

Williams Elementary and Upper Elementary Schools
Distance Learning Student/Parent Handbook
Williams Elementary 473-2885
Williams Upper Elementary 473-5304

Distance Learning Parent Education

Parent Education Nights, with safety procedures in place, will be held to explain schedules, how to access student and teacher emails, and how to access programs for students. Call the school office for more information.

Communication

School offices will be staffed during regular business hours; 7:30am to 4:00pm Monday through Friday. **Please call the office to make an appointment if you plan to go in to the office.**

Families will receive information from school through phone calls, emails, and the postal service. School sites will do their best to coordinate messages to eliminate multiple calls to families.

Families can communicate questions and concerns to teachers through their staff email in the Williams Unified School District website, or the school website.

Please stay informed by looking at our district and school site websites and social media (like School Messenger & Facebook). This is where we will post the latest school and district updates. You can also contact our school site offices or the **Williams USD Family Resource Center/Parent Center (530) 473-4311 or (530) 473-4313.**

Meal Pick-up Schedule

Breakfast and lunch will be provided during the week, and can be picked up in the parking lot at Williams Elementary.

The meal pick-up schedule is:

Mondays from 11am to 1:00pm – pick up meals for Monday and Tuesday

Wednesdays from 11am to 1:00pm – pick up meals for Wednesday, Thursday and Friday

Social-Emotional Learning (SEL)

Social Emotional Learning (SEL) is teaching students how to understand and define their emotions, and how to express themselves in a healthy way regarding their emotions.

Because Distance Learning and issues around the COVID-19 virus effect everyone, during the first two weeks of school a lot of time will be spent on wellness exercises and SEL in each online classroom.

Teachers will continue to focus on Lifeskills and Lifelong Guidelines, and positive behavior intervention and support (PBIS).

Learning Support Specialist

Antonietta (Toni) Marquez, is a trained school social worker. She provides social-emotional support, and group and individual counseling to students. These services will be available online. To connect with Miss Toni, look for the Learning Support Specialist link on the school and District websites.

Attendance

Students are expected to participate in online instruction provided by their teacher with live instruction through Google Classroom and Zoom. A schedule and instructions to access the lessons will be provided by teachers and posted on school and websites.

Attendance will be taken each day, and student progress with independent work will be monitored. Grades will be given during Distance Learning.

Discipline

If issues arise with behavior, attendance, lack of participation with playlists and programs, or a teacher notices social/emotional issues in a student, the following procedures will be put in place:

- Teacher attempts to resolve issue with student and/or parent
- Teacher informs administration and/or Learning Support Specialist
- Administration or Learning Support Specialist contacts family by phone
- Home visit is scheduled if problem is not resolved.

Online bullying and harassment will be handled according to the School/District Discipline Matrix.

Synchronous and Asynchronous instruction

These are terms that you will see in Distance Learning. The State requires time each day with a teacher - **synchronous instruction**, and teacher assigned student independent learning time - **asynchronous instruction**.

Weekly Schedules

A weekly schedule of both synchronous and asynchronous instruction is included in this Distance Learning handbook. Each week the teacher will provide a playlist of lessons, projects, practice, and PE activities.

Teachers will have 'office hours' in the afternoons. This is when they can meet online with struggling students, or communicate with parents. If you have questions or concerns about your student's learning, please email the teacher through staff email on the school or district website.

On Wednesdays, teachers will meet with students for a wellness check and social-emotional learning (SEL). Otherwise, Wednesdays are asynchronous days with students working independently on projects and assignments. Teachers will be collaborating, planning and meeting on Wednesdays.

Instructional Program

Students will be assessed and graded for their work and progress during Distance Learning. A weekly program schedule is provided in this handbook. Students will receive a weekly playlist with links to computer programs, practice activities, videos and PE activities. This is the work that they are expected to do, as well as the synchronous, or teacher led, lessons indicated on the weekly schedule.

Materials and Laptop Devices

The school will provide workbooks and instructional supplies needed for lessons. Information will be sent home with pick-up instructions once materials are ready.

Laptop computers are available to students who need them to access lessons. Modems for internet access are also available, based on need. Please call the school office to arrange to pick a device.

If technical issues arise with signing in to programs or with the laptop device, notify the teacher through their staff email on the school website.

Additional Student Support

Designated English Language Development groups, Second Step, and small group reading and math support will be offered. The schedule of these groups will be determined by the instructor.