



Burroughs High School

DISTANCE LEARNING GUIDE

FOR STUDENTS AND PARENTS

Welcome to Distance Learning at BHS. We realize that this school closure is a big change and that you may be feeling anxious about what this means for your education. This guide will help you understand what Distance Learning will look like for you, and how you can be successful in this different learning environment.

What is Distance Learning and what do students/families need?

It is important to remember that while you are not physically in school, school is still in session and you are expected to engage in your coursework. Distance Learning means that you are attending class online, completing and submitting assignments, and interacting with your teachers using the online tools designated by your teachers and supported by the District.

Having these tools will help your students be able to complete their assignments:

- **Essential:** computer or mobile device, internet access, paper to take notes and work through problems/assignments. **If you do not have the essentials, please contact *Principal Carrie Cope* at ccope@ssusd.org or phone 760-499-1800.**

Information for Students

What will my classes look like? What can I expect from my teachers?

What will be expected of me?

Google Classroom will be the platform for your classes. Your teachers will communicate their class expectations to you through an updated syllabus. Teachers will post assignments, resources, and grades through Google Classroom and Aeries. The updated syllabus will also include information about how you should communicate with your teacher if you have questions or need help with assignments.

Class Period Schedule: All classes will have dedicated time each week for instruction, assessment and communication. These are times set aside for you to review your class lessons and assignments for that subject. How your teachers conduct class will vary: they may provide links to online content, hold a virtual meeting using Google Hangouts or Zoom, set up an online discussion board or Google doc, design opportunities for you to interact with your classmates, review questions, and so forth. Refer to your syllabus to see how the class will be conducted.

Distance Learning Schedule (all meetings and class periods will be conducted online)

Expectations and Opportunities for All:

1. Common schedule ensures students are not pulled in two directions at once.
2. Academics will continue online. Students should check email and any assigned online platform during the scheduled time.
3. Students will complete and submit assignments and assessments, which will be recorded in the Aeries Gradebook.
4. Teachers, counselors and administrators will be available via email and Google Classroom. Some teachers may use other online platforms, such as Remind or Zoom.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
Block 1: 9:00 - 10:30 am	English <i>Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete English work during this time.</i>	Science <i>Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete Science work during this time.</i>	English <i>Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete English work during this time.</i>	Science <i>Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete Science work during this time.</i>	PE: 9:00-9:30 am All Classes 9:30-10:30 am (Office Hours) <i>Teachers will be available to reply to student questions.</i>
Block 2: 10:30 - 12:00 pm	Social Science/Health <i>Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete Social Science/Health work during this time.</i>	Mathematics <i>Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete Math work during this time.</i>	Social Science/Health <i>Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete Social Science/Health work during this time.</i>	Mathematics <i>Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete Math work during this time.</i>	All Classes 10:30am-12:00 pm (Office Hours) <i>Teachers will be available to reply to student questions.</i>
Lunch: 12:00 - 1:00 pm					
Block 3: 1:00 - 2:30 pm	World Language/RSP <i>Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete World Language/RSP work during this time.</i>	CTE/VAPA <i>Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete CTE/VAPA work during this time.</i>	World Language/RSP <i>Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete World Language/RSP work during this time.</i>	CTE/VAPA <i>Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete CTE/VAPA work during this time.</i>	Department Collaboration <i>Teachers will have time each Friday afternoon to collaborate with their colleagues online and prepare for next week.</i>
*SH and Autism class will provide a altered schedule via email, syllabus, & Google Classroom					

Virtual Office Hours: All teachers will be available for students to ask questions during the scheduled Virtual Office Hours period through their communicated method (email, Google Hangouts, Remind, etc.). You are not required to attend Virtual Office Hours, but we encourage you to use this time to get help or ask questions that you may have during the week.

Dual Credit Courses: Students will follow Cerro Coso's requirements at the direction of their teacher.

What are some tips for being successful in a distance learning environment?

- **Become familiar with the Distance Learning Schedule** so that you know when to check in online for each of your classes. Then set a routine for yourself that is your dedicated “school time.” Remember, this is not time off -- you are still attending school, but in a different learning environment. Be sure to schedule time to take a mental break, get a snack or some fresh air. Having a routine will help you focus and use your time effectively.
- **Create a work space for yourself** so you can use an electronic device such as a computer, open a textbook, and complete assignments. As much as possible, minimize potential distractions such as a TV.
- **Practice good online etiquette.** Treat your online classroom as you would your regular, in-person classroom with appropriate attire, backgrounds, and behavior during your online meetings. Use appropriate and considerate language and keep topics professional and relevant to the course material. SSUSD’s [Chromebook Policy Handbook](#) outlines further expectations for students.
- **Stay connected to your teachers and classmates.** Outside of your scheduled period time, visit your teachers during Virtual Office Hours or email them to check in and ask questions. While you are encouraged to stay at home and practice social distancing, reach out to your friends and classmates virtually so you stay connected.
- **Maintain academic honesty.** It is important while you are working online to continue to do your own original work and thinking so that you are prepared for class assessments. With individual assignments, you should be careful to avoid using other people’s work and claiming it as your own. Also, while it is often appropriate for students to study together or to work in teams on projects, remember to present group work in a manner which clearly indicates the effort of each individual. Students who abuse these guidelines may receive a zero on the assignment according to the [BHS Academic Honesty Policy](#).

What do I do if I need help?

- **Reach out to your teacher.** All teachers will be available during Virtual Office Hours (see schedule above) so you can ask questions and get help quickly. You can also email your teacher at any time.
- **Reach out to your School Counselor.** School Counselors will also be available. You can email them at any time.

(A-D) Rose Douglas rdouglas@ssusd.org

(E-Ler) Curtis Sweet csweet@ssusd.org

(Les-Rn) Kerri Graves kgraves@ssusd.org

(Ro-Z) Dave Vigneault dvigneault@ssusd.org

- **For technology assistance:** If you need help with Chromebooks, usernames or passwords, email techsupport@ssusd.org.

Information for Parents

How can I support my student in Distance Learning?

- **Set a routine to distinguish “school time” from being at home time.** This may include a quiet work space where the student can read a textbook, complete writing assignments, and use an electronic device such as a computer/Chromebook. As much as possible, minimize potential distractions such as a TV. Be sure to schedule time for your student to take a mental break, get a snack or some fresh air. Creating structure for your student will help them focus and use their time effectively.
- If there are other household members at home, **establish expectations for protecting “school time” for your students** and minimizing distractions or interruptions.
- Recognize that students are not used to learning in a completely online environment. Check in with your student about what they are finding challenging or confusing about their online work. Encourage them to reach out to teachers and counselors if they are struggling.
- Help ensure **Academic Honesty** - Working online increases students’ opportunities to take shortcuts on assignments. Please monitor students’ online activity to make sure they are not relying too heavily on outside resources and shortcuts to complete assignments. While these might help students complete assignments for the short term, it will not help them build the skills and knowledge they need to take assessments or make progress academically.
- Remember that school is about social interactions as well as academics. **Encourage your student to reach out to friends by phone or online** so they have opportunities to stay connected.

What do I do if I need help in supporting my student?

- **Accessing your online accounts:** Google Classroom allows teachers to invite guardians to access posted assignments. If you do not have access, please email your student’s teachers and request access.
- **Monitoring your student’s progress:** Teachers will post assignments and grades in Aeries Gradebook. You can also sign up to receive Guardian Summaries of Google Classroom assignments. You can log in to view these or you can talk with your student about their classes and assignments.
- **Student wellness/mental health support:** Contact your student’s School Counselor by email to share your concerns. They will work with you to help support your student.

Information Regarding Special Education Services

Your case carrier will develop a distance learning plan individualized for your student and will collaborate with you on that plan. This plan will identify the areas of needs or goals that will be implemented from your student's current IEP through distance learning. Your case carrier will consult with your student's general education teachers regarding this plan and will monitor progress with you, your student, and the general education teachers.

Special Day Class Case Managers

Sari Fleishauer	9th grade	(sfleishauer@ssusd.org)
Bobby Bruce	9th/10th Grade	(rbruce@ssusd.org)
Joel Greenhaw	10th/11 Grade	(jgreenhaw@ssusd.org)
Kim Mark	11th/12th Grade	(kmark@ssusd.org)
Pam Contreras	Life Skills SH	(pcontreras@ssusd.org)
Heather Orozco	Adult Program SH	(horozco@ssusd.org)
Alyssa Bloomberg	Autism SDC	(abloomberg@ssusd.org)

Resource Case Managers

Carol Francis	9th Grade	(cfrancis@ssusd.org)
Tamar Shorr	10th Grade	(tshorr@ssusd.org)
Jacqueline DeJong	9th/10th Grade	(jdejong@ssusd.org)
Rose Bonaventura	11th Grade	(rbonventura@ssusd.org)
Brian Cosner	12th Grade	(bcosner@ssusd.org)

Frequently Asked Questions

What does this school closure mean for my student's grades? It is important to remember that school is continuing, though in a different environment, and teachers will be assigning work, providing feedback, and issuing grades. As long as students are engaging in their coursework, attending any online sessions, and submitting assignments, they will earn grades and credits.

I am a senior. What does this school closure mean for my progress toward graduation, senior transcript, and college prospects? It is important to remember that school is continuing, though in a different environment, and teachers will be assigning work and issuing grades. As long as you are engaging in your coursework, attending any online sessions, and submitting assignments, you will earn grades and credits toward graduation. If you have concerns about your progress toward graduation or college eligibility, please reach out to your School Counselor. As for college, remember that many colleges and universities have also closed, so they are aware of the circumstances. If you have been admitted or waitlisted at a college or university, you may want to contact them and let them know your situation. Transcripts can be ordered through the [Parchment quicklink](#) at burroughs.ssusd.org or email Registrar Jim Ledbetter at jledbetter@ssusd.org.

What about state standardized testing? CAASPP/CAST standardized testing that takes place in the spring (usually for 11th grade students) has been canceled for this year.

What about AP exams? The College Board is aware that many schools across the country have closed, and they have put plans in place to allow for modified at-home AP exams. You should continue to engage in your coursework and prepare for AP exams at the direction of your teachers. For more information about AP exams and school closure impact, visit the [College Board AP website](#). Once we know more, we will share that information with students registered for AP exams.

What about SAT? I was scheduled to take the test this spring and it was cancelled.

The College Board has cancelled the March and May SAT administrations and is issuing refunds to registered students. They have not yet made a determination about the June 4 test. For the latest information about SAT test dates and rescheduling, visit the [SAT website](#).

How do I turn in my completed homework packets? If you received and completed a packet of work for the period March 16-April 3, you can submit pictures of your work to your teacher or drop off your completed packet to the Burroughs Front Office beginning April 13. A dropbox will be provided for envelope collection Monday through Thursday from 9 a.m. to 2 p.m. through April 23. This will ensure returned packets are safe to open and be graded before progress reports.

Course Selection: Fortunately, all of next year's 11th and 12th graders completed registration before we began distance learning. 9th Graders: If you have not yet submitted your 10th grade elective choices, check your school email. A Google Form was sent via Parent Square for you to select your electives. All 10th grade academic classes for next year are based on your current 9th grade courses and performance over the year. If you have any questions or concerns, please email your teachers. Once all the course data has been entered, we will contact you about your schedule at a later date.