
TESD COVID-19 DISTANCE LEARNING GUIDE (FAMILIES)

All Grades – General Information

- Teachers will be available on email between 9AM and 11AM. They will also be intermittently available between 11:30AM and the end of the school day. Any emails received by 1PM should receive a reply by the end of the day (3:35PM).
- Students/parents should email FamilyHelpDesk@tesd.net with any technology-related issues.
- Cycle days will continue during Distance Learning days. The cycle day for the first distance learning day (March 18) is six.
- All distance learning work completed at this time will be ungraded, and students will not be penalized for any work not completed during distance learning days. Teachers may provide feedback for student work submitted, but no points or grades will be assigned. We will continue to monitor this position and may need to make a change to the plan if the school closure extends beyond the current two-week window, and as guidelines from the state and federal government become clearer.
- Students will not be asked to participate in instructional activities at a specific time, with the exception of some specialized appointments or services.

Elementary – General Information

- A Distance Learning page will be activated in the “In The News” section of each school's website. The page will link to a separate shared folder for each grade, which will include a read-only document outlining each day’s instructional activities.
- Teachers may also email additional or different learning activities directly to parents.
- Learning activities for the day should take approximately 30-45 minutes per content area to complete.
- Special Areas teachers will post one learning activity per grade per six day cycle.
- Support teachers (e.g. Special Education, Math Support, Reading Support, English Language Specialist) will create learning activities and/or provide support through differentiated instruction and/or support plans.
- Counselors, nurses, and mental health specialists will be available to support staff members, students and families as needed through electronic communication.
- Any learning activities involving submitted work can either be emailed to the teacher by parents or submitted once school resumes.
- Parents will monitor and confirm the progress/completion of the Distance Learning activities.
- Learning activities will focus on practice, reinforcement and maintenance of skills. We will continue to monitor this position and may need to make a change to the plan if the school closure extends beyond the current two-week window, and as guidelines from the state and federal government become clearer.

Elementary – Attendance

Elementary attendance will be managed by each core teacher. Core teachers will send an email to all parents asking them to reply by 2:00PM to affirm that their child is participating in the Distance Learning activities for the day.

Secondary – General Information

- Teachers will create a separate folder for each Distance Learning day on their Schoology page. Each folder will include all lessons and instructional activities for the day. High school students will also be asked to report their attendance for each class by replying “yes” on the discussion board.
- Lessons and instructional activities will be posted to Schoology by all teachers by 9AM. No additional assignments or instructional activities will be posted over the course of the day.
- Each class should have learning activities that take approximately 30-45 minutes to complete, which may include a multiple-day activity.
- Submission times will be set by the teacher but should not be before 3PM on the same day that the assignment is posted.
- Counselors, mental health specialists, librarians, MIT teachers and special education teachers will be available for consult throughout the day via District email. Conference calls can be arranged as needed.
- We have enabled direct messaging in Schoology. This allows students to message teachers and teachers to message students. This does not allow students to message students. All communication is logged, similar to District email, and Schoology messaging is only to be used for District-related communication that is in accordance with the Acceptable Use Agreement.

Secondary – Attendance

Attendance in grades 5-12 will be taken via a discussion board in each student's homeroom course page on Schoology.

IEP/GIEP/504 Considerations

Teachers will be providing work/instructional activities with appropriate accommodations within this distance learning format. Special Education and Gifted Support teachers will work in conjunction with regular education teachers and communicate directly with parents of students on their caseload. Services that can take place by phone may still take place. Families will be contacted regarding delivery of individualized services. We intend to continue holding IEP, GIEP, and 504 meetings, and families will be invited to participate by phone.