

Frequently Asked Questions – Teacher Expectations

1. Will the calendar change for this year?

October 12 and February 16 will be instruction days for both students and teachers. The two professional learning days have been moved to August 18 and 19 to provide two more days of training for our staff to ensure understanding and building the quality remote learning environment. The first day of school will be Thursday, August 20, 2020.

2. What do I do if I need accommodations or am considered high risk and do not feel comfortable or unable to return to the building?

Please talk to your principal or the Human Resources Department to discuss your specific needs. Guidance will be provided based on the individual needs of each staff member.

3. Are teachers going to be required to teach virtually and in-person when we are able to return to in-person learning?

When we are able to provide in-person and choice remote learning, there will be a variety of teaching settings. For elementary, there will be some teachers who just teach remotely, some teachers who have both in-person and remote learners, teams who share the remote learners, and those who only teach in-person learners. For secondary, there may be some courses/sections which required teachers to teach in-person and remote simultaneously. Training and supports will be provided to ensure the success of the teacher and the students.

4. What will we do if I need to go into quarantine or get sick?

If a teacher is in quarantine and is able to complete the job duties at home, that could be an option with input and approval from supervisor. If you are sick, you will follow our standard sub procedures.

5. Will substitutes be trained on our remote processes?

Yes, substitutes will be trained for in-person and, for some, for the remote settings. We also will have the option of using in-house, trained staff for some substitute situations.

Remote teachers are responsible for substitute plans when they are absent. Assignments should be in TEAMS/Canvas for students to access, and direct teach done through pre-recorded videos when possible. Remote subs will be provided to facilitate the learning.

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6. Will teachers be expected to work throughout the evenings and on weekends?

Teachers will be expected to follow their normal schedule as if they were in the building, including tutorials. EMS ISD will work with campus principals to determine individuals who *may* want to work outside school hours to assist with a district wide tutorial/intervention program.

7. How will we provide additional supports to our students if they are in need?

EMS ISD is working on providing a mobile service that could include library books, devices, resources such as textbooks, science labs, art projects, etc. EMS counselors, intervention counselors, social workers, nurses, and staff who are available will be able to go into our neighborhoods to provide supports as well. After school hours academic support will also be provided by district employees via TEAMS.

8. How will campuses build the school spirit if everyone is in a remote environment?

Principals will be able to hold class/grade level activities, pep rallies, assemblies, art shows, etc. through campus wide or grade level wide live TEAMS meetings. It is critical that we continue to do what we would do in our buildings in a virtual environment to build school spirit, unity, and relationships among our students and staff.

9. What is expected of teachers and how we teach?

Teachers will provide direct instruction each day following the bell schedule/master schedules/assigned elementary subject times. Teachers will be the instructor for all learning. Parents need to rely on us to be the teachers, students to rely on staff to provide them the supports we would if we were in the building, and parents need to be able know the older students are able to complete the schooling with little assistance and the younger ones need to be supported through using the technology, but are being taught by the teacher.

10. How will students get their devices, textbooks, consumables, manipulatives, etc.?

Campuses will facilitate a technology device pick up schedule similar to last spring. In addition, each campus will arrange schedules and opportunities for resource distribution.

11. Am I able to continue to work from my home or will I be required to teach from my classroom?

As we are operating in required remote learning, teachers may work remotely, except in the following cases:

1. The teacher cannot facilitate acceptable internet access to ensure 100% connectivity to TEAMS, Outlook, and other district-standard technology programs.

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2. The principal requires the teacher to be onsite for work that must be completed on-site. Examples include:
 - a. Certain meetings, scheduled by the department head, grade level lead, campus administration, or district administration
 - b. Requirement to have access to certain on-site equipment
 - c. Responsibility for direct, in-person teaching to identified populations of students, such as:
 - i. Certain students receiving special services and requiring in-person services that cannot be provided remotely.
 - ii. Athletic and Fine Arts programming, as allowed by the UIL and/or District standards.
 - d. Other duties, as assigned in response to campus, district, or student needs.
3. The teacher's remote learning environment is not conducive to a quality, on-task, focused learning environment.

Teachers who work on-site:

1. Will have access to their classrooms, instructional materials, and facility resources.
2. Will be in a climate-controlled setting.
3. Will have their classrooms, restrooms, etc., cleaned and disinfected daily or more often when appropriate.
4. Will be required to adhere to all social distance, mask orders, etc.
 - a. Masks are not required to be worn in the teacher's classroom with no other individuals present.

For all other staff, it will be determined using the measure if whether the staff person's work can be completed satisfactorily in a remote environment:

1. If it cannot be, then the staff person must be onsite to complete his/her work.
2. If it can be only at times, then a schedule must be developed that takes into consideration the specific job task or responsibility.
3. If it can be done remotely, specific protocols are being developed for those staff to work remotely.

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12. Can staff allow their children to accompany them in-person during the workday?

This may be allowed under the following conditions:

1. The child is a school-aged student.
2. The staff person is able to fulfill their job responsibilities satisfactorily with the child present. If the child is ever unsupervised, this privilege would be rescinded.
3. The staff person's position allows for them to supervise the child 100% of the time.
4. There is an appropriate location for the child to be self-managed and to have a satisfactory learning environment.
5. If the child has siblings, all of them can be together, but may not mix with children of other staff members.
6. The child can manage his/her behavior appropriate so that the staff member's job performance is not negatively affected.
7. There are no staff performance issues that would inhibit the provision of this privilege.

13. What will my work hours be?

Work hours, in most cases, will match the duty hours required under normal conditions. For those staff members providing services to students outside the established work hours, adjustments may be made accordingly.

14. What PPE will be expected? Will it be provided?

EMS ISD has worked with Tarrant County Health Services and is following guidelines from the CDC. All students and staff are expected to wear face coverings. Face masks will be provided for all staff; face shields will be provided for some staff for specified use. Students in Pre-K and lower elementary grades will have access to face shields for phonics and guided reading groups. Students in all grades will have access to face shields as appropriate for specialized services. Each campus will have disposable masks for students who forget masks. Other PPE, such as gloves, are provided to staff. PPE supplies will be replenished as needed.

15. Will teachers be required to eat lunch with the children in the classrooms?

Once we return to the building, students will eat lunch in the cafeteria, or in some elementary campus, in their classrooms. Teachers will still receive their 30-minute duty free lunch.

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16. Can I wear scrubs?

The district understands the desire to wear clothing that is easily washed at the end of the day. Jeans and scrubs are acceptable daily dress if desired until further notice. If a staff member chooses to wear scrubs, they will not be provided by the district. For more specificity, please see campus expectations.

17. Will we be trained on Health Protocols?

Yes, all staff, district wide, will be trained on health protocols. Principals and Department Heads will provide the specific dates of training.

18. Will I have cleaning supplies for my classroom or workspace when I am in the building?

Each classroom and work area will have a tote bag with cleaning supplies. Guidance will be provided on how to use the specific supplies in the bag, as well as being outlined on an enclosed instruction sheet. Cleaning supplies will be replenished by the custodial staff, and PPE supplies will be replenished by the campus front office.

19. What will be different between distance learning in the spring and remote learning in the fall?

Teachers, specialists, campus staff will be trained on the specifics of remote learning. The main difference will be that TEAMS will be used for elementary and CANVAS for secondary students to assist parents and students in dealing with only one learning platform software; teachers will provide direct teach for student instruction following normal bell schedules, and daily requirements for assignments, lessons, and participation will be required for all students. The Grading and Reporting Handbook will be followed and numeric grades (2-12) will be taken and posted in Skyward Family Access and on Report Cards. Grades PreK -1 will follow the normal standards-based practices. Both in-person and remote learning will follow the same policies (grading, code of conduct, curriculum, etc.)

20. What if I want to use Google, SeeSaw, or another software that I am used to using?

Teachers are expected to use the district's standard learning management systems (TEAMS/Canvas) to provide consistency for students and families. Staff will be trained in the technology and instructional standardization protocols when they return to Welcome Back Week training. The training will include how teachers can embed other digital resources like Nearpod and Flipgrid into the Teams and/or Canvas platform. The purpose of the standard requirements is due to the feedback of our teachers, parents and students who became overwhelmed in the spring by the large variety of platforms teachers used to teach, which caused confusion and frustration for many. Curriculum Coordinator and Instructional Technologists will provide the trainings together so that both instruction and technology are addressed together.

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21. Will teachers have to manually transfer grades into skyward from the learning platform?

Yes, official grades will be put into Skyward only. Grades in CANVAS will be seen only by the teacher. Parents and students will be able to see their grades in Skyward in Family Access only. This is because Canvas does not receive grades or assignment changes back from Skyward. Skyward is the official record for grading and reporting and Canvas will have authority over that to make changes, meaning that if we have both software platforms sync with each other, CANVAS will override Skyward. It can have undesired results at the secondary campuses where GPA and class rank depend so much on accuracy of grades and weights.

22. How is attendance taken in remote learning?

Teachers are required to follow attendance procedures as outlined by the district Attendance Handbook.

23. How are grades taken in remote learning?

Teachers will follow all guidelines outlined in the EMS Grading and Reporting Handbook.