

JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT REMOTE LEARNING PLAN



JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT
Cultivating the BEST in personal growth and achievement

TABLE OF CONTENTS

School Contact Information.3

Elementary Remote Learning Plan

Daily Schedule & Expectations for K-3rd Grade4

Daily Remote Learning Plan for 3YP and 4YP5

JEDIS & JEMS Remote Learning Plan

Logistical Instructions6

Instructional Notes6

Remote Schedules by Grade Level7

Individual Staff Assignments.9

JEHS Remote Learning Guidelines – Staff

General Expectations10

Remote Learning Bell Schedule.10

Guidelines for Teachers11

Guidelines for Teaching Assistants11

Guidelines for Clerical11

JEHS Remote Learning Guidelines – Students

General Expectations12

Remote Learning Bell Schedule.13

Guidelines for Students13

Google Meet FAQ –Students

Getting Started14

During the Meeting14

Troubleshooting & Technical Help15

Classroom Etiquette & Expectations15

Privacy & Security15

Google Meet FAQ – Staff

Meeting Features16

Technical Issues & Troubleshooting.17

Security & Privacy17

SCHOOL CONTACT INFORMATION

SCHOOL NAME	PHONE NUMBER
Elbridge Elementary School 130 East Main Street Elbridge, NY. 13060	Phone: 315-689-8540
Jordan-Elbridge Dynamic Intermediate School 9 N. Chappell Street Jordan, NY 13080	Phone: 315-689-8500
Jordan-Elbridge Middle School 9 N. Chappell Street Jordan, NY 13080	Phone: 315-689-8520
Jordan-Elbridge High School 5721 Hamilton Road Jordan, NY 13080	Phone: 315-689-8510



ELEMENTARY REMOTE LEARNING PLAN

Daily Schedule & Expectations for Kindergarten-3rd Grade – PLT's can meet in the PM (Optional)

9:00 AM | Morning Meeting (Live on Google Meet) Attendance must be taken

– TA's also report to meetings and lessons.

*Special Area teachers can submit 1 activity per grade level.

* Nicole - 3rd, Bev - 2nd, Lisa - 1st, Maggie - K, Jessie W. - K

*Service providers - OT, Speech, Counselors - paperwork

Teachers will post the Google Meet link in Google Classroom by 8:30 AM.

Morning Meeting Structure:

- **Greeting:** Quick check-in question or share-out.
- **Morning Message:** Overview of the day's schedule and expectations.
- **SEL Activity:** Read-aloud, mindfulness exercise, or short discussion (example: "One thing that makes me smile is...").
- **Movement Break:** A short video or guided stretch before transitioning to independent work.

9:30-10:30 AM | ELA Lesson & Independent Work

ELA lesson posted in Google Classroom with a mix of the following:

- **Mini-Lesson (10-15 min):** Direct Instruction, read-aloud, or Google Slides presentation.
- **Independent Reading:**
 - » K-1: Listen to a read-aloud (Epic!, YouTube) or practice Heart words.
 - » 2-3: Read independently for 15-20 minutes and respond to a question in Google Classroom.
- **Writing Task:**
 - » K-1: Draw and write about a topic (teachers can provide sentence starters).
 - » 2-3: Respond to a prompt or complete a short journal entry.
- **Phonics/Word Work:** Interactive activity (Reading Playground, Boom Cards, Google Forms, or worksheet upload).
 - » **Check-in Opportunity:** Office hours or Google Meet Q&A at 10:30 AM.

10:30-11:30 AM | Math Lesson & Independent Work

Math lesson posted in Google Classroom with:

- **Mini-Lesson (10-15 min):** Direct Instruction, teacher slides, or interactive demonstration.
- **Practice Activity:**
 - » K-1: Counting games, number writing practice, simple addition/subtraction.
 - » 2-3: Problem-solving, math fluency practice, or a digital activity (Prodigy, Google Forms).
- **Application Task:** A real-world math challenge or word problem to solve.
- **Phonics/Word Work:** Interactive activity (Reading Playground, Boom Cards, Google Forms, or worksheet upload).
 - » **Check-in Opportunity:** Teachers available in Google Classroom comments or a scheduled small group Meet.

11:30-12:00 PM | Lunch & Break

Enjoy the rest of the day having fun in the snow!



Daily Remote Learning Plan for 3YP and 4YP – Teachers are in PLT via Google Meet

Post on Your Refrigerator for Easy Reference!

8:00-8:30 AM / Morning Routine & Breakfast - UPK teachers can mark everyone present.

- Wake up, brush teeth, get dressed
- Eat a healthy breakfast together
- Talk about the weather and plans for the day

8:30-9:00 AM / Play & Explore

Choice Time: Encourage independent play with puzzles, blocks, dolls, cars, pretend kitchen, or sensory bins (rice, water, sand).

9:00-9:30 AM / Listening to a Story

Read a book together or listen to an audiobook.

Ideas: Point to pictures, ask questions, let your child turn the pages.

9:30-10:00 AM / Gross Motor Fun

Move Your Body!

Options:

- Dance party to favorite songs
- Indoor obstacle course (jump over pillows, crawl under tables)
- Outside play (run, jump, ride a bike)

10:00-10:30 AM / Snack & Talk Time

- Enjoy a healthy snack together
- Practice using words to express feelings and choices

10:30-11:00 AM / Creative Play

Imaginative Play: Dress-up, puppet shows, pretend grocery store, or playing with dolls and stuffed animals.

11:00-11:30 AM / Fine Motor & Hands-On Learning

Options:

- Play with Play-Doh or clay
- String beads or pasta on yarn
- Draw, color, or practice cutting with safety scissors

11:30-12:00 PM / Lunch & Relaxation

Eat together and talk about your favorite part of the morning



JEDIS & JEMS REMOTE LEARNING PLAN

Logistical Instructions:

- All teachers will host class by generating a Google Meet link in your Google classroom. See these [instructions for generating a link](#).
- JEDIS and JEMS classes will run from 9:00AM-11:30AM.
- There will be no JEDIS specials.
- TAs will follow their students' schedule.
- JEMS special areas will be in the afternoon from 12:00-2:30PM.
- Only grades 6-8 will have specials.
- Students will attend one special area class during the designated time.
- We will run on the regular A/B schedule.
- All clerical staff will be available remotely (phone; email) from 9:00-11:30AM. Some staff members have special schedules listed below.
- Take attendance in Schooltool (JEDIS in the morning, JEMS each class). There will be no remote flag in SchoolTool. Mark students absent if they do not attend your class. If kids join your class after they've been marked absent, email jstrong@jecsd.org to request an update to attendance.
- If you are absent on a remote learning day, alert your team that you are not available and post a message to inform students/families that you are not online. Enter your absence as a full day absence in Red Rover (no sub needed).
- Be sure your Google Classroom is accessible by any staff members who may be joining your link.
- Any staff member who wants to come into the building during a remote day has permission.
- [Google Meet FAQ - Staff](#)
- [Google Meet FAQ - Students](#)

Instructional Notes:

- Learning in each course is **synchronous**. Teachers should be actively teaching. During the synchronous lesson, students can work on materials independently for a portion of the lesson.
- Make a remote day as **fun and stress-free** as possible! Don't introduce new work, as attendance may be lower than expected. See these [suggested activities to engage remote learners](#).



Remote Schedules by Grade Level**JEDIS**

Teacher/TA hours of instruction: 9:00-11:30

9:00-9:30	9:30-10:30	10:30-11:30
Morning Meeting	ELA Lesson	Math Lesson

*Special education teachers will push into ELA and/or Math as normal.

JEMS

Teacher/TA hours of instruction: 9:00-11:30

8th grade schedule

Section	9:00-9:30	9:30-10:00	10:00-10:30	10:30-11:00	11:00-11:30
Cooper	L.E. mod 1	Science mod 3	Planning	Science mod 6	Science mod 9
Arnold	Math mod 1	Algebra mod 3	Math mod 4	Planning	Math mod 9
Stone	Planning	Spanish mod 3	Spanish mod 4	Spanish mod 6	Spanish mod 9
Armpriester	ELA, mod 1	Planning	ELA mod 4	ELA mod 6	ELA mod 9
Hickman	I&S mod 1	I&S mod 3	I&S mod 4	I&S mod 6	Planning
Gugel	Math mod 1	Resource mod 3	ELA mod 4	Resource mod 6	Planning

Resource teachers will provide link for open office hours and classwork support from 9-11:30.

Guidance will provide link for open office hours and counseling support from 9-11:30.

Speech and ENL services will provide link for open office hours from 9-11:30.

7th grade schedule

Section	9:00-9:30	9:30-10:00	10:00-10:30	10:30-11:00	11:00-11:30
Mccormick homeroom	Science mod 1	I&S mod 2	Spanish mod 4	ELA mod 5	Math mod 8
Larham homeroom	ELA mod 1	Math mod 2	I&S mod 4	Spanish mod 5	Science mod 8
Riehle homeroom	Math mod 1	Spanish mod 2	ELA mod 4	Science mod 5	I&S mod 8
Giannettino homeroom	I&S mod 1	ELA mod 2	Science mod 4	Math mod 5	Spanish mod 8

Resource teachers will provide link for open office hours and classwork support from 9-11:30.

Guidance will provide link for open office hours and counseling support from 9-11:30.

Speech and ENL services will provide link for open office hours from 9-11:30.



6th grade schedule

Section	9:00-9:30	9:30-10:00	10:00-10:30	10:30-11:00	11:00-11:30
Klamm homeroom	ELA	Math	Science	Spanish	I&S
Lauricella homeroom	Math	ELA	Spanish	I&S	Science
St. Germain homeroom	Spanish	Science	I&S	ELA	Math
Marinelli homeroom	Science	I&S	Spanish	Math	ELA
Allen homeroom	Report to Mr. Allen's homeroom (ELA)				
Resource teachers will provide link for open office hours and classwork support from 9-11:30.					
Guidance will provide link for open office hours and counseling support from 9-11:30.					
Speech and ENL services will provide link for open office hours from 9-11:30.					

Special Areas (grades 6-8)

Teacher hours of instruction: 12:00-2:30

A Day

Class Time	Cusumano/Ott	Fletcher	Sparkes	Siebert	Canino
12:00-12:50	6th grade PE	6th grade Art	6th grade Music	office hours	7th grade design
12:50-1:40	7th grade PE	7th grade Art	7th grade Music	@ HS	8th grade design
1:40-2:30	8th grade PE	8th Grade Art	Lessons 6/7	Siebert (asynchronous)	office hours

B Day

Class Time	Cusumano/Ott	Fletcher	Sparkes	Siebert	Canino
12:00-12:50	6th grade PE	6th grade Art	6th grade Music	office hours	7th grade design
12:50-1:40	7th grade PE	7th grade Art	7th grade Music	@ HS	8th grade design
1:40-2:30	8th grade PE	8th Grade Art	Lessons 6/7	@ HS	office hours



Individual Staff Assignments

- **MTSS specialists** - report to ELA or Math Google Meets. Coordinate with classroom teacher(s) to determine which lessons/grade levels you'll attend.
- **Nancy Spencer** - access Go Guardian to monitor computer use for grades 6-8. See Alexis for details.
- **12:1 staff: Shannon Maloid** - follow the JEDIS schedule.
Mary Maestri - provide ELA/Math instruction when students are not pushing out.
- **McKayla Comstock** - follow JEHS schedule and post an asynchronous activity for Chorus students.
- **Heidi Siebert** - follow JEHS schedule and post an asynchronous activity for 8th grade A day students.
- **Laura Berube and Tom Hewitt**- coordinate with families/students to provide specific instruction during the morning and/or post a link to office hours so students can meet with you
- **Lauren Audioun** - follow JEHS schedule
- **Courtnee Waldref and Ryan Sparkes**- post a link to office hours so students can meet with you for lessons; post an asynchronous activity for your students
- **Kiki Gugel and Dan Allen** - Teach your regular special classes in the morning and provide resource when open.
- **Tim Felton** - Be available via phone and email. See Alexis for specific assignment for that day.



JEHS REMOTE LEARNING GUIDELINES – STAFF

General Expectations:

- All teachers, students and TAs must follow their regular class schedule throughout the day.
- If you wish, staff may report to work during a remote learning day and work from their respective space.
- The two-hour delay schedule will be the bell schedule for the day. No eagle mod.
- Attendance for the school day will be taken Mod 1 at 9:35 AM. Per NYS this is an attendance day for all students and staff.
- Classes will be 30 minutes long. Mod 1 is 5 minutes longer- to review expectations.
- Google Meet will be used for virtual class sessions.
- Teachers will be available during their class time for questions and any assistance.
- Please take classroom attendance as if it was a regular school day.
- Google Meet links for designated classes will be posted on Google Classroom.
- Class assignments will be posted for that day on Google Classroom and will be due per the teacher's discretion. Expectations for the day will be presented to students Mod 1 by the Mod 1 teacher.
- Students should be engaged and attentive throughout the day. Camera's ON.

Remote Learning Bell Schedule

- 1 9:35 – 10:10
- 2 10:13 – 10:43
- 3 10:46 – 11:16
- 4 11:19 – 11:49
- 5 **1st Floor lunch/ 2nd Floor class 11:52 – 12:22**
- 5 **2nd Floor lunch/ 1st Floor class 12:25 – 12:55**
- 6 12:58 – 1:30
- 7 1:33 – 2:05
- 8 2:08 – 2:43



Guidelines for Teachers

1. Preparation:

- Post class meeting links and any required materials on Google Classroom before the start of the school day.
- Please share your Google Classroom with the principal.
- Students must have a way to connect with the teacher immediately if they have a question. Via email or Parent Square
- Ensure class assignments are adapted for remote learning.

2. During Class:

- Teachers will take attendance as if it was a regular class day.
- Teachers will provide clarity on the learning target for the day.
- Teachers will be available for student questions and provide clear instructions for assignments during class time.

3. Office Hours & Support:

- Teachers will be available during their scheduled class time.

Jennifer Martin - Provide technical support and track students on Go Guardian as needed.

School Counselors - Keep appointments as scheduled and conduct virtually. Track students on Go Guardian as needed.

Heather Clark - Take attendance, monitor and respond to emails as needed.

McKayla Comstock - Follow JEHS schedule and post an asynchronous activity for Chorus students.

Heidi Siebert - Follow JEHS schedule and post an asynchronous activity for 8th grade A day students.

Lauren Audioun - Follow JEHS schedule.

Guidelines for Teaching Assistants:

- Teaching assistants will have Chromebooks assigned to them in order to assist teachers and students during virtual learning.
- Offer one-on-one via chat to support students who require additional help, ensuring they understand the material and stay engaged.
- Monitor student interactions during live sessions and ensure students adhere to virtual classroom norms.
- Collaborate with teachers to deliver lessons, present materials, take notes and engage students in discussions.
- Track student participation identifying those who may need additional support or intervention.

Guidelines for Clerical:

- Email Correspondence: Monitor and respond to emails, directing inquiries to the appropriate staff members as needed.
- Perform all daily administrative duties - ie - payroll, requisitioning, ECA paperwork,
- Offer basic technical support as needed.



JEHS REMOTE LEARNING GUIDELINES – STUDENTS

Dear Students,

Each day of learning is a building block in your educational journey, and missing even one can set us back. With that being said, accumulating missed days could lead to the loss of our valuable vacation time to make up for the lost instructional days.

Remote learning days are our solution to this challenge. Please do not take these days lightly. Treat a remote day like a regular school day! They ensure that our educational routine continues uninterrupted, allowing us to stay on track with our learning. By taking these days seriously, we not only safeguard our vacation periods but also demonstrate adaptability— which is a quality that is invaluable in life.

Think of a remote day not as a disruption, but as an opportunity. It's a chance to engage with your studies in a different environment, to harness technology, and to develop

self-discipline. By approaching these days with a positive mindset, we can turn potential setbacks into setups for success.

Win the day,

Mr. Schermerhorn

General Expectations

- **Attendance for the school day will be taken Mod 1 at 9:35 am. Per NYS this is an attendance day for all students and staff.**
- We will follow the A or B day Schedule
- Expectations for the day will be presented to students Mod 1 by the Mod 1 teacher.
- If you have a study hall mod 1, you must report to the Mod 1 study hall for daily attendance. Subsequent study halls you do not have to report.
- Students must follow their regular class schedule throughout the day.
- The two-hour delay schedule will be the bell schedule for the day. No eagle mod.
- Classes will be 30 minutes long.
- Google Meet will be used for virtual class sessions.
- Teachers will be available during their class time for questions and any assistance.
- Classroom attendance will be taken as if it was a regular school day.
- Google Meet links for designated classes will be posted on Google Classroom.
- Class assignments will be posted for the day on Google Classroom and will be due per the teacher's discretion.
- Camera's on! Be engaged and attentive throughout the day.
- Make today count!



Remote Learning Bell Schedule

- 1 9:35 – 10:10
- 2 10:13 – 10:43
- 3 10:46 – 11:16
- 4 11:19 – 11:49
- 5 1st Floor lunch/ 2nd Floor class 11:52 – 12:22**
- 5 2nd Floor lunch/ 1st Floor class 12:25 – 12:55**
- 6 12:58 – 1:30
- 7 1:33 – 2:05
- 8 2:08 – 2:43

Guidelines for Students**1. Before Class:**

- Find a quiet, distraction-free space with a reliable internet connection.
- Ensure your device is charged and necessary materials are ready.
- Check your teacher's Google Classroom for updates and meeting links.

2. During Class:

- Join Google Meet on time using your school-provided account.
- **Keep your camera on** and mute your microphone when not speaking.
- Use the chat function appropriately to ask questions or contribute to discussions.

3. Assignments & Responsibilities:

- Complete and submit assignments on time through Google Classroom.
- Reach out to teachers if experiencing any difficulties with coursework or technology.
- Follow all school policies regarding academic integrity and online behavior.

Technology & Troubleshooting

- Ensure you have access to Google Meet and Google Classroom before the remote day.
- If experiencing technical difficulties, inform your teacher as soon as possible.
- Follow proper online etiquette and respect classroom rules.

By following these guidelines, we can ensure a productive and smooth remote learning experience for all students and teachers.



GOOGLE MEET FAQ – STUDENTS

Getting Started

What is Google Meet?

Google Meet is an online video conferencing tool that allows students to join virtual classes, meet with teachers, and collaborate with classmates.

How do I join a Google Meet for my class?

- Click on the meeting link provided by your teacher (found in Google Classroom, email, or calendar).
- OR go to meet.google.com, click “Join or start a meeting,” and enter the meeting code given by your teacher.
- Make sure to mute your microphone before entering.

Do I need a Google account to join?

Yes, you must be signed in with your school Google account to join class meetings.

During the Meeting

What should I do if I can’t hear or see my teacher?

- Check your internet connection.
- Refresh the page or restart your device.
- Make sure your speakers or headphones are properly connected.
- Ensure your teacher’s microphone is not muted.

How do I mute and unmute myself?

Click the microphone icon at the bottom of your screen. Always mute yourself when you’re not speaking to reduce background noise.

Can I turn off my camera?

Yes, click the camera icon to turn it off. Your teacher may ask you to turn it on during participation.

How do I ask a question or participate?

- Use the chat feature (if enabled) to type your question.
- Raise your hand using the “Raise hand” button.
- Wait for the teacher to call on you before unmuting.

Can I change my background?

Yes, click “Apply visual effects” before or during the meeting to blur your background or choose a virtual background.



Troubleshooting & Technical Help

Why can't I join the meeting?

- Ensure you're logged in with your school account.
- Double-check the meeting link or code.
- Ask your teacher if the meeting has started.

What if my internet is slow or the video keeps freezing?

- Move closer to your Wi-Fi router.
- Close other apps or browser tabs that use the internet.
- Lower your video quality in Settings > Video.
- If needed, turn off your camera to improve performance.

What do I do if I get disconnected?

- Refresh your browser or rejoin using the same link.
- Restart your device if the issue continues.

Classroom Etiquette & Expectations

What are the rules for participating in a Google Meet class?

- Be on time and ready to learn.
- Mute your microphone when not speaking.
- Use the chat respectfully (if allowed by the teacher).
- Dress appropriately as if you were in school.
- Follow school rules and be respectful to classmates and teachers.

Can I record the meeting?

No, students cannot record Google Meet sessions unless the teacher has given permission.

What should I do if another student is being disruptive?

- Ignore distractions and stay focused on the lesson.
- If needed, notify your teacher privately through email or chat.

Privacy & Security

Who can join my class meeting?

Only students and teachers with the correct link and school email can join. Guests must be approved by the teacher.

Can my teacher see what I'm doing on my screen?

No, unless you share your screen. Teachers can only see and hear what your camera and microphone capture.

How do I leave a meeting when class is over?

Click the red hang-up button to leave the meeting. Wait for your teacher's instructions before exiting.



GOOGLE MEET FAQ – STAFF

What is Google Meet?

Google Meet is a video conferencing tool that allows users to host and join virtual meetings from a computer or mobile device. It supports video calls, screen sharing, and real-time collaboration.

Who can use Google Meet?

Anyone with a Google account can use Google Meet. Additional features are available for Google Workspace users, such as longer meeting durations and larger participant limits.

How do I start a Google Meet?

1. Go to meet.google.com.
2. Click “New meeting” and select an option:
 - » Create a meeting for later (generates a meeting link to share).
 - » Start an instant meeting (launches a meeting immediately).
 - » Schedule in Google Calendar (adds the meeting to your calendar).
3. Share the meeting link with participants.

How do I join a Google Meet?

- Click on the meeting link provided by the host.
- Enter the meeting code at meet.google.com.
- Join directly from Google Calendar if the event includes a Meet link.

Meeting Features

Can I record a Google Meet session?

Yes, but only Google Workspace users with the appropriate permissions can record meetings. To record:

1. Click the three-dot menu in the meeting.
2. Select “Record meeting.”
3. The recording will be saved in Google Drive.

How do I share my screen?

1. Click “Present now” at the bottom of the screen.
2. Choose to share your entire screen, a window, or a tab.

Is there a chat feature in Google Meet?

Yes, you can send messages to participants during the meeting using the chat feature. Click the chat icon to open the chat window.

Can I blur or change my background?

Yes, before or during the meeting:

- Click “Apply visual effects” under the three-dot menu.
- Choose a blur effect or a virtual background.



Technical Issues & Troubleshooting

Why can't I join a meeting?

- Ensure you're using the correct link or meeting code.
- Check your internet connection.
- Make sure the host has admitted you if required.

My microphone/camera isn't working. What should I do?

- Ensure your browser has granted Google Meet permission to access the microphone and camera.
- Restart your browser or refresh the page.
- Try using an alternative browser like Chrome.

Why is my video/audio quality poor?

- Check your internet speed. A stable connection is required for high-quality video.
- Close other applications using bandwidth.
- Lower your resolution under **Settings > Video**.

Security & Privacy

Are Google Meet meetings secure?

Yes, Google Meet uses encryption and security measures to protect meetings. Hosts can control who joins and remove participants if necessary.

Can I mute or remove participants?

Yes, hosts can mute or remove participants by clicking on their name in the participant list.

How can I prevent unwanted guests from joining my meeting?

- Use meeting codes instead of publicly sharing links.
- Enable "Only people invited can join" in the settings.
- Lock the meeting once all participants have joined.

