

A Family Guide to Distance Learning in DJUSD

This guide provides Davis Unified School District (DJUSD) families with resources to ensure a smooth transition to our Distance Learning instructional model. It is our intent for DJUSD students to be provided continuity of instruction that honors a commitment to academic engagement and a sense of belonging within our community.

Communication During Distance Learning in DJUSD

During Distance Learning, DJUSD will continue to communicate regularly and post updates at www.djUSD.net. Please check this daily for new announcements or updates to this document. The District has launched a Distance Learning Info Center website, which will include this document, as well as a host of other important information related to our Distance Learning Program. This site will be updated with parent and student resources and a list of Frequently Asked Questions (FAQs).

In addition, you will receive communication from your child's teacher(s). Please watch for an email from your child's teacher(s) explaining how assignments will be shared, how often students will meet, how to ask questions, and details about their class.

Attendance

Teachers will note attendance through your child's daily meetings and interactions in Google Classroom with their teachers. Teachers will track attendance and submission of assignments to ensure that students are engaged in their learning and to follow up with families where there are concerns. We are working to be flexible in our instruction; if your student must miss class, the sessions will be recorded or shared in another way. We understand that we are all working to share devices, adjust to school and work at home, and we are all mindful of stress that may be caused by child care, illness, and shelter in place.

To ensure you are kept well-informed:

- Please watch for and read any messages from Superintendent Bowes and Davis Joint Unified in your email. Updates and information is also posted to our district website or school websites, and available through DJUSD social media.
- Add "communications@djUSD.net" to your "safe senders" list in your spam/junk email settings (Google search: add to safe senders list).
- Please watch for and read any messages from your school principal and teacher(s) in your email.
- Staff is also working to put answers to common questions on our website.

| How to Get Your Questions Answered | |
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| My question is about: | Contact |
| A course, assignment, or resource | Your child's teacher |
| A technology-related problem or issue (I can't sign in, my sound doesn't work, or something is not working with my device) | Email: servicedesk@k1000.djUSD.net Call: 530-757-5300 x260 Hours: Monday - Friday, 8 a.m. to 4 p.m. |
| A digital learning issue (my student can't sign into class, I can't submit work). | Please contact your teacher or site leader. Or visit our Digital Learning Support Form |
| A personal concern regarding your child | Your child's teacher, counselor, or principal |
| A general question | Check the Distance Learning Center or email communications@djUSD.net |

DJUSD Website Translation

Did you know that the DJUSD website, and all school websites, can be translated into dozens of languages? As part of our efforts to make all DJUSD websites as accessible and user-friendly as possible, each District and school website has a translate function in the top right corner of the websites under 'language.' Drop down that menu to view dozens of language options and watch the entire website translate to your desired language.

Contact Information for Leaders at DJUSD

Site staff checks voicemail daily during the closure. Emails to site leaders are the most efficient way to reach school staff at this time.

District Office 530-757-5300

Elementary Schools

- Jim Knight, Principal at Birch Lane Elementary, jknight@djUSD.net
- Veronica Dunn, Principal at Cesar Chavez Elementary, vdunn@djUSD.net
- Gay Bourguignon, Principal at Fairfield Elementary, gbourguignon@djUSD.net
- Diana Curtaz, Principal at Korematsu Elementary, dcurtaz@djUSD.net
- Jen McNeil, Principal at Montgomery Elementary, jmcneil@djUSD.net
- Sarah Roseen, Principal at North Davis Elementary, sroseen@djUSD.net
- Gay Bourguignon, Principal at Patwin Elementary, gbourguignon@djUSD.net
- Amelia Hess, Interim Principal at Pioneer Elementary, amhess@djUSD.net
- John Campbell, Principal at Willett Elementary, jcampbell@djUSD.net
- Rob Kinder, Principal at Davis School for Independent Study, rkinder@djUSD.net



Junior High Schools

Annie Nelson, Vice Principal at Da Vinci Charter Academy, annelson@djUSD.net

Scott Thomsen, Principal at Emerson Junior High, sthomsen@djUSD.net

Kellie Sequeira, Principal at Harper Junior High, ksequeira@djUSD.net

Jean Kennedy, Principal at Holmes Junior High, jkennedy@djUSD.net

Rob Kinder, Principal at Davis School for Independent Study, rkinder@djUSD.net

High Schools

Tyler Millsap, Principal at Da Vinci Charter Academy, tmillsap@djUSD.net

Tom McHale, Principal at Davis Senior High School, tmchale@djUSD.net

Cristina Buss, Principal at King High School, cbuss@djUSD.net

Rob Kinder, Principal at Davis School for Independent Study, rkinder@djUSD.net

Other

Grace Sauser, Principal at Davis Adult and Community Education, gsauser@djUSD.net

Jenna Gonzalez, Director at Children's Center Preschool, jgonzalez@djUSD.net

Elementary (TK - 6) Classroom Structure Overview

On April 13, teachers will resume teaching students using WebEx (a digital meeting platform) and Google Classroom. They will contact students and families to provide a designated time for class meetings. Each site and teacher has worked to create a schedule that is consistent and reliable. Each teacher will provide direct instruction, share videos, give assignments, and make themselves available for smaller group support.

These meetings give your child the opportunity to stay connected with the classroom teacher and peers. Teachers have been asked to share assignments with students that can be completed within the general guidelines below. We know that different families will have different time windows to complete work; if your child cannot make class, please communicate with your student's teacher for other options.

Your child's teacher(s) may have already contacted you regarding how to access class content digitally. Teachers will reach out through email with directions for accessing Google Classroom to both student and parent email accounts prior to April 13, 2020 when Distance Learning is scheduled to begin. If you or your student have not heard from your teacher(s) by Sunday, April 12, please contact your site principal and teacher through email (email address available on our Parent Guide by site).

The minutes delineated below are guidelines and will be adjusted to meet the students where they are. Direct Instruction will be broken up in smaller chunks, mindful of screen time and student age. Office hours are options for students to check in, get help from staff, ask questions, etc. All content areas, including Science, Music, and Physical Education (P.E.) will be included.

Thank you for your ongoing support of our new Distance Learning Plan. This is new for all of us and we will continue to learn, grow, and refine over the coming days and weeks.

| | TK-K | 1-2 | 3 | 4 | 5 | 6 |
|-----------------------|--------|--------|---------|---------|---------|---------|
| Direct Instruction | 45-60 | 45-90 | 60-105 | 80-140 | 80-140 | 80-140 |
| Independent Work Time | 80-120 | 80-210 | 100-345 | 130-460 | 130-460 | 130-460 |
| Office Hours | 60-90 | 60-90 | 60-90 | 60-90 | 60-90 | 60-90 |

Secondary School (7-12) Course Structure Overview

On April 13, teachers will resume teaching students using WebEx (a digital meeting platform) and Google Classroom. They will contact students and families to provide details for class meetings. Each site and teacher has worked to create a schedule that is consistent and reliable; staff has designed a similar schedule and parallel minutes at all Secondary sites. Each week teachers will provide direct instruction, share videos, give assignments, and make themselves available for smaller group support.

These meetings give your child the opportunity to stay connected with the classroom teachers, peers, and content. Teachers have been asked to share assignments with students that can be completed within the general guidelines below. We know that different families will have different time windows to complete work; if your student cannot make class, please communicate with your student’s teacher for other options.

The minutes and schedules delineated below are designed to launch our Distance Learning Programming; they may be adjusted as we get more familiar with distance learning. Direct Instruction will be broken up in smaller chunks, mindful of screen time and student age. Where we have noted each class period is where staff will provide direct instruction and further guidance on how to submit work, get help, etc. Office hours are options for students to check in, get help from staff, ask questions, etc. Our sites are also coordinating office hours so that our students can predictably get support as needed. All content areas are included.

Thank you for your ongoing support of our new Distance Learning Program. This is new for all of us and we will continue to learn, grow, and refine over the coming days and weeks.

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------|-----------------------|------------------------------|-------------------------------|------------------------------|------------------------------|
| 8:30 a.m. - 8:55 a.m. | Wellness & Exercise | Wellness & Exercise | Wellness & Exercise | Wellness & Exercise | Wellness & Exercise |
| 9:00 a.m. - 10:00 a.m. | | Period 1 | Period 2 | Period 3 | Period 4 |
| 10:00 a.m. - 10:55 a.m. | Independent Work time | Independent Work time | Independent Work time | Independent Work time | Independent Work time |
| 11:00 a.m. - 12:00 p.m. | | Period 5 | Period 6 | Period 7 | |
| 1:00 p.m. - 1:25 p.m. | Wellness & Exercise | Wellness & Exercise | Wellness & Exercise | Wellness & Exercise | Wellness & Exercise |
| 1:30 p.m. - 2:25 p.m. | Independent Work Time | Office Hours, P1 Independent | Office Hours, P2, Independent | Office Hours, P3 Independent | Office Hours, P4 Independent |

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| | | Work Time | Work Time | Work Time | Work Time |
| 2:30 p.m. - 3:25 p.m. | Small Group, Independent Work Time | Office Hours, P5 Independent Work Time | Office Hours, P6 Independent Work Time | Office Hours, P7 Independent Work Time | Independent Work Time |

| Based on 7 classes | 7-8 Grade | Per Class | 9-10 Grade | Per Class | 11-12 Grade | Per Class |
|--------------------------|--------------------------|------------------|------------------------|------------------|-------------------------|------------------|
| Total Direct Instruction | 105-140 minutes | 15-20 minutes | 140-196 minutes | 20-28 minutes | 210- 245 minutes | 30-35 minutes |
| Total Independent Work | 560-630 minutes | 80 -- 90 minutes | 630-700 minutes | 90-100 minutes | 700-945 minutes | 100-135 minutes |
| Total time Per week | 770 minutes (12.8 hours) | | 896 minutes (15 hours) | | 1190 minutes (20 hours) | |
| Office Hours | Min 60 Max 90 | Min 60 Max 90 | Min 60 Max 90 | Min 60 Max 90 | Min 60 Max 90 | Min 60 Max 90 |

DJUSD Distance Learning Platforms and Tools

DJUSD teachers are using Google Classroom and WebEx platforms for Distance Learning. Please note that your child is assigning work and engaging with students through these platforms.

Google Apps for Education Suite

Google Apps for Education Suite is the primary productivity platform used in DJUSD schools. All students beginning in TK/Kindergarten are provided with their own Google account that includes access to Google Calendar, Classroom, Drive, Docs, Sheets, and Slides. Students do have access to Gmail. During distance learning, teachers will ensure that all students are provided their Google account username and password (if they don't already have it). WebEx has already been enabled so that teachers can invite students to live instruction, dialogue, and meetings.

If you have more than one child sharing a family device to access Google Apps, you will want to set up a process for ensuring each child logs out of Google before the next child logs on. This will help students to stay focused on their own materials and with their own tools.

We have video links and instructions on accessing Google Classroom, use of Google Suite, and use of WebEx on our [Distance Learning Center](#).

Please note we also have norms and expectations on our website; these norms ensure the safety and success of distance learning.

Google Classroom

Google Classroom is the platform that DJUSD teachers will use to post assignments and resources for their specific class. Google Classroom also includes a calendar where assignment deadlines can be tracked. All DJUSD students have a Google account which they use to log-in.

Your student's email address is their first and last initials followed by their Student ID (or lunch number) with @djusdstudents.org (Example: Frannie Goodstudent with an ID # of 12345 would look like this: FG12345@djusdstudents.org). To reset or learn your password, please call the DJUSD Instructional Technology Department at (530) 757-5300 x117 or email servicedesk@k1000.djUSD.net.

Teachers are sending emails to their students at these addresses, so it will be important for students to check their DJUSD gmail accounts. These emails will contain codes for Google Classroom that teachers are in the process of setting up. Students should use these codes to join their classrooms.

A Google Slide presentation is below if you would like to see a walkthrough and more details about Google Classroom.

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| | <p>Student/Parent Guide for Google Classroom</p> |
| <p>WebEx</p> | <p>WebEx is the video conferencing platform that DJUSD will use across all sites. Teachers may hold video chat sessions with students to give live instruction, host discussions, and/or continue to build social-emotional connections with students. Your child’s teacher will announce the days/time for these virtual meetings and will share a link to join the session. Students cannot host sessions.</p> <p>Question: How does my child find and accept my teacher’s invitation to a WebEx?</p> <p>Answer: Students can join the WebEx invites via the teacher's Google Classroom or via a teacher email Many teachers post the WebExInvite link in their Google Classroom.</p> <p>These are live classrooms and teachers are giving their attention to students. If families want to speak with teachers, they can email directly to connect outside of instructional time. Teachers will share with families how to best ask questions. Please check our Norms and Expectations (view below) for other ways to support learning in this new format.</p> <p>Video Tutorials will be coming soon on our Distance Learning Center website</p> |
| <p>Da Vinci Charter Academy</p> | <p>DVCA will use Echo and WebEx; DVCA students will need to engage with Google Classroom to access classes taken at Emerson Junior High or Davis High School.</p> |
| <p>Davis School School for Independent Study</p> | <p>DSIS will use Schoology and WebEx; DSIS students will need to engage with Google Classroom to access classes taken on other campuses.</p> |

Norms and Expectations; Students and Families

Students are expected to follow our district and teacher expectations around behavior. While online, students are held to the same DJUSD standards of courtesy, respect, and engagement. For almost all of us, this is the first time learning in an online class and it may take a bit of time until we feel comfortable with how systems work. Let's agree to all be flexible and do our best to follow these norms:

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| Student Norms and expectations: | <ul style="list-style-type: none"> ● Show up for Webex online video conference instruction as much as possible and stay for the duration. If you are unable to be present, communicate with your teacher so they can help get you the information and stay connected. ● During instruction participate by asking and answering questions, taking notes, and paying attention to only the instruction. ● Wear classroom-ready clothing and assume people are looking at you. ● Be conscious of sound for everyone's benefit; try to join the course in a quiet place, turn on your video, mute your microphone unless you are invited to speak. ● Make sure that what is in the background is appropriate. ● Please do your best to be focused and not disrupt others. ● Do not record classes or others; if you want access to recorded lessons, you can ask your teacher. ● If you struggle to contribute appropriately, your teacher will help moderate your participation and then follow up with you and your family if needed. ● If you see something inappropriate happening, you can send a private chat or email your teacher. |
| Teachers will communicate their norms and expectations, but ask if you don't know: | <ul style="list-style-type: none"> ● Should questions come from the family or students? ● Should students ask questions via email or some other mechanism? ● How often will teachers be able to respond to questions? ● How can families access the curriculum to support their student(s)? |
| Families | <ul style="list-style-type: none"> ● <u>Teachers will often be recording WebEx sessions</u> <ul style="list-style-type: none"> ○ They will announce the recording before recording photos/videos of students. ○ Affirm with your Principal if you wish your student to opt out of being on video or photographed. ○ If students are on the "opt out" list, remind your student to turn off their video during classes. ● If you miss a class, you can request video from your teacher. |

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| | <ul style="list-style-type: none"> ● Video should not be recorded by students. ● Help teachers by making sure your students have access to norms and expectations for each class and maintain appropriate behavior. ● Teachers will limit one-on-one meetings with students, however, these sorts of interactions can occur with a parent if needed and/or via phone or email. |
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| Tips for Distance Learning in Your Home | |
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| Create an Optimal Learning Environment | Designate a learning space that is distraction-free, and allows your student to access books, take notes, etc. |
| Begin/End each day with a check-in | <ul style="list-style-type: none"> ● Discuss what your student is learning and ask questions, like: <ul style="list-style-type: none"> ● What are you learning today? ● How will you spend your time? ● What project are you working on? What are you learning? ● What resources do you require? ● How can I help? ● For younger children: Check off items as completed -- children love the sense of accomplishment! ● Review if any of their teachers have office hours that day and write questions down together that may need to be answered. |
| Establish Routines and Expectations for Learning at Home | <ul style="list-style-type: none"> ● Establish routines, expectations, and a schedule. Remember it will take some time to adjust - be patient with one another. ● Balance screen time and non-screen time activities. ● Minimize distractions if possible. ● Remain mindful of your student's well-being. Establish times for quiet and reflection. ● Keep organized by reviewing with your child grade level assignment calendars and virtual learning platforms for updates and assignment due dates. ● Write down a schedule for each child (or if appropriate, have your child create a schedule) with built-in breaks for snacks, outdoor movement/ exercise, rest, and play. ● Check off items as completed -- younger children love the sense of accomplishment and might also be motivated by short goals. ● Maintain regular sleep routines and wake times. ● 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 distractions. Headphones can be a great tool to help learners focus and avoid distractions. ● Depending on the devices available in your home you may need to stagger the online work time for each child. |

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| Encourage exercise, creativity, and connections | <ul style="list-style-type: none"> • Take brain breaks for physical activity, fresh air, creativity, and connection. Many students miss their peers and a routine or academics and breaks. • Check the djud.net site for Social Emotional Learning site for Wellness and Regulating Activities |
| Maintain Social Opportunities for your Children | <ul style="list-style-type: none"> • Remember that school is about social interactions as well as academics. • Encourage your child to reach out to friends by phone or online so that they stay connected. • If available, plan times your child can interact with others safely. |
| Use Technology Responsibly | <p>When completing work online, joining video calls, and/or participating in virtual discussions, students should be sure to:</p> <ul style="list-style-type: none"> • Use respectful behavior and language. • Stick to appropriate topic discussions. • Send only appropriate video transmissions. • Use only the appropriate icon, emoji, and avatar submissions. • Wear school appropriate clothing if attending meetings via video. • Be honest and use academic integrity by not plagiarizing or copying others' work • Not falsify information about oneself or impersonate others online. • Follow norms and expectations shared by teachers |

Frequently Asked Questions (FAQs)

How will the school share learning experiences with families?

All teachers will use Google Classroom and WebEx with predictable weekly patterns for instruction, assignments, and office hours for check ins. Our teachers and administrators will respond to all emails from learners and parents as soon as possible and we are prioritizing being responsive to our community through our website, broadcasts, mail, social media, and through teachers.

How will learning experiences in the early years be designed for distance learning?

Teachers are experts at creating active and engaging lessons at the appropriate developmental level. They may host meetings for a circle to practice calendar time, share a video of someone reading aloud, or have hard copies mailed to your house for practice.

How will I know that my child is staying on track with their learning?

There are many ways in which DJUSD teachers will be involved in monitoring the progress of students and sharing this information with families. Your child's teacher is still providing feedback through our various digital platforms and will

follow up with families where there are concerns.

What if my child has an IEP or receives Special Education services?

Special Education staff will be in regular contact with the students/families they serve and they will continue to support the individual needs students on their caseloads to ensure access to the general education curriculum. In addition, staff will work towards IEP goals, as possible, during Distance Learning.

Because IEPs goals and services are individualized and take into account the services that are available at the time of the plan's writing, some elements of a student's IEP may be challenging to achieve in the current public health crisis.

The DJUSD Special Education Department will continue to review and follow guidance from state and Federal officials about Special Education in a Distance Learning setting and communicate with families as to this guidance.

Distance Learning Professional Development prioritized the intentional use of Universal Design for Learning (UDL) to plan for the successful inclusion of Special Education students. Additionally, staff has resources for the use of specified accessibility features in technology. More details about Special Education resources and plans will be added to the Distance Learning Center.

If you have specific questions please contact your child's case manager.

What if my child is receiving English Learner Support?

Instruction and support for English Learners will continue during distance learning. Our English Learner Specialists, Para Educator staff, and teachers will be routinely available to support the individual learning and social emotional needs of all our English learners. In addition, our English

English Learner staff will focus on supporting classroom instruction and making core content accessible. Much of the support that our English students need are at an individual level and very specific to their proficiency in English, which will require small group instruction and high level of support which all of our English learner staff are well trained and ready to provide.

The DJUSD English Learner Department will continue to review and follow guidance from state and Federal officials about supporting English learners in a Distance Learning setting. We will continue to communicate with families and staff any changes to these guidelines .

Distance Learning Professional Development prioritized the intentional use of Universal Design for Learning (UDL) to plan for the successful inclusion of English learners. Additionally, staff has resources for the use of specified accessibility features in technology. More details about Special Education resources and plans will be added to the Distance Learning Center.

If you have specific questions please contact your child's site English Learner Specialist.

What are the expectations for teaching standards?

Teachers have identified the most critical standards for this spring. Transition to distance learning includes a focus on those standards and less focus on supplemental standards.

How are students held accountable for learning and what is expected time for students to spend learning each day?

Having weekly assignments, projects, video check-ins, projects are all ways to assess learning. Our focus is on the critical standards needed in each content area. Give yourself and your students plenty of grace during this time. Everyone is adjusting and many have multiple roles at home and we expect that fall of next year will be different for all grade levels

Time in Directed Instruction and independent work depends upon the grade level. Please see the guidelines under each grade level for an idea of minutes teachers are using to guide their plans.

How does my child find and accept my teacher's invitation to a WebEx?

Students can join the WebEx invites via the teacher's Google Classroom or via a teacher email. Many teachers post the WebEx Invite link in their Google Classroom.

How will grades work?

Recent guidance from the California Department of Education (CDE) provides options that give DJUSD discretion in grading practices for Distance Learning. Grading policies and practices will be developed in consultation with staff to ensure that the needs of all students are taken into account (including those who are English Learners, homeless and foster youth, receiving Special Education support, and those with limited access to digital learning tools or material).

An update on grading policies will be provided to the community shortly.

What do we know about graduation, grading, and college admissions?

DJUSD is committed to ensuring that all students are able to continue with their post-graduation plans and are not adversely affected by the school closures. In a joint statement from the California Department of Education, State Board of Education, and Colleges and Universities they affirmed that they support a diverse range of distance learning

strategies, flexible grading strategies, adjustment of local graduation requirements. Higher education has assured our communities that they are not including winter/spring/summer grades from 2020 into GPA calculations and are willing to accept grades that are credit/no credit in lieu of letter grades for A-G courses completed in winter/spring/summer of 2020. See their detailed communications below.

[University of California \(UC\)](#)

[California State University \(CSU\)](#)

[Association of Independent California Colleges and Universities \(AICCU\)](#)

Has the College Board provided updates on SAT's or AP testing?

May SAT administration has been cancelled and institutes of higher education have agreed to “hold harmless” students who had planned to test in May. The college board will be making AP testing at home an option and providing online classes for test preparation. Please view the following links for more information:

[AP Testing](#)