

# IN-PERSON LEARNING *for secondary teachers* FAQ

## What will teaching and learning look like in the hybrid models?

### **Monday-Thursday Schedule:**

- In-Person Learning Schedules adhere to the virtual bell schedule, and the teacher duty day remains the same.
- Virtual learning instructional times remain in place, allowing teachers opportunities to teach small groups of in-person students and virtual students.
- Student lunches will take place in the cafeteria, the gymnasium and/or the media center to allow for 6 feet social distancing, providing teachers with a duty-free lunch.
- Itinerant staff members maintain their normal schedule.

### **Flex Friday Schedule:**

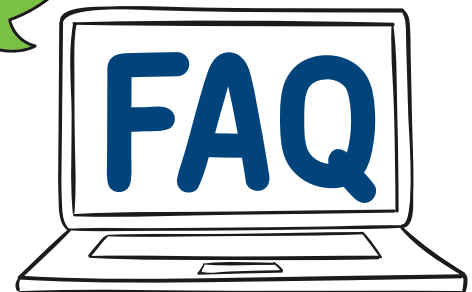
- All staff report to school.
- All students should be using the Attendance application to mark themselves as present for the day.
- 5 day/week students will report to school. Principals will create a duty rotation and/or use non-instructional staff to monitor the 5 day/week students on Fridays.
- Teachers may assign up to 30-minute asynchronous assignments for each class for the first quarter. Guidance for second quarter asynchronous assignments will come from the Homework Work Team, made up of parents, teachers, students, Central Office staff, and school-based administrators.
- All teachers should create small group opportunities and/or office hours for students.
- Teachers will be afforded a 45-minute planning time.
- Virtual Extra-curricular and co-curricular meetings and clubs may be organized for students in the afternoons with permission from the principal.
- Additional opportunities will be provided to allow time for teachers to have:
  - Collaborative planning via *Microsoft Teams* meetings
  - Individual planning
  - Professional development

## How will a teacher provide instruction to the children at home and the children in-school at the same time?

- Teaching in a blended virtual/in-person classroom will require effective classroom management techniques. Teachers should utilize ample time to teach these routines and procedures to students early on and have the flexibility to review them as needed.
- There are three scenarios that can support teachers while planning instruction. These scenarios were provided in a document in the **411 on October 1, 2020**:
  - Scenario 1: Teacher teaches both students in the classroom and at home from the teacher's desk through *itslearning* and *Microsoft Teams*.
  - Scenario 2: Teacher teaches from the teacher's desk using the projector.
  - Scenario 3: Teacher teaches from the front of the room using the document camera or a webcam.

## How will discipline be handled now that we are back in the building?

Principals have been provided directives both virtual and in-person to support the discipline process.



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## What technology will be available to support instruction?

- We anticipate the delivery of the rest of the Chromebooks by mid-October. It is the goal to have all secondary students utilize HCPS devices when they return in-person.
- The Office of Technology will be setting up the docking stations in each classroom to support the use of the whiteboard.
- Each teacher has been issued a laptop. Using the teacher's device and the whiteboard will mimic what can be done with a computer and the use of a monitor.
- We do not have a final delivery date for web cameras.

## Am I allowed to give homework or outside reading to my students?

Teachers are not permitted to give homework or outside reading to students during the first quarter. The purpose of this decision was to study the impacts of virtual work on student engagement, mental health, and screen time. Guidance for second quarter homework and outside reading protocols will come from the Homework Work Team, made up of parents, teachers, students, Central Office staff, and school-based administrators.

## What are some of the COVID-19 Protocols?

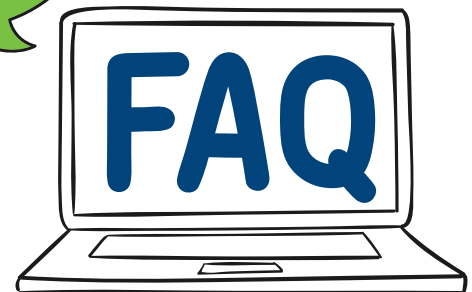
- Each parent is expected to sign an COVID-19 Parent Acknowledgement Letter.
- Each staff member is expected follow the expectations outlined in memos from HR related to COVID-19. The most recent memo is dated September 30, 2020 and can be found by [clicking here](#).
- Highlights from the memo include:

### Self-Checks:

- It is a requirement that every employee complete a self-check, including temperature, before arriving to work.
- If an employee has any COVID-19 symptoms including fever (100° F or greater) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, the employee should stay home, notify their supervisor, and call their doctor.
- If the employee becomes sick during the day, they must inform their supervisor and go home immediately. HCPS communication processes will be enacted, including alerting HR and determining additional precautionary steps for the worksite.
- Employees cannot return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

### Social Distancing and Masks:

- All employees must practice social distancing and should maintain 6 feet between employees as work duties permit.
- An employee's mask must cover the nose and mouth. Masks are not a substitute for social distancing.
- If you are alone in your private office/workspace, it is not necessary to wear a mask.
- If you leave your desk to walk into an area where you may encounter another person, you must wear a mask. If a person comes into your office area and there is less than 6 feet, all parties must always have their masks on.
- If you work in an area that interfaces with the public, masks must always be worn.



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- When in doubt, wear a mask. A cloth mask has been made available for every employee.
- Employees must disinfect their office space after working without a mask.

## **Sanitation Guidelines:**

- Cleaning occurs at regular intervals during the day.
- Employees may assist by disinfecting their personal areas and other communal areas such as door handles, shared equipment, communal work surfaces.
- Employees must disinfect their office space after working without a mask.

## **What does the travel advisory question mean on the daily sign-in?**

Travel advisories during COVID-19 have changed frequently and have not stayed in a consistent location on Maryland.gov. HCPS is not actively monitoring travel advisories as there is no HCPS sponsored travel. Employees are asked to pay attention to the travel advisories as it relates to their own personal needs and confirm before entering our buildings that any applicable advisories are being followed. It is the expectation that our staff are acting responsibly based on whatever the current status of travel is in Maryland. As of October 15, travel advisories include cruises and travel abroad, but please note these could change on October 16, 2020 so pay attention before and after you travel.

## **What if I am absent?**

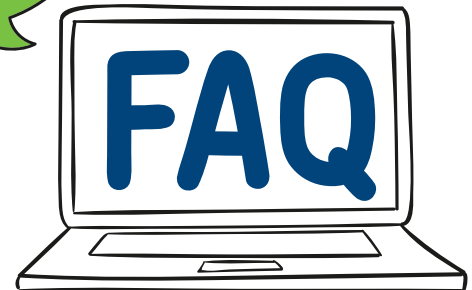
- Employees should follow their normal protocols for absence. Absences will need to be entered in SFE. Teachers that are absent will provide asynchronous lessons for their students to follow for the duration of the absence.
- If you are a close contact of someone in an HCPS building and quarantined by the nurse, and can work virtually, you will be expected to stay productive and work as directed by your supervisor during this time of paid quarantine. You will not be charged sick leave for this quarantined time. The school nurse will notify you if quarantine can be shorter than the standard 14-day time period.
- If you have been quarantined for personal exposure or if you are the person experiencing illness, please contact [benefits@hcps.org](mailto:benefits@hcps.org) to determine what benefits and leave for which you may qualify. All absences will be recorded in the Smart Find Express system (SFE). When an urgent situation occurs related to COVID-19 and the teacher remains able to provide the instructional portion of his/her position, the teachers may provide virtual instruction for up to three (3) days in lieu of submitting sick or personal leave for the day. The teacher must notify their principal or his/her designee when requesting virtual instruction and enter the request for a substitute into the SFE.
- Teachers should have at least three “emergency” asynchronous lessons for each class placed in a shared folder that could be accessed by a department chair or a school administrator in case of an emergency.

## **Can the dress code for employees be modified?**

Although the Professional Dress Statement expectations will be maintained, employees may need to wear clothing that can be easily cleaned and sanitized during the state of emergency.

## **What Personal Protective Equipment (PPE) will be provided?**

Each HCPS school ordered materials to support their employees. Examples of items ordered include, but are not limited to face shields, masks, clear masks, and sanitizing products.



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## Where will students eat?

- Most meals will be served in the cafeteria and or in large spaces throughout the building. Students will face the same direction, utilize a mask when not eating, and maintain 6 foot social distancing. If meals, including snacks, occur in the classroom, the same protocols apply. Cleaning and sanitizing is essential in each location where meals occur.
- Principals and school teams may elect to organize “mindfulness” opportunities for in-person students for the other half of the hour-long lunch. Teachers will likely supervise in-person students for the other half of the hour-long lunch.

## Where will teachers eat?

In an environment that is socially distanced from one another. Teachers can eat in their classrooms individually during their lunch time without students.

## Will teachers get a duty-free lunch each day?

Yes, in the absence of an emergency in the building, teachers will receive a duty-free lunch each day.

## Can students help teachers in cleaning up their work space?

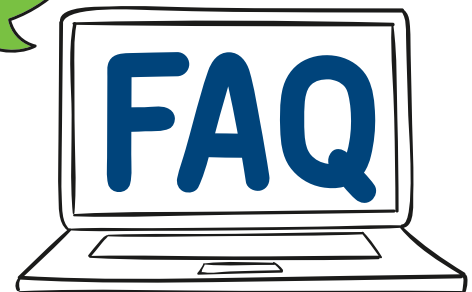
Yes, students may assist in the cleaning of their personal work space just like in typical years. This is especially important in subjects like Art, FACS, Science, and Tech where there may be materials that need to be cleaned after use.

## What do I do if I only have one student show up in my class?

- There is potential that this may occur until November 16, when we are back to school with the 25% hybrid. The guidance is similar to teachers who would potentially have a virtual one-on-one meeting with a student.

### **Virtual Guidelines:**

- Contact the parent to obtain consent for virtual 1:1 session(s), noting no adult or other staff member present. Document date of consent.
- Arrange the meeting utilizing the HCPS online platform, invite the student and additional staff member. For instructional meetings, SE teachers should send the invite to one of the following: a representative from their admin team, Educational Support Professionals, or another SE teacher. For clinical sessions, related service providers should invite their supervisor or another related service provider. Student Services staff should invite their supervisor or one of their peer colleagues. General educators should invite a representative from their admin team, an ESP or another teacher in the building.
- If parental consent is not possible, invite another staff member to join the class.
  - If a staff member is not available, provide an off-line assignment and end the class.
- If parental consent is given, invite another staff member as optional participant. The additional staff member is not required to be present for the meeting to proceed but could join the discussion, similar to in a brick and mortar scenario where another school staff member could stop by the classroom room or office.
- Secondary staff should never record *Microsoft Teams* synchronous virtual instruction with students.



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- If you know that you will only have one student in your class, you can prepare by inviting another staff member to attend virtually.

## **Hybrid Guidelines:**

- If you find that you have just one in-person student show up to class, it is suggested:
  - Keep the classroom door open.
  - Make sure all windows in doors or to the hallway remain unobstructed from paper or furniture.
  - Invite another staff member to your room if someone is available.
  - Keep your *Microsoft Teams* Meeting live throughout the lesson.
  - Sit your student by the door.
  - Alert your administration if you feel uncomfortable and would like additional support. Administrators may provide teachers open spaces in their building (Media Center, Open Pod, etc.) that teachers may elect to teach where other adults will potentially be present.

## **Can I work from home on professional development days?**

Employees can telework on professional development days unless the agenda requires in-person attendance. It is understood that employees will be expected to report to the workplace if the agenda requires it.

## **What is the observation/evaluation process for teachers this year?**

Teachers will be observed and evaluated this school year. Currently, HCPS and HCEA are in conversations for an MOU around teacher observations and evaluations. We are in final stages of that process. Communication regarding the particulars of that MOU will be shared with administrators and teachers soon.

*Last updated 10/21/2020.*

