

# PCPS Instructional Continuity Plan-Teacher Support Document

Our first priority is the health and safety of our students and our employees. Please continue to take care of yourself.

Please note this document is fluid and may change as information is acquired from the Florida Department of Education. This document serves as clarification for some instructional staff while working remotely and includes a suggested work schedule. The document also provides suggestions for best practices to assist teachers with providing instruction and monitoring student progress during this period of distance learning.

Teachers must attend required meetings via technology and/or in person for updates. Provisions will be made to adhere to social distancing protocols.

## Distance Learning

Distance learning provides teachers with many opportunities to interact with students in a virtual group setting. Microsoft Team is the district recommended platform and virtual training on Microsoft Teams is available through the [ICP Teacher Support SharePoint site](#), however teachers may continue to utilize virtual platforms of their choice.

This is a recommended workflow for any "live" streaming lessons, meetings via Teams, Google Classroom, Zoom, etc. By creating this work flow we hope to mitigate bandwidth issues as much as possible.

	Monday	Tuesday	Wednesday	Thursday	Friday
Elementary	5th grade	4th grade	3rd grade	2nd grade	KG and 1st grade
Secondary	ELA/Reading	Mathematics	Science	Social Studies	Electives

\*\*ESE separate class/self-contained teachers, support teachers, or advanced academic teachers (AP, IB, AICE) should align with their specific content areas where applicable.

## Student/Parent Communication

Teachers are encouraged to maintain regular contact with students/parents throughout the period of distance learning as scheduled in the “**Suggested** Teacher Work Schedule for Distance Learning” below. Communication may be made via phone calls, emails, texts, communication applications, etc. Teachers are encouraged to document all communication using the Student Communication Log or similar document. 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. Teachers concerned with students having access to their personal phone number may want to utilize the free Google Phone application link for Google Phone: <https://voice.google.com/u/0/about>. Teachers will not be reimbursed for your cell phone.

## Email

Teachers are responsible for checking their email on each scheduled workday. As a professional courtesy, please respond to emails in a timely manner. Your district email should be used for all email correspondence. Do not use your personal email. Remember that all communication is considered a public record.

### **Teacher-Student Conferences**

You can continue to hold parent conferences via phone or provide progress updates via email. Please document your notification to the parent/caregiver regarding the time, date, and phone number/virtual meeting method for the conference. Make a notation in your log if the parent does not call in or return emails.

### **Student Attendance**

Attendance records are a legal requirement, that may be audited, even in a distance learning setting. It is important that records are maintained and accurate. Teachers will continue to take student attendance in Focus. The attendance system will default to "Present"; however, teachers will still need to go into Focus and check that they have taken attendance. Students can demonstrate attendance in a number of ways including, but not limited to, the examples listed below:

- Logging into an online platform
- Sending an email or a message via Teams or other applications
- Engaging in a phone call with a teacher or other school employee
- Participating in an online forum or web thread conversation
- Connecting with students during meal delivery

For elementary students working on paper-based lessons, please verify with the student or parent/guardian through email, meal delivery, or phone that the student is engaged and working. If students check in at least once over a three-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.

### **Monitor Student Progress**

Time allocated for Monitoring Student Progress provides teachers time to log on to core instructional platforms and review student progress. Parents should be kept apprised of student progress, as appropriate.

### **Grades**

Teachers are still responsible for maintaining and reporting accurate grades. Grades are issued by the teacher.

### **Online Professionalism**

As professionals, students and parents will look to you to model appropriate behaviors in a distance learning setting. Consider the guidelines below as you move to a distance learning 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 a distance learning 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 workstation when meeting online.
- Make sure all links, streamed activities, and online content is completely vetted and appropriate prior to sharing with students.

### Virtual Office Hours

Virtual Office Hours provides specified time for students/parents to access one-on-one support for instructional tasks/expectations.

Suggested Teacher Work Schedule for Distance Learning			
Time	Monday	Tuesday - Thursday	Friday
8:00 AM – 9:00 AM	Monitor Student Progress	Professional Learning	Monitor Student Progress
9:00 AM – 11:30 AM	Student/ Parent Communication	Virtual Instruction	Student/ Parent Communication
11:30 AM – 12:00 PM	Lunch		
12:00 PM – 1:00 PM	Planning		
1:00 PM – 2:00 PM	Student/ Parent Communication	Virtual Instruction	Student/ Parent Communication
2:00 PM – 3:00 PM	Virtual Office Hours		

### Distance Learning Classroom Maintenance

All employees are responsible for their equipment and distance learning classroom. Distance learning classrooms, just like physical classrooms, should be current, up to date, and focused for the learning of the week.

Equipment should be treated with respect and any problems should be reported immediately. The Technology Help Desk is available Monday through Friday from 7 am to 4 pm at 863-519-8040. If you are on the PCPS network, you can also contact the Help Desk at [helpdesk@polk-fl.net](mailto:helpdesk@polk-fl.net). This service is available to employees.

Instructional Technology will monitor [intec@polk-fl.net](mailto:intec@polk-fl.net) for online classroom questions, which will cover Teams and Google Classroom.

### Professional Learning

Time has been allocated for virtual professional learning. Virtual professional learning may include continuing/beginning reading endorsement courses, ESOL endorsement courses, teacher certification preparation courses, content specific professional development, or teacher self-selected topics. [Click here](#) to see the list of available professional learning opportunities.

## **Evaluations**

At this time, we have not been provided guidance from the state regarding teacher evaluations and more specifically, performance pay calculations. This is subject to negotiation with the Polk Education Association. Once a process has been established, the information will be communicated to each employee group.

## **Employee Absences**

Employees will need to submit a leave form for any day they are not available to work their entire schedule. These forms must be completed and signed by the teacher and submitted. If any teacher takes a day of leave or is unable to work during specified hours, it is the teacher's responsibility to see that the students, parents, and administration are notified in a timely manner, and that learning tasks are prepared and posted for students and parents. When returning to work, please begin to check student logins/assignments, teachers should update student progress accordingly.

## **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 your school administrator.

## **Acceptable Use Policy**

As a reminder, each employee signed an "Acceptable Use Agreement" prior to being issued an online account. For reference, that policy is provided below:

*Staff members are responsible for good behavior on District's computers/network and the Network/Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Network/Internet are often public in nature. General school rules for behavior and communication apply. The District does not sanction any use of the Network/Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures. Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Network/Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for uses of the Network/Internet not authorized by this policy and its accompanying procedures.*

*An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to engage in conduct that violates Board policies, the Code of Ethics of the Education Profession in Florida, the Principles of Professional Conduct for the Education Profession in Florida, or any other state or Federal laws, and may result in disciplinary action. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer.*

*Staff members retain rights of communication for collective bargaining purposes and union organizational activities.*

*Federal and State law forbids schools and their employees from using or disclosing student education records without parental consent. (See Policy 8330 – Student Records) Posting personally identifiable information about students in any way on the Internet is, therefore, prohibited. Staff members, who violate State and Federal law, as well as Board policy, related to the disclosure of personally identifiable information about students might be disciplined. Further, Staff members who similarly violate State and Federal law, as well as Board policy, related to the disclosure of confidential employee information might also be disciplined.*

## Accessing Student Email

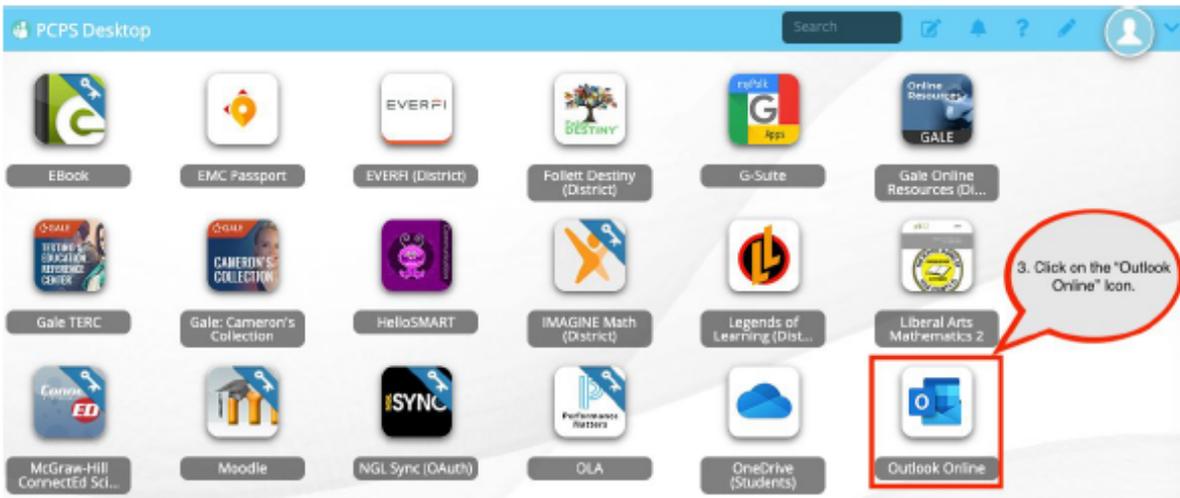
### Classlink

- ❑ Click this link > [Classlink for Students](#)
- ❑ Enter the student's username and password

The screenshot shows the login interface for Polk County Schools Federation Service (PRD). On the left is a large blue vertical bar. The main content area has the title "Polk County Schools Federation Service (PRD)" and a "Sign in" label. Below the label are two input fields: the first contains the text "test123@mypolkschools.net" and the second contains "\*\*\*\*\*". A blue "Sign in" button is positioned below the password field. Two red callout boxes provide instructions: the first points to the username field with the text "1. Type your username + @mypolkschools.net in the Authentication Request box." and the second points to the password field with the text "2. Type student's password."

## Student Guide: Accessing Email

### ❑ Click on the “Outlook Online” icon



### ❑ Compose Emails

1. Select **New message**.
2. If you want to send a file, select **Attach**.
3. Select **Send**.

**Note:** Your email draft is saved automatically as you work on it. Select **Discard** if you want to delete the message.

### ❑ Read Emails

1. Unread messages are **bold**. Select a message and it appears in the reading pane.
2. With **Focused Inbox**, Outlook sorts messages into Focused and **Other** tabs to keep you focused on what matters most.  
**Note:** You can let Outlook know if you want messages in **Focused** or **Other**. To turn **Focused Inbox** off, select **Settings** and select the toggle next to Focused Inbox. Learn more about **Focused Inbox** for Outlook.
3. Your messages are grouped in **Conversation view**. This keeps the original email and all replies together. In **Settings**, you can view **Newest messages on top**, **Newest messages on bottom**, or turn conversation view **Off**.

### Reply to Emails

1. Select the email or thread you want to respond to.
2. Within the reading pane, select **Reply** , **Reply All** , or **Forward**  .
3. Type your response and select Send.