

Teacher Handbook:

1. eLearning FAQs

We reviewed the FAQs developed in a prior discussion session. Assistant Superintendent Dr. Carnes gave high praise to the participants from discussion who developed the FAQs. The FAQs will be placed in the Teacher Handbook when updated. Here they are:

HSE eLearning Resource

What is an eLearning day?

An eLearning day is an IDOE-approved instructional day that can be used to make up instructional time using technology. HSE Schools will be utilizing an eLearning day as a makeup day for inclement weather or a valid school closure event. An official eLearning date will be declared for attendance purposes; however, students will have a 'window' of dates to complete their assignments.

What does an eLearning day look like for students?

Students will receive online instructional content provided by their teachers. These lessons will be interactive and relate to the curriculum for the specific class. Students will have access to their teachers via email or another method communicated by the teacher. Teachers will let students know how and when they will be available. Teachers will have eLearning content available no later than 9:00 a.m. of an eLearning day. For grades K-4, eLearning will be communicated in the eLearning section of the teacher's Canvas course. For grades 5-12, eLearning will be communicated via the announcement section in Canvas.

As a general guideline, eLearning assignments/activities should take between 20-30 minutes per class/content area. At the K-4 level where assignments/activities blend across multiple content areas, teacher will communicate about how long the assignment/activity should take to complete.

How many eLearning days can occur?

An eLearning day will occur for the make-up of an inclement weather day or valid school closure event. According to the IDOE, there is no limit on the number of eLearning days a school district can have. HSE will strive to keep the number of consecutive eLearning Days in consideration, yet student safety will always be most important.

When will an eLearning assignment be due?

An eLearning assignment will be due by 4pm on the third day we are back in school. For example, we have eLearning on a Tuesday and Wednesday but back in school on Thursday. The Tuesday eLearning assignment will be due by 4pm on Monday and the Wednesday eLearning assignment will be due by 4pm on Tuesday. Teachers will communicate the due date to their students to avoid confusion.

Will the eLearning work be taken for a grade?

Teachers will have discretion to determine if an eLearning assignment will count for a grade or not.

What if students have questions about their assignments?

Teachers will communicate to their students how they may be reached for questions or concerns. Likewise, students can ask questions to their teachers when at school during the open window time of the eLearning event.

What if the student does not have their device at home? What if the student does not have access to the internet?

Students may complete eLearning assignments on any device available to them and use any internet connection available to them (friend's house, library, etc.). Because there is a window of time to complete the assignments, students will have the opportunity to access their device and complete assignments in a timely manner.

How does my student log into Canvas?

Canvas resources for students, including log in information, can be found here. (link)

How will attendance be taken?

Attendance will be taken by students logging into Canvas on the eLearning day.

I am not a typical classroom teacher (Teacher Librarian, Counselor, School Psych, etc.), how do I account for the eLearning day?

Anyone being paid as a certified staff member is expected to account for their time during e-Learning. Building principals, in conjunction with department heads and teachers, are directed to develop a list of meaningful activities that can be performed by each of those teacher groups that are not directly assigned students (including, but not limited to: counselors, media specialists, special education). The list of activities must be submitted to the Assistant Superintendent/H.R. prior to the start of each school year. Activities can include conferences and future staff development programs that occur on non-contracted days. Teachers must submit to the building principal at the end of each eLearning day, those activities that were utilized. Principals are expected to keep an active file accounting for teacher activities. These files can be requested by the Central Office for the purpose of documentation of activities.

If you have further questions regarding the eLearning day(s), we encourage you to speak with your teachers. (parent guidance)

2. Sabbatical Leave

We worked on language to provide an opportunity to take an unpaid sabbatical leave. The language will be initially placed in the handbook and then will be moved to the professional agreement:

An unpaid leave, up to two semesters in length, may be granted for a sabbatical for up to one (1) teacher per hundred members, or a major fraction thereof, in the bargaining unit in one school year. Sabbatical leave may be taken to explore a different educational experience or a different cultural experience.

To qualify, the teacher must have taught at Hamilton Southeastern Schools the full school year prior to taking the leave and have a minimum of two (2) years teaching experience at Hamilton Southeastern School Corporation to qualify. A request must be made in writing to the Director of Human Resources by May 1 for a sabbatical beginning 1st semester or December 1 for a sabbatical beginning 2nd semester. Teachers should submit a request in a timely manner to allow the position to be filled with a qualified candidate. Sabbatical leave applicants must conclude their leave at the end of a semester.

Sabbatical leave will only be granted once every ten (10) years.

Administration will attempt to place a teacher returning from a leave to the position held before the leave, a substantially equivalent position, or a preferred open position. Administration may need to place the teacher in a position in the best interest of the district. Teachers returning from a full year or second semester leave must inform the administration of their intent to return by May 1. Failure to do so could result in loss of position. Teachers returning from a leave before the end of the school year must inform the administration of their intent to return, two (2) months prior to the end of the leave. Failure to do so could result in loss of position. Emergency situations will be handled on a case by case basis.

3. Professional Development

The current handbook allows administration to schedule up to seven professional development sessions of up to one hour each. We engaged in initial discussions about the possibility of reducing the number of optional sessions. More discussion will take place next month.

4. New Teacher Orientation

We agreed to expand new orientation to two days from one. We hope the initiative will be successful.

5. Updating License Requirements

The handbook will be updated to reflect changes in IMAP to change your Initial Practitioner license to the Practitioner License.

6. CPR Renewal

HSEA inquired if CPR renewal could be regularly offered by the district as a service. Administration will investigate and report back at a future meeting.

Board Policies

Assistant Superintendent Dr. Bill Carnes presented the next “bundle” of policies to be reviewed by the Board Policy Committee and then ultimately the Board. The policies for review are:

B2.08 – Board Conflict of Interest, G2.05 Conflict of Interest, J05.07 Student Athlete and Student Driver Drug and Alcohol Random Testing Policy, I05.04 Substance Abuse Policy, G02.07 Drug Free Workplace, J05.06 Drug-Free Workplace, and J01.00 Equal Opportunity.

Future Ready Skills & Panorama Survey

Chief Data Officer Dr. Susan Drumm discussed quantifying future ready skills for a future dashboard that teachers would be able to access. Specific skills have not yet been identified as they consider possible “portraits of a learner” or “portraits of a graduate.” Dr. Drumm indicated this would be a multiple-year process. However, all teachers will have access this fall to their student dashboards.

HSEA expressed concern about the perceived lack of anonymity in the Panorama survey. Dr. Drumm responded that for the students, the survey was confidential, but not anonymous. She further explained that was to allow help and supports to be offered to students who are in need of such services. She indicated that the teacher survey was anonymous.

Discovery Science Materials Fee

HSEA inquired regarding the \$8.00 science materials fee as there appears to be some inconsistencies among buildings. Administration will investigate and report back.

Sub Usage of Discovery IAs/STEM IAs

Some schools had expressed concern regarding the pulling of subs from the Discovery/STEM IAs since they provide prep time to teachers in addition to the programming for students. HSEA understands the importance of having classroom teachers covered first. Administration will talk to our district sub coordinator and report back.

Class Size

HSEA inquired about class size expectations as teachers have perceived an increase. Administrators assured HSEA that class sizes continue to be monitored throughout the summer with additional positions added as needed. Assistant Superintendent Dr. Combs indicated it was definitely more problematic to add sections once the school year had started.

Class size target averages:

K--21

1--22

2--23

3--24

4--25

Int--26

JH--27

HS – 28

BYOD (High School)

HSEA articulated concerns expressed by some high school teachers about the difficulty in having varied student devices and wondered if a common device could be mandated. Director of Educational Technologies Jeff Harrison indicated that modifications have been made to the specification list for incoming freshmen as they no longer will be allowed to have chrome books. He further indicated that any such change would need to be rolled out over a number of years.

K-6 Electronic Resource Changes for 2019-2020

Director of Educational Technologies shared the results of the teacher survey on their usage of electronic resources. Due to a lack of use, the following resources will be eliminated from student fees for next year: Scholastic Storia and Time for Kids (2nd grade). Big Universe tripled in price so it will also be eliminated. The district would like to intensify professional development on World Book, Discovery Streaming, and Tangible Math (Kindergarten).

Vertical Articulation in Social Studies between 4th & 5th Grade

HSEA indicated some 5th grade teachers had expressed concern that 5th grade social studies' standards were being covered by some 4th grade teachers. Director of Elementary Education Dr. Stephanie Loane indicated she would have conversations with 4th grade teachers about the use of mentor texts.

Discussion will next meet July 18th.

Attendance (Administrators):

Dr. Bill Carnes, Dr. Jan Combs, Kim Day, Dr. Susan Drumm, Jeff Harrison, Matt Kegley, Dr. Stephanie Loane, Jeni Ricketts, Chrissie Sturgill, Ryan Taylor

Attendance (HSEA):

Janet Chandler, Becky Floetker, Brent Freed, Maria Ging, Katie Pentecost, Peggy Savin