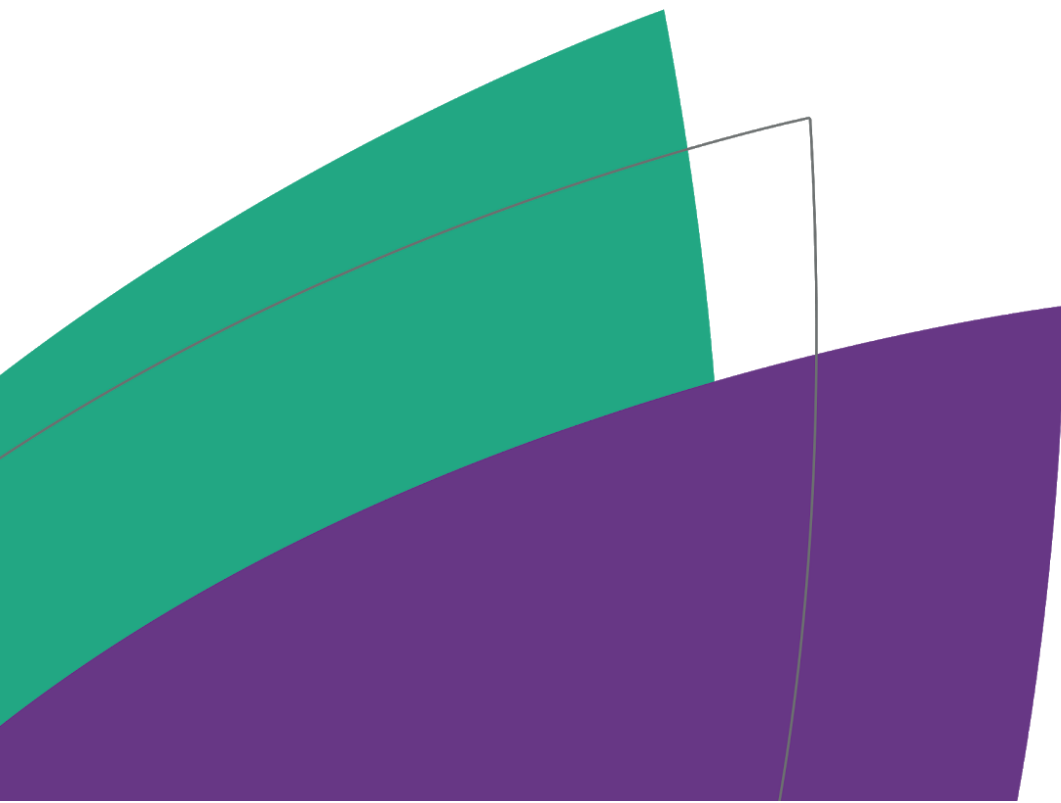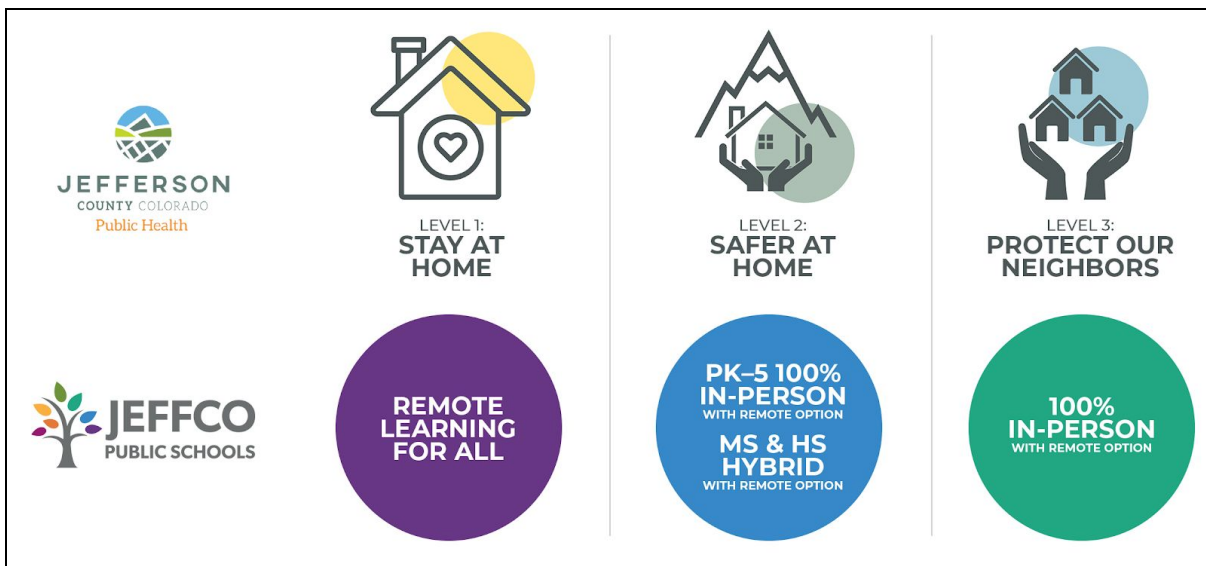# Transition to Remote Learning: Family Overview

In planning for the 2020-21 return to school, Jeffco Public Schools is updating our Remote Learning Plan based on what we learned from spring 2020 when the COVID-19 pandemic occurred. This updated overview explains how schools will transition to remote learning so our students continue their education in the event of health guidance impacting in-person learning.

CONDITIONS FOR TRANSITIONING TO REMOTE LEARNING

1) If Jefferson County Public Health (JCPH) determines the county re-enters the Stay-at-Home public health order due to a resurgence of positive cases, Jeffco Public Schools will switch to remote learning for all students.

2) The following conditions may prompt a transition to remote learning at a school, grade or cohort level.

Individual Case

If a student or staff member tests positive for COVID-19, their immediate cohort(s) will be quarantined for 14 days past the positive student/staff member's first day of COVID-19 symptoms.

Small Outbreak

If there is an outbreak at a school (an outbreak is defined as two positive COVID-19 cases in two separate cohorts in one school), the school will close to all students for 24 hours for deeper cleaning. After 24 hours, all students will return to in-person learning **except** for the cohorts that were directly affected by the positive cases.

Multiple Outbreaks	Large Outbreak
If there are two outbreaks within 14 days, the school will transition to remote learning for 14 days past the most recent positive person's first day of symptoms.	If there are 5% or more unrelated students/staff members with confirmed positive cases of COVID-19 within 14 days, the school will close for 14 days past the most recent person's first day of symptoms. During this time, the school will transition to remote learning.

POSITIVE CASE OF COVID-19 & NEXT STEPS

- In the event of a positive case of COVID-19, Jeffco Public Schools will work in collaboration with JCPH and follow the collaboratively developed Quarantine Process. Our quarantine process is in alignment with CDPHE's cases and outbreaks in child care and schools.

- Symptomatic staff and students in the building will need to go to a designated Medical Safe Room (not the health room, as this must be kept available) until they can safely leave the building.

- District RNs, Health Aides, and other designated staff have more detailed training for the Medical Safe Rooms and management of symptomatic students and staff. Follow-up from the District RNs will continue with all symptomatic staff and students that are sent home.

- Coordination with JCPH regarding suspected and confirmed cases includes:

  - JCPH will assist the Jeffco Public Schools leadership team in determining a course of action for individual schools on a case-by-case basis.

  - Notification letters will be sent by Jeffco Public School's Director of Health Services and the Communications Department collaboration with school administration.

TRANSITION TO REMOTE LEARNING

Day one after announcement to pivot to remote learning

Individual schools will determine how quickly they will adjust to remote learning (immediately or following a one-day closure if deemed necessary by School Leadership). They will decide when students will be expected to engage online. Time will be designated to helping teachers set up the online learning space for their class(es). Webinars and support will be made available through the Ed Tech team. Schools will be expected to message their families immediately and continue supporting the ongoing adjustment to remote learning.

School day structures

Individual schools will publish their own schedules aligned with District expectations. Schedules will be shared by schools when an individual school or the District transitions to remote learning during the school year.

LEARNING PROTOCOLS

Building on lessons learned from the spring, expectations are in place for schools across the District to provide a high-quality education whether serving students remotely or in-person.

Common Learning Management Systems (LMS) will be used across the District:

- Seesaw (PK-3)
- Google Classroom (3-12)
- Schoology (6-12)

Each week, students will interact with their teachers in a face-to-face (Zoom or Google Meet) environment.

Students will experience a minimum of 3 hours of synchronous learning each day. **Synchronous learning** is an approach where teachers and students are online at the same time with a set schedule. The teacher provides learning resources and/or assignments during a set time.

Asynchronous learning is an approach where teachers and students are not online at the same time. The teacher might provide learning resources and/or assignments that students would do independently, at a time that works for them.

Grading and Assessment Policies
Due to state assessment cancellations during COVID-19, Jeffco will continue with guidelines for grading policies and an assessment plan to determine the needs of their students. The District will administer MAP, Acadience, and the Kindergarten Readiness Assessment (KEA) aligned to the student testing calendars. Family support will be provided for these tests, including the following:

Measure of Academic Progress (MAP for grades 3-10) Family Supports for MAP Remote Testing
- Spanish
- Chinese
- Vietnamese
- Arabic

The Acadience Assessment

The Kindergarten Early Assessment (KEA) Family Supports (Kindergarten)

Please contact your school for more information on specific grading policies.

Attendance
Attendance is key to a student's success. Contact your school directly to learn more about expectations for remote attendance. Remote attendance for a school may be counted in the following ways:

- Presence during in-person instruction;
- Assignments completed at home;
- Logging into the online learning platform;

- Signing an online form agreeing to work completed at home;
- Student demonstration of learning;
- Responding to teacher emails or communication;
- Viewing pre-recorded instructional videos; or
- Observing or participating in online discussions or forums through platforms such as Zoom or Google Classroom.

Student Supports

Student supports such as delivery of special education and related services, equity, diversity and inclusion, social-emotional learning, counseling services, english as a second language and much more will continue being offered in a remote learning environment.

REMOTE LEARNING PREPARATION

Families can help students prepare for remote learning by doing the following:

- While students are in-person learning, they will need to get in the habit of bringing their Chromebook, iPad, laptop, charger, and headphones home each night.
  - If a student needs to borrow a device, they should work with their school to determine if extra devices are available.

- Students will need to ensure they have a high-speed internet connection at home.
  - For students who do not have the internet, a hot spot may be available for checkout. Please contact your school.

- Know your student's logins and passwords.

- Register in the Password Reset Tool.

- Learn how to contact your school from home.

- Know how to contact the teacher through your Chromebook, laptop, or iPad.

- Set up a place to focus on learning at home.

- Have a few independent reading books.

- Use the available technology self-help resources to answer many common questions around applications and technology.

- View Jeffco's Remote Learning Tips for Students.

TECHNOLOGY SUPPORTS

Internet Connectivity for Students

Students and families without reliable internet access should reach out to their school for help. School staff will then work with central IT staff, community partners (such as the Jeffco Schools Foundation and Jefferson County Public Library), businesses, and others to ensure students have access to home internet for remote learning. Find low-cost internet options to consider.

Student Devices

The District identified the total number of devices we have available and has been working to redistribute those so that each student has access to a device that they can use for remote learning. All

5th and 9th grade students received a new device at the beginning of the school year as part of the TechForEd program. The school-owned devices they were using are being redistributed to lower grade levels. Our 6th and 10th graders received devices through this program last year.

Supporting Students and Their Families
We continue to staff an external technical helpline at 303-982-3438 for students and their families. Additionally, we have developed a flowchart to help families navigate who they should contact about technical issues. Our public website has two great resource pages: the device support page and our technical resources page, which include resources for Chromebooks, iPads, Google Classroom, Schoology, SeeSaw, and more. Most of the technical resources linked have been translated into multiple languages.

Technology Tools
IT and Ed Tech have worked together to release and support additional digital tools and applications, such as Actively Learn, Adobe Spark, Screencastify, and Zoom, as well as streamline existing tool usage and processes to complement our dynamic educational environment this year.

Families have access to the Securly Home App to both monitor and control their student's activities on their Jeffco devices. The District also purchased the Securly classroom management tool for use by teachers district-wide. One of the key benefits of Securly Classroom Management is that it can be used for both in-person and virtual classroom environments.

FOOD AND NUTRITION SERVICES

Food and Nutrition Services will continue providing "grab and go" meals for students. The locations and times for "grab and go" services will be determined and communicated in the event that a school or a district transitions to Remote Learning.

CHILDCARE SERVICES

A limited number of school sites and seats will be made available for childcare for students in grades PK-5 in the event of a transition to remote learning. The number of sites and seats available will be determined based in part on the public health guidelines at the time. Decisions on seats will be made based on need, such as students who qualify for Free and Reduced-Price Lunches (FRL).

COMMUNICATION WITH FAMILIES

Jeffco Public Schools will be continuously communicating with families during this transition time and while in remote learning. The District will continue to provide critical updates and information via our *Community Update* email newsletter. Schools and teachers will be communicating about their specific schedules, classes, and details related to their school. In addition, announcements and important updates will be shared through:

- District website at jeffcopublicschools.org
- Your school website and social media channels
- District and school newsletters and emails
- Phone calls and text messages
- District social media channels:
    - Twitter
    - Instagram

- ○ [Facebook](#)
- ○ [TeamJeffco Twitter](#)
- ○ [TeamJeffco Instagram](#)
- News media outlets

If you are not receiving email, phone calls, or text message communications, please check your contact information settings in [Jeffco Connect](#) or contact your school office for additional support.

All families should be receiving the District's Community Update e-newsletter. If you are not or have unsubscribed in the past, [sign up to join the Community Updates](#) email list.

District Supports for Remote Learning	Phone Number
Jeffco Public Schools Main Line	303-982-6500
Charter School Office	303-982-6805
Community and Family Connections	303-982-1144
Equity, Diversity, and Inclusion	303-982-6559
Food and Nutrition Services	303-982-6748
Gifted and Talented	303-982-6650
Health Services	303-982-7251
Preschool (Early Learning Department)	303-982-1737
Safe2Tell	1-877-542-7233
Special Education Community Support Line	303-982-6682
Technical Support Family Helpline	303-982-3438

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