



Madison County Remote Education

Teacher Guidelines and Handbook

March, 2020

PROFESSIONAL GUIDELINES FOR HOME INSTRUCTION

1. Our first priority is the health and safety of our students and our employees. Please continue to take care of yourself.
2. During the Home Instruction period, all full-time school staff will continue to be paid their base salary on the same timeline.
3. It is extremely important to maintain a high standard of professionalism during this period of Home Instruction. This includes the following:
 - being present and available via phone and digitally to parents and students;
 - maintaining a professional demeanor online (whether working from home or school), both on screen, in conversations, and in written communications; and
 - providing meaningful work and feedback to advance student learning.
4. If you need to take leave because you will not be able to work on any given day, you will need to submit your leave as normal.
5. If you have voicemail on your classroom phone:
 - Teachers working from home must access your school voicemail at least once a day and return any phone calls. Directions for retrieving your phone messages remotely will be provided to you.
6. **Use your district email for all email correspondence.** If you use your personal email, remember that all communication is considered a public record.
7. All teachers must keep a time sheet to verify attendance.
8. **Those working from home who do not maintain a high standard of professionalism will be required to work from the school.**
9. All teachers (and anyone else not working on site) must keep a time sheet to verify attendance.
10. Paraprofessionals and office staff will assist in one of several areas:
 - volunteer with lunches
 - preparation of student packets;
 - make phone calls to students and their families who have not connected with the teachers and assist with routing incoming calls and inquiries to the proper person; and/or
 - assist with collection, distribution, and collating of student work, as necessary.
11. Tech support is available. If you have a question, please reach out and ask. Please be patient, particularly as this initiative is rolled out. We know that there will be many questions in the beginning; and we want to provide everyone with the support they need. You may contact the **IT helpdesk** by emailing it-helpdesk@mcsbfl.us or by calling 850-973-5014.
12. Full-time 10-month teachers must be on duty a minimum of 7.5 hours a day which includes a 30-minute duty free lunch and 45-minute planning.

13. Teachers must attend required faculty meetings via technology and/or in person.

TEACHER ABSENCES

Teachers will need to submit a leave form for any day they are not available to work their entire schedule. These forms must be completed submitted within 48 hours of absence. In the event of a teacher absence, the teacher should post student assignments prior to their absence. This will allow students to continue working during the time away. In an emergency situation, teachers should notify their administrator to plan arrangements for ongoing learning in their absence.

After checking log-ins and communications upon returning, teachers should update student attendance accordingly. Teachers may make corrections and updates to attendance within a three-day window.

PROFESSIONAL LEARNING COLLABORATION

Every effort will be made to provide opportunities for virtual collaboration. Those opportunities will be posted and shared with teachers.

CHILD ABUSE LAW

There are times that a student will confide information in a virtual setting that they may not be comfortable to share in person. All employees who suspect that a student has been abused are still required by law to report their suspicions.

ALL suspicions MUST be reported by calling 1-800-342-9152. For further information, see the school counselor or grade-level administrator.

CLASSROOM TELEPHONE GUIDELINES

In the virtual classroom, the telephone is one of the key pieces of equipment that help a teacher to facilitate the learning process by effectively increasing students' on-task learning, decreasing students' off-task behavior, communicating with parents, and reaching out to teammates for support.

All teachers are required to have a designated number available during work hours in the event that the school needs to contact you. Directions for you to obtain a telephone number through Google Voice was shared with you earlier. Also, you will be receiving further guidance on being able to use your classroom number.

ONLINE PROFESSIONALISM

As professionals, students and parents will look to you to model appropriate behaviors in an online setting. Consider the guidelines below as you move to a virtual instruction platform:

- Maintain separate sites for personal and professional use. Do not use your personal email addresses, websites, or social media sites for online teaching or communication.
- Dress appropriately when appearing in video streaming. Students need to see that you are taking this seriously and it is “business as usual.”
- Be cognizant of background noises in phone and streaming conversations. This is especially true if you are working from home. Background sounds from pets, television, and conversations from others in the household can be distracting in an online setting. Find a quiet place when meeting online.
- Prior to appearing online, make sure you blur your background or are in a professional setting. This includes removing food and drink from your work station when meeting online.
- Make sure all links, streamed activities and online content is completely vetted and appropriate prior to sharing with students.

EMAIL

Teachers are responsible for checking their email on a daily basis. As a professional courtesy, please respond to emails in a timely manner. In addition, many students send messages through Google Classroom. All teachers need to ensure they answer messages in a timely manner.

EVALUATIONS

Q: How will teacher evaluations be impacted by the COVID-19 response?

A: For the 2019-2020 school year, statewide assessments have been cancelled. This cancellation will impact the ability to calculate Florida’s Value-Added Model (VAM) as well as provide statewide data that many districts use to calculate the student performance component of some annual teacher evaluations. For teachers who have not had their classroom observation completed, the implementation of instructional continuity plans may make meeting the observation requirement difficult to achieve. *As a result, annual evaluations required under section 1012.34, F.S. are waived for the 2019-2020 school year.*

COMMUNICATION LOG

Please continue to maintain a log of all parent communication in the manner consistent with what you are currently required to do at your school. These logs will be important in documenting your efforts to maintain contact with students and families.

At the end of the grading period, all parent contact logs will be collected from employees. (They may be collected at the end of each week.)

STUDENT ATTENDANCE

Taking attendance is still a legal obligation even in an online setting, and is a record that is frequently monitored for compliance. It is important that records are maintained and accurate.

Teachers will continue to take student attendance in Skyward. Students can demonstrate attendance in a number of ways, including but not limited to the examples listed below:

- Logging into an online platform
- Create a Class Group to include all of your students, then send an email to the group. Attendance is taken by the number of replies the teacher receives.
- Sending an email or a message
- Engaging in a phone call with a teacher or other school employee
- Participating in an online forum or web thread conversation
- Connection with students during meal delivery

For elementary students working on paper packets, please verify with the student or caregiver daily through email, or phone that the student is engaged and working.

Teachers on an A/B schedule will continue to take attendance every other day. If students check in at least once over a two-day period, they should be considered "Present."

Please notify your school counselor and/or administrator if you are unable to get in contact with a student for three consecutive days, so they can follow up with families. Schools that are unable to reach a family for five days should provide documentation to the principal's and superintendent's office.

TEACHER-STUDENT CONFERENCES

You can continue to hold parent conferences via phone or provide progress updates via email. If you are planning a team conference, you may schedule that through Zoom.

Please document your notification to the parent/caregiver regarding the time, date, and phone number for the conference. Make a notation in your log if the parent does not call in.

GRADES

Teachers are still responsible for maintaining and reporting accurate grades. Grades are issued by the teacher and should be updated in Skyward within a week of the due date for the assignment.