

ABINGTON SCHOOL DISTRICT

VIRTUAL LEARNING STUDENT HANDBOOK

For Willow Hill Elementary School

FALL 2020



WELCOME "BACK"!

YOUR GUIDE TO GOING VIRTUAL

Abington School District's virtual program for fall 2020 will include predominantly synchronous learning, with lessons taught by Abington School District teachers from a student's assigned school. This instructional model will be in place for all students through Thanksgiving, at which point we will re-evaluate the health situation in our area.

We know this virtual format will require some flexibility among our students and teachers/staff as we all adapt to this new way of at-home learning. Please refer to this handbook to help guide you/your student through the school day. Should you have any questions, please do not hesitate to contact your child's teacher or the school's principal. We are here to help!

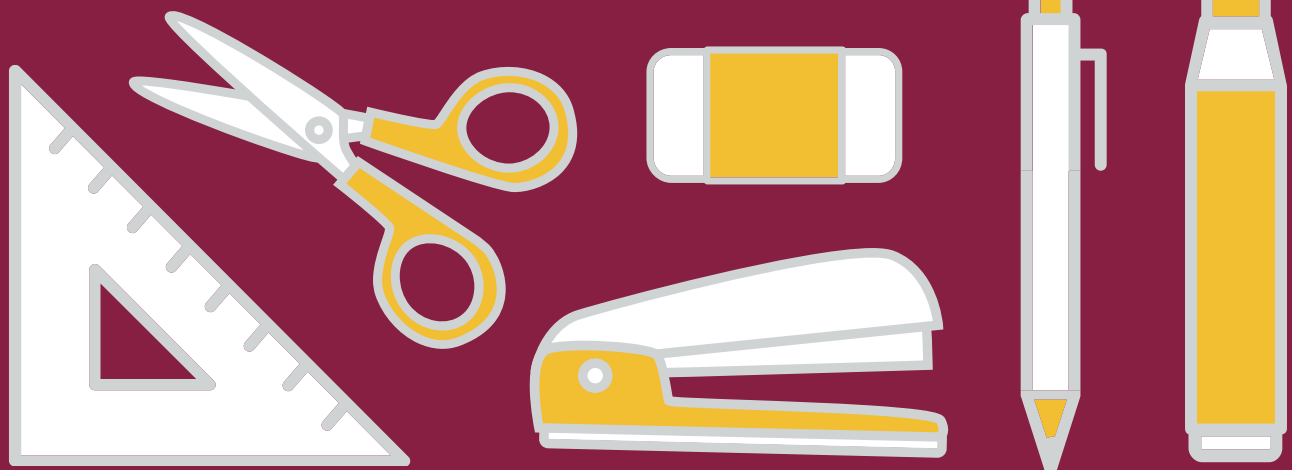




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First Week of School

During the first week of school, September 8 - 11, students will have half-days of school. Students will begin each day 'live' with their teacher for Morning Routines at 8:50 a.m. They will remain with their teacher for the entire morning until lunch at 11:45 a.m. Specials will not be scheduled during the first week of school. All four days will have 'live' synchronous lessons with teachers.

Preparing for the first day:

→ Go to classroom.google.com, practice logging in and accept your 2020 - 2021 classroom.

Each day, start live with your teacher:

→ Go into Google Classroom and click the live video link and wait for your teacher to start.

Elementary Student Schedules during Virtual Learning

The District is dedicated to implementing a full academic program with a full day of instruction for all students. Grades kindergarten through six will be instructed in the following subjects:

- Communication Arts/Reading
- Mathematics
- Science
- Social Studies
- Heath/Social Emotional Learning (SEL)
- Specials - Art, Music, Physical Education (PE), and Library

Schedules for grades kindergarten through six will also have time designated for MTSS/RtII (Multi-tiered System of Support/Response to Instruction and Intervention). This instructional support period may include intervention, enrichment, or small group instruction with a reading specialist, an ELD teacher, or a special education teacher for students with IEPs.

Specials (Art, Music, PE, and Library) will alternate weekly between synchronous and asynchronous lessons. For students receiving Instrumental Music (band and strings) and APEX, lessons will be scheduled during the week.



Monday, Tuesday, Thursday, Friday

The elementary student schedule will be synchronous*, meaning students will be present for ‘live’ instruction with their teachers throughout the day. The elementary day will begin at 8:50 a.m. ‘live’ with the teacher for Morning Routines. Then, depending on the subject, lessons will be structured to have a combination of:

- Whole Group Instruction (‘live’ with the teacher)
- Movement Break
- Small Group Instruction (‘live’ with the teacher)
- Movement Break
- Independent Learning Assignments (online tasks or offline tasks completed independently)

**We strongly encourage students to engage in synchronous learning as much as possible. However, we understand not all families will be able to access synchronous lessons. For these students, learning activities will be available to complete asynchronously as needed. This means students will be able to complete subject-specific learning activities and assignments at their own pace throughout the day as necessary. Please reach out to the school principal if your child has difficulties attending synchronous lessons.*

Wednesday

The elementary student schedule will be asynchronous, meaning students will be able to complete subject-specific lessons and assignments at their own pace throughout the day. The students will have the opportunity to start the day at 8:50 a.m. for Morning Routines with their teacher and end the day at 2:50 p.m. in a Class Meeting scheduled with their teacher.

Kindergarten Schedule	
8:50 - 9:00 a.m.	Morning Routines
9:00 - 9:40 a.m.	Communication Arts
9:40 - 10:20 a.m.	MTSS/RtII (Instructional Support)
10:20 - 11:45 a.m.	Communication Arts
11:45 a.m. - 12:30 p.m.	Lunch
12:30 - 1:10 p.m.	Special (Art, Music, PE, or Library)
1:10 - 2:25 p.m.	Mathematics
2:25 - 2:45 p.m.	Science or Social Studies
2:45 - 3:05 p.m.	Health/SEL




Grade 1 Schedule

8:50 - 9:00 a.m.	Morning Routines
9:00 - 11:05 a.m.	Communication Arts
11:05 - 11:45 a.m.	Special (Art, Music, PE, or Library)
11:45 a.m. - 12:30 p.m.	Lunch
12:30 - 1:10 p.m.	MTSS/RtII (Instructional Support)
1:10 - 1:30 p.m.	Science or Social Studies
1:30 - 2:45 p.m.	Mathematics
2:45 - 3:05 p.m.	Health/SEL


Grade 2 Schedule

8:50 - 9:00 a.m.	Morning Routines
9:00 - 10:20 a.m.	Communication Arts
10:20 - 11:00 a.m.	Special (Art, Music, PE, or Library)
11:00 - 11:45 a.m.	Mathematics
11:45 a.m. - 12:30 p.m.	Lunch
12:30 - 1:00 p.m.	Mathematics
1:00 - 1:50 p.m.	Communication Arts
1:50 - 2:25 p.m.	MTSS/RtII (Instructional Support)
2:25 - 2:45 p.m.	Science or Social Studies
2:45 - 3:05 p.m.	Health/SEL



Grade 3 Schedule	
8:50 - 9:00 a.m.	Morning Routines
9:00 - 9:40 a.m.	Communication Arts
9:40 - 10:20 a.m.	Special (Art, Music, PE, or Library)
10:20 - 11:00 a.m.	MTSS/RtII (Instructional Support)
11:00 - 11:45 a.m.	Communication Arts
11:45 a.m. - 12:30 p.m.	Lunch
12:30 - 1:45 p.m.	Mathematics
1:45 - 2:15 p.m.	Communication Arts
2:15 - 2:45 p.m.	Science or Social Studies
2:45 - 3:05 p.m.	Health/SEL

Grade 4 Schedule	
8:50 - 9:00 a.m.	Morning Routines
9:00 - 10:20 a.m.	Mathematics
10:20 - 11:05 a.m.	Communication Arts
11:05 - 11:45 a.m.	MTSS/RtII (Instructional Support)
11:45 a.m. - 12:30 p.m.	Lunch
12:30 - 1:10 p.m.	Communication Arts
1:10 - 1:50 p.m.	Science or Social Studies
1:50 - 2:30 p.m.	Special (Art, Music, PE, or Library)
2:30 - 2:45 p.m.	Communication Arts
2:45 - 3:05 p.m.	Health/SEL



Grade 5 Schedule	
8:50 - 9:00 a.m.	Morning Routines
9:00 - 9:40 a.m.	Special (Art, Music, PE, or Library)
9:40 - 11:00 a.m.	Communication Arts
11:00 - 11:45 a.m.	Mathematics
11:45 a.m. - 12:30 p.m.	Lunch
12:30 - 1:10 p.m.	Mathematics
1:10 - 1:50 p.m.	MTSS/RtII (Instructional Support)
1:50 - 2:40 p.m.	Science or Social Studies
2:40 - 3:05 p.m.	Health/SEL

Grade 6 Schedule	
8:50 - 9:00 a.m.	Morning Routines
9:00 - 9:40 a.m.	MTSS/RtII (Instructional Support)
9:40 - 10:20 a.m.	Communication Arts
10:20 - 11:45 a.m.	Mathematics
11:45 a.m. - 12:30 p.m.	Lunch
12:30 - 1:10 p.m.	Communication Arts
1:10 - 1:50 p.m.	Special (Art, Music, PE, or Library)
1:50 - 2:40 p.m.	Science or Social Studies
2:40 - 3:05 p.m.	Health/SEL



Early Dismissal Schedule

On early dismissal days, students will follow their schedule with an abbreviated day. Students will start their day at 8:50 a.m. and follow their morning schedule of lessons.

Early Dismissal Schedule	
8:50 - 9:00 a.m.	Morning Routines
9:00 - 11:45 a.m.	A.M. Lessons
11:45 a.m. - 12:30 p.m.	Lunch

Attendance

Students will be expected to attend all classes Monday through Friday. Teachers will record attendance using a system that monitors both students' completion of learning activities and presence at live synchronous virtual lessons.

Parents/guardians are asked to call or email the attendance office on the morning of their student's absence to notify the school that the student will not be in attendance. If a call is not received, staff and/or the attendance clerk will call to verify that the absence is for a legitimate reason. In the case of an excused absence, an excuse card or a note from the parents must be emailed to the school.

Lunch

All students will have lunch from 11:45 a.m. - 12:30 p.m.


Grading, Assessments and Homework

Grading

During virtual learning in the 2020 - 2021 school year, Abington School District will return to our traditional grading practices in which students receive three report cards during the school year (First marking period ends December 7, 2020; Second marking period ends March 17, 2021; Third marking period ends June 17, 2021).

Students are evaluated by teachers in the various subject areas. The teachers establish their expectations for the lessons taught and determine the evaluation that students receive for their work. Students can be graded on competency, productivity and demonstrated performance of newly acquired skills.

Parents/guardians may review their child's progress periodically through Skyward. Teachers will keep parents/guardians apprised of their child's progress, but if parents/guardians have a question, they can email the teacher to set a time to discuss.



The State of Pennsylvania reports progress in mastery of the standards using the descriptors: Advanced, Proficient, Basic, and Below Basic. Improving academic performance for all children is an essential part of Pennsylvania’s educational system. In keeping with this vision, the Commonwealth of Pennsylvania and Abington School District have established academic standards that define what students should know and be able to demonstrate at specific grade levels. The four performance levels illustrate students’ achievement of the Academic Standards.

Level	Description of Academic Performance for this Level
Advanced	The Advanced Level reflects superior academic performance. Advanced work indicates an in-depth understanding and exemplary display of the skills included in the Pennsylvania Academic Content Standards. Students working at the advanced level are functioning above the expectations for the grade level (93-100% mastery on assessment items).
Proficient	The Proficient Level reflects satisfactory academic performance. Proficient work indicates a solid understanding and adequate display of the skills included in the Pennsylvania Academic Content Standards. Students working at the proficient level are functioning at the expectations for the grade level (80-92% mastery on assessment items). The instructional goal for ALL students is Proficiency.
Basic	Basic work indicates a partial understanding and limited display of the skills included in the Pennsylvania Academic Content Standards. This work is approaching satisfactory performance, but has not been reached. There is a need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level. Students working at a basic level have made some progress but have not yet met the expectations for the grade level (60-79% mastery on assessment items).
Below Basic	Below Basic work indicates little understanding and minimal display of the skills included in the Pennsylvania Academic Content Standards. There is a major need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level. Students working at a below basic level are working significantly below expectations for the grade level (less than 60% mastery on assessment items).
N/A	Not assessed during the present marking period.

Assessments

Students will be assessed during the virtual learning time period. Students can expect the resumption of curriculum-based assessments.

Homework

Homework at the elementary level will be considered part of asynchronous instructional times, such as independent practice, independent reading, group projects or long-term assignments.



Virtual Learning Best Practices for Students

Create a good place to learn: Find a place that is dedicated to learning. If possible, choose a place that is free from distractions and has a good internet connection. Additionally, if possible, try to choose a place that can be reserved for learning only, so that you can establish a ‘learning space’ just for school, and have the remaining areas be ‘non-learning spaces’.

- Gather supplies such as paper, pencils, and curricular texts and workbooks.
- Keep your device charged and ready to go at this location.
- Check your connectivity to the internet.
- Practice logging in and accessing instructional materials.

Establish routines: Establish good habits such as waking up and going to bed at the same time each day, exercising, and eating healthy meals.

- Set a daily schedule including a wake up and bedtime.
- Set exercise and fitness goals to keep moving.
- Eat healthy snacks and meals.
- Establish some time for peace and quiet.
- Limit your screen time. You will be spending more time on the computer learning than you are used to during virtual learning. Try to spend the time you are not learning away from the screen.

‘Own’ your learning: It will take you some time to learn how to manage your time and learning in a virtual setting. Your teachers will work with you to help you learn these skills. Give it time.

- Get to know your daily schedule.
- View your teacher’s Classroom Calendar to help you manage time.
- Set daily and weekly goals.

Connect safely with friends: Staying connected with friends is essential during this time.

- Engage in class discussions and connect with friends during synchronous classes.
- Remember to be polite, respectful and appropriate in your communications.
 - Follow school guidelines when interacting with others.
 - Report unkindness and other problems promptly to the school.

Communicate with school and teachers: Teachers will mainly be communicating through our online platforms and virtual learning environments. This virtual world will be more difficult to navigate than our traditional classrooms. If you feel lost, confused, or in need of some help reach out.

- Read communications from teachers and school leaders.
- Ask for help when you need it. You can ask teachers, principals or other trusted adults in the district for help.
- Know where to go for help.

Virtual Learning Resources

Type of Question/Support	Who to Contact	How to Contact
<ul style="list-style-type: none"> Class Assignments Academic concerns 	Teacher	Email (see the Faculty Directory)
<ul style="list-style-type: none"> Student schedule Social/Emotional concerns Challenges related to school engagement Resources Insecurities (food, internet, etc.) 	School Psychologist	Email (see the Faculty Directory)
<ul style="list-style-type: none"> Virtual learning District resources 	Principal or Assistant Principal	Email or Phone (see the List of Administrators)
<ul style="list-style-type: none"> Technology support Help with troubleshooting school-related platforms District-issued Chromebook maintenance 	Technology Help Desk	Submit a ticket to the Technology Help Desk or email tickets@asd.incidentiq.com for assistance

Additional Online Resources:

- [Willow Hill Elementary School Site](#)
- [Abington School District Site](#)
- [Coronavirus Resource Center](#) - Ongoing District communications and updates pertaining to Abington School District's preparedness in response to the COVID-19 pandemic, including access to health agency resources.
- [Instructional Hub](#) - Resources to support at-home/virtual learning during the fall of 2020.
- [COVID-19 Support Services](#) - Student Services resources to support the physical and mental health of students and their families during the coronavirus pandemic.
- [Digital Transformation Plan Website](#) - Resources to support parents/guardians and students as Abington School District transitions to a 1:1 technology model in instruction, including maintenance information, tutorials, and more.