

PORT JEFFERSON SCHOOL DISTRICT
OFFICE OF CURRICULUM AND INSTRUCTION
550 SCRAGGY HILL ROAD
PORT JEFFERSON, NY 11777
PHONE (631)791-4291 FAX (631)476-4428



Jessica Schmettan
 Superintendent of Schools

Christine Austen
 Assistant Superintendent
 Curriculum and Instruction

August 28, 2020

Dear Parents/Guardians:

We hope all is well with you and your family as we look forward to the start of the new school year on Tuesday, September 8th. Over the past few weeks, there has been a lot of discussion regarding the different models of instruction including full in-person, hybrid, and remote, as well as the difference between synchronous and asynchronous instruction. With this in mind, our teachers and administrators have collaboratively developed guidelines for our hybrid and remote teaching models. These guidelines will ensure that our High School and Middle School students have directed instruction with their assigned classroom teachers Tuesday through Friday. In order to prepare for the weekly lessons, Monday has been designated as a professional development day for teachers and staff with students expected to work on asynchronous assignments on Mondays. Below is a chart of what students may expect during a class period whether they are attending in person or remotely.

Time	Description	Camera or Audio
5-10 Minutes	<ul style="list-style-type: none"> • Lesson Introduction - Clarification of the assignment and expectations for the class period. • Attendance taken for all students enrolled in the class. • “Real time” 	On for teachers. On for students.
20-30 minutes	<ul style="list-style-type: none"> • Guided practice • Synchronous and Asynchronous Options – teacher is available via multiple modalities. 	Teacher discretion.

Students will follow the bell schedule and attendance will be recorded in PowerSchool for each period. On Mondays, your child’s Period 1 teacher will post an attendance sign-in sheet for the day. Teachers will also have a designated “*Office Hour*” consisting of 40 minutes on Mondays where students may contact them for questions or concerns. We anticipate that this will provide a more structured environment for students, which was lost during the extended spring closure.

In accordance with our re-entry plan, the secondary students have been assigned to a cohort according to the first letter of their last name; our remote-only students will be assigned to the cohort that coordinates with their last name in order to maintain the balance of students in each group. Students whose last name begins with A-L are assigned to the “Purple” cohort and students whose last name begins with M-Z are assigned to the “Grey” cohort. The “Purple” cohort will attend class in-person on Tuesday and Thursday, and remotely on Wednesday and Friday. The “Grey” cohort will attend class in-person on Wednesday and Friday, and remotely on Tuesday and Thursday. Our remote only students will log into the Google Classroom each day from home.

During the first week of school, students will be given a code to join the Google Classroom for each of their classes; this will occur during their in-person days. Our remote only students will receive an email invite to the Google Classroom from their teachers during the first week of school so they may see the posted assignments. Please be advised that the “real time” directed instruction model will begin on Tuesday, September 15th for all students.

Students enrolled in the Middle School 8:1:1 class, the 15:1 classes and the ELL students, will attend in-person classes Tuesday through Friday. Our High School 8:1:1 class will meet in-person Monday through Friday.

Schedule of Cohorts and Instructional Days:

	Monday	Tuesday	Wednesday	Thursday	Friday
Purple A-L	Asynchronous Assignments Attendance Taken during Period 1	In-person – Directed Instruction	Remote – Directed Instruction	In-person – Directed Instruction	Remote – Directed Instruction
Grey M-Z	Asynchronous Assignments Attendance Taken during Period 1	Remote – Directed Instruction	In-person – Directed Instruction	Remote – Directed Instruction	In-person – Directed Instruction
Remote Students Grades 6-12	Asynchronous Assignments Attendance Taken during Period 1	Remote – Directed Instruction	Remote – Directed Instruction	Remote – Directed Instruction	Remote – Directed Instruction

We want to thank you for your patience and input as we developed our instructional plan. We believe that the educational program outlined above will provide our students with content and skills to have a successful year. We will continue to monitor our instructional delivery and make adjustments as necessary. It is our hope that all of our students can return to school full-time every day in the future when circumstances allow. Until then, we want to assure our Port Jefferson families that the safety of our students and staff will be our top priority. Welcome back, Royals!

Sincerely,



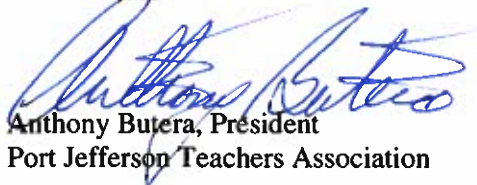
Jessica Schmettan
Superintendent of Schools



Christine Austen
Asst. Supt. of Curriculum & Instruction



Michael Caravello, President
Administrators Association



Anthony Butera, President
Port Jefferson Teachers Association