Q. How soon will students be brought into buildings?

A. The MOU outlines a process and a series of steps that must occur for the safe return of students to buildings. At least two weeks prior to a transition between remote and hybrid educational models, the impact bargaining team will return to the table to address any items to be negotiated as a result of the change in models that have not been addressed via ongoing problem-solving discussions. A number of health and safety protocols and procedures designed by the district operations team need to be operationalized for buildings where students will return. Equipment, training, and communication must be provided so everyone is knowledgeable and confident. The safety plan for any such buildings must be communicated at least two weeks before any staff are required to report to a worksite. Any affected staff will have the opportunity to review their options for leave and or alternate assignments, per the Reopening Schools MOU. If you are in a high-risk category and qualify for an alternative assignment, please be sure to schedule an appointment with your doctor soon in order to have a note in hand for this school year. Exploring your options early may be valuable, so you are prepared to communicate with HSD Human Resources if/when necessary.

Q. How will ACT time be implemented this year?

A. For self-contained teachers, it continues to be 5 release days. For LRC teachers, they should be excused from the instructional period on Wednesdays and use that as their ACT time. Remember that the intent of ACT time is for Assessment, Collaboration & Teaming. For this year, especially, the instructional time on Wednesdays would be a good opportunity to pull students for assessments, as they should already expect to be involved in small groups, etc. during that time.

Q. Do I need to record every lesson? Any lesson?

A. We understand family schedules may get in the way of a student participating live some days. Teachers will post all new instruction online for student/family to access at a later time. This may be accomplished by recording the zoom session, use of Screencastify, video, and/or other online lesson forms which ensure student access to new learning.

Q. How is Wednesday planning time allocated?

A. Your 150 minutes of collaboration is educator directed and falls into these three areas:

- You may be required to spend 60 minutes with a PLC (Professional Learning Community). If required, this should be an educator-selected, natural team teaching THE SAME LEARNING STANDARDS. This time should be spent on using student learning indicators to plan upcoming instruction based on the four PLC critical questions. You are expected to document your work in manner that authentically supports growth and

development. Your administrators may be part of your agenda in order to examine how this supports your school's annual action plan (AAP) or other goals.

- Additionally, you have 90 minutes to connect with teams and individuals of your own choosing so that you can meet the whole-child instructional needs OF YOUR STUDENTS.

  - Approximately 45 minutes of this time will be spent in a pre-planned group and some time will be spent on emergent student needs. Natural collaborators might be your content or grade level team, your para, your student's LRC teacher, a co-teacher or partner teacher, your ELL facilitator, etc.

  - You might also be attending an ad hoc meeting to address instructional, curricular or student needs. Your principal will likely request that you provide your weekly meeting schedule, including Zoom links.

Q: What are the class size limits and daily limits for the secondary three-period day?

A: During 2020-2021 the following class size/daily count agreements are in effect for secondary schools:

- Individual class size should be 24-27. Individual class size maximum is 27. Overload mitigation begins with the 28th student. High school/secondary PE class size maximum is 31. Middle school PE class size maximum is 27 when health instruction is included with PE content.
- Daily count maximum, excluding advisory, is 73. This includes middle school PE when health instruction is included with PE content. Daily count overload mitigation begins with the 74th student. High school/secondary PE daily count maximum is 85; daily count overload mitigation begins with the 86th student.
- Advisory classes may not exceed 25 students. Advisory students do not count towards the daily count.
- Performance-based classes, in which class size influences the success of the class, may exceed the daily limit without overload compensation upon teacher request and notification of the HEA president.

Q: How are the 1:1 Student Connections being conducted at each building? *(That is a good question! HEA responses are in red.)*

The following information (in black) was provided to principals in the district's Admin Packet last Friday in response to questions about 1:1 Connections. *(Some of you may still have questions or concerns, so here are some suggestions about how to manage this in your building. Please reach out to your principal and/or HEA Reps if you are struggling with managing your 1-1s. Consider using your SLT to manage your school's approach to them. Remember, this should either be work you are already doing OR work you can and should substitute for other work you were previously doing. Do not push current work outside the school day to get your check-ins*

done. If you continue to have any concerns about meeting virtually with a student 1:1, please discuss those with your principal to work out a solution.)

- Every student should be assigned one adult who checks in with them weekly, one-on-one *(Currently, there is not a standard # of students assigned; each principal can choose how many students are assigned and to whom. Hopefully, they have consulted with SLTs and/or coordinated with staff in making these assignments. Talk to your principal if you cannot build a 1:1 relationship with the number of students assigned to you and request an adjustment. You are not expected to just "live with it!")*
- Check-ins can occur during Zoom calls in a breakout room during class *(Yes, you can choose to use your instructional block minutes to do your checks-ins, or any appropriate time during the workday.)*
- Check-ins can occur during advisory *(Yes, during your advisory time you can meet with one student at a time for the check-in. It should be your choice whether to use instructional time, family connections time, advisory time, or planning/WAC time – based on what works for YOU.)*
- Consider assigned elementary teacher or advisory teacher as the assigned adult *(Yes, check-ins are designed to happen during the work day so do not take on so many 1-1 students that you push work you currently are doing to outside the school day. If that is happening, talk to your principal. Ask your HEA Reps for support if you don't feel comfortable doing this on your own.)*
- Other staff can also be assigned to a student. If that staff person does not report to you, please check with that person's supervisor prior to assigning them to a student. *(Note that a principal cannot assign students to ESAs without checking with the ESA's supervisor. If you are an ESA and are being assigned students, please inform your HEA ESA Rep ASAP.)*
- Check-in durations can range from 10-20 minutes, depending on the nature of what comes up during the check-in. *(There is no standard # of minutes for all conversations. You should be determining what makes sense for a given check-in.)*
- If something comes up for a student where they need extra supports, the assigned adult should reach out to the counselor, social worker, administrator, or other appropriate school staff that supports student needs. *(The intent here is to avoid putting additional work on teachers' plates. However, if you want to be informed, talk with your principal and request that the assigned adult contact you as well.)*
- Check-ins should be logged *(There is not a uniform record-keeping requirement yet. Your SLT could discuss this, however. Additionally, the district has previewed that you will be expected to checkoff connections in Synergy eventually.)*