



## SAN JUAN ELEMENTARY SCHOOL

100 Nyland Drive (831) 623-4538  
San Juan Bautista, CA 95045 (831) 623-0614



**Dr. Elizabeth Cord, Principal**

August 5, 2020

Dear San Juan Families,

I know that you have a lot of questions about how our school will work this year due to COVID-19, and we want to keep you informed with the most up-to-date information. Conditions have changed multiple times over the summer, but San Juan staff remains committed to your family and to your child, and will provide a productive year of learning for your child despite currently adverse conditions.

Our School Board voted to begin the 2020-2021 school year with distance learning. This decision was aligned with State guidance as San Benito County is currently on the State's COVID monitoring list. Distance Learning mode promotes the safety and health of our students, staff, and community.

The district will continue to assess the safety of bringing students back to campus, as we all prefer. We will continue to follow the guidance of county and state health officials. Our school website will be your lifeline to fast-changing circumstances that will impact you and your family. Please monitor our school website daily for timely and fast-changing information about our school:

<https://www.asjUSD.k12.ca.us/o/san-juan-school>

Over the summer we have worked hard to enhance our teaching and learning environment online. We are confident that the changes implemented for this fall will be beneficial to students, families, and staff. Your child will be notified by their teacher regarding first day of school links and resources.

Principal Cord will host a Q & A session for parents and students on Tuesday, August 11th at 6:00 p.m. via a Zoom meeting online, which will be recorded and posted on the website if you are unable to attend. Please submit questions to Dr. Cord in advance so we can be prepared to answer your concerns as thoroughly as possible: [ecord@asjUSD.k12.ca.us](mailto:ecord@asjUSD.k12.ca.us)

San Juan will hold a beginning of the year drive thru for all families on Monday, August 17, from 11:00 – 12:00. Plan to drive thru with your child(ren) so we can greet our students and distribute beginning of the year paperwork. Communicate with your teacher if you cannot attend at this time.

Below is a list of upcoming events and necessary information for San Juan families:



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### **Parent Info session**

Tuesday, August 11  
6:00 p.m.  
Zoom meeting

### **TK/Kindergarten Parent Info Session**

Wednesday, August 12  
6:00 p.m.  
Zoom meeting

### **First day of School:**

Thursday, August 13, 2020  
Your student will receive their class agenda from their teacher via their school email address.

### **Beginning of the Year Drive Thru:**

Monday, August 17  
11:00 – 12:00  
Drive thru greeting/pick up materials

### **Back to School Night:**

Tuesday, September 1  
5:45 Principal's Welcome  
6:00 Teacher presentations  
6:30 Teacher presentations repeated

### **Zoom meeting links will be posted on the school website**

### **What to expect:**

- Live online instruction. Students are expected to log in to their class Google Meets on time daily. New California legislation requires teachers to take attendance during these live meetings. Any student not present during a meeting will be marked absent. Three unexcused absences/tardies will be considered truancy.
- Please communicate with the school office immediately – [tbuckley@asjUSD.k12.ca.us](mailto:tbuckley@asjUSD.k12.ca.us) or **(831) 623-4538** if your child is ill or otherwise cannot attend school.
- Students will receive live online instruction and will be expected to complete independent schoolwork daily.
- Online instruction may include class meetings, direct lessons from the teacher, demonstrations, instructional videos, etc., and will usually be followed by independent student work time.



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- All students will be expected to view online instruction and complete independent schoolwork for 3-4 hours per day.
- Suggested daily schedules will be distributed to help families structure their weekdays.
- Chromebooks will be checked out to students for home use – check website for schedule.
- Internet access will be provided for free on strategically placed school buses on weekdays. Families may park near the buses to use the WiFi hotspot for free.
- Assignments will be posted in each Google classroom and emailed to parents daily.
- A school calendar will be posted on the school website and in each Google classroom.
- Work will be submitted online through Google classroom or by submitting a photo of the completed work.
- Families who do not have access to the internet or need devices must contact the school office as soon as possible to make us aware of your needs. Please make sure you have completed the technology survey on our school website.

### **Communication:**

We have streamlined our communications with families. This year, we will be communicating through the school website, text messages, email, and phone calls. Your student will communicate with their teacher online through Google Classroom. Feel free to email me with any questions or concerns Dr. Cord: [ecord@asjUSD.k12.ca.us](mailto:ecord@asjUSD.k12.ca.us)

**The San Juan School website will be your lifeline, check it every day for news and announcements:** <https://www.asjUSD.k12.ca.us/o/san-juan-school>.

The San Juan website will be updated regularly and we will continue to send text messages to update all families. **Please make sure we have your current phone, email, and text message number. Notify the school office immediately if any of your contact info changes.**

### **Student Expectations:**

Teachers will communicate class agendas and class meeting times to their students. Students are expected to:

- Maintain a daily schedule as suggested by their teacher and parent(s).
- Be online during lesson times, attentive and interacting with their instructor and their peers.
- All schoolwork should show their best work and be submitted on time.
- Students are responsible for asking questions of their teachers during school hours.



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- Some students may not complete all assignments every day but should work to the best of their ability and ask for support if needed.
- Follow school norms for class meetings and technology use.

### **Parent Expectations:**

Parents must ensure the school has the most current contact information including cell phone numbers and email addresses. Emergency cards must be updated each year and will be distributed via drive thru on 8/17 (see important dates above). Proactive communication from families to the school office is important for your student's success. Communicate with us if illness, absence, or other issues arise.

- Parents, we want to empower you to take part in your child's education! Please ask about their live classes, their assignments, and any projects they are working on.
- If your child is ill and cannot attend a live class, please email or call the attendance clerk, Ms. Thelma Buckley ([tbuckley@asjUSD.k12.ca.us](mailto:tbuckley@asjUSD.k12.ca.us) – (831) 623-4538). Multiple unexcused absences may require your family to participate in the truancy process.
- Teachers are available throughout school hours (8:15 – 2:45). *Struggling students sometimes do not ask questions when they should.* **Encourage your child to ask their teacher if they have any questions.**
- Plan to introduce and enforce a daily schedule so family learning time is structured for productivity. Sample schedules are enclosed.
- Parents should review schoolwork, especially for younger children, and should review past and pending assignments and grades in their child's Google classroom, reaching out to teachers if there is a concern.
- Attend Parent Info Zoom meeting on 8/11 at 6:00 p.m. to learn to use Google Classroom to check your child's progress and assignment completion. Parents should be checking their child's Google classroom regularly.

### **Teacher Expectations:**

Teachers will be holding live, online, rigorous lessons each schoolday. Teachers are committed to:

- Daily live instructional time
- Daily agenda/assignment emails to students and parents
- Clarity of assignments posted on Google Classroom



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- Clear communication with parents/students through email/telephone and responses within 24 hours when possible
- Academic planning and differentiation for student support
- Student assessment
- Feedback and grading assignments
- Preparing written report cards for each student
- Available during teacher office hours (posted in their Google classrooms) for students and/or parents support

Students and parents are responsible to ensure assignments are completed to the best of the student's ability and submitted on time. Late policies will be enforced.

### **Grading:**

Our usual grading system will be used by San Juan teachers. Students will be graded on the quality of their work and class participation. Students should put as much or more effort into their work during distance learning as they would if they were in a traditional classroom. Please communicate with teachers if you have any questions.

### **Back to School Night (MANDATORY FOR Parents):**

Back to School Night Zoom meetings will be held on Tuesday, September 1st. We will start at 5:45 with the principal's welcome, then move to teacher presentations at 6:00, repeated at 6:30 so parents can attend multiple teacher presentations. Your child's teacher(s) will address your questions and outline what you and your student can expect from the teacher's distance learning plans. A Back to School Night video link will be posted in each teacher's Google Classroom for later review if you cannot attend.

### **Athletics:**

San Benito County Athletic League has canceled middle school sports until further notice. Please check our school website for updates. We are working closely with the league and more information will be posted when it becomes available.

### **Nutrition:**

San Juan will continue to serve breakfast and lunch for children 0 – 18 years of age on all schooldays via drive thru in the San Juan parking lot from 11:30 – 12:30.

### **YMCA:**

We are working with YMCA to provide limited on-site supervision of students during the school day. Check our website for updates.



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### Resources available:

- Social-emotional support for students is available through Harmony-at-Home, a school-based counseling program. Please communicate with your child's teacher, the school office, or contact me to facilitate the referral process.
- Migrant-Education services will continue at San Juan with a new staff member. We welcome Mr. Garcia, who will be working to meet the needs of our migrant families.
- We remain committed to meeting the needs of our displaced and foster youth in cooperation with the County Office of Education. Should your student need additional support, please contact Dr. Cord.
- Students with IEPs and 504s will continue to receive support and accommodations as identified in their specific plans. Students with IEPs and their families will be meeting with our Resource Specialist, Ms. Hohl, or Special Day Class teacher, Mr. Shankle for their annual reviews.

Thank you for joining us in our shared commitment to your child's education. We understand these are challenging times, and we know your priority will be your child's health, learning, and well-being, priorities we share. Please continue to check our website daily to stay informed and aware of all school changes that may impact your family. Your child's success this year will depend upon your commitment to their education and on our strong partnership to make these unusual circumstances work for our children. We appreciate your support and look forward to a unique and memorable year of learning.

Sincerely,

*Elizabeth Cord*

Elizabeth Cord, Ed.D.  
Principal  
San Juan School  
[ecord@asjUSD.k12.ca.us](mailto:ecord@asjUSD.k12.ca.us)