



# Tredyffrin/Easttown School District

## Distance Learning Plan for Continuity of Instruction

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### Contents

Daily Summary .....	2
General Information – All Levels.....	3
Student Support.....	3
Technology Support.....	3
Families in Need.....	4
Digital Citizenship.....	4
Distance Learning Guidelines and Intellectual Property.....	5
Elementary School .....	6
Delivery of Planned Instruction (Elementary).....	6
Reading/Math Support (Elementary) .....	6
Cycle Days (Elementary) .....	6
Special Areas (Elementary) .....	7
Attendance (Elementary).....	7
Time Expectations (Elementary).....	7
Grading Practices (Elementary) .....	7
Distance Learning Software (Elementary) .....	8
Communication with Teachers (Elementary) .....	8
Middle/High School .....	8
Delivery of Planned Instruction (Middle/High).....	8
Cycle Days (Middle/High).....	8
Attendance (Middle/High) .....	8
Time Expectations (Middle/High) .....	9
Virtual Office Hours (Middle/High).....	9
Grading Practices (Middle/High).....	9

## Daily Summary

	<b>ELEMENTARY</b>	<b>MIDDLE/HIGH</b>
<b>MONDAY</b>	<ul style="list-style-type: none"> <li>• New instruction: English Language Arts (ELA)</li> <li>• Application and practice of new instruction: Math</li> <li>• Special area</li> </ul>	<ul style="list-style-type: none"> <li>• Daily asynchronous instruction/assignments posted in Schoology</li> <li>• Office hours scheduled throughout the day</li> </ul>
<b>TUESDAY</b>	<ul style="list-style-type: none"> <li>• New instruction: Math</li> <li>• Application and practice of new instruction: ELA</li> <li>• Special area</li> </ul>	<ul style="list-style-type: none"> <li>• Daily asynchronous instruction/assignments posted in Schoology</li> <li>• Office hours scheduled throughout the day</li> </ul>
<b>WEDNESDAY*</b> <b><i>“WORK WELL WEDNESDAY”</i></b>	<ul style="list-style-type: none"> <li>• Application and practice of new instruction: ELA and Math</li> <li>• Science, Social Studies postings for the week</li> <li>• Special area</li> <li>• Classroom and school climate activities</li> </ul>	<ul style="list-style-type: none"> <li>• AM: student work, clubs/activities, community building, focused time for elective courses</li> <li>• PM: all teachers available for office hours with students via Schoology or Microsoft Teams</li> <li>• Cycle days do not advance on Wednesdays</li> </ul>
<b>THURSDAY</b>	<ul style="list-style-type: none"> <li>• New instruction: ELA</li> <li>• Application and practice of new instruction: Math</li> <li>• Special area</li> </ul>	<ul style="list-style-type: none"> <li>• Daily asynchronous instruction/assignments posted in Schoology</li> <li>• Office hours scheduled throughout the day</li> </ul>
<b>FRIDAY</b>	<ul style="list-style-type: none"> <li>• New instruction: Math</li> <li>• Application and practice of new instruction: ELA</li> <li>• Special area</li> </ul>	<ul style="list-style-type: none"> <li>• Daily asynchronous instruction/assignments posted in Schoology</li> <li>• Office hours scheduled throughout the day</li> </ul>

\*“Work Well Wednesday” is a weekly opportunity for students to continue to work on assignments, focus on special areas/elective courses, communicate with teachers, and take time for activities related to wellness and community building. For staff, Wednesdays will provide an opportunity to collaborate with colleagues, develop new online instructional content, check in with students, and further develop their capacity to teach in a distance learning environment.

## General Information – All Levels

### Student Support

*English Language Development (ELD)* – English Learners will continue to work with their ELD teachers through Schoology and virtual meetings. ELD teachers will also be working with teachers to design lessons that provide opportunities for differentiation.

*Guidance/Mental Health* – School counselors and mental health specialists will continue their regularly scheduled counseling services and school-based meetings. They will also remain available to support students by email, phone or virtual meetings. School counselors and mental health specialists will also be working with teachers to support students on their caseload.

*Student Health Services* – School nurses are available to support families, students and staff through email, phone, or virtual meetings. They will collaborate with building administration and staff to support students.

*Multi-tiered Intervention Teachers (MIT)* – Multi-tiered Intervention Teachers at the secondary level will continue to provide supports to students within this distance learning format. MI teachers will collaborate with classroom teachers, school counselors, grade level teams, and building administration to identify students in need of support.

*Special Education, Gifted Education, and 504 Plans* – Teachers and other applicable staff will continue to provide instruction and related instructional activities and services with appropriate accommodations within this distance learning format. Special Education and Gifted Support teachers will collaborate with regular education teachers and other staff as appropriate to communicate directly with parents of students on their caseloads. Direct Instruction classes will follow the same format by level that is provided for regular education classes. Services that can take place by phone or video conference 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.

### Technology Support

Any technology questions can be emailed to [FamilyHelpDesk@tesd.net](mailto:FamilyHelpDesk@tesd.net). Students with specific hardware issues related to a 1:1 District-provided laptop can create a support ticket using our online HelpDesk, available at <https://helpdesk.tesd.net>.

## Families in Need

We are aware that access to technology and school supplies may pose challenges for some students and families. If your family is experiencing challenges related to internet or device access, you may confidentially contact Dr. Mike Szymendera at (610)240-1922 or [szymenderam@tesd.net](mailto:szymenderam@tesd.net). If your family is in need of support with school supplies, you may confidentially contact Dr. Oscar Torres at (610)240-1909 or [torreso@tesd.net](mailto:torreso@tesd.net) or Mrs. Jeanne Braun at (610)240-1913 or [braunj@tesd.net](mailto:braunj@tesd.net).

## Digital Citizenship

By its very nature, distance learning will involve more communication happening electronically compared to face-to-face instruction. We expect students to conduct themselves at the same high standard of behavior to which they are held in regular classroom instruction. The Code of Conduct in each school will apply. Parents/guardians should review the following guidelines from our digital citizenship curriculum with their children:



- Once you put something on the Internet, it's **out of your control**.
- **Be careful** about what you share – it could end up anywhere!
- If you receive a text, instant message, or email that was meant to be private, do not forward or share it. **Respect** one another.
- **Think** before you post or send. Your online activity could have personal, school, or legal consequences.
- Remember it doesn't take very long for a text message, picture, or email to travel. Something you regret saying now could be shared widely in a matter of minutes.
- **Talk to a trusted adult** about any information you receive or see online that makes you scared or uncomfortable.

## Distance Learning Guidelines and Intellectual Property

To be clear, it is our expectation that any live instruction or content created by or on behalf of the District will be accessed solely for educational purposes and will not be downloaded, modified, altered, recorded, or reposted without the District's prior consent.

This expectation is in place to protect the privacy of all participants, including staff, students, and their families. Violations of this expectation will be addressed in accordance with the school Code of Conduct and will be subject to any applicable legal consequences.

Specifically regarding live audio and/or video conferences, the following guidelines apply:

- Remember that any audio/video communication may involve two-way camera and audio usage (meaning the instructor will likely see and hear what is occurring in your home).
- Students, parents, and guardians shall not audio/video record lessons or provide access to these lessons or content to anyone other than the intended participant (e.g. student for instructional delivery, parent/guardian for meetings).
- Maintain the confidentiality of other students if your child is participating in a group lesson. Do not share or transmit any aspect of the participation of other students. Remember that all individuals participating will likely see and hear what is occurring in your home, just as you may see and hear what is occurring in their home. Parents and students are encouraged to be mindful of clothing, background activities and side conversations happening in the home during audio and/or video lessons.
- Parents and guardians should email the teacher after the lesson is complete if there are any questions or concerns. Please do not interrupt or otherwise participate in the activity, either through the audio or through emails, unless invited to do so by the instructor. This will allow the professional to focus on the activity.
- Please contact your school administrator if you observe any behavior of concern.

As we continue this transition to instruction taking place in an online setting, more content, including teacher presentations and videos, will be posted on Schoology for student access. [As stated in Board Policy 6163 \(Intellectual Property - Ownership\)](#):

“All intellectual property, including but not limited to, planned courses of study, educational programs, media productions or publications or other copyrightable material developed for

curriculum use or otherwise on behalf of the Tredyffrin/Easttown School District by staff of the District remain the sole property of the District.”

Additionally, [the Acceptable Use Agreement](#), which is acknowledged annually by all District students and shared with parents annually as part of the back-to-school information, states:

“To respect and protect the privacy and safety of others and themselves, users must ... Not use any device, personal or otherwise, to record, store, or transmit any type of photo, audio, or video that in any way disrupts or disrespects the educational environment, extracurricular activities and events, or the privacy or dignity of others.”

## Elementary School

### Delivery of Planned Instruction (Elementary)

All new instruction and related instructional activities will be housed in Schoology and posted daily by 9:00AM. Schoology course pages will be organized with a separate folder for each week, with subfolders for each distance learning day. Apart from specialized appointments, services, or optional classroom activities, students will not be asked to participate in instructional activities at a specific time.

Elementary teachers will post new instructional content for ELA on Mondays and Thursdays and for Math on Tuesdays and Fridays. Delivery of new instruction will include teacher-generated video explaining and modeling the skill or strategy. Application and practice activities will follow on alternating days.

### Reading/Math Support (Elementary)

Students who receive reading and/or math support will have the opportunity to work directly with the specialists through Schoology and/or virtual audio or video meetings. Additionally, the specialists will be working with teachers to design lessons that provide opportunities for differentiation.

### Cycle Days (Elementary)

Cycle days will not be used during elementary distance learning.

### Special Areas (Elementary)

Elementary special areas teachers will post instructional activities once per week per grade in Schoology, according to the following schedule:

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Kindergarten</b>	Music	N/A	PE	Library	Art
<b>Grade 1</b>	Art	Music	N/A	PE	Library
<b>Grade 2</b>	Library	Art	Music	N/A	PE
<b>Grade 3</b>	PE	Library	Art	Music	N/A
<b>Grade 4</b>	N/A	PE	Library	Art	Music

String and band teachers will post activities once per week that can be completed during the week at times best suited for students and families.

### Attendance (Elementary)

Elementary attendance will be managed by each core teacher. By 9:00AM, 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.

### Time Expectations (Elementary)

In addition to time for independent reading, which is encouraged daily, elementary students should expect to engage in distance learning based on the following chart:

	Math	ELA	Special Area/Other Activities as Assigned	Total Daily Time
Kindergarten	20 min	20 min	20 min (combined)	60 min + reading
Grades 1-2	30 min	30 min	30 min (combined)	90 min + reading
Grades 3-4	45 min	45 min	45 min (combined)	135 min + reading

### Grading Practices (Elementary)

All elementary distance learning work will be ungraded, but feedback will be provided as appropriate. The impact of distance learning on year-end progress reports will be evaluated over the coming weeks. Any changes will be communicated to families.

## Distance Learning Software (Elementary)

While individual teachers may already have apps or websites they use in their classes, some additional apps and websites may be introduced to support distance learning. For ELA, these include Raz Kids, Story Works, Read Works, and Newsela. For Math, these include Math Buddies, ThinkCentral, Dreambox Learning, and ST Math.

## Communication with Teachers (Elementary)

Teachers will be consistently available by email between 9:00AM and 11:00AM, unless scheduled for other activities. After that, teachers will be available intermittently through 3:35PM.

## Middle/High School

### Delivery of Planned Instruction (Middle/High)

Understanding there can be some variation among courses and units of study, instructional content will be posted on Mondays, Tuesdays, Thursdays, and Fridays, which may include single day, multiple-day or long-term assignments. All instructional content and related materials will be housed in Schoology and posted by 9:00AM each day. Schoology course pages are organized with a separate folder for each distance learning day or week. Apart from scheduled virtual office hours and specialized appointments or services, students will not be asked to participate in instructional activities at a specific time. The delivery of new instructional content will include teacher-generated video.

### Cycle Days (Middle/High)

Cycle days will continue on Mondays, Tuesdays, Thursdays, and Fridays. Cycle days will not advance on Wednesdays.

### Attendance (Middle/High)

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



### Time Expectations (Middle/High)

Each class should have learning activities that take approximately 30-45 minutes to complete, which may include a multiple-day activity.

### Virtual Office Hours (Middle/High)

Middle and High School teachers will be available for virtual office hours with students through Schoology Conferences or Microsoft Teams. Student participation in office hours is optional. Office hours will occur in real-time on a rotating basis and will follow the schedule outlined below. Topics discussed during office hours can include teacher-directed reinforcement or clarification as well as student-driven questions, with the opportunity for students to clarify understanding. Office hours are not a time for new instruction. Should students have questions outside of office hours, they should continue to reach out directly to their teachers via Schoology messenger or email.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9:00-11:00	English	World Languages or Reading	N/A	English	World Languages or Reading
11:30-1:30	Social Studies	Science	N/A	Social Studies	Science
1:30-3:30	Math	Special Areas Electives or Courses	OPEN OFFICE - All Departments	Math	Special Areas Electives or Courses

### Grading Practices (Middle/High)

Due to the interruption of face-to-face instruction and the shift to distance learning, the District has modified the method for calculating final grades this year. Our goal is to maintain the integrity of our grades, minimize negative implications and benefit students to the greatest extent possible.

Each course will have identified “Essential Assessments,” which will be graded and counted toward the fourth marking period. As long as students achieve a passing grade for the fourth marking period, their final grade for the course will not be negatively impacted by distance learning. We will provide supports

necessary to ensure all students have the opportunity to succeed regardless of challenges that may occur due to the current crisis. The intention of the final grade calculations outlined below is to be as beneficial to students as possible:

- If a student's fourth marking period grade is a passing grade and increases their average for the year, it will count toward the final grade calculation.
- If a student's fourth marking period grade is a passing grade but decreases their average for the year, it will not count toward the final grade calculation.
- If a student's fourth marking period grade is a failing grade, it will be entered as their fourth marking period grade and will count toward the final grade calculation.

*High School Only:* Final exams will not be administered in any course. As a reminder, individual marking period grades are not included on the Conestoga transcript. Only final grades appear. [Additional information about final grade calculations is available on the CHS website.](#)