



Liberty Union High School District 2020-2021

Parent and Student Distance Learning Toolkit

Purpose

The purpose of this document is to provide parents and students with the information needed to achieve success in a distance or hybrid learning model of instruction.

Currently our district is in a distance learning model of instruction. Our plan is to move to a hybrid model of instruction in early January.

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Distance Learning Access

- Do not use Internet Explorer browser on device for accessing any of the links/curriculum below, as software will not perform.
- Parents can obtain their child's username and password through Aeries.
- Students log in to Clever with the username and password.
- From Clever, students can then log in to Canvas.
- Detailed instructions on locating the Clever username and password can be found [here](#).
- Detailed instructions for logging into Canvas can be found [here](#).

Instruction – Overview

Regardless of the educational option (distance learning, hybrid, or in-person), LUHSD's instructional program will include:

- Reliable Routines
- Multiple Tools and Resources
- A Consistent Platform
- Regular Schedules
- High-Quality Instructional Strategies
- Support for Students
- Progress Monitoring/Assessment/Grading

Instruction – Delivery Platform

Clever

Liberty UHSD uses Clever, a personalized portal with a single login for student's online programs and resources. Clever is our digital gateway and conduit for accessing resources related to student digital learning.

Canvas

This learning management system allows teachers to post assignments and activities in their "online" classroom and students to complete work and projects in their own digital portfolio. Parents can use their child's log in information to see their child's work and assignments.

Special Education

- The LUHSD Special Education staff is committed to working as a team with each family and student through our reopening processes. We will continue to provide a free and appropriate public education (FAPE) to students with disabilities while protecting the health and safety of students, educators, and service providers. In these extraordinary circumstances, special education services will be provided differently than they are when school buildings are open and fully operational, as outlined in each student's Individual Distance Learning Plan (IDL). These Individual Distance Learning Plans have been developed in collaboration with parents and address how services and supports will be delivered to their student during distance learning. LUHSD is committed to providing all students the supports and services they deserve.
- Our department is following public health and safety guidelines from the California Department Education and Contra Costa Health Services, as well as seeking the guidance from SELPA (Special Education Local Plan Area). We are continuing to develop tools and resources to support our families and students with disabilities during this very challenging time and will be communicating our progress along the way.

Students with Additional Needs (SWANS)

LUHSD understands that many of our students have additional factors in their lives that make distance learning and navigating the impact of COVID-19 even more challenging. For many of our students, distance learning may feel impossible to them. These feelings may be heightened for our English Language Learners, Foster Youth, or those who are experiencing homelessness and poverty. If students have been impacted by the recent civil unrest, they may have an entirely different set of challenges and fears. Many students and families may be experiencing food insecurities or financial hardship as a result of COVID-19. We are aware of these various hardships and factors and how they may influence student engagement, performance, and areas of need.

Some available resources include:

- Access to School Counselors and School Psychologists - either virtually or when deemed safe, in person by appointment
- Coping techniques and resources
- Access to mental health clinicians
- Tutoring Sessions (in-person or virtually)
- Virtual office hours that promote and encourage students to connect individually with trusted adults when needed
- SWANS may be able to receive free breakfast and/or lunch during both in-person and distance learning.
- Additional information can be found on LUHSD district and school websites

English Learners

- English Learners (ELs) is a broad term that encompasses all students who are native speakers of non-English language and are primarily receiving instruction in English. Our student population is 457 ELs (5.5% of total enrollment) with 1,290 RFEPs (Reclassified Fluent English Proficient)(15.5% of total enrollment) for a total of 1747 students (21% of total enrollment).
- English Learners will continue to receive designated and integrated English Language Development from their teachers. Teachers will emphasize academic vocabulary, as well as Using Culture as an Asset, in alignment with the California English Learner Roadmap.

Social-Emotional Learning

LUHSD is very aware of how many of our students and families are feeling as a result of school closure. Many have reported feelings of isolation, anxiousness, worry, and disconnection. We are asking our parent community to partner with us and reach out if your child is experiencing any of these feelings and is in need of additional support.

Our goals include:

- Focusing on social-emotional needs and trauma of students related to COVID-19 and recent civil unrest using Trauma-Informed Practices
- Providing experiences for students on campus to socialize in modified conditions when deemed safe to do so
- Implementing practices promoting activities to build relationships and community both virtually and in-person when possible
- Note: All LUHSD school counselors, psychologists, and select administrators received professional development on suicide prevention and response during this COVID-19 period.

Health & Safety: LUHSD's Top Priority

What LUHSD Will Do:

- Schedule staggered start times, breaks, and lunch times
- 6 feet markers to assist with social distancing on all campuses
- Staff presence to support guidelines
- Staff will participate in health monitoring surveys as a prevention measure on all campuses
- Hallways will have signage to assist with social distancing and student movement patterns
- Students and staff will wear masks and/or shields at all times
- Hand Sanitizing Stations will be available throughout the campus and in offices
- Soap and paper towel dispensers checked and stocked regularly
- Disinfecting spray bottles and paper towels in all classrooms, offices
- Custodians' routine use of electrostatic spraying, a process that emits positively charged particles that "wrap around" surfaces in classrooms and offices and uniformly disinfects the harder to reach areas
- Classroom furniture arrangements to improve distancing capabilities
- Ensure that ventilation and air filtration systems are working properly
- Provide information and training for on safety protocols

Health & Safety: LUHSD's Top Priority

What Parents/Guardians Will Do:

- Monitor your child's health daily and keep your child home if he/she is not feeling well or has a temperature
- Encourage your child to routinely wash his/her hands
- Remind your child to try to avoid touching his/her eyes, nose, and mouth with unwashed hands
- Pick up your child or make arrangements to have someone available to pick up your child should he/she become sick at school
- Follow all recommended protocols that the District provides to ensure the safety of all students and staff

Frequently Asked Questions: Instructional Minutes

DO STUDENTS HAVE TO ATTEND SCHOOL FOR 180 DAYS THIS YEAR?

Yes, the school year is still set for 180 days and begins on 8/10/20 and ends on 6/3/20. Please be sure to visit your school's website to view the most recent school calendar

SINCE INSTRUCTION WILL BE PROVIDED VIA DISTANCE LEARNING, DO STUDENTS HAVE TO BE ONLINE ALL DAY WITH THEIR TEACHERS AS IF THEY WERE STILL IN A TRADITIONAL SCHOOL SETTING?

The number of minutes each student has to attend school has been reduced for this school year. (See information below.) Also, both in-person, live teaching online (synchronous) and assignments given but not taught live by a teacher (asynchronous) count towards the minute requirements.

ANNUAL INSTRUCTIONAL MINUTE REQUIREMENTS WERE WAIVED, BUT DAILY INSTRUCTIONAL MINUTES REQUIREMENTS WERE NOT. WHAT IS THE DIFFERENCE?

Normally, students are required to attend school for 360 minutes per day. For 2020-2021, the number of minutes has been reduced to 240 minutes per day. Students will be required to participate in synchronous (live teaching) with a teacher virtually and asynchronous (offline assignments and work assigned by a teacher) that are designed by their teachers.

Frequently Asked Questions: Attendance

WILL SCHOOLS IN LUHSD KEEP TRACK OF MY STUDENT'S ATTENDANCE EVERY DAY?

Yes. We are required to keep records of students' attendance either in person, in hybrid, or virtually in distance learning.

HOW WILL A TEACHER DETERMINE IF MY STUDENT ATTENDED SCHOOL IF IT IS FULL DISTANCE LEARNING?

Teachers will mark your child present if he/she has contact with his/her teacher during scheduled times for class. Students should also participate in online activities, complete in-class and homework assignments.

Frequently Asked Questions: Nutrition Services

WHAT ARE SOME OF THE SAFETY PROTOCOLS FOR FOOD SERVICE FOR STUDENTS ON CAMPUS?

For the hybrid model, staggered lunch times will be developed to reduce the number of students. Hand sanitizer stations will be located near food service areas to promote personal hygiene. Nutrition Service employees will wear appropriate Personal Protective Equipment (PPE) such as masks, shields, and gloves.

WHAT MEAL OPTIONS WILL BE PROVIDED FOR ON LINE LEARNERS?

In the full distance model, Distance Learning Meals will be available to students. Please see the Nutrition Services page on the LUHSD website to learn about meal locations and distribution times.

HOW DO I FIND OUT WHERE TO PICK UP FOOD FOR MY STUDENT ON DAYS THEY ARE IN FULL DISTANCE LEARNING?

Please go to the LUHSD website Nutrition Services tab. We have specific information on nutrition services and meal pick up.

Frequently Asked Questions: Counseling Services

HOW WILL MY STUDENT RECEIVE COUNSELING SERVICES THROUGH DISTANCE LEARNING?

Counselors will connect with students virtually. Counselors have developed web pages for students and families to access which will include their office hours. Counselors will provide social/emotional support for students. They will also support students with academic concerns.

HOW WILL MY STUDENT RECEIVE COUNSELING SERVICES IF THEY ARE IN SCHOOL ON A HYBRID MODEL?

Within the hybrid model of learning, counselors will be working with students on site with distancing restrictions. Counselors will be providing social/emotional support for students. They will also be supporting students with academic concerns. When students are learning from home, counselors will be available virtually and will provide office hours, etc.

Frequently Asked Questions: Special Education

WILL MY CHILD STILL HAVE HIS/HER IEP HELD THIS YEAR? WHAT CAN I EXPECT?

All IEP meetings will be held this year and will follow required timelines. The meetings will be hosted virtually and all team members will be part of the meeting. If your student needs testing to be done for the IEP, all related service providers and case managers will provide student assessments to the maximum extent possible during the hybrid and/or distancing learning platform. In person assessments will be offered during hybrid and distance learning, taking into consideration County Health regulations.

HOW WILL MY CHILD RECEIVE THEIR IEP SERVICES SUCH AS SPEECH OR OCCUPATIONAL THERAPY?

Educationally related services that the IEP calls for will be provided. Each of our providers will support families through the various learning platforms to ensure student participation and access. Services will be a combination of consultation and collaboration with teachers, related services, and families and services through teleconferencing will also be an option. Students with Disabilities will receive an individualized Hybrid and Distance Learning Plan specifying the types of IEP related services and supports and instruction provided in a hybrid or distance learning environment.

MY CHILD RELIES ON BUSING TO GET TO SCHOOL EACH DAY. WILL TRANSPORTATION STILL BE AVAILABLE?

If designated on the student's IEP as door to door service, transportation for students receiving special education services will be provided. Transportation for general education students may not be available. School buses will be cleaned and sanitized and guidelines will be followed to ensure students' health and safety.

Frequently Asked Questions: Special Education

MY CHILD HAS A LOT OF NEEDS, INCLUDING RECEIVING ASSISTANCE AND SUPPORT TO USE THE RESTROOM. IF WE RETURN TO SCHOOL, HOW WILL STAFF MAINTAIN 6 FEET BUT STILL ASSIST MY CHILD?

We are providing training and support to our staff members and working closely with the Special Education Local Planning Agency (SELPA) to develop guidelines and protocols to ensure both students and staff can be safe in a hybrid model no matter what the students' needs are in the classroom. Personal Protective Equipment (i.e. masks, shields, gloves, Scrubs) are some of the ways in which we are supporting our staff and students, as well as frequent hand washing and other safety protocols prescribed by the county health department.

I HAVE A LOT OF QUESTIONS ABOUT SPECIAL EDUCATION IN EITHER HYBRID OR DISTANCE MODE. WHO SHOULD I CONTACT WITH MY QUESTIONS?

We highly encourage our families to contact your child's case manager first whenever possible. If you are unsure of whom that is or would prefer to speak with someone from the District's special education department, please contact Karen Cortez, Director of Special Services at cortezk@luhsd.net for further assistance.

Frequently Asked Questions: English Learners

HOW WILL ENGLISH LEARNERS RECEIVE ELD INSTRUCTION VIRTUALLY?

They will receive virtual instruction through Canvas along with their peers. Families needing laptops and/or internet access can work with their sites to obtain a laptop.

WHEN WILL ENGLISH LEARNERS RECEIVE ELD INSTRUCTION?

In both the hybrid and distance learning models, English Learners will receive both daily Designated and Integrated ELD instruction to practice language and achieve academic standards, and instruction targeted at their proficiency level. The following schedules demonstrate ELD instruction: English Learners scoring at ELPAC Performance Levels 1 and 2 take double-blocked designated EL language courses. They receive integrated ELD instruction in elective classes. English Learners scoring at ELPAC Performance Levels 3 and 4 take integrated language courses. These students receive designated ELD support through individualized classroom instruction.

WILL THERE BE DELAC AND ELAC MEETINGS?

Yes. Please contact your sites for more information. Our district conducts the meetings virtually, using Zoom.

Frequently Asked Questions: English Learners

WHAT ARE THE ENGLISH LANGUAGE PROFICIENCY ASSESSMENT OF CALIFORNIA (ELPAC) PROFICIENCY LEVELS?

ELPAC LEVELS	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
ELD STANDARDS PROFICIENCY LEVELS	EMERGING	EXPANDING		BRIDGING

EMERGING – students at this level progress very quickly, learning to use English for immediate needs as well as beginning to understand and use academic vocabulary and other features of language.

EXPANDING – students at this level are challenged to increase their English skills in more contexts and learn a greater variety of vocabulary and linguistic structures, applying their growing language skills in more sophisticated ways that are appropriate to their age and grade level.

BRIDGING - Students at this level continue to learn and apply a range of high-level English language skills in a wide variety of contexts, including comprehension and production of highly technical texts. The “bridge” alluded to is the transition to full engagement in grade-level academic tasks and activities in a variety of content areas without the need for specialized ELD instruction.

WILL MY CHILD HAVE A CHANCE TO BE RECLASSIFIED THIS FALL?

Yes. The State of California has authorized us to conduct a fall administration of the ELPAC to help students who may qualify for reclassification.

Frequently Asked Questions: Homeless Youth

HOW DO I KNOW IF MY FAMILY'S CURRENT LIVING SITUATION QUALIFIES AS HOMELESS?

Under the McKinney-Vento Homeless Assistance Act, students who lack a fixed, regular, and adequate nighttime residence are considered homeless. This may include the following living situations:

- Living in emergency or transitional shelters
- Living in motels or hotels
- Living in cars, parks, public spaces, abandoned buildings or other facilities not designed for regular sleeping accommodations for human beings
- Sharing the housing of other persons due to loss of housing, economic hardship or similar reason (referred to as "doubled-up" not by choice)
- Runaway or unaccompanied youth - young people not in the physical custody of a parent or guardian

WHAT IS THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT?

The McKinney-Vento Education for Homeless Children & Youth program is designed to address the problems that homeless children and youth face in enrolling, attending, and succeeding in school by providing access to the educational and other services that they need.

Frequently Asked Questions: Homeless Youth

WHAT TYPE OF SERVICES CAN THE SCHOOL DISTRICT PROVIDE TO MY FAMILY IF WE ARE CONSIDERED HOMELESS?

Every district must have a staff person who acts as a Liaison, helping students and families navigate any barriers that might keep a child or young adult out of school and help advocate for students/families. They can provide services and supplies to the student to make sure they attend school regularly and have the materials and information needed for successful learning, including:

- transportation assistance
- resources for medical and mental health
- educational resources and school supplies
- housing services, etc.

HOW DO I ACCESS THESE SERVICES FOR MY CHILD?

You can contact the LUHSD Administrative Services Department to speak to Dr. Tony Shah, the district Homeless Liaison, who will help you navigate enrollment, attendance and other services for your child. You can also email Dr. Shah at shaht@luhsd.net or call 925-634-2166, x2028.

Frequently Asked Questions: Foster Youth

WHO IS A FOSTER YOUTH?

A child who fits any of the three definitions below is considered a Foster Youth:

- Any child who is the subject of a juvenile dependency court petition (Cal. Welf. & Inst. Code § 300), whether or not the child has been removed from his or her home
- Any child who is the subject of a juvenile delinquency court petition (Cal. Welf. & Inst. Code § 602) and who has been removed from his or her home by the court and placed into foster care under a “suitable placement” order. This includes youth who have been placed in a foster home, relative home, or group home. It does not include youth who have been placed in a juvenile detention facility, such as a juvenile hall or camp
- Any youth 18 to 21 years of age who is under the transition jurisdiction of the juvenile court (i.e., is in extended foster care). See SB 859 (2014), Cal. Educ. Code § 42238.01

HOW DO I ENROLL A FOSTER YOUTH IN SCHOOL?

You may go to the front desk of the school in your attendance area and ask to speak with the registrar. Please bring a copy of your placement agreement form; this will help ensure we have accurate information regarding your child’s social workers.

WHO DO I CONTACT IF I HAVE MORE QUESTIONS OR NEED MORE INFORMATION?

You can contact Dr. Tony Shah, the district Foster Youth Liaison, at shaht@luhsd.net or 925-634-2166, x2028.

Frequently Asked Questions: 504 Plans

WHAT HAPPENS IF MY CHILD IS ON A 504 PLAN, BUT IS IN DISTANCE OR HYBRID LEARNING?

A 504 Team can convene virtually with you and your student. During the 504 meeting, accommodations will be discussed and adapted to a distance or hybrid learning model of instruction. Please contact your site assistant principal for more information.

Frequently Asked Questions: Home/Hospital Program

WHAT DOES IT MEAN WHEN MY STUDENT IS IN THE HOME/HOSPITAL PROGRAM?

The Home/Hospital Program is designed to provide on-going academic instruction to students with a TEMPORARY disability that makes school attendance impossible or inadvisable. Students may be referred to this program if they have an anticipated absence from regular school for a minimum of 3 weeks and a maximum of 9 weeks. If your student is quarantined for 14 days due to COVID-19, your son/daughter will be placed into full-distance learning for that period of time.

DO I NEED A DOCTOR'S NOTE TO BE ELIGIBLE FOR THE HOME/HOSPITAL PROGRAM?

The determination of a student's inability to attend school will be made by a licensed physician. The licensed medical professional verifies in writing the student's diagnosis and need for Home/Hospital Instruction. Please note, though a medical professional may recommend and/or request Home/Hospital Instruction, placement into program is at the discretion of the District.

WHAT IF MY SON/DAUGHTER IS IN SPECIAL EDUCATION AND QUALIFIES TO BE ON THE HOME/HOSPITAL PROGRAM?

For students with an IEP who qualify for Home/Hospital, the student's IEP team determines the services deemed necessary to provide temporary intervention to the student by holding an IEP meeting after the Home/Hospital request has been approved. If a parent or a licensed physician requests that a student with disabilities be placed in Home/Hospital, the IEP team must address it as a change of placement. Home/Hospital services cannot begin until this change of placement is completed.

For more information about the LUHSD Home/Hospital Program, please contact your school counselor.

Frequently Asked Questions: Technology

WILL WE BE ABLE TO CHECK OUT LAPTOPS FOR OUR SONS/DAUGHTERS TO USE AT HOME IN DISTANCE AND HYBRID LEARNING?

Yes, we will have devices available for students to check out. Please contact your school if one is needed.

WHAT IF I DON'T HAVE AN INTERNET CONNECTION FOR MY SON/DAUGHTER TO USE AT HOME?

We have set up Wi-Fi access at Liberty High School, Freedom High School and Heritage High School in various parking lots that is free and available for student use. Additionally, we have individual hotspots for families who need support with internet access. Please contact your school for more information.

WHAT HAPPENS IF WE NEED TECH SUPPORT?

After trying to solve the problem at home (re-boot computer, clear the cache), please contact your site for further assistance.

Frequently Asked Questions: Preventing the Spread of COVID-19

WHAT STEPS WILL LUHSD TAKE TO PREVENT THE SPREAD OF COVID-19?

- Provide training for staff, families, and students on self-screening protocols
- Promote social distancing through floor markers and posted signage
- Encourage all students, families, and staff to take everyday preventative measures such as:
 - Staying home when sick
 - Remaining at home until fever has been gone for at least 24 hours without the use of fever reducing medicines
 - Seeking immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing
- Outline clear protocols for sending students, teachers, and staff who present with a fever, and/or respiratory infection symptoms home immediately
- Promote "respiratory etiquette" and hygiene protocols such as:
 - Cover cough with a tissue or sleeve
 - Provide adequate supplies that are easily accessible, including tissues and no-touch trash cans Encourage hand-washing by students and staff through education, scheduled times for hand-washing, and adequate supplies
 - Providing several hand sanitizing stations for every school within the district
 - Enhanced cleaning and disinfecting protocols for all classrooms and common use areas such as restrooms and cafeteria

IN A HYBRID MODEL WILL MY SON/DAUGHTER BE REQUIRED TO WEAR A MASK WHEN ON CAMPUS?

- Yes. Students will be required to wear a face mask while on campus.

Frequently Asked Questions: Suspected Illness on Campus

WHAT IS A FEVER?

A temperature of 100.4 degrees Fahrenheit or higher is a fever.

WHAT HAPPENS IF A STUDENT OR AN EMPLOYEE HAS A FEVER?

The individual will immediately be separated from others and arrangements will be made for the individual to go home. The person will stay home until he/she goes to the doctor. The individual will be able to come back to school AFTER he/she receives a release from the doctor.

WILL PARENTS, STUDENTS, AND STAFF BE NOTIFIED IF SOMEONE ON CAMPUS TESTS POSITIVE FOR COVID-19?

Yes, the California Department of Public Health guidance states that schools should document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.