Student & Parent/Guardian
Distance/At Home Learning Guide

The WSCUHSD staff realizes the unusual situation we currently face, in addition to the closures of the past that have created stress and anxiety among our staff, students and parents/guardians. As we approach a Distance/At Home Learning Model, we’d like to offer a few helpful tools and tips, as well as share the key operations of our Online School.

We are committed to:

● Connecting with and supporting all students at WSCUHSD.
● Maintaining purposeful learning opportunities.
● Providing flexibility, understanding and compassion for all students and their families during these uncertain times.
● Understanding the essential ingredient to good education is taking care of ourselves.
   ○ Find time to read, relax, take walks, and enjoy family.
   ○ Establish a routine that works for you and your family.
● Taking risks that help us.
   ○ Learning under these conditions can be challenging. Try to approach this as an opportunity.
   ○ Learn something new - new technology, new way of doing something, or a new way of thinking.
● Having fun and being kind.
   ○ Find some humor in the process as we learn and grow together.
   ○ Be kind and compassionate to those around us as we are all challenging our learning curve.

The home/school connection will be critical as we move forward!
Parent/Guardian Resources for Supporting Distance Learning

Parent/Guardian Role as a Learning Coach

What does it mean to be a Learning Coach?
The parent’s/guardian’s role in an At Home/Distance Learning model can be different than when a student is on campus in their classrooms. You will now see your home transform into a classroom. Your student will still be working with teachers, but in a different way. Many will be connecting with their teachers through their phone, a computer, a telephone, or other means, just not the way many of us are accustomed to. Teachers will still be providing work, creating lessons, and answering questions just as they did in the classroom, but now it will be happening outside of the classroom. Don’t worry; you are not expected to become the at home teacher. We do ask, however, that you continue to support your student’s education through this new way of teaching and learning by doing a few simple things (Deep breath, none of which will require you to get an online degree in each of your student’s subjects).

Here are a few ways you can help:

- **Schedule**: Creating a schedule provides structure to the day and reduces uncertainty. A schedule keeps things predictable which is part of feeling secure. These are challenging times and students are going to show the stress in different ways. Creating a routine around school can provide a level of certainty that is missing from their lives right now.

- **Due Dates**: If students already use a planner, they should continue to use this to monitor the upcoming due dates for assignments. Here is a [blank calendar](#) for you to use if you'd like. Make a copy and you can edit it to fit your style. There are many more free options online.

- **Productive Space**: This is a great opportunity for students to recognize how and where they work best. Have a conversation to decide what's going to work in your home space to allow them to have Zoom appointments, watch teacher instructional videos, etc. in a distraction free space.

- **Materials**: Decide what is going to work as an ongoing location for your student to keep the needed materials for classes. If they need to log in for a math class, they shouldn't search for a ruler or pencil during class time. These should be gathered before a class, work session, etc.
• **Looking Like A Student**: Even though school is happening at home, you'll want to encourage your student to look and act like a student. This includes sitting in a chair, keeping eyes on the instructional delivery, engaging in the process as much as if they were in a classroom. Staying in pajamas all day doesn't create the mindset of the work and learning to be done.

• **How To Ask A Question**: Teachers will make themselves available for questions, but it may be through email or Google Classroom, and not always 'live'. You will also be fielding quite a few. It can be hard for a student to articulate the questions and they may just say, 'I don't get it.' This isn't going to change overnight, but this experience can provide the opportunity to help students come up with specific questions instead. This is going to be particularly important if they are contacting their teacher for additional support. Helping them show you what they “do get” is a good place to start. Pulling out vocabulary within a question can also be a good way to figure out what they “don't get”. Sometimes it's the words used and this can be an easy fix.
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Class Schedule

Key Information
Distance/at home learning will begin on March 30, 2020

The Schedule

We will be moving to a modified day schedule as shown below

WSCUHSD At Home Learning Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday through Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Collaboration and Prep Time</td>
<td>Student Instructional Time</td>
</tr>
<tr>
<td>Student Work time</td>
<td></td>
</tr>
<tr>
<td>9:00am - 2:00pm</td>
<td>10:00am - 2:00pm</td>
</tr>
</tbody>
</table>

Monday: Students should use the time to work on assignments and projects. Teachers may post new assignments for the week on this day. Each Monday teachers will continue to re-evaluate instruction and make learning adjustments as necessary.

Tuesday through Friday: Students will receive instruction and assignments on these days. Teachers will hold office hours and contact students to answer questions.

We have created a modified schedule to help limit the amount of computer screen time students may experience. Students will access learning plans through Google Classroom and may have online contact with teachers and peers during the scheduled time. Please note much of what students are being asked to do can be completed offline. We recognize that technology issues may arise for all of us, so please be patient as we move forward together.

Analy High School

Teachers will notify parents/guardians and students of specific times for classes and office hours.
### El Molino High School

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Subject</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Teachers may post assignments. Student work time.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>English</td>
<td>10:00 am</td>
<td>12:00 pm</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>12:00 pm</td>
<td>2:00 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Math</td>
<td>10:00 am</td>
<td>12:00 pm</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>12:00 pm</td>
<td>2:00 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>World Language</td>
<td>10:00 am</td>
<td>12:00 pm</td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td>12:00 pm</td>
<td>2:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>CTE/Ag</td>
<td>10:00 am</td>
<td>12:00 pm</td>
</tr>
<tr>
<td></td>
<td>PE</td>
<td>12:00 pm</td>
<td>2:00 pm</td>
</tr>
</tbody>
</table>

### Laguna High School

<table>
<thead>
<tr>
<th>Day</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>10:00-12:00 Credit Recovery</td>
</tr>
<tr>
<td>Tuesday - Friday</td>
<td>2nd 9:00-9:30</td>
</tr>
<tr>
<td></td>
<td>3rd 9:30-10:00</td>
</tr>
<tr>
<td></td>
<td>4th 10:00-10:30</td>
</tr>
<tr>
<td></td>
<td>5th 10:30-11:00</td>
</tr>
<tr>
<td></td>
<td>6th 11:00-11:30</td>
</tr>
<tr>
<td></td>
<td>7th 11:30-12:00</td>
</tr>
</tbody>
</table>

*All Class Assignments posted Monday and due Friday*

*Advisory check-in twice a week*
Resources and Learning Options

Chromebooks & Internet
For students who need to check out a chromebook, we are coordinating with families for a drive through pick up service.

- El Molino Chromebook Devices, please contact Darlene Packard at dpackard.ehs@wscuhsd.k12.ca.us
- Analy Chromebook Devices, please contact info@wscuhsd.org; technology staff will respond ASAP.
- Laguna Chromebook Devices, please contact Kimberly Nyberg at knyberg.lhs@wscuhsd.k12.ca.us
- Internet and HotSpot options for all sites, please contact info@wscuhsd.org; technology staff will respond ASAP.

In your email, please include: Student Name, ID Number (if you have it) and a phone number we can reach you. We will confirm your needs and coordinate a pickup time and date with you.

For families who do not have internet connection there are a few options.

1. Many cable companies are offering free or reduced-fee internet access. Some are waving installation fees and/or providing free equipment. They are also prioritizing K-12 families installation.
2. Additional Information about these programs can be found HERE or below:
   - Sonic: https://www.sonic.com/cov19
   - Comcast: https://corporate.comcast.com/covid-19
   - Comcast: has opened all their Community HotSpot locations to everyone, to find a hotspot hear you go to: http://wifi.xfinity.com/#find-a-hotspot

   The District Technology Team is working with T-Mobile to secure HotSpot Wifi devices for families without internet access. Those devices have not yet arrived, but when they do we will reach out to our families in need.

3. If you are still unable to secure internet access, please complete the Learning Packet Request Form so we can assemble learning packets for your student(s) and communicate with you regarding picking up the packet.
Student Participation Expectations and Final Grades

Student Participation and Work Completion Expectations
Per California Education Code students are still required to participate in their education during school site closures. Families have an obligation to compel their student to participate in learning, and schools have an obligation to provide support and services as needed to facilitate student involvement.

- If you have concerns related to technology access, managing student work loads or other supports needed, please reach out to your student’s counselor via email to request assistance.
- Students who are not participating or completing work will first be contacted by their teachers to clarify expectations and provide directions on accessing class materials.
- If students are continuing not to participate or complete work, WSCUHSD Support Staff will contact families to assess needs and provide support for students to engage in their education.
- Students who show a pattern of non-participation or lack of work completion over several weeks will be contacted by site leadership to advise them and their families of the potential consequences of not meeting their obligation to participate in federally mandated public education through age 18, or enrollment in a non-public school or alternative program.

Grades and Grading
Students will be held harmless which means, due to the crisis, WSCUHSD students will not receive a grade lower than his/her 3rd quarter grade. However, participation is required in order to earn the full 5 credits for the semester or 2.5 credits for the quarter. Students will not be penalized for inability to access online education. Please complete the Learning Packet Request Form so we can assemble learning packets for your student(s) and communicate with you regarding picking up the packet.

Faculty will continue to provide lessons, assignments and assessments and we expect students to be working in good faith. WSCUHSD faculty will continue to maintain and update the Aeries Gradebook so parents/guardians and students can see the students’ progress in each subject matter. Please note, the progress seen in the Aeries Parent and Student Portal is to provide feedback on the students progress in each course.

A student having an unsatisfactory grade at the end of the 3rd quarter has the opportunity to raise their grade to a satisfactory 4th quarter and semester grade by taking advantage of the opportunities provided via Distance/At Home Learning.

EdOptions Independent Study and Courseware Independent Study
Students currently enrolled in EdOptions Independent Study and Courseware Independent Study should continue to work on their assigned courses. Students should contact Mr. Ramalia at dramalia.do@wscuhsd.k12.ca.us to set up individual online check in times.

Credit Recovery - Courseware
Students currently enrolled in Courseware Credit Recovery with Mr. Ramalia should continue to work on their assigned course. If you have any questions, please contact Mr. Ramalia, dramalia.do@wscuhsd.k12.ca.us.
Student Behavior Expectations

Academic honesty, mutual respect and proper etiquette are not accidental outcomes in a Distance/At Home Learning environment. They are, for West Sonoma County Union High School District students, teachers and staff alike, a belief that we have the capacity and dedication to adjust to this temporary reality. It is essential that an academic community uphold these values through systems designed to protect the freedom to teach and learn. The Student Conduct System is one mechanism by which WSCUHSD endeavors to develop in all students a sense of responsibility to our learning and teaching community. When students fail to act in accord with the rules, they will be held accountable for their actions. The purpose of the Student Conduct System is not solely to punish students for violations, but to help them understand and accept their obligations as members of this academic community. Please refer to your Parent and Student Handbook for a complete list of rules and expectations.

ACADEMIC HONESTY: The WSCUHSD community expects a full commitment to academic honesty from each student. Academic Honesty means:

- Your work on each assignment will be completely your own.
- Your collaboration with another classmate(s) on any assignment will be in accordance with your instructor.
- You will not practice plagiarism of any form. Plagiarism is defined as follows:
  - Copying or using ideas or words from another online classmate, or an Internet or print source and presenting them as your own.
- If an instructor confirms that a student has plagiarized work, the student will be subject to consequences determined by their instructor and/or WSCUHSD administration.

DISCIPLINE: All students are subject to the rules related to threats, intimidation, harassment and use of profanity or vulgarity, which exist under section 48900 of the California Education Code. If you feel you are being harassed in your course environment, it is important to report it immediately to your instructor or WSCUHSD administration. Harassment comes in many forms, including Spam (unsolicited e-mails not pertaining to the course), threatening communications; offensive ecommunications or any other kind of communication that makes you feel uncomfortable.

NETIQUETTE: A high sense of mutual respect, self-respect and integrity is expected for WSCUHSD students at school and in online settings. All students are expected to conduct their communications in a professional, respectful manner. The use of proper Internet etiquette is expected at all times. Inappropriate language, behavior, or use of other’s images/likeness without permission will result in disciplinary action.
Student Academic Supports

Student Supports
WSCUHSD is committed to supporting struggling students during this process, and is attempting to maintain its current support systems with as much continuity as possible. See below in regards to specific programs:

- Math Support
- Teacher office hours
- Therapist Sessions - Groups and Individual
- Safe School Ambassadors for peer support
- Daily check-ins
- College and Career support
- Aeries Portal for monitoring progress
- Support for academic and behavioral concerns
- Wellness Line (707) 824-6403
- Wellness Email wellness@wscuhsd.org
- Drug and Alcohol counseling
- All IEP and 504 accommodations remain in place
- Student Technology Support: technology@wscuhsd.gofmx.com

We will be hosting a Parent/Guardian Support Night via Zoom to answer questions and give you an opportunity to share experiences. If you are interested, please contact your student’s counselor. (Event time TBD).
School Counselor and Social-Emotional Supports

Counseling
The Counseling staff will be available by email beginning March 30th and will respond to emails within 24 hours. Please email your student’s counselor directly with questions or concerns. If you need or prefer to communicate in a way other than email please indicate in your message:

· By phone call
· By Zoom (which will require you to download the app and have a camera on your device)

Counselor Assignments (assigned by grade level & last name) and Counseling Staff:

**Analy:**

<table>
<thead>
<tr>
<th>Students</th>
<th>Counselor</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - GOM</td>
<td>Lucia Garcia</td>
<td><a href="mailto:lgarcia.ahs@wscuhsd.k12.ca.us">lgarcia.ahs@wscuhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>GON - O</td>
<td>Ellisa Beamish</td>
<td><a href="mailto:ebeamish.ahs@wscuhsd.k12.ca.us">ebeamish.ahs@wscuhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>P - Z</td>
<td>Linda Ruder</td>
<td><a href="mailto:lruder.ahs@wscuhsd.k12.ca.us">lruder.ahs@wscuhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>College and Career Center</td>
<td>Paula Bush</td>
<td><a href="mailto:pbush.ahs@wscuhsd.k12.ca.us">pbush.ahs@wscuhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>Nancy Siebert</td>
<td><a href="mailto:nsiebert.ahs@wscuhsd.k12.ca.us">nsiebert.ahs@wscuhsd.k12.ca.us</a></td>
</tr>
</tbody>
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**El Molino:**

<table>
<thead>
<tr>
<th>Students</th>
<th>Counselor</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - L</td>
<td>Claudia Camacho</td>
<td><a href="mailto:ccamacho.ehs@wscuhsd.k12.ca.us">ccamacho.ehs@wscuhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>M - Z</td>
<td>Marilu Saldana</td>
<td><a href="mailto:msaldana.ehs@wscuhsd.k12.ca.us">msaldana.ehs@wscuhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>College and Career Center</td>
<td>Leah Woody</td>
<td><a href="mailto:lwoody.ehs@wscuhsd.k12.ca.us">lwoody.ehs@wscuhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>Sharon Hallengren</td>
<td><a href="mailto:shallengren.ehs@wscuhsd.k12.ca.us">shallengren.ehs@wscuhsd.k12.ca.us</a></td>
</tr>
</tbody>
</table>

**Laguna:**

<table>
<thead>
<tr>
<th>Students</th>
<th>Counselor</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Kim Finch</td>
<td><a href="mailto:kfinch.lhs@wscuhsd.k12.ca.us">kfinch.lhs@wscuhsd.k12.ca.us</a></td>
</tr>
<tr>
<td>College and Career Center</td>
<td>Leah Woody</td>
<td><a href="mailto:lwoody.ehs@wscuhsd.k12.ca.us">lwoody.ehs@wscuhsd.k12.ca.us</a></td>
</tr>
</tbody>
</table>

**Teacher Communication**

If you have questions about particular classes or assignments, please contact teachers directly. You can find all teacher emails on the Staff Directory page of each site. Analy, El Molino, Laguna

**Mental Health**

If students are struggling with emotional overwhelm or other mental health challenges, they can call our Wellness Warmline at 707-824-2306 or email wellness@wscuhsd.org. You will be able to leave a confidential message or email and a counselor will get back to you as soon as possible. This is not a crisis line. For emergencies, call 9-1-1. To learn about other local mental health resources, call 2-1-1.
Administrative Office and Food Services

Registrar
If you have questions about transcripts, please contact:

<table>
<thead>
<tr>
<th>Analy</th>
<th>El Molino</th>
<th>Laguna</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Siebert</td>
<td>Sharon Hallengren</td>
<td>Kimberly Nyberg</td>
</tr>
<tr>
<td>707-824-2305</td>
<td>707-824-6571</td>
<td>707-824-6485</td>
</tr>
<tr>
<td><a href="mailto:nsiebert.ahs@wscuhsd.k12.ca.us">nsiebert.ahs@wscuhsd.k12.ca.us</a></td>
<td><a href="mailto:shallengren.ehs@wscuhsd.k12.ca.us">shallengren.ehs@wscuhsd.k12.ca.us</a></td>
<td><a href="mailto:knyberg.lhs@wscuhsd.k12.ca.us">knyberg.lhs@wscuhsd.k12.ca.us</a></td>
</tr>
</tbody>
</table>

Work Permits
If you are in need of a work permit, please print a copy of the work permit application and do the following:

1. Complete the application in its entirety. It must be legible in order to be processed.
2. Include your full social security number, student ID and counselor name.
3. Take the application to your employer. The employer must fill out and sign their section.
4. Get your parent's signature. This is required to give you permission to work.
5. Once completed, scan the application and email to your counselor
6. Once the official permit is ready it will be mailed to your home address.

If you have any questions please contact your counselor.

Change of Contact Information/Mailing Address
If any of your contact information or address has changed please send an email to your school’s registrar (listed above) so that we can keep your student’s information as up to date as possible and prevent you from missing out on important communication.

Aeries Parent Portal (Parent/Student Portal)
If you have not activated or are having an issue with your parent portal in Aeries, please contact technology support: technology@wscuhsd.gofmx.com.

Meals
The free grab-and-go Monday through Friday lunch program begins Monday, March 23. Any child ages 0-18 can show up at any lunch site. All children are welcome, from any school district. Although we prefer that children are present to get the meal, parents who must leave children at home will be allowed to take meals for their child/children. The important thing is to get meals to the children in our community who need them.

Grab-and-Go Lunch - 11:00am - 12:30pm - Monday through Friday at Analy and El Molino High Schools.
Campus and Facility Access

Complete Facility Closure

Sonoma County has ordered all city, county, state and federal parks, as well as parks on school grounds and beaches to be closed. This is a temporary measure for the benefit to public health.

The West Sonoma County Union High School District’s campuses will be closed until the Shelter in Place order has been lifted. The campuses are monitored by security cameras. Trespassers may be contacted by the Sebastopol Police Department and the Sonoma County Sheriff’s Office.

The closure applies to all parts of the campus, including the tennis courts, outdoor basketball courts, the track and turf inside the stadium, all baseball and softball diamonds and the grass around the baseball and softball diamonds.

Additional Resources:

Zoom Directions for Students - help students understand how to connect with teachers via Zoom

Calm Meditations - short audios that calm the nerves

Audible Stories - audio version of novels students may be assigned

Intro to Google Classroom in English - demonstration of Google Classroom to help parents understand what they are seeing

Intro to Google Classroom in Spanish - demonstration of Google Classroom to help parents understand what they are seeing

Common Sense Media - navigate the world of devices and electronics as a parent

Naviance Log In Directions - great place for extra credit and career exploration. Get help on how to log into your account through this slide show.

Analy Naviance  El Molino Naviance  Laguna Naviance

Student Technology Support - technology@wscuhsd.gofmx.com