

March 13, 2020

Joint statement Re: School Closures

Dear Colleagues,

Today marks an unprecedented day; we are closing all schools to students and the public for the next three weeks.

In response to the three week school closure, we are finding alternative ways to support students by providing enrichment opportunities. While school sites will be closed to students and the public, certificated staff will continue to work. Virtual office hours will be utilized by SJTA bargaining unit members to allow them to be in virtual contact with students and families.

During virtual office hours, practitioners may: communicate with students and families to maintain relationships, provide activities that support previous learning, and answer questions.

In order to prepare for holding virtual office hours, practitioners will have a planning day on Tuesday, March 17th. Practitioners have the option of either going to the school/work site to gather materials for preparation or may choose to prepare off site. As part of the preparation, please explore the list of online enrichment opportunities ([found here](#)) to determine what resources are the most appropriate for your students.

A list of how to reach certificated staff will be available on each school website. In order to create the list, a Google form will be sent to you by your administrator to identify the method you will be using to communicate with students and families during these virtual office hours.

## **FAQ**

Q1: Will I be paid during the three weeks of school closures?

A1: Yes, salary and benefits will be continued according to your collective bargaining agreement.

Q2: Will we be required to make these days up?

A2: Districts across the state are closing schools for two or more weeks. We anticipate applying for and being granted a waiver which would not require us to make up the days. We will let you know if anything changes.

Q3: When do office hours occur?

A3: In an effort to be consistent for students and families across our system, virtual office hours will take place between 8:30-10:30 am and 12:30-2:30 pm Monday-Friday.

Q4: How do I hold virtual office hours?

A4: You can use Google Classroom, Q, Remind, Email, Zoom, Class Dojo, etc. Your administrator will ask you for the method you plan to use for your virtual office hours to share with the parents / guardians of your school community.

Q5: What do I do if I am unfamiliar with virtual platforms?

A5: You can use email. For other options, you may contact Nicole Naditz or Jenifer Cox (instructional technology support). Other technology support can be provided through the tech services department.

Q6: Can I assign new projects for students to do at home?

A6: No, students are not expected to complete any new assignments during the closures

Q7: Do I need to turn in lesson plans?

A7: No. New learning may not be assigned during this closure as it may cause access and equity issues.

Q8: How do I support special education students and their families?

A8: All students and families will be supported through your virtual office hours. The special education department will communicate with site leaders and staff regarding IEP and assessment timelines etc.

Q9: How do I communicate with students and families that are second language learners?

A9: Use the language line or reach out to your administrator for support.

Q10: Can I go to my site to work, obtain supplies, or access WiFi?

A10: You may choose to go to your work site, but are not required to physically report to the site during this time.

Q11: What is expected of me during office hours if I am not a teacher?

A11: The virtual office hours are the same for all SJTA bargaining unit members. You would be available via email or your otherwise identified communication method for staff, students and families.

Q12: What if I need to miss office hours (because I am sick or have an appointment)?

A12: Please notify your administrator.

Q13: Will my site administrator be available on campus or virtually?

A13: Yes. Please ask them for their preferred method of communication.

Q14: How will parents know how to connect with me during office hours?

A14: Your preferred communication method will be provided to parents and students via your school web page.

Q15: Can students submit make up assignments online during this time?

A15: No.

Kent Kern  
Superintendent  
San Juan Unified School District

Bill Simmons  
President  
San Juan Teachers Association