

**JOINT COMMUNIQUE
BETWEEN MANTECA UNIFIED SCHOOL DISTRICT(DISTRICT) AND
MANTECA EDUCATORS' ASSOCIATION (ASSOCIATION)**

School Closure Related to Coronavirus-19/COVID-19 (COVID-19)

March 26, 2020

The Manteca Unified School District (“District”) and Manteca Educators’ Association (“Association”) release this Joint Communique to provide expectations and guidelines for certificated staff regarding the school closure related to COVID-19. This Joint Communique covers the time period of March **23 to April 3**.

- **Monday March 23.** Come into school and pick up any material you need to work from home. Review students’ progress to this point in year and review what standards are left to complete for the year.

Tuesday March 24 On call at home. Check emails throughout day for new information. Review students’ progress to this point in year and review what standards are left to complete for the year.

- **Wednesday March 25** Teachers at home preparing. Do not go to school. Optional training moved to Friday. Review students’ progress to this point in year and review what standards are left to complete for the year.

- **Thursday March 26** Teachers at home Preparing. Do not go to school.

Optional Training Assigning and Collecting Assignments (plus Q&A)

Description: Learn how to use the classroom features within Teams for Education. You will learn how to create your first assignment and how students can turn them in using Teams.

Date/Time: Thursday, March 26 from 1:00 p.m. – 2:00 p.m.

Link to Join: [Join Now](#)

- **Friday March 27** Teachers at home preparing. Do not go to school.

Optional Training Setting up and Using your Class Notebook within Teams (plus Q&A)

Description: Learn how to setup and use your OneNote Class Notebook within Teams.

Date/Time: Friday, March 27 from 1:00 p.m. – 2:00 p.m.

Link to Join: [Join Now](#)

Optional Training Connecting with Students and Facilitating an Online Meeting (plus Q&A)

Description: Learn how to navigate Teams and moderate your online classroom. You will learn how to present your screen and a shared whiteboard. Learn how to instantly connect with individual and multiple students with chat, audio, and video capabilities. Learn how to schedule an online Teams Meeting with your entire class.

Monday March 30- Thursday April 2 Teachers can work at school or work from home. Continue to review students' progress to this point in year and review what standards are left to complete for the year. May begin to plan and develop lessons for Distant learning.

- **Friday April 3** All teachers at School, **not a flex day.**

1. Can I visit my friends or administrators, just to say hi?

Members should not go into other teachers' classrooms or offices during the week of March 30 to April 3 to say hi. Please feel free to utilize digital tools to say hi. Continue to utilize CDC and Public Health Department recommendations for social distancing.

2. When can I start assigning work to my students?

Unit members may give remedial, review or enrichment assignments to students between March 23 and April 3 but are not required to. The first two weeks are for planning and staff development. The work given shall not be new assignments that are graded or cover new student standards.

3. What type of curriculum or methodology may I use to implement distance learning?

During this two-week period of time, teachers can utilize any tools such as Teams, OneNote, Google Classroom, or non-digital resources (packets) for review, remediation or enrichment. No new standards should be assigned.

4. What about written packets?

Print materials (Non-Digital Materials) that are remedial, review, or enrichment may be developed and sent to Print Shop during the week of March 30 to April 3.

5. Should I contact my students and/or parents?

During these two weeks it is highly encouraged that teachers contact their students to connect and reassure students about the continuity of education.

6. What happens to the work when students turn it in?

All curriculum provided by the district to students shall be optional and shall include review, remediation, enrichment, and extra credit. The activities provided will not require summative assessments or grading. Please assure all students will have access to materials provided.

7. What is the procedure for students to receive written packets of work?

A drop off and pick up of print materials will be provided in the front of the school office. Pick up and drop off hours will be posted at all school sites starting Monday March 30th.

8. What will happen to the packets when they are returned to the school site?

Print materials that are turned in at schools will be placed in tubs in a member's classroom.

9. Can I meet with my students at their house? Can I videoconference with students privately?

Under no circumstances should unit members be meeting with students in person. Phone calls are acceptable to check in with students and families. If families request video conferencing teachers can volunteer to do so using Teams. Utilization of teams will provide a secure platform that stores conversations like our email system does.

10. Can I hold a live classroom lesson via Microsoft Teams, Skype or Zoom?

Live classroom lessons may be allowed if they are recorded and posted so that all students will have access. Teams provide a secure platform that stores lessons and conversations like our email system.

11. When will K-4 students receive their devices?

All k-4 student devices will be updated prior to distribution, along with instructions on how to turn on and log in, during the week of March 30 to April 3.

12. Will K-4 parents receive instructions when picking up their devices?

K-4 Parents will receive instructions on how to log onto their child's device. Instructions will be taped to the top of the devices so they are ready when students/parents pick them.

13. What happens if I have COVID-19 or been exposed to it?

Should the District compel a unit member to leave work due to suspected illness or exposure to COVID-19, it shall be paid administrative leave.

During the next two weeks members have flexibility to work from home.

14. What if unit members are told to self-isolate by a medical doctor?

All unit members will have the option to work remotely through April 3rd. After that time, unit members can choose to use sick leave if they wish to not work and to self-isolate.

15. What is the procedure to return to work if diagnosed with COVID-19?

You must receive clearance from a medical professional and the District before returning to work if diagnosed with COVID-19.

16. How do I send an email to my students and their parents?

- a) Open up Q.
- b) Go to School in Main Menu.
- c) Then click Mass email and type your email.
- d) Then off to the right, hit refresh list and choose recipients.
- e) It automatically sends it as a BCC...
- f) Make sure you do a CC to yourself. That way you have a record of it.
- g) Then off to the top left, review selected recipients.
- h) Then in new window, hit send email if you're happy with who it is going to.

17. How do I create a video message using Powerpoint?

- a) First, you make a normal Powerpoint with the slides you want.
- b) Then for each slide that you want a video for, click the Slide Show menu, and hit Record Slide Show.
- c) Then hit the red record button, and start yapping.
- d) When you're all done with your PowerPoint, go to File and save it as an mp4.
- e) Then, upload your mp4 file to YouTube (you'll need to make an account)
- f) When it comes to privacy, click "unlisted" video (this allows those with a link to view it).

Distant learning video channel that was shared with all employees

<https://musd.sharepoint.com/sites/tech>

Covers YouTube in the classroom, PowerPoints and other digital tools that may be helpful during this time.

18. May I bring my child to work?

The District ordinarily does not allow unit members to bring their children to their work site during work hours. However, the Parties acknowledge these are extraordinary circumstances, and unit members may require child care for their own children. Unit members may bring their own children to their work site under these conditions.

- a. Children must be the unit members' dependents
- b. Children must not exhibit any signs of illness
- c. Children must be under the direct supervision of the unit member at all times
- d. The presence of children cannot create distraction from the unit members required work, or any other unit members' work

19. What about evaluations?

Evaluations and related components shall be paused for the duration of any school closure (modified or otherwise). Evaluation timelines will be readjusted once we come back.

20. What is the procedure with student IEP meetings?

Any IEP's scheduled to take place during the distance learning planning period will need to be rescheduled within the 30-day legal timeline. If you are unable to reschedule within the legal timeline, a phone conference with parents/guardians will be held.

21. What about my adjunct duties?

Upon return to school sites the adjunct committee will reconvene to determine adjunct duties and work with teachers to fulfill any changes due to the school suspension and makeup of activities.

22. What about the future?

The District and Association will meet again before April 3. These FAQs will be updated as needed.