



Pacific School Kindergarten through Sixth Grade Distance-Learning Plan for 2020-21

Plan #4 (Plans 1 and 3 weren't publicly released)

Approved by the Pacific Board of Trustees Tuesday, July 28, 2020

Updated August 2, 2020

Dear Pacific School Families-

Thank you for your ongoing patience as we try, again, to adjust to the changing health situation and legal constraints for schools in Santa Cruz County.

We are now being told that we should plan for distance learning for the entire 2020-21 school year. This news undoubtedly brings mixed feelings - relief, regret, worry, and more - to each of you, as it does to us as educators, administrators, and Board members.

Regardless of the present circumstances, however, our goal at Pacific Elementary School District remains the same: to prepare children for life through experiential learning that promotes social and academic growth and develops an enthusiasm for learning, a positive self-image, and cross-cultural understanding.

While the goal remains the same, the methods for reaching the goal are different. Now more than ever, we must rely on close collaborations with the parents and family members of our students. The good news is that research has shown that students with families who are involved in their schools and education tend to do better in both school and life. So, with the challenges that come with distance learning, we also have an opportunity to strengthen the bonds between parents, school, and students that have been shown to be so important.

As always, we want to provide every student at Pacific School with the best possible education. To accomplish this, we have tried to simplify the lives of our teachers so that they can focus as much energy as possible on their core mission of teaching, without getting bogged down in excessive paperwork or other unnecessary complexities. We also want to provide the maximum amount of flexibility for families, so that when families have a system that is working and their student is learning and thriving, we can support that system, not get in the way of it.

The plan we are releasing here strives to accomplish these goals the best that we can within the legal and funding framework required by the State of California. As we've learned, everything we have planned is subject to change as the situation continues to evolve, but we will continue to adapt as necessary.

Hopefully, together, we can build an educational community that is innovative, hands-on, and provides rich, real-world learning experiences for our students. We will have succeeded if, when our students tell their grandchildren about what it was like to live through the COVID-19 era, the positives outweigh the negatives.

Sincerely,

Eric Gross, Superintendent/Principal
Gwyn Rhabyt, President, Board of Trustees
Don Croll, Member, Board of Trustees
Cari Napoles, Member, Board of Trustees
Elizabeth Andrews, District Office Manager

NOTE: THIS DOCUMENT APPLIES TO
KINDERGARTEN THROUGH SIXTH GRADE ONLY -- NOT PRESCHOOL
Pacific Preschool's [Reopening Plan](#)

Distance-Learning Plan Overview

The following is an overview of our plans for as long as distance-learning is required, which is likely to be all of 2020-21:

- ALL students in ALL programs, 5-Day, Independent Study, and Home Study, will be classified as distance-learning and will be mixed together in the same classes.

- **For 2020-21, there will no longer be a difference between these programs. Families will not be asked to choose programs, and all of the flexibility and expectations described below will apply equally to all families.**
- All teachers will offer live online instruction five days per week. Live online classes may also be offered by classroom aides, Wendy Milette, Emelia Miguel, parent volunteers, and others.
- Families have the option for their student to participate in teacher-directed curriculum or parent-directed curriculum, based on the subject. For example, a family may choose to have their student attend all live classes and curriculum in mathematics, but may opt out of Reading/Writing/Language Arts. Reading/Writing/Language Arts work would be done at home and evaluated by the classroom teacher.
- Families who choose parent-directed curriculum will need to provide their own learning experiences in those subject areas for their student, and provide regular and sufficient documentation of their student’s academic work and progress. (More details in the “Parent-Directed Curriculum” section below.) Teachers may also assess students to assure they are making adequate progress.
- All students (or an adult on their behalf) will need to complete a brief (3-minute) at the end of each school day, reporting their school activities for that day, and placing their lunch order for the next day.

Teacher Assignments

Most teachers will work with a single grade level of students. To balance numbers and workloads better, a few teachers will work with two adjacent grade levels of students. Students will be assigned to teachers and aides as follows. In cases where two teachers have the same grade level, we will announce which students are assigned to which teachers before school starts.

Teacher	Aide	Students
Jen Bird	Jamarys Latoni	Kindergarten
Joy Haas	Jamarys Latoni	Kindergarten and First
Ariana Mindelzun & Kara Nickel	Jason Cowley	First
Jennifer Tschirky	Jason Cowley	Second
Monica Hettenhausen	Amy Glogovac	Third
Mia Huynh	Amy Glogovac	Fourth
Dallas Guerrero	Luke Politte	Fifth and Sixth

Teacher-Directed Curriculum

Teachers will provide instruction and/or assignments for all subjects (except PE) at each grade level. The subject areas are:

- Reading/Writing/Language Arts
- Mathematics
- Science/Engineering/Nature Studies
- Social Studies/History/Economics/World Languages
- Arts/Music/Skills/Special Studies
- Physical Education

Instructional approaches offered by teachers will include a combination of the following:

- Live, online classes through Zoom or other platforms led by the teacher, aide, and/or other staff
- Online curriculum resources (e.g. Khan Academy, BrainPop, DreamBox, Mathletics, Mystery Science, FOSS Web Science, Benchmark Language Arts, among others)
- School-provided textbooks, workbooks, and hands-on instructional materials and manipulatives
- Teacher-created materials and assignments

All teachers will offer one or more live online classes in one of the subject areas listed above every day. Aides and other staff may also offer live online classes or small group study sessions. Most classes will be held between 9:00 and noon each day, although some classes may be held Monday through Thursday afternoons. Teachers, especially in upper grades, will do their best to coordinate classes so that students who are a better fit for work at a different grade level may be allowed to join another teacher's class for math and/or language arts.

For each subject, families will need to decide whether they will be engaging in the teacher's classes and assignments or their own curriculum. Live online classes are not "drop-in" - they will require regular attendance for community-building and continuity of instruction. Instructors work hard to prepare activities that are engaging and develop academic skills, and they need to know who they can expect in their classes each week.

Many subject areas are best learned with physical materials, including library books, textbooks, handouts, specialized supplies, and other materials. Families may need to come to school periodically to drop off and pick up library books, assignments, and other items. We encourage families to also plan to pick up school meals at this time.

Parent-Directed Curriculum

Families who choose their own curriculum for one or more subject areas will need to provide documentation of their student's activities and progress every two weeks. Teachers may also assess students periodically to ensure that they are making good academic progress.

Families choosing parent-directed curriculum are still welcome to use school-adopted curriculum resources including textbooks, workbooks, and online educational programs. Families might choose to use these resources in a different way or at a different pace than the teacher's assignments.

While documentation must be in a form approved by the teacher and district, there is flexibility in the types of activities that qualify for each of these areas. Ways to document work include the following:

- Originals, copies, or photos of student work (writing, math pages, worksheets, artwork, etc.)
- Photographs of students engaged in an activity (hands-on math or science, building a sculpture, etc.)
- Dictation (for younger students) of student stories or responses to questions, transcripts or notes about discussions, etc.
- Copies of books and resources used (or covers/title pages), sheet music, activity guides, etc.
- Reports generated by online learning software
- Activity logs, such as reading logs, PE logs, or class attendance logs
- Descriptions, brochures, attendance records, etc. for classes and programs participated in

All families using parent-directed curriculum for a subject area will need to provide teachers with one good work sample for each subject area (Language Arts, Math, Science, Social Studies, and the Arts/Skills) every two weeks. PE does not require work samples, as it will be logged automatically as part of the daily attendance form.

Examples of a good work sample include: a few completed pages from a math or language arts workbook, an original piece of student writing, pages from a science notebook or report, scratch work associated with solving math problems in an online math program, etc.

Parent-Led Classes

Parents will be welcome and encouraged to offer their own live online classes, either on a one-time basis or an ongoing basis. Parent-led classes or initiatives can be open to multiple

grade levels if desired. This is a wonderful opportunity for parents to share their passions and expertise with their own and other students.

Attendance Reporting and Interventions

Unless students are too ill to do any school work, students or parents will need to document their attendance each day by completing a brief Google form. The form will ask about their studies, if any, in each of the subject areas. It should take no more than three minutes to complete. The form can be completed online using a computer or smartphone, or can be completed on paper each day and turned in daily or weekly. Although the actual form will be edited for each class, a sample of the form can be viewed [here](#).

It is very important for your student to keep up with their assignments and complete the attendance form every day. Your child's education and school funding are both linked to attendance. Assignments, work samples, online classes, and the attendance form are the way we can document to our auditors that each student "attended" school each day.

Students (with family support) must show evidence of sufficient academic progress, including:

- Completing the attendance form on a daily basis
- Consistently attending online classes based on the agreed schedule
- Completing and submitting assignments on time
- Submitting appropriate work samples for parent-directed subject areas every two weeks

If students fail to keep up, staff will reach out to families to find strategies to help the student succeed. If the family cannot be reached by other means, staff may make home visits.

Remember that the goal is for the family and school to work together to help the student, learn, grow, and thrive. If your family is struggling, the Pacific School staff wants to help you. Please let the staff know where the challenges are in your family so that we can help brainstorm solutions or connect you with appropriate resources.

Independent Study Contracts

Students who would have been enrolled in the Independent Study (IS) program or Home Study program will NOT be required to complete independent study contracts (yearly or every eight weeks), although they, like all students, still will need to provide regular work samples for any subject that they are studying on their own.

Please note that this is a pandemic-based change, not a permanent change. We fully expect that when school returns to normal, the IS contract and paperwork procedures will also return to normal.

Technically, all students will be engaging in “distance learning” which is a different category than “independent study” in the California Education Code. It is our hope that by utilizing the “distance learning” category and the daily attendance form for all students and limiting the grade spans teachers are responsible for, we will allow teachers to focus more of their time and energy on creating engaging activities and supporting students and families.

Chromebooks

All enrolled families should complete [this survey](#) as soon as possible and indicate whether their students need to borrow a Chromebook to facilitate their education this year. Families who need to check out school Chromebooks will be required to complete appropriate paperwork and are responsible for the full replacement cost should the Chromebook become lost or damaged.

If your family can provide your student with adequate computing power without needing a school Chromebook, that saves the school money and time. Also, depending on the number of families needing Chromebooks, there may be delays in getting devices ordered and available to all students.

The initial batch of Chromebooks will be handed out on August 7th, 10:00-2:00. No appointment is necessary. If you need a Chromebook, please come during this time.

Internet Access

For families that do not have reliable internet access, there are several options. First, the school can provide equivalent offline educational materials. For younger students in particular, this may be an excellent option. Second, the school provides all families with internet access at any time on the school grounds and in the parking lot across Highway 1 from the school. Finally, in some cases, the school may be able to provide internet hot spots or other solutions for home use, although this can be challenging depending on the family's location and cell service, and is not guaranteed to be a viable option.

Offline Learning

Teachers will provide offline educational options for families that prefer or require them, including:

- Families that need Chromebooks and are waiting for the school to have more available

- Families that don't have reliable internet or cell service and can't reliably use the school's internet
- Families who prefer offline learning for their student

Families that are learning partially or fully offline will need to plan to come to the school campus regularly to pick up and drop off materials and assignments.

School Lunch

FoodLab is Pacific School's award-winning school lunch program. During distance learning, FoodLab will still be producing restaurant-quality meals cooked from scratch, incorporating organic and local ingredients as much as possible. To support the FoodLab program and their own nutrition, we encourage all families to eat school lunch as often as possible. Last spring students reported that eating lunch was a very fun experience "like opening a bunch of surprises."

Grab-and-go meals will be available for all students each school day. These lunches will be charged to your student's lunch account accordingly. They will also be available for adults to purchase if ordered in advance. Pick up logistics and prices will be announced in the coming weeks.

Music

Subject to availability, students will have the option to check out one of the following instruments for the year: violin, cello, small marimba, ukulele, or recorder. Students will be encouraged to check out an instrument and utilize online instruction to improve their skills.

Technology, Media Literacy, and GATE

Wendy Milette will teach online technology and media literacy classes to third through sixth grade students. She will also offer online GATE classes to qualifying fourth through sixth grade students.

School Library

The school library will be actively engaged in supporting students' learning and reading in 2020-21. Our School Librarian, Doña Bumgarner, will be making an unprecedented effort to send books home with students. She will work with teachers and students to help students access books which fit their reading levels, interests, and topics of study.

It will be very important next year for parents to help their students track and promptly return all library books. To make this easier, we will be rolling out a system with which families will be able to access their students' library accounts remotely.

Resource and Speech Teachers

Ms. Postie and Ms. Wallace will be developing their schedules and working with families to serve students with Individual Education Plans.

Office Procedures

The office will try to conduct as many processes as possible online, through the mail, and outside. The office will be open regular, but reduced, hours. Office hours will coincide with lunch pickup times. The exact schedule will be announced later this summer.

If families need to speak with office staff, they will generally do so outside. Families must wear masks and remain six or more feet away from staff.

To facilitate safety and possible contact tracing, all people who enter the school buildings, even for a brief time, must complete this form: <https://rb.gy/zzrz6a> All students and adults entering the school buildings must wear masks, practice physical distancing, and wash their hands upon entry.

Return to In-Person Education

We have no idea when or how we will be able to return to in-person education in any form. The Public Health Officer of Santa Cruz County has told us to plan for distance learning for all of 2020-21. If we are allowed to return to in-person education during this school year, any plan we develop would accommodate families who wish to continue distance learning.

Assuming school can resume as normal, or at least more normal, in 2021-22, we expect to implement the three programs we planned to have this year: Five-Day, Independent Study, and Home Study. (Depending on the public health recommendations at that time, it is possible that modifications of these programs would still need to be made.)

We plan to prioritize placing students in programs as follows:

1. In-district Davenport residents wanting the 5-day program.
2. Students who were enrolled in 2019-20, and remain enrolled in 2020-21, and who want the same program (5-day or IS) they were enrolled in during 2019-20 AND Students who accepted a spot in 5-day, IS, or Home Study in 2020-21, and who want the same program that they accepted at that time.

3. All other students who were enrolled in 2020-21 (i.e. students wishing to change programs or students who enrolled with no specified program).
4. All students who are new to Pacific School or who were not enrolled in 2020-21.

How Families Can Help

Although this plan describes many changes for 2020-21, children are adaptable. Each time a student enters a classroom with a new teacher, they encounter multiple changes from their previous school year. Please help your student anticipate the changes for next year calmly and positively.

Here are some specific suggestions for how you can help next year go smoothly for your family and the larger Pacific School community:

1. **Complete all required enrollment and back-to-school paperwork promptly.**
NOTE: Your help with this step will:
 - a. Reduce the workload in the office
 - b. Save the school money
 - c. Allow us to make hiring decisions and create contracts with accurate information about enrollment numbers
 - d. Allow for a smooth and successful start to school
2. **Complete the [contact information form](#) now.** Make sure you give us as many ways to reach your family as possible, and tell us which ways are best. This is also how to let us know whether you will need a chromebook.
3. **Explain the plans to your student**, but also tell them that this is a plan and plans can change (again).
4. **Reach out to other Pacific School families** to discuss ways to support each other. Please consider ways to be inclusive of families in different circumstances than your own.
5. **Plan to get involved** with [Parents' Club](#), [Site Council/Preschool Advisory Council](#), [Friends of FoodLab](#), the [Wellness Committee](#), teaching classes, organizing school-wide educational initiatives, or by volunteering to support your teacher or help maintain the school grounds.