

Elementary In-School and Secondary A/B Plan

The Jericho School District consistently endeavors to provide an outstanding education that challenges students' abilities, supports their interests and fosters their talents. However, at this time, health and safety concerns require that the excellent education afforded students should be in a different format. At the elementary level, the district has significantly reduced class size. As a result, all elementary students will be able to attend school in person. At the same time, the district has planned an A/B schedule for secondary students in which they will be assigned a cohort labelled A or B. On alternate days, secondary students will attend school in person, while the opposite group remains at home engaged in streamed classroom instruction. This will reduce density in the middle and high school by approximately 50%, creating a safer environment for both students and staff while providing regular, interpersonal connections as well as live learning interactions for students on a consistent basis.

With this in mind, the district has developed general guidelines for this plan in an effort to continue delivering the high-quality instruction that takes place every day for our students.

- Class size at the elementary level will be reduced to enable social distancing in the classrooms. No class will have more than 20 students.
- Secondary students will be divided into groups by last name so that families can be kept together in A and B cohorts. Information about cohorts will be received with student schedules.
- All students in grades 1-12 will receive a Chromebook to utilize in school or at home. Kindergarten students will be assigned an iPad for classroom use.
- All directions for instruction, assignments, projects and due dates will be posted on the Canvas Calendar, regardless of the platform being utilized for instruction. Ex. If Google Classroom is being utilized for a particular lesson, there will be a notation in the Canvas Calendar with directions to the Classroom for the daily lesson.
- At the secondary level, classroom lessons will be streamed to students who are at home according to an A/B calendar which will be published on the website.
- Students will follow the schedule of their regular classroom day, regardless of location,
- Attendance for students who are at home will be taken according to the *Guidelines for Conduct during Streamed Lessons* listed herein.
- Videos will be available for all parents and teachers with all information that is necessary for streaming, including Canvas and Google. A list of these videos will be published on the district web site.

At the elementary levels, class size will be reduced, enabling the students to experience in-person instruction and be socially distanced. Students will remain in their classrooms with their teachers for instruction; special area teachers will provide instruction in student's home classrooms, except for physical education; and students will eat in the classroom as necessary. Opportunities for students to eat in the cafeteria or outdoors will be provided whenever possible; and frequent breaks will be scheduled throughout the school day.

In the secondary A/B scenario, approximately half of the students will be present with the teacher in school. The other half of students will be at home. The district will provide live streams of lessons to those students who are at home. Students will be able to view the teacher as well as any resources being utilized as part of the lesson on the Smart Board or text. At some point during the lesson, the teacher will check in with students who are at home to respond to questions; explain an assignment; set up groups; or ask students to discuss a question. At the end of the period, the students who are at home will be responsible for the same work that students who are in person have completed.

Schedules

The elementary schools will follow a regular schedule. Teachers will forward information about class schedules to parents during the first week of school.

The following schedule will be utilized at the middle and high school. Building administrators and teachers will include a note regarding the day of instruction in the morning announcements, and a notification will be on line at the beginning of each instructional day.

Sample A/B Monthly In-School Schedule for Secondary Students

Monday	Tuesday	Wednesday	Thursday	Friday
	1 A-1 Day	2 B-1 Day	3 A-2 Day	4 B-2 Day
7 A-1 Day	8 B-1 Day	9 A-2 Day	10 B-2 Day	11 A-1 Day
14 B-1 Day	15 A-2 Day	16 B-2 Day	17 A-1 Day	18 <i>Wellness Day</i>
21 B-1 Day	22 A-2 Day	23 B-2 Day	24 A-1 Day	25 B-1 Day
28 A-2 Day	29 B-2 Day	30 A-1 Day	1 B-1 Day	2 A-2 Day

Please note:

- The sample schedule for secondary students notes the students who will be **in school** on the designated days. The opposite cohort will be at home receiving streamed instruction on those days.
- In the sample month for secondary students the 1 and 2 refers to the Day 1 and Day 2 notations on students' schedules. Alternating day classes will be scheduled in this configuration. Ex. If a student has PE on the Day 1 in the schedule received from Guidance, and the student is in Cohort A, that student will have PE live on an A-1 day and remotely on a B-1 day.

- Teachers will interact with the students who are at home during the lesson period. This interaction will take various forms, including answering questions, providing assignments and/or setting up groups for interactions among the students who are at home.
- Teachers will review these schedules with students during the first week of school and answer any questions that students may have.
- Wellness Days will be added as necessary.
- Social-emotional learning opportunities will be included in the students' regular school day as noted by the individual buildings.

Extra Help

Teachers will offer extra help weekly for all secondary classes. Extra help should include:

- Students who have been invited to extra help by their teacher because their work or responses indicate a need for extra support, re-teaching, etc.
- Students who choose to attend because they have questions or need additional guidance regarding concepts taught in class or assignments.

Grading

Students' grades will reflect the degree to which they have demonstrated the understandings stated in the learning standards for each course. Students in elementary and secondary grades will receive the regular school report card throughout the school year. Consistent with past practices, elementary school students will receive numbered grades and secondary students will receive letter grades.

Assignments

Assignments that would provide evidence of student understanding could include performance tasks, essays, Hyperdocs, test/quizzes, responses to online videos or articles, inquiry-based lab designs, reflections or research projects.

Assignments that are part of the regular class period will be due as noted by the teacher whether a student is in school or at home. Homework assignments will be posted on Canvas.

Guidelines for Conduct during Streamed Lessons

During streamed lessons, students will be able to view the same lesson as students who are in school. It is important for students who are at home to follow certain rules and guidelines.

- Only teachers can initiate video streaming of lessons and record them. Video recordings may be archived only by the teachers.
- Log on to the streamed lesson promptly at the beginning of each period and follow the teacher's instructions for that lesson.
- Attend classes with **microphone muted and video on**, unless told to do otherwise by the teacher. Remain online for the duration of the class. Teachers will be taking attendance for each class based upon this guideline.

- Remember that students are on camera and can be live. To the extent possible, students should find a quiet place to work; sit in front of the Chromebook or personal device; and dress appropriately for class.
- Follow the same classroom rules as if in school.
- Students are not anonymous during streamed instruction. Be mindful of speaking tones and what is said during the lesson.
- If a teacher enables the chat feature, think before typing and use language that is appropriate in the classroom
- Class chats should only be used for class-related purposes.
- Aim to maintain trust with teachers and fellow students. Do not share videos, documents, chats, etc.
- Stay in frequent contact with your teachers. Students should email teachers if there is a problem or if they need help.
- Students at home should keep distractions to a minimum. Avoid using phones or having tabs open that do not apply to the class or classwork.