FAQ #2

MOU REGARDING THE COVID-19 PANDEMIC AND SCHOOL OPENING: PHASE 1

1. During live virtual instruction, (including live virtual whole class instruction) do I teach my whole class as if it were all teacher directed instruction for the entire time?

No, live virtual instruction is teacher directed lessons just like you would do in a normal classroom. Like a normal classroom, students will remain in the Google Meet for the entire class. For example, you might use a short time period of direct whole instruction to explain an assignment. Next, students would work on the assignment while you help with questions and provide clarification. You also might have smaller groups within the Google Meet and give time to students to work on an in-class assignment. Students might work on a project or an activity in breakout groups within the Google Meet while you join each group throughout the period or hour. This live virtual instruction does not mean you are going to teach/lecture for the entire time. It does mean that it is a teacher directed lesson. How teachers design their lessons is up to them.

2. In the elementary schedule, what should happen in the 120 ELA/Math instructional time?

In the 60-minute periods of ELA and Math in the morning, students must attend. The whole class has to be present for the 120-minutes. Teachers will take attendance. Teachers still have the discretion to organize the instructional time with their own lessons. They can have small groups and also have students working on individual assignments. The upgraded Google Classroom will hopefully have more options when it comes to working with groups in a Google Meet. We understand the difficulty this poses for our youngest students so if this proves to be too ineffective or unmanageable, the District has assured BTA that we will reopen the MOU and try to add flexibility to the 60 minutes of live instruction.

3. Do teachers have to record themselves instructing their students while live in Google Classroom or Zoom?

In response to some members' concerns about recording their live instruction over the weekend, BTA reached out to the District and negotiated a change in 6.3.3 that stated teacher live virtual instruction shall be recorded and posted upon request. The wording was changed from shall to may, so it is now optional for teachers to record their instruction. Teachers can create their own method to give students’ instructions and information if they have been absent. This will be done without penalty to the student. If absences become a problem, we have language for administration and classified staff to contact with the family. This necessitated a change in the MOU. You can find the new 6.3.3 on page 4. We had to resign the MOU and we have posted it with the new language on the website.
4. How can all members support each other in distance learning?

It’s important to recognize that all members, including elementary and secondary teachers, are going to be facing challenges and working hard to meet the needs of all of their students. The different levels have their own challenges that cannot be compared. The workload will be daunting for everyone and we must come together to help each other by acknowledging the work we all do.

5. In the elementary schedule, is the 45 minute interaction with students after lunch supposed to include all students?

No, this time is meant for student-teacher interaction with small groups, answering student questions, one on one assessment, etc. Teachers may schedule some students to attend and students can join if they need help. Not all students must attend.

6. Are secondary teachers done at 12:30?

No, secondary teachers are instructing and interacting with 3 classes for 80-minute blocks 8:00 to 12:30. In the afternoon, teachers will be available to help students with the asynchronous assignments and homework they have been assigned to complete that day. This will involve answering student posts and emails. Also, teachers can set up individual Google Meets if they choose.

7. Do I need to have one hour of student interaction on Friday?

Yes, every teacher will provide one hour of student interaction on Friday. For example, secondary will schedule the interaction by subject allowing students to attend all of their teachers’ office hours. Students could have an entire day of interaction with their teachers.

8. Do I have to work 8 to 3 or can I work later in the evening to complete my workday?

The MOU states you must work your normal contract hours of 8 to 3. This provides consistency for students and families. You cannot be absent in the afternoon and make up the time later.

9. If I need to get a sub, what do I do?

You will use the District sub system. If you are going to be out for the whole day on Monday to Thursday, you must use a full sick day and order a full day sub.

10. If I am going to be absent for half the day, do I need to report the absence?

Yes, if you will be out during live instruction, you must order a half day sub. If you will be out during non-instructional time, you must still report the absence. You will select in the sub system “No Sub Required.”
11. If I am out on Friday, do I need to report the absence, and do I need a sub?

Yes, you must report the absence and use a sick day if you are out on Friday. In the sub system, you will select No Sub Required. However, you will still have to get coverage for your office hour. You can ask a colleague to cover you. They will get the class coverage rate.

12. Should I make doctor’s and other appointments after 3:00?

Yes, you should try to schedule such appointments like you would in a normal school year.

13. If I absolutely must schedule a doctor’s appointment during my conference period or in the time, I am not live with my students, do I need to notify administration?

Yes, you should notify administration if you must use your conference period or other non-instructional/interaction time to go to an appointment like you would on a normal school day.

14. When will I have access to Google Meets upgrade and Screencastify?

Check your school email. The District has emailed that we now have the upgraded version of Screencastify that allows teachers to film for more than five minutes. The District has ordered the Google Enterprise License and is trying to get it to us as soon as possible.

15. How do I order programs and materials not supplied by the District?

Ask your site administration. They can use site funds to purchase software and supplies.

16. Where can I find the schedules for Distance Learning?

The schedules are in the appendices of the MOU on pages 11-15.

17. Can you clarify the SEED schedule?

Teachers will provide 60 minutes of live instruction daily, but that means Monday to Thursday. Teachers do not need to have a 45-minute office hour since they are teaching in the afternoon. SEED teachers will have the same schedule on Friday as the rest of the teachers. This means they will provide an office hour within the pupil free day.

18. What is 0-period schedule?

0-period will be from 7:10 to 7:50 Monday to Thursday. This will give teachers the same amount of instruction and interaction time as all of the other periods. Teachers will have the discretion to break their time between instruction and supporting/monitoring student work. TBD was inadvertently left on the 0-period portion of the secondary schedule in the appendix. It has been removed.