

# RESPONSIBILITIES AND TIMELINES

## **Wednesday, March 18 to Friday, March 27**

- Members will work from home.
- Schools are closed except to volunteers, meal distribution at specified sites and essential staff through previous arrangement with administration.
- In this time, you are expected to complete the following tasks:
  - Establish Google Classroom with rosters if you have not already done so.
  - Have an assignment ready on Google Classroom for Monday, March 30.
  - Check work emails at least once daily because this is an evolving situation and updates may be sent to you.
  - If you need any assistance with Google Classroom, contact your principal.
  - For IEP meetings/student assessments, timelines are suspended. There could be updates, so check your email.
  - Mandatory meetings on Google Hangout may be required during contract hours. If a meeting is mandatory, you will be given 24 hours notice.
- It is optional to provide work for students during this time. If you do provide work, it cannot be used for a grade. Students may do missing work or redo work assigned prior to the closure for credit based on your established late/missing work policy.

## **Monday, March 30 to Thursday, April 9**

- Members will work at school sites, but this is likely to change.
- Schools will be closed to students and parents (except for picking up meals at specified locations) unless through previous arrangement with administration.
- Distance learning will be provided to students through Google Classroom assignments.
- Meetings and professional development may be required during contract hours, but there can be no such requirements outside of contract hours.
- Information on timelines, testing, IEPs and requirements for Special Education and English Learners is evolving. Check your email for updates.
- At this time, assignments might be subject to grading. Equity issues might impact this decision. Stay tuned.

## **Friday, April 10 to Friday, April 17 (Spring Break)**

- School sites will be closed to members, parents and students.
- No work will be assigned to students.
- At this time, students will return to school on Monday, April 20. Given the governor's recent updates, however, this seems unlikely.
- Between now and then, a plan for student learning and member responsibilities is to be determined for the short term, year end or both.