

Wednesday, April 15, 2020

Dear LGSUHSD Students and Parents,

With the extension of school closure through the end of the school year, our district is updating our remote learning plan. This document will provide highlights of what to expect during this shift to the second phase of remote learning during the extended school closure.

What is the timeline?

Phase 2 of Remote Learning will begin on **Monday, April 20th, 2020.**

Why make a change?

Our initial remote learning plan was developed to support students during a short-term school closure and on a temporary basis due to the initial timeframe for the shelter in place and school closure orders. Once it became clear that we would not return to in-person classes this school year, we began to think about a model for online learning that would best meet the needs of students and teachers over the remaining months of school. We also sought and received very valuable feedback from students, staff, and parents based upon our experience during the first two weeks of remote learning and, based upon this, we identified some areas in which we could improve. With the changes outlined in this document, we've tried to find a balance between offering more consistency and organization while still allowing for the flexibility that many students and families value in this setting. We have also tried to reflect the desire expressed by students and families for:

- more consistent levels of live online interaction with teachers and peers
- more consistent times during which students can access teachers for help and support
- more consistency in how Canvas is utilized across teachers to support student organization

Additionally, we need to provide a more consistent and organized way to provide our teachers with ongoing opportunities for professional development, support, and collaboration as we continue to learn how to provide the most effective online learning experience for our students. While there is no single perfect model that will meet the individual desires of every student, family, or teacher, the plan articulated here is an attempt to best meet the needs of our students and staff. We will continue to seek feedback and make necessary adjustments as we learn together.

Modified Class Schedule with Live Events and Office Hours:

- **Class Schedule** - The revised class schedule below will start on Monday, April 20th. The daily periods are each one hour and occur on the same four days each week. The periods do not roll like the previous red/blue or orange/black schedule. The odd (1st, 3rd, 5th and 7th) periods are always on Mondays and Thursdays beginning at 9:30 a.m. and ending by 3:00 p.m. and the even (2nd, 4th, and 6th) periods are always on Tuesdays and Fridays beginning at 9:30 a.m. and ending by 1:45 p.m. There will be no official class meetings on Wednesdays - this provides time for students to work independently, for professional development and collaboration for our teachers, and for Office Hours to support students.

- **Live Events** - Students will participate in live events (audio/video conferencing) hosted by teachers during each scheduled class period. The goals of these live sessions are:
 - To ensure that students are prepared to work independently on course assignments by guiding on and clarifying for students the course assignments and providing appropriate live instructional activities as determined by the teacher.
 - To provide students and teachers the opportunity to interact live with one another for both academic and social-emotional purposes.

Once a teacher has conducted all planned activities and feels that students are well-prepared to work independently, the teacher may “dismiss” the class for asynchronous work. The live portion of a class meeting may take the duration of a class period or it may take part of a class period at the discretion of the teacher. Student attendance at these live events is mandatory and attendance will be taken in Aeries by each teacher during the live events.

- **Office Hours** - Teachers will have dedicated time for 1:1 or small group meetings with students, to send and respond to student emails, to reach out to students and parents, and to make phone calls as needed. This time is intended to support students in a manner similar to how a teacher would support students as they work independently during an in-person class or during a tutorial time, however, this is not mandatory class time for students.
- **Assignments and Class Participation** - Students are expected to engage in coursework and participate in live events each week. Teachers will be taking attendance and recording participation in Aeries. In an online learning environment, attendance is only taken for required live/synchronous events. Live synchronous events will only be scheduled during the regularly scheduled meeting time for a particular class (i.e., Period 1). When scheduled, all students are expected to be present online and participatory for the duration of the event. If a student misses a scheduled live synchronous event, it is the student’s responsibility to contact the teacher to make up missed work, just as when a student misses an in-person class meeting. If a student is unable to participate in online learning for any reason for two days or more, the parent should contact the school attendance office to report the “absence.”
 - LGHS Attendance Line: 408-354-2731
 - SHS Attendance Line: (408) 867-3411 x 240

Modified Schedule Beginning April 20, 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:15	Office Hours	Office Hours	Teacher professional development, department and course collaboration & lesson planning	Office Hours	Office Hours
9:15-9:30	Break	Break		Break	Break
9:30-10:30	Per 1	Per 2		Per 1	Per 2
10:30-10:45	Break	Break		Break	Break
10:45-11:45	Per 3	Per 4		Per 3	Per 4
11:45-12:45	Lunch				
12:45-1:45	Per 5	Per 6	Office Hours	Per 5	Per 6
1:45-2:00	Break			Break	
2:00-3:00	Per 7			Per 7	

Canvas Calendar - We have asked teachers to utilize the calendar function in Canvas to post weekly events, assignments, and due dates thereby establishing a single place students will look to monitor class activities for each of their classes.

Grading - Every high school and university in our country is grappling with how to handle grades in this unprecedented school closure and we in LGSUHSD are no different. We've already had significant discussion on this topic and have been in constant contact with other similar school districts around the state as well as with colleges and universities to learn how they will assess grades for all students currently in grades 9-12 if/when these students apply for college admissions. This is not a decision to be taken lightly and it is one which we are giving deep thought.

To be clear, no decisions have been made and, despite some of the rumors that may be circulating in the community, a Credit/No Credit option is only one of several different options under consideration. While many school districts and most universities have moved to a Credit/No Credit grading system, we are our own entity and our students and our community have their own unique characteristics and needs that will be considered in making this decision. We are assessing options for grading students this semester including such options as staying with our current grading system, Credit/No-Credit (mandatory or optional), standard letter grades with a "grade floor" based upon performance prior to school closure, etc. Please note that every one of these options, including staying with our current A-F grading system, has benefits and drawbacks and that under any grading system, students will be expected to complete assigned work, progress will be assessed, and there will ultimately be thresholds for

earning grades or credit. We hope to have a decision on this matter within a week and as soon as that decision is made, we will communicate the decision and rationale to our community.

What support is available for my student?

- **Technology Account and Access Information:**
 - **Account Access:** Every student in our district has a Google/Gmail account and a Canvas account. These platforms will be key systems for learning during the time of closure. Please double-check to make sure you have access to these accounts ASAP.
 - If you cannot access your school Google account please [watch this video](#).
 - If you cannot access your Canvas account please go to <https://lgsuhd.instructure.com/> and click the forgot password link.
 - If you are still having problems, contact Julie Grenier at jgrenier@lgsuhd.org for assistance.
- **Device and Internet Access:** If you do not have a device and/or internet access in your home that you can use throughout the school closure, please contact Traci Bonde at tbonde@lgsuhd.org 408-402-6334 **as soon as possible** and we will assist you with specific questions or support. You can also get real time updates on our IT [Student Technology site](#).
- **If a parent or student needs more technical support, whom can they contact?** If students need help with Canvas, they can click the [help icon within Canvas](#) and file a help ticket. The help ticket goes to the district's Canvas administrator who is available remotely during this time. For help with Google or other district technology resources, please visit our [IT Student site](#) and complete the [LGSUHS Student/Parent Support Request Form](#). Our Technology Team is working remotely and will be responding to requests during school hours.
- **What are the guidelines for technology use in the remote learning setting?** Please see the [LGSUHS Student Remote Learning Technology Guidelines](#)

Academic Support

- **If a student needs extra support with coursework, whom can they contact?**

Teachers are available daily during office hours, via email, and during class meetings. You should contact teachers directly via email, Canvas messaging, or any other method the teacher may have posted to request an appointment or with questions. Guidance Counselors are also available to support students and families via email as needed.

Mental Health

- **If a student needs CASSY or other mental health support, whom can they contact?**

If you or someone you know are in crisis or in need of *immediate* support, please call 911 or one of the following 24-hour crisis lines: Text BAY to 741-741 (Crisis Text Line); (855) 278-4204 (Santa Clara); or (800) 273-8255 (National). If support is *not needed immediately*, students can contact their guidance counselor and they will connect the student to a CASSY therapist.