

# Morning Sun Community School District

## Return to Learn Faculty Supplemental Resource

August 10, 2021

### Purpose

The purpose of this document is to give the staff a more comprehensive overview of the components to our Return to Learn plan including additional information regarding health and safety as it particularly pertains to employees. In addition, this document will outline specific staff expectations in regard to returning to the classroom and the expectations for employees as we transition to a simultaneous in-person and online learning environment.

### Morning Sun Community School District Plan, Education - Learning Models

Morning Sun CSD will require staff to simultaneously have their work in their online classroom and work for in-person classrooms for each school day. Plans are described below.

Learning Management Systems Utilized:

- Google Classroom 3-6
- Seesaw, Grades K-2

### In-Person Learning

It is the district's expectation that all staff will return to their classrooms for in-person instruction that will begin on August 24. Thus, expectations for instruction would be the same in this format as it was prior to the emergence of COVID-19. The district continues to monitor health information and will continue to gather additional medical information in making decisions for in-person education. We are also aware that certain students may not be in the building for in-person instruction and thus we will meet those needs in an online format.

### Continuous Learning

All districts and accredited nonpublic schools must have a plan for offering Continuous Learning and requiring the participation of students as schools reopen for the 2020-21 school year (Iowa Department of Education, May 2020). This learning plan will be implemented should the school district be unable to open on August 24, 2020 or need to be closed for COVID-19. It is the intent of this model that we will transition as seamlessly as possible from traditional face-to-face instruction to online learning. To do this, all staff will be required to have an up-to-date online classroom as well as their traditional classroom instruction.

### Hybrid Learning

At this time, our hybrid model is a blend of our continuous learning model and on-site learning. We do not intend to pursue plans for every other day instruction or other instructional formats.

### In-Person Instruction Considerations

#### Movement of Students

To the extent possible, please limit the times students move around your room, in the hallways, or around the building. Also, if possible, clean common areas for student use when students do need to move. Please consider utilizing outdoor spaces for classes when possible.

### **Physical Distancing**

To the extent possible, students should try to keep 6 ft. apart as much as possible. This means that it is a requirement that all students have assigned seats for all classes. In addition, if students move into small groups or work together at any time, those students must also be assigned. This is important for contact tracing.

### **Attendance and Seating Charts**

Due to contact tracing requirements, all teachers will be required to have seating charts for all classes and all movement in the room. This includes small group activities. You should keep a copy with you in your room and be able to answer questions regarding students' location in your room when contact tracing becomes a necessity. A current seating chart should be posted by your classroom door.

### **Online Teaching and Learning Considerations**

Teachers will be utilizing Google Classroom and or Seesaw for the 2020-2021 school year. All staff will have a Google Classroom and or Seesaw that can be used simultaneously while in the classroom and out of the classroom as needed. Instructional time frames may vary depending on the closure of the building, classroom needs and outside considerations.

### **Online Teaching Expectations**

It is the expectation that teaching will be done live in an online format. Teachers will teach a 60-minute block of literacy on Monday and Wednesday which would not include time for special education and title classes. Those minutes would be in addition to this teaching block. Teachers will teach a 60-minute block of math on Tuesday and Thursday. Additional subjects can be presented in addition to this timeframe as needed. Specials would need to set up class time at least once per week.

### **Special Education**

Schedules may vary from teacher to teacher. For special education teachers, time spent with students will be set in the IEP meeting. Staff should make their best effort to meet the minutes as directed in the IEP in an online format whenever possible. If changes need to be made, teachers will work with the IEP team to make those adjustments. Progress monitoring is mandatory.

### **Grading**

Grading expectations should remain the same as if the students were in your classroom. While we may be moving to an online format, we do expect students to complete in-person instruction at times. Thus, the expectations for in-person and online learning will remain the same. Teachers will assign work for students to complete whether they are in-person or online.

### **Attendance**

For live teaching, teachers should take attendance every time students are logged in for a live teaching lesson. If a student is absent from your live teaching the student or parent is still required to check in with the teacher, and work be complete for the day. Expectations for online teaching are listed below.

### **Assignments:**

- K-3: 60 minutes daily. Broken up into chunks.
- 4-6: 90 minutes daily. Broken up into chunks.

### **Recording Lessons**

Teachers will need to record lessons of new material to present to students. If we are doing online teaching, teachers should present the material during their class period, make a video of that teaching and post the same day. It is the expectation that during online learning that teachers do live face-to-face virtual teaching.

Videos will not be needed for every single class. Some days do not require a video component for the teaching and learning process. Videos may be appropriate to the teaching of the educational content.

Video recording of students for pedagogical purposes is allowed unless a parent specifically requests their student to not be on the video.

### **Contract Hours**

Teacher contract hours will remain the same. Teachers must be available during all available contract hours to work with students whether we are in person or online. If we move to an online format, it will still be a requirement that teachers be in the building during their contract hours. If we are in an online learning environment, staff may be able to bring their children to work with them but the children must remain in your classrooms. Hours would be 8 AM to 3 PM.

### **Communication Overview**

All district staff will primarily use Google Classroom and or Seesaw to communicate classroom materials to parents and students. Teachers can use school email to daily email out information regarding the classroom materials to students. Teachers may use email for reminders or other information that may be useful for parent and student consideration. All district staff will respond to email communication within 24 hours of receipt. Teachers will continue to primarily use Google Meet as Morning Sun CSD's video conferencing service.

### **Health and Safety**

Morning Sun CSD intends to follow the [guidelines](#) as presented by the Department of Education, Iowa Department of Public Health and Louisa County Public Health.

At this time, Morning Sun CSD has no requirements when it comes to face coverings. However, this could change at any time based on guidance from Public Health. **We ask that parents be prepared in that event that the district does make this a requirement.**

### **Field Trips and Visitors to the Building**

Following the recommendations of the Louisa County Public Health Department, Morning Sun CSD will work to limit any outside visitors to the building. This includes spouses and children of employees. Please focus on not inviting outside guests to your classroom and utilizing technology when available. Assemblies will also be limited/discouraged for the 2020-2021 school year.

Field trips will be limited for the 2020-2021 school year or until conditions improve.

### Cleaning of Buildings and Transportation

Morning Sun CSD will continue to clean the building and transportation using cleaning equipment and supplies that specifically address the concerns regarding COVID-19. Extra attention will be given to high touch areas. Maintenance staff will have more specific guidelines and protocols for cleaning facilities and transportation.

### Food Service

Further information and guidance will be forthcoming regarding breakfast and lunch in our building.

### Leave Request Considerations

\*\*\* I am not certain of information below...

The district is aware that there are many concerns regarding leave requests and what may happen with teachers who are diagnosed with COVID-19 or, through contract tracing, are supposed to self-quarantine. Morning Sun CSD will follow the following guidelines for COVID-19 related Sick Leave Issues. Following the Iowa Department of Education Guidance from July 30, 2020, Morning Sun CSD staff who have been identified through contact tracing may be considered critical personnel and may be required to return to work if there are staffing shortages as long as you remain asymptomatic. Face covering will be required. If symptoms occur, then you will be asked to isolate immediately.

Leave Reason	Paid	Work Expectations	Use of Sick Leave/ Family Illness Leave / FFCRA / FMLA
Teacher quarantined - School / Public Health Directed	Paid	Teacher is expected to continue to fulfill contractual obligations outlined in this document	FFCRA (10 school days)
Teacher diagnosed with COVID-19	Paid	As with other sick leave circumstances, teacher provides lesson plans for substitute and ensures that lessons are properly posted to the LMS	FFCRA (10 school days)
Teacher diagnosed with COVID-19 (hospitalized)	Paid	Teacher works with administration and other teachers to ensure that lessons can be properly posted	FFCRA (10 school days) then employee's sick leave if needed
Teacher caring for family member with COVID-19	Paid/ Unpaid	Teacher is expected to continue to fulfill contractual obligations outlined in this document	Must use family sick leave; unpaid when sick leave is exhausted
Teacher's dependents' daycare or school closed due to COVID-19	Paid	Teacher is expected to continue to fulfill contractual obligations outlined in this document	FFCRA (10 school days)