



Silicon Valley Career Technical Education

Metropolitan Education District

Plan for Continued Learning during School Closures due to COVID 19

During the closure of our schools, Metropolitan School District is committed to delivering high-quality career, college and technical education learning opportunities to students to the extent feasible through, among other options, distance learning.

What is distance learning and what will be needed?

It is important to remember that while you are not physically in school, school is still in session and you are expected to engage in your coursework. Distance Learning means that you are attending class online, completing and submitting assignments, and interacting with your teachers using the online tools designated by your teachers and supported by the District.

The following tools will be essential to the successful implementation of distance learning:

Required:

- computer or mobile device
 - if students do not have access to a computer and they are not able to obtain one from their home school, they can reach out to our Academic Project Coordinator, Marleen Dinis to request a chromebook by emailing her at mdinis@metroed.net.
- internet access
 - if students do not have access to internet, they can access a no cost or low cost service

If you do not have a cell phone with a data plan and you cannot use an existing network, a good option might be Spectrum/Charter, which offers free Spectrum broadband and Wi-Fi access for 60 days to households with K-12 and/or college students who do not already have a Spectrum broadband subscription. To enroll call 1-844-488-8395. *Installation fees will be waived for new student households.*

paper and pencils/pens to take notes and work through problems & assignments

Ideal to have but not essential or required:

headphones

printer and/or scanner

Information for Students

What will my class look like? What can I expect from my teachers? What will be expected of me?

Google Classroom or Canvas will continue to be the home base for your classes. Your teachers will communicate to you in their Distance Learning explanation email (syllabus) which system they will use. Teachers will post assignments, resources, and grades through the system they inform you of.

Distance/Flexible Learning Explanation: Your teachers will be providing you a new explanation sheet (via email/google classroom or sites/canvas) to explain how they will conduct their classes, assignments, and communications with you in this new learning environment. This document will also include information about how you should communicate with your teacher if you have questions or need help with assignments.

Schedule: Your class will have a designated time for you to engage with your teacher for that specific period. These are dedicated times for you to connect with your teacher to review content and assignments, have small group discussions, and/or interact with your classmates. Your teachers will be able to conduct class check-ins through an online meeting using Zoom, Google Hangout & Meet, Google docs, an email exchange, or some other method the teacher has specified to demonstrate that students are engaged in the class. (Refer

to your Explanation Sheet/email to see how the class will be conducted.) This class period time is when your teachers will assign work and when you will submit your work.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 9:00	Staff meeting/Sector collaborations	AM Class Session	Teacher Prep	AM Class Session	Collaboration IEP Coordination
9:15 - 10:15	Virtual Office Hours				
10:45 - 12:15	Regular scheduled teacher workday per article 9000				
12:30 - 2:00	PM Class Session	Teacher Prep	PM Class Session	Professional Development/ Collaboration	IEP Coordination Improvement Plans
2:00 – 3:00	Virtual Office Hours				

During your designated period, your teacher will let you know if there will be an actual class session where you will need to engage via zoom, google hangout, or another means by which to connect to listen to a lecture, slide show, or get information. The 1.5 hours designated for each period twice a week are for you, your classmates, and your teachers to connect via email, google classroom, video, google meets, canvas, or another platform. During these times, your teacher will assign the work for the week for that class period. Each teacher will assign you no more than 2.5 hours of work outside of the designated class period for the week.

Consistent with Education Code section 51512, the unauthorized use of listening or recording devices in any classroom, which shall include online classrooms, without the prior consent of the teacher and the Director of Programs is prohibited.

Your designated class period for one hour and half may look like any of the samples below but can also change from week to week. Your teacher will inform you of how the sessions will be organized.

Sample Period Schedule

7:30 - 8:00 Review assignments posted by teacher and get organized, check schedule
8:00 - 8:30 Class session through zoom or google hangout: Teacher provides you with a link to join and you “attend” class for these 30 minutes
8:30 - 9:00 Work on assignments for this class, prepare questions to ask during office hours, connect with other students in this period

Sample Period Schedule

12:30 - 1:00 Class session through zoom or google hangout: Teacher provides you with a link to join and you “attend” class for these 30 minutes
1:00 - 1:15 Work on assignments, create a virtual study group with classmates for that period
1:15 - 2:00 Work on assignments for this class, prepare questions to ask during office hours, connect with other students in this period

Sample Period Schedule

7:00 - 7:30 Submit tasks and assignments from the previous week
7:30 - 8:00 Review new assignments/tasks that have been posted and post questions to teachers via email, schoolloop or google classroom
8:00 - 8:15 Watch video of lesson posted by teacher, review lesson powerpoint or google slides
8:15 - 8:30 Organize work, submit assignments, connect with classmates

Sample Period Schedule

12:30 - 2:00 Work on missing assignments to improve your grade, complete new weekly assignment posted, get organized and ready for following week's assignment for this period
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The designated time for each period does not mean that you will have to be “attending” class through some virtual platform for the entire time. The designated time allocated for each period is so that there is structure to your day and week and so that we do not create scheduling conflicts from teacher to teacher and school to school. Each teacher will decide how to use the 1.5 hours for each period. If you have conflicts between your home school and SVCTE course schedule please let your home school and SVCTE teacher know so they can assist you in what will be required to get attendance and participation in both courses.

Office Hours: All teachers will be online and available for students to drop in with questions during the scheduled Office Hours period. Teachers will establish in their *Distance Learning Explanation Sheet* a method for conducting Office Hours (zoom, google hangout, canvas, google classroom, or email). You are not required to attend Office Hours, but we encourage you to use this time to get help or ask questions that you may have during the week.

Level of Engagement: Engagement for each class will be determined based on your participation demonstrated in any of the following ways:

- Check-ins as scheduled for each period
- Submission of work/assignments as posted by teacher for each period
- Responding to postings and/or emails for each period during the designated time for each period

If a student becomes ill and is unable to engage with their classes, parents/guardians are to email teachers to let them know.

If a student is unresponsive and has not engaged at any level, teachers will be able to submit a “request for student follow-up” that will be acted on by school personnel.

Grading: Grades are to be formative and not punitive. During these times, we must allow for flexibility and to a certain degree leniency given the various factors that are currently out of our control. We must take a culturally, trauma-informed lens as we shift to distance learning and in particular, as we determine how our students will be graded and/or assessed. We recognize that this learning environment cannot replace the in-person hands on experience yet our goal is to maintain a level of learning so as to prevent regression or loss of learning.

Grades are to be determined using the following measures:

- Submission and completion of posted assignments
- Proficiency as measured by assignments

During this time, no student's grade will be negatively impacted. No grade will drop from the grade that will be calculated from assignments that were collected yet may not have been graded or posted prior to March 13th.

What are some tips for being successful in a distance learning environment?

- **Become familiar with the Distance Learning Schedule** so that you know when to check in online for each of your classes. Then set a routine for yourself that is your dedicated "school time." Remember, this is not time off - you are still attending school, but in a different learning environment. Be sure to schedule time to take a mental break, get a snack or some fresh air: we suggest a 15 minute break for every 1.5 to 2 hours of work. Having a routine will help you focus and use your time effectively.
- **Create a work space for yourself** so you can use an electronic device such as a computer, open a textbook, and complete assignments. As much as possible, minimize potential distractions such as a TV. While your bed might look like a comfortable place to work, it might not be the best place for you to focus on coursework.
- **Practice good online etiquette.** Treat your online classroom as you would your regular, in-person classroom with appropriate attire, backgrounds, and behavior during your class online meetings. Use appropriate and considerate language and keep topics professional and relevant to the course material. Consistent with Education Code section 51512, the unauthorized use of listening or recording devices in any classroom, which shall include online classrooms, without the prior consent of the teacher and the principal of the school is prohibited.
- **Stay connected to your classmates and teachers.** Outside of your scheduled period time, email and/or connect with your teachers during Office Hours to check in and ask questions. Stay connected with your classmates by creating virtual study groups and using zoom, google hangout, facetime to socialize.

What do I do if I need help?

- **Reach out to your teacher.** All teachers will be available during Office Hours (see schedule above) so you can ask questions and get help quickly through email, canvas, or another digital platform.
- **Reach out to your Guidance Counselor.** Guidance Counselors at your home school or to Lora Hunter, SVCTE Lead Counselor. Counselors will also be available during Office Hours by email or some other digital platform.

Information for Parents

How can I support my student in Distance Learning?

- **Set a routine to distinguish “school time” from being at home time.** This may include a quiet work space where the student can use a textbook and complete writing assignments or use an electronic device such as a computer. As much as possible, minimize potential distractions such as a TV. Be sure to schedule time for your student to take a mental break, get a snack or some fresh air: we suggest a 15 minute break for every 1.5 to 2 hours of work. Creating structure for your student will help them focus and use their time effectively.
- If there are other household members at home, **establish expectations for protecting “school time” for your students** and minimizing distractions or interruptions.
- Recognize that students are not used to learning in a completely online environment. Check in with your student about what they are finding challenging or confusing about their online work. Encourage them to reach out to teachers and counselors if they are struggling.
- The experience of distance learning is different from in-person learning in a physical classroom. Support your student by setting up a routine together and allowing for variation on how and when your student works. Monitor their stress level, participation in class check-ins, and ability to complete assignments. This is not the time to add supplemental learning opportunities.
- Remember that school is about social interactions as well as academics. **Encourage your student to reach out to friends by phone or online** so they have opportunities to stay connected.

What do I do if I need help in supporting my student?

- **Accessing your online accounts:** If you do not have a parent user account for Infinite Campus, contact amkelley@metroed.net for instructions on setting up your account in the system.
- **Student illness/absence:** Please inform your student's teacher if they are ill and are unable to engage for any given class.
- **Monitoring your student's progress:** Teachers will post assignments and grades in their designated system. You can log in to view these or you can talk with your student about their classes and assignments.
- **Student wellness/mental health support:** Contact your student's Guidance Counselor or Administrator to share your concerns. They will work with you to determine next steps for supporting your student.
- **Request for assistance:** If you need assistance, please send an email to lhunter@metroed.net and school personnel will respond to your request.
- **School Site Contacts:** If you need assistance, please email mdinis@metroed.net or amkelley@metroed.net.