

LOU Closure Work Expectations FAQ – updated March 27

We have attempted to clarify the expectations around working from home at this time. This situation continues to evolve and we want to ensure guidance with the information we have on hand. We will continue to update this FAQ as appropriate.

Please see our website for all our past communications: [LWEA COVID 19 Info](#)

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The term “teacher” or “staff” used in this FAQ refers to staff represented by the LWEA in the bargaining unit as defined in the Recognition Clause of the LWEA-LWSD Collective Bargaining Agreement.

New Information!

1. Timeline for the transition:

March 30-April 3

- ❖ Staff should continue to provide enrichment activities to families.

April 6- 10

- ❖ Spring break! No work expected.

April 13

- ❖ Last day of enrichment material to LW families/students and communicate the transition to remote learning that will occur on Monday April 20.

April 14-17

- ❖ Staff are not expected to develop or share enrichment materials.
- ❖ Staff are expected to take PD, plan, collaborate, and prepare for moving to remote/distance learning.

April 20 through when schools reopen.

- ❖ Staff are moving (at an abbreviated pace) through their curriculum, connecting with students, assessing work, and offering feedback.

2. Work expectations for remote learning

○ **Am I required to take attendance?**

- No, staff will not be taking attendance through Skyward during remote learning.
- Staff will be monitoring student participation through work submissions. Buildings will create systems to contact students/families who are not submitting work and deliver interventions.

○ **Am I required to provide “live” instruction to my classes?**

- No, teachers are not required to provide “live” instruction on April 20.

- The district has attempted to create an instructional model that allows for maximum flexibility for staff and students/families. Therefore, we are not implementing a firm schedule of required class meeting times.

- Teachers should **NOT** require students to “attend” or report to a live video instructional session.

- LWSD is working to establish a safe platform for video that meets the high levels of safety they are committed to, once LWSD provides protocols for video conferencing teachers can opt to use video instruction as they see as necessary.

○ **How was the amount of student assigned work determined?**

- Using information from the Kansas Model and input from LWEA members, LWSD determined this range for student learning each day and week.

○ **For elementary, do I have to create 1 hour a day and think about how much the PE teacher, music teacher, and/or librarian are also sending out?**

- Not necessarily. As an elementary teacher you will need to provide the amount of work laid out in section 1D of the LOU, regardless of the amount of material your specialist colleagues are providing.
- So Music, PE, and librarian colleagues will post one learning activity per grade level each week in addition to the work classroom teachers will be providing.

○ **As a safety net or ELL teacher, do I need to get in contact with all my students?**

- Not necessarily. You should collaborate with your classroom teacher colleagues on their materials and offer accommodations to students as you (the Safety Net/ELL teacher) deem appropriate.

○ **How often do I need to be posting and collecting assignments/materials or connecting with families during the closure?**

- You are expected to communicate learning expectations, instructional materials, and assignments on Monday of each week to students/families that meet the expectations outlined in 1.D & E of the LOU. We encourage teachers to apply their knowledge of their students and their professional judgement on how to structure and sequence weekly instructional materials/assignments.
 - ❖ For example, you could post a project that could take all week and meet the time requirement. Or you could post content for them to do each day.
- You should respond to families throughout the week and in a timely manner. Our interest is to maintain both community connections and reasonable workloads.
- You might consider establishing office hours that will direct students/families to a specific time and digital tool or method for receiving direct or immediate assistance from you.
- You can collect **new** assignments/materials from students for grading starting the week of April 20. There is additional information in this document about grading student work (see below).

○ **Do I have to work 7.5 hours straight?**

- No. Our goal was to continue allowing educators to work with as much flexibility as possible.

- You should plan out your work time a week ahead, collaborate with your team so that you will have time to work together.
 - You get to establish your schedule, so make sure you set lunches, breaks times, and other time around your own family's unique needs.
 - You should communicate this schedule with your administrator.
 - Again, we are encouraging staff to set up office hours so that students and parents will know when to connect with you.
- **Will I have to go through the entire curriculum remotely?**
- No. LWSD is looking at the Kansas model to put reasonable parameters on what is achievable during this tough transition.
 - Elementary teachers will be using district-provided pacing guidelines to help reduce/narrow the curriculum.
 - High school teachers will be asked to reduce/narrow their curriculum.
 - More guidance will be coming from LWSD over the coming weeks about how we will focus in the curriculum.
- **Can I post all materials at once (on Monday) or parcel it out in the week?**
- You will be required to post all materials on Mondays.
 - We are encouraging educators to work as a team to determine what makes the most sense for your students.
- **How does my time get recorded? Do I have to be on Teams all day?**
- No, you do not have to be on Teams all day, but you need to respond to colleagues, parents, and your administration in a timely fashion and generally be available to communicate with them.
 - **(Still in place!)** Your admins should give you at least 24 hours' notice before they ask you to meet virtually or to be available for a phone call. If it is an emergency, your building administration can call a meeting within the 24-hour period.
- **I am a .5, what should my work schedule look like?**
- You would continue to work .5 and not a full schedule.
 - Communicate with your team and administrator what you will be doing for your contracted time, it should include communicating with families, posting materials, assessing that work, and offering your students feedback.
 - If you traditionally do not work a fully work week, work with your building administrator to set a schedule for posting materials, assessing work, and offering students feedback.
- **What is my obligation if I see or hear something that triggers intervention (threats to self/others, bruises/injuries, paraphernalia for drugs or other illegal activities, etc.) in videos/pictures submitted by students?**

- As a certificated educator, you are required to report instances of abuse or harm. Please email your supervisor if you see or hear anything that makes you believe a student may be in danger or harm's way.

- **Will Professional Development continue during the closure?**

- The LEAP day Wednesday schedule is postponed during the closure.
- Given the transition, we agreed that it is best for educators to focus on the change that is coming up.
- Teachers will need to complete the Remote Teaching Series (a self-paced 2.5-hour long series of PD) prior to April 17. LWSD is working to get this up and running by next week, they will communicate when this is available to staff.
- Going forward, you will only be required to complete the district provided Remote Teaching Series. All other PD will be at the teachers' election.

- **I need STEM clock hours for my certification but my training was cancelled. What should I do?**

- The state has provided all educators a 1-year waiver on certification and clock hour requirements.
- WEA is looking at ways to provide remote classes/training for educators to earn their STEM clock hours. More information coming soon.

3. Grading

- Secondary

- **Am I allowed to grade any of the optional enrichment work shared with students from March 18 through April 17 and enter those grades into Skyward?**

- No. Enrichment materials provided to students after March 11 and through April 20 should not be entered into Skyward, nor should they be assigned a grade. Grading of assignments and assessments was initially paused during the closure.

- **Can I grade student work that was collected prior to the closure, March 11?**

- Assignments/assessments that were submitted up to the last day of school, March 11, can be graded and entered in Skyward.

- **Can I engage students in the completion of past work (missing or late work) that was assigned prior to the closure, March 11?**

- Yes, teachers can now engage students in the completion of missing or late work that was assigned prior to the last day of classes, March 11.
- Please review 2.a. in the LOU for guidance and considerations when sharing and grading past work.

- **When do I need to begin grading new work submitted by students?**

- Teachers should begin grading new student assignments beginning the week of April 20.
- In the remote learning model, which begins the week of April 20, teachers should arrange to collect assignments each week.

- **How will I be grading students or assigning credit for work submitted?**
 - The District will be providing guidance to teachers on grading system(s), including the possibility of a Pass/No Credit system for secondary students, that will be used through the end of the year.
 - This guidance will be provided to staff before the week of April 20.
 - Elementary
 - **Are we using our normal standards-based grading practices or will there be a pass/no pass system for elementary?**
 - At this point, we do not have agreement about elementary grading.
 - LWSD and LWEA will continue to problem solve and work together to figure out a reasonable solution to elementary grades before April 20.
 - **What is happening with Quarter 3 grades?**
 - From the District: “We will not be providing third quarter progress reports this year. Quarterly grades are intended to communicate progress to students and families. With the closure of our schools, we have limited information to provide meaningful information about this progress. It’s also important to note that third quarter grades do not appear on transcripts nor are they reported to colleges and universities. Teachers will be collecting, and grading student work assigned from before the closure and entering this work into gradebooks.”
 - **What is the plan for graduation ceremonies?**
 - From the District: “Currently, we are planning all our graduation ceremonies in June. As of now, no dates or times have been changed. We have also started to plan for alternatives to graduation ceremonies in case we are not able to run them as planned. We will have more information about ceremonies in the coming weeks and as the novel coronavirus situation develops.”
4. Technology (there are additional technology related questions/answers in the “old information still applies” section of this document; scroll down for that section.)
- **I heard about a teacher/district using Zoom to communicate with or teach students. Why can’t we use Zoom in our work with students/families?**
 - From the District: “Lake Washington School District takes the safety and security of students very seriously. The District is held accountable for data and cyber safety through the Child Internet Protection Act (CIPA), Children's Online Privacy Protection Rule (COPPA), Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA). The Privacy Technical Assistance Center (PTAC) helps interpret these regulations as districts and other organizations work to comply with the responsibility to keep students and their data safe and secure. Additionally, the Federal Department of Education has provided guidance on FERPA and Virtual Learning Related Resources as additional clarification is needed by all K-12 districts.”
 - Use district approved digital tools/platforms when working with students and families, including email, OneNote, PowerSchool Learning, and Microsoft 365 tools. Skype for Business is recommended for calling parents/guardians.

- **A complete list of district approved digital tools can be found on the KIT on PowerSchool.**
- The District is exploring the feasibility of video conferencing with students/families. If the District approves an application/platform, staff would be permitted to video conference with students/families in accordance with district guidelines using approved application/platform. Please wait for further information before using video conferencing technology.
- Teachers may participate in a videoconference or conference call for an IEP or re-evaluation meeting. This call should be initiated by special education staff and not by an individual teacher.
- ****Special education services staff who are conducting IEP and re-evaluation meetings: please review the Special Education section of this document for more guidance on using videoconferencing when working with families. ****

○ **Has the district reconsidered allowing students/families access to YouTube?**

- From the District: “Currently, there are outside organizations that are requiring students to access learning materials via YouTube. Lake Washington School District does not have a stance on the quality of YouTube, but it has been determined that YouTube is not a site that complies with a school district’s obligations for keeping students safe. Due to this evaluation of YouTube, Lake Washington has had this site blocked from student use for many years. Given this unique point in our history, we are seeking new avenues to be able to provide the required content, so students can continue their learning in these courses.”

5. Special Services

○ **Special Education**

- Special education services staff should continue to be focused on triannual reevaluations and annual renewals and compliance timelines, and not new or initial IEPs, though initial evaluation meetings may continue.
- Please do not have face to face meetings with students. Team members can call in or virtually join any special education meeting.
- Special education services staff have limited exceptions to the “no videoconferencing” rule. IDEA compliance is likely to require alternative strategies for meetings. Special education services staff should conduct meetings with the IEP team members using district-approved tools, including Skype for Business (conference calls) and Microsoft Teams (video conference calls).
- LWSD and LWEA will continue to work to clarify safe protocols as we make this shift in our work. For now, please follow the LOU guidance and the initial email we worked on with Shannon Hitch [Shannon Hitch Guidance on Special Education Services During Shut Down](#).
- LWEA intends to collaborate with LWSD on a special services FAQ. Stay tuned!

○ **SPED, Safety Net, and ELL staff:**

- Please collaborate with your building colleagues to see how you can support students remotely.
- As appropriate and within reason, please send your expectations to your students, within the time limit set out in the LOU for that grade band.

- For example, if a teacher has assigned 60 minutes of work for a second grade student, you could assign an additional amount of work (15-45 minutes).

6. Left to consider

○ **Grading**

- Decisions about elementary and secondary grading systems are in process. Updated information will be shared when available.

○ **Evaluations**

- As of now, we are not currently moving forward with evaluations. We expect more from OSPI about this topic and will revisit for more clarity as soon as we have the answers.
- Does this mean I cannot be evaluated at all?
 - No. You cannot go dark on your colleagues or supervisor for days at a time or not post materials.
 - If you do not post materials or communicate with your colleagues/supervisor in a timely fashion, you could be rated lower on domain 8.

○ **Sub Coverage if someone gets sick**

- We are still working out the particulars of this situation. We hope to address this in subsequent meetings with LWSD.

○ **Counselors and TOSA's**

- We will be working with small groups of counselors and TOSA's to problem solve around their specific concerns and work expectations.

OLD INFORMATION THAT STILL APPLIES

○ **Can I perform this work out of state?**

- Staff need to be available during their contracted work day as outlined in the LOU.
- Do not travel during your contracted work time.
- When schools are reopened on April 27, or at a later date this year, all staff are expected either to return to work on site or use appropriate leave.

○ **What about leaves during this time?**

- If you are unavailable for communication/connection, collaboration, professional development, developing/posting materials, or grading student work then you need to put in a sick or personal day.
- If you are going to deliver a baby during the closure or your partner is going to deliver and you won't be available, please put in for your maternity leave since you will be unavailable. (Congratulations btw!).
- If you contract COVID-19 or need to take care of a family member infected with COVID-19, please use the newly bargained emergency health leave provisions. [LWSD Emergency Health Leave FAQ](#).

○ **How often should I be connecting with my colleagues?**

- Grade band or content teams should plan to connect and collaborate. We are encouraging these teams to calibrate as much as possible so that families have consistent and equitable assignments and materials. A lack of collaboration will likely lead to confusion among students and families and create inequities in the remote learning model.
 - Collaboration is defined broadly in this context. Collaboration can include, but is not limited to, working in teams (grade level or subject area, BLT/department chair, IEP, guidance, or equity teams); solving technology issues with HELPDESK; cross-departmental or grade-level collaboration; staff or department meetings.
- **Can I talk to my students (either in groups or 1-1) on the phone or via a video call app such as Zoom, FaceTime, or Skype?**
- Simply, no. It was not OK to talk to students on the phone or through a video call prior to the closure and it is not okay to do so now. There is no approved district platform for video conferencing at this time.
 - Teachers may participate in a videoconference or conference call for an IEP or re-evaluation meeting. This call should be initiated by special education staff and not by an individual teacher.
 - ****Special education services staff who are conducting IEP and re-evaluation meetings: please review the Special Education section of this document for more guidance on using videoconferencing when working with families. ****
 - Anyone who video chats or calls students, either 1-1 or in groups, opens themselves to serious liabilities. Despite the extreme circumstances of this closure, we still need to abide by the Acceptable Use Policy and consider the safety of both students and staff. Also, consider the Hillary Clinton (or the James Comey ☺)rule: you cannot do the work of a public employee on a private device without that device potentially being subject to a public records request.
 - Please keep your communication with families/guardians and students on district approved communication platforms and tools, including district email, OneNote, PowerSchool Learning, Skype for Business (for phone calls), and Microsoft 365 tools.
- **If I need to call families/guardians, should I use my personal phone?**
- No, please use Skype for Business for calls to families/guardians. This keeps the call on a district approved device and platform.
 - Skype for Business is available on your Surface.
 - Staff can continue to communicate with students via district email.
- **I want to post a recorded audio or video message to my students. Can I do that?**
- Yes, you can opt to pre-record a message for your students.
 - In the interest of equity and clarity, we are encouraging staff to collaborate with colleagues and send a similar style of message to all their students.
 - No one is required to share a recorded lessons or instruction. If you opt to record a message to students, use the Camera app on your Surface or WeVideo because these are district-approved tools.

- **What should I post on social media?**
 - Be mindful of the social media guidelines from LWSD already in place. [LWSD Social Media Guidance](#)
 - Please do not make social media posts that cause us to look insensitive. Many families are going to struggle in the weeks ahead. Be mindful. Don't post anything during your contracted hours or make jokes about this being a long break. Such comments have a poor effect on community morale. Though you may be working hard during the closure, there are members of our community who cannot see or don't understand the work you are doing.

- **Can I have an automated "out of office" message up on email?**
 - Out of office messages are appropriate for staff on leave, but stating you are out and will only reply to messages on April 24 or later is not appropriate and does not put us in a professional light.
 - One exception to this rule would be for spring break. Teachers may put up an automated message during the week of spring break notifying students/families that they will not provide enrichment opportunities or answer emails during the break.

- **Can I go onto my school campus? Can I be required to go onto campus?**
 - You are not expected to go to your work location to work during the closure. Guidance from OSPI and the King County Health Department strongly encourages people to work remotely.
 - Our guiding interest on this topic is to keep staff safe and healthy, which means staff must abide by public health guidelines, including cleaning and social distancing protocols, and official government orders, including the current "stay at home" order issued by Gov. Inslee. Keep in mind that cleaning supplies are precious at this time and you may not be able to access cleaning supplies in your building right now.
 - Some buildings may be closed indefinitely due to deep cleaning processes. Please follow the guidance of your administration or supervisor in these cases.
 - We are currently encouraging you to not go into your buildings for the duration of the closure, and if necessary, only for **very brief** or **limited** amounts of time. This is because the district cannot guarantee the safety and cleanliness of each building if there are numerous people coming and going each day.

- **How is the district ensuring that all students/families have access to technology during the closure of schools?**
 - Currently LWSD has secured 500 hotspots for families. There have been 600+ requests for hotspots. They are working to secure more hotspots, as well as more laptops and printers, for families.
 - Please check with your administrator for details on how technology is being distributed to families in your school/program.

- **What is the district doing to ensure that students/families who don't have printers or computers at home can still access instruction?**
 - From the District: "We are also working to develop print resources that can be made available regionally at school sites throughout the district." Once LWSD has finalized this plan, we will share information with members.

- Staff should consider using the print center to prepare printed materials at this time.
- Staff should work with their building admin or supervisor in planning how to get print materials and supplies to families regularly throughout the closure.

○ **How can families and students access tech support at this time?**

- The district is working on a HELPDESK function for families and students. They will communicate those services when they are ready. In the meantime, please be flexible and practice patience.
- Staff should consider sharing with families by posting to their PowerSchool page or including in school-home communications:
 - For student laptop, technology and password questions
 - ftaccess@lwsd.org
 - 425-936-1322, Monday-Friday: 7 a.m. – 4:30 p.m.
 - For Parent access to district tools
 - parentquestions@lwsd.org
 - For wifi hotspots or other technology requests
 - Contact building administration for the technology request form

○ **How can staff access tech support or help while working remotely?**

- HelpDesk is still available for staff tech support. Please follow our established procedures for emailing HelpDesk if you need tech support.

○ **I don't have access to reliable or sufficient Wi-Fi at home. What can I do?**

- Previously we had offered access to our conference room. Due to Gov. Inslee's "stay at home" order, we have closed the LWEA office. Once this order is lifted, we will consider re-opening our conference room.
- Additionally, contact your internet provider about your service options. Companies like Comcast, AT&T, and T-Mobile are dropping data caps for the next 60 days and offering low cost 60-90 day home internet packages.
- We have linked some additional resources provided by the District to the COVID-19 section of our website (www.lakewashingtonea.org) for access to low cost or free internet access resources.

7. Pay

○ **Will the school closure affect our pay, even if it extends through the end of the school year?**

- Your pay should remain the same during the closure; this includes stipends and overage remedies. No one should have a loss of pay as a result of the closure.
- Questions about your pay should be sent to askpayroll@lwsd.org
- Please see "Pay" portion of previous update that clarified this: [March 5 COVID message to LWEA membership](#).

8. Substitutes

○ **Will long term subs be paid during the closure?**

- Long term subs will be paid for the position they are currently in and are expected to finish the responsibilities of the position they agreed to take on.

- **Will daily subs be paid or have the opportunity to work during the closure?**

- Daily substitutes may be able to earn the bonus outlined in Appendix C, section 8 of the CBA. The district has agreed to adjust the formula used to calculate the bonus. Please review the LOU (COVID Closure Work Expectations) for details.
- Daily substitutes may be able to apply for unemployment. The WA state Employment Security Division has said they might approve daily substitutes, but it is on a case by case basis.
- Here is the link to the Employment Services Division Page on unemployment. It lists step by step instructions: <https://www.esd.wa.gov/unemployment>.

9. Health Benefits

- **Will I become benefit ineligible during the closure?**

- You will maintain benefits. See LOU.
- Governor J. Inslee signed a bill that guarantees benefits for staff.
- From WEA: *“During the COVID-19 state of emergency, school employees who were eligible for SEBB at the beginning of the emergency (Feb. 29) will maintain their SEBB eligibility. During any closures or disruptions of school operations:*
 - *If quarantined for self or if needed to care for quarantined family member by public health or health care provider, or*
 - *To take care of a child when their school or day care is closed.*

When regular school operations resume, SEBB eligibility will remain if the employee returns to the same schedule or if their new schedule would have resulted in 630 hours had it been in effect for the entire year. HCA has noted that if school employees access unemployment benefits after being put on standby by their district, that act alone will not end their benefit eligibility. In other words, usage of unemployment benefits will not be considered a termination of employment. We are not expecting many school employees to be placed on standby, but this clarification may be useful for substitutes or other intermittent workers.”

- LWSD is not considering putting any LWEA members on standby at this time.

10. Spring Break

- **Will Spring Break be cancelled?**

- Spring Break will be held from April 6-10.
- Staff will not be expected to work during Spring Break.