Evergreen
School District

Distance Learning
March 19, 2020
The world as we have created it is a process of our thinking. It cannot be changed without changing our thinking.

– Albert Einstein
NORMS
Assessing our Needs Via Survey

**Family Tech Survey:**

- School? Grade?
- How many school age children are living in your home?
- Would your family need to check out a device?
- Do you have access to internet? Printer?
- Do you receive weekly emails from the District?
- Please provide contact information.

**Google Classroom (Teacher) Survey:**

- Which learning management platforms do you have experience with?
- How familiar are you with Google Classroom? Creating assignments? Viewing student work? Grading student work? Integrating other platforms?
- Interest in providing support to colleagues (overtime provided)?
- Do you have access to reliable internet at home?
What is Distance Learning?
What are the characteristics of Distance Learning?

- Distance learning is instruction in which the student and teacher are in different locations.
- Distance learning may include interacting through the use of a computer, video or audio instruction or instructional television.
- Distance learning involves interaction between student and teacher.
Continuum of Options
(From California Department of Education Guidance)

Teacher interaction and assistance through on-line learning platform

Online curriculum for students to work on at home

Online curriculum in computer lab or classroom consistent with social distancing guidelines

Paper packets of instructional materials for students to work on at home

In person setting, consistent with social distancing guidelines
Synchronous vs. Asynchronous Learning

**Synchronous**
Existing at the same time

- Teachers & students are in the same virtual space
- Teachers schedule a time & platform to meet all students in a virtual space
- Conferencing with parents and students
- Large group instruction
- Feedback with students in small group contexts

**Asynchronous**
Two or more activities not existing or happening at the same time

- Teachers create & post a video without students present
- Students can connect to a platform at any time to view teacher created content.
- Large group instruction
- Independent learning opportunities
Schedule Considerations

Morning Check ins 15 minutes

Primary:
Math 15 minutes
ELA 15 minutes
Office hours 1 hour.

Middle School:
Site schedule to allow for grade level overlap
Traditional Models

= + + +

From strong roots grow bright futures

3188 Quimby Road, San Jose, CA 95148
www.eesd.org
408-270-6800
Power of Online Networks

I could organize math instruction.  
I could organize language instruction.  
I could organize the arts.  
We are all responsible for our own classrooms.
## Guidelines for Educators

| Communication | • Communicate daily schedule for virtual meetings clearly.  
|               | • Inform students and parents of your daily schedule. |
| Attire        | • Please dress appropriately for a normal school environment. |
| Conduct       | • Please use language & vocabulary as you would in a traditional classroom. |
| Environmental Considerations | • Work in a quiet, non-distracting space.  
|               | • Be aware of your background - a neutral background is best.  
|               | • Be aware of tabs that may be open on your computer that can become visible to students.  
|               | • Unless there are special conditions, make sure there are multiple students in the virtual environment with you.  
|               | • Be sure to be the last person to leave a video conference. Students are able to communicate once you leave! |
# Guidelines for Students

<table>
<thead>
<tr>
<th>Parents</th>
<th>● Students should inform their parents when they are entering a video conference with their teacher or class.</th>
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<tbody>
<tr>
<td>Background</td>
<td>● Please find a quiet place where you can hear your teacher and background noise will not interfere with your learning.</td>
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</table>
| Conduct | ● Please dress appropriately for a normal school environment.  
| | ● Please use language & vocabulary as you would in a traditional classroom. |
| Online Conduct | ● Put your screen view on the Teacher’s device.  
| | ● Avoid any side conversations with classmates.  
| | ● Press the **mute** button on your video platform so that you can hear your teacher better. Only unmute when sharing your thoughts. |
Tips for Teachers
From Virtual Teaching Guide – Nicole Piper nicholespiper@gmail.com

- CTA’s distance learning advisory.
- Avoid contacting families outside of normal school hours or taking calls/emails after school hours.
- Be prepared: have a back-up plan in case something goes wrong. Let students know that you/they might have tech issues, and not to stress about it.
- Decide which subjects/topics/standards are most likely to need a live session. You know your students, and you know where they struggle.
- Take time in each session to connect, check in, and celebrate successes. Building the virtual classroom culture is important!
- Your students enjoy seeing you everyday at school. A quick ‘hello’ video everyday can help students stay motivated while at home.
- Take breaks, incorporate play and provide independent work time.
What are the next steps for Evergreen School District?
Week of March 23
Overview and Orientation to Distance Learning for Staff

Week of March 30
Professional Learning Begins - Staff Enroll as Student in Google Classroom

Week of April 6
Professional Learning Continues. Students Invited to Teacher Class.

Week of April 13
Distance Learning begins for students.

Week of April 20

Week of April 27

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# To-Do Timelines

<table>
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<th>Week of March 23</th>
<th>Week of March 30</th>
<th>Week of April 6</th>
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</table>
| **Monday**           | ● Communication out to Families about free internet  
                       ● Notification to staff re: Virtual Meetings  
                       ● Send Staff survey                  | **Cesar Chavez Day School Holiday**  
                       ● Professional Learning - Certificated: Invitation to become student of Grade Level Classroom | ● Begin device deployment to students  
                       ● Coach Office Hours for Content support |
| **Tuesday**          | ● Professional Learning - Certificated: What is distance learning? What are District Expectations  
                       ● Share Black Belt Document  
                       ● Send Community Survey            | ● Professional Learning - Certificated: Invitation to become student of Grade Level Classroom | ● Teacher planning for instruction  
                       ● Coach Office Hours for Content support |
| **Wednesday**        | ● Hangouts with teachers             | ● Hangouts training for  
                       ○ Basic Google Classroom  
                       ○ Hangouts  
                       ○ Screencasting | ● Teachers invite all students to Google Classroom |
| **Thursday**         | ● Professional Learning - Certificated: Preparing to receive a Google Classroom Invite | ● Hangouts training for  
                       ○ Basic Google Classroom  
                       ○ Hangouts  
                       ○ Screencasting | |
| **Friday**           |                                       | ● Hangouts training for  
                       ○ Basic Google Classroom  
                       ○ Hangouts  
                       ○ Screencasting | |

**SPRING BREAK WEEK April 13-17 - Device Deployment To Students**
## Roles & Responsibilities

<table>
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<tr>
<th>Role</th>
<th>Responsibilities</th>
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<tr>
<td>Principals, Assistant Principals</td>
<td>- Principals will monitor and support site implementation of Google Classroom.</td>
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<td>- Administrators will monitor Google Classroom use and will provide feedback</td>
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<td>for professional development.</td>
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<td>- Administrators will host and hold weekly office hours to support the local</td>
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<td>community.</td>
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<td>Instructional Coaches</td>
<td>- District coaches will provide primary support for teachers district-wide in the</td>
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<td>adoption of Google Classrooms.</td>
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<td>- Coaches will provide lesson development support for assigned school site.</td>
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<td>Resource Specialists</td>
<td>- RSP-Virtual individual check ins/ Virtual Group check ins prescheduled.</td>
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<td>- Middle school- Google classroom instruction.</td>
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<td></td>
<td>- SDC-Modified classroom instructions.</td>
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<td>- Teletherapy for Specialists</td>
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<td>- Office hours for additional check in.</td>
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<td>Art Prep Teachers, Site based STEAM</td>
<td>- Develop and share weekly template lessons that can be distributed via Google</td>
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<td>Classroom with readily available materials found at home.</td>
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<td>Secretaries, Health Office Assistance</td>
<td>- Facilitate communication with families regarding distance learning needs.</td>
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<td>EL Assistants</td>
<td>- Participate in office hours as requested.</td>
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<td>- Provide translation services were possible.</td>
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<td>Adaptive PE, Middle School PE</td>
<td>- Provide recorded lessons for students, that can be distributed via Google</td>
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<tr>
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<td>Classroom.</td>
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Internet Availability & Details

Home Internet Offers
California Department of Education Summary of Offers

You may qualify for affordable, Home Internet if you are participating in one of the following programs:
- Child Enrolled in the NSLP (National School Lunch Program)
- CalFresh (food stamps) or Supplemental Nutrition Assistance Program (SNAP)
- Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI)
- Medi-Cal
- Or Have a Household Income Under $40,000/year

To determine which of the Internet providers serve your area enter your zip code at this site: www.everyoneon.org/CETF
It will list your choices and you can call the companies in your area.

![Home Internet Offers](image)

To more information scan the QR code using your mobile device camera

408-270-6800 3188 Quimby Road, San Jose, CA 95148 www.eesd.org
Evergreen School District Technology
Equipment Loan Agreement
(English, Spanish, Vietnamese)

TERMS AND CONDITIONS

Recipient understands and agrees as follows:

Sign below:

Lent Equipment is for the exclusive use of the Student(s) identified in Section I, above, and is loaned by the District as an aid to classroom learning to be used for educational purposes. Recipient shall not allow others to borrow or use the Equipment and is responsible for all use of the Equipment, including internet sites visited and content loaded. Equipment should be password protected at all times.

- Recipient agrees to comply with the District’s Student Technology Use Agreement, and to use the Equipment in a responsible, ethical and legal manner. Recipient further agrees not to use the Equipment to process, transmit, download or publish any material in violation of any local, State or Federal law.
- Loaned Equipment should never be left unattended in any public place, including school.
- Recipient understands that a home internet connection is required for connectivity.
- For MacBook/iPads only:
  - Geocaching software is installed on each iPad/iPod and will be used by the District only to locate an MacBook/iPad that has been reported lost or stolen or is not returned when the Student(s) identified in Section I leave(s) the District. Recipient must deactivate the software.
  - Devices are configured to send all traffic through a proxy server to enable the District’s content filtering solution. Recipient may not circumvent or disable content filtering.
  - If the Student(s) identified under Section I, above, violate(s) this Agreement and/or any other School District Board Policy, Administrative Regulation, and/or state law through his/her/their use of the District-loaned Equipment, such Student(s) may be subject to discipline, pursuant to the School District’s disciplinary policies and procedures, and may also have additional restrictions placed on use of District-loaned Equipment as the result of any violations.
- The District does not provide backup services for any Equipment. Recipient should store important documents where backup is provided, such as District-provided file storage locations. District technicians will not attempt to recover lost data on loaned Equipment.
- Malfunctioning, damaged, lost or stolen equipment must be immediately reported to a teacher, site administrator or to helpdesk@eesd.org.
- The District retains the right to inspect the Equipment and the data and applications on the Equipment at any time. The District may review any files, email, internet usage, and/or any other information contained on District-loaned Equipment at any time, and Recipient should have no expectation of privacy in using said Equipment.
- This Agreement shall commence on the Effective Date and shall terminate on the date that is one (1) year thereafter. The District may annually renew this Agreement as long as the Student(s) identified in Section I, above, attend(s) school within the District, unless Recipient does not comply with this Agreement.
- All service and maintenance of the Equipment will be provided by the District. The District agrees to use its best efforts to service and maintain the Equipment, to make necessary repairs, and to replace Equipment which cannot be repaired, however, Recipient understands and acknowledges that the Equipment, or any replacement Equipment, may not be immediately available. The District makes no warranties, express or implied, with respect to any component of the Equipment, including related services.
- The District makes no warranties with respect to the Internet and specifically assumes no responsibility regarding any of the following:
  - The content of any advice or information received by Recipient from a source outside the District or any costs or charges incurred in as a result of accessing or accepting such advice;
  - Any costs, liability or damages caused by the way Recipient uses the Equipment or the Internet; or
  - Any harm to Recipient resulting from use of the Equipment that is caused by sources outside of the District.
Professional Learning for Staff
We Commit to ongoing Professional Development.

**Professional Learning: Digital Learning**

- **Beginner Level**
- **Intermediate Level**
- **Advanced Level**

**Utilizing Online Learning Tools:**
- Google Classroom
- Google Hangouts
- Google Docs (Forms, Docs, Sheets, etc.)
  - Google Sites
  - ScreenCastify
- Zoom (for Staff to Staff usage)

*Within an ESD Google Classroom Page for Staff*
Google Classroom Instruction

**Orange Belt Video Overview**

- Create an assignment
- In the instructions, ask students to:
  - Create a Google Document
  - Write about their activities this week
  - Turn in the assignment
- Click the arrow next to “Assign”, click “Schedule”. Schedule the assignment for tomorrow.
  - Schedule assignment video tutorial.
- Click Topic, Click Create Topic. Create a Topic for this assignment.
Template Lessons

- Model Google Classrooms
- Built by Coaches and Teacher Leaders
- Teachers will be able to copy the lessons into their own classrooms
- Serve as inspiration and model of expectations
- Prep Teachers and PE Teachers can add lessons for all teachers to access
Support Networks

- **Technical Support**
  - Info Services Office Hours

- **Google Classroom Support**
  - TECH TOSA
  - Coaches

- **Curriculum Support**
  - iReady Office Hours
  - District Librarian

- **Support for Parents**
  - iReady Office Hours
  - Administrator Office Hours
Expectations
Google Classroom Tutorial

(Parents)

The Parents' Guide to Google Classroom

Click to view parent resource.