Shoreline Unified School District Distance Learning Plan (DLP) is in response to the COVID-19 pandemic and Governor Newsom’s Executive Order. The purpose of this Distance Learning Plan is to provide staff, students, and parents a framework for how distance learning will be conducted. It is important to understand that all processes and procedures during the suspension of classroom instruction and implementation of distance learning are flexible as the district continues to get updates from Marin County Office of Education and Marin Department of Health.

**Distance Learning is defined as:**

“Distance learning” means 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 or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback.

The breadth of instruction delivered via distance learning includes:

- Reinforcement of skills that have already been taught
- Extension of skills that have already been taught
- Introduction and development of new skills

Initial distance learning will focus on teaching protocols and procedures that will support effective instruction, and safe and appropriate use of digital tools. As those protocols and procedures become more routine, and digital access becomes available to all students, the breadth of the instruction may deepen, moving from reinforcement, to extension, to the introduction and development of new skills, as the teacher determines it is appropriate.

**District Objectives**

- Inquire if students and families have Internet access to support distance learning.
- Provide information on free wifi access for families. The district is committed to getting internet access “hot spots” for those that do not have connectivity.
● Provide training and support for teachers, students and parents on how to use tools for distance learning.
● Communicate with all stakeholders about the shift to distance learning.
● Consistent social and emotional learning and support for students.
● Online delivery of teaching and learning for students using platforms such as but not limited to Google Classroom, Google Meets, Zoom, and Seesaw.
● A process for delivery and receipt of hard copy learning materials for students who best learn in this manner or are unable to use a technology device.

All teachers will post “office hours” when students and parents can expect replies to questions and concerns. All student and family emails should be responded to by the next work day, if at all possible.

All certificated instructional staff will provide up to four hours of student contact daily, Monday through Thursday. That contact may take many forms; office hours, real-time group instruction, or individual feedback via phone calls or emails. Certificated instructional staff will also communicate with parents periodically, so that parents can be aware of the expectations for their children.

All classified instructional staff will support certificated staff as they implement distance learning.

All staff, certificated and classified, will participate in professional development related to distance learning, or extensive collaboration and instructional planning each Friday.

Distance learning will utilize Google Classroom (for grades 4-12) or Seesaw (for primary students), augmented with Zoom or Google Hangouts as appropriate.

Communication is being developed that allows teachers to notify the Administration if a student is not responding to emails, or not engaging in lessons. Teachers should be the first line of communication to families, and will get support by clerical and support staff in reaching out to families.

**All State testing has been cancelled for all schools (CAASPP and ELPAC).** Tomales High School will be updating everyone about AP, SAT and ACT testing changes.

The district’s Leadership Team continues to meet daily through zoom video conferencing to keep communication open among schools and plan for the ongoing development and maintenance of our distance learning plans.

Principals will continue to hold weekly staff meetings to continue supporting our distance learning efforts and provide feedback during suspension of classroom instruction.
Communication to families will continue through school messenger from Superintendent Bob Raines on a weekly basis. The district website will continue to have up to date information for families. (https://shorelineunified.org/)

Principals will communicate to all students and families through school messenger (phone, text, email) and other established formats every Monday and Thursday to ensure they provide the latest school updates.

School Principals Emails:

Tomales High School: Adam Jennings, Principal adam.jennings@shorelineunified.org

Tomales Elementary: Norma Oregon-Santarelli, Principal norma.santarelli@shorelineunified.org

Bodega Bay School: Norma Oregon-Santarelli, Principal norma.santarelli@shorelineunified.org

West Marin-Inverness School: Dr. Elizabeth Nolan, Principal beth.nolan@shorelineunified.org

School Counselors and School Psychologists will create distance learning social-emotional resources for students to access. They will be available for students and families. The Tomales High School school counseling department will continue to monitor students’ progress towards graduation.

Our bilingual family advocates will assist all teachers as necessary in communicating with our Spanish-speaking families.

Students with disabilities will be contacted by the Special Education Case Manager/Teacher to ensure they are receiving their access to the general education curriculum and making progress toward their goals.

Special Education Educational Specialists will contact students they case manage. Speech and Language Pathologists, Occupational Therapists, School Psychologists will perform this similar activity. Our goal is to evaluate access and ability to participate in distance learning opportunities. As special education service providers, we will need to be flexible in delivery models to attain educational benefit.

Educational Specialists will work with General Education teachers to ensure that Students with Disabilities have access to learning, based on the unique needs of the students and in adherence to the students’ current IEPs.
Teachers will continue to provide instructional strategies used in a classroom such as providing sentence frames, use of images, scaffolding, formative assessment practices, for integrated and designated English Language Development for English Learners. Numerous district resources both in print and online as well as other free online resources are being provided for EL students.