



Guide to Distance Learning



Mill Valley School District
Elementary Schools
Fall 2020

Mill Valley Elementary Guide to Distance Learning

Welcome

While we begin the 2020-2021 school year under an evolving and ever-changing landscape, we remain committed to navigating our year together, regardless of the setting. We aim to develop relationships with each and every student to create a nurturing, rigorous, and fun learning experience. This is an opportunity for us to all come together in support of the academic, social, and emotional needs of all our children, families and staff. We are truly all in this together, and we each play a role (students, families, teachers, administrators, counselors, administrative assistants, custodians, maintenance workers, instructional assistants, food service workers, etc) in supporting one another. While learning will look different this year, we all share a common goal in working together through this global pandemic. We look forward to beginning our important work together, as we strive to provide the best educational experience for our students.

This Guide to Distance Learning is designed to provide students and parents the necessary information they need to navigate the distance learning experience at elementary school. It includes information about program requirements, instruction, expectations, and schedules.

MVSD Mission Statement

We provide a balanced education, enabling all students to achieve academic success in an environment that fosters social-emotional development, equity, and creativity. We prepare our students to be responsible, contributing members of our community, to be wise stewards of our natural environment, and to thrive as global citizens in a rapidly changing world.

Requirements and Guidelines

MVSD is required to take attendance during Distance Learning. The state requires a specific number of minutes per grade level (see below) of daily instruction and this may include a combination of live instruction, independent work, and/or assessments. Live interaction is required daily, and all students will receive daily interactions with their teachers. Weekly learning plans/schedules will be created and grades will be assigned. There will also be time set aside for teacher professional development and planning, outreach to students and families, social and emotional support, and community building. All students will be provided equal access to our Distance Learning educational program and support systems will be put in place for students that require interventions, both academic and socio-emotional.

California State Requirements for Distance (distance) Learning

<ul style="list-style-type: none">● Daily live interaction● Instruction is synchronous & asynchronous● Daily minutes:<ul style="list-style-type: none">● 180 in Kindergarten● 230 in 1st, 2nd & 3rd● 240 in 4th & 5th	<ul style="list-style-type: none">● Attendance taken daily● Weekly learning/lesson plans● Grades assigned	<ul style="list-style-type: none">● Support systems for all students● Equal access to education● Professional Development for staff
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Instruction

Distance learning includes both synchronous and asynchronous learning. Synchronous instruction is learning in real-time, with live interaction and instruction. Asynchronous instruction is learning that occurs when learning occurs independently and allows students to work at their own pace.

<i>Synchronous Instruction</i>	<i>Asynchronous Instruction</i>
<p><u>Teach New Skills or Content and Community Building</u></p> <ul style="list-style-type: none"> ● Share-outs ● Discussions ● Breakout groups <p><u>Whole Group Lesson</u></p> <ul style="list-style-type: none"> ● Mini-lessons ● Introduce news skills or content ● Breakout groups <p><u>Feedback</u></p> <ul style="list-style-type: none"> ● 1:1 feedback ● Small group/Partner work <p><u>Celebrations</u></p> <ul style="list-style-type: none"> ● Student presentations ● Showing work ● Reflections on learning 	<p><u>Teach New Skills or Content</u></p> <ul style="list-style-type: none"> ● Recorded mini-lessons ● Model strategy ● Read alouds (recorded) <p><u>Personalized Learning</u></p> <ul style="list-style-type: none"> ● Curate practice activities for students ● Use hyperdocs to link a variety of resources for students to engage in <p><u>Project and Independent Practice Time</u></p> <ul style="list-style-type: none"> ● Inquiry/Choice, Research/Investigate ● Independent practice and reading <p><u>Reflection</u></p> <ul style="list-style-type: none"> ● Goal setting ● Self-reflection ● Review feedback

During distance learning, all assignments, activities, directions, resources, and any instructional videos will be posted in either Google Classroom, Seesaw or Google Sites. Teachers will create instructional (essential) standards-based assignments that encompass a progression of learning. This includes enrichment, engagement, intervention, remediation and exposure to new material. Teachers will be responsible for creating instructional activities that meet the needs of their students.

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Navigating Distance Learning as One Community

Students	Families	Teacher
<ul style="list-style-type: none"> Attend and actively participate in all live lessons Complete/turn-in all assigned work Access assignments in Google Classroom/Seesaw/Google Site Work online and offline. Communicate with your teacher if you have questions or need support. Respect and care for all school equipment (technology, other supplies). Adhere to Mill Valley School District technology use agreement and MVSD Google Suite for Education consent form. Be a responsible digital citizen. 	<ul style="list-style-type: none"> Create a safe learning space. Assist students to ensure they attend learning sessions just as they would during in-person learning. Report student absences. Parent and staff communication will follow the MVSD Parent Interaction Protocol. Communicate with teachers and/or administration if a student needs additional support. Return and pick up school materials, as requested. Families will communicate with MVSD teachers. To ensure confidentiality and clear communication, tutors and other individuals supporting your child's learning shall not communicate directly with teachers. 	<ul style="list-style-type: none"> Provide daily synchronous and asynchronous instruction and/or interaction. Post assignments, activities, resources, and instructional videos in Google Classroom/Seesaw/Google Sites. Communicate with students' families/guardians. Provide regular feedback to students. Use district identified learning platforms and programs. Design lessons around district-adopted learning standards. Work with school staff to provide resources for students who need additional help. Differentiate instruction. Communicate with parents if students need additional support.
Administrator, Counselor, and Support Staff		
<ul style="list-style-type: none"> Support staff and families in the learning process in service to our students. Be available to staff, students, and families. Contact families of students who do not attend online class or check-in daily. Support and facilitate alignment within a grade level, school and district. Ensure students, families, and staff have the necessary materials and equipment to succeed. Provide staff with tools and training needed to provide successful distance learning. Share school and district-wide news with the learning community 		

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Weekly Schedule

Teachers will devise their own schedule within the bell schedule. Classes will start at or near the first bell of the day. The end time of the school day will vary by class due to a number of factors: the SB98 minutes required by grade level, the distribution of synchronous and asynchronous minutes throughout the school day, and the timing of specialist classes (PE, Music, Library, Art). Your child's weekly schedule will denote start and end times. Math, Reading Workshop, Writing Workshop, Social Studies and/or Science will be scheduled. Each student will receive 30 minutes of Art, Library and Music weekly, and PE daily (1 time per week for Kindergarten).

During regular periods in remote instruction, students will participate in whole group, small group, and individual learning. Students will also be assigned instructional activities and/or other projects and assignments they can complete during asynchronous learning time. Additionally, Wednesdays will be an "early release" just like our typical schedule so that our teachers can meet, plan, and collaborate. In order to provide a robust, rigorous, and meaningful remote learning experience for our students, it is important we build-in time for teachers to work together.

Zoom Guidelines

Zoom is the Mill Valley School District's supported video conferencing tool for "live" interaction and instruction with teachers. Its purpose is to create a learning-centered environment. Students are expected to behave as if this were a regular classroom setting, in a respectful and responsible manner. All school rules, teacher guidelines and expectations apply.

- The introduction of new content and standards may be introduced during a live Zoom session.
- Sessions may also be used for connecting with students, providing extension activities, answering any questions, or clarifying instructional activities.
- Zoom sessions may only be recorded with explicit written teacher and administrator permission.

<i>Individual</i>	<i>Guidelines & Expectations</i>
Student	<ul style="list-style-type: none">● Prepare a quiet space for class with all necessary materials, that is free from distractions for yourself and others● Access the Zoom meeting information as directed by your teacher● When on screen, be seated in a learning space and ready to participate● Camera should be on at all times unless agreed upon with the teacher● Teacher and/or school approved virtual backgrounds may be used● Backgrounds may not be changed without permission during a Zoom session● Place yourself on mute when not talking● Join the class session with your first and/or last name only.● Attendance is required● Close unneeded applications on your device to optimize video quality● Posting, streaming, screen shots, screencasting, or otherwise sharing or commenting on any element of an online class without permission is not allowed

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	<ul style="list-style-type: none">● Privately “chatting” to other students in the class, or otherwise distracting others is not allowed● Attempting to disrupt the teacher or other students is not allowed● In the event multiple students are in the same learning space, each student must have their own device and all students must use headphones
Parent	<ul style="list-style-type: none">● Expect that child will attend all class sessions● Ensure that child has a quiet space with materials ready to attend the class● Classes are for student participation only● Encourage child to communicate any feedback or questions to the teacher● Please be patient and understanding as we are all in this together● Ensure that if there is a tutor or other individual supporting learning in a student’s learning space, that the tutor or other individual supporting learning will not interact in any way with the Zoom session or teacher.

Attendance Policies

Homeroom teachers will take attendance daily. Please contact the school office prior to 9:00AM to report your child’s absence.

Student Conduct

Being Safe, Respectful, Responsible and Kind

Elementary School students are expected to maintain a welcoming and safe learning environment for everyone. Students are to respect themselves, their peers and staff members by being kind, honest and truthful. ***Any form of cyber and/or online bullying and harassment will not be tolerated.***

Being Safe and Responsible

All students are expected to conduct themselves in a safe and responsible manner while in a classroom zoom session and when working independently on instructional activities. Students are to create a learning space at home that is free from distractions. Making inappropriate, rude, or disrespectful comments in a classroom Zoom session or any other communication platform toward any staff or students will not be tolerated.

Arriving to Classroom Zoom Sessions on Time

All students are expected to attend regular classroom Zoom sessions as scheduled, and be punctual.

Using iPad & Technology

All students who are issued an iPad are expected to use the device in an educational manner as directed by their teacher, and to adhere to the 1:1 iPad Program Agreement.

Dressing for Learning

Elementary School students are expected to dress appropriately for the learning environment. While in a classroom Zoom session, it is important to show respect to themselves, peers, adults, and teachers by wearing clothing that is activity appropriate and conducive to learning.

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Personal Electronics During Distance Learning

All personal electronic devices are to be turned off (not silent or vibrate) at all times during the classroom Zoom session, AND stored away from the student's home learning area.

Addressing Student Conduct

The Mill Valley Elementary School administration and staff make every attempt to create a safe and positive online school environment free from disruptions that interfere with teaching and learning activities. During this time, all Mill Valley Elementary School rules, expectations, and guidelines are still in effect. We expect our students to continue to be: *Safe, Respectful, Responsible and Kind.*

Teachers will work with individual students and families to address specific needs and behavioral concerns, if they arise. If a school rule is broken teachers and/or administrators will guide students in making better choices about their behavior in the future. Parents/guardians will be notified when a student has been referred to the administration for incidents which result in a consequence.

One of the ways we educate students about their behavior is through Restorative Practices. Our main goal is for students to change their behavior. This type of intervention is done in lieu of traditional consequences, and parents are also involved. When students are referred to the administration for the behavior, restorative practices are usually given. These practices (or consequences) may include research assignments, letters of apology, and counseling.

Communication Platforms

During the course of the school year, we have a number of communication platforms used to communicate events, information, announcements, celebrations, and all things related to our school community to students, staff, and families. Please see the description of each platform and the expectations of administration, teachers, students, and families.

<i>Platform</i>	<i>Description</i>
Google Classroom, Seesaw or Google Sites	<ul style="list-style-type: none">● Use by teachers to post announcements for students
Parent Square	<ul style="list-style-type: none">● Primary communication tool for information to families
Mill Valley School District Webpage	<ul style="list-style-type: none">● Provides the most current and up-to-date general information

Communication Roles

<i>Group</i>	<i>Role</i>
Administration	<ul style="list-style-type: none">● Keep students and teachers informed on a weekly basis

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	<ul style="list-style-type: none">● Parent and community messages sent via Parent Square
Teachers	<ul style="list-style-type: none">● Post Instruction Activities (videos, directions, files, etc) in Google Classroom, Seesaw or Google Sites● Respond to student and parent emails
Students	<ul style="list-style-type: none">● Check Google Classroom or Seesaw for daily schedule and assignments (grade level dependent)
Parents	<ul style="list-style-type: none">● Ensure all phone and email is updated with the school district● Read all communications from the school● Check MVSD website regular updates● Monitor Google Classroom and/or Seesaw with your child

Social and Emotional Support

We understand these are trying times and unique circumstances for all. While our teachers are working hard to deliver the best possible education to students, our counselors will continue to reach out to students and families who are in need of additional support. Caring for one another, focusing on our social and emotional well-being, and taking opportunities for self-care is especially important during this school year. Please know that counselors, administrators, and teachers are here to support students and families in any way. If students are struggling with academics, experiencing higher than normal stress, feeling isolated from their friends, or are needing a space to talk, our counselors are readily available.

Community Building

Building relationships and coming together as a community is important under any circumstances, especially now. In addition to providing a robust and academically rigorous education, social and emotional support, we remain committed to building community and further building our relationships with students and families. We will be exploring different ways to come together and build such relationships as we begin and transition into the new school year. We will be working in close collaboration with our incredible PTA partners to organize community connections.

Thank You

Thank you Mill Valley Families for your support during distance learning.

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