



How Distance Learning Will Be *Different*

August 10, 2020

Dear Parents/Guardians of Asetline:

The unprecedented disruption to public education that occurred when schools closed in mid-March is still being felt today and we have responded in true Asetline form—in partnership together. As you may be aware, Asetline will begin the school year on August 31 in a distance learning instructional model per guidance from Governor Newsom. This difficult decision was made with the safety of our entire school community in mind including our students and families. His announcement aligned with our approach and centered on five key areas:

1. Safe in-person school instruction based on local health data
2. Strong mask requirements for anyone in the school
3. Physical distancing requirements & other adaptations
4. Regular testing and dedicated contact tracing for outbreaks at schools
5. Rigorous distance learning

In regard to rigorous distance learning, under newly enacted state law, Asetline School will continue to provide:

- Devices and connectivity so that every child can participate in distance learning
- Multiple daily live interactions for every child with teachers and other students
- Class assignments that are challenging and equivalent to in-person instruction with targeted supports and interventions.

With this in mind, we wanted to highlight some changes as we approach the fall. In addition, teachers will reach out to all of you to schedule Parent-Teacher meetings using GoogleMeet platform starting the week of 8/24/20. I encourage you to respond so that we may address any questions or concerns. Please also feel free to reach out to me directly at mpadilla@asetline.org throughout the break. Student progress is dependent on our continued partnership with all of us working together. We are here to work with you. Below you will find:

1. Staff Contact List
2. Student and Parent/Guardian Responsibilities
3. Attendance and Participation Requirements
4. School Schedule and Student Incentive Program
5. Home Visit Information

1. Staff Contact List

Name	E-mail	Phone Number	Function/Purpose
Emily Ruiz	eruiz@asetline.org	619-452-3392	Teacher-Room 12
Danny Medina	dmedina@asetline.org	619-452-0535	Teacher-Room 23
Teagan Keyser	tkeyser@asetline.org	619-452-0274	Teacher-Room 25
Nina Williams	nwilliams@asetline.org	619-436-5218	-Supports in Education and Behavior Program-Supervises Behavioral/Student Support Team Members
Kim Groulx	kgroulx@asetline.org	619-516-9638	-Initial School Contact -Related Services Coordination -Schedule IEPs and Intakes -Billing and Attendance
Luna Cuevas	lcuevas@asetline.org	619-491-7029	-Office Assistant to Kim Groulx -Translator Services for Spanish Speaking Homes
May Padilla	mpadilla@asetline.org	619-452-0775	-All operations -Education and Behavior Program Supervision

2. Student and Parent/Guardian Responsibilities

Student Responsibilities

- Be on time and ready for all scheduled live interactions: GoogleMeets, phone calls, and/or Home Visits and communicate with staff daily in these forums.

- Develop a routine as best you can to ensure your own social and emotional well-being.
- Spend time every weekday learning/completing assignments to meet due dates.
- Check Google calendar and email assignments and resources daily.
- Follow the same behavioral expectations on-line as you would “in the building.”

Parent/Guardian Responsibilities

Asetline School is aware that your level of participation will vary depending on a number of factors including but not limited to; your student’s age and skill level, your work schedule, how many other children are in your home, other familial obligations, etc. With that in mind, listed below are some general expectations Asetline will have for you as a parent/guardian.

- Support attendance and engagement by ensuring your student is on time and available for learning during scheduled live interactions.
- Read/review emails and lesson plan updates from your student’s teacher, related service provider(s) and/or student support team members.
- Increase your understanding of Asetline’s primary instructional tools; Google Suite, Google Meet/Hangouts and Google Classroom.
- If needed, help your child log into Google Classroom, Google Meet/Hangouts or Google Suite for interactive lessons and activities with teachers and classmates when necessary.
- Designate a place in your home, as best you can, where your student can work independently on his or her assigned tasks.
- Email your student’s classroom teacher if you or your student has questions and/or your student needs additional support or help.

3. Attendance and Participation Requirements

Attendance is vital to student academic and behavioral progress. Meeting standards of attendance and participation through Distance Learning is now a state mandated requirement according to AB-77. According to the bill, students are required to attend a minimum 3 hours of live interactions a day “to the greatest extent possible.”

Per this directive, we are offering a schedule that meets this requirement but also includes additional time in the late afternoon for much needed extra support. Students will be offered 13 live interactions a week from 10:00 to 1:00. Live interactions are face-to-face instruction online or in-person (depending on CDPH guidance). Some

sessions will be individual while others will be in a group forum. It is vital that your student attends these scheduled live interactions. Make-up sessions and Home Visits will also be offered on a limited basis. In addition, assignments will be offered via Google Classroom and independent work packets. Parents and students will have an opportunity to review schedules and reminders will be sent daily via texts, emails, or Google calendar invites.

4. Class Schedule and Student Incentive Program

Tentative Class Schedule (effective 8/31/20)

Monday, Tuesday, and Wednesday

8:30-10:00	1:1 Sessions/Office Hours
10:00-11:45	Academic Instruction (small groups, 1:1)
11:45-12:15	Lunch/Community Time/Social Skills
12:30-1:00	Classroom Elective
1:00-3:30	1:1 Sessions/Home Visits

Thursday

8:30-11:00	1:1 Sessions/Home Visits /Make-Up Sessions
11:00-11:45	Academic Instruction/Classroom Elective
11:45-12:15	Lunch/Community Time/Social Skills
12:30-3:30	1:1 Sessions/Home Visits /Make-Up Sessions

Friday

8:30-10:30	1:1 Sessions/Home Visits /Make-Up Sessions
10:30-11:30	All School Meeting: Reflections
11:30-12:30	School Clubs
12:30-3:30	1:1 Sessions/Home Visits /Make-Up Sessions

- **Blue** indicates small-group and/or school-wide scheduled activities
- **Black bold** indicates individualized times based on as needed basis.

Student Incentive Program (Positive Behavioral Support)

As one component to our current behavioral program, we have added an additional support to motivate students to improve attendance and engagement, increase academic performance, decrease problem behavior, and establish positive school

cultures through the Distance Learning platform. Students who meet weekly benchmark criteria will have the opportunity to participate. Incentives will be mailed/delivered based on Home Visit schedule. This program will be offered in addition to classroom and 1:1 behavioral contracts.

	Weekly Benchmark Criteria
Attendance	<ul style="list-style-type: none"> • Student needs to meet attendance requirements to qualify for the program unless behavior contract is made. • Student must be present at Reflections to earn money unless there is an excused exception and teacher/May or Nina are notified ahead of time. • Make-up session may be required. <p>\$5 = 10/13 with Reflections <u>OR</u> \$10 = 13/13 with Reflections (Bonus)</p>
Work Completion	\$5 = cumulative 75% or higher
Behavior Observation Score	<p>\$5 = 3.0 higher \$2.50 = 2.9-2.5</p>
Student of the Week *most improved, student highlight	<ul style="list-style-type: none"> • Student does not need to necessarily meet criteria per classroom staff discretion. <p>\$5</p>

5. Home Visit

In June through summer school, Asetline School began a Home Visit pilot program in response to the stress and social-emotional effects of the school closure to both students and their family structures. Between closed schools, social isolation, food scarcity and parental unemployment, the coronavirus pandemic has so destabilized students' support systems that the result can be genuinely traumatic. Prior to the implementation of this program, home visits were only done to deliver essential items such as food, cleaning supplies, technology to access instruction, independent instructional packets, school supplies, and/or school related documents.

Throughout fall semester, Asetline staff will implement structured Home Visits with students and their families on an as needed basis. The purpose of the visits will be to serve as an addition social/emotional and academic support during this extended school closure. In addition, it will also serve as a positive intervention to address students who are struggling in attendance and engagement. During these visits, relationship and partnership building will take priority over assignments and behavioral compliance.

During Home Visits, Asetline staff will be required to follow all social distancing protocols and wear a face covering at all times. Students will be required to wear a face covering and, if they are not available, students will be offered a disposable one. All Home Visits will take place directly outside the student's home and/or in and a prearranged agreed upon community space (agreed upon Asetline Staff and parent/guardian). Home Visits will be essential on so many levels for some of our students this fall.

Reopening Asetline School Update

A Task Force on Reopening Schools has been meeting continually since May to improve on our practices for the safe reopening of our campus. We share the governor's belief that "Learning is non-negotiable," and that school must provide meaningful instruction in the midst of the pandemic. The governor also made clear that schools located in counties that are on the Monitoring List must not physically open for in-person instruction until their county has come off the list for 14 consecutive days. As of this writing, San Diego County remains on the Monitoring List. I will continue to update you as new information unfolds. I will also reach out to all of you to discuss our Reopening School Plan when we have set a date.

Like our students and staff, I look forward to that date when we are able to return to our campus for in-person instruction. I also know that safety is paramount. As we prepare to start the year in distance learning, take a moment to view these tips for "Virtual Learning at Home." Please feel free to reach out to me directly with any questions or concerns. You can reach me at mpadilla@asetline.org. Thank you for your ongoing flexibility, understanding, and grit. Keep your family and loved ones healthy and safe. Enjoy the summer break!

Sincerely,

May Padilla
Executive Director