



Parents' Guide to Distance Learning

Mark West Union School District

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Sample Schedules

Note: These are subject to change. Please see
your school's website for schedule information

Mark West Elementary School

Distance Learning Master Schedule 2020-21

	TK	Kinder	1st	2nd	3rd	4th	5th	6th
8:30:00 AM	Morning Checkin Attendance 30	Morning Checkin Attendance 30	Morning Checkin Attendance 30	Morning Checkin Attendance 30	Morning Checkin Attendance 30	Morning Checkin Attendance 30	Morning Checkin Attendance 30	Morning Checkin Attendance 30
9:00:00 AM	ELA Core Block 60	ELA Core Block 30	ELA Core Block 60	ELA Core Block 60	ELA Core Block 60	Math Core Block 60	Small group/Individual Support30	Math Core Block 60
9:30:00 AM		Small group/Individual Support30					Math Core Block 60	
10:00:00 AM	Recess Brain Break 20	ELA Core Block 30	Recess Brain Break 30	Recess Brain Break 30	Small group/Individual Support30	Recess Brain Break 30	Math Core Block 60	Recess Brain Break 30
10:30:00 AM	Math Core Block 65	Recess Brain Break 20	Independent Work Time 30	Small group/Individual Support30	Recess Brain Break 30	Independent Work Time 30		Independent Work Time 30
11:00:00 AM		Math Core Block 65	Small group/Individual Support30	Independent Work Time 30	Independent Work Time 30	ELA Core Block 60	Independent Work Time 30	ELA Core Block 60
11:30:00 AM	Independent Work Time 30		Math Core Block 60	Math Core Block 60	Math Core Block 60		ELA Core Block 60	Independent Work Time 30
12:00:00 PM			Math Core Block 60	Math Core Block 60	Math Core Block 60	Small group/Individual Support30	ELA Core Block 60	
12:30:00 PM			Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:00:00 PM			Independent Work Time 30	Independent Work Time 30	Independent Work Time 30	Independent Work Time 30	Independent Work Time 30	Small group/Individual Support30
1:30:00 PM	Office Hours Small group Additional support 180	Office Hours Small group Additional support 180	Office Hours Small group Additional support 90	Office Hours Small group Additional support 90	Office Hours Small group Additional support 90	Office Hours Small group Additional support 90	Office Hours Small group Additional support 90	Office Hours Small group Additional support 90
2:00:00 PM								
3:00:00 PM								

Instructional

Mark West Charter School

Distance Learning: Draft Schedule ELA Teacher Homeroom (Ms. Woods/Ms. Bell)

Live online instruction will be included in each block time.

7/8th Charter School	Monday	Tuesday	Wednesday	Thursday	Friday	Instructional Minutes
8:00 - 10:00 am	Block 1 (ELA/ History)	Block 1 (ELA/ History)	Homeroom attendance/ check-in	Block 1 (ELA/ History)	Block 1 (ELA/ History)	120 minutes
Break			Possible:			
10:15 am - 12:15 pm	Block 2 (Math/ Science)	Block 2 (Math/ Science)	Pre-record instruction	Block 2 (Math/ Science)	Block 2 (Math/ Science)	120 minutes
Lunch			Group activity			
1:00-2:00	Independent Student Work Time *RSP time for students *Counseling for students	Independent Student Work Time *RSP time for students *Counseling for students	Projects Parent Contact	Independent Student Work Time *RSP time for students *Counseling for students	Independent Student Work Time *RSP time for students *Counseling for students	60 minutes Total = 300 minutes
1:00 - 3:10	*Office Hours	*Office Hours		*Office Hours	*Office Hours	

Mark West Charter School

Distance Learning: Draft Schedule

Math Teacher Homeroom (Mrs. Sunde/Ms. Chapman)

Live online instruction will be included in each block time.

7/8th Charter School	Monday	Tuesday	Wednesday	Thursday	Friday	Instructional Minutes
8:00 - 10:00 am	Block 1 (Math/ Science)	Block 1 (Math/ Science)	Homeroom attendance/ check-in	Block 1 (Math/ Science)	Block 1 (Math/ Science)	120 minutes
Break			Possible:			
10:15 am - 12:15 pm	Block 2 (ELA/ History)	Block 2 (ELA/ History)	Pre-record instruction	Block 2 (ELA/ History)	Block 2 (ELA/ History))	120 minutes
Lunch			Group activity			
1:00-2:00	Independent Student Work Time *RSP time for students *Counseling for students	Independent Student Work Time *RSP time for students *Counseling for students	Projects Parent Contact	Independent Student Work Time *RSP time for students *Counseling for students	Independent Student Work Time *RSP time for students *Counseling for students	60 minutes Total = 300 minutes
1:00-3:10	*Office Hours	*Office Hours		*Office Hours	*Office Hours	

John B. Riebli Elementary

Distance Learning Master Schedule 2020-21

	Kinder	1st	2nd	3rd	4th	5th	6th
8:30:00 AM	Morning Checkin Attendance 30	Morning Checkin Attendance 30	Digital Morning Task 30	Morning Checkin Attendance 30	Morning Checkin Attendance 30	Morning Checkin Attendance 15	Morning Checkin Attendance 15
8:45:00 AM							
9:00:00 AM	ELA Core Block 45 (9-9:45)	ELA CORE	Morning Checkin/ Attendance 15	ELA Core Block 1/2 of class/ independent work or intervention other 1/2 of class 45 (9-9:45)	Math Core Block (small group / independent work) (9:00-10:15)	Math Core Block or independent work 60 (8:45-9:45)	Math Core Block or independent work 60 (8:45-9:45)
9:15:00 AM			Math Core Instruction Block				
9:30:00 AM		Asynchronistic Learning Block					
9:45:00 AM	Recess Brain Break 30 (9:45-10:15)		Math Independent Learning Block	Recess Brain Break 30 (9:45-10:15)		Independent Work Time/small group/ intervention 30	Independent Work Time/small group/ intervention 30
10:00:00 AM		Recess Brain Break 30 (10:10:30)					
10:15:00 AM	Math Core Block 45 (10:15-11)		Recess Brain Break 30 (10:15-10:45)	ELA Core Block 1/2 of class/ independent work or intervention other 1/2 of class	Recess Brain Break 15 (10:15-10:30)	Recess Brain Break 30 (10:15-10:45)	Recess Brain Break 30 (10:15-10:45)
10:30:00 AM					Asynchronistic Learning Block		
10:45:00 AM		Math Core Block 60					
11:00:00 AM	Independent Work Time 30		ELA Core Block 45 (9-9:45)	Intervention time 30	ELA Core Block 60 (10:45-11:45)	ELA Core Block 60	ELA Core Block 60
11:15:00 AM							
11:30:00 AM	Small group/Individual Support 30	Lunch	Asynchronistic Learning Block	Lunch			
11:45:00 AM							
12:00:00 PM	Lunch	Small group reading or writing	Lunch	Math Core Block or independent work 45 (12-12:45)	Independent Work Time/small group/ intervention 30	Independent Work Time/small group/ intervention 30	Independent Work Time/small group/ intervention 30
12:15:00 PM							
12:30:00 PM	Intervention/ Enrichment/ office hours 150	whole class wrap up/office hours/small grps/ indep work time	Small group reading	Recess Brain Break	Lunch	Lunch	Lunch
12:45:00 PM							
1:00:00 PM			Independent work rotations	Math Core Block 1/2 of class or independent work other 1/2 of class 45	whole class wrap up/office hours/small grps/ indep work time	whole class wrap up/office hours/small grps/ indep work time	whole class wrap up/office hours/small grps/ indep work time
1:15:00 PM							
1:30:00 PM			Office Hours				
1:45:00 PM			Office Hours				
2:00:00 PM			Office Hours				

- Sample
- Schedule
- Zoom
- Expectations
- For Learning
- Checklist:
- Support for
- Parents
- Family Media
- Agreement
- Attendance
- & Absences
- Technical
- Support
- Communicate

San Miguel Elementary School

Time	TK	K	1st grade	2nd grade	3rd grade	4th grade	5th grade	6th grade
8:30-9:00	Morn Mtg	Morn Mtg	ELA	Rdg/sm group	Indiv/sm group	Blended/Gate	Indiv/sm group	ELA/Math
9:00-9:30	ELA	ELA	ELA	ELA	ELA	Indiv/sm group	ELA/Math	ELA/Math
9:30-10:00	ELA	ELA	Rdg/sm group	ELA	ELA	ELA	ELA/Math	Indiv/sm group
10:00-10:30	Math	Math	Rdg/sm group	Rdg/sm group	Rdg/sm group	ELA	Indiv/sm group	Math/ELA
10:30-11:00	Math	Math	Math	Rdg/sm group	Rdg/sm group	Math	Math/ELA	Math/ELA
11:00- 11:30	Indiv/sm group	Indiv/sm group	Math	Math	Math	Math	Math/ELA	Indiv/sm group
11:30-12:00	Indiv/sm group	Indiv/sm group	Indiv/sm group	Math	Math	Indiv/sm group	Indiv/sm group	Blended/Gate
12:00-12:30	Lunch	Lunch	Lunch	Lunch	Lunch	Indiv/sm group	Blended/Gate	Indiv/sm group
12:30-1:00	Art/PE	Art/PE	Rdg/sm grp	Rdg/sm group	Art/PE	Lunch	Lunch	Lunch
1:00-1:30	Office hours	Office hours	Art/PE	Art/PE	Indiv/sm group	Art/PE	Art/PE	Art/PE
1:30-2:00	Office hours	Office hours	Office hours	Office hours	Office hours	Indiv/sm group	Indiv/sm group	Office hours
2:00-2:30			Office hours	Office hours	Office hours	Office hours	Office hours	Office hours
2:30-3:00	Notes:					Office hours	Office hours	Office hours
Times are approximate, your child's teacher will provide you with a more specific schedule								
Morning Break times are not included in this schedule. Teachers will insert these into their day as needed.								
Indiv/sm group could be enrichment activities, science, ESL, Speech								

ZOOM/Video Conferencing Expectations

Elementary School Guidelines



ZOOM EXPECTATIONS



BE ON TIME

Wake up early

Log on a few minutes before class



BE IN A QUIET PLACE

Find a quiet place

Check your surroundings



BE PREPARED

Computer is charged

Camera is on

Use headphones if you have them



PRESENTATION

Wear appropriate clothing

Sit up straight

Be in camera view



MUTE YOURSELF

Mute yourself when your teacher or another student is talking



PARTICIPATION

Be focused

Be attentive

Be an active participant



CHAT RESPONSIBLY

Raise your hand to speak

Type your question in the chat box



COMMUNICATION

Speak clearly

Look up when speaking

Stay on topic
(No side conversation)



BE RESPECTFUL







R-E-S-P-E-C-T

Be kind

Be considerate



Middle School Guidelines

BE PREPARED	PRESENTATION	SPEAKING
<p>Be on time.</p> <p>Find a quiet learning place.</p> <p>Have your materials ready.</p> <p>Log in with your MWUSD gmail.</p> 	<p>Screen name must be <u>first name and last initial</u>.</p> <p>LOOKIN GOOD</p>  <p>Keep your camera on and still.</p> <p>Check your surroundings, make sure backgrounds are appropriate.</p> <p>Dress appropriately.</p>	<p>Stay on mute.</p> <p>Raise your hand to speak/ask a ?</p> <p>Stay on topic when speaking.</p> <p>HAND UP</p> 
PARTICIPATION	BE RESPECTFUL	USE SIGNALS
<p>Be focused.</p> <p>Pay attention.</p> <p>Be an active participant.</p> <p>Treat this as your normal classroom time.</p> 	<p>Be respectful with your words, actions, and content (work you share with the class) at all times.</p> <p>Real TALK</p> 	<p>Thumbs up = OK</p> <p>Thumbs down = No</p> <p>Raised hand = Question</p> <p>? in chat = Question</p> <p>! in chat = Comment</p> <p>GREAT IDEA!</p> 

Checklist: “Ready to Learn”

Daily Checklist for Learning:

is my child **READY TO LEARN?**

.....

HAVE THEY...

- ☐ eaten breakfast?
- ☐ used the restroom?
- ☐ gotten dressed in school appropriate clothes – sleeved shirt, pants, NO PAJAMAS

DO THEY HAVE...

- ☐ a fully charged device?
 - ☐ water?
 - ☐ paper and pencil?
 - ☐ whiteboard and marker?
-

ARE THEY...

- ☐ sitting in a QUIET area?
- ☐ sitting away from distractions? (pets, siblings, electronics)
- ☐ awake and calm?

Your student is only ready to learn at a distance when you can check off EVERY box! Thank you so much for supporting your child in this distance learning model. By setting them up for success in this way, you have made learning possible for them!

Support for Parents and Students

Support for TK-6th Grade: Parents and Students:

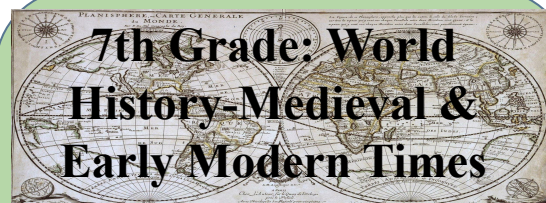
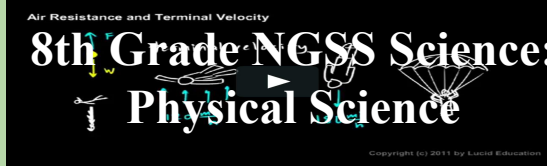
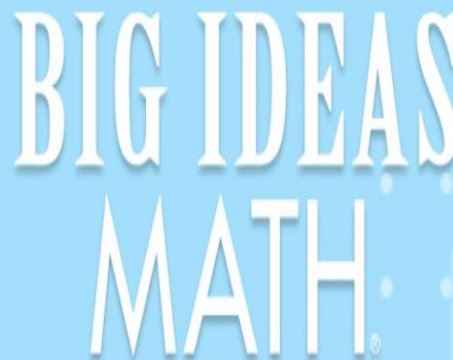
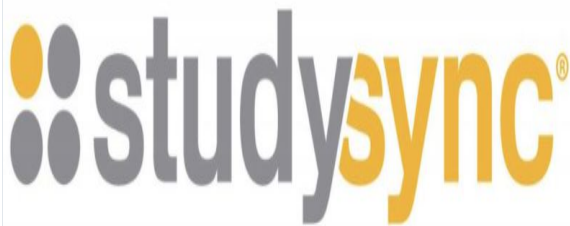
Be on the lookout for login information from your child's teacher. (Click on the picture for a link to the resource)



Please note that Wonders is TK-5th Grade

Support for 7th & 8th Grade: Parents and Students:

Be on the lookout for login information from your child's teacher.



Family Media Agreement

Common Sense Media



English



Family Media Agreement

Help Spanish-speaking families set some expectations and rules around device use.

Spanish

Attendance & Absences

Attendance & Absences

Daily Live Interaction

All students are required to receive daily live interaction with both a certificated employee and their peers for the purpose of instruction, progress monitoring and school connectedness.

Daily live interaction is two-way communication between a certificated staff and student each instructional day, at the actual time of occurrence. Daily live interaction is required for every student with both a certificated employee and their student peers. Examples may include:

- In-person instruction (hybrid model)
- Virtual communication or interactions, including but not limited to synchronous online instruction
- Phone calls where both parties communicate at the time of occurrence (with certificated staff and peers)

One-way communication, including voicemails, emails, or print materials, is not considered a live interaction.

Attendance

In accordance with AB 98, attendance will be taken daily for each student. Absences will be recorded by the teacher of record in the Student Information System (SIS) each day.

Attendance is met through the following:

- Daily live interaction (see above)
- E-mail
- Evidence of participation in online activities (online platform)
- Completion of assessments or assignments
- Contacts between any staff member and a student or their parent or guardian

A student who does not participate in distance learning on a school day shall be documented as absent for that school day. Students who are absent from distance learning for more than three school days or 60 percent of the instructional days in a school week, shall participate in a reengagement process as outlined by district policy.

Please contact your school site if you need to report an absence:

Mark West Charter School (707) 524-2741
Mark West Elementary (707) 524-2990

Riebli Elementary (707) 524-2980
San Miguel Elementary (707) 524-2960

Technical Support

Technical Support

If you are experiencing difficulties, please contact the following people for technical support:

Robert Grant

rgrant@mwusd.org

Michael Smith

msmith@mwusd.org

Communicating with Your School and Your Teacher

Communicating with Your School and Your Teacher

- In order to support your family and your children, teachers will be conducting bi-monthly Zoom meetings on Wednesdays for parents.
- **For MWCS:** in order to support your family and your children, teachers will send a bi-monthly Jupiter message to parents on Wednesdays.
- These meetings/messages will keep you updated on current events in the classroom.
- Teachers will be able to answer general questions you may have regarding learning in the classroom.
- Please be on the lookout for scheduling information from your child's teacher for specific dates and times.
- Working together, we will make this a great year of learning for your children!

Welcome Back!



Mark West Union School District