



Teaching Staff Handbook for an Extended School Closure

All Teachers will:

- Provide opportunities for students and teacher to interact in a group real-time virtual face-to-face meeting:
 - Elementary: minimum of 3 opportunities per week.
 - High School: minimum 1 opportunity a week with Roundtable.
 - Middle School: minimum 1-2 opportunities per week.
- Connect with families via email, phone, or apps (like Bloomz) at least once a week.
- Keep an updated two-way communication log that will be shared with your building administrator. We do not need to know of every Google Classroom post or every Bloomz post or every Group email - the log is for two-way communication.
- Check email at least **three times daily** - morning (8-10AM), early afternoon (11AM-1PM) and mid afternoon (2-4PM). And respond in a timely manner.
- Will spend at least 4 hours per day engaged in connecting with students and families, school-related work and/or professional development during the regular school week.
- Be available during regular school hours, but know you have flexibility in setting your working hours.
- Attend meetings.
- Keep a simple work log of when and what you worked/engaged in (Work log should include date, approximate times and brief summary of work)
- Be able to join a Zoom and Google Meet.
- Be able to create a Zoom or Google Meet.
- Follow DHHS reporting procedures for suspected child abuse or neglect: [RSU 16 DHHS report form](#)
 - Should not respond to students and parents via Social Media messengers. For example, if a student contacts you via Facebook Messenger, email to their school gmail, using your school gmail.

Zoom and Google Meet rules

- Never post your invitation in the public
- (Zoom) Disable "Join Before Host" - that way kids can't get on before you
- Do not record any Zoom or Google Meet

→ Tell parents (and students if applicable) they should not be recording or taking pictures due to student privacy

Support Staff

- Check in daily with the teachers you work with to see how you can assist in check-ins with students and families.
- Check in weekly with your principal, assistant principal/dean, to see if there are things you can do to help.
- Ask for a schedule of when classroom teachers are doing virtual meetings with students. Join those.
- Be able to join a Zoom and Google Meet.
- Follow DHHS reporting procedures for suspected child abuse or neglect: [RSU 16 DHHS report form](#)
 - Should not respond to students and parents via Social Media messengers. For example, if a student contacts you via Facebook Messenger, email to their school gmail, using your school gmail.
- Attend meetings.
- Keep a simple work log of when and what you worked/engaged in (Work log should include date, approximate times and brief summary of work)