Coatesville Area School District Elementary School Student Virtual Learning Guidance Document

Step 1: Return to Classes and Instruction

We are excited to have our elementary students return to school virtually/online. Over the next two weeks teachers will be participating in professional development virtually/online using Building Something Different (BSD) https://bsd.education/offerings/online-learning-platform/ and Zoom. Teachers are beginning to reach out to families and welcoming our students back to school via email, teacher page, or phone. Elementary school students will begin online/virtual instruction/classes with their teachers on Tuesday, April 14, 2020.

The District will operate on a six-day cycle. Teachers will give students and families updated schedules each week. The rationale for this schedule is to give students and teachers the time necessary to focus on essential content and to give students time to receive the feedback they deserve as we continue to move forward. Students will be directly engaged in a few subjects a day. Please see the chart below indicating the focus areas for each day. Your child's teacher will give you specific times your child should log in. Students will receive instruction and will be provided assignments related to that instruction. Students are expected to complete their schoolwork and teachers will provide information about when assignments are due. It will be important that students attend their classes through BSD in order to receive teacher instruction and receive information about their assignments. Zoom and Google Classrooms will also be accessible through this platform. Teachers will have scheduled office hours to answer questions or meet with students individually or small groups.

Kindergarten

Day 1 4/14/20	Day 2 4/15/20	Day 3 4/16/20	Day 4 4/17/20	Day 5 4/20/20	Day 6 4/21/20
ELA	Math	ELA	Math	ELA	Math
Music	Art	PE	Library	PLTW	PLTW
Social Studies	Mind-UP	Social Studies	Mind-UP	Social Studies	Mind-UP
Independent Reading	Independent Reading	Independent Reading	Independent Reading	Independent Reading	Independent Reading

Grade 1

Day 1 4/14/20	Day 2 4/15/20	Day 3 4/16/20	Day 4 4/17/20	Day 5 4/20/20	Day 6 4/21/20
ELA	Math	ELA	Math	ELA	Math
PLTW	Music	Art	PE	Library	PLTW
Social Studies	Mind-UP	Social Studies	Mind-UP	Social Studies	Mind-UP
Independent Reading	Independent Reading	Independent Reading	Independent Reading	Independent Reading	Independent Reading

Grade 2

Day 1 4/14/20	Day 2 4/15/20	Day 3 4/16/20	Day 4 4/17/20	Day 5 4/20/20	Day 6 4/21/20
ELA	Math	ELA	Math	ELA	Math
PLTW	PLTW	Music	Art	PE	Library
Social Studies	Mind-UP	Social Studies	Mind-UP	Social Studies	Mind-UP
Independent Reading	Independent Reading	Independent Reading	Independent Reading	Independent Reading	Independent Reading

Grade 3

Day 1 4/14/20	Day 2 4/15/20	Day 3 4/16/20	Day 4 4/17/20	Day 5 4/20/20	Day 6 4/21/20
ELA	Math	ELA	Math	ELA	Math
Library	PLTW	PLTW	Music	Art	PE
Social Studies	Mind-UP	Social Studies	Mind-UP	Social Studies	Mind-UP
Independent Reading	Independent Reading	Independent Reading	Independent Reading	Independent Reading	Independent Reading

Grade 4

Day 1 4/14/20	Day 2 4/15/20	Day 3 4/16/20	Day 4 4/17/20	Day 5 4/20/20	Day 6 4/21/20
ELA	Math	ELA	Math	ELA	Math
PE	Library	PLTW	PLTW	Music	Art
Social Studies	Mind-UP	Social Studies	Mind-UP	Social Studies	Mind-UP
Independent Reading	Independent Reading	Independent Reading	Independent Reading	Independent Reading	Independent Reading

Grade 5

Day 1 4/14/20	Day 2 4/15/20	Day 3 4/16/20	Day 4 4/17/20	Day 5 4/20/20	Day 6 4/21/20
ELA	Math	ELA	Math	ELA	Math
Art	PE	Library	PLTW	PLTW	Music
Social Studies	Mind-UP	Social Studies	Mind-UP	Social Studies	Mind-UP
Independent Reading	Independent Reading	Independent Reading	Independent Reading	Independent Reading	Independent Reading

Step #2: Third Trimester for Elementary

The second trimester was completed prior to the mandated school closure. The 3rd trimester will begin on April 14, 2020.

Step #3: Know and follow the expectations in online/virtual schooling.

Just as was true when you attended school in person, it is important that you know and follow the expectations in virtual/online schooling. Doing so will only increase your success.

- **Students are expected to attend classes and attendance matters!** Beginning, Tuesday, April 14, a2020, students will be required to attend virtual classes with teachers. Teachers will post assignments via BSD. Teachers will be taking attendance regularly. It is very important that we can affirm that students are attending virtual classes, receiving instruction, and completing assignments. If students do not attend classes and complete assignments, the District will not have any information upon which students have achieved mastery of content. Teachers will be communicating with parents especially when a student is struggling to complete work or show attendance.

- **Assignments will be graded**. Assignments will be graded, and assessments will be given just as they were when you physically attended schools. Your teachers will explain their expectations to you for their class, and they will record grades just as they did when you attended school in person.

- **Academic Integrity.** All students are expected to do their own work. Students should refrain from artificial means of assistance, such as sharing answers for independent work, using Google to find answers or other practices that compromise their academic integrity.

- **Student Behavior.** Students are expected to follow guidelines and procedures set up by their teachers regarding virtual/online etiquette. The student discipline code and technology guidelines will still be enforced.

- **Homework** The idea of homework is more accurately described as the continuation of learning. You will most likely be engaged in both short-term and long-term assignments. Students will have the opportunity to engage in work each day. This includes independent reading. The following are timeframes or guidelines as to how long each assignment should take to complete independently is listed below:

Grades K-1	Grades 2-3	Grades 4-5
Up to 20 minutes per subject per day.	Up to 30 minutes per subject per day.	Up to 40 minutes per subject per day.

  Keep in mind these are just a benchmark. Please let your teacher(s) know if work completion is taking significantly longer.

Step #4: Communicate!

Just as it was when you attended school in person, communicating with your teachers is an important part of your success in school. Do your part, work hard, keep connected with your teachers. Doing so will result in a smooth transition to virtual/online school.

- **How do I communicate with my teacher?** Your teachers want and need to see you in class They are here to assist you. Teachers check email regularly (though they may not be able to check at every moment of the day).Teachers will also be holding 'office hours' and you can meet with them virtually during their office hours, or via telephone, at times arranged with the teacher.

- **Communication with Counselors:** Your counselor will be holding office hours and can also be reached through email and via telephone appointments. Counselors will continue to hold small group sessions and are available to meet virtually with students, individually.

- **Communication with Principals:** Your principals and assistant principals will be available, should you need them. Because they are supporting teachers, attending meetings virtually, and continuing to work to ensure your success, the easiest way to contact your principal or assistant principals is through email or your classroom teacher. Just as was the case when you attended school in person, if you have questions about your classwork or classes, it's always a good idea to start by talking to your teacher. We do know that there are other reasons for which you may need to speak to your building administration, and they are here for you and look forward to connecting with you.

- **Other Important Information and frequently asked questions:**

- **What about other events we had planned, like field trips and field day?** We know how important these are to you as students, and they are important to your teachers and administrators as well. Our goal is to be able to hold as many of these events as possible, and yet, we know that some of what occurs will be dependent on the rules and guidelines the Governor and Department of Education issue for schools and families. We will keep you informed as we move forward.

- **What if I am having an issue with my laptop**? You can email our helpdesk at IThelpdesk@casdschools.org. Our technology department is working hard to assist and handle the many calls and emails that they are receiving. Please be patient and they will get back to you.

- **What about the PSSA testing?** The PSSA testing has been cancelled.

- **What will be the last day of school for students?** Based on the information we have at this point, the district expects the last day of school to be on June11, 2020. We do realize that we could receive word from the Governor or the Pennsylvania Department of Education that could change this.

- **Resources**

- **Where can I find resources to help me with my assignments?** Your teachers will share resources with you on their teacher page. You can continue to use online resources that you were using before the mandated closure such as, EDM.