

CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT GUIDE TO DISTANCE LEARNING FOR STUDENTS, PARENTS, AND FAMILIES

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As the Coronavirus COVID-19 crisis evolved during March, conditions warranted school closures throughout the county, state, and nation. In our District, we closed schools on March 16 with the intent to reconvene on April 6. With this timeframe in mind, we provided **short-term** guidance for faculty, students, and families to provide continuity of instruction per guidance issued by the California Department of Education to “continue delivering high-quality educational opportunities to students to the extent feasible through, among other options, distance learning.” Developments thereafter compelled superintendents of school districts in the west end of San Bernardino County to agree to close through May 1.

However, in the interest of public health and safety, **Governor Newsom and State Superintendent Tony Thurmond announced on April 1 that all public schools would be expected to remain closed through the end of the 2019-2020 school year.** As such, our District has developed a *long-term* plan that will support students and families, and guide staff as we continue instruction remotely. This guide is intended to support students and families with guidance as our District delivers instruction and support throughout the remainder of the school year.

We continue to encourage all of our families and staff to remain healthy and safe. Please continue to avoid exposure to COVID-19 by practicing physical distancing, washing hands regularly with soap and water, avoiding touching of the face, and frequently cleaning and disinfecting touched surfaces, including digital devices.

For more information regarding COVID-19, please refer to these public health agencies:

- **County of San Bernardino Public Health:** <http://wp.sbcounty.gov/dph/coronavirus>
- **CA Dept. of Public Health:** <https://www.cdph.ca.gov/Programs>
- **Centers for Disease Control and Prevention (CDC):**
https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/get-your-household-ready-for-COVID-19.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fget-your-household-ready-for-COVID-19.html
- **World Health Organization:** <https://www.who.int>

CJUHSD Distance Learning Plan

This plan outlines how the District will provide distance learning for students for the remainder of the 2020 school year. We are committed to partnering with families and staff to ensure that students learn. **It is critical that all students continue to develop and refine the skills they will need to further their education and prepare for life after high school. We urge students and families to fully engage in school to the greatest extent possible. Withdrawal from school can have extremely negative effects on a student's development academically, socially, and personally.**

While this plan cannot address every student's learning needs, it does provide a framework to support students and staff. Distance learning is not an online curriculum. Instead, the teacher remains the facilitator of learning and offers assignments, interactivity, and communication through a digital platform. Classes will focus on the essential knowledge and skills required for successful completion of each course. The distance learning opportunities include, but are not limited to virtual lessons, virtual classroom discussions, resources for self-directed projects and study, review of previously-learned material, practice assessments, or assignments for skill development.

Instruction and grading practices for high school students enrolled at the Alternative Education Center and/or the Chaffey Adult School may differ as these schools and programs had been operating under alternative practices before the closure of school. Due to the nature of different grading periods, master schedules, and significant online learning already in place in the District's alternative programs, grading policies and scheduling may not change significantly. Teachers in the CJUHSD alternative schools and programs will continue to communicate with students and families and be flexible and sensitive to student, family, and staff needs as they work to help students progress through their current courses.

Phases of Implementation of the Distance Learning Plan

Our District has established three phases of implementation of our distance learning plan to provide students and teachers time to transition, adjust, and prepare for distance learning through the end of the school year:

- **March 16 to April 3: Phase I -
Initial, Short-term Implementation of Distance Learning**
 - Initial shift to distance learning
 - Distribution of resources to students and faculty
 - Launch use of specific digital platforms, including Google Classroom and School Loop
 - Period of adjustment to distance learning for all stakeholders
 - School administration and support staff begin to contact students to assess needs and inequities
- **April 6 to April 10: Phase II -
Initial, Transitional Implementation of Long-Term District Distance Learning Plan**
 - Teachers and students begin to adjust to block schedule
 - Students check-in each day with the teacher they are assigned to for that day
 - Teachers check-in on designated content days and Friday
 - Teachers provide *minimal instruction* in each block, not to exceed 30 minutes
 - Teachers may use remaining time to collaborate with colleagues to plan and revise instructional plan
 - School administration and support staff continue to contact students to assess needs and inequities
 - **NOTE:** Student work collected and assessed during Phase I and II *may count to improve* a grade. Students who did not complete work in Phase I and II will not be required to complete the work, but may opt to to improve their grade
- **April 13 to May 22: Phase III -
Full Implementation of District Distance Learning Plan**
 - Daily instruction begins during each content block designated for each day
 - Students engage in the classes assigned to each day
 - Accommodations will be made for students whose personal daily schedules conflict with designated schooling blocks
 - School administration and support staff continues to contact students to assess needs and inequities

Distance Learning: Tips for a Successful Experience

Distance Learning means that students attend class, interact with teachers, and complete and submit assignments digitally. Teachers will engage with students through a variety of District-supported digital tools, which may include Google Classroom, Microsoft Office 365, and SchoolLoop. **Students must remember that while they are not physically in school, school is still in session, and they are expected to participate in all of their classes. Teachers will work hard to be flexible and sensitive as they work with students' individual needs.**

The District is further committed to providing the essential tools and resources to help students to progress successfully towards completion of their assigned courses. During the week prior to spring break, students checked out materials and supplies as needed, including Chromebooks for students who do not have a device at home. Each school site will continue to check out devices and other materials as needed.

Here are some essential suggestions for moving from traditional school attendance to distance learning at home:

- A work space, if possible, for students to focus on completing school work
- Computer or mobile device, internet access*, textbooks, paper to take notes and to work through problems/assignments
- Printed materials or packets, if provided by the teacher (In the event that a teacher is using entirely printed materials or packets, all resources will be provided in a timely manner. Please contact your school site for more information about how to pick up and return these materials.)
- Access to digital tools, including a SchoolLoop account for accessing grades, assignments, and communicating with teachers. Additionally, CJUHSD has provided access to Google Classroom and Microsoft Office 365, which means students can use the full suite of Microsoft products from home. For more information about digital access to student and parent accounts, please contact one of the CJUHSD employees listed below.
- **If you have a student in need of any of these essential resources, please contact your school by phone. All schools have a small staff Monday through Friday from 8:00 a.m. to 2:00 p.m. (Times are subject to change. Please check our website for updated hours of operation or contact your site prior to coming to the campus)**

**The District is working with local providers to provide free WiFi to new customers.*

Information for Students

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

- Teachers will ask you to check in with them on each of their block schedule days. They may ask a question related to the instruction, or they may simply ask how you are doing.
- Teachers will give assignments with flexible deadlines.
- Teachers will communicate directions for how to engage with their classes virtually and which system(s) they will use. It is possible that you may be using one system for some classes and another system for other classes.
- Teachers will post assignments, resources, and grades either through SchoolLoop or Google Classroom.
- It is the District's expectation that students work consistently toward completing each course. If a student is having difficulty accessing any assignments or teachers, please contact the counselor hotline or school site office so that an administrator can reach out to. Contact information is below.

What is a Distance Learning Instructional Plan and how does it affect me?

Your teachers will provide you with a revised **Instructional Plan** either through School Loop or Google Classroom. The Instructional Plan will provide:

- An outline of the skills, topics, and standards students will practice or study for the remainder of the year.
- Basic information about how the teacher will conduct virtual classes.
- Teacher contact information.
- Instructions for checking in on designated days.

Distance Learning Course Schedule for Students

It is imperative that students maintain a consistent schedule as much as possible to ensure that they are focused and productive each day.

- The schedule provides structure each school day and minimizes conflict between courses.
- Students should check-in during each period or in the manner the teacher for that day has designated.
- Each teacher may provide instructions and assign new learning tasks each week.
- Accommodations will be made for students who cannot access instruction at designated times due to lack of access to technology, illness, or other family circumstances.

Course Block Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
<u>Block 1</u> 8:30 am to 10:00 am	WORLD LANGUAGE	PE/ ELECTIVES	WORLD LANGUAGE	PE/ ELECTIVES	Staff, department, team meetings/ collaboration
<u>Block 2</u> 10:00 am to 11:30 am	ENGLISH	MATH	ENGLISH	MATH	Virtual Office Hours for Student/ Family Contact with Teachers
<u>Lunch</u> 11:30 am to 12:30 pm	<i>GRAB n' GO lunches available on all school sites</i>				
<u>Block 3</u> 12:30 pm to 2:00 pm	SOCIAL SCIENCE	SCIENCE	SOCIAL SCIENCE	SCIENCE	Virtual Office Hours for Student/ Family Contact with Teachers
<u>Block 4</u> 2:00 pm to 3:30 pm	ROP, Chaffey College Dual Enrollment Classes, Credit Recovery Classes, Adult School Classes, Zero (0) period, Academy Time				

Virtual Office Hours: All teachers will be online and available for students to drop in with questions throughout the week and during the scheduled Virtual Office Hours on Friday. Teachers will use their **Instructional Plan** to provide guidelines for Virtual Office Hours (including telephone, Zoom, Google

Meet, or email) as well as time throughout the week when they are available to meet virtually with students. Students are not required to attend Virtual Office Hours, but we encourage you to use this time to get help or ask questions that you may have during the week.

How can I structure my day for success?

- **Become familiar with the Distance Learning Schedule** and each teacher's expectations.
- **Practice a daily routine** that helps you perform and succeed. *Remember, this is not time off; you are still attending school and completing your courses but in a different learning environment.* Mental breaks, time to eat, exercise, and getting some fresh air are important each day. You may take breaks as needed. Having a routine will help you focus and use your time effectively.
- **Create a work space for yourself**, if possible, where you can use an electronic device, read, and complete assignments. As much as possible, minimize potential distractions, including social media and video games. While your bed might look like a comfortable place to work, it might not be the best place for you to focus on coursework.
- **If you need a break, take a break.** Take a brief stretch break, text a friend, or spend a few minutes interacting with others. This will help with stress management and productivity as well. Courses will be structured in such a way that allows you to do this.
- **Practice good online etiquette and adhere to school rules and policies.** Treat your online classroom as you would your regular, in-person classroom. Dress appropriately. Ensure viewable backgrounds are appropriate. Use appropriate and considerate language. **Conduct yourself according to all school rules. Violations of school rules and/or penal code are subject to disciplinary action and or referral to law enforcement. CJUHSD's [Technology Use Policies](#), available in our Parent/Student Handbook, remain in place.**
- **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. Please stay at home and practice social distancing, but reach out to your friends and classmates so you stay virtually connected to school as well.

What do I do if I need help?

- **Reach out to your teacher.** All teachers will be available during Virtual Office Hours on Friday and will let you know other times you can contact them (see schedule above) so you can ask questions and get help quickly. You can also email your teacher at any time.
- **Reach out to your Guidance Counselor.** Guidance Counselors will also be available by phone, as indicated below.

Want to speak to a counselor?



Call your school's
Counselor Line
and talk
to a counselor!

Call Monday - Friday
8:00 am - 2:00 pm



School	Counselor Line#
Alternative Ed. Center	(909) 458-6410
Alta Loma HS	(909) 458-6434
Chaffey HS	(909) 458-6451
Etiwanda HS	(909) 949-7976
Los Osos HS	(909) 458-6412
Montclair HS	(909) 218-3765
Ontario HS	(909) 218-3780
Rancho Cucamonga HS	(909) 458-6452
Colony Hs	All Colony HS counselors are available through Google Voice - See school website



Information for Parents

How can I support my student in Distance Learning?

- **If your student does not have a device**, please contact your school to check out a Chromebook as soon as possible.
- **Help your student set up a routine and work space.** This may include a quiet work space where the student can use a device or textbook. As much as possible, minimize potential distractions such as social media and video games.
- **Allow your student to take advantage of breaks.** Creating structure for your student will help them focus and use the 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 most students are not used to distance learning. **Check in with your student daily to monitor progress.** Monitor their stress level, participation in class check-ins, and ability to complete assignments.
- **Log in to SchoolLoop to talk with your student about their classes and assignments.** Teachers will continue to post assignments and grades on SchoolLoop. If your student is not participating during the class check-in or other activities, the school will contact you, just as it would during the regular school year.
- **Encourage students to reach out to teachers and counselors** if they are struggling. Remember, you may continue to communicate with other school support staff if you need.
- School is about social interactions as well as academics. Students may miss their daily interactions with teachers, friends, and classmates the most. **Encourage your student to reach out to teachers and friends digitally** so they have opportunities to stay connected.

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

- **Access your SchoolLoop parent account.** Please contact your school immediately for help in setting one up. The contact information is below.
- **Communicate with your student’s school if your student is sick or cannot participate**, for whatever reason, so we can take appropriate actions to support them.
- **Monitor your student’s 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. Additional mental health resources are available on the District’s website.

Important Contact Information

For support with...	Contact	Contact Information
School Loop Parent Portal, Aeries Portal, Attendance, materials requests, and other school-related issues	Your School's Office	Alta Loma - 909.989.5511 Chaffey - 909.988.5560 Colony - 909.930.2929 Etiwanda - 909.899.2531 Los Osos - 909.477.6900 Montclair - 909.621.6781 Ontario - 909.988.7411 Rancho Cucamonga - 909.989.1600 Alt. Educ. Center 909.985.0966 Adult School: 5th St. - 909.983.7102 7th St. - 909.391.5365
Information for parents regarding websites and learning platforms can be found on each school's website under Parent Resources.	District Site: https://cjuhsd-ca.schoolloop.com/parentinfo	
District-issued Chromebooks, technology support or student account-related questions - Please leave a message along with your school name and a callback number where a technician can reach you	District Tech Hotline Director Mike Bement	909.946.8226 mike.bement@cjuhsd.net
Guidance services for academic and wellness counseling	Your School's Counseling Office	See school phone numbers, or counseling hotline numbers (linked here and above)
Special Education Services	Kelly Whelan	kelly.whelan@cjuhsd.net
English Learners Support	Martin Alvarado	martin.alvarado@cjuhsd.net
Parent/Caregiver Support and LanguageLine Interpreter Services	Susan Petrocelli	susan.petrocelli@cjuhsd.net
Instruction Questions and Concerns, including questions regarding the Distance Learning Plan	Asst. Supt., Instruction: James Cronin	909.988.8511 james.cronin@cjuhsd.net

	Executive Director: Jessica Kachaenchai	jessica.kachaenchai@cjuhsd.net
Questions about Baldy View ROP Classes	Virginia Kelsen	Virginia.E.Kelsen@cjuhsd.net

Frequently Asked Questions

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

School is still in session and the State of California requires that schools provide high-quality distance learning. Students are also expected to continue their education and work toward successfully completing the courses to earn credits toward graduation. Teachers will be providing instruction, assigning work, and providing feedback. As long as students are engaging in their coursework, checking-in each weekday, and submitting assignments, they will continue to make progress in their courses and preserve the progress they made prior to school closures, enabling them to demonstrate further learning in ways that are appropriate to their context.

Using multiple different systems to check on my student's classes is inconvenient. Why doesn't the District just pick one?

This is a lesson learned from an unprecedented situation with little time to prepare. We understand that it can be frustrating to juggle different systems and expectations. However, most of our teachers are using Google Classroom or School Loop or will begin to use them given the extended closure. We will continue to work toward a single method for Distance Learning in the future. For now, our priority is ensuring teachers can focus on teaching our students in a way that is best for them in each specific course. Please see "Parent Resources" under each school's website for how to access the most frequently-used digital resources.

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

We are committed to doing everything possible to support you so that you can complete your courses, learn essential standards, earn good grades, and graduate from high school. We especially want you to be prepared for your plans after high school. We remain sensitive to how this affects each of you, and we share in your sense of loss and your concerns. As long as you do your part, and are engaged in your coursework, check-in daily, and submit assignments, you will earn grades and credits toward graduation and receive your diploma. **Our District is also committed to providing graduation ceremonies and other senior activities if and when possible.**

If you have questions about your progress toward graduation or college eligibility, please reach out to your guidance counselor. Many of our students have already been accepted to universities! Cal

States and UCs have announced accommodations for incoming students to alleviate anxieties about admission. Check with any school you plan to attend or have applied to for steps those schools are taking to ease admission requirements. Your school's guidance counselor can help too.

What if I'm sick or unable to access school?

If you are ill, or if you must care for an ill family member, please contact your school immediately, and we will let your teachers know. Take care of your health and the health of your family first.

What if the power/internet service goes out and I am unable to attend the class check-ins or complete an assignment?

Email or call your teacher or school and inform them of the situation as soon as possible. Your teacher will work with you to make arrangements for making up any work or to provide an alternative.

What if I am in a Credit Recovery class to make up credits toward graduation?

Continue to work with your teacher to make consistent progress toward completion of any class.

What about my Chaffey College class, Baldy View ROP class, or adult school class?

For Chaffey College classes, please email Chris Hollister at chris.hollister@cjuhsd.net

For Baldy View ROP courses, please contact Dr. Virginai Kelsoen at Virginia.kelsen@cjuhsd.net

For Adult School contact Todd Haag at todd.haag@cjuhsd.net

What about AP exams?

The College Board has altered the test administration for the 2020 school year. Your AP teachers and your school will provide you with ongoing information regarding the exams. Instruction to prepare you for the altered exam will continue. Visit the [College Board AP website](#). As we learn more, your AP teachers and schools 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.

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 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](#).

What about summer school?

At this time, Summer School is scheduled to be held on all sites beginning Thursday, May 28, through Tuesday, June 30. The hours for Summer School are 8:30 am - 1:30 pm. Students can email their

counselor to request enrollment in classes. More information about Summer School will be posted as soon as it is available on our District and school site websites. For Chaffey District Foundation courses, please contact Chris Hollister at chris.hollister@cjuhsd.net

What about registration for next year?

Fortunately, registration activities had already begun on each campus. The guidance team at each school will continue to register students for classes for 2020-21. GATE coordinators and guidance staff will continue to work with feeder schools and parents on Honors and AP placement. Career Center Technicians will be working to get students enrolled in ROP classes. Your guidance office staff will reach out to you if they have questions. More detailed information regarding the 2020-21 school year will be sent to students and families in May. Keep in mind that your progress this semester can affect the classes you receive in 2020-21.

How will my student earn a grade?

Per communication from the California Department of Education, districts cannot address final grades for the 2019-2020 school year in a manner that is disadvantageous for students. The circumstances presented to schools during the coronavirus crisis and the sudden and required shifts to distance learning that have produced questions about grades. The information below will address how grades will be calculated.

- Grades as of March 16 will reflect general progress and achievement demonstrated toward mastery of standards through the first three quarters of the school year.
- Considerations will be made under the following circumstances: semester schedule changes, single semester classes, transfers, and other variables.
- Students may work toward preserving and improving grades and mastering the essential skills necessary to complete their courses.
- It's imperative students continue to develop their skills and engage in learning:
 - Withdrawal from school can be detrimental to a student's academic, social, and personal development.
 - Students may develop gaps in their education and skills that may lead to further academic challenges in the future. For example, students may not be prepared for the next sequence of courses they will take.
 - Students may confront challenges returning to a traditional school setting and in specific courses if they do not remain engaged and keep academic skills sharp.

If a student or parent has questions about grading, please communicate with your teacher. If you need additional help, please reach out to your student's principal/assistant principal.