



## SPRINGVILLE UNION SCHOOL DISTRICT

35424 Ward Avenue • P. O. Box 349  
Springville, CA 93265  
(559) 539-2605 • Fax (559) 539-5616

CONNIE S. OWENS  
Superintendent

July 31, 2020

TO: Springville Parents, Students, Staff, School Board Members, and Community Stakeholders

RE: Springville Union Elementary School District

### Welcome Back!!

I know there are many questions about the start/re-opening of Springville School that remain to be unanswered. Thank you for your patience, questions, feedback, and continued support in keeping our community safe, community members healthy, and your flexibility as we move through uncharted waters. Change can, and will continue to come our way.

While the District has remained hopeful and continued to move forward in preparation for Springville School to re-open as scheduled on Thursday, August 13, 2020, the realization is that instruction for the 2020/2021 school year will begin; however, it will be delivered by means of Distance Learning. This decision is based on Governor Newsom's Executive Order regarding Tulare County being on the California Department of Public Health list which monitors the increasing numbers of positive COVID-19 cases. According to the order, Tulare County will have to have a minimum of 14 days off of the monitoring list in order to be considered eligible to apply to the state for re-opening.

At this time, our classrooms may not house students. School administration, certificated, and classified staff will be allowed on campus to provide virtual whole class and small group instruction/instructional support, from classrooms, through Distance Learning for our students and their families.

As we begin Distance Learning, there are specific guidelines and requirements that have been ordered by Governor Gavin Newsom. They include daily attendance monitoring, face to face instruction through technology platforms enabling teachers to instruct and visually interact with all students, student engagement, school work completion, and grade reporting. **Classroom teachers will take attendance each morning at 8:30am. If your student is ill and cannot attend Zoom classes, please call the office (559-539-2605) so their absence can be documented. Students not present at 8:30, the start of student instruction, will be marked absent for the school day.** Students are required to meet via Zoom, Blooms, Seesaw, or whatever platform their teacher has chosen to use for daily instruction to participate in peer interaction and additional small group support as needed or required.

**The following information is being provided to help you and your child/children streamline the Distance Learning Process.**

**Be On Time:**

**Punctuality is important for attendance and online meetings.** When the teacher and students are in the same room together, the teacher can gather students together when necessary. This is not the case with on-line meetings so **students need to schedule their day carefully.**

**Wear Appropriate Attire:**

Learning from the comfort of your home can make it tempting to dress in attire that is not according to the dress code and would not be appropriate for school. Students should dress as they would if they were on their way to school, unless dressing for a specific classroom assignment.

Unless you are absent, students are expected to share their screen through video in order to engage in classroom discussion. Sleepwear and anything that could be perceived as inappropriate should not be worn. If you have any questions about proper dress, refer to the School Handbook or talk to your parent or teacher for clarification.

**Choose a Good Location:**

As parents and students plan for on-line work and/or lessons, it will be important to think through an ideal location. The most important thing is to have a clean and non-distracting background. It is best to set up a desk or table with materials ready to work and a neutral background. Limit your background noise. If other family members are likely to disrupt you and make noise, try to isolate yourself. Close your door if possible. Make sure nothing from your location becomes a distraction to others in the class session.

**Use the Mute Button:**

Prior to your Zoom meeting, remind family members that you will be starting soon and will need minimal noise to make sure you, as well as your classmates, can adequately hear your teacher. If outside noise becomes a problem, please mute yourself. If it is impossible to find a quiet space in your house, you still need to attend to the meeting. Try wearing earbuds or a headset to block the noise so your attention is on the teacher. Mute yourself for the whole time if necessary. When you are called on, let your teacher know about the challenge you are having.

**Be Prepared to Take Notes:**

On-line meeting instruction will typically be given in a time frame much different than the time it often takes in a classroom setting. It is important that students are ready to take notes and write down instructions so you understand what the assignment directions are and what you are supposed to do once the meeting is over. Ask questions if you do not understand or need additional clarification. Make

sure you understand what will be needed to complete the assignment and where you can find the information you need.

**Focus and Pay Attention:**

We all understand that giving your full attention during a lesson is the best way to learn. When participating in on-line learning, it may be tempting to use your phone or chat with someone else in the classroom rather than pay full attention. Maintaining eye contact with your teacher will show them that you are listening, engaged in the lesson, and ready to learn. Your participation in lessons will be documented as will your lack of participation. Both will be reflected in grades.

**Actively Participate:**

Active Participation may include joining in on a discussion to share your thoughts, listening carefully for instruction or asking questions for clarification. The on-line format may increase the tendency of some students to sit back and observe. Remember, even when taking notes, be as active a learner as you can be.

**Discussion Dominators:**

Often times, on-line instruction translates into some participants feeling like they must have constant chatter. Feel free to comment on the subjects being presented by making your statement or asking your question, then let someone else talk. It is common and okay to have moments of silence. This silence is usually the time when people are thinking about what is being presented and they are processing that information.

**Ask Questions:**

Your teacher is there to support you and help you. It is Best Practice to ask your questions during your on-line class together with your classmates. Your questions may help other students who are less likely to ask for themselves. Your teachers are adjusting to the online forum, just like you are and they may skip over something of importance. If you have a question, jot it down in your notes. Once your teacher has finished and during their explanation your question wasn't covered, raise your hand and ask your question. Your teacher will be happy you did.

Your child/children's classroom teacher will be providing further details that outline the school day to ensure your child/children are able to actively engage in instruction, learning, and resource support to enable them to be successful.

**Use Your Available Resources:**

Teachers will be recording on-line lessons so you will have access to them, for a limited time, if you were sick or absent for some reason. Keeping good notes, reviewing them, and reviewing your recorded teacher lessons if needed, are vitally important to your on-line learning success.

**Keep Current On All Assignments:**

One of the challenges of on-line learning is the increased level of responsibility students have for their own learning. It can be very tempting to put off assignments; however, this habit can be deadly because

incomplete assignments tend to add up. Make a schedule and plan for listening, interacting, and learning. Give yourself breaks, set small goals, stick with your plan, and keep up with your assignments. Contact your teachers and ask for help when you have questions.

**Check Your Email, Google Classroom, Bloomz, or Seesaw Platform Often for Teacher Communications:**

Teachers will post assignments, instructions, or links to other on-line sites for supplementary information to help you complete your work. While teachers will plan to post everything at one time, they may forget something. Keep in contact with your teacher and make sure your teacher can contact you! Teachers will have morning hours they will set for instruction and afternoon and/or evening hours for questions and student/parent help. Those hours will be developed based on student/parent needs/availability. Teachers will adhere to their certificated contract hours daily. Contacts made after hours will be addressed the following school day.

**Back to School Supplies:**

Other than supplies you will need at home for Distance Learning; your child/children will not need school supplies. Further information will be given, (regarding supplies brought from home), prior to our return to regular on campus instruction.

**Positive Prevention Practices:**

Hand washing, sanitizing practices, and keeping areas clean is our best defense in stopping the spread of contagious diseases. If we all do our part, we can make quick work of practicing positive preventions for cleanliness.

**The First Day of School:**

**School buses will deliver Chrome Books and other necessary instructional materials to those families who have responded to the Survey sent out earlier this week (if you have not yet responded or did not receive the survey, please contact the school office ASAP). If your child/children will not be at their usual bus stop to receive school materials on the first day of school, please contact the school office (559-539-2605) so other arrangements can be made for instructional material delivery.**

**Transitional Kindergarten/Kindergarten and New Students to the District:**

Students new to the District will be contacted by your teacher, prior to the first day of school, Thursday, August 13, 2020, for individual orientation appointments.

**School Lunches:**

TK/8<sup>th</sup> Grade students enrolled in Springville School may receive a school lunch at the paid, reduced, or free rate as qualified through the lunch application process included in your first day of school packet. Lunches will be delivered daily, according to your child/children's scheduled bus stop. Delivery times will be according to your bus stop. Buses will leave from the school to deliver lunches at 11:30am. Lunch prices will remain the same as last year, (\$3.75) which includes milk. Milk only may be purchased for (\$.40). The cost of reduced meals will remain the same at (\$.40) which includes milk.

Our District is committed to and will promote safe practices for the overall safety and good health of our students, staff, their families, and our community. We will adhere to the California Department of Public Health and Tulare County Public Health Requirements and continue to make adjustments and implement necessary changes as we receive new information/directives. You will be notified if adjustments are needed.

As we begin the 2020/2021 school year, approaching our challenges with a Positive Outlook and a Can Do Spirit will help make this year the BEST year yet!! I am looking forward to a time when we are able to gather together again.

Feel free to contact the office should you have questions at 559-539-2605 or [sus@ocsnet.net](mailto:sus@ocsnet.net)

Sincerely,

Ms. Connie  
Superintendent/Principal