



July 31, 2020

Dear Parents/Guardians:

**Riverside County
Board of Education**

Kim J. Cousins

Ray "Coach" Curtis

Bruce N. Dennis

Barbara Hale

Corey A. Jackson

Elizabeth F. Romero

Wendel W. Tucker, Ph.D.

Welcome Back! We look forward to another successful school year. The health and safety of students and staff are the top priorities of RCOE. RCOE Alternative Education schools will begin the school year on August 17, 2020 using remote/online instruction based on CDC guidelines, CDE recommendations, and RCOE priorities to ensure the safety of students, families, and staff.

We will schedule students in remote/online classes or in online independent study based on parent/guardian preference and student needs. The structure of the daily online class schedule will be Monday – Friday, as follows, with specific courses for students based on their grade-level and course needs (11th and 12th grade class schedules will vary):

Class Period	Daily Online Courses, Monday – Friday Schedule	Minutes	Time
1	One of the following classes based on student needs: History-Social Science, VAPA, World Language, CTE, PE, and/or Electives based on student grade-level/credits needed.	60	8:00-9:00 AM
2	ELA/ELD	60	9:00-10:00 AM
3	Math or Science	60	10:00-11:00 AM
4	One of the following classes based on student needs: History-Social Science, Science, VAPA, World Language, CTE, PE, Dual Enrollment History and/or Electives based on student grade-level/credits needed.	60	11:00AM-12:00 PM
	Total	240	

Students are able to enroll in online credit recovery in the afternoon outside of the four periods of teacher directed learning. Teachers will enroll your son/daughter in the online credit recovery classes.

Teacher office hours are scheduled from 12:30 p.m. to 2:30 p.m. in order to provide individual support to your son/daughter. Teachers will schedule your son/daughter and you and your son/daughter can request time/support during the office hour times.

Your son/daughter is required to log on to the online classroom each day. All school attendance requirements are still in place for remote/online instruction.

Laptops/Tablets and Kajeets/hot spots will be checked out to students based on technology needs. Textbooks will be available online and in printed hard copies. Please contact me for dates and times to check out technology devices and textbooks to use at home. Textbooks and equipment will be distributed at the front of the school and staff will wear masks and gloves and maintain social distancing. If you need printed lessons, please let me know and I will have them ready for you at designated times during the week.

We will provide breakfast meals and lunch meals to students so that one trip lasts up to five days at a time to reduce exposure and travel barriers. Meals are distributed at the front of the school in a grab and go style. Food service workers wear masks and gloves and maintain social distancing.

RCOE provides Google integrated applications for single sign on. Online platforms can be accessed by going to <https://google.com>. Please ensure that you are signed out of personal Google accounts. You will use Google to access Canvas. Once in Canvas, your homeroom class will be your starting point that will explain how to use our virtual learning platform.

To login to Google:

Go to: <https://google.com>

Use the login button in the upper-left corner. If you do not see the login button, please make sure to sign out of your personal account.

Login using the following convention:

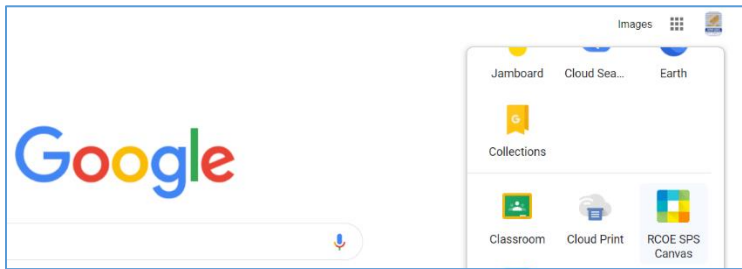
Username – [Student ID]@stu.rcoe.us

Password – [Lowercase first initial][Uppercase last initial][Date of birth in yyyymmdd format]

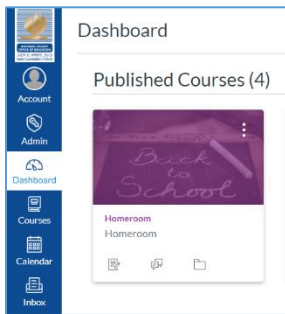
Example – Student John Smith, student ID number 444444, date of birth 06/08/2000.

Username – 444444@stu.rcoe.us

Password – jS20000608



Once in Google, you will see a waffle menu. It is a 3x3 grid on near the login button at the top. You will see an icon that is labeled RCOE SPS Canvas. Canvas is your base site for access to all online learning.



You will be passed to Canvas. Please click on the class entitled homeroom. That will guide you through the rest.

You will need your student ID number, birthdate, and legal name. Please make note of your ID number in the space below. If you are unable to login, please contact your school site.

Student ID: _____

Sincerely,

Principal, Community School, Riverside County Office of Education