



## **Educator Expectations**

The mission of Galveston ISD is to Educate, Engage and Empower EACH student for a life of Excellence.

This guidance for educators will focus on two areas:

- Focus Area 1: Helpful tips for remote teaching and learning.
- Focus Area 2: Expectations for working remotely.

### **Focus Area 1: Helpful tips for remote teaching and learning.**

- Devote the early weeks to building a community so students feel connected.
- Provide clear directions, especially when accessing new resources.
- The expectation is that students complete work in a timely manner. However, please be flexible as needed.
- Creating and/or using teaching videos.
  - When using outside videos, teachers must preview and vet the content at length.
- Please provide specific instruction to students for methods of submitting work.
  - Remember students may not have access to technology or printing capabilities.
- Provide consistent feedback to students with comments, audio or video recordings, etc.
- As you would with regular school, reach out to parents regarding student work.
- Continue collaborating virtually with your teams. Consider establishing consistent meeting times for PLC/CLC focused on instructional design and learning from each other.

### **Focus Area 2: Expectations for working remotely.**

Please follow the guidelines listed below:

- Guidelines for creating instructional videos from home.
  - Be professionally dressed or in school spirit wear as you would during a regular school day (no pajamas, loungewear, sweats, hats, etc.)
  - Be aware of the background environment. Make certain that it is a professional backdrop. (No bedrooms, alcohol, inappropriate items, etc.)
- Guidelines for communicating with students and parents:
  - Emails and correspondence should occur during regular school hours.
  - Communication through email, Remind, Class DoJo, Parent Square, Skyward and Canvas platforms are considered to be an appropriate method of communication.

- Any direct communication to a student via personal device, social media, etc. is prohibited by board policy (Policy DH). Please review electronic communications guidelines in the GISD Employee Handbook. Exception: Personal text messages are allowed to be sent from staff to students if the employee has responsibility for an extracurricular activity and needs to communicate with a student participating in that activity. The employee is required to send a copy of each text message to their own district email address. Pg. 13 GISD Parent/Student Handbook.
  - The Galveston ISD Employee Handbook may be accessed through the internet via <https://www.gisd.org/Page/8136>
  - Live video meetings with students outside of GISD approved platforms are not permitted at this time.
  - Any and all inappropriate communication with (email, text, Remind App, virtual, live virtual) must be reported to the appropriate supervisor within 24 hours as per the Employee Handbook. As needed, follow the procedures for a discipline referral in Skyward.
  - Please remind students that Canvas is an extension of the Galveston ISD classroom and facilities. The student code of conduct applies.
  - Further guidance about School District Employees' Use of Social Media and Electronic Communications with Students' can be found at [TASB School Law eSource](#).
- Guidelines for communicating with administrators and colleagues
    - Maintain "office-hours" as directed by the supervisor.
    - Emails and correspondence should occur during regular school hours.
    - Zoom is an appropriate and encouraged way to meet and collaborate with adult professionals.

\* This document will be updated to reflect Galveston ISD Educator Expectations.