

## **AGENDA**

### **SCHOOL DISTRICT OF NEW GLARUS HANDBOOK/PERSONNEL COMMITTEE MEETING**

**MONDAY, OCTOBER 26, 2020**

**HIGH SCHOOL LIBRARY/MEDIA CENTER, ROOM 183 JOIN ZOOM MEETING USING  
LINK**

**HTTPS://US02WEB.ZOOM.US/J/83921197966?PWD=Y3DQU2I2C2GYVLF0Q25G  
DNGWNM5WZZ09 OR BY PHONE USING 1-646-568-7788 MEETING ID 839 2119  
7966 & PASSWORD 591580**

**1701 2ND STREET**

**NEW GLARUS, WISCONSIN 53574**

**6:30 PM**

- I. **Call To Order**
- II. **Work From Home Requirements**



## New Glarus School District

### Remote Teaching Requirements

Generally, educators, who are assigned to provide virtual instruction only, are strongly encouraged, but not required, to come into the school buildings to provide the virtual instruction. However, there may be educators who will be required to report to the work at the District's facilities. Any such requirement will be communicated by the educator's immediate supervisor and will be determined by the District based on the best interests of the District and a student(s).

For any educator, who has not been directed to perform work at the District's facilities and who chooses to perform work from his/her home or other non-District setting, the educator must adhere to the following requirements at all times:

- The remote teaching site must have fully reliable broadband access suitable to meet the technology requirements of the District's remote learning plan. It is the educator's responsibility to confirm that his/her site is suitable from a technology standpoint.
- The remote teaching site must have a private space from which to teach, free from distractions and/or non-emergency interruptions. The District encourages educators to select a location that has adequate lighting and a door that closes for privacy.
- The educator shall protect and preserve the confidentiality of all pupil education records and adhere to all applicable confidentiality laws, policies, and procedures. Educators are responsible for reviewing Board Policies and Handbook provisions that address confidentiality.
- The educator must be mindful of the imagery displayed during remote instruction and meetings, including objects and messaging in the background. The same rules that would apply to a classroom or a meeting room within the District's facilities apply to the meeting and remote instruction site and space.
- The educator's own family member(s) may not be present during any remote instruction, unless that family member is a student enrolled in that staff member's class. The same rules that would apply to a classroom within the District's facilities apply to the remote instruction site and space.
- Educators must offer student and/or parent/guardian meetings (in person or virtual as appropriate) to supplement and support virtual learning.
- Educators must check and respond to email correspondence from colleagues, supervisors, students and/or parents/guardians within twenty-four (24) hours or one (1) school day, as applicable, to supplement and support virtual learning.
- Educators must participate in collaboration meetings with other educators and supervisors (in person or virtual as appropriate) in order to supplement and support virtual learning and to address other educational matters.
- The educator's own family member(s) may not be present during any meetings conducted in the scope of his/her employment for the District, including any meetings with or concerning specific students. The same rules that would apply to a meeting room within the District's facilities apply to the meeting site and space.
- Educators must adhere to all policies and procedures that would otherwise apply if the educator were teaching from the District's facilities. For example, educators are still mandatory reporters of child abuse and neglect and educators must still maintain records and monitor student attendance during remote instruction.

- The District will not reimburse expenses incurred for educators who choose to teach from a remote teaching site.
- To the extent that the educator is using personal technology devices to conduct District business, the educator must maintain any and all related records, e.g., text messages, direct messages, etc., because such records are public records subject to the District's records retention schedule and the public records law.
- Even while teaching from a remote site, the educator is still required to fulfill all of the same job responsibilities as he/she would be fulfilling if working on-site, including making and receiving phone calls and other professional communication.
- The educator may be required to attend meetings and/or other events in-person at the District's facilities, as directed by the District Administrator, supervisor, or designee.
- If the educator is unavailable for a remote instructional period/class or a meeting, the educator must submit a request for a paid or unpaid leave of absence in accordance with the District's policies.
- Educators must communicate and secure written approval from the District Administrator, supervisor, or designee, for any changes to the established instructional schedule.
- Educators may not perform work for another entity(ies) or for himself/herself while performing remote instruction, unless the educator has express written permission from the District Administrator, supervisor, or designee.
- Educators must keep a log of their work during times they work from a remote location.

If an educator violates any of the rules set forth above, he/she may face disciplinary action, up to and including termination.

- III. Mental Health/SEL Restructuring**
- IV. Curriculum Restructuring**
- V. Adjourn**

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT BOARD MEMBERS MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD.

UPON REQUEST TO THE DISTRICT OFFICE, SUBMITTED TWENTY-FOUR (24) HOURS IN ADVANCE, THE DISTRICT SHALL MAKE REASONABLE ACCOMODATIONS INCLUDING THE PROVISION OF INFORMATIONAL MATERIAL IN AN ALTERNATIVE FORMAT FOR A DISABLED PERSON TO BE ABLE TO ATTEND THIS MEETING.