



PGUSD Distance Learning - FAQ

(Last Revised: 07/30/2020)

GENERAL QUESTIONS

When does the school year start?

The School Board approved a start date of **August 12, 2020**. All instruction will happen via Distance Learning. Students will NOT attend classes on the school sites.

What is Distance Learning?

Distance learning is defined in *Education Code* Section 43500(a).

Distance learning means instruction in which the pupil and instructor are in different locations and pupils are under the general supervision of a certificated employee of the local educational agency (LEA). Distance learning may include, but is not limited to, all of the following:

- Interaction, instructions, and check-ins between teachers and pupils through the use of a computer or other communications technology.
- Video or audio instruction in which the primary mode of communication between the pupil and certified employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
- The use of print, video, and audio materials incorporating assignments that are the subject of written or oral feedback.

PGUSD Distance Learning plans may be found here:

<https://www.pgusd.org/Reopening-Plans/index.html>

What is a Blended or Hybrid model of instruction?

A blended or hybrid model of instruction involves a mix of in-person school attendance for purposes of instruction and distance learning where the pupil “attends” instruction at home.

PGUSD Blended/Hybrid plans may be found here:

<https://www.pgusd.org/Reopening-Plans/index.html>

Is the District extending the start of the school year to allow teachers/staff more time to prepare for Distance learning?

The District extended the start of school by 4 additional days to allow for additional teacher preparation time.

Can you define Synchronous, Asynchronous instruction, Screencast and Video Conferencing?

Synchronous: Students virtually attend a class session together via video conference, livestream, or chat. We use Google Meets for synchronous meetings. The main benefit of synchronous learning is that it enables students to avoid feelings of isolation since they are in communication with others during the learning process. However synchronous learning is not as flexible in terms of time, as students and teachers have to set aside a specific time slot in order to attend a live session or online course in real-time. *Synchronous* instruction is essential for maintaining relationships.

Asynchronous: Students access materials, ask questions, and practice their skills at any time that works for them. Asynchronous learning uses tools and systems to allow the educator and students to interact on their own schedules. In our cases we mainly use Google Classroom to facilitate this interaction. Students engage in class materials and complete work at their own pace, typically within a given timeframe. There are many benefits to asynchronous learning, many of which are now being recognized and studied thanks to the prevalence of online learning. The most obvious benefit is flexibility, which allows students to balance family and school in a way that works for their schedules.

Most online courses are a blend of synchronous contact and asynchronous study/work. *Please note: asynchronous instruction works best for deep learning, whereas synchronous instruction is essential for maintaining relationships.*

Screencast: A digital video recording of your computer screen, usually including audio narration. Screencasts are a form of instructional video. Screencastify and QuickTime are common tools for screencasting.

Video Conference: A virtual meeting in which participants in different locations are able to communicate with each other with audio and video. We use Google Meet for this function.

Where can I find the school year calendar?

The Board approved school calendar can be found here:

<https://www.pgusd.org/About/Calendars/index.html>

Will the District Office be open for the public?

The District will be closed to the public (for in-person meetings):

- The District Office is only open to essential staff. The exception being any outside essential workers providing necessary services that are pre-scheduled (i.e., copy machine technicians, plumbers, etc.).

- *The District Office staff will be continuing all regular services and duties.* The District will not be hosting business in-person meetings until further notice, and has transitioned to conducting regular meetings remotely.
- Outside Essential Workers:
In the event that outside essential workers need to enter the building, they must obtain prior approval and schedule an appointment. They will be required to sign-in/out and follow all health and safety protocols.
- District Office directory contact information may be found here:
<https://www.pgusd.org/Staff-Directory/index.html>

What training(s) do employees receive?

Employees receive annual trainings on bloodborne pathogens, boundary invasion, discrimination, mandated reporter, sexual harassment, youth suicide awareness, prevention, and postvention, and active shooter, Big 5 emergency protocols.

New employees complete the annual training program and receive training on injury and illness prevention, electric safety, fall and back injury prevention, housekeeping and classroom safety, ergonomics, other safety practices, and integrated pest management for teachers and office staff.

In addition to our annual trainings, this year all employees will receive trainings on Coronavirus Symptoms and Awareness, CDC Guidelines for Making, Using and Appropriate wear of facial masks, Coronavirus Managing Stress and Anxiety, CDC Handwashing Guide, Better Sneezing Habits, Social Distancing, and Return to Work.

How is registration being handled?

Registration is being handled online. You can find a registration link here
<https://www.pgusd.org/Parents/Registration/index.html>

You may also visit a school site webpage at www.pgusd.org

How will sites handle attendance?

Daily Attendance - Elementary

1. According to the Distance Learning plan for elementary, school starts at 8:45 daily. Teachers take daily attendance in Illuminate per usual (by roster), marking any student not present in their daily Distance Learning session as absent (A). Any student who joins the session after 9:45 is considered absent (A). No tardies (T) are used during Distance Learning at the elementary level.

2. During Distance Learning, teachers may choose to take roll in whichever manner they wish (on-screen visual, daily student list, electronic questionnaire, Google Meet Attendance tool, etc.). But teachers must transfer their attendance into Illuminate and "Save" by 9:45 each day.
3. Attendance Clerks review and process daily attendance at the site level and send reminders to any teacher who has not reported attendance.
4. At 10:30 AM, attendance notifications will go out (via CatapultK12) to the parent whose student was marked absent by the teacher.

Daily Attendance - Secondary

1. Teachers take daily attendance in Illuminate in the usual manner (by roster for each period), marking any student not present in their daily/period Distance Learning session as absent (A). Any student who joins the session after 30 min into the period without an verified excuse is considered Tardy (T).
2. Teachers will have the first 15 minutes of each class period to report their attendance in Illuminate. During Distance Learning, teachers may choose to take a roll in whichever manner they wish (on-screen visual, daily student list, electronic questionnaire, Google Meet Attendance tool, etc.). But teachers must transfer their daily-by-period attendance into Illuminate within 15 minutes of the start of each period. Any student who logs into the session within this 15 minute window of time will be considered present, not tardy. If the student joins after 15 minutes, the teacher can mark the student Tardy (T).
3. Attendance Clerks review and process daily attendance at the site level and send reminders to any teacher who has not reported attendance.
4. Attendance notification (phone call and text) will go out to the parent whose student was marked absent by the teacher in any class at the following times: 10:30 AM for the PGMS, 12:00 PM for the PGHS and again at 3:00 PM for PGMS, PGHS, and CHS.

How will teachers meet parents and students? New students to the District?

The sites will work with our teachers to develop:

- A teacher/student “meet and greet” prior to the August 12 start date.
- An onboarding plan for our new families that are beginning August 12 and those that arrive during the school year.

TEACHING AND LEARNING

Will my student be graded this year?

Yes, students will receive grades based on their work in distance learning activities and an array of regular assessment tools. This includes demonstrating what they know in live interaction, tests, written work, and projects.

How will this be different than last Spring?

Last Spring, we were forced into emergency remote learning. Because the shift was so sudden, the California Department of Education did not want families to worry about grades at the expense of a student's social emotional health. Students could improve a grade in the Spring, but no grade would be reduced. This was called "hold harmless." This year, students will be graded as described above.

How do students hand in homework?

Much of it will be online. Teachers will have clear and delineated distance learning homework protocols for each class. The district will be using the Google Classroom suite.

What about Physical Education (PE)?

Our PE teachers are using a distance learning curriculum based on the standards required by California. Instruction will include activities some parents might do with their children but generally the children can do without assistance.

What about choir and Band?

Choir and Band will be offered. Classes will be conducted following the PGUSD Three Tiered plan. The district three tiered plan may be found here:

<https://www.pgusd.org/documents/Reopening-Plans/Reopening-Announcements/Reopening%20Planning%20and%20Operations/PGUSD%20-%20Community%20-%20Board%20Decision%2002020.pdf>

How are the needs of English Learners being met through distance learning?

English learners must receive designated and integrated English Language Development (ELD), including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and support for dual language learning.

Teachers are to incorporate designated and integrated ELD as part of the core instruction during distance learning. Students are to continue to be assessed via distance learning to informally assess the progress in ELD.

English Language Development teachers at the elementary, middle and high school will continue to deliver designated English language online instruction as well as supporting students with access to their core content classes. ELD teachers will continue to collaborate with the classroom teachers to provide additional support as needed.

Will staff be available for students when they need direct interaction, such as counseling or intervention?

Yes, according to the Board approved Tiered reopen plans: Tier #1: August 12 (later start for teacher Prof Development) - October 19, 2020 (end of Fall break)

Limited on campus in-person learning opportunities for identified students in small groups, as recommended by teachers and with physical distancing and all mitigation measures in place. This allows for in-person interaction with students as needed and agreed upon by staff.

Please contact your teacher or principal for details.

TECHNOLOGY

Is the district making any large equipment purchases?

Yes, including but not limited to an across the board Chromebook Fleet replacement, 1:1 tablets for 1st grade (planned purchase), Enterprise-wide network infrastructure upgrade, and a range of instructional software and digital programs that will be used to facilitate digital learning.

How is the District equipment meeting the needs of all students and families?

The district surveyed parents to determine need regarding access to a student device and home internet access. From the survey results the district devised a technology checkout plan by site and grade level. This ensures that any student in need of a computing device and/or home wifi connectivity will be provided for.

Did the District obtain the platforms needed for distance learning?

New Distance Learning Software Platform Purchases:

- Seesaw
- Screencastify
- Kami
- EdPuzzle
- PearDeck
- GoGuardian Teacher
- Zoom (TBD)

What percentage of parents in the district responded to the surveys?

Most recent Survey Respondents by site:

- FG: 422 parents/93%
- RD: 400 parents/93%
- PGHS: 518 parents/87%
- PGMS: 420 parents/89%
- CHS: 12 parents/80%

Did the district teacher and staff attend training for Distance Learning?

Teachers attended (10) 90-minute sessions over 6 days at the Online Virtual Academy from University of Phoenix on Distance Learning effective practices. We had 40 teachers attend this training K-12. Teachers will share their learning with their colleagues.

Will teachers be teaching live lessons to students using video?

Yes. Distance Learning may include, but is not limited to, all of the following:

- Interaction, instructions, and check-ins between teachers and pupils through the use of a computer or other communications technology.
- Video or audio instruction in which the primary mode of communication between the pupil and certified employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
- The use of print, video, and audio materials incorporating assignments that are the subject of written or oral feedback.

SITE PLANS

All site plans may be found here:

<https://www.pgusd.org/Reopening-Plans/index.html>

Will students still be able to stay in distance learning only after students are allowed back to sites? Are families able to choose which option is best for their family? (Distance Learning, Hybrid, In Person)

At present, the state is directing the district to allow Distance Learning only. The district will follow state and local guidelines when they are delivered. Currently, the state will allow parents to remain in distance learning only based on details noted in SB98:

Distance Learning options will be made available to parents as per Governor, AB 77 Omnibus Trailer Bill (now SB98), section **43503:**

(a) (1) For the 2020–21 school year, a local educational agency that offers distance learning shall comply with the requirements of subdivision (b).

(2) Distance learning may be offered under either of the following circumstances:

(A) On a local educational agency or school wide level as a result of an order or guidance from a state public health officer or a local public health officer.

(B) For pupils who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID-19

Currently, notes from medical providers are NOT required by the school district for those families who choose Distance Learning.

Are SPED Preschool and Community High School at David Avenue aligned with other sites?

Community High School is following the PGUSD Three Tiered plan and the plan may be found here:

<https://www.pgusd.org/documents/Reopening-Plans/Reopening-Announcements/Full%20Distance%20Learning%20Plans/PGCHS%20Reopening%20Overview%202020-21.pdf>

SPED preschool will follow the elementary school plan. The site plans are not specific to one particular group.

How will students in middle and high school attend classes when a hybrid model is implemented?

All Blended/Hybrid plans to date may be found here:

<https://www.pgusd.org/Reopening-Plans/index.html>

Will daycare be offered for families?

Due to financial constraints and limited staff, daycare will not be offered to families at this time.

We will continue to investigate options.

Preschool daycare options are offered through the PG Adult School program.

SAFETY

How is the District paying for Personal Protection Equipment (PPE) and what items are being purchased?

The district is using state (per SB 117) and district funds to purchase PPE with hopes of reimbursement from FEMA.

Masks, face shields, disposable smocks and aprons, gloves, touchless thermometers, hand sanitizers, antiseptic wipes. Plexi-glass shields for front office staff and special education testing rooms.

Are students required to wear masks? If so, what grades?

From the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/cloth-face-cover.html>

From the California Department of Public Health (CDPH):

STUDENTS Age Face Covering Requirement

Under 2 years old: No

2 years old – 2nd grade: Strongly encouraged**

3rd grade – High School: Yes, unless exempt

**Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- Students with significant disabilities who are unable to tolerate wearing a face mask.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

How is the District handling/preparing/considering the social emotional health of students?

Are counselors available for students?

District school counselors will provide a detailed report on their services during the School Board meeting on August 20. Some of the services they are providing include:

- Online video scheduling link
- Counselor led Google Meets for group counseling
- Open office hours for drop in counseling
- Individual student check ins
- Referrals to outside agencies
- Drop in parent groups
- Individual parents consultations
- Parent Education classes in conjunction with the Adult School

What are the School Resource Officer (SRO) duties during distance learning?

The School Resource Officer (SRO) will be assisting with disaster and safety training for all employees and substitutes, monitoring student safety and responding to the needs of the district as appropriate. The SRO will also be providing virtual DARE program services to students in elementary and middle school.

What is the difference between cleaning and disinfecting?

- Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Who will be disinfecting the playground equipment, manipulatives, etc.?

A staff member will be responsible for disinfecting playground equipment and manipulatives. Frequency will depend on staff availability and if disinfecting cannot be complete the equipment or manipulative will not be used.

How will the cleaning take place between classes if the students move from class to class?

Staff is limited to how many classrooms can be turned over between classes. The district has invested in an electrostatic disinfection system which significantly increases the amount of rooms that can be cleaned between classes. In addition, the district is testing other technologies that will support cohort movement.

FOOD SERVICE

Will meals be available?

Yes. Beginning the first day of school, August 12, meals will be available to enrolled PGUSD students at their free, reduced, and paid rates. For more information, visit [PGUSD Food Services](#).

What is the distribution process for families?

Breakfast & lunch meals will be available for pick-up (drive-up or walk-up) on Monday, Tuesday, and Wednesday from 12:00p - 1:00p at the lower student parking lot at PGHS and the corner of Arkwright Ct & Moreland Ave.

Parents, guardians, and/or students may pick up meal(s) at one location each day, and will need to provide the 6-digit student ID#, 4-digit lunch pin, or full name and enrollment to the staff member. Student meal accounts will be charged for the breakfast(s) and lunch(es).

We encourage pre-payments to be made on [EZSchoolPay.com](https://ezschoolpay.com).

SPORTS**What about sports?**

Per California Interscholastic Federation (CIF) and the state and county, no sports teams will be progressing at the start of the school year. There is a CIF plan to open up come winter, but this is too far away to guarantee today.

FACILITIES**Are District facilities open to the public?**

At this time, outdoor facilities are open to the public except for the use of playground equipment. County and State health directives must be followed which include stable groups no bigger than 12 (including coaches and parents), 6' social distancing which means games and scrimmages for contact sports are not allowed, and face coverings must be worn.

For more information on the Monterey County Health Department Social Circle Guidance visit <https://www.co.monterey.ca.us/home/showdocument?id=92314>

MORE INFORMATION

For more information please contact your child's principal or the district office, 831-646-6520

This FAQ will be updated when new information becomes available. Last Revised: 07/30/2020