

Instructional Support for Students Required to Quarantine

LOU Questions and Answers

- 1. Do the procedures in the LOU for providing instructional support apply to students whose parents are choosing to keep their student home?**

No, the procedures in the LOU are intended for students who are required to quarantine. However, for other excused absences, students must still be allowed a reasonable opportunity to complete or turn-in assignments or tests missed during the absence. Assignments not completed because of an excused absence are to be made up in the manner provided by the teacher. Teachers may extend “observe/look in” opportunities to students who are absent for non-quarantine reasons, if they determine that it is feasible and appropriate.

- 2. What is the difference between “fully concurrent” and “observing/look-in” instruction models?**

With a fully concurrent model, students at home are participating in the classroom activities and assignments, typically at the same time (synchronously), as those being completed by in-person students. This was one model we used for remote instruction when all students were on a predictable schedule. Teachers may choose to provide an opportunity for quarantined students to participate concurrently if the teacher determines that it is feasible and appropriate, but concurrent instruction is NOT required.

Given the unpredictable timing and duration of absences due to quarantine, we chose to provide more flexibility to teachers when determining how to best engage students in assignments and assessments, including the option to have students complete them asynchronously or at a later date.

At the same time, we wanted to make sure students continued to have an opportunity to participate in learning with their peers in real-time by observing, or “looking in” on whole classroom instruction class via Classroom Teams. So at least part of the time, students should be able to observe/look-in on instruction, but they do not have to be participating actively in classroom activities and assignments at the same time as their in-person peers.

- 3. Can teachers record live instruction so that students who are required to quarantine may view it later?**

Teachers will not be required to record live instruction but may choose to do so. Recorded instruction may not be used for the purpose of teacher observation or evaluation. Again, recording live instruction is not expected or required.

4. Why does the LOU include a September 8 to November 5 timeline?

The 9/8-11/5 window is intended as a pilot period and aligns with the first quarter. LWEA and LWSD will meet prior to 11/5 to determine if any adjustments to the LOU are needed based on what we learn as we implement it this quarter.

5. Does this LOU apply to elementary library, music, and PE teachers?

Elementary library, music, and PE teachers should continue to provide opportunities for students who are absent to complete or turn in assignments missed during the absence, and should use Classroom Teams to communicate assignments to students and families. However, because of the number of sections that elementary music and PE teachers have each day, they are not required to schedule time for absent students to observe/look in on live instruction during the absence via Classroom Teams, though they may choose to do so. If a missed assignment or test cannot be replicated outside of the class period it was initially offered in, the teacher may either excuse that assignment or provide the student with an alternative assignment.

6. Does the LOU apply to English Learner and Safety Net Teachers?

English Learner and Safety Net services should be maintained through Classroom Teams or by providing learning materials and/or assignments in consultation with the student's general education teacher.

7. What if teachers need more time or training to set up their Classroom Teams to support observable instruction?

We are adjusting our LEAP calendar to create time during the Wednesday, September 15th afternoon LEAP time for teachers to use the Cornerstone course and to set up classroom technology. We will also be postponing the LEAP training that was scheduled for Wednesday, September 29. LWEA and LWSD have agreed to move the required PGE training deadline to September 29. Finally, we will be adjusting the October 15 schedule to provide more time for buildings.

If schools absolutely cannot adjust existing September 15 plans, the September 29 LEAP time should be set aside for teachers to use at their discretion. We will provide an initial updated LEAP calendar in the Monday District Digest and will have final adjustments to scheduled content sessions within the next few weeks.

The Technology Integration team has developed a course in Cornerstone that walks teachers step by step through the Classroom Technology set-up process to utilize Classroom Teams to

support students in quarantine. **The course is equally applicable to both “observable” instruction called out in the LOU, and “concurrent” instruction if teachers voluntarily choose this option.** As a reminder, concurrent teaching is not required or expected. The optional course is designed to be completed in about an hour. Setup of classroom technology can be completed at the same time or later and typically takes between 5 and 15 minutes. The team is updating the resources on the KIT 2.0 Concurrent Instruction site as well to reflect the current language and provide details on classroom technology and Classroom Teams setup.

8. Are teachers required to complete the Classroom Teams training in Cornerstone?

No, the training resources are intended to support teachers, but are not required.

9. Do we need to set up Team meetings for every class, and is participation from remote students is optional?

Teachers with students in quarantine would set up a Classroom Teams meeting for look-in opportunities. However, there will be times when it would not be beneficial to have “look-in” opportunities scheduled for a class, for example, when in-person students in class are working independently for the whole period.

Teachers should let students know in advance the schedule for the week, including time to participate in the class via Teams. Since this is an opportunity for students to complete work during an excused absence, participation of quarantined students in “look-in” in sessions is optional. However, students would still be required to complete assignments and assessments as indicated by the teacher.

10. How are we supposed to take attendance when quarantining students attend class remotely? Will we have a special code to use? Are we reverting back to the rules from concurrent learning last year?

Students who are quarantined are considered absent, even if they “look-in” or complete work. We are working on procedures to streamline attendance taking for students who are quarantined and will have additional information about this in the coming weeks. There will be a code that attendance staff can use to indicate quarantine.

11. Are we expected to teach students how to join a Teams meeting remotely in class before a student is quarantined and excluded, so they know what to do?

We strongly recommend that teachers walk through the process of joining a Teams meeting with their whole class(es) and having students also log into a device and into Classroom Teams in advance in the school. This will reduce the need to do this with individuals and groups later.

12. When a student goes out, are we expected to offer instruction that same day? Next day?

We recognize that it will take some time to set up for this type of support. Teachers should communicate plans with students and families as soon as possible, indicating when they expect students will be able to observe/look in on the class via Classroom Teams. There is no expectation that a teacher would offer a weekly learning plan and “look-in” opportunities on the first day, or in some cases, even the next day of the quarantined students absence.

13. If a student/family chooses not to engage in Classroom Teams, what is the requirement from the classroom teacher?

Students are considered absent during a quarantine. We are offering the opportunity for students to observe/look in on classroom instruction in accordance with OSPI guidance, but this is not a requirement. As with any excused absence, teachers do need to give students make-up assignments and assessments, or in some cases excuse them. Teachers should communicate make-up assignments and assessments via Classroom Teams regardless of whether a student logs in each day to observe/look in on classroom instruction.

14. Are substitutes required to use Classroom Teams for quarantined students?

If a long-term substitute is assigned to a class, they should use Classroom Teams to support students who are out due to Quarantine. We are developing training resources that can be used to help substitutes prepare. There is no expectation that a daily-sub would provide a look-in or monitor a student’s assignments.