



2020-2021 CHS GUIDE TO REMOTE LEARNING FOR STUDENTS AND PARENTS

Welcome to Remote Learning at CHS. We realize that this school closure is a big change and that you may be feeling anxious about what this means for your education. This guide will help you understand what Remote Learning will look like for you, and how you can be successful in this different learning environment.

What is Remote Learning and what do students/families need?

It is important to remember that while you are not physically in school, school is still in session and you are expected to engage in your coursework. Remote Learning means that you are attending class online, completing and submitting assignments, and interacting with your teachers using the online tools designated by your teachers and supported by the District.

Having these tools will help your students be able to complete their assignments:

- Essential: computer or mobile device, internet access*, paper to take notes and work through problems/assignments. If you do not have the essentials, please contact Julia Fausti (jfausti@carmelunified.org) or fill out the following form: <https://forms.gle/TEPHhhkKEavhbx8XA>.
- Ideal (would help if your student had access to these, but not essential): Headphones or headset, microphone, webcam for online meetings, printer or scanner.

Information for Students

What will my classes look like? What can I expect from my teachers? What will be expected of me?

- Classes will follow a bell schedule similar to in person instruction. Students will be expected to check in each day with each class during the predetermined live instruction portion of each class.

Remote Learning Schedule

(all meetings and class periods will be conducted online)

Class time

- Each subject is assigned three instructional periods a week. This is time that is dedicated to that class so you don't have overlap and can better plan out your day. There will be 2 90 minute sessions for original instruction and 1 40 minute class period on Friday for academic check ins and completion of missing assignments for the week.

What are some tips for being successful in a remote learning environment?

- Become familiar with the Remote Learning Schedule so that you know when to check in online for each of your classes. Then set a routine for yourself that is your dedicated "school time." Remember, this is not time off - you are still attending school, but in a different learning environment. Having a routine will help you focus and use your time effectively.
- Create a work space for yourself so you can use an electronic device such as a computer, open a textbook, and complete assignments. As much as possible, minimize potential distractions such as a TV. While your bed might look like a comfortable place to work, it might not be the best place for you to focus on coursework.
- Practice good online etiquette. Treat your online classroom as you would your regular, in-person classroom with appropriate attire, backgrounds, and behavior during your Class Check-ins and online meetings. Use appropriate and considerate language and keep topics professional and relevant to the course material.
- Stay connected to your classmates and teachers. Outside of your scheduled period time, visit your teachers during Virtual Office Hours or email them to check in and ask questions. While you are encouraged to stay at home and practice social distancing, reach out to your friends and classmates so you stay connected.

What do I do if I need help?

- Reach out to your teacher. All teachers will be available during Virtual Office Hours (see schedule above) so you can ask questions and get help quickly.
- Reach out to your Guidance Counselor. Guidance Counselors will also be available during Virtual Office Hours, or you can email them at any time.
- For technology assistance: Contact Mrs. Fausti or Mr. Matheson depending on if it is a hardware or classroom issue (email addresses below)

Information for Parents

How can I support my student in Remote Learning?

- Set a routine to distinguish “school time” from being at home time. This may include a quiet work space where the student can use a textbook and complete writing assignments or use an electronic device such as a computer.
- As much as possible, minimize potential distractions such as a TV. Be sure to schedule time for your student to take a mental break, get a snack or some fresh air. Creating structure for your student will help them focus and use their time effectively.
- If there are other household members at home, establish expectations for protecting “school time” for your students and minimizing distractions or interruptions.
- Recognize that students are not used to learning in a completely online environment.
- Check in with your student about what they are finding challenging or confusing about their online work. Encourage them to reach out to teachers and counselors if they are struggling.
- The experience of remote learning is different from in-person learning in a physical classroom. Support your student by setting up a routine together and allowing for variation on how and when your student works. Monitor their stress level, participation in class check-ins, and ability to complete assignments. This is not the time to add supplemental learning opportunities.
- Remember that school is about social interactions as well as academics. Encourage your student to reach out to friends by phone or online so they have opportunities to stay connected.

What do I do if I need help in supporting my student?

- Accessing your online accounts: visit the school website for links to google classroom pages.
- Monitoring your student’s progress: Teachers will post assignments and grades in their designated system. You can log in to view these or you can talk with your student about their classes and assignments.
- Student wellness/mental health support: Contact your student’s Guidance Counselor or Administrator to share your concerns. They will work with you to determine next steps for supporting your student.

Whom to contact for support with...

General Questions (also good for jokes and light hearted banter)

Jonathan Lyons

Principal

jlyons@carmelunified.org

Student Advocate (good for solving specific needs for students and virtual hugs)

Debbi Puente	Assistant Principal	dpuente@carmelunified.org
Craig Tuana	Assistant Principal	ctuana@carmelunified.org

Moodle or Google Classroom Support (good for internet support and plays a mean keyboard)

Colin Matheson	Instructional Technology Coach	cmatheson@carmelunified.org
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District-issued Chromebook / hardware (good for busted Chromebooks and virtual bandaids)

Julia Fausti	IT Support	jfausti@carmelunified.org
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Student guidance and wellness (good for advice, support and virtual cheerleading)

Guidance Counselors

Darren Johnston	djohnston@carmelunified.org
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Yesel Von Ruden	yvonruden@carmelunified.org
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Jeff Rogers	jrogers@carmelunified.org
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Social Worker/Mental Health

Lauren Capano	lcapano@carmelunified.org
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Library Services (good for help with research and killer book recommendations)

Eileen Schnur	eschnur@carmelunified.org
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Frequently Asked Questions

What does this school closure mean for my student's grades?

It is important to remember that school is continuing, though in a different environment, and teachers will be assigning work, providing feedback, and issuing grades. As long as you are engaging in your coursework, attending Class Check-ins, and submitting assignments, you will earn grades and credits.

I am a senior. What does this school closure mean for my progress toward graduation, senior transcript, and college prospects?

It is important to remember that school is continuing, though in a different environment, and teachers will be assigning work and issuing grades. As long as you are engaging in your coursework, attending Class Check-ins, and submitting assignments, you will earn grades and credits toward graduation. If you have concerns about your progress toward graduation or college eligibility, please reach out to your Guidance Counselor.

As for college, remember that many colleges and universities have also closed, so they are aware of the circumstances. If you have been admitted or waitlisted at a college or university, you may want to contact them and let them know your situation. CHS will include with your final transcript to colleges and universities information about the school closure and its impact on instruction.

What if the power/internet service goes out and I am unable to attend the Class Check-in or complete an assignment?

Email or call your teacher and inform them of the situation as soon as possible, before class if you can. Your teacher will work with you to make arrangements for making up the Class Checkin and submitting the assignment during Friday Office Hours.

What about AP exams?

The College Board is aware that many schools across the country have closed, and they are putting plans into place to allow for rescheduling exams. CUSD will be working with the College Board to determine what this will look like once we are able to assess the impact of the school closure and public health orders on our District's exam administration plans. In the meantime, you should continue to engage in your coursework and prepare for AP exams at the direction of your teachers. For more information about AP exams and school closure impact, visit the College Board AP website. Once we know more, we will share that information with students registered for AP exams.

What about SAT and ACT? I was scheduled to take the test this spring and it was Cancelled.

The College Board has cancelled the March and May SAT administrations and is issuing refunds to registered students. They have not yet made a determination about the June 4 test. For the latest information about SAT test dates and rescheduling, visit the College Board SAT website.

For students registered to take the ACT on April 4, the test has been rescheduled to June 13. If you are registered for this test date, you should be receiving an email from ACT this week with information about how to reschedule to the June date for free. For the latest information about ACT test dates and rescheduling, visit the ACT website.