

Good evening families,

Thank you for your patience and cooperation these past two weeks as we have worked to move all of your child's classes online. As you know, our school closure was extended through May 5<sup>th</sup>. Beginning Monday, March 30<sup>th</sup>, we will be moving to Phase 2 of our online learning. We have created a schedule that allows for maximum flexibility for both families and teachers. There will be more information coming out over the next few weeks and we will continue to share the progress made on our new online learning model. We are committed to getting every student through this and are looking forward to partnering with you.

Proposed Daily Schedule		Phase 2				
Weeks of: 3/30/20		Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 10:15 AM	PLC/Department Meetings and Planning		Period 1	Period 2	Period 5	Period 6
10:15 - 10:30 AM			Break	Break	Break	Break
10:30 - 12:15 PM	Teachers post assignments for week & short assignment on GC for student check-in per 0-7		Period 3	Period 4	Period 3	Period 4
12:15 - 12:45 PM			Lunch	Lunch	Lunch	Lunch
12:45 - 2:30 PM	Lesson Planning & Tech PD by Instructional coaches & ITCs		Period 5	Period 6	Period 1	Period 2
2:35 - 3:35 PM			Period 7	Period 0	Period 7	Period 0

Each block is an hour and forty-five minutes and students can expect on average thirty minutes of instruction and 30 minutes of optional office hours. Instruction will be recorded and can be viewed if session is missed. Teachers will send out their individual times within each block. Please expect weekly schedules on Monday, May 30<sup>th</sup>.

#### Student Expectations:

- Attendance:** All students check in every class on Mondays and then each period during the block days. Students check in with every teacher 3x/week through a Google Classroom prompt.
- Frequency of Instruction:** Teachers will hold live and/or recorded instructional sessions approximately 2 times a week (15-30 min per session; weekly total of 60 min) - AP, honors, CTE and science might vary.
- Reasonable Workload:** Approximately 1 - 2 assignments per week per class (30-60 min each = 6-12 hours of work a week for all classes, not including lectures) with flexible due dates.
- Communication & Feedback:** Teachers will have 30 minutes of office hours during each period of instruction Tuesday-Friday. Office hours are optional, but students are encouraged to seek support from their teachers during the available times.
- Grading:** has not been decided. We are waiting for guidance from the California Department of Education and The University of California Chancellor's Office and hope to have clarification next week. All students are encouraged to complete assignments, as assignments can improve grades at this time.

If you have questions or concerns, please complete the form below and an administrator or dean will contact you within 24-48 hours. Thank you. <https://forms.gle/iYfP9pXLyv8oiUv8>