



3195 Woodside Road Woodside, CA 94062
Office: 650.851.1571 Fax: 650.851.5577

Dear Woodside School Community:

In an abundance of caution and preparation for the temporary closure for staff planning and transition to at-home learning as a result of COVID-19, the Woodside School staff has worked collectively to create a plan that will allow for learning to continue. While the procedures and scope of work may vary according to what is developmentally appropriate at each grade level, all students will have access to curriculum for at-home learning. For specific information regarding expectations for remote learning, please see the attached matrices.

We understand that this is an unprecedented situation, and we appreciate your support and flexibility as we navigate this new model. If there are any issues that arise or personalized accommodations that you would like to request on behalf of your child, please contact the appropriate administrator as soon as possible to do so. It is our goal that all families are set up to be successful during the implementation of at-home learning. Additionally, if you need help with technological issues, please contact our technology team for support at tech@woodsideschool.us.

- ❖ Elementary Principal: Harlin Hansen - hhansen@woodsideschool.us
- ❖ 6th Grade Dean: Bjorn Wickstrom - bwickstrom@woodsideschool.us
- ❖ 7th Grade Dean: Melissa Bowdoin - mbowdoin@woodsideschool.us
- ❖ 8th Grade Dean: Jennifer Pedersen - jpedersen@woodsideschool.us
- ❖ Student Services: Marta Batlle - mbatlle@woodsideschool.us
- ❖ Technology Team: Harlin Hansen - hhansen@woodsideschool.us and Sandeep Tulachan - stulachan@woodsideschool.us

The academic expectations for all students with Individualized Education Plans (IEPs) will be communicated to you by each case manager. These will focus only on the particular area of need and based on the specialized academic instruction they receive as part of their IEP. (E.g. If your child does not require specialized academic instruction in the area of math, your child work expectation will be the same as the rest of his grade peers). If you have any questions please contact your case manager directly or Dr. Batlle.

During the temporary closure for staff planning and transition to at-home learning, your child's teacher will spend two work days at school putting together plans through spring break. At-home learning will begin on Wednesday, March 18th. Again, we cannot overstate how much we appreciate your flexibility, support, and understanding during this trying time and we are aware that any of our plans may run into unforeseen circumstances along the way. We will rely on clear communication with families to ensure the best possible transition to at-home learning.

Warmly,

Mr. Steve Frank

Superintendent



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Elementary School Remote Learning Curriculum:

In an effort to continue the learning for all students in a flexible, content-driven framework, the Elementary staff will work together to provide access to curriculum electronically via Google Classroom, SeeSaw, School Website, email, and/or online supplemental curriculum programs based on grade level. This format allows for students to focus on content-specific material, as well as to communicate with their teachers as is age appropriate for each grade level. Students will access curriculum for each of their classes electronically, either independently or with parent assistance, and some materials may be sent home with your students. Attached is an informative matrix, which outlines the general expectations for students and educators until school resumes.

In order to continue our enriching and rigorous programs, students will be expected to check in on each of their classes daily. Students will spend a minimum of 10-15 minutes per subject each day completing assignments and enrichment activities. Completion of assignments will serve as verification of "attendance" for that day. Teachers will keep a log of all students who did not turn in the work each day. Work will be graded primarily based on effort and completion. If 2nd - 5th grade students have content-specific questions, they should communicate with their teachers via school email or Google Classroom and if TK - 1st grade students have questions, parents can contact their child's teacher through email. Expect a response within a reasonable amount of time.

TK - 1st
At-Home Learning Expectations

Topic	Student Expectations	Educator Expectations
School Day	<ul style="list-style-type: none"> ● Students complete assignments between 8:25am and 8:00 pm. ● Students will complete and submit all daily classwork in a variety of ways. ● Parents may be asked to help with this process. 	Educators will be available online to check email for immediate support during regularly scheduled class periods (8:20-3:10)
General Learning Expectations	Students will turn in all classwork assignments by 8:00 p.m. Students most likely will need parental help with this step.	Educators may assign student work via email to parents, through SeeSaw, or the school website.
Attendance	Students will complete an attendance verification for each class, each day. Parents please check email daily for updates from your child's teacher.	Educators will provide an attendance verification opportunity for each class, each day.
Assessment	Students will complete all provided assessments for each class on the due date indicated by each teacher	Educators will provide adequate opportunities to collect student data on learning.
Grading	N/A	Educators will note completed work.
Accountability	Students will complete all assignments, unless deemed optional by the teacher.	Educators will upload the current day's assignment by 8:20 each morning. They will also complete the current day's log document by the end of the following day.
Response Time	Please respond to email messages from the teacher within a day.	Educators will respond to parent, teacher, student, and admin inquiries within a reasonable, professional time period. Please check for admin messages between 8:10 and 8:30 and 2:45 and 3:25 for any urgent messages from admin.
Materials	Students will access materials via school website, email to parents, SeeSaw, or online curriculum subscriptions such as IXL. Students should have access to basic school supplies, as well as any materials sent home by the teacher.	Educators will post lessons that draw on pre-established material sources, keeping in mind that students have limited access to materials (online textbooks, web-based activities, and SeeSaw).

Apps: Students using iPads from home will need to add the following apps: SeeSaw, Lexia, and IXL.

**2nd - 5th
At-Home Learning Expectations**

Topic	Student Expectations	Educator Expectations
School Day	<ul style="list-style-type: none"> Students complete online class work between 8:25 am and 8:00 pm. Students will complete and submit all daily classwork in a variety of ways. 	Educators will be available online to check email for support during regularly scheduled class periods (8:20 - 3:10).
General Learning Expectations	Students will turn in all classwork assignments by 8:00 p.m. on Google Classroom, email, or as determined by teacher.	Educators will assign student work on Google Classroom and/or email with an overview of lesson and work to be completed.
Attendance	Students will complete an attendance verification for each class, each day. All students will check email between 8:00am & 9:00am.	Educators will provide an attendance verification opportunity for each class, each day by the end of the following day.
Assessment	Students will complete all provided assessments for each class on the due date indicated by each teacher	Educators will provide adequate opportunities to collect student data on learning
Grading	N/A	Educators will note completed work.
Accountability	Students will complete all assignments independently, unless otherwise prompted by the teacher.	Educators will upload the current day's assignment by 8:20 each morning. They will also complete the current day's log document by the end of the following day.
Response Time	Students will respond to teacher inquiries within 24 hours M-F.	Educators will respond to parent, teacher, student, and admin inquiries within a reasonable, professional time period. Please check for admin messages between 8:10 and 8:30 and 2:45 and 3:25 for any urgent messages from admin.
Materials	Students will access materials via Google Classroom, class website, email, or online curriculum subscriptions such as IXL. Students should have access to basic school supplies, as well as any materials sent home by the teacher.	Educators will post lessons that draw on pre-established material sources, keeping in mind that students have limited access to materials (online textbooks, web-based activities, and Google Classroom).

Apps: Students using iPads from home will need to add the following apps: Google Drive, Google Classroom, Google Mail, Google Docs, Google Slides, and IXL. In addition, 5th graders may need the WeVideo app.



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Middle School Remote Learning Curriculum:

In an effort to continue the learning for all students in a flexible, content-driven framework, the Middle School staff has worked together to provide access to curriculum via Google Classroom and online supplemental curriculum programs. This format allows for students to focus on content-specific material, as well as to communicate with their teachers and peers in a way that is familiar to them. Students will continue to access curriculum for each of their classes through the Google Classroom accounts that were established in the beginning of the year. All materials will be sent home with your students or will be posted there. Attached is an informative matrix, which outlines the general expectations for students and educators until school resumes.

In an effort to continue our enriching and rigorous programs, students will be expected to check in on each of their classes daily. Students will spend a minimum of 20 minutes per class each day completing assignments and enrichment activities. Completion of assignments will serve as verification of “attendance” for that day. Teachers will keep a log of all students who did not turn in the work each day. Work will be primarily graded based on effort and completion. If students have content-specific questions, they should communicate with their teachers via email or Google Classroom, and they can expect a response within a reasonable amount of time.

**Woodside Middle School
At-Home Learning Expectations**

Topic	Student Expectations	Educator Expectations
School Day	Students will complete and submit all daily classwork assignments by the end of the day (by 8 p.m.) that they are assigned	<ul style="list-style-type: none"> • Educators will be available online for support during regularly scheduled class periods. • 8:25-3:10 p.m.
General Learning Expectations	Students will turn in all classwork assignments by 8 p.m. on Google Classroom	Educators will assign student work on Google Classroom with an overview of lesson and work to be completed
Attendance	Students will complete an attendance verification for each class, each day.	Educators will provide an attendance verification opportunity for each class, each day. This will be completed by the end of the following school day, to give teachers a chance to review student work.
Assessment	Students will complete all provided assessments for each class on the due date indicated by each teacher	Educators will provide adequate opportunities to collect student data on learning
Grading	N/A	Educators will update gradebook on a weekly basis
Accountability	Students will complete all assignments independently, unless otherwise prompted by the teacher.	Educators will upload the current day's assignment by 8:20 each morning. They will also complete the current day's log document by the end of the following school day.
Response Time	Students will respond to teacher inquiries within 24 hours M-F.	Educators will respond to parent, teacher, student, and admin inquiries within a reasonable, professional time period. <i>Please check for admin messages between 8:10 and 8:30 and 2:45 and 3:25 for any urgent messages from admin.</i>
Materials	Students will access materials via Google Classroom or their online curricula. Students should have access to basic school supplies, as well as any materials sent home by the teacher.	Educators will post lessons that draw on pre-established material sources, keeping in mind that students have limited access to materials (online textbooks, web-based activities, and Google Classroom).