomerado Elementary School 12321 Ninth Street, Poway, 92064	Westview High School 13500 Camino Del Sur, San Diego, 92129

**Regular meal prices apply, according to eligibility category (Free, Reduced Price, and Paid). See the table below.*

GRAB-AND-GO MEALS	LUNCH	BREAKFAST	TOTAL
Elementary Schools	\$3.25	\$2.25	\$5.50
Middle Schools	\$3.75	\$2.50	\$6.25
High Schools	\$3.75	\$2.50	\$6.25
Reduced Price (all grades)	\$0.40	\$0.30	\$0.70
Free (all grades)	Free	Free	Free
Adult Meals and Second Student Meals	\$4.25	\$3.00	\$7.25

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Student Zoom Protocols

- Sign in with a school-assigned login.
- Use the full first and last name.
- Use appropriate and non-distracting backgrounds (virtual and live).
- Ensure that the face is clear and identifiable when using video or photo.
- Understand that Zoom meetings are an extension of the regular school day, therefore all school rules apply (e.g. language, behavior, dress code, drugs/alcohol/vaping, weapons, any look-alike/replica items).
- Follow school rules for video and audio recording by not recording meetings, or taking screenshots of meetings, the teacher, or other students without expressed written consent.
- Understand that eating, drinking, use of cell phones or other devices can distract from the learning environment therefore students will follow their teacher's guidance regarding the use of such items.
- Attendance for the entirety of a live zoom/meeting/activity is required, and following the bell schedule and course schedule is the expectation.

Getting Help/Office Hours

Office Hours provide teachers time to invite students who are struggling for targeted support during the school day; to communicate with parents if students are struggling; to collaborate with colleagues to support specific students; and to connect with counselors/administration about students. The expectations for Office Hours are that teachers/counselors are working during that time to:

- proactively invite students who are struggling to Office Hours/RtI
- contact parents of struggling students
- hold Parent-Student-Teacher meetings
- collaborate with colleagues related to specific students

- contact counselors/administrators if previous interventions have not worked

Attendance/Missing Class

Attendance for students is taken daily for each class. All attendance rules are in effect during Virtual Learning. While oftentimes attendance will be taken during live Zoom calls for classes, it can also be taken through the use of a Google form, quick check-in assignment, discussion board, etc. Be sure to check in with your teacher through their Canvas course to ensure you are properly participating on a daily basis. Absence phone calls to the home and truancy letters will be issued, similar to when school is in session on campus.

- **Calling in an Absence** - When a student is not able to participate in Virtual Learning, whether it be for the entire day or part of a day, a parent should call our Attendance Hotline: **858-676-6963**.
- **COVID-19 Related Absences** - If a student or any member of the student's family feels they may have been exposed to the COVID-19 virus, it is requested that the parent notify our Health Tech at 858-487-2939 ext. 6129. If a student has been exposed and is still able to actively participate in Virtual Learning, no absence is required. If a student cannot actively participate in class activities due to COVID-19 symptoms, an absence call to the attendance office is required and contacting our Health Tech is requested.

Technology Issues

Technology plays a central role in Virtual Learning.

- **Chromebooks** - If you need a PUSD chromebook, please contact Mrs. Hotaling who works in the Welcome Center at ghotaling@powayusd.com
- To ensure support and assistance for all of our PUSD students and families, the IT Department will be offering additional tech support beginning September 2. Please email pusdithelp@powayusd.com if you need assistance with Canvas, MyPLAN, Zoom, or Chromebooks.

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- **Internet Access** - For families who qualify, here are some options for internet access.
 1. COX Connect 2 Compete for qualifying families
<https://www.cox.com/residential/internet/connect2compete.html>
 2. Spectrum Internet Assist for qualifying families
<https://www.spectrum.com/browse/content/spectrum-internet-assist>
 3. AT&T Access program for qualifying families.
<https://www.att.com/internet/access/>

If none of these options work for your family, please reach out to one of the assistant principals or counselors for assistance (see front page).

Counseling Office/Student Services

Even during Virtual Learning, our Counseling office is able to offer most of the same services traditionally offered during regular school operation. Our counseling staff is happy to support students in Academic counseling and Social/Emotional support.

As a way to ensure every student can access our counseling staff beyond email, students can fill out the [Counseling Appointment Form](#) for their counselor.

Oak Valley has a long standing policy of making schedule changes for the following three reasons only:

- Duplicate class (i.e., two math classes)
- Incorrect placement (i.e., a 6th grader with 8th grade science)
- Missing a class (i.e., no PE)

If one of these reasons applies to your student, please fill out a [Schedule Change Request Form](#)

Parent Involvement

While we love and appreciate all the parent support offered to our Falcons, there are some boundaries that we need to establish for the safety and security of all our students. It is for this reason we request that you not participate in your student's zoom classes. It is a violation of the privacy of the other students in the class. We encourage you to email your students' teacher if you have concerns or questions about class content.