

TESD Elementary Virtual Instruction Guide

Virtual Instruction starting August 31, 2020

Overview

All students will participate in virtual instruction to start the 20-21 school year. Virtual instruction includes a blend of daily synchronous (live) instruction from TESD teachers, with some asynchronous (not live) instruction, and includes the delivery of the full TESD curriculum, with graded assignments and benchmark assessments.

Communication

During virtual instruction, parents will receive regular communication regarding changes or updates as they become available. Official District communication will be sent via email or the [District website](#). In addition, please note the District's [Reopening Plan](#) website and the District's [COVID-19](#) website. If you have any questions or concerns about your child's virtual instruction at any time, you may contact your child's teacher, counselor or principal by phone or email.

Schedule

Daily Schedule: 9:10AM –3:45PM (AM K: 9:10AM –12:05PM; PM K: 12:50PM –3:45PM)

Student schedules will follow the same six-day cycle during virtual instruction as they will during in-person instruction. Families can verify the proper cycle days on the District [calendar](#). Teachers are also asked to identify the cycle day as well as the daily schedule for virtual instruction in their Schoology courses each week. On the next pages, please see a grade-level sample schedule, highlighting the live, synchronous instruction in yellow.

As they would in-school, teachers will incorporate a variety of methods to engage students in live and posted virtual instruction. As a result, the timing of the live sessions may vary and/or students will stay connected online while completing an activity or communicating with a classmate. On some days, the live sessions may be longer and on others a bit shorter, hence the use of the word “maximum” in the below descriptions of what might be expected for synchronous or asynchronous instruction.

Live, synchronous instruction via Microsoft Teams for elementary students will include:

- Whole Group English Language Arts: 20-30 minutes maximum each day
- Reading Groups: In addition to a whole group lesson, teachers schedule small reading groups that typically last between 20-30 minutes. Students can expect a maximum of 60 minutes of live ELA instruction each day. On occasion, teachers may wish to invite students to additional live ELA sessions. Note: Reading groups begin after benchmark assessments conclude.
- Whole Group Math: 50-60 minutes maximum total each day (grades 1-4), kindergarten at least 3 times a cycle for a maximum of 30 minutes
- Regularly scheduled live class meetings (10-20 minutes maximum each day). Topics of social-emotional well-being, resiliency, connectedness, developmental guidance, bullying prevention, and digital citizenship will be addressed in live class meetings 1 time per six-day cycle.
- Support Services (Learning Support, Reading Support, Math Support, English Language Development, Speech, OT, PT, Challenge - Gifted Support)
- Opportunities to check in with core teachers for additional support or clarification

NOTE: This guide is for virtual instruction to begin the year on August 31. Another, more detailed guide will precede the return to in-school instruction.

Asynchronous (not live) instruction via Schoology will also be included for ALL subject/support areas, especially:

- Social Studies, Science, and Special Areas (Art, Music, PE, Library/Media)

Virtual Sample Elementary Schedule

The below schedule is representative of what a typical grade level schedule might look like. Teachers will provide more specific schedules for you that, in most cases, will be close to what is represented in the time bands below.

Note: **Yellow** highlighting indicates synchronous (live) instruction. **Green** highlighting indicates that a portion of each block may be live and that teachers will communicate live schedules on their Schoology pages. **Support** - includes Special Education, English Language Development, Reading Support, Math Support, Speech, OT, PT, Challenge (Gifted Support) and may include synchronous (live) instruction and/or asynchronous instruction. **Flex Core** – includes time for Support, student work completion and/or optional check-ins with teachers. **Social Studies, Science and all Special Areas classes (Art, Music, PE, Library/Media)** - will take place via asynchronous (not live) instruction on Schoology.

Morning Kindergarten	1 st Grade	2 nd Grade	3 rd Grade	4 th Grade
9:10 Attendance/Class Meeting	9:10 Attendance/Class Meeting	9:10 Attendance/Class Meeting	9:10 Attendance/Class Meeting	9:10 Attendance/Class Meeting
9:20-9:45 Whole Group ELA (including Writing)	9:20-9:45 Whole Group ELA	9:20-9:50 Whole Group ELA 9:50-10:35 Small Group ELA (reading groups)/Independent Practice/Support	9:20-10:05 Special Areas	9:20-10:20 Math
9:45-10:00 Recess (break)	9:45-10:45 Small Group ELA (reading groups)/ Independent Practice/Support	10:35-10:50 Recess (break)	10:10-10:55 Science/Social Studies/Flex Core (Support)	10:20-10:35 Recess (Break)
10:00-10:50 Small Group ELA (reading groups)/ Independent Practice/Support	10:45-11:30 Independent Practice/Whole Group ELA (including Writing)/Support	10:50-11:35 Independent Practice/Whole Group ELA (including Writing) Small Group ELA (reading groups)/ Support	10:55-11:10 Recess (Break)	10:35-11:05 Flex Core (Support)
10:50-11:20 Social Studies/ Guidance/ Math	11:30-12:15 Lunch/Recess (break)	11:35-12:10 Flex Core (Support)	11:10-12:10 Math	11:05-11:50 Special Areas
11:20-11:50 Special Areas/Science	12:15-1:05 Math	12:10-12:50 Lunch/Recess (break)	12:15-12:45 Flex Core (Support)	11:50-12:35 Science/Social Studies/Flex Core (Support)
11:50-12:05 Flex Core (Support)	1:10-1:55 Special Areas	12:55-1:55 Math	12:45-1:25	12:40-1:15

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			Lunch/Recess (break)	Language Arts / Whole Group
Afternoon Kindergarten	2:00-2:45 Science/Social Studies/Flex Core (Support)	2:00-2:45 Special Areas	1:30-2:00 Whole Group ELA	1:15-1:55 Lunch / Recess (Break)
12:50 Class Meeting	2:50-3:05 Recess (break)	2:50-3:35 Science/Social Studies/Flex Core (Support)	2:00-3:00 Small Group ELA (reading groups)/ Independent Practice/Support	2:00-3:00 Small Group ELA (reading groups)/ Independent Practice/Support
1:10-1:35 Whole Group ELA (including Writing)	3:05-3:35 Flex Core (Support)		3:00-3:35 Independent Practice/Whole Group ELA (including Writing)/Support	3:00-3:35 Independent Practice/Whole Group ELA (including Writing)/Support
1:35-1:50 Recess (break)				
1:50-2:25 Small Group ELA (reading groups)/ Independent Practice/Support				
2:25-2:55 Social Studies/Guidance/Math				
2:55-3:25 Special Areas/Science				
3:25-3:35 Flex Core (Support)				

Curriculum

Virtual instruction includes a blend of daily synchronous (live) instruction from TESD teachers, with some asynchronous (not live) instruction, and includes the delivery of the existing, [full TESD elementary curriculum](#), with graded assignments and benchmark assessments.

English Language Arts – Wonders reading and writing resources in grades K-2 (students and parents will have iPad-based access to digital Wonders resources); Literacy by Design and novel-based instruction in grades 3-4; Elementary Writing Framework, grades 3-4

Math – Math in Focus resources in grades K-4

Social Studies – Textbook and teacher-created materials in grades K-4, focused on the following units of study:

Kindergarten - Holiday Curriculum, Guidance Lessons, Famous People (ie. George Washington and Abraham Lincoln)

Grade 1 - Who Am I in the World? Our Global Village, Japan, Africa (Nigeria and Kenya)

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Grade 2 - Who Am I in Time? Age of Dinosaurs and Early Man, Ancient China, Exploration and Immigration, Space

Grade 3 - Who Am I in My State? Native Americans, Chester County, Pennsylvania, Elections

Grade 4 - Who Am I in My Country? U.S. History: Geography, Early Settlers and Settlements/Colonies, American Revolution, America Grows

Science – Teacher-created materials in grades K-4, focused on the following units of study:

Kindergarten - Senses/Properties, Weather, Insects, Seeds/Plants, Energy, Agriculture, Animal Coverings, Hibernation, Solar System, Landforms, Energy, Magnets

Grade 1 - Comparing & Measuring, Weather, Rain Forest, Organisms, Magnetism, Solar System, Go Green

Grade 2 - Life Cycle of Butterflies, Balancing and Weighing, Changes, Soil, Sound, Solar System, Go Green

Grade 3 - Chemical Tests, Rocks and Minerals, Plant Growth and Development, Land and Water

Grade 4 - Ecosystems, Microworlds, Watersheds, Electric Circuits, Motion and Design

Social Emotional Learning – Teacher-created materials, K-4 including: Health, Developmental Guidance Program (academic, social, emotional and career development), Digital Citizenship, Resiliency, and Bullying Prevention.

Virtual Instruction and Technology

All elementary students will receive an iPad at the beginning of the school year. More information about iPads can be found [here](#). iPads can be picked up between 9:00-11:00 a.m. and 1:00-3:00 p.m. on August 24-28 at each elementary school. Teachers will deliver live, synchronous instruction via Microsoft Teams as well as asynchronous (not live) instruction and materials via Schoology. The Microsoft Teams app, the Schoology weblink and many other elementary-level apps will be preloaded onto student iPads. Students and families may also access Microsoft Teams, Schoology and other apps and websites via a home computer.

Microsoft Teams – Elementary teachers will use Microsoft Teams to provide live, synchronous instruction. Each student's iPad will have the Microsoft Teams app pre-loaded. However, all TESD families receive (5) [free copies](#) of the [Office suite](#) (i.e. Teams, Word, PowerPoint, Excel, Outlook, OneNote) through their Office 365 accounts. Families may download the software or individual apps onto family Windows or Mac laptops, tablets, or phones.

Schoology – All elementary teachers will use their Schoology pages to update families weekly and/or daily about schedules, curriculum, instruction, assignments, and assessments. Social Studies, Science and all Special Areas teachers (Art, Music, PE, Library/Media) will deliver curriculum, instruction, assignments and assessments via their Schoology pages.

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.

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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/video 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.”

Assessments

A variety of Language Arts [Benchmark Assessments](#) will be administered virtually to begin the school year, and in-person once students are able to return to school.

Math Assessment: Students will be placed in above or on level math in grades 2, 3 and 4 based on their placement at the end of the 19-20 school year. New students requiring the beginning of year math screening will be assessed virtually to begin the school year, and in person once students are able to return to school, with the Math Specialist.

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Ongoing curriculum-based and other formative assessments will be administered to determine student strengths and needs, as well as to inform instruction.

Student Materials and Supplies

iPads can be picked up between 9:00-11:00 a.m. and 1:00-3:00 p.m. on August 24-28 at each elementary school. Families are encouraged to drop off any remaining textbooks, classroom books or library books. Families will be able to pick up a bag of learning materials (textbooks, subject-area materials, and the First Day Packet of documents needing signatures) for each student on Thursday, August 27 or Friday, August 28 at each elementary school.

Date	Timeframe for Pick-up	Student Last Names Starting with:
August 27	9:00-11:00 AM	A, B, C, D, E, F
August 27	1:00-3:00 PM	G, H, I, J, K
August 28	9:00-11:00 AM	L, M, N, O, P, Q, R
August 28	1:00-3:00 PM	S, T, U, V, W, X, Y, Z

Schools will also plan for periodic pickup and drop-off of necessary instructional materials while we are in all-virtual instruction.

Attendance

Teachers will take attendance during the live class meeting to start each school day. As we would with students who are absent without a note in a regular school-day situation, the school office will follow up with parents or guardians of students who do not attend the live class meeting to start each school day so that we can be certain all is well and provide supports as necessary. As in a regular school environment, school attendance in a virtual environment is compulsory and we must record, document, and enforce attendance for all students. Please email the attendance office (hesattendance@tesd.net) with any separate questions.

Meetings

Though not a substitute for in-person interactions, most meetings will be held by phone or virtually, using the Microsoft Teams platform.

Visitors/Volunteers

Until further notice, school visits will be scheduled on an appointment-only basis. Please contact the school secretary with requests to visit the buildings. Though not a substitute for in-person interactions, most meetings will be held by phone or virtually, using the Microsoft Teams platform.

Core Classroom Teacher Assignments

Due to the regrouping of class assignments that may need to happen after families selected some in-person or all-virtual instruction as of August 12, teacher assignments will be available as of 4:00 p.m. on Wednesday, August 26, 2020. Parents will be able to view the Core Classroom Teacher Assignment via the [PowerSchool Parent Portal](#). Elementary schools will continue with the usual TESD grouping processes to support the delivery of the curriculum.

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