

SCHOOL BOARD OF LEVY COUNTY

EMPLOYEE GUIDELINES FOR ONLINE & HOME LEARNING IN RESPONSE TO SCHOOL CLOSURES REGARDING COVID-19

1. Our first priority is the health and safety of our students and employees. We encourage you to take great care of yourself and your family.
2. During the Online and Home Learning time frame, all SBLC employees will continue to be paid their normal salary on the same pay schedule.
3. Employee job responsibilities, performance expectations, and standards of conduct are unaffected by the teleworking arrangement.
4. During this period of time, any employee who has been assigned responsibilities that can be performed through telework, per current CD guidelines if working from a remote location is not feasible. Many do not have internet connection at home and may need to use the school site for connectivity.
5. If you choose to work from home you will not be reimbursed for your internet or phone activity.

PROFESSIONAL SETTING

6. Parents and students will look to you as the professional and role model of appropriate behaviors even in an online setting. Please consider these guidelines below as you move to a virtual instruction platform:
 - a. Provide meaningful work and feedback to advance student learning.
 - b. Be present and available via phone and digitally to parents and students.
 - c. Maintain a professional demeanor online both on screen, in conversations, and in written communications.
7. Dress appropriately when appearing in video streaming. Students need to see that you are taking this seriously and it is “business as usual.”

8. Find a quiet place, with a professional background, when meeting online. Eliminate background noise, such as the sound from pets, television, family members talking, etc. These can be highly distracting.

9. Vet all online activities and links to make sure they are appropriate prior to sharing them with students.

OTHER PROFESSIONAL RESPONSIBILITIES

10. Teachers are still responsible for maintaining and reporting accurate grades and attendance. Only the teacher of record can make grade changes.

11. Employees must be accessible by phone, email, and/or chat during scheduled working hours by administrators/supervisors.

12. Since all communication is considered public record, use your District email.

13. Paraprofessionals, office staff, and other non-instructional employees may assist in other areas or duties within the scope of their assigned position.

14. Employees must attend required faculty/staff meetings through technology or on site, in accordance with CDC guidelines.

15. If any teacher takes a day of leave or is unable to work during specified hours, it is the teacher's responsibility to see that the students, parents, and administration are notified in a timely manner, and that learning tasks are prepared and posted for students and parents.

ADDITIONAL CONSIDERATIONS

16. Remote assignments or schedules changes may be made at management's discretion to meet organizational needs.

17. Teleworking arrangements may be terminated at any time by SBLC, for any reason and without advance notice. In such instances, the employee will be instructed to resume working at the SBLC assigned location.

EMPLOYEE ABSENCES

18. Full time employees will need to submit a leave request for any day they are not available to work during their required schedule.

EMAIL

19. Teachers are responsible for checking their email on a daily basis. As a professional courtesy, please respond to emails in a timely manner.

COMMUNICATION LOG

20. Any employee assigned to communicate with parents will be required to maintain a log of all parent communication. These logs will be important in documenting your efforts to maintain contact with students and families and showing evidence of following the SBLC Instructional Continuity Plan.