



PINE TREE INDEPENDENT SCHOOL DISTRICT

July 2020

Dear Parents/Guardians of Pine Tree ISD Students,

Welcome to Pine Tree Independent School District (PTISD)! Whether you are new to the district or returning, welcome home! We have missed each of you and look forward to seeing you again. You make this a special place to learn and grow. As a result of the global pandemic, PTISD is pleased to offer remote instruction for those concerned about returning to the physical learning environment. Given that this is a new learning platform, this document is designed to describe the online learning environment and requirements.

PTISD will offer remote asynchronous instruction. This instructional format does not require the teacher and student to engage in real-time.

How do I choose online instruction for my child?

During registration, parents/guardians will have the opportunity to select in-class or online instruction August 4-6, 2020. Parents/guardians of current students will make their choice during online registration which begins July 30. Though your input was requested online in a survey in July, the final decision for how your child will begin instruction will be made at registration, either face-to-face or online. You will also be asked about the availability of a device and a reliable internet connection at this time.

If you are not choosing remote learning at this time, a request may be submitted to the campus principal at any point in this academic year.

How will my child be taught?

Though we strongly believe that in-class, face-to-face instruction with a certified PT teacher is the best instructional method, we understand and respect the wishes of our parents/guardians. The District has chosen to utilize Seesaw and Edgenuity for its remote learning platforms, both have been previously used successfully in the district. Alignment to the Texas Essential Knowledge and Skills (TEKS) is available [here](#).

Grades PK-K - SeeSaw

Students at the Primary campus will utilize the online learning format of SeeSaw. SeeSaw Learning Journal is a platform for student, family, and teacher engagement. Teachers can send announcements to the whole class, messages to individual families, and activities for students to complete. Students can show their learning using a variety of tools built into the platform. Families can see student work created in class, leave comments, and communicate with the teacher. The Seesaw Learning Journal can be used at home and at school to support student learning.

Primary chose to use SeeSaw Learning Journal because it gives a window into the classroom for parents to see what students are learning. PT Primary is no longer a paper-based school so there are not a lot of things besides the data notebooks that go back and forth from home.



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Students and teachers will post items to the journal to show parents what is being learned in the classroom. Because messaging is built into the platform, families have an easy way to contact the teacher. With built-in messaging capabilities, families have an easy way to contact the teacher through SeeSaw.

Edgenuity

The district's online programming is hosted by Edgenuity, through two of their programs: *Odysseyware* for grades 1-6 and *Courseware* for grades 7-12. Edgenuity provides opportunities and access to high-quality education using technology to improve student outcomes.

Edgenuity is aware that students have unique needs that cannot be met with a one-size-fits-all solution, so they have dedicated their efforts to creating powerful, flexible instructional solutions that give educators more ways to manage and customize learning while giving students the personalization and engagement they need to succeed.

Odysseyware

Exclusively for grades 1-6, Odysseyware is a robust standards-aligned, dynamic, and sound curriculum that is designed to empower students to build proficiency, achieve content mastery, and engage in rich and challenging real-world applications. The curriculum is intentionally designed to be flexible in meeting the needs of all learners including struggling students, students in special education, English Language Learners, and students needing remediation or enrichment.

Embedded formative and summative tests, scaffolded supports, and a balance of instructionally appropriate text and media elements, such as video, provide students with instruction to address diverse learning styles. Each video also includes a transcript that can be translated into 23 different languages.

The Odysseyware lesson design fosters ongoing collaboration between learners and teachers, enabling students to progress and practice at their own pace and receive support and guided instruction as needed. Teachers can also customize content to address specific learning goals and adjust instruction based on real-time reports that show how students are progressing through the material.

The Odysseyware software uses engaging multimedia to support student learning across content areas. Direct instruction videos are 2-5 minutes in length, and students have the control to fast-forward, rewind, pause, and replay as many times as they want. Examples include interactive lab activities and inquiry-based science videos that provide students with real-world learning experiences using scientific principles.

Courseware

Courseware is a digital curriculum for students in grades 7 through 12 and is designed to both challenge and motivate students to continue learning and progressing to more difficult concepts. Courseware offers a full suite of over 300 courses for initial credit and concept and credit



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recovery, including core curriculum, world languages, electives, Advanced Placement, honors, and dual credit courses. These online courses are built using an instructional model grounded in research and are aligned to Texas standards.

The material in Courseware is presented to students via engaging direct-instruction videos featuring real, on-screen teachers who explain concepts, model strategies, provide examples, and make real-world connections. Students complete the lessons, units, and courses at their own pace, and can pause and rewind videos as needed to take notes and review concepts to ensure comprehension.

Courses feature learning supports and scaffolds including read-aloud, highlighting, and translation in more than 60 languages. And a robust set of customization tools makes it easy to modify courses as needed. Reordering content, mixing content from multiple courses, and adding original writing prompts and projects allow teachers to easily supplement classroom instruction with lessons and units from these courses.

The pretesting feature allows students to demonstrate mastery of material they already know, so they can focus on exactly what they need, whether that is reviewing material or recovering lost credits so they can graduate. With this feature enabled, students won't need to spend time going over material they already know.

As students complete lessons and activities, Courseware is working in the background to collect helpful data for teachers to see and track their progress. Additionally, the Family Portal gives students' families any time access to attendance logs and progress reports. Automatic emails can also be sent on a regular basis to help keep families informed about their students' progress.

How will my child get help with their assignments and learning?

A PTISD teacher will make contact with each child participating in remote learning a minimum of once per week. During these remote visits, teachers will reinforce the week's lesson, conduct quick formative assessments to ensure the student is on track with their peers in the classroom, and be available to answer any questions. This time will also be used to extend the learning for students and recreate some of the rich discussions that happen during face-to-face instruction.

To further facilitate remote instruction, teachers will respond to emails within a 24-48 hour period. Emails can come directly from the student or his/her parent/guardian. Each teacher continues to have a planning period each school day and is available to receive phone calls or return phone messages during this time. We do ask that you refrain from contacting teachers at home unless direct permission is given by the teacher.

Pine Tree ISD strongly believes in the impact and power of direct instruction with the guidance of a certified teacher. Elementary students in online learning will be eligible for remote small group remediation through virtual SWIM Camp offered Mondays, Tuesdays, and Thursdays of



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each week from 3:30-4:10 p.m. Students may be recommended to virtual SWIM camp by parent, teacher, or administrator request at the elementary campuses.

Pine Tree Middle School will have certified teachers available each day at designated times to help students with their work. Additionally, students who experience difficulties will be assigned to attend virtual tutoring sessions with teachers or additional work through IXL and iStation to help with skills.

The Junior High campus will publish a schedule with times teachers are available for clarification, support and questions. The schedule will include times for each grade level subject area, special education and English language learners.

High School teachers will be available to help students during their planning times which will be posted on the campus webpage. Teachers will also work closely with 504/ARD committees and ESL teachers to develop plans/instructional materials to implement the IEP and/or accommodations needed. Resources will be adapted for students with disabilities and EL students so the needed supports are provided.

What will the online learning workload look like?

It is not expected nor recommended that students sit in one spot for a full instructional day. Students should be allowed frequent physical and mental breaks to remain fresh and engaged with the learning. Students are expected to be engaged in academic work that is equivalent to direct content work that a student would engage in during a normal school day. Teachers plan lessons based on the following standards:

- Full day PreK - 180 instructional minutes
- K-5th grade - 180 instructional minutes
- 6th through 12th grade - 240 instructional minutes

We realize that each child is a unique individual and will work at their own pace. The minute requirement is used for educators to plan robust lessons. The online platform logs the student's time on task, idle time, and response time. There should be sufficient work assigned to the online student that would equate with the required in-person instructional minutes. There is no penalty if a student takes more or less time to complete a day's assignment.

How will attendance be taken?

Students are expected to interact with the online curriculum on a daily basis which will be the basis for attendance. Parent/guardian-led instruction does not count for attendance purposes. The electronic platform monitors and records student engagement and interaction with the curriculum. Assignment submissions of the day's assignment are also evidence of student attention to the day's work. Each campus will notify online students of times required to log in.

Truancy laws apply to students who fail to meet the attendance requirements. Satisfying the daily interaction with the curriculum through the online format satisfies attendance requirements. According to state law, students must attend 90% to receive credit for courses.



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How will grades be taken?

Online students will follow the same grading policy as campus instruction and is linked [here](#). Student engagement and time interacting with the curriculum is monitored through the electronic instructional platform. Student's progress and subsequent grades will be available for parents/guardians to monitor their child's progress.

Parents will continue to receive progress reports and report cards for the nine-weeks grading period for grades PreK - Will use a Data Notebook which will be updated a minimum three times during a nine-weeks grading period. A link to the Data Notebook will be shared with parents through the SeeSaw Journal. Students in grades 1-12 will be able to access progress reports and grades through Skyward, the electronic monitoring system. (Note: Grades 7-12 have moved to a 9-week grading period beginning this academic year.)

How will the campus communicate with me regarding events at the campus? How do I communicate with educators?

Administrators will continue their communications with parents and the public through newsletters, blogs, and the campus website. Each teacher continues to have a daily planning period and is available to address questions and concerns specific to your child and their academic progress. Please contact the teacher for specific information.

Each PTISD teacher maintains a webpage through the PTISD website at www.ptisd.org where schedule, conference time, and contact information is available. Though most teachers will respond sooner, expect a response within 24-hours.

How will my child take tests? What about the State of Texas Assessments of Academic Readiness (STAAR)? End of Course (EOC) exams?

Formative assessments are embedded in the electronic instructional program to evaluate a student's mastery of the instructed online curriculum which are aligned to the TEKS. These assessments will be used in conjunction with locally developed curriculum-based assessments (CBA). Evaluations of this type ensure that students in remote learning environments progress at similar levels as their in-class peers and allow opportunities for remediation.

Examinations such as the STAAR, EOC, and CBA require an in-person assessment for test security. These small-group settings allow students to safely and securely demonstrate knowledge in a formal setting. Tests will be proctored by PTISD employees at the student's home campus. Students are administered CBAs up to six times a year, while EOC and STAAR tests are administered in the spring semester. Test dates and types will differ depending on the grade level of your child.

Can my child participate in extracurricular activities?

The offering of electronic instructional format is in response to concerns of exposure to COVID-19 and the possibility of interacting with large crowds of students. To that end, participation in extracurricular activities while participating in remote learning is prohibited. This includes all non-academic activities and school-sponsored clubs.



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How will special services be provided?

The following support services will continue with instructional accommodations made by the classroom teacher:

- Special Education
- Gifted & Talented
- Bilingual
- ESL
- 504
- Dyslexia
- Response to Intervention (RtI)

Specific information regarding your child's individualized plans and outcomes will be communicated by the campus.

How will my child receive instructional materials or technology to participate in remote learning?

During the registration process, parents will indicate their choice of instructional format for their child. At that time, parents will complete a questionnaire to indicate their family's access to electronic devices as well as internet access in the home. This device should be available and dedicated to your child/children during instructional time to facilitate your child's learning. PTISD has a very limited number of devices available for family use, with one device per household limit. While the Technology Department will prioritize the technology needs of families, parents/guardians are strongly encouraged to provide devices for their children/children's educational/instructional needs.

What if I choose remote learning at registration and wish to change back to on-campus instruction?

We welcome students back to the physical classroom environment. We believe this is the most effective learning environment for your child to grow academically and socially with our greatest instructional asset - our teachers. When you have made the choice to return to in-class instruction, you must notify the campus principal in advance of your child reporting to class. It is asked that you allow a one-week notification to the campus in order to prepare for your child's arrival as well. Students can only change their learning platform from remote to face-to-face instruction at the end of each nine weeks grading period.

When my child/children return to campus they will need transportation. How do I secure transportation for my child/children?

Parents/guardians are required to notify the campus and call the Office of Transportation to secure transportation at 903-295-5106. It is recommended to contact the Office of Transportation a week prior to your child riding to ensure routing.