

2020-21 Parent and Student Hybrid and Distance Learning Handbook

As we move into new modes of learning for the 2020-21 school year, our goal is to provide students with similar high-quality educational experiences that they would receive if we were back in person full-time. In order to do this, parents and students need to clearly understand our systems and programs and make commitments to support their success. And, for the purposes of helping students and parents keep track of their classes and Zoom links, we've provided the [following template](#) for all families to use.

Arrival and Departure

This section only applies when it is safe for students to return to campus.

In order to provide as much physical distance between students as possible, we are staggering arrivals and departures. Also, as San Mateo County's Pandemic Recovery Framework recommends, students and staff will have their temperature taken when the day starts. Teachers will use no-touch thermometers every morning to take student temperatures before entering class, and staff will all take their own temperatures upon entering campus. All teachers will be provided with their own thermometers so that they are no bottleneck points on campus.

Arrival Times:
<u>8th Grade</u> : 8:25am - 8:35am
<u>7th Grade</u> : 8:35am - 8:45am
<u>6th Grade</u> : 8:45am - 8:55am

Departure Times
<u>8th Grade</u> : 2:25pm - 2:30pm
<u>7th Grade</u> : 2:30pm - 2:35pm
<u>6th Grade</u> : 2:35pm - 2:40pm

Entry locations onto school grounds will also be designated to prevent bottlenecks from occurring during the morning rush. As it stands, there are four points of entry that we

would like students to use: the Tinker Park gate, the Santa Cruz bike rack gate (which flows right into the main entrance of the gym), track and field gates (either from Santa Cruz or the main driveway), and the front gate. Each cohort's gate (and restroom) assignment [can be found here](#).

Attendance

Whether in the hybrid model or distance learning, class attendance is mandatory unless a student is registered as sick through SafeArrival. Students will follow a synchronous daily schedule, as they would with in-person learning, and will be expected to be on-task and in attendance during the entirety of class periods. If students arrive late to school, they need to check in at the front office and have their temperatures taken before being written a pass for class. If students are attending class through Zoom, attendance will be taken every period, including during our Launch/Homeroom period.

The Pandemic Recovery Framework requires districts to develop a plan for re-engaging students who are absent for more than three days during a week of distance learning.

MPCSD and Hillview's plan will be the following:

- After the third day/week of absence from distance learning, a student's teacher will contact the parents and, if appropriate, the student, to check in.
- Teachers will assess what the issue is around why the student has trouble attending distance learning.
- If the issues are technological in nature, Hillview can help families with loaner devices and/or a WiFi hotspot.
- If the issues are medical/illness related, the normal absence and make-up work procedures will apply.
- If the issues are emotional or reluctance to engage with distance learning, students may be referred to the school counselor for additional support.

Parents are always welcome to proactively contact their child's teacher for support and strategies for helping a reluctant student to engage with distance learning.

Online Video Conferencing Etiquette

The vast majority of online learning will be done through Zoom, and this means certain protocols and etiquette must be observed to ensure safe and successful Zoom sessions. In order for classes to be productive, students should enter Zoom rooms with their cameras on and facing themselves. They are expected to be on time, named properly, and seated at a desk or other area conducive to academic work. School-appropriate virtual backgrounds

are allowed for students that prefer to use a background instead. The chat and breakout room tools should be used for asking clarifying questions and engaging in academic content. Teachers may also be recording their sessions to provide absent students with recorded academic content and for security purposes, e.g. to prevent Zoombombing and improper cyber etiquette/bullying. Recordings may be sent to absent students or shared within Schoology; to protect privacy, they will not be posted publicly outside our educational ecosystem..

Zoom Expectations for students:

- Log in on time
- Cameras are turned on, facing the student
- Muted on entry
- Student's first and last names are displayed
- Students should be seated in an area conducive to learning
- [Dress for Success norms](#) still apply on Zoom calls (no clothing with profanity, drug paraphernalia, nudity, etc.)
- Students (not parents, pets, etc.) should be the only ones on screen and attending class sessions. (If parents have questions to ask teachers about their syllabi, assignments, etc., that should be done through email or Schoology outside of class time.)
- All behavior while on Zoom will be school appropriate, respectful, and collaborative.
 - Hillview staff will follow a progressive discipline model of redirection when students do not meet these expectations. These redirections include: teacher/parent phone calls and conferences and referral to the Assistant Principal for serious violations.

Communication around Learning

During Distance Learning, teachers will send to all students and parents communication about how to access them and complete assignments. Information to be shared with parents and students includes, but is not limited to, the following:

- Schoology and directions on how to access that platform.
- A list of any online tools that the teacher intends to use in his/her virtual assignments, with accompanying instructions for access and use.
- The teacher's communication channels (including email) for students and parents to ask questions.
- The process for submitting completed assignments.

- If there is a necessary closure of the school or positive test within a cohort, that communication will come from the school, through most likely SchoolMessenger and email.

Teacher Availability

Teachers will communicate to parents their availability through email or Schoology. If a teacher is absent/unavailable, they, if possible, will post asynchronous plans for all days of their absence. Upon return from his/her absence, the teacher will respond within a reasonable amount of time to all student and parent communication. Teachers will post a weekly schedule of live interaction sessions by the end of the final work day of the week prior.

On-Campus Etiquette

This section only applies when it is safe for students to return to campus.

Following proper and safe on-campus behavior is paramount to maintaining safe conditions at school. Whether in class or walking school grounds, students must always **keep masks on and maintain six-foot distance between themselves, other students, and staff members. Hand washing will be done before and after class** (most classes are equipped with sinks, but Hillview also has separate outdoor hand washing stations as well), and bathrooms will be limited to two students at one time. Hallways and paths will be marked to direct one-way movement, and students will be reminded frequently that they cannot intermingle with other stable cohorts. When possible, students who ride bikes to and from school should try to lock bikes at least six feet apart from others, which will be possible with only half of students on campus at one time. During brunch and lunch, cohorts will have designated spaces for recreational activities, but the sharing of food and equipment will not be allowed between cohorts. For more information on the sharing of equipment in class or on campus, please refer to the district FAQ on [sharing equipment](#).

Students who refuse to follow defined health and safety expectations may be referred to an administrator or designee. The student will not return to class until the administrator or designee intervenes, and the incident will be logged. Appropriate progressive discipline will follow if a student repeats such behavior. And, while we cannot be with our students all day, we recommend that students follow the same physical distancing and hygiene guidelines outside of the school day, as our protocols are based on San Mateo County's Pandemic Recovery Framework.

Academic Integrity

Distance Learning in the spring of 2020 resulted in an increase of academic integrity issues. Without oversight by adults on campus, some students gave into temptation and took shortcuts. Committing to honest work during Distance Learning is imperative.. While we encourage student collaboration, turning in one's own work in one's own words is paramount to learning any academic content. Working together can be beneficial when teachers assign collaborative projects and homework assignments; however, when turning in work (homework, quizzes, tests, projects, etc.), that work must be cited properly to show where information came from and be written in a student's own original words. As with in-person work, students who violate [Hillview's academic integrity policy](#) will move through a similar progressive discipline model, which will include a phone call and Zoom meeting with that student's teacher and potentially a conference with the Assistant Principal on appropriate consequences.

Parent Expectations

In order to make hybrid and distance learning as successful as possible, a continued partnership with parents is vital. When students are in their at-home week or doing distance learning, we ask that parents help students follow the normal routines of a school day - getting students up and ready, ensuring they have a quiet place to learn and work, etc. We also ask that parents understand that teachers will respond to inquiries as they can, but to remember that they spend the majority of their day teaching, grading, and providing feedback to students. The process of keeping everyone safe and healthy will need to be a collaborative effort upon all parties. Also, once we return to in-person learning, this partnership will look different based on new safety guidelines. To ensure the safety of all staff and students, visitors and volunteers are currently not allowed on campus. If a parent is looking to pick up a child, proceed to the main office and follow physical distancing markers on the ground to reach our front office staff for assistance. For more information on this district policy, please visit [the district FAQ on visitors and volunteers](#).

1:1 Tutoring

Teachers will provide instruction and support to students during Distance Learning, just as they would during a traditional in-person setting. Teachers will not be required, at a parent's request, to provide 1:1 tutoring to students. Per District and Board guidelines, teachers may not provide 1:1 paid tutoring to students outside of the school day.

Symptoms Protocol

This section only applies when it is safe for students to return to campus.

The district has established very clear protocols and procedures for potential infections and sick students/staff. These procedures include the following:

- Temperature checks and health screening for students and staff will be required daily
- Staff and students are required to wear face coverings while on campus, including outside, except while eating (continuing to maintain social distance); while participating in sports or physical activities outside (within a stable cohort) if physically distanced; or if there is a documented health condition which could be exacerbated by the use of a mask
- handwashing will be taught and modeled by teachers and staff.

Teachers and staff will regularly conduct visual evaluations of student health and wellness and send students who are exhibiting symptoms of unwellness to the office for assessment by a nurse. The following temperature guidelines will be followed:

- A temperature of 97 - 99.0°F (36.1 - 37.2°C) is considered normal.
- A temperature of 99.1 - 100.3°F (37.3 - 37.9°C) is considered low-grade.
- A person with a low-grade temperature without accompanying COVID-19 symptoms ("feels fine" and had had no contact with anyone suspected to have or diagnosed with COVID-19), the district/site's Health Professional should be notified. S/he will follow up with additional health checks while at school.
- A person with a low-grade temperature with accompanying COVID-19 symptoms (sore throat, cough, malaise, etc. and/or has had contact with someone suspected to have or diagnosed with COVID-19), the district/site's Health Professional must be notified. The individual will be isolated from others. The student/staff member will be sent home and must follow CDC guidelines for return to school.
- A temperature of 100.4 °F (38 °C) or higher is considered a "fever." district/site's Health Professional must be notified. The individual will be isolated from others. The student/staff will be sent home and must follow CDC guidelines for return to school.
- Each school site will have an isolation area used to care for students and staff exhibiting COVID-like symptoms.

Students/staff should go to the Isolation Area if they exhibit the following COVID-19 symptoms:

- Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell
- For serious injury or illness, 9-1-1 will be called immediately. Serious illness symptoms include persistent pain or pressure in the chest, confusion, or bluish lips or face.
- More information on COVID-19 symptoms may be found at the [CDC webpage](#).

If a child is suspected to have come in contact with someone who is suspected of or diagnosed with COVID-19, the parent should contact the school's front office prior to bringing their child to school.

Hillview recommends testing for individuals who present with COVID symptoms. If the person tests positive, they must self isolate according to the CDC's guidelines. Students who exhibit even mild cold/flu-like symptoms such as a fever, cough, sore throat and/or respiratory symptoms (such as shortness of breath, sneezing, etc.) should stay home. *Fever need not be present to stay at home*. It is important for families to err on the side of caution and keep students home when symptoms present during the pandemic. Students will still have access to Schoology and the daily work if during an in-person week, or can attend classes virtually, if well enough to do so, during the at-home week.

For a more detailed description of these and several other safety protocols, please visit the district [health and safety FAQ](#) and the [testing and contact tracing FAQ](#).

iPad Handbook

With new modes of learning and communication in distance and hybrid learning, Hillview revamped its former Acceptable Use Policy to match our current needs. To review the new document, please [click on this link](#).

Daily Schedule

Below is the weekly schedule and times during distance learning for all and will continue in a similar manner for those students who are distance learning by choice. Once in-person, those students who selected the Hybrid/Blended model will move to the Hybrid/Blended learning schedule.

All students will be divided into two groups, the **BLUE** group and the **GOLD** group which determines their cadence of weeks:

DISTANCE LEARNING SCHEDULE

BLUE GROUP

	8:55-9:10	9:10-10:15	10:15-10:25	10:30-11:35	11:35-12:05	12:10-1:15	1:20-2:25	2:30-3:30
	Launch	Period 1	Brunch	Period 2	Lunch	Period 3	Period 4	Period 5
A WEEK	Launch	ELA -or- Work Block	Brunch	ELA -or- Work Block	Lunch	Science -or - PE/Elective	Science -or- PE/Elective	
B WEEK	Launch	Math - or- Work Block	Brunch	Math - or- Work Block	Lunch	Social Studies -or- World Language -or- Work Block	Social Studies -or- World Language -or- Work Block	World Language + Other Elective

GOLD GROUP

	8:55-9:10	9:10-10:15	10:15-10:25	10:30-11:35	11:35-12:05	12:10-1:15	1:20-2:25	2:30-3:30
	Launch	Period 1	Brunch	Period 2	Lunch	Period 3	Period 4	Period 5
A WEEK	Launch	Math - or- Work Block	Brunch	Math - or- Work Block	Lunch	Social Studies -or- World Language -or- Work Block	Social Studies -or- World Language -or- Work Block	World Language + Other Elective
B WEEK	Launch	ELA -or- Work Block	Brunch	ELA -or- Work Block	Lunch	Science -or - PE/Elective	Science -or- PE/Elective	

- Launch is a live check-in where a student connects with a designated teacher every day. Daily attendance will be taken during Launch.
- Work Block is a period where a student can work on any outstanding assignments and can also Reading/Fitness/Math Practice or Social Studies Practice, depending on the week.
 - If a student is in 7th or 8th grade, the Work Block opposite ELA will be reserved for those students who are part of Instrumental Music.
 - If a student is in 6th grade, the Work Block opposite Social Studies will be reserved for those students who are part of Instrumental Music.

- Electives and PE alternate every six calendar weeks. For example, a student may start the year with six weeks of PE, or six weeks of an elective. Then, at the halfway point of the trimester, they will change from PE to elective or elective to PE.
- All students will take three electives from the four strands of visual and performing arts: drama, art, industrial technology, and leadership/broadcast. These three electives will depend on the student's grade level.
- Class size will be approximately 24 students while in Distance Learning. Some classes will be larger.
- Cloud Nine Academy in the 7th grade will have a slightly different schedule, with Social Studies during the Science week and ELA during the Math week.
- Grade level math will be during period 1; advanced math will be during period 2. Grade level math courses are tied to an academy. Accelerated math courses may or may not be taught by your academy teacher.
- Period 5 is for World Language or "Other Elective" which will include ASB (8th) & Math 7B/8 Bridge (6th Grade Double Compacted).

HYBRID/BLENDED SCHEDULE (IN-PERSON/AT-HOME)

This section only applies when it is safe for students to return to campus.

BLUE GROUP

MONDAY, TUESDAY, FRIDAY

	9-9:10	9:10-10:15	10:15-10:25	10:30-11:35	11:35-12:05	12:10-1:15	1:20-2:25	2:30-3:35
	Launch	Period 1	Brunch	Period 2	Lunch	Period 3	Period 4	
A WEEK (In Person)	Launch	PE/Elective	Brunch	Science	Lunch	SMART	ELA	
B WEEK (At Home)	Launch	Math - or- Work Block	Brunch	Math - or- Work Block	Lunch	Social Studies -or- World Language -or- Work Block	Social Studies -or- World Language -or- Work Block	World Language + Other Elective

WEDNESDAY & THURSDAY

	9-9:10	9:10-10:10	10:10-10:20	10:25-11:25	11:25-11:55	12:00-1:00	1:05-2:05	2:10-3:10
	Launch	Period 1	Brunch	Period 2	Lunch	Period 3	Period 4	
A WEEK (In Person)	Launch	PE/Elective	Brunch	Science	Lunch	SMART	ELA	
B WEEK (At Home)	Launch	Math - or- Work Block	Brunch	Math - or- Work Block	Lunch	Social Studies -or- World Language -or- Work Block	Social Studies -or- World Language -or- Work Block	World Language + Other Elective

GOLD GROUP

MONDAY, TUESDAY, FRIDAY

	9-9:10	9:10-10:15	10:15-10:25	10:30-11:35	11:35-12:05	12:10-1:15	1:20-2:25	2:30-3:35
	Launch	Period 1	Brunch	Period 2	Lunch	Period 3	Period 4	
A WEEK (At Home)	Launch	Math - or- Work Block	Brunch	Math - or- Work Block	Lunch	Social Studies -or- World Language -or- Work Block	Social Studies -or- World Language -or- Work Block	World Language + Other Elective
B WEEK (In Person)	Launch	PE/Elective	Brunch	Science	Lunch	SMART	ELA	

WEDNESDAY & THURSDAY

	9-9:10	9:10-10:10	10:10-10:20	10:25-11:25	11:25-11:55	12:00-1:00	1:05-2:05	2:10-3:10
	Launch	Period 1	Brunch	Period 2	Lunch	Period 3	Period 4	
A WEEK (At Home)	Launch	Math - or- Work Block	Brunch	Math - or- Work Block	Lunch	Social Studies -or- World Language -or- Work Block	Social Studies -or- World Language -or- Work Block	World Language + Other Elective
B WEEK (In Person)	Launch	PE/Elective	Brunch	Science	Lunch	SMART	ELA	

- Unlike set times during Distance Learning, ANY of a student's classes can happen during ANY of the 4 periods.

- Class size will be one stable cohort (~12 students).
- Launch is still a live class and is similar to a homeroom, used for attendance, announcements, and check-ins.
- S.M.A.R.T (Studying, Math, Assessment, Reading & Tutorial) will be held for Hybrid Blended Learning Students during the in-person week. This course provides time for students to get extra help, complete homework, read and take assessments.
- Monday, Tuesday & Friday finish at 2:25pm (65-minute classes); Wednesday & Thursday finish at 2:05pm (60-minute classes).
- Instrumental music will be offered in small groups during a student's SMART period.

****Signature page below****

Students, check off each box below to acknowledge you understand each section of this handbook. Below that, you and your parents are to sign and date along the given lines to verify that you've both read and understand this handbook.

- ☐ I have read and understand the expectations for [Arrival and Departure](#).
- ☐ I have read and understand the expectations for [Attendance](#).
- ☐ I have read and understand the expectations for [Online Video Conferencing Etiquette](#).
- ☐ I have read and understand the expectations for [Communication around Learning](#).
- ☐ I have read and understand the expectations for [Teacher Availability](#).
- ☐ I have read and understand the expectations for [On-Campus Etiquette](#).
- ☐ I have read and understand the expectations for [Academic Integrity](#).
- ☐ I have read and understand the expectations for [Parent Expectations](#).
- ☐ I have read and understand the expectations for [1:1 Tutoring](#).
- ☐ I have read and understand the expectations for [Symptoms Protocols](#).
- ☐ I have read and understand the expectations for the [iPad Handbook](#).
- ☐ I have read and understand the expectations for the [Daily Schedule](#).

Print Full Student Name

Print Parent Name

Student Signature

Parent Signature

Grade Level

Date