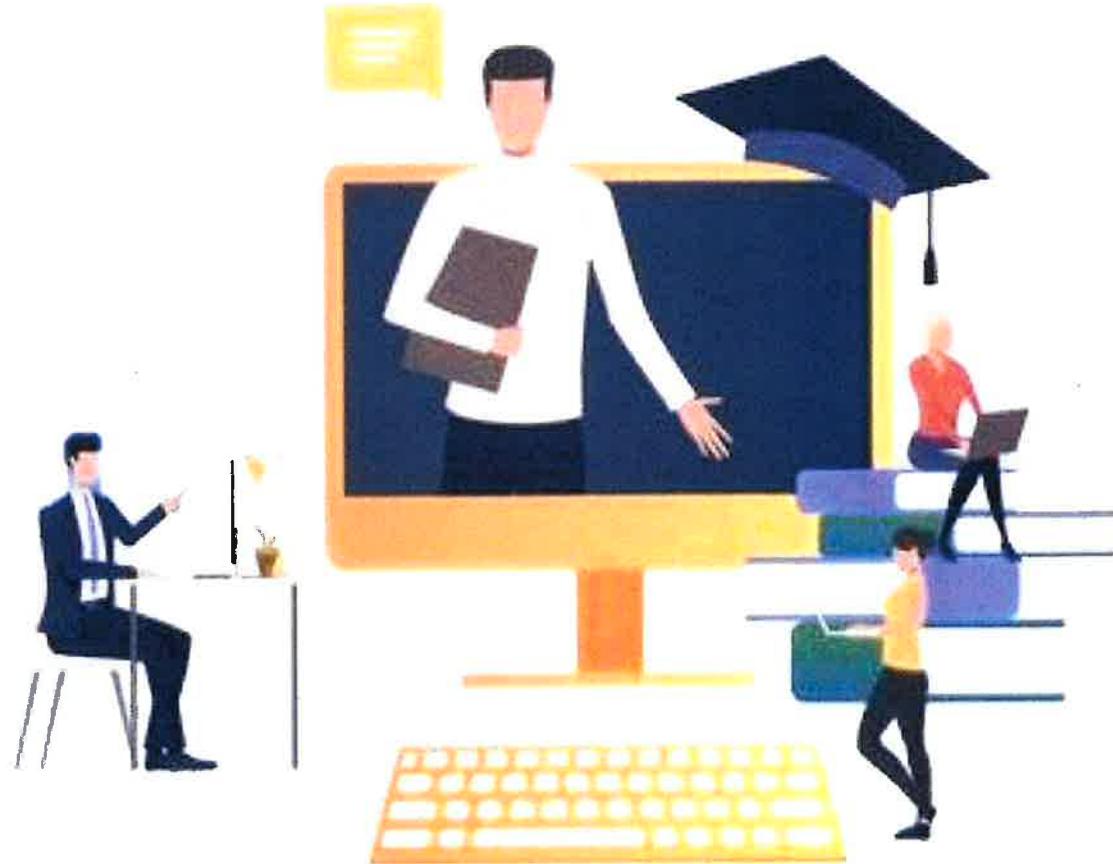


**Brawley Elementary School District
2020-2021**



Parent Distance Learning Guide



Board Approved 8-11-20

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Goals

Our goal is to ensure that students continue to learn and thrive in our schools, we have developed a distance learning plan intended to support students using either digital and/or non-digital resources. In hopes of minimizing disruption and confusion for families, you can expect that each day your learner will have access to high-quality curriculum materials and teachers to support their learning.

Brawley Elementary School District's commitment to student education during distance learning is consistent through the technology learning model outlined below:

For students learning online: Resources will be shared online, and students' contact with teachers and the school community will occur through digital tools.

Daily, each school site will:

- Provide distance learning materials equitably to all students that reinforce critical grade-level standards and prioritize social and emotional needs
- Ensure all teachers are available and engaged with their students every school day
- Ensure school community is available to students and families during regular school hours through the use of "virtual office hours" with points of contact for
 - Academic support
 - Technology-related support
 - Social-emotional support

Weekly, each school site will:

- Provide clear information to families on what to expect as distance learning plans evolve
- Monitor and track student engagement on a weekly basis
- Support the continued development of teachers to meet the demands of distance learning
- Maintain established structures to facilitate collaborative staff planning and implementation of distance learning plans
- Maintain established structures for family communication so caregivers can share what is working and what is not

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Routine and Structure

For the 2020-2021 school year, the instructional minutes for a school day are a minimum of:

- 180 instructional minutes in TK / Kindergarten

Please remember school is in session, just virtually. We ask parents to support their student with a routine schedule at home for learning.

Below is a 'bell' schedule to help organize our distance learning for students and families. Teachers will use this schedule as a guide, so we can avoid learning opportunities overlapping.

TK/Kinder Student Schedules

Time	Monday - Thursday	Friday
8:00 - 8:30	Students will prepare for learning: eat, stretch, use restroom and prep learning space.	Students will prepare for learning: eat, stretch, use restroom and prep learning space.
8:30 - 9:00	Morning Check In / Zoom Meeting	Morning Check In / Zoom Meeting
9:00 - 9:30	BLOCK 1 - Teacher Led Instruction in Math or ELA Group A Works Independently - Group B	Designated ELD - ELs Independent Work - EO
9:30 - 10:00	BLOCK 1 - Teacher Led Instruction in Math or ELA Group B Works Independently - Group A	
10:00 - 10:15	Movement Break-Restroom/Snack	
10:15 - 10:45	BLOCK 2 - Teacher Led Instruction in Math or ELA Group A Works Independently - Group B	9:30-10:30 Small Group 1:1 AS APPOINTED
10:45 - 11:15	BLOCK 2 - Teacher Led Instruction in Math or ELA Group B Works Independently - Group A	
11:15 - 11:30	Movement Break-Restroom/Snack	10:30-12:00 Students will finish independent work, practice reading skills, and exercise
11:30 - 12:00	Designated ELD - ELs Independent Work - EO	
12:00 - 12:35	Lunch	Lunch
12:35 - 1:20	1:1 Intervention - AS APPOINTED Review student work feedback - AS APPOINTED	Throughout the week, asynchronous instruction will include PE, history and science
1:20 - 2:00	Independent Work- Math/ELA	
2:00 - 2:30	Students will finish independent work, practice reading skills, and exercise	

*For more information please contact student's teacher.

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Routine and Structure

For the 2020-2021 school year, the instructional minutes for a school day are a minimum of:

- 230 instructional minutes in grades 1 to 3

Please remember school is in session, just virtually. We ask parents to support their student with a routine schedule at home for learning.

Below is a 'bell' schedule to help organize our distance learning for students and families. Teachers will use this schedule as a guide, so we can avoid learning opportunities overlapping.

1st and 2nd Grade Student Schedules*

Time	Monday - Thursday	Friday
8:00 - 8:30	Students will prepare for learning: eat, stretch, use restroom and prep learning space.	Students will prepare for learning: eat, stretch, use restroom and prep learning space.
8:30 - 9:00	Morning Check In / Zoom Meeting	Morning Check In / Zoom Meeting
9:00 - 9:30	BLOCK 1 - Teacher Led Instruction in Math or ELA - Group A	Designated ELD - ELs Independent Work - EO
	Works Independently - Group B	
9:30 - 10:00	BLOCK 1 - Teacher Led Instruction in Math or ELA - Group B	Assessments - Group A
	Works Independently - Group A	Works Independently - Group B
10:00 - 10:15	Movement Break-Restroom/Snack	Movement Break-Restroom/Snack
10:15 - 10:45	BLOCK 2 - Teacher Led Instruction in Math or ELA - Group A	Assessments - Group B
	Works Independently - Group B	Works Independently - Group A
10:45 - 11:15	BLOCK 2 - Teacher Led Instruction in Math or ELA - Group B	10:45-11:00 Movement Break-Restroom/Snack
	Works Independently - Group A	11:00-12:00 Students will finish independent work, read a book, and exercise
11:15 - 11:30	Movement Break-Restroom/Snack	
11:30 - 12:00	Designated ELD - ELs Independent Work - EO	
12:00 - 12:35	LUNCH	LUNCH
12:35 - 2:00	Student/Parent Support - Targeted Intervention Contact Teacher if help is needed or continue to complete independent work	Throughout the week, asynchronous instruction will include PE, history and science
2:00 - 2:30	Students will finish independent work, read a book, and exercise	

*For more information please contact student's teacher.

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Routine and Structure

For the 2020-2021 school year, the instructional minutes for a school day are a minimum of:

- 230 instructional minutes in grades 3
- 240 instructional minutes in grades 4 to 8

Please remember school is in session, just virtually. We ask parents to support their student with a routine schedule at home for learning.

Below is a 'bell' schedule to help organize our distance learning for students and families. Teachers will use this schedule as a guide, so we can avoid learning opportunities overlapping.

3rd - 6th Grade Student Schedules*

Time	Monday - Thursday	Friday
8:00 - 8:30	Students will prepare for learning: eat, stretch, use restroom and prep learning space	Students will prepare for learning: eat, stretch, use restroom and prep learning space
8:30 - 9:00	Morning Check In / Zoom Meeting	Morning Check In / Zoom Meeting
9:00 - 10:00	BLOCK 1 - Teacher Led Instruction Math or ELA	Assessments
	Zoom With Teacher - Group A Works Independently - Group B	Takes Assessments - Group A Works Independently - Group B
	Zoom With Teacher - Group B Works Independently - Group A	Takes Assessments - Group B Works Independently - Group A
10:00 - 10:15	Movement Break-Restroom/Snack	Movement Break-Restroom/Snack
10:15 - 11:15	BLOCK 2 - Teacher Led Instruction Math or ELA	10:15-10:45 Designated ELD - ELs Independent Work - EOIs
	Zoom With Teacher - Group A Works Independently - Group B	10:45 -11:15 Intervention/Targeted Instruction Achieve 3000/Dreambox
	Zoom With Teacher - Group B Works Independently - Group A	
11:15 - 11:30	Movement Break-Restroom/Snack	11:15 - 11:30 Movement Break-Restroom/Snack
11:30 - 12:00	Designated ELD Teacher Instruction for ELLs Independent Work for EOIs	11:30-12:30 Students will finish independent work, read a book, and exercise
12:00 - 12:35	LUNCH	12:30 - 1:05 LUNCH
12:35 - 1:15	Intervention/Targeted Instruction Achieve 3000/Dreambox	Throughout the week, asynchronous instruction will include PE, history and science
1:15 - 2:00	Contact Teacher if help is needed or continue to complete independent work	
2:00 - 2:30	Students will finish independent work, read a book, and exercise	

*For more information please contact student's teacher.

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Routine and Structure

For the 2020-2021 school year, the instructional minutes for a school day are a minimum of:

- 240 instructional minutes in grades 7 to 8

Please remember school is in session, just virtually. We ask parents to support their student with a routine schedule at home for learning.

Below is a 'bell' schedule to help organize our distance learning for students and families. Teachers will use this schedule as a guide, so we can avoid learning opportunities overlapping.

7th and 8th Grade Student Schedules

	ODD	EVEN	ODD	EVEN	ODD
Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:45-8:00	"Good Morning, Bobcats!" Live Daily Announcements with Mrs. Marmolejo				
8:00-8:50	Period 1	Home Room (P. 2)	Period 1	Home Room (P. 2)	BB2YF Lesson (P. 1)
9:00-9:50	Period 3	Period 2	Period 3	Period 2	Second Step Lesson (P. 3)
10:00-10:50	Period 5	Period 4	Period 5	Period 4	Intervention
11:00-11:50	Period 7	Period 6	Period 7	Period 6	
11:50-12:25	Lunch				
12:25 -1:00	Complete Independent Work; Contact Teachers to Schedule Additional Help				Lunch
1:00-3:00	Complete Independent Work; Teachers are Available to Provide You with Additional Support				

*BB2YF- Building a Bridge to Your Future

For more information please contact student's 2nd period home room teacher.

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How to help

We recognize that sustaining distance learning is not something most families have ever had to do. We will work with families to determine how we can best support you. However, as we make this transition to distance learning, here are some general tips that families can consider.

For All Students:

- 1. Keep talking in the language most comfortable to you:** Talking, reading, discussing texts, and helping your child with their schoolwork in your home language are all encouraged and beneficial.
- 2. Take breaks:** Moving around every 30-60 minutes helps keep the mind fresh and the body engaged. Here are 2 possible resources:
 - [Move More at Home, 10 ways to keep your kids moving, from Iowa Healthiest State Initiative](#)
 - [Coping with COVID-19, Suggestions to help children exercise, from Gretchen Rubin](#)
- 3. Talk about feelings:** On top of all the disruption, these are frightening times that are filled with sometimes terrible news. Making time to check in with your child and give them opportunities to express their feelings can help.
- 4. Celebrate success and offer frequent encouragement:** One way teachers keep students motivated at school is by giving feedback. At home you can encourage your child by complimenting them on schoolwork well done, using a sticker chart, hanging up your favorite work, or simply offering some kind words and smiles.

For Middle School Students

- 1. Monitor tech time:** During tech time make sure the device and screen are in view so you can see what your child is doing.
- 2. Set goals:** Creating a daily list of 3-5 things that your child will get done can motivate learning and build independence and follow-through.
- 3. Ask questions:** You can connect and keep learning going by asking your child questions like: What are you working on today? What are you proud of today? What did you accomplish today? What did you find challenging today? For older kids, questions might also include: What will you do if you get stuck? What are your goals for today? How can I support you?



Move more at Home



Coping with Covid-19

Student Expectations

Successful learning

Expectations will look very different in the online learning setting. Students will be expected to maintain the following:

Daily Check in and Attendance

- Students must attend all live sessions (synchronous), including morning meeting, ELA, Math, ELD and Intervention at the elementary level. At the junior high, students are expected to attend all classes as scheduled daily. In addition they must attend the mandatory Daily Announcements.
- Students must complete all learning activities. Daily work will be assigned. This will consist of independent, group, or whole class work. This work is expected to be completed in a timely manner.
- Students are required to attend live instruction and complete all assignments to receive full participation credit.
- Students that are absent from live sessions three or more times per week will be placed on a tiered re-engagement plan.

For All Students, As the Situation Allows:

1. **Set up a learning space/ area to work at home:** Find a spot to be a dedicated work area, ideally away from distractions. This might be standing at the kitchen counter, sitting at a table, working from a pillow on the floor.
 - a. One resource for additional guidance: [UCTV How to Create a Space for Learning at Home](#)
2. **Encourage healthy routines and habits:** Get adequate sleep, exercise and eat well. Limit amount of screen time for entertainment, as well scheduling bedtime and wake up times. Keeping a daily schedule can be helpful.
3. **Try nontraditional forms of learning:** We encourage all to read a book, learn a new craft, or possibly try their hand at cooking. You can brainstorm with your child about things they'd like to try and talk about being brave enough to try new things even if you are not good at them (yet).
4. **Let your kids be bored:** Not every minute needs to be filled with a device or a learning activity. Research suggests that down time is actually great for brain development.

Zoom Etiquette



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Student participation in distance learning is subject to District Board Policies, including but not limited to Board Policy and Administrative Regulation 5144, "Discipline," and Board Policy and Administrative Regulation 6163.4, "Student Use of Technology." Any student who commits any of the offenses described in these Board Policies may be subject to discipline. Parents are responsible for monitoring students' use of technology. Copies of these Board Policies are available online here: <http://www.gamutonline.net/district/brawleyesd/>

It is imperative that all Parents/Guardians and students respect the privacy of others during distance learning. Education Code section 51512 prohibits, in relevant part, as follows:

"[T]he use by any person, including a pupil, of any electronic listening or recording device in any classroom...without the prior consent of the teacher and the principal of the school...Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action."

Consistent with this Education Code section, the unauthorized use of listening or recording devices in any classroom, which includes online classrooms, is prohibited. Parents/Guardians and students may not record teachers, students, or any other participants during live synchronous distance learning (students and teachers are online at the same time and interacting in real time) or asynchronous learning (students are engaging in learning through pre-recorded lessons and instruction).

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Grading

Our district has chosen the following mode for grading students during distance learning:

- Student work will be graded on mastery of their grade level standards
- Student work **will** be graded or evaluated
- Incomplete/missing work and excessive absences can severely impact a student's final grade

Please connect with your child's teacher for more information about specific questions that you may have.

Testing

ELPAC: Students new to California that have a primary language other than English will take the Initial ELPAC to determine language acquisition status. English Learners will take the Summative ELPAC to measure language proficiency.

CAASPP: Students in grades 3rd-8th will take Smarter Balanced Assessments in the spring.

PFT: Students in 5th and 7th grade will take the Physical Fitness Test in the spring.

Common Formative Assessments will be administered to students to monitor progress toward mastery of standards.

Diagnostic Assessments will be administered to determine support needed for students to master the CA standards.

Special Education Program

As we engage in a distance learning model, we will continue to focus on each and every student, promote equity and access, recognize the importance of relationships and collaboration, and provide differentiated support for each student's learning needs during school closures.

- Special education and general education teachers, along with related service providers, will collaborate to modify remote learning materials to meet the needs of students with disabilities. Teachers will continue to modify grades for students whose current IEPs reflect the need.
- Special Education and 504 services and accommodations will be provided as detailed in Individualized Education Plans/504 plans. Case managers will be in touch with students and families to determine appropriate supports on an individual basis.
 - A school-based member of your child's IEP team will collaborate with the school to support your child in accessing remote learning content.

English Learner Program

- Further, we are committed to provide supports for ELs that align, to the greatest extent possible, with the supports EL students received during regular classroom instruction.
- Extended day opportunities will be available to support English Learners with language proficiency and mastery of standards.

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Chromebook Care & Acceptable Use

Charged - Plug in Chromebook everyday



Handle with care - Use two hands when carrying



Respect - Use headphones or mute volume

Operation - No games!! Use when instructed only

Media - Only access apps or sites that teachers assign

Eating snacks - Keep food and drinks away from Chromebook



Be responsible - Know where your Chromebook is at all times

Ownership - Property of School District-Treat Chromebooks well

On-Task - Approved sites only



Keep fresh - Problem? Refresh, Restart, Reboot

Security - Never share your personal info or passwords

Internet Connectivity & Device Access

You will be able to stay in contact with your child's teacher via telephone, email or communication platform. Additionally, the district will be working in close collaboration with our school principals to distribute Chromebooks and additional devices through potential philanthropic contributions. It is our goal to ensure our students have access to electronic learning resources to be successful in distance learning.

Distance Learning Tools & Learning Platforms

We will use a range of distance learning tools to support technology-based learning plans.

District Communication

Using one of the following platforms the district and teachers will maintain contact with parents. These allow a two way communication where parents can also voice their concerns and contact teachers for updates on student learning.

Parent Link Calls

Letters

REMIND

BESD Web Page

Class Dojo

School Site Web Pages

Social Media

Academic Platforms

Clever being the most important tool, will allow students to access all other programs. The programs listed are curriculum related platforms that your student will be using to access and practice academic lessons. Below are a list of platforms students are expected to use.

Clever

Achieve 3000

Connect Ed

Dreambox

My HRW

Twig (TK-2 grade Science)

Think Central

Amplify (3-5 grade Science)

SmartyAnts

Discovery (6-8 Science)

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Learning Management Systems

These tools are used to communicate to students. Assignments will be accessible and found on one of these platforms. Students will be expected to submit assignments on this platform as well.

SeeSaw



SEESAW

Google Classroom



Student Meeting Platforms

Students will be expected to virtually meet with their teacher on one of the following platforms. Both programs must be accessed through the BESD Clever login.

Zoom (Main program)



Google Meet (Alternative)



Google Meet

Parent Messaging Platforms

Parents will be added to one of the following programs provided by the classroom teacher. These applications allow messages and/or files to be sent from teachers to parents and/or students.



ClassDojo

Supplemental Engagement Tools

The following programs are additional programs teachers may incorporate in student learning to improve participation. These range in purpose and activity, teachers will use the following programs at their discretion.

Google Apps for Education
Schoology
Nearpod

Flipgrid
Padlet
Peardeck

Kami
Bitmoji Classroom
Screencastify

Go Guardian
Jamboard
Google Keep

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Where can I get food?

- While schools are closed, you can use [School Meal Finder](#) to find meal sites based on your address/location.
- Food Distribution will take place daily from 12:00 p.m. - 2:00 p.m.

Where can I get mental health support?

- You can get free, 24/7 counseling support via the [California Peer-Run Warm Line](#) (1-855-845-7415), a non-emergency resource for anyone in California seeking emotional support. Assistance is provided via phone and webchat on a nondiscriminatory basis to anyone in need.
- [The National Suicide Prevention Hotline](#) (1-800-273-8255 for English, 1-888-628-9454 for Spanish) provides 24/7 support for people in distress, as well as prevention and crisis resources for families.
- The Substance Abuse and Mental Health Services Administration (SAMHSA) [Disaster Distress Hotline](#) (1-800-985-5990) supports people experiencing emotional distress related to natural or human-caused disasters.
- The state of California has a free [211 line](#) with a database of where else to get help. You can dial 211 from any phone and someone will answer to help you find the resources you need.

Resource	Contact Information
Student Service Mentors	Contact School Site
Neighborhood Backpack Program	Anid Torres (760) 344-2330 x-1022 *Available to all Foster Youth and Homeless Students
Foster/Homeless Liaison	Terri Mason (760) 344-2330 x-1011
BUHS Family Resource Center	Rita Zuno (760) 312-6084 x-4086
Counselor's Corner	BESD Website
BESD Virtual Calming Room	BESD Website

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District Office

260 D Street
Brawley, CA 92227
Phone: (760) 344-2330
Fax: (760) 344-8928
Email: districtoffice@besd.org



Barbara Worth Junior High School

385 D Street
Brawley, CA 92227
Phone: (760) 344-2153
Fax: (760) 351-5043
Email: worth@besd.org
Grade Level: 7th-8th



J.W. Oakley Elementary School

1401 B Street
Brawley, CA 92227
Phone: (760) 344-4620
Fax: (760) 344-2019
Email: oakley@besd.org
Grade Level: TK-6th



Miguel Hidalgo Elementary School

615 South Cesar Chavez Street
Brawley, CA 92227
School Phone: (760) 344-0431
School Fax: (760) 344-2423
Email: hidalgo@besd.org
Grade Level: TK-6th



Myron D. Witter Elementary School

150 K Street
Brawley, CA 92227
Phone: (760) 344-0750
Fax: (760) 351-3097
Email: witter@besd.org
Grade Level: TK-6th



Phil D. Swing Elementary School

245 West A Street
Brawley, CA 92227
Phone: (760) 344-3350
Fax: (760) 344-2613
Email: swing@besd.org
Grade Level: TK-6th

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District Office
Tech Support
Email: support@besd.org



Barbara Worth Junior High School
Tech Support
Phone: (760) 550-9049
Email: worthsupport@besd.org



J.W. Oakley Elementary School
Tech Support
Phone: (760) 550-9620
Email: oakleysupport@besd.org



Miguel Hidalgo Elementary School
Tech Support
Phone: (760) 550-9141
Email: hidalgosupport@besd.org



Myron D. Witter Elementary School
Tech Support
Phone: (760) 550-9097
Email: wittersupport@besd.org

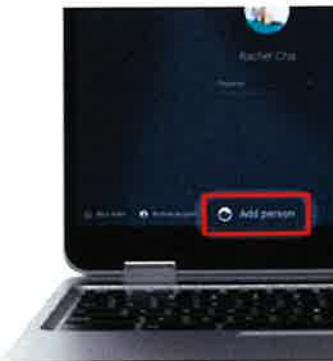


Phil D. Swing Elementary School
Tech Support
Phone: (760) 550-9241
Email: swingsupport@besd.org



Adding Users to Chromebooks

STEP 1: Click on the **ADD PERSON** button at the lower left of the screen.



STEP 2: On the sign in screen you will enter the students google account information

Username: studentID@besd.org (example 1234@besd.org, 1234567@besd.org)

TK/3rd Password: abcd1234

4th - 8th Password: studentID (example 12341234, 1234567)

StudentID will be repeated for a password if fewer than 7 digits, as shown in example. During first login students will be asked to create a unique password.

STEP 3: The user will get to choose what photo will represent his account on the chromebook shown below. The user has been successfully added to the chromebook.



*Once logged into the chromebook users are able to save passwords to the sites that they visit (as shown in the image to the right).





BRAWLEY ELEMENTARY SCHOOL DISTRICT

Lighting The Way To The Future

CLEVER STUDENT LOGIN

The preferred login method would be using a BESD provided Chromebook. See Adding User to Chromebook or for other devices login to google with student account listed below.

Username: studentID@besd.org (example 1234@besd.org, 1234567@besd.org)

TK/3rd Password: abcd1234

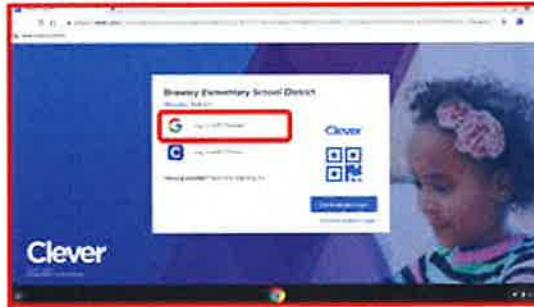
4th - 8th Password: studentID (example 12341234, 1234567)

StudentID will be repeated for a password if fewer than 7 digits, as shown in example. During first login students will be asked to create a unique password.

GETTING TO CLEVER

On a Chromebook

The Chromebook home screen will load CLEVER click on Login with Google



If not on a Chromebook

Navigate to CLEVER by going to the BESD website www.besd.org and clicking on the School Applications link on the left hand side. Continue logging in with Google.



Dream Box, Smarty Ants, Achieve 3000, Think Central, MYHRW, TWIG SCIENCE, AMPLIFY, and DISCOVERY :
To login click/press the icon.



McGraw-Hill : ONLY FOR FIRST TIME logging into ConnectED the student will be prompted to enter their username and password. After that the account information will be saved and students will only have to click/press the icon. Default Username is besd+studentID# (example: besd1234) / Password is studentID# (example: 1234).

updated 8/2020