

## Lodi Unified School District Direction Regarding Required Distance Learning April 10, 2020

### Distance Learning

The District recognizes the importance of maintaining safe learning opportunities for students, staff, and parents. For the purpose of this direction, “distance learning” means instruction in which the student and instructor(s) are in different locations. This includes delivering instruction and interacting with students through the use of technology and printed material. Teachers have options to communicate with parents and students by phone, email AERIES, Naviance, video chat, or other district approved communication platform as appropriate.

Expectations are for required Distance Learning to begin during the week of April 13, 2020, and continue through the remainder of the 2019-2020 school year.

#### 1. Focus of Distance Learning Content

The focus of instruction and student learning for all classes is moving students forward by teaching new material that aligns with essential standards and prepares students for their next grade level with appropriate remediation as necessary. Lessons/activities in all grade levels may also include social/emotional learning and self-care.

#### 2. Learning Management Systems

Each elementary student will receive instruction and have their assignments posted through a district approved platform. Consistency is best for parents and students, therefore, a consistent platform will be utilized throughout the duration of Distance Learning. Strategies and/or programs will be utilized which best align with students’ needs. (i.e. Zoom, Google Classrooms, WebEX, video) to deliver instruction.

Google Classroom will be utilized to post assignments for middle and high school students and parents. Activities and instruction will be delivered to students through platforms such as: Zoom, Google Classrooms, WebEX, video or other programs.

Student participation will be documented using a district system.

Teachers will:

- Take attendance, if required by the CDE
  - Process to be established- i.e. by Aeries, Clever, Student Portal or Google sheet  
*More information will be provided if this becomes a requirement.*
- Communicate with students and families frequently to reassure them that support is available and to check in.

- Prepare appropriate printed instructional materials for students and families who are unable to access online instruction.

*The district will make reasonable efforts to help students access online instruction.*

### **3. Consistent schedules for students**

Structure is comforting, especially when our environment is uncertain. It's important for children to know when instruction, reminders, and interactions with teachers will be available.

### **4. Hours per day of instructional lessons/learning activities**

- Elementary (TK-6): 1-2 hours a day (10 hours per week) and 30 minutes of physical activity per day
- Middle School (7-8): 2-3 hours a day, all courses combined will be a total of 10-15 hours per week
- 9-12th grades: all courses combined will be a total of 15-18 hours per week

### **5. Scheduling of Live Instruction**

In order to preserve opportunities for live instruction when students have multiple teachers, site administrators will provide a framework to coordinate when live instruction may occur for teachers choosing this delivery method.

### **6. Communications with families and availability to students**

Students and parents may communicate with teachers in a format similar to "office hours".

### **7. Accessibility and student support**

Every reasonable effort will be made to meet the needs of students. IEP coordination and meetings and delivery of specialized services are outlined in the document prepared by the Special Education Department. Staff who normally work with students and teachers in a support role but are not assigned to specific classes or students will receive direction from their supervisor.

### **8. Support for students' social and emotional needs**

Students' social and emotional needs will be supported by their teachers and support staff. Site and district office administrators will assist in coordinating support as needed.

### **9. Professional Development**

Professional Development will be available to staff on the use of technology and the delivery of instruction and support via distance learning. Professional development shall take place virtually throughout the implementation of distance learning. Information regarding training opportunities shall be communicated with appropriate staff via email.

### **10. Grading and Credits**

In order to hold students harmless,

- All elementary school students (TK-6) will receive a pass for their fourth quarter grade. A form will be developed that teachers can share with parents to provide information on what the child was assigned.
- All middle school teachers (7-8) will provide pass/fail grades for fourth quarter.
- All students in grades (9-12) will be able to *either* maintain or improve their 3<sup>rd</sup> quarter grades. Students will be able to select Credit/No Credit after their final grade is posted. For courses that started for the first time after March 6, 2020, students will earn a grade. These students will also be able to select Credit/No Credit after their final grade is posted.

### **11. Summative Assessments**

District and State summative assessments scheduled after March 13, 2020 have been suspended.

## **12. Continued Updates**

As this global health crisis has presented a very unique and fluid environment, the District acknowledges that guidelines and requirements from state/federal officials may change. Therefore, the District will provide direction as needed.