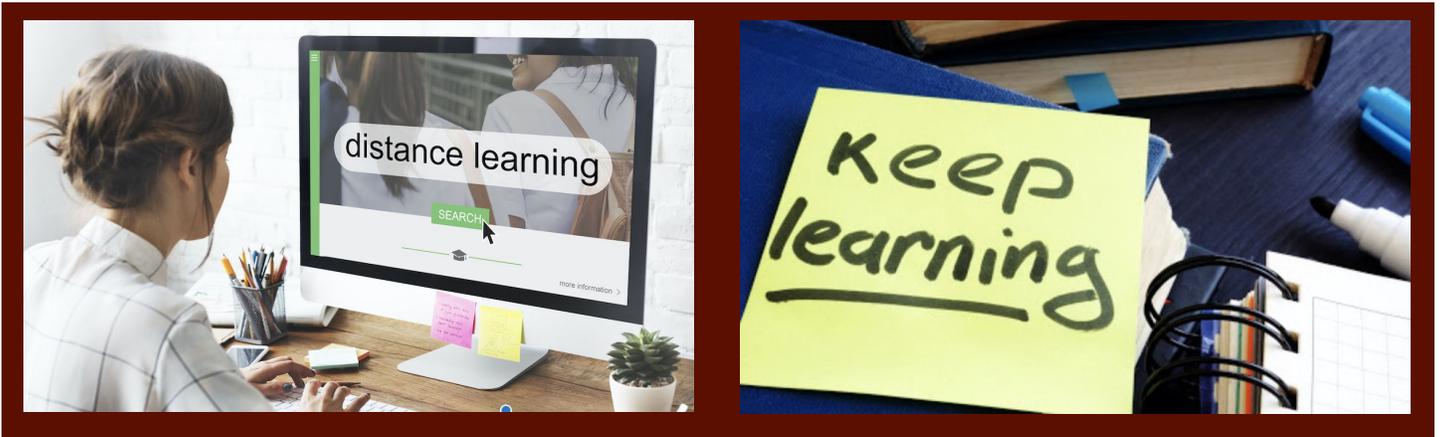




Elementary School  
All in for all kids!

# Distance Learning Handbook Addendum



During the COVID-19 pandemic, Campbell Union School District and Capri Elementary School are eager to provide the best distance learning experience for all of our students. Our Distance Learning curriculum consists of online instruction, self-directed work, teacher check in, and daily live instruction. Our Distance Learning program will differ from what we provided in the spring: more engaging, academically rigorous, and in line with new legislative requirements. The improvements include daily live interaction with teachers and peers for instruction, and content that aligns with standards and of similar quality as what students receive from in-person instruction.

# CUSD School Reopening Plan

On July 15, 2020, the Campbell Union School District Governing Board approved the District Reopening Planning Committee’s recommendation to begin the 2020-21 school year with distance learning for all students and phase into more in-person learning as local conditions permit.

With safety and students foremost in mind, CUSD aligned our planning goals to meet our mission of educating students to their highest potential. CUSD developed a set of guiding principles and created District workgroups to plan for three distinct scenarios.

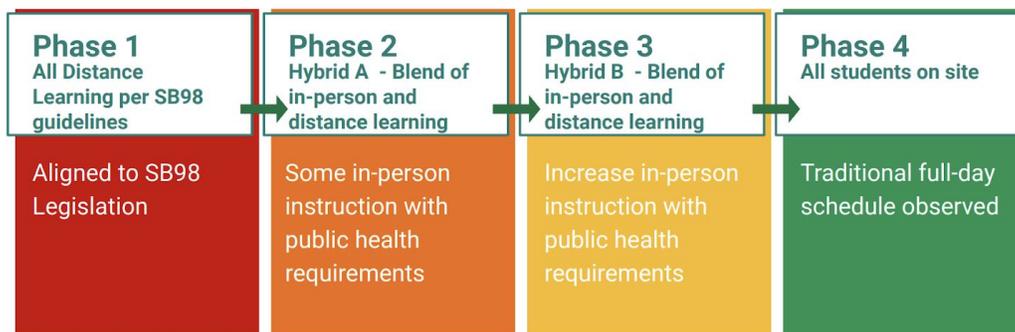
1. All Distance Learning (DL)
2. Hybrid (Blend of DL and in-Person)
3. All Students Back



For up to date information on the CUSD Reopening Plan, please visit the CUSD website COVID 19 page: <https://www.campbellusd.org/covid19>

## 2020-21 School Reopening Plan At a Glance

### A Phased-in Return to Campus



Public health guidelines, current state of the virus and input from the Reopening Committee will determine progression between phases.



# PHASES OF DISTANCE LEARNING

Educating Each Child to Their Highest Potential

## PHASE 1

### Setting Up Students and Families for Success



This phase involves teachers reaching out to students, to provide social emotional support, to build relationships with students and families and to orientate families with distance learning.

## PHASE 2

### Establishing Routines and Expectations



Teachers will implement policies and procedures for online instruction, to develop norms, expectations, protocols, rules for meetings, lessons, and sharing with colleagues and students.

## PHASE 3

### Engaging Students with Learning



In this phase, systems are in place to support distance learning. Teachers are engaging students with new content. Best practices of online and offline instruction are being implemented.

## ONGOING

### Progress Monitoring and Feedback



Evaluation of student work and grading will be developed and implemented. We will be monitoring grading and participation and attendance.

LEARN MORE AT [CAPRI.CAMPBELLUSD.ORG](http://CAPRI.CAMPBELLUSD.ORG)

To ensure students and families are set up for success during Phase 1 Distance Learning, we will start with orienting and onboarding students and families.

This will mirror how teachers traditionally open the school year welcoming students, establishing routines and expectations, and then engaging students with new standards and curriculum.

# Communication

The most important way to ensure a child's success and positive school experience is through good communication. Without it, we all miss out on enriching opportunities. Be sure to do your part by reading all information sent home through SeeSaw and School Messenger, reading the weekly electronic newsletter, attending monthly PTA meetings, and asking questions. The best way to ensure solid communication is to subscribe to our newsletter list at <http://capri.campbellusd.org>. Capri Elementary School staff and PTA board members are happy to answer any questions you might have.

- Bookmark our website: <https://capri.campbellusd.org/>
- Sign up for our weekly newsletter: <https://capri.campbellusd.org/newsletter/signup>



## Capri Communication

HOW TO STAY UP TO DATE!

STEP 1      STEP 2      STEP 3      STEP 4      STEP 5

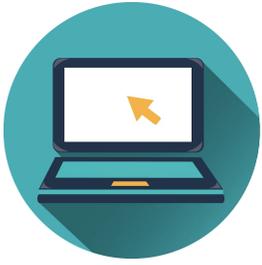
Bookmark our website:  
<https://capri.campbellusd.org/>

Sign up for our weekly newsletter:  
<https://capri.campbellusd.org/newsletter/signup>

Sign up for SeeSaw to see your student's learning unfold and to connect with your student's teacher.

Follow us on Twitter  
@Capri\_Cougars

The Front Office is here to help. Please feel free to call or email.  
408-364-4260



# Educational Technology

Staff will be using Google Classroom, Zoom and Seesaw as their base for online learning. Teachers will also push out high impact assignments for students. Teachers will engage students in live lessons through Zoom (secure meetings) or Google Hangouts. The main objective during this time is to continue the highest possible quality of teaching and learning. Students that do not have access to the internet are encouraged to contact the school at (408)364.4260 for assistance. Each student will be assigned a Chromebook to use at home. Students who have not yet received their Chromebook will receive one during the beginning of the year materials distribution. Capri Elementary will have a one stop shop website for distance learning. Please visit our [Distance Learning Hub](https://sites.google.com/campbellusd.org/capri-distance-learning-hub/home) at <https://sites.google.com/campbellusd.org/capri-distance-learning-hub/home>

Please feel free to reach out to our office for further support and speak with :

Christi Cota, Admin Assistant (408) 364-4260  
Karen Eshoff Health/Office Assistant (408) 364-4260  
Debbie Nogales, Community Liaison (408) 364-4260, Ext. 4657



We will concentrate on using the programs below. Teachers will be adding additional programs and tech resources as needed to support your child's academic success.

| Online Programs and/or Tools |        |   |
|------------------------------|--------|---|
| Program                      | Grades | Subject/Purpose   |
| iReady                       | K-5    | Math and Reading lessons can be assigned to match students' needs.                                  |
| ST Math (Jiji)               | K-2    | Math  |
| Raz-Kids                     | K-5    | Reading   |
| Google Classroom             | 4-5    | Main method of communication with work assignments, submit classwork, watch recorded video lessons. |
| Seesaw                       | TK-3   | Main method of communication with work assignments, submit classwork, watch recorded video lessons. |
| Zoom                         | TK-5   | Video conferencing  |

## Helpful Links and Directions:

- Clever: Clever is accessed by using the student's Google account. Students are able to access learning apps such as Seesaw, Google Classroom, Google Drive, iReady, Khan Academy, Typing Club, and more. You can access this page via the [CUSD Student Resources Page](#). Here are two sets of directions: [Directions 1](#) and [Directions 2](#)
- PowerSchool Parent Portal: Login to [PowerSchool](#). This lets you check your child's attendance and contact the teacher. Parents of middle school students can even check grades and progress.
- Student Username and Password: By the first day of school, each student will be given a username and password to access Clever and other platforms. From the [Parent Portal](#), you should find your student's Google username and password.
  - Sign in to your parent account
  - In the left hand column, click on "Student Account Information"
    - A page opens with the student's username and password
    - If you do not have a parent portal account, click the "Create Account" button to set one up.
    - If you are unable to access/find your child's username/password, please email your child's teacher



## Covid-19 Instructional Model Overview

Distance Learning this fall will look different from what you experienced in the spring.

State guidelines mandate that:

- Students have daily live interactions with their teacher and classmates
- Grade level standards and alignment will be equivalent to in person instruction
- Accommodations for students with IEPs/504s are executed
- Support is provided for our at risk populations (Foster Youth, EL, SES, Homeless, below grade level)

Capri Elementary has agreed that in order to accomplish this, teachers will:

- Align the student schedule with our regular school day
- Have live instruction
- Have small group instruction in ELA and Math
- Time for off screen assignments will be made throughout the day
- Report cards will be issued, so assignments will be graded and recorded as appropriate
- Attendance will be taken throughout the day and truancy policies will be followed for students not attending.
- Schedule will account for minutes of instruction both on and off the screen.

## Schedule

School begins at 8:30 am each day with a lunch break from 12:15 pm - 12:45 pm. The school day will include both synchronous (live) teacher led instruction and asynchronous (self-directed) learning. Exact schedules will be determined by the grade levels and teachers.



# Distance Learning Expectations

Students and staff will receive and agree to clear guidelines and expectations for technology use and behavior in distance learning.

- No live lessons will be recorded by the student.
- Students will turn their camera on at the beginning of the class and will leave it on throughout the lesson unless the student has reached an agreement with the teacher to support individual needs. Students will only use their correct name when logging into online tools such as Zoom.
- Parents will not participate in the class and will not interact with other students or staff during the class. Any concerns will be addressed with the teacher outside of the instructional period.

## Capri Elementary School Distance Learning Expectations

The infographic consists of seven numbered boxes, each with an icon and a text description:

- 1** Try to follow a daily schedule the best you can.
- 2** Check your grade level page in the morning and throughout the day.
- 3** Dress in school appropriate clothes for your virtual classes.
- 4** Keep food/drinks away from the Chromebooks.
- 5** Use your Chromebook where you can focus.
- 6** Sleep at usual times. It's a regular school day!
- 7** Use your Chromebook for schoolwork only, especially during the virtual school day.

Adapted from Sienna School

## Getting Ready for Your Class Meeting

(From Fisher, Frey, Hattie *The Distance Learning Playbook*, Grades K-12, *Teaching for Engagement and Impact in Any Setting*)

1. Make sure you have completed the pre-class preparation activity so that you'll be ready to learn!
2. Think about your goals for learning today. What do you want to achieve?
3. Work with your family to find a quiet space that won't disturb other people in your house and won't distract you from learning.
4. Prepare your learning space. Make sure you have a clear workspace to write and store your materials.

5. If there are items that have personal information you wouldn't want other people to see, move them out of camera range.
6. Check your lighting so that your classmates can see you.

## **During Class Meetings**

(From Fisher, Frey, Hattie *The Distance Learning Playbook, Grades K-12, Teaching for Engagement and Impact in Any Setting*)

1. Ask clarifying questions so you fully understand the learning intentions and success criteria for the lesson.
2. Listen carefully to others and ask good questions!
3. Let your classmates know when you agree or disagree with them by \_\_\_\_\_. (teacher decides how this is done)
4. Let your class know you have something to say by \_\_\_\_\_. (teacher decides how this is done)
5. When you are not speaking, mute your microphone. It helps other people hear.
6. Turn off notifications from email and social media so you aren't distracted.
7. If you have a smartphone, shut it down so you aren't distracted.

## **Video Conferencing Guidelines**

1. Students and staff should be dressed appropriately for school.
2. Classroom etiquette is expected. Parents and siblings should not participate in the video conference. Schools will be following typical procedures if a parent or guardian would like to meet with a teacher.
3. Teachers will communicate expectations and norms just as they would for in person classroom behaviors expectations. See Education Code referenced above.
4. Consistent with Education Code section 51512, the unauthorized use of listening or recording devices in any classroom, which shall include online classrooms, without the prior consent of the teacher and the principal of the school is prohibited. Students may not record (screen shot, live capture, etc.) to share the online classroom and share it via social media or other methods. All discipline procedures apply to the distance learning classroom.

# Student Distance Learning Agreement

As a student, it is your responsibility to maintain a serious, focused, and academic approach to learning. This includes:

**Workspace:** Establish an office/workspace within the house that limits distraction and includes a desk, chair, lamp, and access to electrical outlets. Let your household know where you will be and how long you will need the space or a zone of silence.

## Online Classroom

- Ensure you have Chromebook set up including: Clever, Zoom, Seesaw, and/or Google Classroom.
- Ensure the background that will show up behind you is appropriate for school.
- Enter each school day groomed and with the mindset of being on campus in appropriate attire not pajamas.
- When in synchronous class sessions, video is to be on with microphone muted. The instructor will guide microphone usage. Each participant's full face should be in view.
- When in synchronous class sessions or meetings, cell phones or other private means of communication should not be in use unless directed by the teacher for educational purposes.
- Chat functions within a videoconference should be used for the educational benefit of the class and should include appropriate language and content.
- Students are to disconnect promptly when a video meeting ends. If an individual is unaware of their camera or microphone being on, community members are expected to let them know.

## Materials

- When no longer utilizing online learning, students will return all textbooks and library books in a timely manner and in good condition.
- If you decline a district-issued device from Campbell USD, you are still responsible for following all online classroom expectations. CUSD provides no warranty nor will service any private devices. CUSD does not guarantee that private technology will allow full access to district software.

## Privacy and the Right to Privacy

- Without express and written permission from the principal, users (including students) may not record, screenshot, share, re-post, or otherwise capture or disseminate digital content created via any of our distance learning platforms. Only representatives of the school may capture or post such content. Failure to comply with this directive may result in disciplinary action.
- Students may not manipulate digital apps or use digital tools in a manner that disrupts classroom objectives.
- Unless specifically called for by the instructor, siblings and/or parents should not participate in the online classroom.

## Daily Tasks

- Check communications regularly throughout each school day and respond in a timely manner. Assume all communications can and will be read by the teacher. Content of communications should be appropriate for a school setting.
- Closely follow the published daily schedule.
- Be on time for synchronous appointments.
- Be prepared with the appropriate supplies: computer, earphones, textbooks, notebooks, calculator, writing implements.

- Proactively reach out to teachers, advisors, and administrators with questions and/or concerns.
- Turn in your own work! Plagiarism is defined as” the practice of taking someone else's work or ideas and passing them off as one's own.” Copying and pasting material from somewhere else is not allowed without your instructor’s explicit permission. Abide by the community’s academic integrity expectations: submit only original work, using only permitted materials and documented sources.

### Attendance

- Your daily attendance is determined by whether or not you are logged in to your required classes. Students who do not log-in will be marked absent and a parent or guardian will be contacted to verify whether you are in school. Students absent without a permissible excuse will be subject to the CUSD Truancy policy.

### Cyberbullying

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation and/or posting electronic images of another student without explicit consent.

This includes students singled out because of, but not limited to:

- |   |                                       |  |
|---|---------------------------------------|--|
| ● Age   | ● Marital, parental, or family status | ● Mental or physical disability, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in its educational programs and activities or employment practices |
| ● Sex   | ● Color                               |  |
| ● Sexual orientation  | ● Religion                            |  |
| ● Gender  | ● Gender expression                   |  |
| ● Gender identity   | ● Race                                |  |
| ● Ethnic group identification                                   | ● Ancestry                            |  |
| ● Native language or perceived lack of English language ability | ● National origin                     |  |

Campbell Union believes that the best way to address bullying and inappropriate behavior is through education and intervention. We also recognize that words can be used as weapons. School administrators are the best judges of when and what type of interventions will be most effective on a case-by-case basis. For more information, please refer to California Education Code 48900.4.

### Personal Conduct and Consequences

Treat all other students and the teacher respectfully. If you have a concern or question for the teacher, use the online classroom to ask it. Students who do not follow school rules, including online classroom rules, are subject to discipline per the CUSD discipline policy.

Possible Consequences for violating this agreement may include but are not limited to: temporary removal from the online classroom, telephone or video conference with parents/guardians, limited access to online tools, placement in an alternative classroom.

**By reviewing the above rules and expectations, you/your parent/guardian agree to abide by the rules set forth in the COVID-19 Learning Agreement.**