Chester Upland School District
COVID-19
Parents/Student Handbook

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Dr. Lavada Greene – Interim Principal, Stetser Elementary

232 W. 9th Street
Chester, PA 19013
Website: chesteruplandsd.org
Phone: 610-447-3600
Message for Parents

CUSD is committed to partnering with our parents and families to provide our students with a continuation of their education, as best we can, during this difficult time without overwhelming students or their families. This handbook is designed to provide you with essential information you will need to help us accomplish our goal. Our hope is that this handbook provides the building blocks for a system that can be expanded should the closure of schools continue for an expanded period of time. As the information regarding COVID-19 is constantly changing, this plan will be updated as needed. All major updates to the plan will be posted on the CUSD Website and communicated via Robo calls. Therefore, you should check the CUSD website every day. School or class specific changes to the plan will be communicated via the principal or classroom teacher.

In closing thank you for your diligence, patience and continued support.

Sincerely yours,

Dr. Juan Baughn
Superintendent of Schools
Chester Upland School District
**COMMUNICATION:**

Ongoing communication is a critical element of flexible and remote learning. The following tools will be used to communicate with families:

<table>
<thead>
<tr>
<th>Communication Tool</th>
<th>Purpose</th>
<th>How to Access the Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSD Website</td>
<td>To provide updated information regarding the continuing education plan, announcements, resources and access to individual school websites and principals and teachers webpages.</td>
<td><a href="https://www.chesteruplandsd.org/">https://www.chesteruplandsd.org/</a></td>
</tr>
<tr>
<td>CUSD Facebook</td>
<td>To provide updated information regarding the continuing education plan, announcements, resources.</td>
<td>The New Chester Upland School District (you must have a Facebook account)</td>
</tr>
<tr>
<td>Robocalls</td>
<td>To provide updated information regarding the continuing education plan, announcements, resources</td>
<td>CUSD will call the telephone number on file for family contact on file with the District. Please make sure the telephone that you want to receive robo calls is on file with your child’s principal or teacher.</td>
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<tr>
<td>Principal and Teacher Webpages</td>
<td>To provide school and class specific, announcements, access to Google Classroom and conference/instructional times and resources</td>
<td>Go to CUSD Website <a href="https://www.chesteruplandsd.org/">https://www.chesteruplandsd.org/</a> Go the second column entitled “Welcome” go down the column until you come to the section labeled “Teacher Web Pages” and find your child’s school (it is in orange). Click on the school that you want. The principal and teachers web pages are listed in alphabetical order by last name. Click on the name and the web page will appear.</td>
</tr>
<tr>
<td>Google Classroom</td>
<td>The place where the teacher places assignments, announce</td>
<td>Follow the instructions above for accessing the teacher web page. Go to the teacher web page and follow the instructions for accessing Google Classroom</td>
</tr>
<tr>
<td>ZOOM On-Line Sessions</td>
<td>This tool will allow you to communicate directly with your child’s teacher and for your child to attend instructional sessions or receive help either online or via the telephone.</td>
<td>Follow the instructions above for accessing the teacher web page. Go to the teacher web page and click the link for Zoom Conferencing.</td>
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<tr>
<td>Other Tools</td>
<td>Communication tools that might be added to the plan</td>
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</table>
**INSTRUCTIONAL PROGRAM**

### Instructional Models

#### All students
- All teachers will hold meetings and sessions via Zoom and other platforms to provide opportunities for interactive support and instruction
- Teachers will post a weekly enrichment and review plan (K-8) and instruction plan (9-12)
- Principals and teachers will communicate with families regarding specific scheduling/class/work times

#### Grades PreK-8
- Teachers will provide enrichment and review online lessons for students that have access to technology.
- Printed instructional packets will be provided for students in grades PreK-8 who do not have access to technology.
- Students will receive constructive feedback from teachers, but they will not receive a grade for work completed.
- Although students are not receiving a grade, they are required to complete their assignments online as given or complete the instructional packets and submit them to the teacher when they physically return to school.

#### Grades 9-12
- Students will complete online lessons by the due dates as assigned by their teachers.
- Students will receive constructive feedback as well as a grade of Pass or Fail for work completed by the assigned deadline.

### Google Classroom

- Google Classroom will be used as our main learning platform to remain connected with our students, assign, and assess work.
- Parents/Students can access Google Classroom via the teacher web page by following the instructions for accessing Google Classroom in the Communication chart above.
- Google has parent tutorials if assistance is needed [https://www.youtube.com/watch?v=JqxCflhxEVw](https://www.youtube.com/watch?v=JqxCflhxEVw)
- Students will be able to see and complete their assignments and receive timely feedback from their teachers through Google Classroom.

### Imagine Learning (Reading/Math)
- Envisions
- Journeys
- Collections
- Achieve 3000
- IXL

- Prior to the COVID-19 outbreak, students had access to several online learning tools to support learning.
- All students have access to one or more of the online learning tools listed to the left.
- Students with Internet access are encouraged to continue using the familiar online learning tools.
- Students have already been assigned passwords to access the online learning tools.
- Parents can contact schools if passwords or additional information is needed.
• These resources are free for educational tools for CUSD students
• Data will be collected from the online tools to review student usage and monitor educational growth

DATA PRIVACY & SECURITY DURING REMOTE LEARNING:

Chester Upland School District can only ensure the safety of your child's digital footprint and identity if he/she is using the district-approved applications listed above. The use of any other websites/applications or social media platforms is at the discretion of the parent. We strongly encourage you to read the privacy policies of any non-district approved applications to ensure that your child's identity is properly protected. If you are unsure whether a resource is approved by the district, please contact your school. As a community, we must all remain especially vigilant about cyber-security in the weeks and months ahead.

The Roles Parents/Family Members Play in Remote Learning

• Students should see their parents/family members as their greatest coaches, knowing a coach won’t be misleading or overly positive, but constructive and goal-oriented.
• With parents/family members as coaches that reinforce the value of working through hardships, students at any age can be empowered to preserve through this critical time.
• Parents/Family Members should reinforce learning by encouraging students to be responsible and consistent in their work habits.

Parents/Family Members Set the Standard

• Parents/family members control the home learning environment.
• Parents/family members can support learning by setting the pace, creating a physical space intended for learning, and continuing to encourage students in the absence of daily face-to-face teacher interaction.
• By designating an area of the home for learning, parents can also keep an eye on progress.
• Noting behaviors, opportunities and barriers, allow parents/family members to adapt or adjust as necessary to create the ideal path for their child or children.

Power of Parents/Family Members

• By positioning education as a priority, parents/family members can reinforce the importance of doing well in school, regardless of their own backgrounds.
• Setting an increased value for education and learning can come through in how a parent/family member dictates online learning time, prioritizes needs, and the provides personal attention.
• Parents/family members have a direct impact on the education students receive, especially in a remote learning setting.
Chester Upland School District Commitment

- Make sure parents feel heard
- Use technology to connect with families
- Provide ongoing support
- Engage parents in improvement efforts
- Provide resources to reduce barriers

For any questions, please contact your child’s principal or teacher via email.