



**Distance Learning Handbook
Fall 2020**

Gustine Elementary School

2806 Grove Avenue, Gustine, CA 95322

Office (209) 854-6496 Fax (209) 854-9165

"Home of the Red-Tailed Hawk"

PRINCIPAL'S MESSAGE

Dear GES Families,

We are so excited to welcome you back to the 2020-2021 school year. Even though we are not able to begin this year with a traditional model, we are committed to offering a robust distance learning program, with live, virtual teaching while keeping students and staff members safe.

Our Distance Learning Model will begin on Wednesday, August 19th and will be different from last year, so please keep that in mind. As of right now, this model will last for the 1st quarter, but we will continue to keep you updated, as things are always changing. Things you need to know about Distance Learning:

- There will be daily scheduled "Live" online interaction between students, teachers, and classmates. Google Classroom will be the primary learning platform used by the teachers and students.
- All students will receive new instruction that is based on the essential state standards and board-adopted curriculum. Completion and quality of work will determine students' grades.
- Standards-based grading practices will be in place for all TK-5 grade students.
- Daily attendance and participation is mandatory.

Gustine Elementary School and GUSD will provide:

- A positive learning experience.
- Technology support for students and parents.
- A Chromebook for the 20-21 school year.
- Counseling services.
- Free meals for all students.
- Social, emotional and behavioral supports.
- Any accommodations necessary to serve IEP and 504 plans.
- English Language Development, as well as assessments for English Language proficiency and the ability to reclassify as English proficient.
- Most importantly, timely, accurate, and responsible communication.

The school year will look different than years past. Most traditional elementary school events and activities have been put on hold. We will continue to update our GES families about our events and activities as we receive guidance from Public Health and the District Office.

We miss our students and look forward to the day when we can all return safely to campus. We are confident that we are prepared for a safe return whenever that time comes. Take care and remember that we are all working together to provide the best educational experience for our students.

Sincerely,



Alma Romo - Principal

SCHOOL VISION

At Gustine Elementary, we are a forward-thinking school aiming to prepare our students for a rapidly changing world by equipping them with critical thinking skills, love for learning, global perspective, and respect for core values: honesty, loyalty, and compassion. Gustine Elementary students will have success for today and be prepared for tomorrow.

MISSION STATEMENT

The students at Gustine Elementary are our greatest asset. Their paths to success are unique. We believe that our students will experience success with the support and encouragement of parents, teachers and staff through positive social and educational experiences, respect for cultural diversity, a strong academic program, and a safe and secure learning environment.

Our goal is to ensure that every student at GES is a critical thinker, a collaborative learner, as well as a productive member of society. Gustine Elementary provides a safe, friendly, and encouraging environment in which students thrive academically, socially, and emotionally. All students will leave GES prepared to take on the academic, social, and emotional challenges of middle school.

INSTRUCTIONAL PROGRAM

All instructional staff will collaborate to provide engaging, relevant, curricular-based instruction and assignments for each subject. A common scope and sequence, pacing guide, identified essential standards, and common assessments will be used to guide and monitor learning. Significant differences should not exist between teacher to teacher within a grade level/course or school. Teachers will provide daily feedback to individual students. Teachers will communicate student learning expectations, provide resources, collect assignments, and provide feedback via video conferencing platforms, phone, email, Google Classroom. Some grades may provide printed materials to enhance digital learning. Administrators, counselors, Special Education and support staff will be added to Google Classrooms as determined by individual student needs.

SCHEDULE

The student instructional day is from 8:00AM-12:15PM, Monday-Friday. During this time, teachers will provide a combination of synchronous (live) and possible asynchronous (recorded) instruction for students on a daily basis. Students will be expected to be engaged in learning approximately 4 hours per day. Teachers will provide daily small group synchronous instruction. Teachers will also provide individual instruction for identified students. Instructional delivery will be determined by student(s) need and/or accessibility. Each grade level has created a daily schedule to meet the needs of their students. Schedules will be shared via Parent Square by your child's teacher.

TIERED SUPPORT

General Education, Special Education, Intervention, English Language Development, and counseling staff will work collaboratively to ensure access and accommodations for identified students.

ASSESSMENT & GRADING

Teachers will provide daily/weekly assessments and feedback towards goals and work completed. Learning will be monitored and assessed in the areas of English Language Arts, Math, Science, and Social Studies. Assessments will be given during the school year in the core content areas, which will be used for Report Cards. Progress reports will be sent out in the middle of the trimester and report cards will be sent out at the end of the trimester.

ATTENDANCE & PARTICIPATION

Due to the COVID-19 pandemic, Gustine Unified School District will begin the 2020-2021 school year in a distance learning platform. This policy will go into effect on August 19, 2020.

Overall school attendance will be calculated using the following:

- Daily contact with the student's respective teacher via their live session.
- Daily attendance in AERIES.
- Student participation and work completion.

Daily attendance (recorded in AERIES) will be recorded via a daily live instructional session with the student's teacher in accordance with the distance learning school schedule. Attendance will be recorded each class session and students must be present during the teacher's live session in order to not be marked absent.

PROCEDURES FOR PARENTS/GUARDIANS TO CLEAR ABSENCES

Call 854-6496 between 7:30AM and 3:00PM. **Parents must call within three (3) school days to clear absences. Absences may be cleared after a three-day period but can only be cleared by the principal. Clearing the absence is the responsibility of the parent/guardian.** Only parents/guardians can verify the reasons for a student's absence(s). If an absence is not cleared within the three day period, the absence will then be officially classified as unexcused.

Unexcused (Unverified) Absences

- 1 & 2 absences: Notification to parents/guardians, conference with administrator.
- 3 absences: truancy letter sent to parents and conference with administrator.
- 5 absences: second truancy letter will be sent to parents and conference with the GES Student Attendance Review Team (SART) and or Principal/Assistant Principal will be scheduled.
- 7 absences: students and parents will be scheduled via certified letter to attend the Gustine Elementary School Attendance Review Board (SARB).

Communication: Gustine Elementary School will be communicating with parents via online platforms (ParentSquare & Zoom), telecommunications (phone), or in person at the

parent's request with all safety protocols in place (social distancing, face masks, etc.).

MATERIALS

When no longer utilizing online learning, students will return all textbooks and chromebook in a timely manner and in good shape. If you decline a district-issued device from Gustine Unified, you are still responsible for following all online classroom expectations. GUSD provides no warranty nor will service any private devices. GUSD does not guarantee that private technology will allow full access to district software.

SCHOOL RULES

GUSTINE ELEMENTARY SCHOOL

CAMPUS MATRIX

WATCH US S.O.A.R.!



S Safety First	<ul style="list-style-type: none">• Move safely near others• Use learning materials and equipment appropriately• Keep your area and your school clean
O Outstanding Effort	<ul style="list-style-type: none">• Take pride in your work and show what you know• Complete assignments to the best of your ability• Turn assignments in on time
A Act Responsibly	<ul style="list-style-type: none">• Use "Please," "Thank you" and "Excuse me," when speaking to others• Arrive to school on time and be ready to learn• Keep your hands, feet and objects to yourself
R Respect Everyone	<ul style="list-style-type: none">• Use encouraging words and greet others politely• Help others when you can• Treat others the way you expect them to treat you

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STUDENT EXPECTATIONS

- Attend synchronous class meetings as scheduled by teachers.
- Profile picture and connected email address should be appropriate for a school setting.
- Ensure the background that will show up behind you is appropriate for school.
- Be prepared with the appropriate supplies: computer, earphones, textbooks, notebooks, calculator, writing implements and all distance learning supplies provided.
- Be dressed and ready for learning when joining instruction.
- Behave appropriately during lessons.
- Set cell phones, toys, video games and other distractions aside during instruction.
- Access assignments.
- Develop a routine for focused, uninterrupted learning.
- Use technology appropriately.
- Chat functions within a videoconference should be used for the educational benefit of the class and should include appropriate language and content.
- Complete assignments or checklist by the due date.
- Connect with teachers for additional help and questions
- Check email regularly throughout each school day and respond in a timely manner. Assume all email can and will be read by the teacher. Content of email should be appropriate for a school setting.
- Closely follow the published daily schedule.

- Be on time for synchronous appointments.
- Proactively reach out to teachers, advisors, and administrators with questions and/or concerns.

PLAGIARISM AND OTHER FORMS OF CHEATING POLICY

Turn in your own work! Plagiarism is defined as “the practice of taking someone else's work or ideas and passing them off as one's own.” Copying and pasting material from somewhere else is not allowed without your instructor’s explicit permission. Abide by the community’s academic integrity expectations: submit only original work, using only permitted materials and documented sources. Cheating and plagiarism are not tolerated and will result in a reduced or failing grade on a test, assignment paper, or project. The teacher for the first offense will administer disciplinary action. Flagrant or repeated incidents will be referred to the administration for appropriate action. Parents are notified of all incidents involving cheating. Any cheating involving texting/photographing via cell phone or other electronic device will immediately be referred to administration and may carry more severe consequences. For any other disciplinary questions, please refer to the student handbook and GUSD code of conduct.

TECHNOLOGY EXPECTATIONS

Students and staff will receive clear guidelines and expectations for technology use and behavior in distance learning. Refer to the [GUSD Chromebook Parent/Student Agreement](#) and [GES Student/Parent Handbook](#) found on our school website. A completed and signed agreement is required prior to the student receiving a district issued chromebook. No live lessons will be recorded by the student or the teacher. Students will turn their camera on at the beginning of the class and will leave it on throughout the lesson unless the student has reached an agreement with the teacher to support individual needs. Students will only use their correct name when logging into Zoom or other online platforms.

- Parents will not participate in the class and will not interact with other students or staff during the class. Any concerns will be addressed with the teacher outside of the instructional period. Parents may contact the teacher and/or administrator via email or Parent Square private messages outside class time.

TEACHER EXPECTATIONS

- Teachers will be teaching daily from their virtual classroom.
- Each day, teachers will clearly identify office hours to meet in real time with students via Zoom/Phone/Email/Parent Square, to provide on the spot additional help and answer questions.
- Teachers will follow up on students who are not completing activities, attending virtual lessons or engaged with learning. If necessary, teachers will refer students who are not engaging in learning to the site administrator for further follow-up and support.
- Teachers will monitor student progress toward standards and update students and parents.
- Teachers will make a reasonable effort to respond to student and parent emails/Parent Squares within 24 hours (M-F).

INSTRUCTIONAL DIGITAL PROGRAMS

- I Ready
- Benchmark Advanced- ELA

- Studies Weekly - Social Studies
- Google Classroom
- Google Meet or ZOOM
- Other digital platforms to supplement learning

SOCIAL EMOTIONAL LEARNING

Students in elementary school will receive weekly lessons that focus on their own feelings and how to manage them; character development and problem solving skills. These lessons will provide students with a positive outlet to express themselves and will provide a deeper connection to their learning. GES has a counselor and psychologist that are available to support students and families during distance learning.

MENTAL HEALTH COUNSELING

Even though classes are not being held on campus, we still have mental health counseling available to our students. Email [Adriana Herrera](#) if you would like to sign up for counseling services.

CYBERBULLYING

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation and/or posting electronic images of another student without explicit consent. This includes students singled out because of, but not limited to:

- Age
- Sexual orientation
- Gender identity
- Native language or perceived lack of English language ability
- Marital, parental, or family status
- Religion
- Race
- National origin
- Mental or physical disability, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in its educational programs and activities or employment practices
- Sex
- Gender
- Ethnic group identification
- Color
- Gender expression
- Ancestry

Gustine Unified believes that the best way to address bullying and inappropriate behavior is through education and intervention. School administrators are the best judges of when and what type of interventions will be most effective on a case-by-case basis. For more information, please refer to California Education Code 48900.4.

PERSONAL CONDUCT & CONSEQUENCES

Treat all other students and the teacher respectfully. If you have a concern or question for the teacher, use the online classroom to ask it. Students who do not follow school rules, including online classroom rules, are subject to discipline per the [GUSD Student Code of Conduct](#). Possible Consequences for violating this agreement may include but are not limited to: temporary removal

from the online classroom, telephone or video conference with parents/guardians, limited access to online tools, placement in an alternative classroom and or paper/pencil materials.

PRIVACY & THE RIGHT TO PRIVACY

Without expressed and written permission from the principal, users (including students) may not record, screenshot, share, re-post, or otherwise capture or disseminate digital content created via any of our distance learning platforms. Only representatives of the school may capture or post such content. Failure to comply with this directive may result in disciplinary action. Students may not manipulate digital apps or use digital tools in a manner that disrupts classroom objectives. Unless specifically called for by the instructor, siblings and/or parents should not participate in the online classroom.

Consistent with **Education Code section 51512**, the unauthorized use of listening or recording devices in any classroom, which shall include online classrooms, without the prior consent of the teacher and the principal of the school is prohibited. This means that students may not record (screen shot, live capture, etc.) to share the online classroom and share it via social media or other methods. All discipline procedures apply to the distance learning classroom.

COMMUNICATION

As a school and as a district, we will be utilizing various forms of communication. The list below will provide you with the most useful ways to stay up to date with GES information.

Gustine Elementary School Website	https://ges.gustineusd.org/
Gustine Elementary School Facebook	https://www.facebook.com/GESLearns
Gustine Elementary School Twitter	@GustineLearns
Parent Square	Please make sure your phone number and email addresses are accurate for both parents and students parentsquare.com/schools/1504
Letters Mailed Home	Please make sure your mailing address is accurate
Google Classroom	Teachers will communicate directly with students via their specific Google Classrooms

Zoom or Google Meets	Teachers will provide direct instruction and class meetings via Zoom or Google Meets; links will be provided within the Google Classrooms
Stopt	100% anonymous reporting app. Can be used to reach out for help with depression, bullying, or any other issues students are facing. Access STOPit Web app stopitsolutions.com Code - geshawks

SCHOOL OFFICE HOURS/CAMPUS VISITORS

GES office hours are from 7:30AM-3:30PM from Monday through Friday. Due to COVID-19, the school office staff will be available via phone and in-person as office windows will be open for in-person service. Upon arrival, please do NOT enter the office. Please go directly to one of the front office windows for assistance. Please make sure to wear a face mask and maintain social distancing (6ft. apart) guidelines, if a line forms. School visitors are recommended to take temperatures before going to school; anyone with a fever of 100.4 or higher and/or two of the following symptoms (persistent cough, shortness of breath, muscle or body aches, new loss of taste or smell, sore throat, nausea or vomiting, diarrhea) or who had close contact in the last 14 days with someone with a diagnosis of COVID-19 should not visit any school-district premises.

By reviewing the above rules and expectations, you/your parent/guardian agree to abide by the rules set forth in the COVID-19 Learning Agreement.

Gustine Unified School District

2020-2021 SCHOOL YEAR CALENDAR

SCHOOL IN SESSION

July 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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20	21	22	23	24	25	26
27	28	29	30	31		

January 2021

Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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20	21	22	23	24	25	26
27	28	29	30			

March 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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20	21	22	23	24	25	26
27	28	29	30	31		

April 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- = Minimum Day (District)
- = Holidays
- = School Break
- = No School: Staff Development/Buy-Back

Early Release Times: Every Monday

RES 1:20 p.m.	GES 1:30 p.m.	GMS 1:45 p.m.	GHS 1:55 p.m.
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School Begins:	School Ends:
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School Holidays & Breaks

Jul 3, 2020 Independence Day Holiday	Jan 18, 2021 ML King Day Holiday	Sep 7, 2020 Labor Day Holiday	Feb 15 - 17 President's Holiday/Break
Nov 2, 2020 Staff Development/Buy-Back Day	Mar 15, 2021 Staff Development/Buy-Back Day	Nov 11, 2020 Veteran's Day Holiday	Apr 2, 2021 Non-School Day/Holiday
Nov 23 - 27 Thanksgiving Break/Holidays	Apr 5 - 9 Spring Break	Dec 23 - Jan 5 Winter Break/Holidays/Staff Dev't	May 31, 2021 Memorial Day Holiday