



## A Family Guide to Distance Learning Grant Union Jr/Sr High School



This guide provides Grant Union families with resources to ensure a smooth transition to our Distance Learning instructional model. It is our intent for Grant Union students to be provided continuity of instruction that honors a commitment to academic engagement and a sense of belonging within our community.

### Communication During Distance Learning

During Distance Learning, Grant Union will continue to communicate regularly and post updates at [https://www.grantesd.k12.or.us/Grant\\_Union/index.htm](https://www.grantesd.k12.or.us/Grant_Union/index.htm) please check this daily for new announcements or updates to this document. The District will launch a Distance Learning Info Center website <https://sites.google.com/grantesd.org/gu> on Friday, April 10<sup>th</sup> which will include this document, as well as a host of other important information related to our Distance Learning Program. This site will be updated with parent and student resources and a list of Frequently Asked Questions (FAQs).

In addition, your student(s) will receive communication from their teacher(s) via their Google e-mail address. Please watch for an email from your child's teacher(s) explaining how assignments will be shared, how often students will meet, how to ask questions, and details about their class.

#### **Attendance**

Each teacher has been assigned a group of "Home Room" students they will be personally contacting each Monday starting April 13<sup>th</sup>. Teachers will note attendance through your child's daily attendance in Zoom meetings, phone calls, and interactions in Google Classroom with their teachers. Teachers will track attendance and submission of assignments to ensure that students are engaged in their learning and to follow up with families where there are concerns. We are working to be flexible in our instruction; if your student must miss class, the sessions will be recorded or shared in another way. We understand that we are all working shared devices, adjust to school and work at home, and we are all mindful of stress that may be caused by child care, illness, and shelter in place.

#### **To ensure you are kept well-informed:**

- Please watch for and read any messages from Superintendent Uptmor and Grant School District in your email, personal mail and robocall system. Updates and information are also posted to our district website or school websites, and available through Grant Union social media sites.

- Please watch for and read any messages from your school principal and teacher(s) in your email.
- Staff is also working to put answers to common questions on their Google classrooms.

<b>How to Get Your Questions Answered</b>	
<b>My question is about:</b>	<b>Contact</b>
A course, assignment, or resource	Your child's teacher
A technology-related problem or issue (I can't sign in, my sound doesn't work, or something is not working with my device)	Email: <a href="mailto:GUhelpdesk@grantesd.k12.or.us">GUhelpdesk@grantesd.k12.or.us</a> Call: 541-575-1799 ext. 28 Hours: Monday - Friday, 8 a.m. to 3:30 p.m.
A digital learning issue (my student can't sign into class, I can't submit work).	Please contact your teacher. Or e-mail <a href="mailto:GUhelpdesk@grantesd.k12.or.us">GUhelpdesk@grantesd.k12.or.us</a>
A personal concern regarding your child	Your child's teacher, counselor, or principal
A general question	Check the <a href="#">DistanceLearningCenter</a> website or email <a href="mailto:GUhelpdesk@grantesd.k12.or.us">GUhelpdesk@grantesd.k12.or.us</a>

### **Contact Information for Grant Union Jr/Sr High School**

- Site staff checks voicemail daily during the closure period
- Emails to site leaders are the most efficient way to reach school staff at this time.

**District Office** 541-575-1280

**Grant Union Office** 541-575-1799

Ryan Gerry, Principal, [gerryr@grantesd.k12.or.us](mailto:gerryr@grantesd.k12.or.us)

Kristi Moore, Dean of Students Career Coordinator, [moorek@grantesd.k12.or.us](mailto:moorek@grantesd.k12.or.us)

Rhonda McCumber, Special Education Director, [mccumberr@grantesd.k12.or.us](mailto:mccumberr@grantesd.k12.or.us)

Jamie Wright, Administrative Assistant, [wrightj@grantesd.k12.or.us](mailto:wrightj@grantesd.k12.or.us)

## Secondary School (7-12) Course Structure Overview

On April 13, teachers will resume teaching students using Zoom (a digital meeting platform) and Google Classroom. They will contact students and families to provide details for class meetings. Each teacher has worked to create a schedule that is consistent and reliable. Each week teachers will provide guided instruction, share videos, give assignments, and make themselves available for smaller group support during designated Office Hours.

These meetings give your child the opportunity to stay connected with the classroom teachers, peers, and content. Teachers have been asked to share assignments with students in a manner that provides consistency for a weekly schedule. We know that different families will have different time windows to complete work; if your student cannot make class, please communicate with your student's teacher for other options.

The minutes and schedule delineated below are designed to launch our Distance Learning Programming; they may be adjusted as we get more familiar with distance learning. Direct Instruction will be broken up in smaller chunks, mindful of screen time and student age. Where we have noted each class period is where staff will provide direct instruction and further guidance on how to submit work, get help, etc. Office hours are options for students to check in, get help from staff, ask questions, etc. All content areas are included.

Thank you for your ongoing support of our new Distance Learning Program. This is new for all of us and we will continue to learn, grow, and refine over the coming days and weeks.

### Daily Class Schedule by Period

	Monday	Tuesday	Wednesday
Period	1 <sup>st</sup> 8:30-9:00	3 <sup>rd</sup> - 10:00-10:30	5 <sup>th</sup> 12:30-1:00
Period	2 <sup>nd</sup> 9:00-9:30	4 <sup>th</sup> -10:30-11:00	6 <sup>th</sup> 1:00-1:30
Period			7 <sup>th</sup> 1:30-2:00

The above schedule outlines when specific class periods will be presented by teachers. Students are not required to be present at designated times but are highly encouraged to do so. Any new material presented will be recorded and accessible to students in their Google Classroom. Class period times will supersede office hours when times conflict.

## Grant Union Jr/Sr High School Daily Office Hour Schedule

<b>Teacher</b>	<b>Morning</b>	<b>Afternoon</b>
Abrego	9:30-11:30 am	2:00-3:30 pm
Behrens	9:30-11:30 am	1:30-3:00 pm
Burns	9:30-11:30 am	1:00-2:30 pm
Collier	9:00-11:00 am	1:30-3:00 pm
Combs	9:30-11:30 am	2:00-3:30 pm
Dougharity-Spencer	10:00-12:00 pm	2:00-3:30 pm
Gerry	9:30-11:30 am	12:30-2:00 pm
Hennen	10:00-12:00 pm	1:00-2:30 pm
James	9:30-11:30 am	1:30-3:00 pm
Lallatin	8:00-10:00 am	12:30-2:00 pm
Lopez	8:00-10:00 am	12:30-2:00 pm
Lusco	10:00-12:00 pm	12:30-2:00 pm
Manitsas	8:30-10:30 am	1:00-2:30 pm
McKnab	8:00-10:00 am	5:30-7:00 pm
Miller	8:00-10:00 am	2:00-3:30 pm
Sharp	9:30-11:30 am	1:30-3:00 pm
Smith	9:00-11:00 am	12:30-2:00 pm
Suchorski	8:00-10:00 am	1:30-3:00 pm

## Grant Union Distance Learning Platforms and Tools

Grant Union teachers are using Google Classroom and Zoom platforms for Distance Learning. Please note that your child is assigned work and engaging with teachers and students through these platforms.

### Google Apps for Education Suite

Google Apps for Education Suite is the primary productivity platform used at Grant Union Jr/Sr High School. All students beginning in 7<sup>th</sup> grade are provided with their own Google account that includes access to Google Calendar, Classroom, Drive, Docs, Gmail, Sheets, and Slides. **Students do have access to Gmail.** During distance learning, teachers will ensure that all students are provided their Google account username and password (if they don't already have it). Each of our teachers have created Zoom Accounts and posted their Zoom ID numbers within each student's Google classroom. Through the use of Zoom, students will have access to live instruction, dialogue, and meetings.

If you have more than one child sharing a family device to access Google Apps, you will want to set up a process for ensuring each child logs out of Google before the next child logs on. This will help students to stay focused on their own materials and with their own tools.

We have video links and instructions on accessing Google Classroom, use of Google Suite, and use of Zoom on our [DistanceLearningCenter](#) website.

Please note we also have norms and expectations on our website; these norms ensure the safety and success of distance learning.

### Google Classroom

Google Classroom is the platform that Grant Union teachers will use to post assignments and resources for their specific class. Google Classroom also includes a calendar where assignment deadlines can be tracked. All Grant Union students have a Google account which they use to log-in.

Your student's email address is their two-digit graduation year, last name, first initial @grantesd.org (Example: Michael Jordan with a graduation year of 23 would look like this: [23jordanm@grantesd.org](mailto:23jordanm@grantesd.org) ).

- To reset or learn your password, please call the Grant Union Help @ 541-575-1799 ext. 28 or email [guhelpdesk@grantesd.k12.or.us](mailto:guhelpdesk@grantesd.k12.or.us)

Teachers are sending emails to their students at these addresses, so it will be important for students to check their Grant Union Gmail accounts. These emails will contain codes for Google Classroom that teachers are in the process of setting up. Students should use these codes to join their classrooms.

**Zoom**

Zoom is the video conferencing platform that Grant Union will use across all classrooms. Teachers may hold video chat sessions with students to give live instruction, host discussions, and/or continue to build social-emotional connections with students. Your child's teacher will announce the days/time for these virtual meetings and will share a link to join the session.

\* Students cannot host sessions.

**Question: How does my child find and accept my teacher's invitation to Zoom Meetings?**

**Answer:** Students can join the Zoom Meeting invites via the teacher's Google Classroom or via a teacher email. Many teachers post the Zoom Meeting invite link in their Google Classroom.

These are live classrooms and teachers are giving their attention to students. If families want to speak with teachers, they can email directly to connect outside of instructional time. Teachers will share with families how to best ask questions. Please check our Norms and Expectations (view below) for other ways to support learning in this new format.

Video Tutorials will be coming soon on our Distance Learning Center website

## Norms and Expectations for Students and Families

Students are expected to follow the Grant Union Handbook and teacher expectations around behavior. While online, students are held to the same standards of courtesy, respect, and engagement. For almost all of us, this is the first time learning in an online class, and it may take a bit of time until we feel comfortable with how systems work. Let's agree to all be flexible and do our best to follow these norms:

### Student Norms and expectations:

- Show up for Zoom/Google Meets online video conference instruction as much as possible and stay for the duration. If you are unable to be present, communicate with your teacher so they can help get you the information and stay connected.
- During instruction participate by asking and answering questions, taking notes, and paying attention to only the instruction.
- Wear classroom-ready clothing and assume people are looking at you.
- Be conscious of sound for everyone's benefit; try to join the course in a quiet place, turn on your video, mute your microphone unless you are invited to speak.
- Make sure that what is in the background is appropriate.
- Please do your best to be focused and not disrupt others.
- Do not record classes or others; if you want access to recorded lessons, you can ask your teacher.
- If you struggle to contribute appropriately, your teacher will help moderate your participation and then follow up with you and your family if needed.
- If you see something inappropriate happening, you can send a private chat or email your teacher.

### Teachers will communicate their norms and expectations, but ask if you don't know:

- Should questions come from the family or students?
- Should students ask questions via email or some other mechanism?
- How often will teachers be able to respond to questions?
- How can families access the curriculum to support their student(s)?

### Families

- Teachers may be recording while in Zoom Meetings/Google Meets
  - They will announce the recording before recording photos/videos of students.
  - Affirm with your Principal if you wish your student to opt out of being on video or photographed.
  - If students are on the "opt out" list, remind your student to turn off their video during classes.
- If you miss a class, you can request video from your teacher.
- Video should not be recorded by students.
- Help teachers by making sure your students have access to norms and expectations for each class and maintain appropriate behavior.
- Teachers will limit one-on-one meetings with students, however, these sorts of interactions can occur with a parent if needed and/or via phone or email.

## Tips for Distance Learning in Your Home

<p>Create an Optimal Learning Environment</p>	<p>Designate a learning space that is distraction-free and allows your student to access books, take notes, etc.</p>
<p>Begin/End each day with a check-in</p>	<ul style="list-style-type: none"> <li>● Discuss what your student is learning and ask questions, like:</li> <li>● What are you learning today?</li> <li>● How will you spend your time?</li> <li>● What project are you working on? What are you learning?</li> <li>● What resources do you require?</li> <li>● How can I help?</li> <li>● Review their teacher's office hours that day and write questions down together that may need to be answered.</li> </ul>
<p>Establish Routines and Expectations for Learning at Home</p>	<ul style="list-style-type: none"> <li>● Establish routines, expectations, and a schedule. Remember it will take some time to adjust - be patient with one another.</li> <li>● Balance screen time and non-screen time activities.</li> <li>● Minimize distractions if possible.</li> <li>● Remain mindful of your student's well-being. Establish times for quiet and reflection.</li> <li>● Keep organized by reviewing with your child grade level assignment calendars and virtual learning platforms for updates and assignment due dates.</li> <li>● Write down a schedule for each child (or if appropriate, have your child create a schedule) with built-in breaks for snacks, outdoor movement/exercise, and rest.</li> <li>● Check off items as completed -- the sense of accomplishment is important and might also be motivated by short goals.</li> <li>● Maintain regular sleep routines and wake times.</li> <li>● One challenge for families with multiple children will be how to manage all of their children's needs. There may be times when siblings need to work in different rooms to avoid distractions. Headphones can be a great tool to help learners focus and avoid distractions.</li> <li>● Depending on the devices available in your home, you may need to stagger the online work time for each child.</li> </ul>
<p>Encourage exercise, creativity, and connections</p>	<ul style="list-style-type: none"> <li>● Take brain breaks for physical activity, fresh air, creativity, and connection.</li> <li>● Check the Distance Learning Center for Social/Emotional resources.</li> </ul>



<p>Maintain Social Opportunities for your Children</p>	<ul style="list-style-type: none"><li>● Remember that school is about social interactions as well as academics.</li><li>● Many students miss their peers and a routine or academics and breaks. Encourage your child to reach out to friends by phone or online so that they stay connected.</li></ul>
<p>Use Technology Responsibly</p>	<p>When completing work online, joining video calls, and/or participating in virtual discussions, students should be sure to:</p> <ul style="list-style-type: none"><li>● Use respectful behavior and language.</li><li>● Stick to appropriate topic discussions.</li><li>● Send only appropriate video transmissions.</li><li>● Use only the appropriate icons, emoji, and avatar submissions.</li><li>● Wear school appropriate clothing if attending meetings via video.</li><li>● Be honest and use academic integrity by not plagiarizing or copying others' work.</li><li>● Not falsify information about oneself or impersonate others online.</li><li>● Follow norms and expectations shared by teachers</li></ul>