



## Montebello Teachers Association Distance Learning Q&A

Update August 17, 2020

### Current Contract

1. What are the class size provisions during distance learning?  
**Article XII. Class Size is in effect without alternation. Class size overage stipends will continue.**
2. What are the provisions concerning Evaluation (Stull Bill)?  
**Evaluation Procedures will continue as described in Article XVIII. Some members are continuing postponed evaluations from spring 2020. Others will be on their regular evaluation cycles. Members will select goals achievable during distance learning.**
3. Will we have a day off each week for planning?  
**No. Each instructional day will be no more than 305 minutes includes passing time, “conference/academic support”, and “student and family engagement”. More information is available in Article IV. Hours and Assignments.**
4. Will we have additional assignments (e.g., tutoring, athletics, clubs)?  
**Yes. Additional assignments will be assigned by administration and paid in Accordance with Article. XII. Wages.**

### Scheduling

5. Will block scheduling continue?  
**Schools and programs that scheduled students in blocks in the past will continue. For example, many intermediate programs are designed in blocks.**
6. Must we see each student each day?  
**Yes. Students and teachers are expected to connect in live instruction each school day.**
7. Are simulations, video, iReady live instruction?  
**The teacher will determine the best way to deliver distance learning instruction. Videos, simulations, programs may be included. The teacher must be present and available when additional technology is used to supplement live instruction.**
8. Is small group instruction possible? Are we required to teach the entire class the entire time?  
**All students are expected to be engaged during live instruction. Small groups are appropriate for conference/academic support and family engagement periods.**
9. Why are period so short?  
**Live instruction is shortened to minimize “Zoom fatigue” for the students and teachers. “Conference and academic support” allows teachers to work with those who need a little more teacher time.**
10. Please clarify “conference/academic support” and “student and family engagement”.  
**“Conference/academic” support is a time when students can reach out to teachers and teachers can reach out to students for enrichment, intervention, and individual/small group instruction. Teachers are required to be available during “conference/academic support”. Teachers are not to conduct live instruction during “conference/academic support”. (Not understanding these two sentences.) “Student and family engagement” is the appropriate time for parents and guardians to reach out to teachers and vice versa.**

11. Will the District offer zero periods?  
**Yes. Zero periods are included on the schedules. Some teachers may be offered an additional one-sixth period as in past year.**
12. Will teachers be required to be present during live instruction?  
**Yes. Teachers are required to be present and be available to students during live instruction.**
13. Must cameras be on during live instruction (students and teachers)?  
**Cameras may be off during live instruction.**
14. Do we have to follow the schedules?  
**Schedules can be flexible. Teachers must cover each class/subject and keep the time specifications for each activity.**
15. How do we schedule designated ELD? Students often switch classes by level.  
**Teachers will communicate among themselves regarding mixing, platooning, or switching students. In the elementary schedule, there is time built in for ELD, while in intermediate and high school, many schools have a separate period for ELD.**
16. What is the procedure for calling in an absence and requesting a substitute?
  - a. **Day to Day Assignments will be a bit different as follows:**
    - i. **Frontline will continue to be used as it was last year for assignments and information.**
    - ii. **You, the teacher will post a Google Meets link for the substitute teacher into Frontline.**
    - iii. **Prior to your absence, you will send an email to your students with the Google Meets link.**
    - iv. **Prior to your absence, you will also post the Google Meets link into your Google Classroom.**
  - b. **Long Term Assignments will continue as they did last year with direction from the Principal.**
17. Will RSP teachers pull students out?  
**For elementary, they are not pulled out. For intermediate and high school for two classes teachers are the teacher of record and the remainder is collaboration.**
18. When will we get our programs/class lists for 2020-2021?  
**Class lists should be available from your site principal by the end of July.**
19. Are we going to take attendance every period?  
**We will be taking attendance on PowerSchool. We are creating guidelines for that.**

### Materials

1. Can we use Zoom?  
**Yes. Zoom and Google Classroom are both acceptable.**
2. How do we sign up for Google Voice?  
**A survey will be sent out asking members to self-identify that they want Google Voice.**
3. How do we apply for the hotspot money?  
**Notify Ed. Services, they will provide a complete listing for vendor set-up and payment processing**
4. How did the District use the CARES Act funds?

**The CARES Act funds will be used as described in the Use of Funds language. One expense mentioned was textbooks. The District has not received the funds. The first quarter payments are scheduled to be sent to districts beginning September.**

5. What will be the process to acquire the materials we need for distance learning?

**This is a complicated question. The District will need to make purchases for distance learning.**

6. What will be the process to request materials, supplies, and technology?  
**Classrooms will be available for teachers to retrieve instructional materials and technology. If checking out larger items, please complete the inventory form to keep track of items checked out. Communicate with your site principal or program administrator for additional supplies, technology, and materials.**

Requested Materials (the following is a partial list of needed materials)

1. Digital books for all levels, all programs, all classes
  - a. Spanish and Mandarin for dual
  - b. World language secondary resources
2. Materials for ELD students at all levels
3. Monitors
4. Laptops
5. Document Cameras
6. Testing/evaluation software
7. Chromebook for all students
8. Programs

District Communication with Students and Families

1. Will the district communicate and support the “virtual standards” for student and parent engagement in distance learning?  
**Yes. Virtual standards will be supported by site principals and District office personnel.**
2. Who will be responsible for engaging students who do not attend class?  
**The Board of Education has tasked the District Office to draft a plan. More information will be available prior to the beginning of school.**
3. Are students required to attend each class each day?  
**Yes. Students are expected to participate in each class each day.**
4. Can families expect training to navigate the virtual classroom?  
**Yes, workshops are being planned to train parents on Chromebooks, logging in to sites, and virtual standards.**
5. Will families receive hot spots?  
**Yes, hotspots have been ordered and families needing hotspots can request them.**
6. How does one handle an impromptu parent conference?  
**Remind parents of appropriate times and methods for communication. If a situation exists contact your site administrator for intervention.**
7. Many students need help to log in and participate. Will students be coached?  
**Just like on the first day of school, teachers should go over virtual standards, logging into websites, procedures, and routines during the first week of instruction.**
8. What are the protocols for the following scenarios?
  - a. Earthquakes, fire, disasters while teaching online?  
**We can't practice these drills when the students and personnel are not on campus. When we do have our personnel and students return, we will resume our drills.**
  - b. Child endangerment or abuse?  
**MUSD personnel are still required to follow all mandated reporter procedures and laws during distance learning. Resources have been shared with all school principals. Student Services will provide additional resources.**

### Service Providers

1. How are service providers (psychologists, adaptive physical education, speech and language specialists) expected to conduct assessments?

**In-person assessments are not possible currently. Guidelines regarding possible remote assessments will be addressed through the Special Education Department.**

### School Buildings

1. Can a student come on campus by appointment?

**At this time students can come to campus to pick up lunch and materials. The District and the Association are open to plans that include safely allowing students on campus.**

2. Some classes require in person learning such as wet labs. What are the provisions for these requirements?

**The District will communicate with colleges and universities regarding the limitations of distance learning. Options for safely conducting activities with students are welcome. Please communicate with job alike and curriculum alike colleagues to explore ideas. As of February 1, 2019, courses submitted to UC in the laboratory science (D) subject area for the 2019-20 school year and onwards must include a laboratory that can be classroom-based, fully online, or a hybrid. At least 20 percent of class time will include teacher-supervised, hands-on laboratory activities that are directly related to, and support, the other class work and that involve inquiry, observation, analysis, and write-up of investigations consistent with the practices of the scientific field. Teacher supervision of labs may be synchronous or asynchronous.**

3. Can students pick up books, packets, technology at the school site?

**Yes. Students and families will be on campus each day to pick up meals. Provisions can be made to also pick up technology, textbooks, packets, and supplies throughout the semester.**

4. Can we teach from school?

**Yes. You may teach from school. You must enter and exit through the front office, sign in and out, and complete the wellness procedure each time.**

5. Will someone be at school during regular school hours to let us in?

**Yes. Personnel will be assigned to school sites to facilitate your entry.**

6. Do we have to teach from school?

**No. In 2020 you will not be required to physically be at school.**

7. Can we make copies at school?

**Yes. The copy machine will be accessible. Social distancing will be required in workrooms.**

8. What is the soonest we can get into our classrooms?

**Once the thermometers arrive, and the protocols are established by Student Services and Business Services for wellness checks and personnel tracking.**

### Quarantine Leave and Sick Leave

1. Does quarantine leave come out of sick leave?

**No. If you are on quarantine leave, the time does not reduce your illness days.**

### Role of School Employees

1. What will be the role of instructional aides and case workers?

**The District is working with CSEA leadership to identify the roles of CSEA members.**

2. What technical support will be offered?  
**Yes. Technical support will be available. The Board of Education has tasked the District office with a plan for rapid and continuous support for employees, students, and families.**
3. Will professional learning be offered? We need more:
  - a. PowerSchool/Schoology  
**Yes, Schoology trainings will be offered.**
  - b. Distance Learning strategies  
**Yes, Distance Learning Strategies will be offered.**
  - c. Virtual Classroom  
**Yes, this will be included in the Distance Learning Strategies trainings.**
  - d. Subject matter/grade specific strategies  
**Because new science books were adopted, training on the new science curriculum will be provided. All other efforts will be focused on distance learning.**
  - e. Evaluating students  
**Yes, specifically evaluating students in Distance Learning.**

#### Grading and Parent/Family Communication

1. Will we have letter grades next year?  
**Grades at all levels will be returned to pre-COVID norms.**
2. Are we planning parent conferences?  
**Yes. Conferences will be held online. A conference schedule with schedule for elementary and intermediate schools with reduced minutes as per Article IV. Articles and Assignments will be forthcoming.**
3. Will we have Back to School Night?  
**Teachers will be asked to offer a Back to School Night. More information will be available prior to the first day of school.**