



2020-2021
CDL Handbook

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Below is the office hour schedule for Comprehensive Distance Learning.

Pre K-6 Office Hours	Secondary Office Hours
Elementary teachers will have office hours between 11:30 and 12:30 each regularly scheduled school day.	Secondary teachers will have office hours between 11:00 – 12:00 each regularly scheduled school day.

Student Access to Distance Learning Curriculum:

The district will implement full distance learning. Teachers will use Canvas to house student learning activities, such as the district adopted curriculum, ACELLUS, and other curriculum resources. **It is recommended that students log into their Canvas account each day to access their online materials.** Any student unable to log in must immediately contact the teacher or the site administration. If your student is new to the district, please read the directions below.

Student Sign-In to Access District Classes	
As soon as you register, students are assigned <ul style="list-style-type: none"> • a district email account • A student ID 	Email Information: Your Username is your: First Name, Initial of Last Name i.e. johnd@students.nestucca.k12.or.us You will choose your own Password .
<p>Content Access: CANVAS Canvas is the learning management platform where all curriculum and learning activities will be housed. All students must read this section carefully in order to access all online content materials. Please follow the steps below.</p> <p>NVSD Canvas Site: https://nestucca.instructure.com</p>	

Parent and Guardian Expectations

Families are our partners in the education process. In order to ensure the success of every student, frequent and updated communication between the school and home is extremely important. All parents and guardians should make sure that the school has their updated and active phone number and email address.

We recognize that distance learning is a shift for all of us. It is also apparent that students learn best when the significant adults in their lives work together to encourage and support them.

Grades and Academic Progress:

- Monitor student progress using your Parent Vue account.
- Spend time with your student to get familiar with what they are doing. Contact the teacher immediately if your child experiences any problems.
- Any inquiries received will be addressed by the end of the next business day.

Communicate with school staff if there are additional resources needed to support your child’s academic success and overall wellness. If you have additional questions, please reach out to your child’s teacher and/or the building principal. If you have questions after 4:00 pm until 8 pm you may direct them to the After Hours Help Line at (503)392-3194 x-705. The After Hours Help Line will have a Spanish option. There is also a Homework Help Line available from 4:00 pm until 8 pm at (503)392-3194 x-706

Student Expectations, Behaviors, Norms

All students are expected to read and adhere to these expectations.

Online Behavioral Expectations

- Participate appropriately and give other students the opportunity to join discussions.
- Use appropriate and academic language.
- Be cautious in using internet language. Example, do not capitalize all letters- this suggests shouting.
- Popular emoticons, such as a smiley face, can be helpful to convey your tone, but do not overuse them.
- Share tips with other students.
- Keep an “open-mind” and be willing to express your opinion. All opinions should be respected.
- Think and edit before you hit the “send” button.
- Do not hesitate to ask questions and to ask for feedback.
- Using humor is acceptable but must be appropriate.
- Activities not related to classroom assignments are considered inappropriate use. Use of other devices (such as cell phones), messaging, video conferencing, social networking not connected to the classroom activities should NOT be done during live virtual learning.
- Remain visible throughout the online interaction - keep camera on.
- Be appropriately attired.
- Do not record virtual interactions without participant consent.
- Distance learning and online learning platforms are an extension of the classroom. Students are expected to follow all established school and classroom rules and expectations.

The District reserves the right to remove students from virtual meetings if a student demonstrates inappropriate on-line behavior expectations.

Teachers/Building Administrators determine the appropriate intervention(s) and/or consequence(s) based on the seriousness and frequency of the behavior, in collaboration with the student. Classroom responses support maximizing instructional minutes, continued academic progress, and social-emotional development for all students.

Examples of behaviors may include, but not be limited to: academic integrity, technology/electronics misuse, dress code violation, inappropriate language, inappropriate behavior disrupting instruction, or defiant behavior disrupting instruction.

Classwork at Home

- Try to ensure a quiet workspace free from distractions.
- Students are responsible for the safety, maintenance, and activity of their device.
- If a student has a question about their grades, they should contact their teacher.
- Much like at the school site, teachers will provide instruction and lessons differently. Lessons, assignments and curriculum may be posted in Acellus or Canvas. It is your obligation to follow your teacher's instructions for accessing the content.
- See your building schedule for office hours. Office hours are times when staff will be available for

questions. Inquiries received after work hours and on weekends will be addressed the next business day.

- Students are expected to maintain a school-appropriate environment while participating in live meetings; students should be wearing school appropriate attire, and be respectful, kind, and honest when on the Internet with peers and teachers.

Talk to your teacher and parent as soon as you see, feel, or experience something that is not right on the Internet.

Grades

- PRE K-5 Students will continue to receive standards based grade reports.
- 6-12 students will continue to receive letter grades.
- Plagiarism, cheating, and copying will not be tolerated. Students who engage in these activities are subject to disciplinary action based on individual school level policies, including, but not limited to receiving a zero for any work deemed to violate teacher expectations.
- It is expected that students complete work in a timely and adequate fashion as guided by their teacher and Acellus or other online programming

Attendance

All students should have their own computer and access to WIFI/internet and be able to participate/complete assignments. If you do NOT have a device, please contact the school office to check one out from the district as soon as possible. If you do not have internet please contact the school office as soon as possible.

Daily attendance is a requirement. Note: Secondary students must check in for each scheduled class daily, elementary students must check in with their teacher each day.

Routine

Routine is essential for our students, especially during this time, to maintain their physical and mental health and to grow as students. Maintaining schedules and routines will benefit not only our students but also their families and caregivers.

Daily schedules have been created for students Pre-K – 12. These schedules are vital to helping your students maintain a daily schedule. Following this schedule will also provide your student with the maximum educational benefit. Also, during the daily schedule there will be opportunities for your student to interact live with their peers and teacher which supports their emotional health. Your student's teacher will communicate this schedule to you if they have not already.

Students in Special Programs

English Learners: Students who are served in the English Learner Program will receive their ELD support as required by the Oregon Department of Education. All English learners will be provided academic instruction via distance learning during COVID-19.

- English learners in grades K-6 will receive all instruction with the support of their classroom/content-area teacher and EL specialist, who will collaborate to provide academic and explicit language instruction for ELs.
- English learners in grades 7-12 who are in designated ELD classes will receive explicit language instruction from their ELD teacher.
- EL specialists will utilize Acellus, district-approved ELD curriculum, supplemental teacher-created instructional materials and online resources, and/or web-based language learning programs to provide language instruction.
- Students will meet with teachers virtually through live sessions using ZOOM.
- EL specialists will collaborate with classroom and content-area teachers to provide additional resources for differentiated support as needed.
- English learners' progress will be monitored during distance learning, and additional support will be provided to students in need of intervention.
- Bilingual staff will also provide support to students, as well as assist with parent communication in the home language.

Special Education: Students who have an Individual Education Plan will receive services to meet their individualized goals and objectives. The Special Education Department in collaboration with the school sites will provide all the logistics, assistance and support to special education staff and parents throughout the school district in order to ensure that students receive all services according to the IEP. Whenever appropriate the department will coordinate with the district's safety guidelines to provide the best possible services to students with disabilities. The district team will continue to provide expert guidance to teachers, administrators, parents, and service providers on ongoing updates about Special Education practices and procedures during COVID-19.

At this time all special education services will be provided through the virtual format. Special Education teachers, staff members, and service providers will use various platforms and tools to deliver services to students with mild/moderate and moderate/severe disabilities. Such tools include, but are not limited to:

- Instructional Videos
- Online access to educational programs
- Virtual live sessions (Google Meet)
- Parent Consultation
- Resources on Canvas
- Other instructional materials
- Acellus

Instructional format:

- As appropriate, students will be provided virtual learning sessions in a group setting or individually as per the IEP.
- All students will be provided with individual access to online learning programs and tools. Students may use district Devices to complete work. If a student doesn't have a device, please inform your school administrator.

- If online instruction is not meeting the student's IEP goals, IEP teams will meet to develop a plan for use during comprehensive distance learning.
- Parents/students will be directed to specific online learning websites and advice on the use of online instructional material. Students will also be provided with other textbooks and instructional materials as needed.

Frequently Asked Questions

When is the first day of school?	September 21
What is Comprehensive Distance Learning?	Students will participate in online learning programs. Students will have opportunities to connect with teachers and peers daily.
How do I get a device?	Contact Tami Flinter at (503)392-3194 x-102. Each student is required to have a device so that they can engage actively during the class time.
What if I forgot my password?	Please contact Gene Martin at (503) 392-3194 Ext 206
How will I access my classes?	<ol style="list-style-type: none"> 1. Students will sign into the district student portal called CANVAS. Click on this link to get there: http://nestucca.instructure.com 2. Use your district email to log into this portal. This is where you will get your class access. 3. Information on your district email/steps to sign into CANVAS are found on the next few pages. 4. The district will use the district adopted curriculum and an online curriculum called Acellus, with teachers providing enrichment and intervention materials/activities as students progress through the curriculum. Teachers will provide feedback on student work and be responsible for student grades.
How will I know where to go the first day?	All class information can be found on your student CANVAS account. Pre-K-12 grade students will partner with families for individual orientation sessions prior to the first day of school.
How do I know when my family orientation session will be?	During the week of September 8 th the district will work with families to schedule a day and time for family orientation. The days that are options are September 16, 17 & 18
Will meals still be provided?	Meals (breakfast and lunch) will be delivered on regular routes. Meals are free to all students.
Will students be graded?	Yes, students will receive grades for work completed during Comprehensive Distance Learning.

Where can I find additional information?	Contact your child's school.
How do I add accessibility features to my Chromebook?	Follow directions found on this link .
What should I do if I'm having trouble in class?	<ul style="list-style-type: none"> ● Review your teacher's instructions carefully ● Message or email the teacher ● Ask a peer or check your Canvas account ● Contact your teacher during office hours ● Contact your building administrator
How do I contact my counselor?	<p>Counselors remain available via email during normal school days/hours. If it is determined that your question requires a phone call or video conference, they will work with you to make arrangements.</p> <p>We have three counselors in the NVSD</p> <p>PreK-6 Sharman Ensminger SharmanE@nestucca.k12.or.us</p> <p>7-12th Daniela Moreno DanielaM@nestucca.k12.or.us</p> <p>College and Career- Cara Elder carae@nestucca.k12.or.us</p> <p>If you do not hear from your counselor by the end of the next business day, please contact the school office.</p>
What should I do if a friend or I need emotional support?	Contact your counselor or administrator.
Who do I contact for technical support?	Contact your school directly, and they will direct you to the proper person.
What If I have questions after 4:00pm during school days.	If you have questions after 4:00 pm you may direct them to the After Hours Help Line at (503)392-3194 x-705.