DISTANCE LEARNING
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As educators, we usually have the opportunity to regularly see our students in person, build and maintain relationships and give them the best opportunity to grow academically based on their individual needs. In our current environment, school as we know it has vanished, creating a great deal of uncertainty and instability in all of our lives, especially for our students. During our Distance Learning Program it is imperative that we continue to ensure our students' well-being to the best of our abilities. We will continue to track "attendance" as we would in a normal school setting which we will now define as "engagement." The process outlined below will look different from traditional roll call and entry into Infinite Campus, but it is a simple way to keep a virtual eye on each and every student.

We have created a Google [Distance Learning Daily Student Engagement Survey](#) (Elementary) that students and/or families complete, either within the Digital Classroom Environment as classwork or it is sent directly to them via the teacher through District email. The surveys act as a check-in and allow students and families to ask questions, request support, or just send their teacher a note to say 'hello.'

Why we are monitoring engagement:

- **To maintain communication and build relationships around academics and learning.**
  - By asking students if they are engaging and need assistance with assignments, teachers will be able to maintain regular communication with students and families to best provide support for learning.
- **To ensure our students are safe and accounted for in this difficult time.**
  - It is our goal to connect with 100% of our students. School is often a student's only safe space, and it is our responsibility to find, connect and engage them now that school is operating virtually and not physically. This is solely to ensure student safety and not about funding.
- **To identify students who may need support outside of academics.**
  - Many of our families are truly struggling with job loss, food insecurity, lack of child care, loss of stable housing and even illness. Our students and families need our support. We have a plethora of resources available through our Student Support and Connect Centers to address basic needs, mental health

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and emotional support.These surveys help identify families that are struggling, so referrals can be made to provide the help they need.

How we are taking attendance/ monitoring engagement:

Step 1: Create and assign the DL Daily Student Engagement Survey or the secondary version below

*This set-up of the DL Daily Student Survey is a one time process. Once the form is created, it only needs to be assigned one time in google classroom (No Due Date) or emailed daily and students/families submit each school day.

Site Administrator Guidelines

- Please disable ALL current outgoing attendance absence messages currently set up in IC
- **Site Administrators make a copy** of the DL Daily Student Engagement Survey (Spanish version) or the Secondary Survey (Secondary Survey Spanish) template and Save to their Google Drive
- Using their copy, **Site Administrators make a copy** for each of their teachers, add them as collaborators and share it with them. **Watch the instructional video #1 here.**

Teacher Guidelines

(WATCHING THESE VIDEOS IS OPTIONAL AND THEY ARE INTENDED ONLY TO PROVIDE ADDITIONAL SUPPORT TO THOSE WHO MAY NEED IT)

- **Teachers make a copy** of the form for each class/period from Site Administrators link and save it to their Google Drive.
- **Teachers** can then customize the forms by changing colors, adding pictures, themes, etc. **Watch the instructional video #2 here.**
- **Effective Monday, 4/20/2020 for elementary sites and Monday 4/27/20 for secondary**, teachers will assign the DL Daily Student Engagement Survey as classwork with NO DUE DATE (this is done 1 initial time) and/or send a link to the form to each student via email daily. Secondary students will submit just 1 survey per school day in the class

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period determined by the principal. **Watch the instructional video #3 here.** *This form acts as verification that the student was 'present' and also allows them to indicate if they need additional support or guidance.*

- Students and/or their caregiver will complete the form each day by 11 PM at night.
- The student responses can be exported to an excel spreadsheet through the **response section** on Google forms and provide **teachers** with the student response data. **Watch the instructional video #4 here.**
- The spreadsheet can be used as a "roll sheet" to enter the students as engaged in IC daily

IMPORTANT!! **Step 2: Infinite Campus Entry- Assignment Based Engagement Monitoring within the Instruction module's gradebook. (This will not be available until Monday 4/27 for secondary sites)**

Please watch this short video to learn how to enter this information in Infinite Campus

- As in the normal school year, teachers will be entering their students "attendance/engagement" into our Student Information System, Infinite Campus.
  - IC has created a new grading task (COVID19 Attendance) that will automatically be created in the teacher's gradebook for each course/section in an instructional period. This will allow a teacher to mark a student as "Present/Engaged" for the date.
  - **There is no need to enter attendance within the traditional attendance area.**
  - A teacher indicates "**1**" (or "**T** "(turned in) within the gradebook assignment area for each student IF the student did participate by submitting the DL Student Engagement Survey. *(Elementary-Make sure you are in Trimester 3)*
    - If no mark is entered for the date, on the following school day, an absent attendance code will appear within the student's attendance area.
    - A teacher can update any prior day of engagement by entering a "**1**" (or "**T** "(turned in). Doing so, will remove the absent code by the next school day.
    - Secondary sites will mark a "1" or T for *at least one period* (to be determined by the site administration) per day
  - If the new COVID19 task does not appear or you need further assistance in IC please call 916-643-9445 or email the district Help Desk @ support@scusd.edu

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Daily Timeline

1. Teachers assign and/or email the Daily Student Engagement Survey each school day for each class
2. Students and/or parents complete the survey each school day by 11pm.
3. Teachers review responses, answer questions, submit support referrals and enter into IC by 4pm each day.
4. If a student submitted the survey after 4pm, an update can be made the following day to reflect that the student engaged the day prior.

Step 3: Follow up to survey responses

- If a student or caregiver needs help or academic support please contact them via text, phone, Zoom, email or any other digital platform.
- When a family needs technology support that goes beyond the teacher's scope of knowledge please refer to the Help Desk 916-643-9445 or email support@scusd.edu
- If a family has requested additional resources or supports: Food and Basic Needs, Emotional, Health or Other and the teacher does not feel equipped to address the need, a referral should be made following your standard site protocol during the regular school year:
    - Contact the District-wide Connect Center or your school site Student Support Center.
    - Student Mental Health Services Resource List
    - Foster Youth Services Aliya Holmes, Coordinator II at (916) 752-3579
    - Homeless Services, Monica McRho, Coordinator at (916) 295-7292
- Please immediately inform your Site Administrator of any responses that would require a possible referral to CPS, a suicide risk assessment, or other safety concerns.
    - To provide further assistance to staff we have created a "Guidance for Teachers & School Staff When Engaging Students During Distance Schooling & COVID-19" that includes helpful tips on supporting students, child well-being check, FAQs about student safety, and guidance for responding to concerns of child abuse and/or concerns about self-injury and suicide.

Step 4: Outreach and interventions for students not engaging in Distance Learning-Disengaged Students

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- As with traditional school attendance, when a student misses learning time we want to reach out to understand the reasons in order to provide resources and interventions. In addition,
    - If a student has yet to engage or has not engaged 2 or more days per week please inform your Site Administrator for further outreach/ interventions
    - If students are indicated as experiencing Homelessness or are in Foster Care:
        - **Contact Homeless Services**, Monica McRho, Coordinator at (916) 295-7292
        - **Contact Foster Youth Services**, Aliya Holmes, Coordinator II at (916) 752-3579
- It is our intent that Attendance Staff will monitor Infinite Campus daily and conduct outreach remotely to support reengagement. *There will be no traditional truancy or disciplinary actions for not engaging.*
- **Site Administrators-** If a student has been **unreachable, not engaged or stopped engaging** please continue to attempt engagement at the site level and also send the student information to the Be HERE office (contact information below) for follow up

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Frequently Asked Questions

Please follow the link above to find answers to frequently asked questions.

The Goal of Monitoring Engagement

Our goal is to locate and connect with 100% of our students. We are living in extraordinary times and our students need us now more than ever. All of our efforts will be student-centered, keeping their needs at the forefront of our work. We will monitor engagement as a measure of safety, a means to ensure academic learning and a way to build and sustain relationships with students, families and our community.

<u>SUPPORT</u>

For Additional support in implementation, Administrators can contact: Jennifer Kretschman jennifer-kretschman@scusd.edu or Nate McGill nathan-mcgill@scusd.edu

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For support with ongoing attendance and engagement please contact The Be HERE Office at SCUSD:
Jennifer Kretscman
jennifer-kretschman@scusd.edu

Onniel Sanchez
onniel-sanchez@scusd.edu

Sandra Laird
sandra-laird@scusd.edu

For support with Infinite Campus please contact the Help Desk
916-643-9445 or email support@scusd.edu

FAQs

Q.	If a student submits other assignments, participates in zoom or communicates with a teacher during a school day, but fails to submit the survey are they counted as "engaged"?
A.	*YES! Absolutely. Please just remind them to complete the survey the following day. Creating the habit of submitting the daily survey will take time for students and families.*
Q.	Are the DL Student Engagement Surveys available in other languages?
A.	*YES! Spanish, Chinese, Vietnamese, Hmong and Russian*
Q.	Do I have to assign the DL Student Engagement Survey in the exact way the guidelines state?
A.	*NO! You can assign it however works best for you and your class as long as it is submitted and "engagement" is recorded in IC daily. Some ideas we've heard:* 　　　○　*As a Daily Quiz*

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	○ *Assign each day with a due date and points* ○ *Post it in Classwork once and then remind students to complete in your stream* ○ *Email directly to parents* ○ *Provide a paper survey with student packets* ○ *Send the link daily through apps like Remind, class Dojo, etc.*
Q.	What happens if a student needs support in a way I am unable to provide?
A.	Utilize your site's process to make a referral to the site's Student Support Center or Connect Center or Academic Counselors. To provide further assistance to staff we have created a "Guidance for Teachers & School Staff When Engaging Students During Distance Schooling & COVID-19" that includes helpful tips on supporting students, child well-being check, FAQs about student safety, and guidance for responding to concerns of child abuse and/or concerns about self-injury and suicide.
Q.	Can I modify the survey questions?
A.	● ***Sort of***. *Our goal is to elicit responses to address the student/family needs around well-being, health and support in order to respond to those needs* ● *You may add additional questions around the students' academics or well-being* ● *You may also include additional "fun questions" that change to keep it interesting* ● *You may delete informational questions like class period or first name if you feel they are unnecessary* ● *You may add an SEL feeling question with colors or expressions* ● *You may make your student needs questions check boxes rather than multiple choice*

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