

# **DISTANCE LEARNING MOU**

## **FREQUENTLY ASKED QUESTIONS**

### **WORK FROM HOME OR SCHOOL**

**Q: If teachers decide to teach from home, will the district provide teachers with a “hotspot?”**

A: No.

**Q: Can we choose daily whether or not we teach from home? Do we have to notify admin of our choice?**

A: You have the choice. You really should have a schedule that you stick to for the purposes of the custodial staff knowing ahead of time, but the MOU gives you choice. You should notify your admin.

**Q: Is it possible to teach some days from the classroom and some from home?**

A: Yes, but a schedule for the week which you share ahead of time with your admin will help the custodial staff do their jobs.

### **SICK LEAVE**

**Q: If we are sent home, for any yes answers to the questions, is it a "sick day?"**

A: Yes, unless you can do your work for the day from home.

**Q: What if I need to be absent?**

A: Put in for a sub and notify your supervisor/admin to coordinate making sure your students will have access to the sub for the day.

**Q: Can we just post assignments for students instead of getting a substitute if we have doctors appointments, etc?**

A: No. If you cannot attend a period or learning block depending on grade level or office hours etc, you will need a sub and take a sick/PN day.

**Q: If we need to self-quarantine, are we still teaching from home?**

A: You can, if you are able. This way you will not have to use a sick day.

## **TEACHER-RELATED CONCERNS**

**Q: Where can we access that elementary schedule that was shown?**

A: On the MOU emailed to you, there is a link on the left side for the schedules. It is also on our website at [www.mycvta.org](http://www.mycvta.org) .

**Q: What about evaluations?**

A: Evaluations remain the same as in the Collective Bargaining Agreement.

**Q: Can you go over the portion of the MOU that goes over removal of personal items from classrooms please?**

A: Site administrators have discretion to determine which items need to be removed in order to maximize space for moving into the Hybrid Model. You must have your items out by September 18th.

**Q: Will lesson plans be part of the teacher accountability? Will we be required to report (or notify admin) of specific times of synchronous instruction?**

A: You have always been expected to create lesson plans and have them available for admin as needed. Your plans should reflect the work you plan to do each day, including synchronous and asynchronous work.

**Q: Will the district allow us to have access to all curriculum for Houghton Mifflin? For example, in Elementary, we should have access to K-6th.**

A: Speak to your site admin to request this.

**Q: I'm concerned about having students do physical activity on camera, especially since we cannot dictate what they are wearing or the camera angle. How do you suggest we maintain student privacy while in a live virtual setting?**

A: You need to have your camera on so the students can see you, but you can have the students turn theirs off if you prefer.

**Q: What is expected during the "assessment" time on Wednesday?**

A: That could be a time to have students take assessments (so as not to use the learning blocks) as well as providing feedback on assessments with students individually.

**Q: What happens to high school and middle school teachers who have a period of prep ?**

A: You don't have a period of prep with Distance Learning. Your prep time is scheduled in the afternoons.

## **STUDENT MATERIALS**

**Q: Will students get their anthologies or consumables books to have at home?**

A: Yes, students will receive normal consumables, books, etc. If there is something you create that you would like them to have, you need to coordinate that.

**Q: Will we be able to still make copies for activities to send home? If we can arrange to get items picked up by parents.**

A: Yes. Speak to your site admin to request this.

## **PROFESSIONAL DEVELOPMENT “PD”**

**Q: What happens on those Wednesdays that the district does not plan District PD?**

A: Those two hours belong to the District, but could be moved into teacher prep and office hours if nothing is planned.

**Q: Does “site PD” mean at the site or online only ?**

A: Everything should be virtual. “Site PD” just means PD that is site planned.

**Q: Are we on campus for PD days?**

A: Your choice; you can attend from home or from your classroom. It is virtual.

## **CANVAS - GOOGLE - ZOOM - AERIES**

**Q: Since we have the discretion, does that mean we do not have to use Canvas if we choose to just use Google Classroom, etc.?**

A: Canvas is an expectation, but that expectation is dependent on receiving proper training. Since the training we received on 8/11/2020 was not adequate for us to be proficient and begin using Canvas, we should just explore it for now and use it when you feel comfortable. There will be on-going training on Wednesdays.

**Q: How do we do attendance?**

A: Same as normal on Aeries.

**Q: Everyone keeps mentioning Canvas, yet most of us have zero experience with that platform. Does that mean Google Classroom can no longer be used, at all?**

A: Canvas is a learning platform and is meant to house everything you will need for your students. Google Classroom will be used within Canvas.

**Q: Attendance is only from our Zoom classes?**

A: While Zoom may not be the only way you interact with students live, you will need to take attendance. There will be another way to record engagement.

**Q: Do we need to hold zoom classes on Mon, Tues, Thursday and Friday?**

A: Live interaction is expected daily. On Wednesdays it could be handled through your office hours. It does not have to be through Zoom, if you prefer something else like Google Meets.

**Q: I know you went over but for clarification. Can I use canvas and zoom alternating?**

A: To the best of my understanding, you may use Zoom and Google Classroom from within a Canvas account.

**Q: Are we supposed to use Zoom? Or Google Meets?**

A: Teachers may use their discretion as to which platform best meets their needs, all under Canvas.

**Q: Do you know if the district is looking into purchasing software for distance learning?**

A: The District purchased Canvas as the learning platform, and we have access to upgraded Zoom accounts.

**Q: Will there be more direction on which program we should use for synchronous live teaching, like Zoom or Google Meets? Will Zoom be purchased for us?**

A: You have teacher discretion, and you should set up Zoom using your District email.

**Q: Can we record our daily Zoom meetings?**

A: It is encouraged, but not required. It is a good idea to have your lessons available for later review by parents or students.

**Q: What about the parents that work? Their kiddo is in daycare. Can I record the lesson for them to do at night?**

A: Teachers are highly encouraged to provide live recordings for parents and students to access at any time, but it is not required.

**Q: Is it ok for us to use breakout rooms on Zoom for group work during our teaching block?**

A: Yes but be aware that you cannot record anything in breakout rooms (limitation of Zoom).

**Q: I feel more comfortable using Webex to host my synchronous & asynchronous instruction, but the DO seems to be promoting Zoom. Which one should I use?**

A: You have teacher discretion to choose, but the District will not be able to provide support for WebEx.

## **DAILY INSTRUCTION, MINUTES AND CLASS SIZE**

**Q: Are all 240 min on the schedules live instruction?**

A: No, they are a combination of synchronous and asynchronous work. You are not expected to be live for 240 minutes per day. For all grade levels, your learning blocks can be a combination of synchronous and asynchronous learning.

**Q: What is the MINIMUM amount of minutes for synchronous instruction?**

A: There is no minimum set by the CDE. They require daily live interaction, and did not specify a minimum.

**Q: How do the minutes and schedule affect combo classes?**

A: You would have the same 240 minutes required as everyone else.

**Q: I was told I could possibly be a DL 5/6 Combo this year. How does this affect the minutes I'm expected to teach?**

A: It doesn't. You would have the same minutes as everyone else.

**Q: Will PE class sizes be lower in high school?**

A: Class size limits remain the same as in the CBA during distance learning.

**Q: Does class size remain the same?**

A: Yes.

**Q: Can we combine PE 20 mins., or any other instructional subject, to fit our weekly schedule? Just as long as I meet minutes? Does this include intervention time?**

A: The minutes listed should be met within the week. Teachers may use discretion to schedule them for the week.

**Q: High school normally teaches 5 periods. Are we now teaching an extra period?**

A: Depends on how you look at it. You are also limited to teaching 3 periods 4 times per week. So less than the 5 you teach per day in an in-person model. But yes, 6 periods in a semester overall (temporary for Distance Learning).

**Q: Are the learning blocks in elementary set to those time frames? For example, can the break and lunch times be switched, so students have a longer break in between the learning blocks?**

A: No. The schedule is fixed. Some flexibility may be allowed, but you'd have to speak to your site admin. It is important that you do not constantly make schedule changes for consistency with students and parents.

**Q: If we are recording instruction sessions, are we saving them on our laptops?**

A: It's up to you how you save your files.

**Q: Does the intervention time have to include all students, or just those who need more help?**

A: That time may be small group or individual, as needed. You have discretion as the teacher.

**Q: Do secondary students earn a full semester's worth of credit in the quarter?**

A: Yes.

**Q: Are the learning blocks for elementary schools for whole group instruction?**

A: They are for instruction as you would normally do in the classroom, such as direct instruction, independent practice, group work, etc.

**Q: Will we be able to have a volunteer or assistant to help us produce videos in our classrooms? Or will tripods be provided as we move through our classrooms to teach?**

A: You may not bring anyone to your site with you, and only employees will be allowed onto campuses for the most part. The District authorized the purchase of a device that will allow you to move around while on camera.

**Q: What do office hours look like? Do I preschedule that with the students or do I have an open Zoom session where kids come in and out?**

A: You have teacher discretion for this. You may be making phone calls, answering emails, holding an open Zoom where students log on for support. It is up to you.

**Q: During the learning blocks, when students are doing asynchronous work, like completing an assignment for the last 10 minutes... do I stay signed in on zoom for questions or can that be done through google classroom?**

A: This is teacher discretion to decide. However, just as if you were in your classroom, you don't leave the room while students are completing independent work. You are there if they have questions.

**Q: Do we provide work for our students on Wednesdays?**

A: Yes. Asynchronously.

**Q: If a pupil is present but does not participate they will be absent?**

A: Just like in the classroom, that student would be marked present, but with the engagement recording, you would want to note the lack of engagement, and also try to get the student participating.

**Q: If we need live instruction or interaction with students on a daily practice, what happens when the students don't show up?**

A: You would mark them absent and mark their engagement as well.

## **SPECIAL EDUCATION**

**Q: How will students in Special Education be recorded for attendance and participation?**

A: You will need to keep an engagement record and could use that as attendance.

**Q: What will the schedules look like for special ed classrooms?**

A: There isn't any specific direction from the sped dept on our classroom schedules, but the basic schedule frame should apply.

**Q: Inclusion periods are considered a teaching period. Will we still be offering inclusion at our middle schools?**

A: This is a question to ask at your site.

**Q: Will there be an official means to record absences for students that show up for GE classes but don't show up for SPED/RSP...or do we keep a separate log/report for that?**

A: There will be separate attendance for each period each day. There will also be a way to record participation.

**Q: According to elementary school IEPs, Special Day Class students go to general ed for ELD. Has the special ed department given any direction on how this should be handled?**

A: No direction has been given from the sped dept at the DO but we imagine you would coordinate with the general ed teacher as usual.

**Q: What will these schedules look like for self-contained multiple grade levels special ed classrooms?**

A: The schedules are the same. What you plan during those times may look different than a general education class, though.

**Q: For RSP teachers who don't usually take attendance, how will that work?**

A: No direction has been given from the sped dept. regarding RSP.

**Q: Are service providers (speech, counseling, therapists, etc...) for SPED students using teacher instructional time?**

A: Our understanding is that if students would normally be pulled out of class, that would continue to happen during Distance Learning. Speak to your supervisor for clarification.

**Q: Do we have any direction for special education and the use of paraeducators?**

A: CSEA is negotiating their own MOU which will guide the work of their members.

**Q: Will district staff continue to schedule IEPs?**

A: That is our expectation.

**Q: If per the IEP students are supposed to be provided supports, such as supported seating or other tools, will they be provided those at home?**

A: We believe those supports will still be necessary and should be provided to the student. That would be a site coordinated effort.

**Q: What are the parameters for instructional aides to support the teacher during instructional minutes? Small group sessions? Support with grading? Taking attendance, etc?**

A: The support should be the same. However, CSEA is negotiating an MOU for their members.

### **TECHNOLOGY EQUIPMENT AND SUPPORT FOR TEACHERS AND STUDENTS**

**Q: Can we retrieve our document camera from the classroom to use at home?**

A: Yes, just let your admin know what you are taking home.

**Q: If we need an external mic for our laptop at school (mine does not work well)..who do we contact? This is if we decide to go to the school site.**

A: Speak first to your site admin.

**Q: If our district technology is not working what options are available to us to conduct our instruction?**

A: If you are at your site already, notify your administrator. If you are at home, check that it isn't an internet issue. You may need to go to campus until it is corrected. Either way, check with your admin.

**Q: Can we get a link for parents who need tech support?**

A: The District has not provided anything to us for this purpose, but has said they will provide support to students and parents. Bargaining Unit Members may provide minimal technology support for students and families.

**Q: Will there be a technology support person at each site to assist us with problems that may emerge at the sites?**

A:

Not necessarily, but you can call the tech hotline and/or submit a work order.



## VAPA

**Q: How will elementary VAPA teachers know what their schedules are?**

A: Your administrator will create your schedule.

**Q: Will site admin be responsible for creating the VAPA schedule for 4th-6th?**

A: Yes.

**Q: Does VAPA count towards instructional minutes?**

A: Yes, but you still need to meet the other requirements for other subjects

## SAFETY - MASKS - ON-CAMPUS PROTOCOL

**Q: 2.04 is the intention that masks don't need to be worn outside while on campus and inside if more than 6 feet?**

A: Masks should be worn anytime you are not alone, and even with masks on you should maintain the 6 feet of distancing.

**Q: What about a student and/or parent who refuses to wear a face mask while on campus, or say we can't force them to wear a mask?**

A: Parents on campus will be minimized as much as possible and they are expected to follow all policies or will be asked to leave. Student masks are not optional, they are mandated.

**Q: Can we be six feet apart in our rooms and collaborate with another teacher?**

A: Yes, but you should still wear your masks.

**Q: For teachers who share a classroom with another teacher, will they bring in an extra teacher desk?**

A: You will need to coordinate with your site administrator to determine what works best for the space.

**Q: Will custodial staff be coming in and out of my classroom during my work hours?**

A: They should not be going into classrooms while you are working. Notify your administrator if there is an issue.

**Q: Who do I contact about my air filtration system?**

A: Put in a work order if there is an issue and talk to your supervisor/admin.

**Q: Who will be disinfecting our classrooms?**

A: Trained personnel.

**Q: Do we have to check out when leaving campus?**

A: Yes, you will check in at the assigned ingress point, and should leave through the assigned egress point. Notify your admin (via text or email) when you leave so they know they can sanitize your room.

**Q: Will all contacts be notified and quarantined?**

A: Following the County guidelines, yes.

**Q: Starting at what grade are students required to wear a mask?**

A: Above 2 years old is the Governor's guidance. The MOU requires all grades to wear masks.

**Q: Is Headstart using the same protocol when entering school also?**

A: This MOU applies to Early Childhood Education as well. Their schedule is still pending, however.

**EXTRA CURRICULAR ASSIGNMENTS**

**Q: If we have clubs, when can we have our clubs? Can we have some of them on Wednesday?**

A: All extra services, coaching, etc. must be done outside your regular workday as normal.

**HYBRID QUESTIONS**

**Q: When we go to the hybrid model, will the same schedule continue for the kids?**

A: There are intentions to keep it the same but until we negotiate an MOU for the Hybrid Model, we can't say for sure.

**Q: Any word when the hybrid model will start?**

A: We cannot move to the hybrid model until the state and county say it is safe to do so.