



# PITTSBURG UNIFIED SCHOOL DISTRICT

2000 Railroad Avenue, Pittsburg, California 94565 | (925) 473 2300 | www.pittsburg.k12.ca.us

**Anthony Molina** | *Assistant Superintendent for Educational Services*

Phone: (925) 473 2312 | Fax: (925) 473 4265 | Email: amolina@pittsburg.k12.ca.us

April 7, 2020

PUSD Families,

The health and wellness of our community, staff, and scholars is foremost in our thoughts as we continue to deal with the impact of the COVID-19 crisis. Given the continued dismissal of our schools through the remainder of the year, PUSD has outlined and communicated next steps for student learning to staff. This new experience with Distance Learning will continue with new instruction when we return from Spring Break on Monday, April, 20, 2020. Below you will find a summary of what to expect moving forward.

The California Department of Education defines distance learning as "Instruction in which the student and instructor are in different locations. This may include interacting through the use of computer and communications technology, as well as delivering instruction and check-in time with their teacher." Distance learning may include video, audio or print instruction in which the primary mode of communication between the student and instructor is on-line interaction, instructional video, online resources, or other instruction that relies on computer or communications technology.

Although nothing can replace the face-to-face classroom instruction that our teachers provide, PUSD will continue to serve our students and families in this new and changing environment.

What Families Can Expect:

- Accessing Student Work
  - Will be accessible via Teacher Web Pages or Clever
- Student Workload
  - Screen Time and Off-screen Time Learning
- Communication
  - Interactions with Educators using a mix of technology and virtual face-to-face instruction
  - Collaboration between educators and parents as well as between and among students
- Attendance and Monitoring
  - Engagement with your child and the class via live meetings, district email or phone calls.
- Grades

## **Accessing Student Work**

Teacher Web pages will be updated weekly and include links to Clever (login information is below). The variety of learning sites, platforms and communication systems that your students' teachers are using will be accessible through Clever. *If not already up, this will be ready to go by April 20th, when students return to our Distance Learning Environment after Spring Break.*

**Why Clever:** Clever is a single sign-on portal where students can access all curriculum, assignments, and instruction from all of their teachers in one place as well as access all district sponsored online resources.

Clever Directions.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

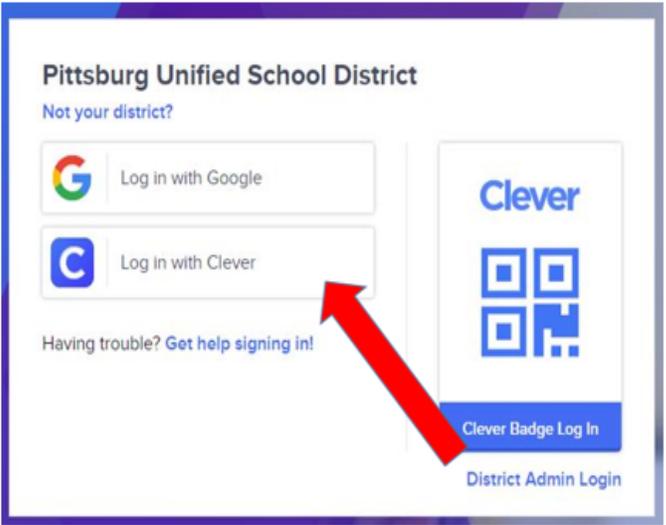
Clipboard Font Paragraph

## DIRECTIONS FOR CLEVER

Students will login to Clever using this website:

<https://clever.com/in/pittsburgusd>

Once at the web site they select **Log in with Clever** (it's the bottom option)



USERNAME – 12345 (student ID number)  
PASSWORD – pUSD12345 (pusd+student ID number)

PAGE 1 OF 2 89 WORDS

Type here to search

**Use Google Chrome to open Clever in order to guarantee access to all student programs**

### **Student Workload**

- **Elementary:** Teachers will aim for 2-2.5 hours per day maximum of instruction/classwork for students in Preschool through Kindergarten, 2.5-3 hours per day maximum of instruction/classwork for Grades 1-2, 3-4 hours of per day maximum of instruction/classwork for Grades 3-5. Within those hours of instruction for each grade span, the majority of time will be spent around English Language Arts/English Language Development (herein ELA and ELD), Math, as well as physical and social emotional wellness.
- **Secondary:** Teachers will aim for 3 to 4 hours per week maximum of instruction/classwork for each course. Within that 3 to 4 hours teachers will provide approximately 60 to 90 minutes of instruction broken into appropriate chunks. The remainder of the time will be used for grade level classwork, which includes reading/watching/listening and assignments/learning tasks, etc.

- **K-12:** Districts and schools maintain the responsibility of ensuring supports for our English Language Learners and Students with Disabilities.
- **K-12:** School sites will contact families regarding necessary physical resources (technology or paper pencil resources) that are needed for students to participate in continued learning.

### Communication

- **Elementary Office Hours:**  
Teachers will offer daily office hours for their students for the purpose of supporting student learning and maintaining some level of class camaraderie. Office hours will be communicated to students ahead of time stating the purpose and method of communication.
- **Secondary Office Hours:**  
Teachers will offer daily office hours for students to access as needed. The goal of the office hours is to ensure that students and families receive the support they need to successfully access instruction and complete assigned learning activities. Office hours will be communicated to students ahead of time with the method and the purpose/objective of the time.

### Attendance and Monitoring of Student Participation

- During the period of school dismissal, PUSD will monitor student participation in learning activities, office hours and on distance learning assignments. Participation and best efforts matter.

### Grades

- Elementary students will receive third trimester marks of M for Met Expectation or L/C for Limited / No Contact. Third trimester progress reports will not be sent out this year.
- Secondary students will receive Credit or No Credit for fourth quarter and semester grades. UC/CSU admissions will accept Credit for all required courses for all students taken during the Spring 2020 semester. Fourth quarter progress reports will not be sent out this year.

### Meal Service

- Meal services are continuing for district families with children ages 2 thru 18. Up-to-date information including times, locations, and dates is available on our district Web page.

In closing, I would like to take the opportunity to remind each of you that participation in distance learning is an expectation for all of our students. The first point of contact will always be through the teacher and site administrator. To that end, please follow their guidance and expectations as a rule. They will be communicating with you and your child on a regular basis and you should be on the lookout for new and updated information coming from your school site. You can also go to our District Webpage for information and resources during the time of dismissal.

We wish you well-being and safety and look forward to the day we are all able to reconvene at our school sites. Until then, stay home, practice social distancing, and wash your hands with soap and water on a frequent basis. We are on this journey together.

Respectfully,

*Anthony Molina*

**ANTHONY MOLINA**  
Assistant Superintendent  
Educational Services  
Pittsburg Unified School District