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Board of Trustees: Patti Burton Elisa Carlos James Garcia Carlos Gomez Sarah K. Garcia

To: Parents, Guardians, Community Members, and Staff of Seeley Union School District

From: Andrea Ellis, Superintendent

Date: July 31, 2020

Re: Opening of School on August 17, 2020

The Seeley Union School District will begin with a Distance Learning Model for at least the first 9 weeks of the 2020-2021 School Year. We will monitor the health situation daily, and if the situation approves, we will consider a transition to a Hybrid Model of Instruction (combination of classroom instruction with distance learning at home) with no more than 50% of students on campus at a time. Interested stakeholders may view the entire Instructional Model Plan at seeleyusd.org

KEY COMPONENTS OF THE FULL DISTANCE LEARNING MODEL:

- 100% online learning 5 days a week, Monday-Friday with a daily learning schedule determined by school site/grade level
- Minimum 4 hours daily combined online instruction and independent learning
- Students will be required to log in daily for attendance purposes
- Work completion will be monitored and graded
- Learn from home or anywhere
- Daily instruction and student supported learning
- Social Emotional needs of students will be addressed virtually and via phone calls.
- Students will be provided a device (iPad) if needed.
- Training for students and parents will be conducted virtually for the online platforms.

PARENTAL/GUARDIAN INVOLVEMENT:

- Parents will be provided information and training via:
 - Class Dojo
 - District Website
 - Trainings offered for online platforms
 - Phone Calls
 - Email
 - Social-media (Facebook)
 - Office hours with your child's teacher offered through Zoom
 - Regular mail
 - Parent Link Messages

- Parent/guardian virtual events
- Parent surveys will be utilized to gather input from parents
- The District will utilize designated non-teaching staff to assist with parent communication

Here is important information you need to know to be ready to start school on August 17, 2020:

1. Prior to August 17, all students, returning and new, are required to submit a signed distance learning policy
 - a. Students who do not submit a signed distance learning policy will not be issued a device
2. Students in Kinder and Grade 7 are required to show proof of immunization (it is possible this will be waived while we are still in Full Distance Learning due to issues with securing immunizations in the community.)
3. Attend the Device Distribution Day scheduled for your child's grade level.
 - a. The schedule for device distribution is at the end of this letter.
 - b. You must have a signed computer check-out form (form attached to this letter)
 - c. Your child must be registered for the 2020-2021 school year to be given a device
 - d. This is a parent only event. Please do not bring your child as we are limiting the number of people on campus at one time.
 - e. Masks/face coverings are required
4. Attend the "Welcome Back to School" virtual meeting held by each teacher on Monday, August 17, 2020.
 - a. Meet your child's teacher and receive important information on the first week of school.
 - b. The school will send out the link for the meeting and will post it on both the website and social media.

Other important information for the start of the 2020-2021 School Year:

1. The first day of school will be conducted via paper/pencil packets. This will allow our teachers and staff time to get ready for the first online session that will take place on August 18, 2020.
 - a. Staff will be calling your student between 8:00 am and 10:00 am daily to verify attendance. If we cannot contact you, your child will be marked absent for that day.
 - b. Please make sure your phone numbers and emails are current.
2. During the Full Distance Learning Model, students will be provided breakfast and lunch.
 - c. It will be drive through, and will only be available to students registered at Seeley School.
 - d. Five days' worth of breakfast and lunch will be served on Monday from 8:00 am to 11:00 am.
 - e. You will be asked for your child's name and grade when picking up lunches. We may issue lunch cards for each family.
 - f. Your children do not need to be with you.

Device Distribution Protocols and Schedule
Seeley Union School District

1. Students will be issued one device and one charger and will be responsible for the care of the device and charger.
2. Parents must bring a signed device check out form to receive the device (attached to this letter).
3. Only the parent needs to be present. Students are not required to come, and we recommend that they are not brought to school to lessen the number of people on campus.
4. The site will note the number of the device on the form that matches the number on the device and sign the form.
5. Parents with multiple children may visit the site on the same day to pick up their child's device.

Schedule of Distribution:

Wednesday, August 5, 2020 – Seeley School will prepare devices and labels for distribution. Seeley will designate a location and put up signage regarding social distancing and wearing a face mask. All staff returning to work that is not custodial, grounds or cafeteria will be assigned to assist with device distribution.

Thursday, August 6, 2020 – Device Distribution

- Grades 4 and 5 between 8:00 and 11:00

Friday, August 7, 2020 – Device Distribution

- Grades 1, 2 and 3 between 8:00-11:00

Monday, August 10, 2020 – Device Distribution

- Grades TK,K, and 1 between 8:00-11:00

Tuesday, August 11, 2020 – Device Distribution

- Grades 6,7, and 8 between 8:00-11:00

Wednesday, August 12, 2020 – Device Distribution

- Make up day for all grade levels

Seeley Union School District
2020-2021 Distance Learning Device
iPad Sign-Out and Parent/Guardian Permission Form

*****Student must be registered at Seeley Union School District to receive an iPad**

Student Name:	Staff Member:
School:	Staff Member Signature:
Serial Number:	Condition of Computer:
Date Signed Out: Date of Expected Return:	Description of any Damage to Computer:

Students may sign out iPad as per the direction of the lending teacher. The student must follow said plan for signing out and returning the iPad. Students may checkout iPad for the following reasons (please check the appropriate box for each situation):

- Special project
- Credit recovery
- Graduation requirement
- Virtual learning as determined by teacher and/or administration
- COVID -19 work from home

iPad Care:

- iPad should not be left unattended and must be left in a safe, secure location.
- iPad should not be stored in extreme cold or heat.
- iPad should be charged and ready for class upon their return.
- iPad should never be loaned out.
- If a student forgets to return their iPad on the expected date of return, a parent or guardian will be contacted and will be expected to bring it to school immediately.

General Use of the iPad at Home:

- iPads should be used only for educational tasks, and only with the programs that the teacher allows. Games, Social Media, internet games, YouTube, chat rooms, instant messenger, fantasy sports, etc., are NOT PERMITTED and SHOULD NOT BE DOWNLOADED AT ANY TIME.
- iPads should be used in a common family location with adult supervision.
- iPads should only be used by the student who checks it out.
- Students are expected to provide their parents with their login/password if needed.
- Parents are expected to monitor the use of the internet at home.
- Students may not, under any circumstances, install software onto the computers.

- Students hacking or altering unauthorized files will result in loss of computer use, at the discretion of administration.
- Students must not move any equipment. Keyboards and keys on the keyboard must not be swapped or disconnected.
- Any behavior which threatens the physical safety of the equipment will result in the loss of the computer use, at the discretion of administration.
- Students shall not change the desktop, screen saver, etc.
- Students shall only save their work into their personal Google Drive or approved USB drive.
- Inform your teacher or administrator if anything goes wrong with your iPad.
- Students know what is acceptable and what is not.

Student Agreement:

I agree to the expectations outlined above. I understand that if I do not follow this agreement, I may have my take-home permission revoked for the remainder of the school year and other iPad/internet access restrictions or consequences may apply. I understand that if I do not return this iPad by the above agreed upon date, my report card will be retained by The District until the iPad is returned or the cost of the iPad is reimbursed to The District.

Student Name: _____

Date: _____

Student Signature: _____

Parent/Guardian Agreement:

I support the conditions outlined above and grant permission for the iPad to be checked out for my child's educational use at home. I understand that if my child does not follow the rules outlined above, the checkout permission may be revoked and other restrictions and disciplinary consequences may apply. I understand that if my child does not return this iPad by the above agreed upon date, their report card will be retained by The District until the iPad is returned or the cost of the iPad is reimbursed to The District.

Parent Name: _____

Date: _____

Parent Signature: _____