

For Parents: Instructional Plan for Students in Mandatory Quarantine

Students placed into a mandatory quarantine by the Westchester County Department of Health will be placed into our level-specific quarantine instruction protocol. While there are variations at each level, the primary components are 1) classroom teacher contact, and 2) virtual home tutoring for the duration of the quarantine. A brief overview has been provided for each level, as well a complete description of the procedure. Please direct questions to your classroom teacher, counselor, or dean first, before reaching out to a principal or assistant principal.

Please take note of these important points about tutoring:

- We will strive to schedule tutoring as soon as possible; however, it may take a little time to schedule the appropriate teacher/tutor and to establish contact with families. It is important to note that all students will be provided the full number of tutoring hours, even if that extends into the time a student returns to school.
- While direct classroom instruction is our preferred method for student learning and tutoring is not a replacement for that instruction, it is meant to be a support structure that helps students stay connected to what is happening in their classrooms when they cannot attend in person. This connection will ease the transition back to the classroom.
- In instances where a student is symptomatic AND in quarantine/isolation, the priority for that student should be on recovering and feeling healthy again, much like a more typical absence due to illness. As with all illnesses, our teachers are understanding of students recovering from COVID-related illness, and will demonstrate flexibility when students return from quarantine, such as allowing students time to complete missed assignments and assessments.

Elementary Schools (Grades K-5)

Overview:

1. Classroom Teacher Contact
 - a. The teacher will check in with the student/family by either email, Zoom, or a phone call initially upon learning of the quarantine to check in and establish expectations. The teacher will then check in every two to three days the student is absent due to quarantine. The purpose of the check in will be to reassure the student, answer any general questions, and develop an appropriate plan for the student's return to school.
 - b. The teacher will also coordinate with the tutor, providing necessary direction on the curriculum.
2. Tutoring
 - a. We will first seek to identify a teacher from your child's school to serve as the tutor, followed by a teacher from another Scarsdale school, then finally by contacting our contracted tutoring agency.
 - b. Tutoring may be 1:1, or may include a group of same-grade students, depending on the situation and availability of tutors.
 - c. The tutor will make contact with the classroom teacher to touch base on any key information, and also with the family within 24 hours of the request.
 - d. A schedule will be developed for tutoring 2 hours/day for each school day of the quarantine. This will take place between roughly 3:30/4:00-5:30/6:00 PM, unless otherwise determined by mutual agreement.

Procedure:

1. Once a quarantine has been confirmed, the administration will identify if a District teacher is available to tutor, or if it will require an agency tutor. Once determined, the tutoring request will be made.
2. The tutor will connect with the classroom teacher, and reach out to the family by phone or email to establish contact and set up the tutoring schedule.

Middle School (Grades 6-8)

Overview:

1. Teacher Contact

- a. Even with the support of a tutoring program, the role of the classroom teacher is essential. The teacher is the expert in the classroom and best understands the needs of their students. With this as a backdrop, the following are reasonable expectations for teachers.
 - i. Update Schoology page and shared document with required work and meeting availability. The house office will share this document with families and students and act as the daily guide for the student.
 - ii. Provide meetings every other day for quarantined students (before school, after school, or during preparation periods or lunch). The teacher will check in with the student by Zoom initially upon learning of the quarantine to check in and establish expectations. The teacher will then check in every other day during the student's absence.
 - iii. Share assignments and required work with the School Tutors through Schoology pages, Google Docs and other class resources (house and world language teachers only).
2. Tutoring
 - a. Students will have access to 30 minutes of tutoring per day of absence for each core subject area the course of a week except for core subject classes that have live streaming.

Procedure:

3. Once a quarantine has been confirmed, the Counselor will be notified of the names of tutors and will communicate to the student and family the schedule for the student. This schedule will include the names and meeting times for tutors and teachers. It will also include information regarding assignments.
4. The teacher will share any resources with the student through Schoology and update their meeting times on the shared document.
5. Tutoring will be arranged by the building administrators and communicated by the House Counselors' office.

High School (Grades 9-12)

Overview:

1. Core Subject Teachers
 - a. The student's core subject teachers will utilize Google Classroom to post the major assignments of the day, along with any relevant handouts, multimedia materials, and general instructions that are provided to the whole class.
 - b. Teachers may offer students to be passively live streamed into their missed classes or may provide 30 minutes of tutoring instead of or in addition to streaming for each core subject area for every two days of school missed because of isolation or quarantine.
2. Visual arts, performing arts, health education, physical education, and STEAM
 - a. The student's visual arts, performing arts, health education, physical education, and STEAM teachers will utilize Google Classroom to post the major assignments of the day, along with any relevant handouts, multimedia materials, and general instructions that are provided to the whole class. These teachers will monitor the work turned in and give feedback upon the student's return to school.
3. Special Education
 - a. LRC and ASC teachers will engage their quarantined students via Zoom during class time.
 - b. Related service providers will either provide the sessions by zoom or make up missed sessions when they return. (Speech, OT/PT)

Procedure:

1. Once isolation or quarantine has been confirmed, the Dean or their assistant will notify the students' teachers and place the student in the virtual cohort.
2. The student's teachers will communicate with the student and arrange mutually convenient times for phone or Zoom meetings as well as any live streamed classes. The student will be responsible for keeping track of these appointments and is encouraged to use Google Calendar.

