Friday Memo to the Board
Superintendent’s Highlights
For the week of May 4-8, 2020

This Week’s Events:

• Held weekly meetings with WA State Superintendents and National Superintendents. This week I shared some of our early planning about Summer School and next school year.

• Met with PASS leaders to discuss issues on their minds as we enter the second full month of remote learning. I’m so thankful for their partnership and leadership.

• Went to Bailey Gatzert during meal and learning packet delivery time. Wow—the care and compassion this team exhibits every day is amazing! Thank you, Principal Belle, for your leadership. You and your staff were my inspiration for this week! If you haven’t visited one of our meal distribution sites, in PPE, please take time to do so.

• Hosted a FB Live event with Dr. Pedroza to discuss concerns from families in the SPED community. Huge thank you to Dr. Pedroza for leading with vulnerability.

• Thanks Mr. Best, Ms. Davies, and Mr. Meade for their work this week to help all of you understand the work of capital projects, enrollment services and family engagement.

• Continued meetings with community leaders and am so thankful for their continued support to make us better!

Coming up…

FB Live on Tues. and SEA meeting on Wed—FB live will include a guest appearance from Carrie Nicholson from our Health Services team. She presented the research from around the world on best health practices when considering re-opening schools to small cabinet this week. Did you know districts from around the country use our website and data in their planning? The team was so impressed that we are using her presentation for this event, as well as sharing the information with SEA staff next week. Tune in! The board will also hear from Carrie at their next meeting during superintendent comments.

Remote-Learning Survey: We will be distributing a survey to families, staff, and school leaders next week to check in on the state our remote learning. The data will identify gaps in our work and allow us to determine next steps to support families, staff, and school leaders in a distance/remote and blended learning environment. The goal of this short, 4-month project is to optimize our approach to distance learning, and to seize this moment to segue to more technology-enabled learning and address systemic inequities. We are working with an educational consulting firm, Attuned Educational Partners https://attunedpartners.com/. I am super thankful to the Bill and Melinda Gates Foundation for paying for Attuned’s assistance in this project, along with other supports throughout the year. A SPS staff and community work group will work with Attuned to do the following in alignment to our Strategic Plan, Seattle Excellence:

• Assess SPS capacity for new approaches to distance and other tech-enabled learning
• Optimize Spring 2020 distance learning
• Codify effective practices for distance and other tech-enabled learning
• Develop a future vision for ensuring instructional continuity between brick and mortar and distance learning
• Identify solutions for 2020-21 to improve distance learning and promote continuity between bricks and mortar and distance learning, potentially with a focus on increased blended learning
• Develop a 2020-21 implementation plan that includes detailed action steps for bricks and mortar and distance learning
Friday Memo to the Board  
Office of Public Affairs  
Essential Information for the week of 05/01/20– 05/08/20

Goal 1: Media Relations
- 5/4/20 Westside Seattle “SPS delivering more meals to students; meal distribution and partnerships grow”  
- 5/1/20 Seattle Times “The life of a Seattle school social worker during coronavirus”  
- 4/30/20 New York Times - “Should the virus mean straight A's for everyone?”  
- 4/30/20 KNKX – “A pandemic hasn't stopped "Lunch Lady Doree" from feeding kids in West Seattle”  

Goal 2&3: District Messaging – Outbound Communications, Customer Service
- The communications team supported Superintendent Juneau and Dr. Pedroza in hosting a Virtual Town Hall via Facebook Live focused on Special Education supports.  

  Feature Story: Career Connect at Home Throughout the Month of May  

- Last weekend, the web team launched a new Google interactive map with all the school sites and bus routes that are providing food for students during the school closure. Since launch, the map has received more than 1,000 hits. You can share (and view) the map with this link:  
  [www.seattleschools.org/mealmap](http://www.seattleschools.org/mealmap)

- SPSTV completed and sent out “Thank You SPS Educators!” to thank educators for their work for National Teacher Appreciation Week

- SPSTV completed and sent out “Thank You SPS Family Educators!” to thank parents for their work for National Teacher Appreciation Week

- Supported or developed and distributed multiple family communications:
  - Monday and Thursday letter to all families
  - Supported school leadership announcements
  - Outreach to families about tech support, including translated flyers.
Summer Programming
We are committed to creating opportunities for students to learn and connect over the summer months, as needed. In alignment with the current “Stay Home, Stay Healthy” order, we will continue to provide continuous learning opportunities, learning packets, meals and basic needs at select sites, and social/emotional services throughout the summer. We are also expanding summer course options for secondary students to help them prepare and build confidence ahead of the 2020-21 school year and we are partnering with community-based organizations to provide summer learning options outside of SPS. More details will be shared in the coming weeks. Below are some highlights of what we are planning to offer our students and families this summer:

- Opportunities for all students in alignment with the Strategic Plan
- Implementing high quality instruction with a diverse, culturally responsive workforce
- Creating inclusive and authentic engagement for students and their families
- Aligned with the efforts at meal sites
- Wraparound services to address mental health, physical health and basic supplies and services
- Partnerships with local community-based organizations
- 1:1 teaching and conferring sessions for those requiring intensive supports
- Fun and engaging materials and manipulatives delivered to students’ residences
Facilities, Self Help Projects

- The Self Help Review Team approved up to $40,000 from the Playground Redevelopment Fund for Hawthorne Elementary PTA’s playground project scheduled for summer 2020 construction. This will augment $100,000 already raised by the Parent Teacher Association (PTA): $50,000 from King County; $40,000 from community members; $10,000 from the PTA’s operating budget.

- The Playground Redevelopment Funds are needed due to a funding shortfall created by COVID-19: (1) anticipated $50,000 from Department of Neighborhood Matching Funds are frozen for the foreseeable future; and (2) work anticipated to be completed by 200+ volunteers is no longer possible due to COVID-19 restrictions, and therefore a contractor will need to be paid to perform this portion of the work, which includes excavation, concrete curbs, seat wall, asphalt patching and plantings to support shifting the current preschool play area to a reconfigured footprint and in order to accommodate a BEX V funded, replacement play structure.

- It is imperative that the PTA’s playground project is completed during the summer to accommodate the new play structure, slated for installation this fall.
Chief Dr. Concio Pedroza

Chief Pedroza participated this week in a Facebook session chaired by the Governor’s Office of the Education Ombudsman (OEO) for an online conversation about how their offices can best use their resources as an agency to chart their course for the next three years. Outcomes were fact finding and input, not determinations.

She also presented during an exclusive time during the Superintendent’s weekly Facebook Live session on Tuesday, May 5th. The questions asked during this session will be addressed in this week’s Friday update letter to our parents and our Friday letter to staff.

And, in keeping with our commitment to addressing the needs of our special education families with their COVID-19 challenges, the weekly Special Education PTSA Board meeting will continue weekly with Dr. Pedroza and Director Nicole Fitch to answer questions on Wednesday afternoons for the foreseeable future.

Advanced Learning

Planning has begun for the administration of the Naglieri Non-Verbal Ability Test – Third Edition (NNAT-3) as part of evidence gathering to identify students for Highly Capable Services. Originally, we were scheduled to use the NNAT-3 only for universal screening for 2nd and 3rd grade students for Fall 2020. In planning for the potential for additional schedule interruptions and social distancing requirements, we will expand the use of NNAT for cognitive testing for the advanced learning assessment cycle for 2020-2021.

Advantages for using NNAT

- Shorter test (45 min. vs. COGAT 1.5 hours)
- 2nd and 3rd grade students will no longer have to attend Saturday testing
- Non-verbal test is more inclusive

Athletics

In response to Director DeWolf’s inquiry into an update status to the requests for lining the Lower Woodland fields:

The Seattle Public Schools’ Athletic and Capital Departments are working closely with representatives of the Seattle Parks Department regarding the Lower Woodland returning project scheduled for the summer 2020. The Lower Woodland field is the closest and best alternative practice site for Lincoln High School athletic programs due to the high cost of transportation for travel to an alternate field.

The Parks Department has chosen not to line the field with full football markings because they have no other clients that use the field for football; however, they have agreed to include sideline hashmarks to accommodate Lincoln’s football program. In addition to the hashmarks, Parks will allow Seattle Public Schools to temporarily line the field during football season.

We want to acknowledge the tremendous support Seattle Parks Department has given to Seattle Public Schools within this process and are grateful they agreed to include hashmarks on the Lower Woodland field.
CURRICULUM, ASSESSMENT, AND INSTRUCTION

Elementary Trimester 2 Progress Reports
The Curriculum, Assessment, and Instruction (CAI) department and the Department of Technology Services (DoTS) are working on uploading all elementary progress reports to the Source, and they will be available for families to view on Thursday, May 14th. Families will receive a communication on Monday, May 11th, informing them that progress reports are being posted to the Source, which will include directions about how to access progress reports. Special Education IEP Progress Reports for Trimester 2 (T2) will be sent via email from Case Managers for students who are receiving special education services.

For Trimester 3 (T3), elementary progress reports will include robust teacher comments for each subject area, in lieu of standards markings. We are aware that each family is different, and remote learning looks different for all of our students. Therefore, teacher comments will reflect teacher/student interactions during the time of remote learning, and the numerical standards markings will be left blank. The teacher comments will also provide guidance for continued support for students until schools are back in session in the fall. CAI is creating a guidance document to provide educators with details regarding T3 progress reporting.

If you have any questions, please contact Dr. Diane DeBacker, Chief Academic Officer at dmdebacker@seattleschools.org.
Cybersecurity Update

As we embark further into a continuous learning online model, Seattle Public Schools network is supporting a growing number of 1-to-1 devices and student-owned devices used at home. The need for student online safety, security, and data protection continue to be our number one priority, as we assure the protection of our students, all devices, and the network. DoTS team takes this responsibility very seriously and has in place the following security and protection controls that facilitate the safe use of these devices from home:

- **Web filter anywhere:** We have software installed on all student district laptops, which will provide the same level of internet filtering we use at the district.

- **Treated like they are at the district:** We set all the student laptops to use a full VPN tunnel, so they're functioning as if they're at the district. It is possible to disable the service, but the filtering software client provides backup limits.

- **Backup filtering:** We use OpenDNS as a backup for devices at school or at home, to provide a 3rd layer of filtering and protection against malware and pornographic content.

- **Disk Encryption:** We use bitlocker to encrypt the district laptops to protect against the theft of any student data if a laptop is lost or stolen.

- **Antivirus/Malware:** We use Defender plus ATP on the student devices to provide advanced antivirus and malware protection, and log all processes, batch files, and open ports.

- **Youtube:** We force-filter youtube to the “moderate” level, rather than allowing it to be open.

DoTS teams are managing exponentially more endpoints than ever before, mainly due to accelerated 1:1 and use of personal devices during this COVID-19 emergency. The safety/control measures described above are the district’s heightened level of protections that safeguard against malicious activities and help keep our systems, data, and people safe.
1. I don't recall signing a Network use agreement, or what it might have said, but I recall that there was something the students needed to sign to check out the laptops. What does the Network use agreement say, and how have we been requiring all teachers students to sign it? What are the standards in the material selection procedures?

We require anyone logging into a district computer to sign the online use agreement as part of their first login, and renew every September. The same happens for any students logging into a district student laptop. This is part of the login script, and will even activate over our devices from home with DA or IPSEC VPNs.

The network use agreement for students is published here: https://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=8889069

The network use agreement for staff is published here: https://mysps.seattleschools.org/UserFiles/Servers/Server_25823/File/Department%20Directory/Technology%20Services/Forms/NetworkUseAgreementStaffJune2016_ADA.pdf

The laptop agreements, student 1:1 expectations and responsibilities, usage and safety information for students and parents/guardians is published here: https://www.seattleschools.org/departments/dots/projects/student_computer_refresh_project/student_1_1_laptop_program_forms

For get to know your laptop, see attached.

2. What is the Filtering used on district lap tops? Is it something that can be altered/changed by the user? What does it disallow, specifically? Can students download applications freely or are there restrictions about applications? Is there a list of district approved software/applications and conversely a list of not-allowed software/applications/sites?

We use a combination of things to filter student devices. A) an iboss client is installed on every student (and teacher) laptop. It is very difficult to disable, and even if you do disable it, we have a backup filter in place via OpenDNS.

Blocked categories include: Adult content; Gambling; Pornography/Nudity; Malware; Proxies

As far as blocking applications go, we use a fairly sophisticated model – leveraging the Microsoft App Locker. – We do not allow students to download applications to their SPS laptop.

3. How does supervision work in this current distance learning environment?
Supervision will be shared with parents while students are at home with devices, along with our tech tools. We use all tools available, but no tool is perfect.

4. **How is the district instructing students on internet safety?** The policy specifically calls out social media and cyberbullying, but what about how to stay safe from on-line predators?

   Our teachers and admins have been given direction to provide these resources to students…

Common Sense Media CIPA Toolkit for Teachers
[https://www.commonsensemedia.org/educators/erate-teachers](https://www.commonsensemedia.org/educators/erate-teachers)
(minimum online safety curriculum requirements to meet board policy)

Common Sense Media: Digital Citizenship Scope &Sequence
[https://www.commonsensemedia.org/educators/scope-and-sequence](https://www.commonsensemedia.org/educators/scope-and-sequence)
(more extensive digital citizenship curriculum)
Get to Know Your New Laptop!
COVID-19 Continuous Learning Students

Please email laptops@seattleschools.org to schedule a return of the device at the end of the school year.

Any Questions, Repairs, Lost or Stolen Device, please call: 206-252-0100

Laptop Check!

1. Plug in your device when you get home to fully charge it!
2. Once your laptop is fully charged, turn on your laptop power button.
   ✓ **Important Note:** Please remember to re-start your laptop once a week (to ensure you get all of the laptop updates!)
3. Connect to your wireless access point and verify if you can access www.google.com
   ✓ If you are having trouble with your wireless access point, please contact your wireless carrier (i.e., Comcast, etc.) before you call: 206-252-0100.
4. Log in with your SPS username and password.
   ✓ If you do NOT know your SPS username or password, ask your Teacher or call: 206-252-0100
5. Check your grades in The Source by doing the following:
   ✓ Open **Chrome Browser**, the SPS website should open automatically
   ✓ Select the **Students** tab and click **The Source**

6. Go to Schoology by doing the following:
   ✓ Open **Chrome Browser**, the SPS website should open automatically
   ✓ Select the **Students** tab and click **Schoology**
How to Access The Source and Schoology

1. Go to www.seattleschools.org
2. Click Students, then Schoology
3. OR
4. Click Students, then The Source

Find your Documents

1. Click the Folder icon on the bottom of the screen.
2. Verify that you can access your old files.
3. Verify you can access your OneDrive files.
Shut down your Laptop

1. Click the Windows **Start Menu** icon.
2. Click the **Power** icon.
3. Click **Shut Down**.
4. **As a Reminder:** Please shut down your laptop once a week to ensure you get all of the laptop updates!
Windows 10 -- First time logon to a computer away from school

1. At the login screen, click on the wireless icon
2. Click on the wireless network icon in the lower-right-hand corner of the screen

3. Choose the wireless network login and enter the proper credentials for a home or commercial Wi-Fi network