

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 workstation when meeting online.
- Make sure all links, streamed activities and online content is completely vetted and appropriate prior to sharing with students.

EMAILS

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 rely on the message center in Teams. All teachers need to ensure they answer messages in a timely manner.

EVALUATIONS

At this time, we have not been provided guidance from the state regarding teacher evaluations and more specifically, performance pay calculations. It has been mentioned that teachers would keep the same evaluation that they had last year. Once a process has been established, the information will be communicated to each employee group.

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.

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, use Zoom or Google Meet. 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. Only the teacher of record can make changes to final grades.