



## Secondary Distance Learning Plan Overview

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Pomona Unified and the department of Educational Services are fully committed to the support and success of teachers and students as we experience the move into this 21st Century learning model together. As we explore what the schedule and experience will be, we are mindful of the fact that both students and teachers have varying technological skill levels. We are here to walk you through whatever you need, every step of the way.

Below are the schedules for the implementation of PUSD's Secondary Distance Learning Model. We recommend phasing in different types of experiences to accommodate for the varying levels of technological expertise among our teaching staff.

The expectation is for students to be formally engaged in Distance Learning starting **April 6, 2020**. Our research has shown that the best kind of Distance Learning should:

- enhance learning
- align to grade level standards
- prepare students to return to school
- help students improve their grades

Students will not be penalized for work submitted. **This endeavor is for students to improve their current grade and continue with their courses by submitting and completing learning activities.**

UPDATES

Guidance for Daily Distance Learning:
<ul style="list-style-type: none"><li>• All teachers will provide <b>daily engagement</b> in the learning process by using multiple distance learning approaches, preferably online platforms such as Zoom Conference, Google Classroom, Edgenuity, or Achieve 3000.</li><li>• Google Classroom Assignments may include a built in discussion<ul style="list-style-type: none"><li>○ This could also be a link to another system such as Big Ideas, Desmos, Edulastic</li></ul></li><li>• <b>Assignments per class:</b> the time suggested for students to be engaging in your coursework (on line, independent work, research, assignments, etc.) is 1.5 hours or less per day during the days that the class is in session.<ul style="list-style-type: none"><li>○ Additional time can be added for activities (not to exceed a total of 4 hours per class per week)</li></ul></li><li>• A suggested schedule is below, however, for the students that cannot be there at that time, meetings may be recorded and able to be accessed when the student is available</li></ul>



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- Mt. SAC courses for Dual Enrollment will continue as designed per Mt. SAC Distance Learning guidelines.
- **Mt. SAC 6th period courses:**
  - Teachers who are teaching a 6th period assignment course through Mt. SAC will need to keep records of student contacts
  - Teachers **do not** need to enter attendance into Banner
  - Grades will need to be entered into Banner at the end of the year
- All teachers will have an opportunity for weekly collaborative time to develop online learning remotely
- All teachers will have access to training remotely to support their delivery of online learning activities (i.e. training videos, access to TTS)
- Once a week, all teachers will provide “office hours” for students to ask questions and receive feedback on academic progress
- Student Attendance

### Recommended Daily Academic Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Period 1</b> (11:00 am- 12:00 pm)  <b>Period 2</b> (12:30 pm - 1:30 pm)	<b>Period 3</b> (11:00 am- 12:00 pm)  <b>Period 4</b> (12:30 pm - 1:30 pm)	<b>Period 5</b> (11:00 am- 12:00 pm)  <b>Period 6</b> (12:30 pm- 1:30 pm)	<b>Period 0</b> (11:00 am- 12:00 pm)  <b>Period 7</b> (12:30 pm - 1:30 pm)  <b>Office Hours</b> 1. Teachers check-in and support students via e-mail and/or a phone call that have not responded well or to the work this week. 2. Teachers have a Google Form sign up sheet for students to sign up for specific/individualized help.	<b>Meeting and Collaboration:</b>  Time for LSF Zoom, Dept Mtgs, PLC's, Teacher Collaboration Time and Training, and Record Keeping

### Recommended Daily Academic and Social Emotional Support Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
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<p>Secondary SEL Counseling Support</p> <p>8:00 - 3:00</p> <p>Sites will create a daily student support schedule based on their staffing resources and communicate to students and family.</p>	<p>Secondary SEL Counseling Support</p> <p>8:00 - 3:00</p> <p>Sites will create a daily student support schedule based on their staffing resources and communicate to students and family.</p>	<p>Secondary SEL Counseling Support</p> <p>8:00 - 3:00</p> <p>Sites will create a daily student support schedule based on their staffing resources and communicate to students and family.</p>	<p>Secondary SEL Counseling Support</p> <p>8:00 - 3:00</p> <p>Sites will create a daily student support schedule based on their staffing resources and communicate to students and family.</p>	<p>Secondary SEL Counseling Support</p> <p>8:00 - 3:00</p> <p>Sites will create a daily student support schedule based on their staffing resources and communicate to students and family.</p>
<p>Secondary Academic Support</p> <p>1:45 - 3:00</p>	<p>Secondary Academic Support</p> <p>1:45 - 3:00</p>	<p>Secondary Academic Support</p> <p>1:45 - 3:00</p>	<p>Secondary Academic Support</p> <p>1:45 - 3:00</p>	<p>Secondary Academic Support</p> <p>9:00 - 3:00</p>

### Academic, Behavioral and Social Emotional Support System Wide

#### PBIS & SEL

Ashley Hedrick [ashley.hedrick@pusd.org](mailto:ashley.hedrick@pusd.org)

Sharon Pon [sharon.pon@pusd.org](mailto:sharon.pon@pusd.org)

- SEL [Google Classroom](#) with resources (Classroom Code: 2vdi52o)
- Zoom video conferencing
- Ongoing professional learning
- SEL support requests (Community circles, check & connect, mindfulness, etc.)

#### PBIS Site Coaches & Site Teams

- Site leads will continue to support the school site in implementing distance SEL & PBIS expectations, routines and supports.

### Academic and Social Emotional Support Partners and Services



## Secondary Distance Learning Plan Overview

### Just Us 4 Youth

Students and their parents can find information and sign up for services below through our website [JustUs4Youth](#)

**Digital mentoring by appointment (On-Point)**

**Digital restorative circles (On-Point)**

**Digital tutoring - K.E.E.P (Knowledge, Education, Empowerment & Possibilities)**

**Digital parent groups - T.R.E.E (Training, Resourcing, Educating & Empowering parents)**

**Digital drug & alcohol support groups (PAC'D)**

**Mentoring experiences with no more than 10 individual (Connect)**

### Bright Prospect

Operating hours continue to be Monday-Friday from 9:30am-6:00pm

### National College Resources Foundation

The Movement will provide Online Classes Monday - Thursday, 11:00 - 3:00 p.m.  
[themovement@ncrfoundation.org](mailto:themovement@ncrfoundation.org) (Pomona High School)

**Intervention, Mentoring, College, & Career Planning**

**Student Athlete Program (SAP)**

**Students Think S.T.E.A.M.**

### Professional Learning Community (PLC) and Site Learning Team (SLT) Guidance

- Site Departments will decide on time for PLC and SLT
- Zoom Conference is recommended for PLC/SLT (link to zoom training)
- Support staff attends (Content TS or Ed Tech TS) as available to answer questions and assess PD needs of the department
- Recommend that the site department completes a Google Form in order to capture learning and provide support.

## Suggested Content Material, Resources and Support

[6-8 Digital Resource Definitions and Login Information](#)

[High School Digital Resource Definitions and Login Information](#)

[Visual Schedules, Directions & Expectations](#)

### English Language-Arts

Teacher Support:

Danielle Donaldson-Lovette [danielle.donaldson-lovette@pusd.org](mailto:danielle.donaldson-lovette@pusd.org)

### English Language Development

Teacher Support:

Danielle Donaldson-Lovette [danielle.donaldson-lovette@pusd.org](mailto:danielle.donaldson-lovette@pusd.org)



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<ul style="list-style-type: none"> <li>• Courses built out in <a href="#">EdCaliber</a></li> <li>• Read 180 and System 44 for Intervention Reading, Study Skills, and ELD classes along with teacher materials</li> <li>• DBQ Literature Online (Check with <a href="mailto:Delbert.Duckins@pusd.org">Delbert.Duckins@pusd.org</a> for log-in information)</li> <li>• <a href="#">LACOE eLibrary Services (eLS)</a> is offering free student access to our Sora ebook platform through July 31, 2020             <ul style="list-style-type: none"> <li>○ <b>For student access, please contact eLibrary Services by email at <a href="mailto:els@lcoe.edu">els@lcoe.edu</a> (or hit reply to this email) and tell us your name, your school, and the grade level(s) you teach. eLS will follow up with an email detailing next steps to get your student accounts.</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Support for students designated as English Learners will be provided via online resources and remote learning sessions provided by teachers. Imagine Learning is an online platform that is designed to provide individualized learning around reading and foundational literacy skills. At the secondary level ELD Courses will continue to be provided via a student's enrollment in an ELD Course.</li> </ul>
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<p style="text-align: center;"><b>Mathematics</b></p> <p style="text-align: center;">Teacher Support: Jennifer Montgomery <a href="mailto:jennifer.montgomery@pusd.org">jennifer.montgomery@pusd.org</a> Carlos Aguirre <a href="mailto:carlos.aguirrejr@pusd.org">carlos.aguirrejr@pusd.org</a></p>	<p style="text-align: center;"><b>Science</b></p> <p style="text-align: center;">Teacher Support: Bridget Gardea <a href="mailto:bridget.gardea@pusd.org">bridget.gardea@pusd.org</a></p>
<ul style="list-style-type: none"> <li>• 6-8th Grade Eureka Mathematics- Content can be accessed and uploaded to Google Classroom through <a href="#">Great Minds Pacing Guides</a> <a href="#">EdPuzzle</a></li> <li>• Mathematics I, II and III- Content can be accessed and rolled out through <a href="#">Big Ideas</a> and <a href="#">Desmos Pacing Guides</a></li> <li>• <a href="#">Khan Academy</a> = <a href="https://www.khanacademy.org/">https://www.khanacademy.org/</a></li> </ul>	<ul style="list-style-type: none"> <li>• Google Classroom             <ul style="list-style-type: none"> <li>○ Secondary Science code sqlkly7</li> <li>○ Middle School Science Code u25mfb2</li> </ul> </li> <li>• <a href="#">STEMscopes</a> supplementary curriculum</li> <li>• <a href="#">Gizmos</a> online simulations</li> <li>• <a href="#">CK-12</a></li> <li>• <a href="https://www.sciencedaily.com">https://www.sciencedaily.com</a>*</li> </ul>

<p style="text-align: center;"><b>History-Social Science</b></p> <p style="text-align: center;">Teacher Support: Delbert Duckins - <a href="mailto:delbert.duckins@pusd.org">delbert.duckins@pusd.org</a></p>	<p style="text-align: center;"><b>World Languages</b></p>
<ul style="list-style-type: none"> <li>• DBQ Online</li> <li>• Achieve 3000 (supplemental)</li> <li>• <a href="#">Annenberg Learner</a></li> <li>• <a href="#">Common Sense Education</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">ClassZone</a></li> <li>• <a href="#">CountryReports</a></li> <li>• <a href="#">Duolingo</a></li> </ul>



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<b>Physical Education</b> Teacher Support: Judy Holroyd - <a href="mailto:judith.holroyd@pusd.org">judith.holroyd@pusd.org</a>	<b>VAPA</b> Teacher Support: Vicki Tessier - <a href="mailto:vicki.tessier@pusd.org">vicki.tessier@pusd.org</a>
<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 RESOURCES FOR PHYSICAL EDUCATION – SECONDARY</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Resources for THE ARTS Classrooms</a></li> </ul>

<b>Educational Technology Support</b>	<b>Edgenuity Online Learning Program</b>
Justin Kirkpatrick - <a href="mailto:justin.kirkpatrick@pusd.org">justin.kirkpatrick@pusd.org</a>  Rebecca Becerra - <a href="mailto:rebecca.becerra@pusd.org">rebecca.becerra@pusd.org</a>	Students have access and opportunity to work towards completing their assigned course(s) for credit recovery.

<b>The AVID Elective Class</b> Teacher Support: Delbert Duckins - <a href="mailto:Delbert.Duckins@pusd.org">Delbert.Duckins@pusd.org</a> Ashlee Peters - <a href="mailto:Ashlee.Peters@pusd.org">Ashlee.Peters@pusd.org</a>	<b>Special Education Support</b>
<ul style="list-style-type: none"> <li>• <a href="#">Lessons from Weeks at a Glance</a></li> <li>• <a href="#">Lessons from AVID Weekly</a></li> <li>• Tutorials On-Line (Zoom Conference Recommended)</li> <li>• Suggest open “points of confusion” following the <a href="#">Collaborative Study Group more flexible method</a></li> </ul> <p><i>Stay Tuned!!! <a href="#">PUSD AVID Newsletter To Follow (Distance Learning Edition)</a></i></p>	Johanna Sandoval-Program Administrator - <a href="mailto:johanna.sandoval@pusd.org">johanna.sandoval@pusd.org</a> Program Specialists- <ul style="list-style-type: none"> <li>• Catalina Lacrue (<a href="mailto:catalina.lacrue@pusd.org">catalina.lacrue@pusd.org</a>) : Pomona HS, Palomares, Harrison, San Jose, Emerson, SEEO, Village Academy, Park West</li> <li>• Shea Estrada (<a href="mailto:shea.estrada@pusd.org">shea.estrada@pusd.org</a>) : Garey HS, Fremont, Simons, Lexington, Vejar</li> <li>• Irishia Williams (<a href="mailto:irishia.williams@pusd.org">irishia.williams@pusd.org</a>) : Diamond Ranch HS, Ganesha HS, Marshall, Lorbeer, Cortez</li> </ul>

<b>Online Professional Development Offerings:</b>
<p><i>Content teacher specialist support teachers and support staff (i.e. TTL, TOA, Resource Teachers, Department Leads) as needed and requested.</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Google Classroom</a> - Supported by TTL's/Ed Tech</li> <li>• <a href="#">Zoom</a> - Supported by TTL's/Ed Tech</li> <li>• Developing Engaging Online Material- Supported Ed Tech &amp; Content TS's             <ul style="list-style-type: none"> <li>○ Ed Puzzle</li> <li>○ SeeSaw</li> <li>○ Peardeck</li> </ul> </li> </ul>



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- Flipgrid
- Building an Online Community- Supported by Content TS's
- Providing Online Feedback- Supported by Content TS's
- Meeting the needs of English Learners- Supported by Content TS's

### Secondary Announcements

#### [May 2 SAT cancelled](#)

**AP Updates:** Free online AP Exam resources for students and teachers. AP Exam will be 45 minutes long, multiple choice, and taken online only. Students that do not wish to take the AP Exam can cancel without being charged any fees.

#### **Suspending ALL** [\(CAASPP\) testing](#)

**Suspending** Summative *English Language Proficiency Assessments for California* ([ELPAC](#))

Placing the [Physical Fitness Test](#) on **hold** until students return to school.

**Canceling** the [California High School Proficiency Examination test](#) administration for the weekend of March 21<sup>st</sup>. All March test takers have been re-registered for June or provided information on how to request a refund.

Placing [high school equivalency](#) testing on **hold** until testing centers are reopened.

### Guidance for Parent/Guardian Feedback

- If a parent or guardian has a question for a staff member, please email the individual and the staff member will respond to your question within 24 hours, Monday through Friday.
- Provide weekly updates to parents and guardians via school website and other social media outlets.
- Create a forum or opportunity for parents to provide feedback on how distant learning and information sharing is working for them.

### Frequently Asked Questions (FAQ)

- I'm not comfortable with using the suggested content online or the online tools, what resources are available to support me?
  - [Contact a teacher specialist or \(if you are a Special Education teacher\) your Program Specialist: See contact information above.](#)
- Do I have to post grades for the 4th quarter?
  - [LACOE and the CDE are currently discussing this. We are awaiting direction and will update you when we know.](#)
- Are students earning grades and credits?
  - [LACOE and the CDE are currently discussing this. We are awaiting direction and will update you when we know.](#)
- I have a student who has not responded to emails or phone calls. What do I do?



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- *Use some form of capturing communication to students. If you are a Special Education teacher, make sure to document your attempts including the date/time and reason for each communication by either keeping a log or by using a conference verification form (SEIS document library).*
- I have a student who needs some additional social emotional support. What do I do?
  - *Provide students the daily schedule for Counseling Support and refer students to Patti Azevedo for urgent needs. If you are a Special Education teacher and a student currently receives counseling/guidance or ERICS services, please contact their service provider.*
- As a Special Education teacher, do I continue to update progress on goals during distance learning?
  - *Yes, Special Education teachers will continue to document student progress on goals to the extent feasible during distance learning.*
- Do I teach new content?
  - *You can teach new content, as students will possibly need it to move to the next course. This content is for enrichment purposes and should only improve students grade(s).*
- If I want to meet with my students more than 1 time per week, is it permissible?
  - *At this time, we prefer most teachers to meet with students once a week, and we encourage student feedback via Google Classroom or other collaborative online platforms.*
  - *If you teach AP, Edgenuity, or Mt. Sac Dual enrollment, more hours can be added to meet the individual needs of your students and program. Please schedule those hours outside of the suggested hours for other class meetings.*
- How do I take attendance? I know I need to do this in order to communicate with counselors which students do not attend class or are not doing work to improve their grade?
  - *Most online platforms allow the host to generate reports of participant logins and assignments submitted that can be shared with others. Google Classroom can be used as a central location to post a Google Form/Exit Ticket/Question, etc. that can be used for attendance.*
- How can I get technical help?
  - *Call the District Helpline number remote technical support: (909) 397-4800 ext. 23780*

### Resources for Principals:

[Department Google Form](#)

[Office Hours Sign Up Form](#)

[Exit Ticket For Students](#)