

# FAQ

## *for elementary teachers*

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

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

- In-Person Learning Schedules adhere to 3rd and 4th tier times (8:30-3:30 and 9:00-4:00).
- Virtual learning instructional times remain in place, allowing teachers opportunities to teach small groups of in-person learners ONLY (beginning and ending of each day).
- 45-minute specials will take place Monday- Thursday to provide teachers with planning. Students can report to the UA and PE locations if a school can accommodate.
- Homerooms will be grouped into 5 cohorts (M, T, W, TH, and 5 day/week).
- Student lunches will take place in the cafeteria, the gymnasium and/or the media center to allow for 6 ft. social distancing, providing teachers with a duty-free lunch.
- Itinerant staff members maintain their normal schedule.

#### ***Flex Friday Schedule – Schools have some flexibility in developing this schedule***

- All staff report to school.
- 5 day/week students will report to school.
- All other students will work virtually.
- Class Meetings are mandatory for all.
- Mandatory small group opportunity for all students.
- Lunch Block: May differ due to reduced students.
- Office hours will discontinue. Parent communication will remain as in previous years.
- Asynchronous learning requirements for Fridays:
  - Asynchronous counseling lesson
  - Asynchronous UA/PE lesson
  - Small Groups
- Learning options for Fridays, include but are not limited to:
  - Online math interventions
  - SSR
  - Core content - independent work completion
- Teachers will be afforded a 45-minute planning time.
- Additional opportunities will be provided to allow time for teachers to have:
  - Collaborative planning via Microsoft Teams meetings
  - Individual planning
  - Professional Development
- Cohorts (of same grade level) can be blended to assist with scheduling if 6 ft. social distancing can be maintained.

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### **What are the expectations for Asynchronous Learning?**

#### ***For Students:***

- Have daily access to Virtual LIVE Lessons
- Have access to recorded lessons if they are unable to access the Bell to Bell LIVE schedule.
- Access the playlist on Its Learning for independent work
- Submit completed assignments to the classroom teacher

#### ***For Teachers:***

- Teach and record all LIVE Virtual Lessons **OR** continue pre-recording lessons for students. Remain flexible as we transition into our hybrid model. The ultimate goal is to offer teacher autonomy and choice. Out of an abundance of caution, we will continue with pre-recorded video through the weeks of October 10 and October 19, this will give us time to fine tune the logistics surrounding LIVE video taping and posting of lessons to itslearning.
- Post recorded lessons and independent assignments in itsLearning for all students to access
- Review and provide timely feedback on work submitted
- Work collaboratively with principals to clarify messaging for this option

### **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 2, 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.

### **What options do staff have if they are unable to report to work in the building?**

- **This is the link to the Benefits guide that outlines the leave options.**
- Leave options are FFCRA, FMLA, and expanded Leave of Absences as negotiated in the union MOU.
- HCPS is not denying any leave for which an employee qualifies.

### **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 Chromebooks by mid-October.
- 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 laptop and the whiteboard will mimic what can be done with a laptop and the use of a monitor.
- We do not have a final delivery date for web cameras.
- Schools are exploring document cameras for those who do not have them.

### **What are some of the COVID Protocols?**

- Each parent is expected to sign an **COVID-19 Parent Acknowledgement Letter**.
- Each staff member is expected follow the expectations outlined in memo's 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.
- 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.

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### **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 options do we have for childcare?**

- Staff members were notified on September 18, 2020 of the support HCPS was providing staff members. Below are highlights from that communication:
  - Any staff members who need their school-aged children to return to school on October 12, 2020, can plan to do so if the child is a current HCPS student. Please reach out to your child's school administrator(s) by September 25, 2020 to inform them of your student(s) name and corresponding grade level so that schools can plan accordingly. Children of HCPS staff who are enrolled in HCPS are eligible to return to school up to 5 days per week.
  - Staff members that utilize a Before and After School Program at their child's school should contact the provider to see what their availability for care is at that site. Before and After Care Programs that are supporting HCPS as of October 12, 2020 will resume their normal operating hours.

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

- HCPS will not be adjusting the dress code for employees.

### **What Personal Protective Equipment 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.

### **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 6ft social distancing. If meals, including snacks occur in the classroom, the same protocols apply. Cleaning and sanitizing is essential in each location meals occur.

### **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.

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### **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. Please note, this is only if you are quarantined because of close contact at HCPS. 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 SFE.

### **Will there be additional support?**

- Schools will maintain a few LSC proctors to support classrooms, students and coverage.

### **Will I continue to receive 75% pay for meeting with asynchronous students outside the duty day?**

- Instruction and feedback are live and therefore additional meeting times are not required for general educators.

### **Can students sing in the school building?**

- Students cannot sing in the school building even with a mask on. They can sing outside with masks on, six feet apart. This applies to “Happy Birthday” as well.

### **How do I adequately assess/score/grade a virtual student that doesn't turn in assignments?**

- Students need to submit work. If work isn't submitted, the following options are available to teachers:
  - Phone call home
  - Parent conference
  - SST process
  - PPW contact
- Report card comments and grades should reflect lack of student engagement and/or failure to submit assignments.

### **How do I know the validity of the data when a student is working virtually? Google, calculator and parents are all appearing on screen.**

- Best practice is to remind students that work needs to be done independently. Teachers are encouraged to communicate with families so that expectations are clear.

*Last updated 10/6/2020.*