

Return to Learn

Planning for 2020-21



Staff Webinar Series #1
July 15, 2020



Our Time Today

BUILDING CONTEXT

- **Grounding our Work:** Our Promise, Our Principles, and Our Commitment
- **District Workgroups**
- **Grounding Ourselves as a Workforce**

WHAT WE KNOW

- **Our Guidelines**
- **Our Model:** Decisions - current and outstanding
- **My Role** - what we can say, so far

SUPPORTING OUR PEOPLE

- **“High Risk” Staff**
- **Leaves**
- **FAQ and Resources Moving Forward**

CLOSING & WHAT'S NEXT

- **What to Expect for 7.29 and August**

BUILDING CONTEXT



OUR PROMISE

Every student in Highline Public Schools is known by **name, strength and need**, and graduates prepared for the **future they choose.**

Our Guiding Principles

WE WILL...

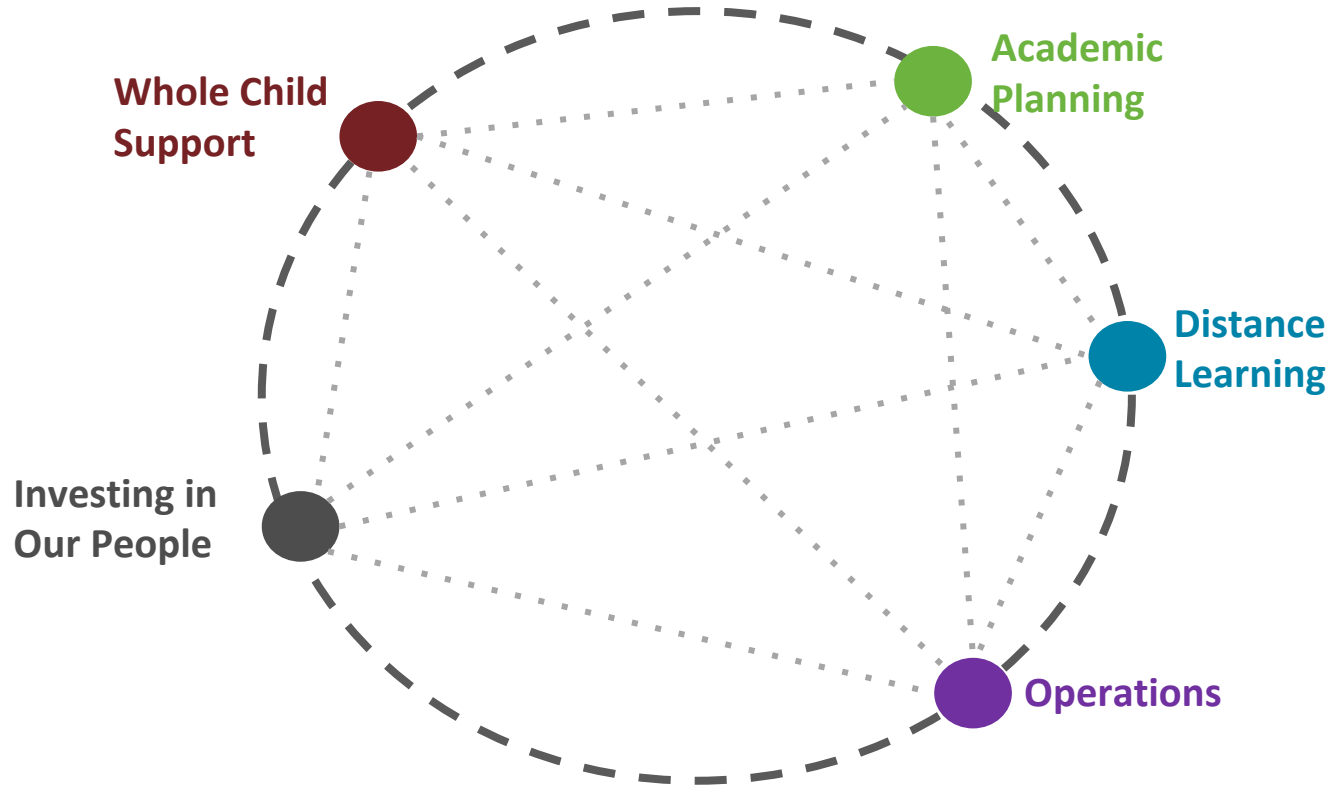
- **Be guided by Our Highline Promise** to know every student by name, strength and need so they graduate prepared for the future they choose.
- **Follow public health guidelines** to protect the health and safety of students, staff, and families.
- **Engage our families, students and staff to the best of our ability** given the short timeline to understand how to address their needs.
- **Prioritize the needs of students who are most reliant on the educational system.**
- **Provide every student with the opportunity for in-person instruction to the extent possible** within the requirements of social distancing.

Our Commitment to Staff, Students & Families

WE WILL...

- **Articulate clear expectations** of schools and teachers so students and families know what to expect
- **Support coherent weekly transitions** between in-school and distance learning
- **Provide alternative instructional plans**, including full-time distance learning, for families who choose not to participate in in-school instruction
- **Plan for a seamless transition** to full-time distance learning for all students, if necessary for public health
- **Expect consistency of high-quality instruction and student learning experience across classrooms and schools**
- **Focus on the social-emotional needs of our students**, acknowledging these needs have been heightened by the pandemic

Cross District Workgroups



Grounding Ourselves

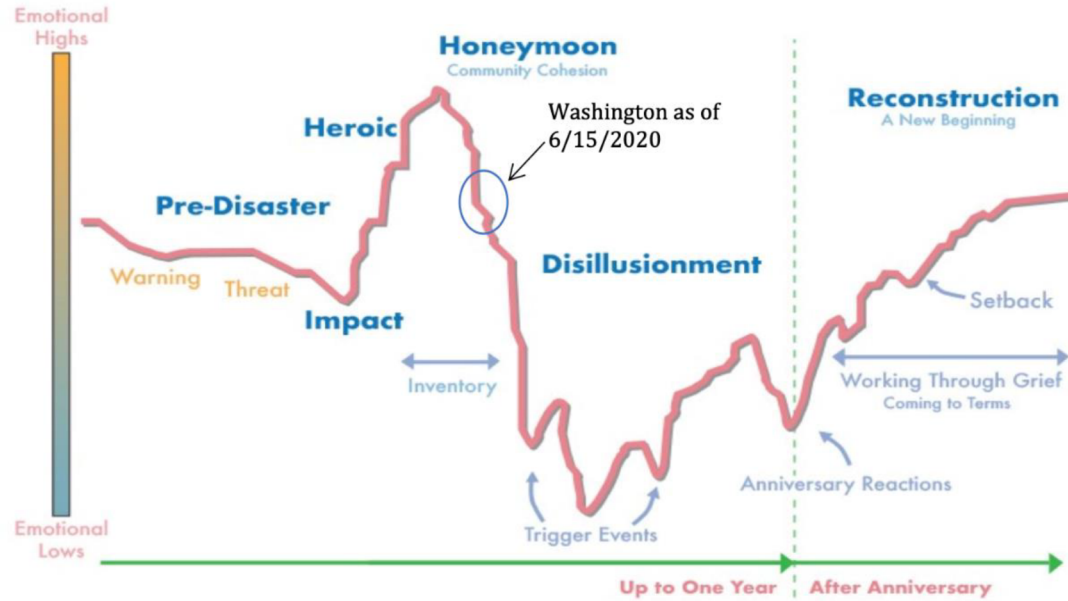
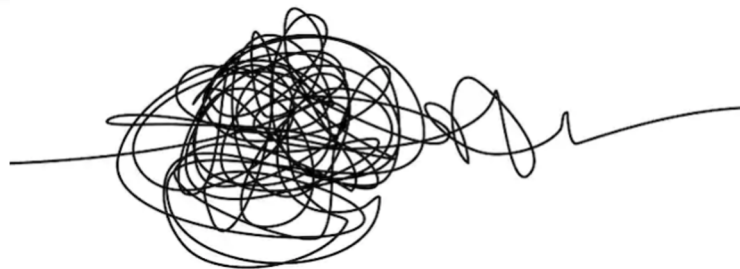
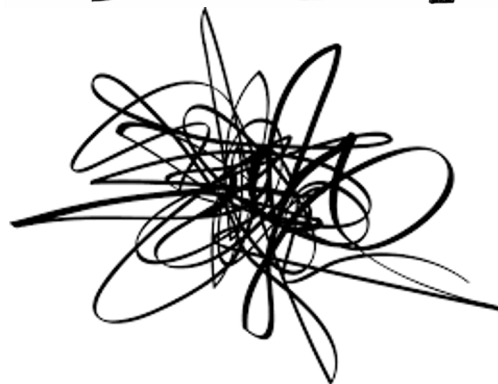


Image taken from the WA State Department of Health - Publication 821-103 - "June Update: Statewide High-Level Analysis of Forecasted Behavioral Health Impacts from COVID-19," June 18, 2020.



ToDAY



Our Staff



WHAT WE KNOW

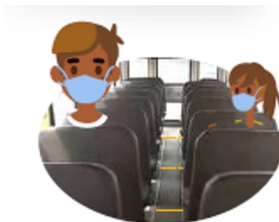
Staff and Student Safety is Paramount

Based on Current OSPI/DOH Guidance

Rules for reopening are determined by the Washington State Department of Health (DOH) and the Office of the Superintendent of Public Instruction (OSPI):

- Students, staff and all visitors **must wear face masks**, with exceptions for medical reasons
- Students and staff **experiencing illness should stay home**
- We will have a **daily health screening process** for students and staff
- We will maintain **6-foot distance** between people, except when necessary for the student's health/safety or during brief periods (i.e. passing time and buses)
Note: with a 6-foot distance in effect, each classroom can hold half as many students as usual
- Students will **not** share most materials or supplies

Staff Safety and PPE





Our Models

VIRTUAL ACADEMY

- Separate Highline school
- Families would “opt in” anticipating full year enrollment
- Grades K-12
- Online/virtual instruction with support from teachers
- 6 credits a year for high school students
- Learning curriculum TBD



HYBRID

- 3 days remote learning during the hybrid model
- Taught by assigned school level staff
- Using Seesaw (Elementary) and Google classroom (Secondary)
- Aligned with HPS frameworks and GVC
- Ability to transition quickly from hybrid to distance learning and back to hybrid

Week Overview

In School-Buildings

Mon



Tue



Wed



Thu



Fri



Students (up to 50%) in school buildings

No student-facing staff or students in-buildings

- Up to 50% of students attend Mon and Tue
- Up to 50% of students attend Thu and Fri
- Wednesday will be a thorough cleaning day for the school-building while other staff and students are remote for instruction and collaboration
- Some student groups may attend 4 days per week

Implications for my Role

BUS DRIVERS

- No Wednesday routes
- Decreased student capacity
 - *Seat behind driver empty*
 - *Siblings will sit together*
- Routes will be updated and will differ between A and B Days
- Bus drivers will wear masks; gloves will be optional
- Students will wear masks on buses
- Windows will always be open
- Drivers are not responsible for health-screening students
- Students will load from back to front

GROUNDS & MAINTENANCE

- At least two days of thorough disinfecting/cleaning will be required per week
- School buildings will not have any students or student-facing staff in-person on Wednesdays
- Staff and students will be required to wear masks at all times on school grounds
- Cleaning protocols will be followed as per CDC guidelines
- Students will be using outdoor recess space, but equipment will be roped-off

SECURITY

- All buildings will operate as a 'closed' campus
- Only custodial staff will be allowed, in-person, on Wednesdays
- Only about 50% of students will be on campus Mon, Tue, Thur, and Fri. Staff numbers will likely be lower, as well
- New protocols/procedures are likely to be in place for entry and exit of the buildings
- Staff and students will be required to wear masks at all times on school grounds

Central Office Staff

ALL ROLES

- All staff and visitors will be **required to wear masks at all times** in the central office
- Schedules will be developed within each department to meet the needs of social distancing guidelines
- High traffic workspaces will be identified and modifications may be made (photo right)
- Staff will remain nimble to provide rigorous and responsive supports for schools

SUPPORTING OUR PEOPLE

Leaves

- **Staff surveys!** Human Resources continues to learn about our staff's limitations regarding in-person instruction in fall.
- **“Alternative work” options.** Staff will be directed to work with their supervisor and Human Resources to explore alternate work and work assignments, where, and when applicable
- **Leave options.** If distance work is not an option for your role, there are pre-existing and COVID-specific leave options available to Highline Public Schools employees.

Leaves

LEAVE TYPE	DESCRIPTION	AVAILABLE TO	DURATION	COMPENSATION
FMLA	<ul style="list-style-type: none"> Available for an employee's own health condition, or that of a family member. Requires medical certification from healthcare provider. Employees need to have worked at least 1,250 hours in the last 12 months. 	All HPS Employees	12 weeks every 12 months	<ul style="list-style-type: none"> Employees may: Access their own sick/vacation leave balance; Apply for Paid Family and Medical Leave (PFML) benefits through the state if they have worked at least 820 hours in the state of WA in the qualifying period; Take unpaid leave <i>Eligibility for SEBB benefits will continue</i>
UNPAID PERSONAL LEAVE	<ul style="list-style-type: none"> To apply for this leave, employees are to make requests to the Director of HR 	Teamsters Represented Positions	Dependent on case	<ul style="list-style-type: none"> Leave is unpaid. Eligibility for SEBB benefits will continue during the governor's state of emergency.
GENERAL LEAVE	<ul style="list-style-type: none"> To apply for this leave, employees are to make requests to the Director of HR. 	HEA Represented Positions	Dependent on case	<ul style="list-style-type: none"> Leave is unpaid. Eligibility for SEBB benefits will continue during the governor's state of emergency.

Leaves (...continued...)

LEAVE TYPE	DESCRIPTION	AVAILABLE TO	DURATION	COMPENSATION
EFMLA (currently thru 12.31.20)	Based on the need to care for a son or daughter whose school or place of childcare is closed due to a declared public health emergency related to COVID-19.	All HPS Employees	Up to 12 weeks* every 12 months (Available intermittently when requested by employee for compelling reasons)	First 2 weeks are unpaid. During this time employees may access their own sick/vacation leave balance <u>OR</u> access the Emergency Paid Sick Leave Act (ESPLA) <u>OR</u> take leave without pay Remaining 10 weeks are paid at 2/3 of the employee's daily rate, up to a maximum of \$200/day and \$10,000 total <i>Eligibility for SEBB benefits will continue</i>
EPSLA (currently thru 12.31.20)	One or more of the following must apply: 1) Subject to federal, state, or local quarantine or isolation order related to COVID-19; 2) Advised by a healthcare provider to self-quarantine due to concerns related to COVID-19 3) Experiencing symptoms of COVID-19 and seeking a medical diagnosis 4) Care for an individual who is subject to quarantine/isolation and has been advised by a healthcare provider to self-quarantine 5) To care for a son or daughter whose school or place of childcare is closed due to a declared public health emergency related to COVID-19	All HPS Employees	2 weeks (10 working days) or a maximum of 80 hours	For reasons 1-3 employees will receive 100% of pay up to \$511/day and \$5,111 total For reasons 4-5 employees will receive 2/3 pay up to \$200/day and \$2,000 total

***Note:** if you are currently using FMLA or have used FMLA in the last 12 months, these 12 weeks will reflect the balance/remainder from your 12 week FMLA allocation

For Additional Leaves Information

Laura Castaneda

Leaves and Guest Employee Services Lead

laura.castaneda@highlineschools.org

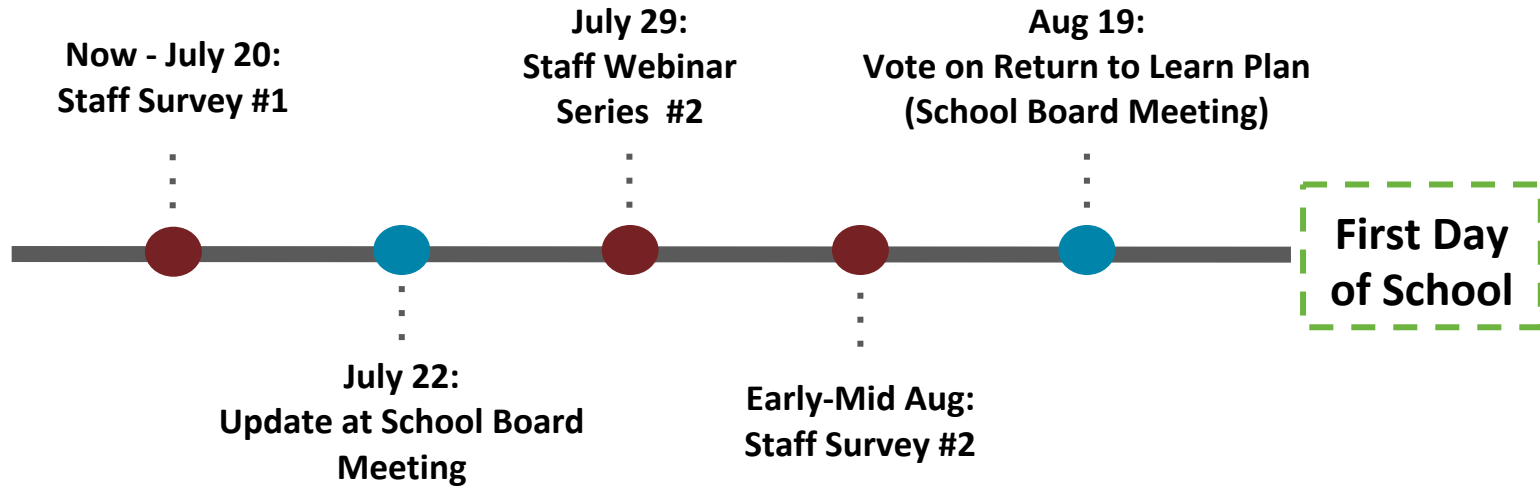
(206)631-3125

Leaves Handout, Laura's contact information, and links to district leaves resources and webpages will be shared with the staff resources as follow-up from this webinar

HR FAQ and Additional Resources



Timeline



What Are We Currently Working On?

DISTRICT-WIDE

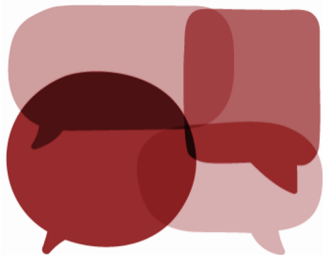
- Tracking the guidance from OSPI & DOH
- Awaiting guidance from OSPI on the contents of Return to Learn plan in preparation for an upcoming Board vote
- Tracking the work of the State Board on changing graduation requirements and additional waivers for next year
- Weekly communication to families and staff
- Continually updating information online at: www.highlineschools.org/coronavirus

What Are We Currently Working On?

HR & the INVESTING IN OUR PEOPLE COMMITTEE

- Surveying staff to determine who will be unable to return to in-person work
- Working closely with the Academics and Distance Learning teams to determine any changes to teacher and paraprofessional expectations
- Continued collaboration with Operations and Whole Child Supports to support staff safety and procedures
- Continued collaboration with labor partners
- Planning additional webinars (7.29) and resources for Admin, HEA, Teamsters and Prof-Tech staff

What's Next and What to Expect



We want to hear from you!
Please complete **the staff survey**
(closes July 20)

bit.ly/ReturnToLearnSchools

bit.ly/ReturnToLearnCentral



Next **Staff Webinars**
Wednesday, July 29
(same time as today's webinar)

Thank You!



Reminder: Staff Webinar Series #2
July 29, 2020



Implications for my Role

PARAEDUCATORS

- Will be required to wear masks at all times on school grounds
- Required to work remotely on Wednesdays and will join collaborative team planning time with teachers
- Monitoring activities will still be required, and may very well be structured differently
- Instructional time will be built in collaboration with teachers
- Will be with students in small groups (in-person or distance) of up to 7 students for no longer than 30 minutes (PPE provided for in-person small group sessions)

Additional School Support (Teamsters/Prof Tech)

- Will be required to wear masks at all times on school grounds
- Required to work remotely on Wednesdays
- Fewer staff will likely be on school grounds any given in-person day
- Will support increased safety protocols
- Staff will be required to be socially distanced in the office
- Students will be engaging with different environments on any given day
- Will connect with families virtually: computer based, phone, etc.

Implications for my Role

TEACHERS

- Will be required to wear masks at all times on school grounds
- Required to work remotely on Wednesdays and engage in synchronous distance learning and collaborative planning
- Will be with students (PPE provided) in groups of up to 14 students
- Will join collaborative team planning time
- Will support student movement to and in building, as well as monitor lunch and recess
- Will support distance learning platforms
- Will have time with both groups (up to 14 in-person; up to 14 distance learning) each in-person day
- Will connect with families virtually: computer based, phone, etc.

Additional Student Support (ESAs, Nurses)

- Will be required to wear masks at all times on school grounds
- Required to work remotely on Wednesdays
- Will likely work with students both in-person or online to support instruction
- Parent meetings will be done virtually

What if public health requires that schools close?



FULLY DISTANCE

- 5 days a week distance learning if schools are closed so learning can continue
- Combination of synchronous and asynchronous model
- Taught by assigned school level staff
- Using Seesaw (Elementary) and Google classroom (Secondary)
- Aligned with HPS frameworks and GVC