



CAHUILLA ELEMENTARY SCHOOL

Palm Springs Unified School District
833 East Mesquite, Palm Springs, CA 92264
Telephone (760) 416-8161 FAX (760) 416-8164
Dr. Ryan Saunders, Principal
rsaunders@psusd.us

Cahuilla Elementary *Distance Learning* COVID-19 Handbook 2020/2021

WE ARE NOT ALL IN
THE SAME BOAT

BUT WE ARE ALL IN THE SAME STORM



SUPPORT EACH OTHER
#DONTJUDGE #BEKIND

Introduction

We are all in this together. Though we may be having very different experiences during the pandemic, we are all experiencing some type of impact on our daily lives. I want to recognize that this pandemic has impacted everyone deeply, and families of various backgrounds may have different needs. We are committed to getting you what you need to help your child learn in a safe and effective learning environment--to the greatest extent possible. We are also committed to doing this in a manner that ensures our staff and their families maintain safety as well, and that our own staff members' needs are considered in the process.

The purpose of this handbook is to support families, students, and staff members as we navigate through these challenging situations that arise during the pandemic in order to help minimize the negative effects of COVID-19 on your child's education. It won't be perfect, but I am confident that all stakeholders will put forth their best efforts to ensure students are educated.

These models of learning are new to many students. This type of instructional delivery is new to many teachers. This type of learning, in the new models that will launch this fall, will be new to everyone! When working with children, we know nothing is 100% predictable, and we will undoubtedly have experiences that we need to respond to in a quick and effective manner. So, in order to help things go right, we will all need to bring a positive attitude, a growth mindset, and positive and constructive communication when we face challenges in the process.

We will return on August 5th in a distance learning model that is different from the spring. This means all students will be required to engage in synchronous and asynchronous learning activities until it is safe to allow students on campus. Once restrictions are eased, and county officials declare it is safe to allow students back on campus, families will be offered the opportunity to move to the Hybrid Learning Model or to remain in 100% Distance Learning. In the Hybrid Learning Model, students will attend campus 2 days per week and engage in distance learning the other three days. More information about this model will be provided as we come closer to the implementation of this model so you can make an informed decision as a parent. No matter the model, providing a safe learning and working environment for all students and staff is the goal!

Sincerely,

Dr. Ryan E. Saunders

General Tips for Success--Any Model of Learning

There are some simple and effective things that families can do to help ensure their child is successful in the distance learning model. Here are some of the things that you can begin thinking about in order to minimize confusion and avoid added stress.

Family Tips

- Be proactive in communicating with your child's teacher.
- Ensure the school has current email addresses and phone numbers on file.
- Become familiar with ClassDoJo (<https://classdojo.zendesk.com/hc/en-us/categories/200185365-For-parents>) if you haven't already.
- Check for daily communication from a school representative in the communicated manner (email, ClassDoJo, Google Classroom, SeeSaw) shared by the teacher.
- Become familiar, in a basic way, the learning platforms your child's teacher will be using. In grades K-2, become familiar with SeeSaw (<https://web.seesaw.me/parents>), and in grades 3-5, become familiar with Google Classroom (<https://teachfromhome.google/intl/en/>).
- Develop a schedule for your child that has designated times for independent learning, taking breaks, and interacting with your child's teacher. Sample schedules can be provided upon request.
- Provide daily encouragement and positive reinforcement for your child.
- Have a designated place in the home for your child to work, with minimal distractions. We do understand that this will be very challenging, if not impossible, in some homes and we will work to support those families to the best of our abilities.
- Be proactive in ensuring technology is charged and ready for use.
- **Utilize the resources for tech support (ESHelp@psusd.us)**
- Be mindful of your child's stress and talk with them about how they feel.
- Communicate clear expectations about learning from home to your child.
- Be guarded in the conversations you have in front of your child about the virus. They are little people trying to manage big feelings. There are people at Cahuilla who can help you and your family manage these feelings if needed.

Student Tips

Students of all ages, with the appropriate support, can take or share the responsibility of their learning in a distance learning environment. This starts by establishing clear communication around expectations for learning. Knowing what is expected prior to beginning tasks is essential to avoid frustration. These tips can help!

- Know your user ID (131XXXXXXX@psusd.us).
- Know your password (birthday without the hyphens--ddmmyyyy) if age appropriate.
- Follow the schedule your family helps you develop.
- When you are online with your teacher, focus on your teacher.
- When you are learning independently, focus on your learning and work to avoid disruptions to the best of your ability.
- Use your technology appropriately.
- When you are online with your teacher, ask questions and participate in the learning activities.

Distance Learning in Fall 2020

Distance learning in the fall is going to look different than it did in the spring. When we return in the fall, there will be a greater expectation for attendance, quality of work, engaging in learning, and overall participation in the distance learning activities. This means there will be greater accountability. Daily attendance will be taken each day. Students who do not engage on a daily basis will be contacted and engaged in a support process. Students will be required to participate in some sort of synchronous learning activities, as well as asynchronous learning activities. Let's make sure we are all on the same page with some basic terminology!

Synchronous Learning: Learning that occurs with "live" interaction with the teacher in real time. Example: Zoom, Google Meet, virtual chat, phone calls, etc.

Asynchronous Learning: Learning that occurs with indirect interaction and is more independent in nature. Example: reading an article and responding to questions without real time support from the teacher.

SeeSaw: The learning platform used in Grades K-2.

Google Classroom: The learning platform used in Grade 3-5. (Some primary grades use Google Classroom as well).

Classroom DoJo: A communication app that promotes communication and engagement in a manner that looks like social media.

Rigorous Learning: Synchronous and Asynchronous learning activities that are aligned to the California Common Core State Standards.

Chromebooks: This is the equipment that looks like a laptop that students have been using at Cahuilla for the past 3-4 years.

Chrome: This is the web browser that is used on Chromebooks.

Hot Spot: Portable devices that generate wifi access in virtually any location.

Student User ID: This is the child's "131" number. Most students know this number already, but if they are very young or new to Cahuilla, your child's teacher or any member of the office team can give you this number.

Passwords: Is always going to be your child's birthday ddmmyyyy (no dashes).

Technology & Support:

Your child is going to need a technology device. At Cahuilla, those are Chromebooks. You may use your own device at home if you prefer. If you do not have internet access within your home or a device, there is help! You can attend any of the PSUSD Tech Depots that will continue at the following locations and times:

Monday: 8:30-10:30AM at CCHS Student Parking Lot near Gym (08/03-08/31)

Wednesday: 8:30-10:30AM at DHSHS Upper Parking Lot near 5th Street (08/05-09/02)

Friday: 8:30-10:30AM at PSHS Family Engagement Parking Lot. (08/07-09/04)

There are people at these locations who can answer your technology questions for the fall. If you are not able to get a hot spot (portable wifi) or device from these locations due to lack of transportation or other hardships, there are options for support. Please just contact the school and we will get you connected with a resource.

In addition, the following people are available from 11:00am-700pm for support in English or Spanish:

Vanessa Martinez	Student and Family Support	760-799-4599	vmartinez1@psusd.us
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Nancy Garcia	Student and Family Support	760-422-4534	ngarcia1@psusd.us
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Distance Learning--Other Information

Meals

Distance Learning: Each Wednesday, families will be able to pick-up a week's worth of meals from 7:00am-8:30am at Cahuilla. We will follow the same pattern used at the start of the pandemic and the distribution of devices. If you are not familiar with this pattern, meals will be distributed in the front of the school when you enter from Camino Real. You will pull up, stay in your car, and a staff member will bring the food to your car. Ideally, it will be placed in a trunk of the vehicle to minimize contact.

Classrooms During Distance Learning

All Elementary School Sites

Time	Mon	Tue	Wed	Thu	Fri
8:45-9:45 (60 min)	ELA - Live Online (embedded Science/Social Studies)	ELA - Live Online (embedded Science/Social Studies)	ELA - Live Online (embedded Science/Social Studies)	ELA - Live Online (embedded Science/Social Studies)	ELA - Live Online (embedded Science/Social Studies)
9:45-10:00 (15 min)	Recess Break (Keep Zoom on during break)	Recess Break (Keep Zoom on during break)	Recess Break (Keep Zoom on during break)	Recess Break (Keep Zoom on during break)	Recess Break (Keep Zoom on during break)
10:00-11:00 (60 min)	Math - Live Online	Math - Live Online	Math - Live Online	Math - Live Online	Math - Live Online
11:00-11:30 (30 min)	Select Students Only Small Group With Teachers (ELD)	Select Students Only Small Group With Teachers (ELD)	Select Students Only Small Group With Teachers (ELD)	Select Students Only Small Group With Teachers (ELD)	Select Students Only Small Group With Teachers (ELD)
11:30-12:15 (45 min)	PE/Music	PE/Music	PE/Music	PE/Music	PE/Music
12:15-1:15 (60 min)	Lunch/Break Until 1:15	Lunch/Break Until 1:15	Lunch/Break Until 1:15	Lunch/Break Until 1:15	Lunch/Break Until 1:15
1:15-3:30 (135 min)	Select Students Only Small Group With Teachers	Select Students Only Small Group With Teachers	1:15-1:30 Select Students Only Small Group With Teachers	Select Students Only Small Group With Teachers	Select Students Only Small Group With Teachers
			1:30-3:30 Students work independently on online classwork		

Schedule Notes

What do the colors mean?	Live Online Instruction Via Zoom or Other Video System	Live online instruction via Zoom or independent online assignments by grade level	Teachers facilitating mentoring sessions, small group targeted work, and Designated ELD Students not participating in small groups work on homework and assignments without live teacher access	Non-Scheduled Student Time	Students are working on homework and assignments without live teacher access.	Teachers collaborating, lesson planning, professional development, staff meetings and prep time.
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Who participates in small group times?

- Students who need additional assistance will be invited to small group times by the teacher. These sessions are designed to support learning for students who need support with English language development, students with low grades, and/or students who need clarification regarding assignments. Some Special Education services may be accessed during small group times as well.
- Students may also request to participate in small group time support by contacting their teacher.

What if I have questions about my child's progress or assignments?

- Contact your child's teacher during their scheduled office hours
- Contact the school or email the teacher to schedule a phone or virtual appointment

Does my child need any additional learning materials before they start distance learning?

- Schools have scheduled distribution days for parents to pick up supplies and materials. Flyer has been posted on district and school social media sites and sent out via Peachjar.

When will I find out who my child's teacher is?

- Parents will receive this information when they pick up supplies and materials. Contact your child's school if you will not be able to attend your child's scheduled distribution day

How do we get assistance with technology issues?

- There is an email set up for each grade span to assist with login and account issues. For elementary school, email ESHelp@psusd.us. Tech Depots are also available on select dates across the district to help with hardware issues. For more information, refer to the PSUSD website at <http://www.psusd.us>.

At Cahuilla Elementary we believe all students can learn; therefore, we are committed to high expectations for all students, staff, and families.

****NOTE: Recording Live/Synchronous learning activities are *strictly prohibited* unless written permission is provided by the classroom teacher and Dr. Saunders.**

Home Environment for Distance Learning w/Zoom

Please help make sure your child has a space that is free of distraction to the greatest extent possible. A suggestion is to position your child so their back is facing a wall so other family members don't accidentally end up on camera. It is also a good idea to have the schedule posted so all family members are aware of when Live/Synchronous learning is occurring so they can help minimize background noise.

Recess During Distance Learning

Recesses will be from 9:45-10:00 on Zoom. In addition, Lunch/Break is from 12:15-1:15. Students will have breaks in the afternoon during asynchronous learning and/or small group activities.

Music/Physical Education

Music/PE will be a part of the schedule. Classroom teachers will provide more information as to the specific details of PE/Music and how to access these activities.

Communication

The predominant form of communication from the school, as a whole, will be through ClassDojo. ClassDojo is a very user friendly communication app that allows the school, as well as teachers, to provide whole school, whole class, or individual communication similar to the style of social media. Of course, phone calls and email will be available, but flyers and other announcements will be routed through ClassDojo--which hopefully will mean less robo-calls for families.

Accessing Campus

From time to time, there may be a need to come to Cahuilla. During Distance Learning and Hybrid Learning, visitations will be by appointment only, and will be scheduled only when needs cannot be met in a virtual setting (email, phone, zoom). Appointments can be made by calling the office at (760) 416-8161. Visitors are to engage in self-screening of symptoms prior to arriving for appointments. Visitors who are visibly ill will not be admitted.

Passive Screening: Prior to arrival, parents should screen their child(ren) for symptoms prior to sending them/bringing them to school. If your child exhibits any of the symptoms outlined by CDC, then you should keep them home and notify the school as soon as possible. You should also keep your child home if you learn that your child has been in close contact with someone who has tested positive for COVID-19.

Description of Symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Students Who Develop Symptoms During Distance Learning/Attendance

Families should use the normal process for notifying the school when their child will be absent. You can call the school, or if you are able, use ParentVue to report the absence. You can also email acarretero@psusd.us your child's absence.

Conclusion

Creating a warm and engaging learning environment, while working to ensure student safety is going to be a challenge, and it is important that we work collaboratively towards this goal. If you have any questions about anything you read in this handbook, please contact a site representative and someone will be able to get you answers to your questions. As I mentioned at the beginning of this handbook: we are all in this together. This is new territory for everyone, and positive communication and collaboration is how we will ensure students can learn in a safe and rigorous learning environment that works for all families and staff members.

The following resources were consulted in developing this handbook:

Considerations for K-12 Schools: Readiness and Planning Tool (Center for Disease Control, May 2020).

Stronger Together: A Guidebook for The Safe Reopening of California's Public School (California Department of Education, June 2020)

Reopening PSUSD for Fall 2020 (Administrative Trainings, May & July, 2020)

Relevant Portions of CA State Assembly Bill 77 (2020) Edusource.org.