



Burbank Unified School District
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Board of Education

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Matt Hill, Ed.D.

April 2, 2020

Dear Families, Students, and Employees:

As you may have heard yesterday, Governor Newsom has recommended that we move to an online distant learning model for the remainder of the year. We recognize that this decision comes with many challenges. Remote learning is a new experience for all of us. The California Department of Education, the Los Angeles County Office of Education, and our leadership teams work each day to identify solutions to support this new learning environment. This decision was made with the safety and care for the entire Burbank community. We have many questions to address, but we will address them together. Particularly, we know this will have a big impact on end of year activities and celebrations. We will continue to work with you to identify creative options for these events.

Parents and Students:

Your teachers will be communicating specifics with you, in the meantime, please continue to identify learning routines that will work for you and your family. Also, please be mindful of digital citizenship. We provide some links below. We know this will be challenging, but we are all partners in this transition.

1. **Distance Learning Instructional Program:** The Instructional Learning platform for Burbank Unified School District is ready to launch on April 6, 2020. Teachers will provide instruction through Google Classroom, which is a web- based platform for learning. Teachers will reach out to students and post assignments in the classroom. There is an expectation that students check the Google Classroom(s) daily. Here is the link to enter the Google Classrooms with a tutorial: [Google Classroom](#). The student passwords follow this pattern: Password: Last 4 digits of student's 9-digit Permanent ID repeated twice. Example: (9 digit Perm ID is: 9876854321 Password is: 43214321). If there are questions about a particular Google Classroom, parents and students are encouraged to reach out to the teacher first. Please be patient with us, as this is a new way of teaching for the district. Parents can also find additional resources at the following link: [COVID-19 Student and Family Digital Resource Center](#).
2. **Instructional materials:** Families that need packets for instruction will be notified when those packets will be available. These are for students who need them and not for families that would prefer them. The district does not have the capacity to provide learning packets to all students.

3. **Chromebooks:** Families that need Chromebooks in order to access the Google Classrooms will receive information directly from their schools about how they will be distributed. The priority is to provide for families with the most need. If after the first distribution of Chromebooks there are devices available, the district will try to accommodate families that may need an additional Chromebook.
4. **Grades, Credits, and Credit Recovery:** This week the district received more guidance on how to manage grades and credits for the end of the school year. The district plan will be communicated to parents and guardians as soon as it has been finalized within the next two to three weeks. Please know we understand the stress this situation is causing students; we are going to implement a model that allows for teaching and learning to be the main focus.
5. **Higher Education:** The state's higher education systems issued their own statements on temporarily suspending certain requirements for admitted students and financial aid support to ensure that they are able to enroll as planned. For those statements, click the links below.

[University of California \(UC\)](#)

[California State University \(CSU\)](#)

[Association of Independent California Colleges and Universities \(AICCU\)](#)

6. **Family Technology Support:** Families who need support with their district provided technology, or who have questions about the Google Classrooms, may complete this Google form to request assistance <https://forms.gle/NJcdUsESjaeBonrv9>
7. **Additional Resources:** We continue to add supplemental instructional resources and support for parents and students on the BUSD website Student and Family Resources. Please see the latest from Common Sense Media <https://wideopenschool.org/>
8. **Permits:** Interdistrict permits can be completed through the online application process on our Student Services website <https://www.burbankusd.org/Page/2615>

We would like to take a moment to acknowledge our teachers, staff, employees, and students who are demonstrating amazing creativity and dedication to strengthen remote learning. By continuing to work together we will build a stronger BUSD. The next District update will be on Thursday, April 9.

Take care,



Matt Hill, Ed.D.
Superintendent
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