



**2020-2021 School Reopening Plan**  
**Addendum to Appendix 6: Teaching and Learning**  
**Daily Instruction**  
**Revision August 20, 2020**

Per New York State Education Department (NYSED) guidance mandatory teaching and learning requirements include: clear opportunities for equitable instruction for all students; continuity of learning when using any instructional model; standards-based instruction; substantive daily interaction between teachers and students; and clear communication plans between parents and schools. [New York State Education Guidance Document for Planning for School Reopening](#)

School districts may engage students using multiple instructional models for real-time or recorded remote learning. These scenarios may include and are not limited to Hybrid Instruction that blends in-person at school sites and remote experiences and Online Remote Instruction with 100% of instruction occurring remotely when the District determines the need for schools are closed to students. Remote learning in any form, will never replace the important personal connection between teachers and their students that is a critical part of the teaching and learning process.

The Yonkers Public Schools' expectation is that during 100% online remote instruction ALL teachers and administrators will report to their assigned schools each day. The only exception will be for staff who have received, in advance, an approved ADA accommodation by completing the Human Resources Form, [ADA Accommodation Request Form](#).

The Yonkers Public Schools will leverage the capabilities of *Microsoft Teams*, *Nearpod*, and *Seesaw* for pre-recorded lessons, which allow for teacher and student privacy and continuity of instruction.

## Hybrid Instruction

**All students** will have the opportunity to:

- engage in in-person instruction at school sites at least twice weekly, excluding abbreviated weeks due to holidays
- engage in remote instruction at least twice weekly, excluding abbreviated weeks due to holidays
- engage in instruction for required content areas (see Equitable Education section of Yonkers Public Schools Reopening Plan)

Additionally:

- clinical and other special services (e.g., counseling, resource room, Title I Reading, ENL, and related services) will be provided on a scheduled basis
- there will be no more than 50% of students in-person in a classroom at any time
- every effort will be made to ensure that students with disabilities (SWDs) are in classes of 15 students or fewer with a minimum of four days of in-person instruction
- every effort will be made to maximize in-person instruction for students requiring additional supports (e.g., multilingual learners)
- students will be provided with in-person instruction on consecutive days
- students will receive remote instruction on the remaining days of the week using Microsoft Teams (Grades 1-12) or Seesaw (PK and K)
- siblings will be on the same rotation schedule



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**Hybrid Instruction –PK-6 Students**

- No more than 50% of the students enrolled in a class will receive in-person instruction on a given day:
  - PK and K will use the Seesaw learning platform
  - Grades 1-6 will use the Microsoft Teams learning platform
- When students are not receiving in-person instruction they will be engaged in remote assignments using Microsoft Teams (Grades 1-6) or Seesaw (PK, K)
- Students in Group A will receive in person instruction two days per week, Mondays and Tuesdays, Students in group B will receive in person instruction two days per week, Thursdays and Fridays
- On holiday weeks where there is **no** school on Monday, Group A will receive in person instruction on Tuesdays and Wednesdays and Group B will still receive instruction on Thursdays and Friday
- Wednesdays will be a remote instructional day for **all** students PK-6 (see schedule below)
- Full distance learning students (Group D) in grades PK-6 may be assigned to Group A for Microsoft Teams or Seesaw instruction (PK/K)
- Lessons can be pre-recorded by teachers to be used for the days that they do not meet with students
  - For example, the teacher will conduct an in-person lesson for Group A students on Mondays and Tuesdays and on the flex day (Wednesday) they are recording the remote lesson with new content or extensions of content taught on Monday and Tuesday for the same group for Thursday and Friday remote classes

**Sample Learning Delivery Schedule Hybrid Model for Groups A and D**

Sample Week - No Monday Holiday - Cohort: Groups A and D				
Monday	Tuesday	Wednesday	Thursday	Friday
Groups A and D <b>Lesson 1</b>	Groups A and D <b>Lesson 2</b>	Groups A, B, C and D Morning Synchronous Online Remote Instruction  Teachers develop Lessons 3 and 4 Microsoft Teams, Seesaw, Nearpod	Groups A and D <b>Lesson 3</b>	Groups A and D <b>Lesson 4</b>



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Sample Week for Cohort: Groups A and D										
	Monday		Tuesday		Wednesday		Thursday		Friday	
<b>Regular Week</b>	Groups A & D	Group B	Groups A & D	Group B	Groups A & D <b>Flex Day Wellness Wednesday</b>	Group B <b>Flex Day Wellness Wednesday</b>	Groups A & D	Group B	Groups A & D	Group B
<b>Holiday Week</b>	Groups A & D Holiday	Group B Holiday	Groups A & D	Group B	Groups A & D	Group B	Groups A & D	Group B	Groups A & D	Group B
	In-person Instruction					Online Remote Instruction - Microsoft Teams				

A sample schedule of an instructional day for students who are engaged both In-person and Online Remote Instruction when the Hybrid scenario is in effect is provided below:

Group A In-person Instruction Group D 100% Online Remote Instruction on Microsoft Teams		Group B Online Remote Instruction includes the lessons from the Wednesday Flex Day recordings	
8:35-8:45 AM	Social Distancing Educational Practices	8:35-8:45 AM	Social Distancing Educational Practices
8:45-9:15 AM	Reading - ELA	8:45-9:15 AM	Reading - ELA
9:15-9:45 AM	Writing - ELA	9:15-9:45 AM	Writing - ELA
9:45-10:15 AM	Small Group Instruction ELA, Math, Resource, ENL	9:45-10:15 AM	Small Group Instruction ELA, Math, Resource, ENL
10:15-10:45 AM	Math	10:15-10:45 AM	Math
10:45-11:15 AM	Math	10:45-11:15 AM	Math
11:15-11:45 AM	Art/Music/PE	11:15-11:45 AM	Art/Music/PE
11:45-12:45 PM	LUNCH	11:45-12:45 PM	LUNCH
12:45-1:15 PM	Science	12:45-1:15 PM	Science
1:15-1:45 PM	Social Studies	1:15-1:45 PM	Social Studies
1:45-2:30 PM	Community Meeting Groups A and D	1:45-2:30 PM	Community Meeting Group B
2:30-3:00 PM	Small Group Instruction ELA, Math, Resource, ENL	2:30-3:00 PM	Small Group Lessons ELA, Math, Resource, ENL
3:00-3:15 PM	Social Distancing Educational Practices	3:00-3:15 PM	Social Distancing Educational Practices



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**During the Community Meeting**, teachers and students (both in-person and remote) may be engaged in one or more of the following activities: a whole class check-in, completing an exit ticket (e.g., responding to a prompt in Teams), pre-writing using a prompt, building schema, social-emotional learning and/or Culturally and Linguistically Responsive-Sustaining Practices.

Students who are engaged in Hybrid Instruction or 100% Online Remote Instruction will have their assignments posted on Microsoft Teams or Seesaw (PK/K). In addition, teachers will and post assignments or links to assignments on their Teacher Pages on each school's website. Students in Hybrid or 100% Online Remote Instruction are expected to be available to meet with the teacher daily from 1:45 to 2:30 PM or at the end of each period in grades 7 and 8 on Microsoft Teams (all grade levels as this is the only interactive platform). Parents/Guardians are expected to support student remote learning as described within the above-referenced schedule as well as ensure assignments are completed and submitted to the teacher.

### **Hybrid Instruction Schedule – 7-12 Grades for Groups A and B and 100% Online Remote Instruction for Group D**

No more than 50% of the students enrolled in a class will receive in-person instruction on a given day. All students in 100% Online Remote Instruction, D Group, will follow the A Group Schedule.

- The D Group will participate via Microsoft Teams at the same time A Group is engaged in in-person instruction.
- Teachers will have Microsoft Teams on so students who opt for Full Distance Learning (D) are part of the instructional program with Group A.
- During the times that A Group is receiving instruction, D Group is engaged in Remote Learning on Wednesday, Thursday & Friday according to the schedule
- Students in Group A will receive instruction two days per week, Monday and Tuesday, Students in Group B will receive instruction two days per week, Thursday and Friday
- On holiday weeks where there is **no school on Monday**, Group A will receive in person instruction on Tuesday and Wednesday and Group B will continue to receive instruction on Thursday and Friday. Group D will receive remote instruction on the same schedule as Group A.
- Wednesdays will be an online remote instructional day for **all** students PK-6 (see schedule). Lessons can be pre-recorded by teachers to be used for the days that they do not meet with students. (For example, the teacher will conduct an in-person lesson for Group A students on Mondays and Tuesdays and on the flex day (Wednesday) they are recording the remote lesson for the same group) for Thursday and Friday's remote classes.
- Full distance learning students (Group D) are using Microsoft Teams for remote instruction.

**When students are not receiving in-person instruction, they are participating in their assigned class period at home using Microsoft Teams.**

If students are not receiving in person instruction, they will be checking in with their assigned teacher during the **Community Meeting** time each period (see sample schedules).

- Teachers will be checking in with Hybrid Remote Students daily by period during the Community Meeting time. Students are expected to be on Microsoft Teams remotely to participate.
- In Week 1, Students in Group A will receive in-person instruction 2 days per week (Mondays and Tuesdays) and Students in Group B will receive in-person instruction 2 days per week (Thursdays and Fridays).



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- On holiday weeks where there is **no** school on Monday, Group A will receive in person instruction on Tuesdays and Wednesdays and Group B will still receive instruction on Thursdays and Friday.
- Students in Group A will always be in school on Mondays and Tuesdays *except* on weeks when school is *not* in session on Monday. Students in Group B will always be in school on Thursdays and made to the schedule).

Sample Week for Cohort: Groups A and D										
	Monday		Tuesday		Wednesday		Thursday		Friday	
<b>Regular Week</b>	Groups A & D	Group B	Groups A & D	Group B	Groups A & D <b>Flex Day Wellness Wednesday</b>	Group B <b>Flex Day Wellness Wednesday</b>	Groups A & D	Group B	Groups A & D	Group B
<b>Holiday Week</b>	Groups A & D Holiday	Group B Holiday	Groups A & D	Group B	Groups A & D	Group B	Groups A & D	Group B	Groups A & D	Group B
	In-person Instruction					Online Remote Instruction - Microsoft Teams				

**Sample Online Remote Instruction including the lessons for the Wednesday Flex Day recordings**

Group A In-person Instruction Group B and D Online Remote Instruction		Group B Online Remote Instruction includes the lessons from the Wednesday Flex Day recordings	
7:45-8:21 AM	Math	7:45-8:21 AM	Math
8:21-8:32 AM	Community Meeting (B, D)	8:21-8:32 AM	Community Meeting
8:36-9:12 AM	ELA	8:36-9:12 AM	ELA
9:12-9:23 AM	Community Meeting (B, D)	9:12-9:23 AM	Community Meeting
9:27-10:03 AM	Art or Music or PE	9:27-10:03 AM	Art or Music or PE
10:03-10:14 AM	Community Meeting (B, D)	10:03-10:14 AM	Community Meeting
10:18-10:54 AM	Science	10:18-10:54 AM	Science
10:54-11:05 AM	Community Meeting (B, D)	10:54-11:05 AM	Community Meeting
11:09-11:56 AM	LUNCH	11:09-11:56 AM	LUNCH
12:00-12:36 PM	Social Studies	12:00-12:36 PM	Social Studies
12:36-12:47 PM	Community Meeting (B, D)	12:36-12:47 PM	Community Meeting
12:51-1:27 PM	Foreign Language	12:51-1:27 PM	Foreign Language
1:27-1:38 PM	Community Meeting (B, D)	1:27-1:38 PM	Community Meeting
1:42-2:18 PM	Elective	1:42-2:18 PM	Elective
2:18-2:29 PM	Community Meeting (B, D)	2:18-2:29 PM	Community Meeting



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### Sample Secondary Teacher Schedule

Any content area may be substituted in this sample schedule.  
 This provides for five (5) teaching periods with a maximum of 150-student caseload.

Sample Secondary Math Teacher Schedule Group A In-person Instruction - Groups B and D Microsoft Team	
7:15 - 7:45 AM	Social Distancing Educational Practices
7:45 AM	Teachers in Classrooms
8:00-8:36 AM	Algebra CC
8:36-8:45 AM	Community Meeting Groups B and D
8:49-9:25 AM	Algebra CC
9:25-9:34 AM	Community Meeting Groups B and D
9:38-10:14 AM	PREP
10:14-10:23 AM	
10:27-11:03 AM	Geometry CC
11:03-11:12 AM	Community Meeting (B, D)
11:17-12:02 AM	LUNCH
12:06-12:42 PM	Administrative Duty
12:42-12:51 PM	
12:55-1:31 PM	Algebra CC
1:31-1:40 PM	Foreign Language
	Community Meeting Groups B and D
1:44-2:20 PM	Geometry CC
2:20-2:29 PM	Community Meeting Groups B and D

### Students with Disabilities

Coupled with the need to ensure the health and safety of both students and staff, Self-Contained Special Education Classes (i.e., 12:1, 12:1:1, 12:1:2, 12:2:2, 12:1:4, 15:1, 15:1:1) as well as Autism Program Classes and students in the IDT classes at the Vive School (i.e., 8:1:2, 12:1:2), will implement the following model upon reopening of schools. On Wednesdays, this cohort of students will not be on-site. Rather, they will receive 1.5 hours of synchronous remote instruction on the District-designated platform.

- Self-Contained Special Education Classes with an enrollment of 15 students or less will receive four days of in person instruction (Monday, Tuesday, Thursday, Friday). The days may be adjusted for holidays.
- These classes will constitute cohorts meaning that their membership will remain constant
- Intermingling of instructional cohorts will be avoided to the greatest extent possible
- Flexibility will be used in the scheduling of staff to support this model

As members of general education settings, SWD in Integrated Co-Teaching (ICT) Classes will be educated in the instructional model of their non-disabled peers. To address social distancing requirements, ICT Classes will be divided into two heterogeneous groups (maintaining the proportional distribution of general education students and SWD), which will constitute an “ICT Cohort,” per above.

*By contrast, ICT students, and selected MLL students, will receive a half day of on-site supplemental support on Wednesdays.*



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## Online Remote Instruction

### 100% Online Remote Instruction PK-K -6<sup>th</sup> Grade

Teachers who have been identified to teach in a 100% Online Remote Instruction setting will be assigned as a PK through 6<sup>th</sup> grade teacher and may be assigned as a *District Grade Level Teacher*.

- **District Grade Level Teachers** will be assigned students according to class size maximums. He or she will **only** teach using the online instructional platforms designated by the District.

### PK-6 Online Remote Instruction Student Schedule for 100% Online Remote Instruction

PK-6 Sample Student Schedule for 100% Online Remote Instruction	
8:35-8:45 AM	Morning Check-In for Understanding
8:45-9:15 AM	Reading - ELA
9:15-9:45 AM	Writing - ELA
9:45-10:00 AM	Break
10:00-10:30 AM	Small Group Instruction ELA, Math, Resource, ENL
10:30-11:00 AM	Math
11:00-11:30 AM	Math
11:30 AM -12:00 PM	Fitness
12:00-1:00 PM	Lunch
1:00-2:00 PM	Science/Social Studies
2:00-2:30 PM	Community Meeting – Social Emotional Learning Check In
2:30-2:45 PM	Break
2:45-3:05 PM	Small Group Instruction ELA, Math, Resource, ENL
3:05-3:15 PM	Afternoon Check for Understanding

In addressing the needs of students in Grades PK-6, research that indicates students cannot be on a remote platform all day. It is suggested that the teacher flexibly group the students into Groups A, B, and C with no more than 10 students in each group.



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**PK-6 Monday, Tuesday, Thursday, Friday**  
**Teacher and Student Sample Schedule**  
**with Flexible Groups for 100% Online Remote Instruction**

Time	Monday	Tuesday	Thursday	Friday
8:35-9:05 AM	Prep PE Teacher/Fitness	Prep PE Teacher/Fitness	Prep PE Teacher/Fitness	Prep PE Teacher/Fitness
9:05-10:25 AM	Group A ELA/SS/AIS ELA	Group A Math/Science/ AIS Math	Group A Math/Science/ AIS Math	Group A ELA/SS/AIS ELA
10:30-11:50 AM	Group B ELA/SS/AIS ELA	Group B Math/Science/ AIS Math	Group B Math/Science/ AIS Math	Group B ELA/SS/AIS ELA
11:50 AM-12:50 PM	Lunch	Lunch	Lunch	Lunch
12:50-2:10 PM	Group C ELA/SS/AIS ELA	Group C Math/Science/ AIS Math	Group C Math/Science/ AIS Math	Group C ELA/SS/AIS ELA
2:10-2:40 PM	SEL check in A, B and C			
2:40-3:15 PM	Small Group Instruction (Math/Resource/ENL)	Small Group Instruction (Math/Resource/ENL)	Small Group Instruction (Math/Resource/ENL)	Small Group Instruction (Math/Resource/ENL)

**PK-5, PK-6, PK-8 & PK-12 Wednesday**  
**Teacher and Student Sample Schedule**  
**with Flexible Groups for 100% Online Remote Instruction**

Wednesday	
8:35 - 9:35 AM - Cohort: Group A, B, C, D - Synchronous Remote Instruction	
9:35 - 10:05 AM - Teacher Planning Time	
10:05 - 11:05 AM - Cohort: Group A, B, C, D - Synchronous Remote Instruction	
11:05 AM - 12:05 PM Grade Level/Interdisciplinary Planning	<b>STUDENTS</b> 11:05 AM - 3:15 PM Independent Work Time for ongoing project-based assignments
12:05 - 1:05 PM - Lunch	
1:05 - 2:30 PM - Professional Development	
2:30 - 3:15 PM Wellness Checks/Parent Conferences	



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**Secondary Wednesday**  
**Teacher Student Sample Schedule**  
**With Flexible Groups for 100% Online Remote Instruction**  
 (secondary students in settings OTHER THAN PK-8/PK-12)

Wednesday	
7:45 - 8:45 AM - Cohort: Group A, B, C, D - Synchronous Remote Instruction	
8:45 - 9:32 AM - Teacher Planning Time	
9:32 - 10:32 AM - Cohort: Group A, B, C, D - Synchronous Remote Instruction	
10:32 AM - 11:19 PM Grade Level/Interdisciplinary Planning	<b>STUDENTS</b> 10:32 AM - 2:29 PM Independent Work Time for ongoing project-based assignments
11:19 - 12:06 PM - Lunch	
12:06 - 2:29 PM - Professional Development	

For all school settings PD time includes opportunities for teachers to record lessons for instruction using District provided Instructional Technology resources.

When the 100% remote instruction scenario is in effect for the entire district, YPS reserves the right to bring students/parents in-person to district facilities to engage in any of the following (not an exhaustive list): MLL testing/screening, CSE meetings (including required testing for special education referrals/placement), Code of Conduct meetings/Restorative Practices, and PEARLS testing.

**100% Online Remote Instruction 7<sup>th</sup> and 8<sup>th</sup> Grades**

- 7<sup>th</sup> and 8<sup>th</sup> grade Content Teachers who have been identified to teach in Full Remote setting will be assigned as a 7<sup>th</sup> or 8<sup>th</sup> grade teacher and may also be assigned as a District Grade Level Teacher.
- The District Grade/Content Level Teacher will be assigned up to 150 students (5 periods) to teach using a fully online remote instruction platform designated by the District, Microsoft Teams. In this case, the teacher and the students have opted for Full Online Remote Instruction and Learning using Microsoft Teams.



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**Sample Grade 7 and Grade 8 Online Remote Schedule for Students in the Content Areas**

<b>Sample Student Grade 7 and 8 100% Online Remote Schedule</b>	
7:45-8:21 AM	<b>ELA 7 or 8</b>
8:21-8:32 AM	<b>Community Meeting Group D</b>
8:36-9:12 AM	<b>Science 7 or 8</b>
9:12-9:23 AM	<b>Community Meeting Group D</b>
9:27-10:03 AM 10:03-10:14 AM	<b>Independent Assignment using Instructional Technology Microsoft Teams, Nearpod, or an application accessed through Clever</b>
10:18-10:54 AM	<b>Math 7 or 8</b>
10:54-11:05 AM	<b>Community Meeting Group D</b>
11:09-11:56 AM	<b>LUNCH</b>
12:00-12:36 PM 12:36-12:47 PM	<b>Fitness</b>
12:51-1:27 PM	<b>Social Studies 7 or 8</b>
1:27-1:38 PM	<b>Community Meeting Group D</b>
1:42-2:18 PM	<b>Health or Foreign Language</b>
2:18-2:29 PM	<b>Community Check In Group D</b>

**Sample Grade 7 and 8 Online Remote Instruction Schedule for Teachers**

Any content area may be substituted in this sample schedule.

This provides for five (5) teaching periods with a maximum of 150-student caseload.

<b>Sample Content Teacher Schedule Grade 7 and 8 100% Online Remote Instruction</b>	
7:45-8:21 AM 8:21-8:32 AM	<b>Math 7 or 8 Community Meeting Group D</b>
8:36-9:12 AM 9:12-9:23 AM	<b>Math 7 or 8 Community Meeting Group D</b>
9:27-10:03 AM 10:03-10:14 AM	<b>PREP</b>
10:18-10:54 AM 10:54-11:05 AM	<b>Math 7 or 8 Community Meeting Group D</b>
11:09-11:56 AM	<b>LUNCH</b>
12:00-12:36 PM 12:36-12:47 PM	<b>Adm. Duty – student/family outreach, SEL check in</b>
12:51-1:27 PM 1:27-1:38 PM	<b>Math 7 or 8 Community Meeting Group D</b>
1:42-2:18 PM 2:18-2:29 PM	<b>Math 7 or 8 Community Meeting Group D</b>



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## Communication

Communication regarding Yonkers Public Schools 2020-2021 Reopening Plan will be ongoing through the school year to District staff, students, parents/guardians, education partners and vendors. As the status of the pandemic changes, we are prepared to modify student instruction in real time. Town Hall meetings and guidance documents developed by the District will be offered.

In addition, the Plan will evolve through collective feedback from all stakeholders. To support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to school operations, communications will include the District's:

- digital social media platforms including Instagram, Twitter and Facebook cohesively with the dedicated YPS Reopening 2020 website
- educational access Cable channel – Channel 75
- Blackboard automated mass communications system for phone messages, emails and text messages
- traditional mail
- Appropriate signage posted at all schools and District offices
- Training opportunities for all stakeholders via in-person when available and remote online options using Microsoft Teams Platforms, Zoom, etc.

The Addendum to Appendix: Teaching and Learning of the Yonkers Public Schools 2020 School Reopening Plan, augments the plan submitted to NYSED on July 31, 2020.  
All charts, tables or schedules in the July 31, 2020 document still apply.