

SUSD Cohorts: must be live in-person instruction (not virtual)

1. In order to receive authorization to begin any cohort, submit the Small Cohort Instruction proposal form to **Maylyn Paculba in State & Federal**.
2. Once site proposal is approved, State and Federal will generate Payroll Authorization.
3. Timesheets will be submitted electronically in the **Small Cohorts Google Folder** and processed by State and Federal department.
4. Designate an arrival area for each cohort. Ensure student arrival area contains physical distancing markers, must wear a mask, reminder to wash hands, complete the Daily Symptom Check.
  - i. Health Care Assists will be screening cohort students.
  - b. Staff member leads the cohort to the classroom.
  - c. Designate a check in area for late students.
  - d. Teachers should begin with a daily health self-check reminder.
5. Designate a departure route to ensure student cohorts are separated at all times.
  - a. Staff member guides the cohort off campus.
6. **ProCare** Attendance system
  - a. Register all participants digitally through site-based application link.
  - b. Post QR code at check in area and facilitate contactless student check in/out.
  - c. Utilize messaging component for parent communication through **ProCare app**.
  - d. Access reporting for attendance/payroll requirements.
7. Designate an isolation area for students exhibiting symptoms while attending program and connect with Health Services for COVID support and contact tracing.
8. Communicate with staff members and participants regarding any cases of COVID-19 while maintaining confidentiality in accordance with the American Disabilities Act.
9. Designate student restroom area, ensure use is minimized to enforce social distancing rules.
10. Provide **Expectations for Families Letter** and **COVID Screening Letter** to all participants.
11. Review classroom sanitation/disinfectant procedures with custodial staff.
12. **Kinder and 1<sup>st</sup> grade**: this is an opportunity to recover those lost students and build back SUSD enrollment numbers by providing cohorts.
13. Cohort participants will not intermix or congregate in any common areas on campus.
14. Students may not share items (must bring their own water bottles- SUSD has purchased water bottles for all students)
15. Review and practice cohort health/safety expectations and methods with participants.

All sites must adhere to the SUSD/STA MOU language:

1. Administration must disclose cohort logistics to all staff. (email) Review school site plans highlighting health and safety procedures covered in site plans (online daily-symptom check vs. on-site check-in, student site/restroom access, PPE/sanitizer access, etc.) as well as general practical concerns such as student Chromebook access and administrative oversight.
2. Cohorts may take any of three formats below:
  - a. Credits-focused. Cohort engages in full-course makeup (such as in-person Cyber High / APEX) or another mechanism for multiple forms of credit accrual/recovery.
  - b. Growth-focused. Cohort teacher provides in-person supplemental instruction (to include direct instruction and interactive instruction) for attending students based on identified student needs (grade-level content mastery)
  - c. Differentiation-focused. Students who are already part of a self-contained class during the school day, then additionally attend as

Cohort Facts: In order to clarify cohorts to ensure standard messaging to all stakeholders.

1. All cohorts must occur outside of teacher work hours; this will generally occur after school for 1.5 to 2 hours (no later than 4:30pm) Teachers volunteer for additional compensation.
2. Cohorts may consist of a maximum of 16 total individuals (including staff). So 15 kids and the teacher, or 14 kids and two rotating teachers, would be the hard-max. You can have this total number split up on different days but it cannot exceed a total of 16.
3. Administration will prioritize which students are in need of the cohort intervention; this is in consideration of the available volunteering teachers.
4. Schools have multiple options to design/configure cohorts based on common needs students may have and match them with the most appropriate teacher.