



Benicia Unified School District

Distance Learning Plan-2019-2020

Purpose:

Benicia Unified School District is committed to supporting our students during this unprecedented and challenging time. We will continue to provide academic instruction and support in the identified Essential Standards per grade level and course, using a Virtual Learning Platform. Chromebook computers are provided to families on an as needed basis, upon request.

We will continue to provide breakfast and lunch through the remainder of the school year at these designated sites and times: Robert Semple Elementary School 11:00 a.m. to 1:00 p.m.; Benicia High School 11:00 a.m. to 1:00 p.m.; Mobile BUSD Van Location: 91 Riverview Terrace Complex 11:00 a.m. to 12:00 p.m.

Distance Learning Platforms:

The following platforms may be used to support Distance Learning. Please refer to your school site and your child's teacher for platform direction.

- [Google Classroom](#)
- CLEVER
- ZOOM
- Google Meets
- See-saw/Class Dojo/Remind
- Email

What does Distance Learning look like?

Distance Learning may look different from what you are used to. Instruction, learning resources and support will be provided to aid in the understanding of new topics being covered. You can expect weekly instruction to happen. This may take different forms such as written instructions, “How To” videos, pre-recorded teaching videos, or live teaching sessions via platforms like ZOOM or Google Meets. Teachers may then offer follow-up with office hours for additional support, via email, ZOOM, Google Meets or a phone call. If your child has questions, urge them to reach out to their teacher, or you may reach out to their teacher for support. If you have further questions, concerns or feedback, please direct them to your child's principal. We are here to support you!

What does Distance Learning look like for Students with Disabilities?

Special Education teachers will continue to meet the needs of students with disabilities. Specialized Academic Instruction (SAI) and related services may be offered through distance instruction provided virtually, online, or telephonically. All services may not be provided in the same manner as they would typically be provided. However, many disability-related modifications and services may be effectively provided online. These may include, for instance, extension of time for assignments, shortened assignments, videos with accurate captioning, accessible reading materials, and speech or language services through video conferencing.

Additionally, meetings will be held on digital platforms, teletherapy, Zoom or telephonically, online options for data tracking, and documentation. In addition, there are lowtech strategies that can be provided for an exchange of curriculum-based resources, instructional packets, projects, and written assignments.

How much work should be expected?

We know that learning in this type of environment can be a challenge. We understand this is a trying time for everyone and more so, for some. We will do our best to provide your child with a reasonable amount of learning opportunities. If your child gets overly frustrated or is taking an extended amount of time to finish assignments, move to a different assignment and/or stop them from working and contact your child's teacher so they may support them with adjustments. We are trying to help them grow academically and not overwhelm them.

If you want additional extensions for your child, we have shared a list of [resources](#) that we will continually update. These resources are not assigned or graded by teachers, but

are additional resources you can choose to use as a family. If you would like to receive updates on Google Classroom assignments and any missing work, you may email your child's teacher providing the email you prefer to use and ask to be a guardian on their Google Classroom.

Teachers will provide “office hours” up to 90 minutes per day Monday-Thursday, to support their students. We also want to promote well-being. Fridays are for students to have time to catch up, extend their learning, work on “passion” projects or spend family time.

Grade Levels	Time Spent / 4 Days Per Week *May vary by course.
Transitional-Kindergarten	1.5 hours
Kindergarten	1.5 hours
First Grade	2 hours
Second Grade	2 hours
Third Grade	2.5 hours
Fourth Grade	2.5 hours
Fifth Grade	2.5 hours
Middle School	2.5 hours per course per week
High School	3 hours per course per week

BUSD

Recommendation of reasonable time spent on school work per day.

Students with disabilities: The suggested amount of time your student should spend on school work can be found below; however, it is important to note that some students might require more time to complete assignments. If your student has such accommodations on his/her IEP, the special education teacher will implement those accommodations and supports, so your student is successful. Special education teachers will focus on IEP goals to ensure progress is maintained.

Grading:

We continue to think deeply about the new distance learning model and how to keep our students **engaged, supported** and **progressing** as much as possible. We are ever mindful of the varying home situations and are taking great care to ensure the learning process is reasonable and designed to support what students have learned to date, and their engagement with identified essential learning standards per grade level and course offering.

With this in mind, we believe there is wisdom in continuing to use our existing grading systems at each level, albeit modified, with letter grades for the grading period at the middle and high school levels, and a narrative report card at the elementary level. The use of grades at the secondary level is a feedback system of which students, staff and parents are imminently familiar. Our primary goal is to provide students with feedback to further their learning in a **flexible, non-punitive** manner that is **empathetic** to the variances of home situations. We understand that no student feedback system is perfect, and we will continue to monitor all of this very closely as we move forward.

What may help students succeed during this time?

- Try your best for personal growth.
- Keep a routine.
- Set aside a stretch of time each day to be "in school."
- Daily, go to the active Google Classroom for each of your courses and map out the due dates for assignments, scheduled Virtual meetings, quiz, etc. check off when completed [Sample Template](#).
- Check each class each day to see any updated posts, and mark those updates on your calendar.
- Do assigned work and ask for assistance when needed.
- Complete an assignment to avoid having too many assignments open at once.
- If work cannot be completed on time, notify the teacher.
- Participate in offered Live sessions, when available, via ZOOM etc. or watch the recorded session.
- When in doubt, ask.
- Be confident in yourself, and try different strategies.
- Find something that interests you and explore it.

Recommended Virtual Classroom etiquette:

- Login through your school Google account
- Follow teacher direction.
- This is a virtual classroom. Appropriate classroom behavior is expected.

- Try to log into your meeting from a distraction free, quiet environment.
- Close unneeded applications on your computer to keep the video optimally functioning.
- If your teacher allows you to use a digital background, choose one at the beginning of the meeting and stick with it. Background changing during the meeting is distracting to others.(Make sure it is school appropriate).
- Please keep your audio on mute until you want to speak. (lower-left corner of your screen).This will help to limit background noise.
- If you would like to speak or answer a question, use the “Raise Hand” feature or physically raise your hand. Then unmute yourself after you are called on.
- If you would like to use the chat box-if it is an option- (at the bottom and center of your screen), remember that it is public and a record of the chat is kept and archived. Be school appropriate.
- Have paper and a pen or pencil handy to take notes.
- Unless your teacher recommends no video-make sure your video is on so we can see your Smiling Faces unless your teacher asks you to stop the video.

Tip: Be mindful of your background lighting. If you are sitting in front of a window, you may be completely darkened by the light coming through the window.

~Enjoy seeing your classmates. We love seeing you!

Frequently Asked Questions:

Does Google Classroom need to be accessed from a ChromeBook?

- No, Google Classroom can be accessed from a PC (Windows or Apple) or ChromeBook, as well as phones with app. installed.

What do I do if my child can't log into Clever or Google Classroom?

- Your child may be trying to log in from his/her personal account.
- Google Classroom must be accessed through the school Google accounts. You MUST log out of all NON-BUSD Google accounts.
- Then, log in with your Student's BUSD Google Account (DO not use Student Badges “QR Codes” at this time).
- Use this [BUSD Online Distance Learning Access](#) step by step directions to help.

What if my child needs help navigating Google Classroom?

- Use this [Tips for Supporting Your Student in Google Classroom](#) slide presentation to help.

What do I do if my child's device does not connect to the internet?

- Power off and restart the computer.

- After login, confirm that the password to your home wireless environment is correct and the device is connected.
- Record any error message and contact your Internet Support Provider (ISP) to rule out issues.
- If no issue is found on ISP side and any other personal devices are working without issue, please email techsupport@beniciaunified.org to arrange for a replacement computer

What do I do if my child's device drops from the internet?

- Power off and restart the computer.
- After login, confirm that the password to your home wireless environment is correct and the device is connected.
- Record any error message and contact your Internet Support Provider (ISP) to rule out issues.
- If no issue is found on ISP side and any other personal devices are working without issue, please email techsupport@beniciaunified.org to arrange for a replacement computer

What do I do if the webpage my child is supposed to access is inaccessible or will not load?

- Determine if you can access other websites (Amazon,Google etc.)
- Power off and restart the computer.
- After login, confirm that the password to your home wireless environment is correct and the device is connected.
- Record any error message and contact your Internet Support Provider (ISP) to rule out issues.
- If it is still not working, please email techsupport@beniciaunified.org

What do I do if my child's device will not charge (hardware)?

- Confirm all cables\cords to the charger are properly seated.
- Try a different electrical outlet.
- Confirm that the plug is completely seated in the charging port on the device and that there is a charging light .
- If it is still not working, please email techsupport@beniciaunified.org

What if the TrackPad is not working (hardware)?

- Power off and restart the computer.
- If it is still not working, please email techsupport@beniciaunified.org to arrange for a replacement computer

What if the screen display is distorted \ dark \ all white (hardware)?

- Please email techsupport@beniciaunified.org to arrange for a replacement computer

What if the Keyboard is not working properly?

- Please email techsupport@beniciaunified.org to arrange for a replacement computer

What if the computer is lost, stolen or damaged?

- Please email techsupport@beniciaunified.org