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| **Topic** | **Communication with Families** |
| **Instructional Minutes** | Families can expect:   * A six-hour school day with customized learning experiences for each K-12 student * All students will have daily, live interaction with their teachers via video conferencing * Custom learning experiences will be based on student needs and will include daily live, online instruction (up to three hours), independent learning (at least two hours), working with other students in small groups or participating in educator office hours (at least one hour) * All elementary students will receive instruction in reading, writing, mathematics, english language development, science, social studies, physical education, and the arts * Students will receive grades to measure their progress |
| **What To Expect the First Week** | **Family Welcome Week**  After seeking input from our families, through listening and solutions seeking sessions during Parents As Partners and Parent Think Tanks, we designed our **Welcome Week** training modules in response to the collective family feedback. The self-paced training modules are intended to launch a successful start of Online Learning and equip families with skills and information needed to support online learning at home. The modules are district created sessions that allow families to access anytime for flexible scheduling.  Our **Welcome Week** family training modules are designed on a continuum, thus providing families with multiple entry points to start their learning. For example, the Technology modules provide basic levels of Chromebook support such as: *Signing Into Your Chromebook* and *Chromebook Device Care*. While other modules cover *Signing Into Online Learning Platforms through Clever*. The *Health & Safety Requirement Modules* provide families with informational guidelines on topics such as Handwashing, Masks, and Information on the Transfer of COVID-19, in order to build common understanding of best practices. Additional **Welcome Week** topics include: *Social Emotional & Wellness* and *Family Resources*. We will continue to provide ongoing training modules through the year based on parent input.  We look forward to serving you this year. We are pleased to be partnering with you as we prepare for our reopening with Online Learning. **Welcome Week** training resources will be shared with site principals before August 31, 2020.  If you need assistance with your computer call the parent hotline for technology. It operates Monday - Friday 8:00am - 5:00pm (619-732-1400). For wifi or hotspot issues call (619) 260-2460, press option 1. |
| **Enrollment:**  **New Students & Returning Students** | * New student enrollment will happen electronically. Students new to the district and attending their school of residence  can complete enrollment via InfoSnap on the Enrollment Office (NSEO) website: <https://www.sandiegounified.org/new-student-online-enrollment> * New Choice students will need to complete the enrollment process via email with the school enrollment clerk ([Digital enrollment forms](https://docs.google.com/document/d/1HbXrW2E8fM23-SiO5VrwHK8Vx9YRPHAkvJ1P4-0QZ3Y/edit?usp=sharing)) * In person-enrollment should only be offered IF families are new to the district and do not have access to technology ([In-person enrollment procedures](https://drive.google.com/file/d/1BmHqeUXVmfZY8eTy0GvRxxcvtWU8Kg7u/view?usp=sharing)) * Returning students DO NOT need to fill out an enrollment card for the 2020-21 school year. All returning student information has been rolled over in PowerSchools. Families should log into the Parent Portal to confirm their demographic information is correct and updated. |
| **Technology & Device Management** | SDUSD continues  to provide free computers and Wi-Fi service to families that need them. In the spring, San Diego Unified  provided more than 50,000 Chromebook computers to allow students the ability to work from home.  As a 1:1 District, schools will be issuing a Chromebook to students who did not receive one during distance learning. School sites will determine pick-up dates and times for each grade level. Support centers will be established throughout the district as well as an IT Parent Help Desk. For Chromebook care, click through these  informational slide:  [English](https://docs.google.com/presentation/d/1nPuglHeuj2JpbU4ofBeX1hGcRZQXDt4DLrFwX2khukw/edit?usp=sharing) |  [Spanish](https://docs.google.com/presentation/d/1nC4PAAFBmMrlXgwAckAdCy1NOy2OK7sqXk244A5bZ-I/edit?usp=sharing) | Additional languages available in [THIS FOLDER.](https://drive.google.com/drive/folders/1jTgAPhCzojeZDUuI0MpvWfpZr9uXafRr?usp=sharing) !  For Chromebook troubleshooting troubleshooting tips click below.  [English](https://drive.google.com/file/d/1-5yfm7PO_QkhTKLm86IhLvZ548UWCHxr/view?usp=sharing) | [Spanish](https://docs.google.com/document/d/1Hbrapa2-McSzGteSZF7OEWxMGqvURz-DuFPCHEoR21g/edit) . More languages coming soon  Students and parents can access all online platforms by signing into Clever. After signing in, look for the online platforms section. Here students will find links to Zoom calls, assignments and grades. Watch this video for how to sign in to [Clever](https://www.youtube.com/watch?v=CWOX3BTAG68&feature=youtu.be).  [Spanish](https://drive.google.com/file/d/1sREqX-Ctu-71-9adZ4_6e9uEBdOtBbPK/view), [Arabi](https://drive.google.com/file/d/1JW2xzPFrGzClKCYH8DvWkbWAP5kj5isR/view)c, [Tagalog](https://drive.google.com/file/d/1PxofB0uWIKOFNqgAF9vEcylT7sSvNVKc/view). Somali, Swahili, Karen and Vietnamese coming soon.  \*Additional Supports/videos for [parents can be accessed here.](https://docs.google.com/document/d/1MkAFBFv9b_akFBgEK56zrXMTniWm06dN4u_L3LejZOw/edit) This is **not** a public document. Please use videos for supports as you see fit. |
| [**Site Access**](https://docs.google.com/document/d/1lcf1QUGDQVU_7H3P64k1RvpN7KwzUOWEtuSRaoPuR7A/edit) | School Offices will remain closed during online learning and services will primarily take place electronically. Please visit our school website to communicate directly with staff members. |
| **Textbooks & Materials** | In addition to Chromebooks, school sites will distribute necessary textbooks and instructional materials for student-use during online learning. Following health & safety guidelines, sites will determine pick-up dates and times for each grade level. |
| **School Photos** | School photos will be postponed until it is safe to return to onsite instruction.  Senior Portrait appointments may still take place if the photo company has a current contract with the district and is adhering to current health and safety guidelines. |
| **Attendance Taking** | Teachers will take student attendance daily and attendance will be based on both synchronous and asynchronous participation. If your student is absent please communicate with your student’s teacher. |
| **Special Education** | Students with disabilities will receive live instruction from their general education classroom teacher, their education specialist and their related service providers via video conferencing in both whole group and small group as well as office hours to connect with teachers if they still have questions or need more support. Accommodations and assistive technology will be provided online as outlined in a student’s IEP.  Families can request a meeting with the IEP team to determine how IEP services will be delivered in online learning. |
| **Food Services** | The Food Service Summer Feeding program at the 26 sites throughout the district will have its last day on August 25th, allowing Food Service time to transition to feeding for the new school year. Multiple meals will be served on Monday and Tuesday (8/24 & 25) to provide enough meals for the week.  Starting on Monday August 31, Grab & Go meals will be served from 82 sites throughout the district.[Here is a list](https://drive.google.com/file/d/10E4YXHkvJCGe-tLp_FdTeyceNBOUqodG/view?usp=sharing) of the Primary Serving Sites and the Satellite Sites/Schools they will be serving. Please direct the Satellite students and families to their designated Primary Serving Sites for meal pickup Monday through Friday.  Breakfast and Lunch will be served from **noon until 2 pm.**  Additional fruits and vegetables along with a variety of foods from the district’s partners are planned to be provided to families once a week from each serving location. More information to come. |
| **Offline Options, Homeschool and “Learning Pods”**  **for Elementary Principals** | As a district, our focus is centered around opportunity, access and equity for each and every student.   * Principals assign students into classrooms strategically to ensure that a classroom roster is balanced in terms of student needs, gender, students with disabilities and English Learners. Strategic classroom placement is an important starting point for creating inclusive schools and classrooms. * Learning activities and curriculum will be accessible in the teacher’s Learning Management System (LMS) ie: Seesaw or Google Drive. Teachers may also use additional digital tools to support student learning. Parents will have access to their student’s learning to support them during asynchronous learning. * Teachers will also offer small group instruction and provide assistance during office hours for students needing additional support. * The health and safety of our students, staff and families are our priority. We encourage all individuals to follow our county’s [current health orders](https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/Epidemiology/HealthOfficerOrderCOVID19.pdf) by remaining at home and avoid gatherings. * Students must be enrolled in an accredited school. Homeschool programs that are not accredited are not counted as school. |