Dear Students and Parents/Guardians:

We welcome you to the new school year. We recognize that this year will be challenging, yet one filled with new learning for everyone. Victor Valley Union High School District continues its commitment to providing every student a high-quality education in a safe and supportive environment, with access to resources and support.

The district will be closely monitoring the County of San Bernardino Public Health data and working in accordance with State Guidelines to evaluate the school closure guidelines. The District will follow the COVID-19 guidelines and orders issued by the Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH"), California Department of Education ("CDE"), and California Department of Industrial Relations Division of Occupational Safety and Health ("Cal-OSHA"), and keep families and staff updated.

For the start of school on August 3, 2020, all schools will open in Distance Learning (Phase 1), which means that students will participate in online learning programs. **Students and teachers will interact in a LIVE setting daily**. Here some important question and answers to provide a quick understanding:

How do I get a device?
If you need a device for your student, please contact your site Principal and check the distribution dates posted on the school website. A message has also been sent to all families from the school Principal. If you have missed the date or have another question, please email **helpdesk@vvuhsd.org.** Each student is required to have a device so that they can engage a**ctively during the class** time.

How will I know where to go for classes on the first day of school?
1. Students must check your district student email on Friday-Sunday. You will receive clear directions from your teacher on how you will join classes on Monday, August 3.
2. Students must get familiar with their schedule. IF you are a freshman, your site might be distributing your schedules on Monday, August 3. Check your school website to see the announcements.

How will I access my classes?
1. Students will sign into the district student portal called CLASSLINK. Click on this link to get there https://launchpad.classlink.com/vvstu
2. Use your district email to log into this portal. This is where you will get your class access.
3. On the next few pages we have provided information on your district email,/steps to sign into ClASSLINK

What does my daily schedule look like during the Phase 1 of school reopening?
1. All schools will start at 8:00 a.m. and end at 12:07 p.m. **See the schedule on Page 2 f**or your school.
2. Lunch will be served after 12:07 p.m. and both at school sites and specifically identified pickup stops..
3. After lunch, students can get help with tutoring, SST, 504, IEP supports. When a student is performing below grade level or in danger of failing, they will be assigned to the after school support classes from 12:37-2:50 p.m. More information on this will be shared soon. Targeted intervention will be provided.
4. Students have to sign in *LIVE* for each class and remain online during the class period.
5. Parents, please identify a quiet and undisturbed space for your student to attend school online/virtually.
6. All grades will be assigned, similar to a traditional school year, and quarter and semester reports will be sent home.

Unlike the spring school closure, the start of school on Monday, August 3, will look and feel very different. Education Code 40503 has provided clear guidelines on what instruction, attendance and assessments will look like. Please read the entire document to understand the details of student and parent expectations for this time.

Sincerely,
Dr. Fal Asrani
Assistant Superintendent, Education Services

Please visit the **District Learning Website** for resources and learning videos throughout the year to assist and support your student's learning. You may also reach out to **Edsevices@vvuhsd.org** or **helpdesk@vvuhsd.org** for any questions that you might have and we will link you to the right person or department.

This Table of Contents helps you access the information quickly. Please review the entire document::

Student schedule for Distance Learning:

Below is the student schedule for the PHASE I school reopening.
During this time the students are receiving Distance Learning instruction.   School Time: 8:00-12:07

(6 period day)   VHS, AHS, SHS

Period	Start	End	Minutes
1	8:00	8:37	37
Passing			5
2	8:42	9:19	37
Passing			5
3	9:24	10:01	37
Passing			5
4	10:06	10:43	37
Passing			5
5	10:48	11:25	37
Passing			5
6	11:30	12:07	37

(7 period day)   CIMS, GHS, HJH, LLA, UP, VVVA

Period	Start	End	Minutes
1	8:00	8:31	31
Passing			5
2	8:36	9:07	31
Passing			5
3	9:12	9:43	31
Passing			5
4	9:49	10:19	31
Passing			5
5	10:24	10:55	31
Passing			5
6	11:00	11:31	31
Passing			5
7	11:36	12:07	31

Student Access to Distance Learning Curriculum:

The district will implement full distance learning and teachers will use district approved distance learning formats using **Google Classroom. All students will sign into the teachers GOOGLE CLASSROOM each day.** All students will access their online material by signing into Class Link. If your student is new to the district, please read the directions below. If your student cannot sign in, you must immediately contact the teacher or the site administrator or send an email to helpdesk@vvuhsd.org.

Student Sign-In to access the district classes:

Step1:

As soon as you register, students are assigned
- **a district student email account.**
- **a student ID.**

If you do not have an ID, email helpdesk@vvuhsd.org immediately.

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This is how your email looks:
Your Username is your:**
- your last name,
- first initial of your first name,
- the last 3 digits of your student ID#
- the last 2 digits of your Birth year.

This is an Example: StudentF98702@vvstu.org
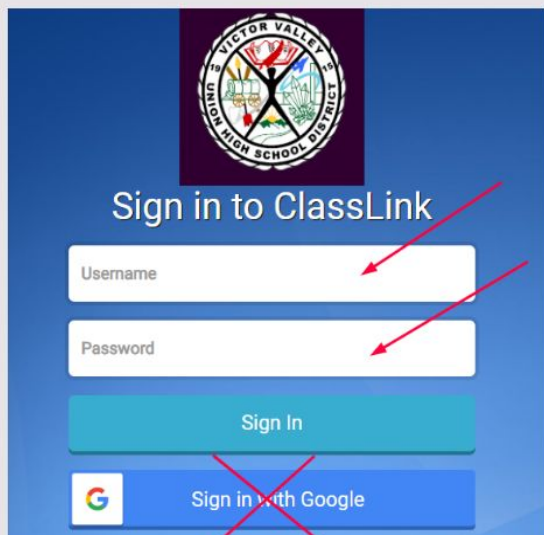**Your Password is your:**
- Student ID number,
- followed by the last 2 digits of your birth year.

This is an Example: 2200805

Content Access: CLASS LINK
All students and Parents MUST read this section carefully so you can access all online content materials, follow the steps below: Classlink is the single platform where all curriculum and assessments will be accessed. https://sites.google.com/vvuhsd.org/classlinkinstructions/home

Student Instructions for Logging into Classlink:

Sign in to ClassLink

Username

Password

Sign In

G Sign in with Google

After logging into the Chromebook you should see this Instruction page and your Launchpad.Classlink login portal automatically opened (2 pages/tabs) in your Chrome Browser.

If you do not see another page open please open a new web tab and go to:
https://launchpad.classlink.com/vvstu

1. To login into Classlink for the **VERY FIRST TIME!**
2. Use your VVSTU District Username and Password, just like how you logged into the Chromebook; but, *without the "@vvstu.org"*;
3. **Do not click "Sign In With Google" yet.**
4. **Your Username** is your:**
   - Last name, your first initial of your first name, the last 3 digits of your student ID#, and the last 2 digits of your Birthyear.
     - **This is an Example: StudentF98702**

Special Note: Students with *very long last names or 2 long last names* will need to shorten them to only the first **14 characters and remove the space or hyphen;
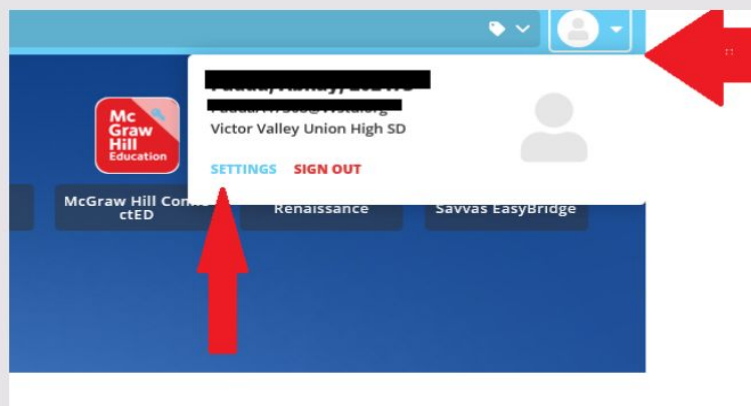
As an example: a student with the last name of *Hernandez-Rodriguez*, first name of **James**, ID# of **299089** and Birthyear of **2007**

would shorten the last name to 14 characters and remove the hyphen/dash -> **HernandezRodri**
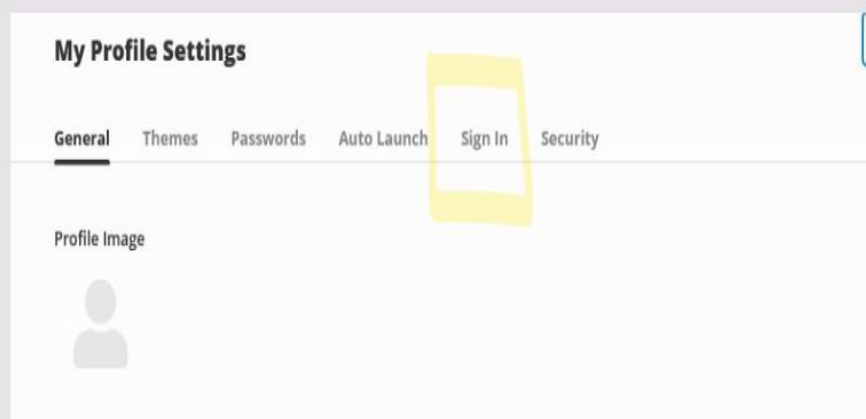
making their Username/login -> **HernandezRodriJ08907**

Now that you have successfully logged into Classlink; we can connect your VVSTU Google Account to Classlink:
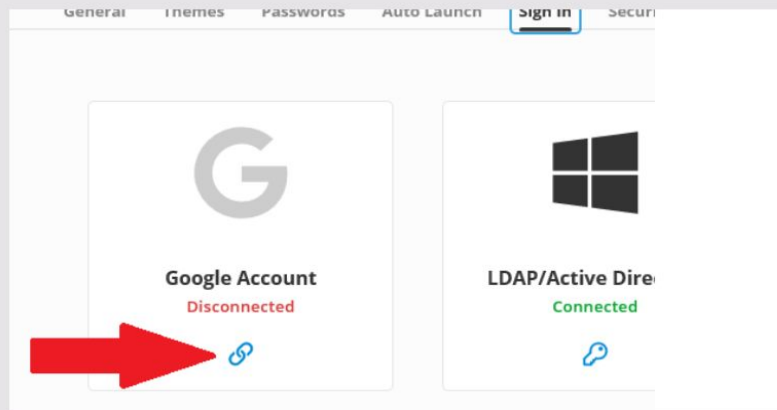
1) Click on the Profile icon in the Top right corner and then Click on Settings.

2) In My Profile Settings; Click on Sign IN

3) Under the **Sign IN** tab, click the link symbol to connect your **Classlink Account** to your **Google Account and authorize, confirming the connection.**

General   Themes   Passwords   Auto Launch | Sign In | Securi

Google Account

Disconnected

🔗

LDAP/Active Dire

Connected

🔑

4) After linking your Google account, you may now login to Classlink with the

"*Sign In with Google*" button from now on;

G   Sign in with Google

Help, I forgot my password

For Help and/or Support please email or call:

TechED Support options:

Email: helpdesk@vvuhsd.org

Phone: 760-955-3214 9:00 am - 3:00 pm

Student Expectations: All students are required to read and understand these expectations.

Digital Citizenship

All students will complete their grade level **digital citizenship** course **by August 7, 2020.** New students will complete these within the **first week of enrollment.**

Students are required to log in to Distance Learning using their own usernames and passwords, and shall be identified by proper First and Last names according to school and district registration (no nicknames). **Students are not permitted to access other student accounts.**

How do you access this course?
- **To access the digital citizenship lessons, go to CLASS LINK and visit this webpage and click on the link that applies to your current grade level.**
- Digital Citizenship course per grade level links can be found on the CLasslink Launchpad or below
- Lessons are 20-25 minutes administered within classroom labs, classrooms, or at home.

- Content is grade specific utilizing CommonSense Media lessons.

Grade Level	Topic	Lesson Link
7th Grade	Digital Life 101	https://goo.gl/ARLKK9
8th Grade	Copyrights and Wrongs	http://goo.gl/rCcfrP
9th Grade	Cyberbullying: Be Understanding	https://goo.gl/ub6Fmt
10th Grade	Digital Life 102	https://goo.gl/QBdbdT
11th Grade	Scams and Schemes	https://goo.gl/Nzbdyg
12th Grade	Oops! I Broadcast It On The Internet	https://goo.gl/pLDYnJ

Netiquette: Digital behavior

- Try not to dominate any discussion.
- Give other students the opportunity to join the discussion.
- Use appropriate and academic language. Present your ideas appropriately.
- Be cautious in using internet language. Example, do not capitalize all letters- this suggests shouting.
- Popular emoticons, such as a smiley face, can be helpful to convey your tone, but do not overuse them.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an "open-mind" and be willing to express your opinion. All opinions should be respected.
- Think and edit before you hit the "send" button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable but must be appropriate.
- Participation builds rapport with both your teachers and other students.
- Activities not related to classroom assignments are considered inappropriate use. Messaging, videoconferencing, social networking not connected to the classroom activities should NOT be done during school hours.
- The District reserves the right to suspend account access for students demonstrating inappropriate netiquette. If a student has lost access due to inappropriate use, the completion of the Digital Citizenship Refresh course will need to be completed.

Behavior & Norms

- Distance learning and online learning platforms are an extension of the classroom. Students are expected to follow all established school and classroom rules and expectations.
- Students will follow the behavior expectations, dress code guidelines and norms outlined in their Student Handbook and established in each classroom.
- While uniforms are not required, students are expected to follow district dress code guidelines online

Teachers determine the appropriate intervention(s) and/or consequence(s) based on the seriousness and frequency of the minor behavior, in collaboration with the student. Classroom responses support maximizing instructional minutes, continued academic progress, and social-emotional development for all students. Examples of minor behaviors may include, but not be limited to: academic integrity, technology/electronics mis use, dress code violation, inappropriate language, inappropriate behavior disrupting instruction, or defiant behavior disrupting instruction.

Classwork & Classroom:

- Students should make sure their work space is in a quiet area and/or free from distractions.
- Students are responsible for the safety, maintenance and activity of their own device.
- If a student has a question about their grades, they should contact their teacher directly via email.
- Much like at the school site, teachers will provide instruction and lessons differently. Lessons, assignments and curriculum may be posted in Google Classroom, Acellus, Canvas, or UC Scout. It is your obligation to follow your teacher's instructions for accessing the content.
- Students are expected to complete work daily for each of their classes, including meeting the minimum requirement of engagement or satisfactory progress toward completion.
- Student name, date, period and teacher must be clearly written in pen on ALL assignments, whether submitted physically, photographically or digitally.
- Students may contact teachers throughout the day. Teachers will respond to student and parent inquiries between the hours of 8:00am and 2:50pm Monday through Friday. Inquiries received after work hours and on weekends will be addressed the next business day.
- Students are expected to maintain a school-appropriate environment while participating in live meetings; students should be wearing school appropriate attire and create a workspace that maximizes learning and minimizes distractions
- Be respectful, kind, and honest when on the Internet with peers and teachers.
- Talk to your teacher and parent as soon as you see, feel, or experience something that is not right on the Internet

Grades:

Grading and the grading process are at the discretion of the teacher, in accordance with the California Education Code (EC)49066(a)(b).

- Grades are the result of student progress in accordance with the descriptors set forth in "Classroom and Classwork" above. For specific grading policies, late work policies, and individual teacher expectations students are expected to follow their course syllabi, which will also include teacher contact information. In accordance with AB 98, students and families are expected to provide proof of progress weekly and should be responsible for ensuring all work is submitted and all attendance requirements are met. Grades will be similar as a regular school setting.
- Plagiarism, cheating, and copying will not be tolerated. Students who engage in these activities are subject to disciplinary action, including, but not limited to receiving a zero for any work deemed to violate teacher expectations.
- Late work policy is determined by each teacher. Please maintain communication in advance to avoid late work submission requests. Syllabi will include the late work policy.
- Students are expected to attend and engage with each teacher/class daily and complete assignments as scheduled. It is the responsibility of the student to communicate concerns in advance of the due date.

Attendance:

All students are required to sign-on daily during the class times listed on Page 2.
All students must have their own computer and access to WIFI/internet and be able to participate/complete assignments during the classes period.
If you do NOT have a device., please email helpdesk@vvuhsd.org to pick one up as soon as possible.
Daily attendance is a requirement and can be met by completing one or more of the following on a daily basis for each class. Students MUST interact *live* with their teachers *DAILY*.
Parents, you are responsible for finding and setting up a quiet and undisturbed place for daily class time.

Expectations for specific teachers may vary but will include one or more of the following metrics. The following exercises will constitute *live* interactions:
- Attend at least one live seminar/lecture and be engaged throughout the lesson.
  - Teacher will determine what qualifies as engagement including, but not limited to:
    - Responding in the chat box as part of a individual or group discussion or project
    - Joining a breakout group as assigned by the teacher
    - Engaging with / responding to teacher questions
- Rewatch a recording of a live session and provide a summary or respond to teacher directed questions per teacher discretion / direction
- Submit an assignment by its due date.
- Post to a discussion board as directed by teacher
- Take a quiz/test within timeline prescribed by teacher
- Attend teacher's office hours via Zoom, Google Meet or Google Hangouts
- Working with the teacher individually or with a group

★ <u>NOTE</u>: Assignments submitted on Saturday or Sunday WILL NOT count toward attendance
★ Inquiries received after work hours and on weekends will be addressed the next business day.

Students in Special Programs

English Learners: Students who are served in the English Learner Programs will receive their ELD support as required by the California Ed Code to meet reclassification support.
- All English Learners will be provided academic instruction via Distance Learning during COVID-19
- English Learners who are in designated classes (ELD I/II) will receive extra support through their ELD teacher and Bilingual Para-educators as needed
- English Learners who attend integrated classroom will receive all instruction with the support of their regular English teacher. If additional support is needed they may be referred to the Coordinator of English Learner Programs in the district for an Individual Educational Plan discussion
- English Learners Progress will continue to be monitored during Distance Learning
- Teachers will utilize a variety of resources to provide academic instruction to support EL's during the time assigned for their class and will provide additional tools/resources as needed

Supports:
Some strategies/tools/resources to support EL's in the classroom are:
- Instructional Videos
- Virtual Sessions: Google Meet, Zoom, Screencastify, Screencastomatic, flipgrid, etc
- Lesson modeling
- One-on-One sessions as needed
- Parent Communication in Home Language as needed (via phone, emails, NTI, text, etc)
- Resources in Google Classroom
- Ellevation Platform to maintain and monitor EL progress
- Rosetta Stone, etc

All EL's are expected to participate fully during Distance Learning

Special Education: Students who have an Individual Education Plan will receive services to meet their individualized goals and objectives. The Special Education Department in collaboration with the school sites will provide all the logistics, assistance and support to special education staff and parents throughout the school district in order to ensure that students receive all services according to the IEP. The department will

continue to work with the SELPA and CDE (SEP) to interpret and disseminate Special Education information to teachers and other service providers in a timely manner. Whenever appropriate the department will coordinate with the district's safety guidelines to provide the best possible services to students with disabilities. The district team will continue to provide expert guidance to teachers, administrators, parents, and service providers on ongoing updates about Special Education practices and procedures during COVID-19.

At this time all special education services will be provided through the virtual format. Specialized Academic Instruction (SAI) teachers and service providers will use various platforms and tools to deliver services to students with mild/moderate and moderate/severe disabilities. Such tools include, but are not limited to:

- ❏ Instructional Videos
- ❏ Online access to educational programs
- ❏ Virtual live sessions (Google Meet and Zoom)
- ❏ Parent Consultation
- ❏ Resources on Google Classrooms
- ❏ Other instructional materials
- ❏ Acellus

Instructional format:

- ❏ As appropriate, students in Program 2 and 4 will be provided virtual learning sessions in a group setting or individually as per the IEP.or Paraeducator will support the teaching, including assisting students in logging on to the classrooms.
- ❏ All students in Program 2 and 4 will be provided with individual access to online learning programs and tools that   VVUHSD distributed Chromebooks to all students during the spring quarter. If a student doesn't have a device, please inform your administrators.
- ❏ Only students in program 3 may be provided packets if online instruction is not meeting the student's IEP goals. These packets will be prepared for pick-up or delivery to parents- for students who are unable to focus on the computer for long periods, and will be made up of worksheets and other forms of activities to ensure students are engaged in learning. Packages will be sent to students from the school sites.
- ❏ Parents/students will be directed to specific online learning websites and advice on the use of online instructional material. Students will also be provided with other textbooks and instructional materials as needed.

Parent and Guardian Expectations

Families are our partners in the education process. In order to ensure the success of every student, frequent and updated communication between the school and home is extremely important. All parents and guardians should make sure that the AERIES system has the updated and active phone number and email address.

We recognize that distance learning is a shift for all of us. It is also apparent that students learn best when the significant adults in their lives work together to encourage and support them. As we partner with you to provide the best possible learning experience for all students, please read each section below to ensure that your student ID is ready for school

Devices and internet connection:
- ● Each student attending VVUHSD must have their own device. We do not want students to share as each student has to continue their daily school online using the device.
- ● Students are attending school everyday from 8 a.m-12:07 p.m. they must be signed up and ready to go. Read the sections about Class Link on page 2 to get your student ready.

- If we have already provided your student a Chromebook during the spring school closure, your child will continue to use that. If that is not working, please bring that back to the district office so you can get another one. You must bring back the device and all associated supplies that was given to you. Please bring your student and his/her ID card to check out a new device.
- If you are new to the district and your student requires a device, you can pick that up from their school during the pick up days coming up.
- If you are new to the district and need immediate assistance, email edservices@vvuhsd.org or Helpdesk@vvuhsd.org for all device related questions.

Study Environment:
- Create a routine for your students, ensuring that your student is present daily, adhering to the 8:00-12:07 bell schedule. *You are responsible for daily attendance of your student*.
- Provide students with a workspace that maximizes learning and minimizes distractions.

Distance Learning Rules:
- Ensure that Netiquette rules are followed. Review the section on page 5 with your student.
- Ensure that your student completes the digital citizenship course by the first week.
- Monitor your students behavior online both during and outside the class time.

Grades and Academic Progress:
- Monitor student grades using parent Portal on Aeries, Grades will be updated weekly.
- Monitor student progress on the platforms idea by teachers. Your student night be working on all three platforms. Spend time with your student to get familiar with what they are doing. Contact the teacher immediately if your child experiences any problems.
- Any inquiries received after work hours and on weekends will be addressed the next business day.
- Communicate with school staff if there are additional resources needed to support your child's academic success and overall wellness. If you have additional questions, please reach out to edservices@vvuhsd.org.

High School Student Important Information:

Current students in grades 10-12 who have an Incomplete (I grade) in a spring (2019-2020) class/s, will have until the end of the first semester (December 2020) to remediate that grade to a passing grade. DO NOT wait till the Spring 2021 to repeat this grade- it will be recorded as a F grade on the report card after December 2020.

- After the end of first semester, all Incomplete (I) grades will turn into F.
- Students can take this course at the Virtual School for full credit and earn grades A-F
- Repeat the class in the AFTER SCHOOL APEX program or during the school APEX program and earn grades C-F.
- Please check your student's report card from the Spring semester.
- If you notice an I grade, immediate**ly contact his/her Counselor and make sure the student is signed up to remediate this grade during the Fall semester 2020**

Frequently Asked Questions:

What if I am having issues with a class?	- Review your teacher's instructions carefully - Message or email the teacher. - Ask a peer or check your teacher's website or Classroom - Contact an administrator (Principal or Vice Principal) - Attend teacher's office hours
How do I login to my district email?	**Student district supplied G Suite account information:** District G Suite (vvstu.org) account format: **:** Last name + first character of first name + Last 3 digits of ID + Last two digits of birth year + @vvstu.org OR - Default password: 6 digit ID + last two digits of birth year ● TechED department will send or reset passwords only after verification. ● Passwords will be emailed only to contact emails existing in the Aeries Student Information System.
How do I **contact my counselor?**	Counselors remain available via email during normal school days/hours. If it is determined that your question requires a phone call or video conference, they will work with you to make arrangements. If you do not hear from your counselor within 24 hours, please contact your Principal. Exception applies to school holidays and closures.
What should I do if a friend or I have emotional problems? What should I do if a friend or I need emotional support?	Contact your counselor or a site administrator (Principal/Vice Principal). If you do not get a response, contact Edservices@vvuhsd.org or studentservices@vvuhsd.org.
Who do I contact for technical support?	- If you are having issues with your password or login information, contact the computer media specialist at your school site. - If you need a device, are having difficulty connecting to programs or need other technical contact the following: Email: Helpdesk@vvuhsd.org Phone: 760-955-3214 9:00 am - 3:00 pm **Student Chromebook checkout request** - https://forms.gle/6KWXTWzFtRL16c5F7
How do I **apply to a community college** if I have not already done so?	If you are planning to attend VIctor Valley College, you should contact your school's BRIDGE Counselor. They will assist you in completing the steps for Priority Registration. For other community colleges, go to their website and find information for "future students" or information on how to "apply and register".

	The site will walk you through all of the enrollment steps (application, orientation, registering for classes, etc.). They are shifting from in-person events to online sessions. See links below:
	● **[Victor Valley Community College (VVC)](#)** ● **[VVC First Year Experience - open to 200 students.](#)** ● **[Barstow Community College](#)**
How do I request my **final transcript**?	Each current student can get up to three (3) free transcripts. Go to: : . https://vvuhdca.scriborder.com/
How do I make up F grades? Can I remediate a D grade?	The district will offer AFTER SCHOOL APEX for students who cannot fit in a remediation class during the day.This is a A_G approved course. Students can use this to remediate a F/D grade to a C as this is a 70% course meant only for credit remediation. This is also offered during the day at each of the three comprehensive high schools- AHS, VHS and SHS. C grade is a four-year college acceptance grade.
	More questions? Send them to edservices@vvuhsd.org