



**Remote Learning
Continuity of
Education Plan**

**West Chester Area
School District**

**March – June
2019-2020
School Year**





Introduction

On March 16, 2020, West Chester Area School District instituted a Remote Learning Plan for all students, K-12, in response to the closure of schools due to the COVID-19 global pandemic. The scope of the Remote Learning Plan has evolved with each school closure extension. All WCASD schools will be closed through the remainder of the 2019-20 school year. This guide outlines the District's Continuity of Education Plan, grading information, calendars, and resources to help WCASD staff, students, and families navigate Remote Learning.

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Continuity of Education Plan

West Chester Area School District

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Goal of Plan

The goal of this plan is to provide students with basic instruction to maintain and develop skills and teach content for new learning while away from the traditional learning environment. It includes opportunities for enrichment and review to extend prior learning as well as planned instruction of new concepts and skills aligned to grade-level standards. Other goals of this plan include maintaining connections with students and reducing stress for students, families, and teachers.

There is a significant learning curve as the entire District moves to emergency online learning. We will continue to seek parent, student, and staff feedback. The plan may be calibrated throughout the school year as we adjust to meet changing needs and capabilities.

Overview of Plan

This plan is aligned to the District's mission of educating and inspiring students to achieve their personal best using a model for remote teaching and learning K-12.

Expectations for Teaching and Learning

Educators will provide learning resources for specific grades and content areas according to the [adjusted calendar](#). Instruction will take place over four days with a fifth day used for teachers to plan, prepare, and provide feedback to students on work submitted.

March 16-17 planning days, March 18-23 instructional days (enrichment and review).

March 24-27 planning/PD days for new planned instruction to commence March 30.

At the elementary level (Grades K-5), essential learning opportunities in Reading, Writing, and Math will be delivered to students through a variety of





means, including but not limited to SeeSaw, Schoology, Zoom, FlipGrid, and email. Students will have the opportunity to engage in Science and Social Studies lessons also. Teachers will share daily and weekly lessons with families and maintain strong classroom communities. Teachers will provide specific feedback to individuals on work completed; they will reach out to families if students are not participating.

At the secondary level (Grades 6-12), teachers will develop continuity of essential learning through Schoology where lessons will be posted and feedback provided. Four 90-minute block periods will be offered each day for both instruction and office hours. Periods 1, 3, 5, 7 will meet on days designated as "odd" days, and periods 2, 4, 6, 8 will meet on "even" days. Educators will deliver instruction using a variety of media including but not limited to live and/or recorded video on Zoom, EdPuzzle, FlipGrid, Kahn Academy, or other platforms for both synchronous and asynchronous learning.

Communication Tools and Strategies

Parents, students, and the community are apprised of communication through various means: [updates](#) posted on the District website, auto dialer calls and emails from the superintendent in English and Spanish, and emails from principals and teachers. Families with students in grades 3-12 have access to Schoology, and families with students in K-2 have access to SeeSaw. Each week, teachers indicate when they are available for questions, and staff is expected to respond to families within 24 hours. A K-12 [counseling resource](#) is available for staff, students, and families.

Access (Devices, Platforms, Handouts)

Students can access [enrichment and review](#) opportunities on the District website. New, planned instruction is delivered directly to students by their teachers each week via Schoology, Seesaw, or email. The District deployed over 700 iPads and 100 hot spots to families who needed technology access. Every effort is being made to mitigate the need to print hard copy materials. If requested, principals are prepared to distribute print copies of learning activities.

Staff General Expectations

[Staff expectations](#) are differentiated by level. Teachers are expected to share the educational opportunities for new instruction with students and families each week. Teachers will use live or recorded video without WCASD students when they deliver 20-30 minutes of direct instruction per class. In



addition, teachers offer time each day to be available for family communication during office hours. Work hours are flexible for planning, feedback, creating/collecting videos, professional collaboration, family communication, and attending meetings.

Student Expectations

[Student expectations](#) are differentiated by level. Beginning March 30, all students are expected to attend class virtually and participate through discussion posts and work completion. Teachers can observe student contributions during synchronous sessions and/or review assignments that students post during the week. Every effort is made to provide families with a flexible schedule for learning.

Attendance / Accountability

At the end of each four-day cycle, elementary teachers will assess student attendance based on log-in analytics, discussion posts, and work completion. Secondary students will log into homeroom daily via Schoology to mark their attendance. Meaningful participation can be achieved synchronously and asynchronously. If students are not participating, the teacher will contact the family and alert the principal; counselors and caseworkers are available if needed.

Elementary students will not receive grades for online learning; they will receive feedback from teachers about their work. Secondary students will receive Satisfactory or Unsatisfactory for the 4th marking period as well as feedback. Satisfactory/Unsatisfactory will not count toward a student's GPA. Teachers will record numerical grades for the 4th quarter to support student feedback; an average of 59% or lower will be Unsatisfactory. During the 4th quarter, teachers are encouraged to provide supplemental instruction and opportunities for students to reassess content taught at any point in the year. Final grades for the year will be determined as the average numerical grade for marking periods 1-3.

By June 30, secondary students may choose to opt in for 4th quarter numerical grades and have their final grade determined as the average for marking periods 1-4.

The district plans to award course credits for work completion so that students can matriculate on time.



For secondary students, third marking period ends on April 7, and fourth marking period begins April 13. Elementary students have concluded the second trimester and are currently in the final trimester.

Good Faith Efforts for Access and Equity for All Students

Reasonable and appropriate supports are in place to meet the needs of all learners. Reading specialists and English Language Development teachers will offer differentiated support on instructional days. Special education and Gifted Resource Teachers will focus on individual goals and implementing IEPs and GIEPs, including direct instruction. School counselors will develop pro-social skills and coping skill lessons and meet with students in small groups and/or individually. Caseworkers will continue outreach to families to help them access education and community services. Other related services, such as speech and occupational therapy, will continue via tele-therapy sessions and related activities.

Special Education Supports

Special education teachers and related service providers will provide individual learning opportunities that include instruction, appropriate resources, activities, and consultation based on IEPs including goals. Teachers will hold virtual IEP meetings via Zoom, and all required members will be invited. Ongoing communication with students, families, and IEP teams will continue. Teachers will hold office hours during instructional days to connect with parents and students regarding questions or concerns. Teachers are providing support via Zoom, telephone, and electronic resources to parents to allow students to access their education to the maximum level.

English Language Supports

English Language Development (ELD) teachers are working collaboratively to develop lessons that will support learners at their English Language Proficiency Level. There are structures in place for communication between regular education teachers and ELD teachers to coordinate instruction and intervention. ELD teachers will communicate and provide support by Zoom, email, and phone to parents and students. Translations will be provided as needed.

Gifted Education

Gifted Resource Teachers are working collaboratively to meet the direct instruction goals of their students in Math and Reading. They have informed families how to contact them with questions or concerns. Teachers will hold





virtual GIEP meetings via Zoom and include regular education teachers. Ongoing communication with students, families, and IEP teams will continue.

District Level Contacts

Dr. James Scanlon, Superintendent, jscanlon@wcasd.net

Dr. Robert Sokolowski, Assistant Superintendent & Secondary Education, rsokolowski@wcasd.net

Dr. Sara Missett, Director of Elementary Education, smissett@wcasd.net

Dr. Tammi Florio, Director of Teaching and Learning, tflorio@wcasd.net

Mr. Michael Wagman, Director of Information Technology, mwagman@wcasd.net

Dr. Leigh Ann Ranieri, Director of Pupil Services, lraniieri@wcasd.net

Building/Grade Level Contacts

Principals are the points of contact for building-specific communication; principals provide answers to specific inquiries from students and parents.

East High School – Dr. Kevin Fagan, krfagan@wcasd.net

Henderson High School – Dr. Jason Sherlock, jsherlock@wcasd.net

Rustin High School – Dr. Michael Marano, mmarano@wcasd.net

Fugett Middle School – Mr. Tony Small, tsmall@wcasd.net

Peirce Middle School – Mr. Joe DiAntonio, jdiantonio@wcasd.net

Stetson Middle School – Dr. Charles Cognato, ccognato@wcasd.net

East Bradford Elementary – Dr. Chris Alston, calston@wcasd.net

East Goshen Elementary – Mr. Dennis Brown, debrown@wcasd.net

Exton Elementary – Dr. Terri-Lynne Alston, talston@wcasd.net

Fern Hill Elementary – Dr. Rebecca Eberly, reberly@wcasd.net

Glen Acres Elementary – Ms. Donna Ryan, dryan@wcasd.net

Hillsdale Elementary – Ms. Paige Merten, pmerten@wcasd.net

Mary C. Howse Elementary – Dr. Stephen Catrambone, scatrambone@wcasd.net

Penn Wood Elementary – Dr. Ellen Gacomis, egacomis@wcasd.net

Starkweather Elementary – Mr. John Meanix, jmeanix@wcasd.net

Westtown-Thornbury Elementary – Dr. Nora Wheeler, nwheeler@wcasd.net





Resource Links

[Parent At-Home Learning for Enrichment and Review](#)

Resources for Planned Instruction:

Seesaw (Grades K-2)

Schoology (Grades 3-12)

Zoom

Screencastify or Screencast-o-Matic

FlipGrid

Khan Academy

Ed Puzzle

Nearpod

Padlet

Desmos

Mathspace

[Math Workshop Resources](#)

Math in Focus/Think Central

Freckle

Schoolwide Reading/Writing Fundamentals

Foundations

RAZ-Kids

Reading A to Z

Brightly Read –Alouds

Storyline Read-Alouds

ReadWorks

Epic books

Teaching Without Frills -opinion writing

Common Lit

Go Noodle

Brainpop

[Elementary Professional Development](#)

[Secondary Professional Development](#)

4th Marking Period and Final Grades Procedures

The District will be grading students in the 4th marking period with the highest degree of leniency and flexibility. These procedures are consistent with Governor Wolf's directive that "no student should be restricted from



completing their high school graduation requirements or pursuit of a post-secondary pathway due to the pandemic of 2020.” Additionally, we recognize that most colleges and universities are providing similar grading accommodations for students.

Grading Procedures:

1. For the 4th marking period, secondary students will earn Satisfactory/Unsatisfactory (S/U) grades rather than numerical grades.
2. S/U grades will not count towards a student’s GPA.
3. Final grades will be determined as the average numerical grade for marking periods 1-3.
4. During the 4th marking period, teachers will still record numerical grades in their grade books to support student feedback. Information will be shared with students and parents.
5. Teachers are encouraged to provide supplemental instruction during the 4th marking period for students who may have not been on pace to pass the year prior to the closure. This may include opportunities to re-assess students on work from a prior marking period.
6. Students who prefer to receive numerical grades will be able to submit an “opt into grading form” by June 30.
7. Unsatisfactory grades will be issued to students with a 4th marking period average of 59% and lower.

Secondary Even-Odd Period Day Rotating Schedule

Odd Period Day	Start	End
1st Period	8:30 AM	10:00 AM
3rd Period	10:10 AM	11:40 AM
5th Period	11:50 AM	1:20 PM
7th Period	1:30 PM	3:00 PM

Even Period Day	Start	End
2nd Period	8:30 AM	10:00 AM
4th Period	10:10 AM	11:40 AM
6th Period	11:50 AM	1:20 PM
8th Period	1:30 PM	3:00 PM

1. **What is the rationale for using the even-odd period day rotation during the school closure?** The even/odd [rotating block schedule](#) is in place to provide a level of organization that will prevent teachers from scheduling any live instruction at the same time as another class. We also designed this schedule so that students will have a high degree of flexibility determining when to complete schoolwork.





2. **Do the even-odd days refer to the numerical calendar date or the class periods?** The “even-odd” feature of the calendar refers to the instructional periods of a school day. On “even days,” students will receive instruction for periods 2, 4, 6, and 8. On “odd-days,” students will receive instruction for periods 1, 3, 5, and 7.
3. **Do students have to log in to their scheduled classes during the block period?** No. We understand that students and families may not be able to log into classes at precisely the same time daily. Students are only required to log into classes on Schoology on their scheduled even-odd day. For example, students should check in with periods 2, 4, 6, and 8 on even days.
4. **Will teachers instruct for the full 90 minutes of a block period?** No. Live or recorded instruction during a block period will not exceed 30 minutes. Students may then use the remainder of the block period to complete assignments or seek help from teachers.
5. **When should students look for new assignments on Schoology?** Teachers will only post new assignments on the scheduled day for each class or at the start of a new four-day instructional cycle.
6. **How will students manage assignments and learning activities for Unified Arts classes scheduled for the same periods?** Unified Arts classes will post learning activities and assignments at the start of each four-day instructional cycle for completion by the start of the next instructional cycle.
7. **Will teachers assign tests, quizzes, or homework on the “planning days?”** No. On the teacher planning days, students should use this time to complete work previously assigned in preparation for next instructional cycle.

What about Zoom? Because of privacy concerns raised by the Pennsylvania State Education Association, we will not be able to record any Zoom sessions in which students are shown or heard. When teachers are teaching in Zoom, and want to record the session, student videos and audio will be muted. Zoom sessions for brief class meetings, story times, etc., with student participation, will not be recorded. Teachers may vary the time of day for Zoom meetings as well. (Some parents may have more ability to help their younger children access Zoom at less traditional times of the day – such as in the evening, etc., when they are not working.)





Why is it important to offer recorded instruction instead of live instruction? We know from parent feedback that it is just not possible for many parents to break away from their own work to help younger children get online with Zoom, etc. at a certain time of day. Our goal is to make instruction accessible to as many families as possible.

Why is it important to offer video instruction? We firmly believe that our teachers are the best instructors for their classes, and the only way to approximate face-to-face teaching right now is through video. We believe it is important for students to see their own teacher each day if possible, if only for a few moments to introduce a concept, read a story, or say hello. Students have built valuable relationships with their teachers, and we want to try to continue that connection.

District Calendar – Remote Learning through June 8th

This calendar represents remote learning for the remainder of the school year. Each week consists of four days of instruction and one teacher planning day. The last day of school for students is June 5. The last day for teachers is June 8.

March 2020

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Remote Learning Instruction for Students
 Planning for Teachers
 District is Closed

- How long will WCASD be closed?** On April 9, 2020, PA Governor Tom Wolf announced that all schools in the state will remain closed for the rest of the school year.





- 2. **When is the last day of school for students?** The last student day is Friday, June 5. The Pennsylvania Department of Education has waived the 180-day requirement.

- 3. **How can I access technical support?** For help with any technical related issues, please call 484-266-1050 or email:
helpdesk@wcasd.net for district devices and hardware concerns
one2one@wcasd.net for online learning support
schoolology@wcasd.net for Schoology specific support

- 4. **How will teacher assignments be distributed?**

Grades 6 - 12 - Assignments are delivered via Schoology.
Grades 3 - 5 - Assignments are delivered via Schoology and email for parents and students to access.
Grades K - 2 - Assignments are delivered via email and Seesaw.

- 5. **Will PSSA and Keystone testing still occur in the spring?** The Pennsylvania Department of Education has canceled all PSSA testing and Keystone Exams for the 2019-20 school year.

WCASD Resource Website Links

- [Communications](#)

- [Family Resources Page](#)

- [Food Assistance](#)

- [Frequently Asked Questions](#)

- [Student Expectations](#)

- [Teacher Expectations](#)

- [Technical Help](#)

- [WCASD Counseling Resource Library](#)

