



Pacific Union School District

Home of the Wildcats

Distance Learning Plan 2.0



Introduction

This Distance Learning Plan 2.0 will serve as guidance for students, staff, and families. This plan has been updated to adhere to new legislation, SB 98. Our plan will serve as a model for future full-closures or partial-closures as our global community continues to deal with the implications of this pandemic.

During the closure the district has the following goals for our time with our students and families:

1. To maintain essential services for students and families.
2. To maintain communication, connection, and relationships between school, teachers, students, and parents/guardians.
3. To ensure that students progress and continue growth toward standards.
4. To partner with families and truly become team teachers in our students' educational opportunities.

California Department of Education Definition of Distance Learning

Education Code Section 43500(a).

Distance learning means instruction in which the pupil and instructor are in different locations and pupils are under the general supervision of a certified employee of the local educational agency (LEA). Distance learning may include, but is not limited to, all of the following:

- Interaction, instructions, and check-ins between teachers and pupils through the use of a computer or other communications technology.
- Video or audio instruction in which the primary mode of communication between the pupil and certified employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
- The use of print, video, and audio materials incorporating assignments that are the subject of written or oral feedback.

Pacific Union School's Distance Learning Philosophy

Distance learning is a response to a changing global environment that inspires and ignites continuous learning opportunities for access to all students that transcends classrooms and brings learning to the home; where families truly partner with our teachers to provide students with educational experiences that provide academic learning, social/emotional growth, and build connection, community, and compassion.

As a learning organization it is important that we are mindful that we are all learners in this experience. Therefore, as we continue through this journey we will build our individual capacities to learn, share, and grow with one another each and every day. We are in this together and together is better!



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Pacific Union School District's Distance Learning Plan

In response to the COVID-19 global health crisis, Pacific Union School District (PUSD) has developed this distance learning plan 2.0 so our students can continue learning while our school facilities are closed. This plan represents our commitment to ensure each and every student continues to progress academically, socially, and emotionally.

This plan is founded on the following principles:

1. Maintaining teaching and learning.
2. Supporting our teachers, students, and parents/guardians as they learn.
3. Providing access for all students.

Throughout the school closure PUSD teachers will provide students with instruction through a distance learning model. This instruction will be provided both in a synchronous (live) and asynchronous (activities, assignments, etc) manner. Teachers will also work with families that need to have materials provided in a paper format.

- Instructional materials will be provided by the district for students to access independently.
- Direct instruction will be provided on a daily basis in a synchronous manner.
- Teachers may pre-record lessons to share with students (asynchronous).
- Teachers will offer online office hours and phone calls for student support and feedback.
- Students communicate through email, Class Dojo, Google Classroom, or telephone.
- Mix of technology and virtual face-to-face instruction through online communication tools such as Zoom or Google Meet.
- Teachers will provide differentiated, small group instruction based on student need.
- Paper packets will be available for families that are not able to connect virtually.

Accountability: Senate Bill 98 Distance Learning Requirements

- Daily live interaction requirement - there must be daily live interaction with teachers and peers for purposes of instruction, progress monitoring, and maintaining school connectedness.
- Taking student attendance - SB 98 creates requirements for reporting attendance during distance learning.
- Weekly engagement records - schools are required to keep weekly engagement records noting how much synchronous (live) or asynchronous (activities, assignments, non-live instruction) instruction a student has received. If a student misses more than 60% of their weekly participation rate, a re-engagement plan will be developed. Student attendance is not optional. PUSD will make every effort to ensure student participation.
- Instructional Content - distance learning must include high quality content aligned to grade level standards.
- Teachers must deliver academic and other supports designed to address the needs of students who are performing below grade level or need support in other areas.
- Required daily instructional minutes are listed below:



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Instructional Minutes	
Grade Level	Minimum
TK/K	180 minutes/day
1-3	230 minutes/day
4-8	240 minutes/day

Sample Schedule (PUSD teachers will create grade level schedules, times may change):

Primary	Intermediate	Jr. High
8:30-9:00: Zoom meeting with your whole class	8:30-9:00 Extra help	8:30-9:00 Optional Extra help
9:00-9:30 Assigned work	9:00-9:30 Zoom meeting with your whole class	9:00-10:00 Live instruction followed by assigned work
9:30-10:30 Live small group instruction	9:30-10:00 Assigned work	10:15-11:15 Live instruction followed by assigned work
10:30-11:00 Snack break and playtime	10:00-10:30 Live whole group instruction	11:15-11:30 Break
11:00-11:30 Live small group instruction	10:30-11:00 Break	11:30-12:30 Live instruction followed by assigned work
11:30-12:00 Assigned work	11:00-11:30 Live small group instruction	12:30-1:30 Lunch/outside time
12:00-1:00 Lunch/outside time	11:30-12:30 Assigned work	1:30-2:30 Live instruction followed by assigned work
1:00-2:00 Extra help and enrichment	12:30-1:30 Lunch/outside time	2:30-3:00 Advisory, Enrichment and Extra help
2:00-3:00 Office Hours	1:30-2:30 Enrichment	3:00-3:45 Office Hours
	2:30-3:30 Office Hours	



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Total = 240 minutes	Total = 270 minutes	Total = 270 minutes
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Standards

The Common Core State Standards (CCSS) will be taught by Pacific Union School District teachers during distance learning. CCSS establishes clear, consistent guidelines for what every student in California should know and be able to do in math and English language arts. In addition to this, the Essential Standards Toolkit for PUSD was developed in partnership between the Humboldt County Office of Education and several local school districts, including the Pacific Union School District. This Essential Standards Toolkit serves to identify the primary CCSS that should be supported and assessed at each grade level. Not only does this document serve as a communication tool for families to better understand what the curricular focus will be at our core, but it also serves as a method for teachers to track student progress towards standards mastery.

Grading

- Students will be instructed using a state aligned CCSS curriculum and assessed on the essential standards, work completion, and participation.
- Students will be graded using district assessments.
- Report cards will reflect the student progress for each given reporting period/trimester.

Instructional Methods

- *Synchronous Learning*: is a general term used to describe forms of education, instruction, and learning that occur at the same time, but not in the same place. The term is most commonly applied to various forms of televisual, digital, and online learning in which students learn from instructors, colleagues, or peers in real time, but not in person. For example, educational video conferences, interactive webinars, chat-based online discussions, and lectures that are broadcast at the same time they delivered would all be considered forms of synchronous learning.
- *Asynchronous Learning*: is a general term used to describe forms of education, instruction, and learning that do not occur in the same place or at the same time. The term is most commonly applied to various forms of digital and online learning in which students learn from instruction—such as prerecorded video lessons or game-based learning tasks that students complete on their own—that is not being delivered in person or in real time. Yet asynchronous learning may also encompass a wide variety of instructional interactions, including email exchanges between teachers, online discussion boards, and course-management systems that organize instructional materials and correspondence, among many other possible variations.



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Legislation (SB 98) mandates daily live interaction. We understand there may be extenuating circumstances and it might not be feasible for students to participate in the daily live interaction. We will work with families, to develop an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness (Pursuant to Education Code Section 43503(b)(6)). Please speak with Mrs. Davies-Hughes and your child's classroom teacher for more information if this is a need.

Teachers will contact families in the first week of school. During this time, they will work together to create a plan that will ensure the highest quality of education possible for each student.

Distance Learning Behavior Expectations

Pacific Union's Code of Conduct asks our students to think about how they can meet the expectations of being Safe, Responsible, and Respectful at all times. Even at a distance, we know our students will continue to meet our expectations. Below are expectations for entering an online class, participating in whole-group or in small-group activities, participating in one-on-one instruction, or in breakout rooms.

BE SAFE

- Choose a quiet, distraction-free space.
- Use equipment as intended.
- Limit side conversations with others who may be near your work space.
- Come to the class meeting with your correct name, picture, and background.

BE RESPECTFUL

- Say and type kind words/emojis to others.
- Listen.
- Take turns.
- Respect others' work.
- Respect others' cultures, opinions, and points of view.
- Raise your hand if you would like to speak.
- Think about what you want to share before sharing it.
- Sit up, be present, and be ready to learn.
- Keep your video on at all times, and audio muted unless asked otherwise. If it is not possible to have your video on for some reason, the student must check in with the teacher.

BE RESPONSIBLE

- Be ready to learn when you enter the meeting.
- Come to the meeting on time.
- Have your materials with you and your device plugged in or charged.
- Ask questions when you have them.



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- Be focused and attentive - avoid multitasking (cell phones/TV off).
- Be appropriate and wear appropriate clothing to participate in all class activities.

A Day in the Life of a PUSD Student

- Connect with my teacher, support staff, and peers.
- Prepare to learn (focused and ready).
- Participate with my teacher and complete lessons and/or activities assigned.
- Work cooperatively with my teacher, peers, or family members.
- Work independently when needed on tasks and assignments.
- Put forth my best effort.
- Take frequent breaks and engage in physical activity (run, walk, dance)
- Practice mindfulness, music, drawing, writing, a sport activity, create art, complete a craft (whatever my preference might be).
- Help and support my family with obligations/chores.
- Advocate for my own learning and ask for help in a respectful way when I need it.

A Day in the life of a PUSD Teacher

- Develop high quality distance learning lessons for all students.
- To a practical extent, provide accommodations and supports to students with individualized needs.
- Collaborate with support staff regarding student needs.
- Provide instructional resources to support students and to help them progress.
- Hold regular office hours to connect with and support students.
- Deliver daily lessons through pre-recorded videos, Zoom, or Google Meet.
- Communicate weekly with families regarding student engagement and progress.
- Engage in Professional Development (PD) intended to support distance learning.
- Attend district meetings, monitor district communications regarding school closures, distance learning, and continuing support of all students.

A Day in the Life of a PUSD Family

- Ensure that a mobile device and internet access are available. For assistance, contact your child's teacher, our principal, or school office (822-4619).
- Visit our district website for up-to-date information and support regarding distance learning.
- Make sure your child can access his/her usernames and passwords. For assistance with this, contact your child's classroom teacher.
- Participate in weekly communication with your child's teacher(s) or support staff.
- Support your child's emotional well-being by providing time for breaks, play, and outdoor time.



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Inclusion and Accessibility

Students with Individualized Education Plans (IEP) or 504 Accommodation Plans will be provided additional support by their Case Carrier or 504 Coordinators. Case Carriers and 504 Coordinators will communicate with families to determine needed support for all students to access their education and make progress toward their goals. Case Carriers and 504 Coordinators will work with General Education Teachers to ensure that all students have access to the General Education Curriculum. Students will be provided individualized work and will be given assignment options that meet their individual needs, as discussed and agreed upon by the IEP team during amendment IEP meetings related to COVID-19 school closures. If you have questions or concerns about your child's IEP or 504 Accommodation Plan, please contact your child's case carrier:

- Emily Morris, eflorian@pacificunionschool.org or Devany Klein dgarcia@pacificunionschool.org (Primary/Intermediate RSP)
- Lisa Saria, lsaria@pacificunionschool.org (Jr. High RSP)
- Lacey Johnson at laceyjohnson@pacificunionschool.org (SDC)
- Ana Gyenis-lovi, agyenis-lovi@pacificunionschool.org (504 Coordinator).

Mental Health Counseling

The current period of the COVID-19, shelter-in-place orders, and mass school closures will create stress for many students. Educationally Related Mental Health Services (ERMHS) will continue as defined in the IEP via teletherapy or telephone.

School Counseling Services

Services will continue for those students previously receiving school counseling and new referrals will be reviewed and monitored by school counseling staff. Mental Health and Social Emotional resources will be available to students through the school counselor and classroom teachers. They will work together to provide social emotional support to students. If you see a need arising, please reach out to your classroom teacher.

Reading Intervention

In some cases, our reading intervention teacher may be able to provide additional supplemental instruction through an online delivery model that is differentiated for learners and provide additional guidance and resources on instructional level for students.

English Language Development

Teachers with English Learner (EL) students will integrate instruction into the generalized education Distance Learning program, or recommend online resources to students to support their ongoing growth in English. Teachers will be responsible for maintaining ongoing contact with their EL students and will maintain an electronic



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log of their interactions with students. All EL students will have access to an English Language Development (ELD) online program.

Device Access and Internet Access

Pacific Union will ensure that students and families have the devices and connectivity necessary to participate in distance learning. Pacific Union is prepared to check out a Chromebook to students who need one to participate in distance learning. This includes students who only have a smartphone to use as their educational device. We would prefer students to use a Chromebook or Laptop. Teachers will be working with students and families at the beginning of the school year to make sure all students have access to an educational device. All Chromebooks will be checked out using our Technology Agreement. The Internet can be accessed Monday - Friday from 7:30 a.m. - 8:30 p.m. and Saturday - Sunday from 9:00 a.m. - 7:00 p.m. in the parking lots of Pacific Union Elementary School for student use. Students are to remain in their car and to practice social distancing while under the supervision of a parent or guardian.

If you have any questions on how to access the internet, Google Classroom, Edmentum, or Zoom from your device, contact your classroom teacher or Paul Feist (pfeist@pacificunionschool.org), our technology technician.

From Distance Learning to the Next Step

Before we move into our Blended Model Plan, we will introduce site based learning hubs.

Learning Hubs

- Instruction will take place in teacher's classrooms during regular school hours.
- Instruction with no more than 6 students in primary and 8 in upper grades.
- Targeted small group instruction
 - Students with IEPs, 504s, English Language Learners
 - Provide differentiated instruction to small groups inclusive of all students
 - Focus will be on direct instruction, academics, social/emotional needs, and differentiation.



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On-Going Support and Resources:

[Campus Page](#)

[Student Resources](#)

[Pacific Union School District Website](#)

[Humboldt County Schools Re-Opening Framework](#)

[California Department of Public Health Guidance for Schools](#)

In Partnership With You...



“A child’s life is like a piece of paper on which every person leaves a mark.”

“There is no power greater than a community discovering what it cares about.”

“If the plan doesn’t work, change the plan but never the goal.”

“Change is the end result of all true learning.”