

# SEA & SPS MOU Tentative Agreement Guidelines

## *How to Build a Schedule for Online Learning*

### **In the following document, you will find:**

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# Elementary School Parameters

- Check-in/community building 30 minutes five (5) times per week
- Instructional period 1 (ELA) 60 minutes five (5) times per week
- Instructional period 2 (Math) 60 minutes four (4) times per week
- Instructional period 3 (Social Studies/Science/STI) 30 minutes four (4) times per week
- Small group support 60 minutes five (5) times per week (determined by school)
- Family connection 30 minutes five (5) times per week
- Instructional periods can contain both synchronous and asynchronous instruction
- Teachers will be available to communicate and provide feedback to students during their class periods

# Secondary School Parameters

- Schools will run an A/B schedule on Monday, Tuesday, Thursday, Friday
- Wednesdays each teacher will provide a minimum of 35 minutes of scheduled check-in with each class period
- Teachers will teach a minimum of three (3) and no more than four (4) synchronous classes on Monday, Tuesday, Thursday, Friday
- Teachers will provide a minimum of two (2) synchronous classes for each period they teach once a week
- Instructional periods can contain both synchronous and asynchronous instruction
- Teachers will be available to communicate and provide feedback to their students during their class periods

# FAQ for Elementary & Secondary Schedules

- **What is my workday?**

- All Educators are following their contracted workday as outlined in the Collective Bargaining Agreement (CBA). For example, certificated teachers work a 7.5 hour day with a 30 minute duty free lunch

- **Is Wednesday still an early release?**

- Yes, educators still have a 75-minute early release on Wednesdays for Professional Development and Collaboration Time

- **What does Synchronous mean?**

- Teacher provides whole class instruction / online lesson
- Teacher works with a small group of students live via video conferencing
- Students work independently but teacher is available to answer questions via video conferencing, chats, emails, or phone calls

# FAQ for Elementary & Secondary Schedules

- **What does Asynchronous mean?**
  - Students watch a pre-recorded video lesson on their own schedule
  - Students complete assignments posted on district platforms on their own schedule
  - Educators provide feedback on completed assignments over district platforms
- **What is Check-in, Community Building, and Family Connection time?**
  - Check-in & Community Building can look like many things- it can be 1:1 contacts or whole group
  - Family Connection is a time for teachers to reach out to families to support their students, this includes contacts via SeeSaw/Schoology, chat, email, or phone

# Elementary FAQ

- **What does a typical schedule look like at Elementary?**
  - Students meet every morning with their Homeroom Teacher for a check-in
  - Every day there is Language Arts instruction
  - Every day there is Small Group work
  - Every day there is Family Connection
  - Monday/Tuesday/Thursday/ Friday there is Math, Social Studies, STI, and/or Science instruction
- **How many times a day does a classroom teacher typically meet with their whole class?**
  - Teachers will meet with their class for Morning Check-in and three (3) synchronous instructional periods Monday/Tuesday/Thursday/Friday
  - Teachers will have time to work with Small Groups throughout the day to provide Tier 2 & Tier 3 supports

# Elementary FAQ

- **What does a typical Wednesday schedule look like?**
  - Teachers will meet with their class for Morning Check-in and then provide a Language Arts lesson for the day. Some students will stay to work in small groups for Language Arts and some students will sign off and complete their work independently
  - Wednesday is focused on working with small groups of students and family check-ins
- **What does an Elementary Specialist Schedule look like?**
  - Elementary specialist teachers are not required to teach more than three (3) synchronous classes on Monday/Tuesday/Thursday/Friday
  - Elementary specialist teachers are not required to teach more than two (2) synchronous classes on Wednesday
  - Elementary specialists can volunteer to teach more classes, but they cannot be required to teach more than what is stated above
  - Elementary specialist should complete Morning Check-ins and Small Group instruction following the same guidelines of a classroom teacher at their elementary school

# Secondary FAQ

- **What does a typical schedule look like at Secondary?**
  - Teachers teach 3 or 4 synchronous periods/classes on Monday/Tuesday/Thursday/Friday following an A/B schedule
- **How many times can a period/class meet per week?**
  - Teachers can only be required to teach each period/class twice a week synchronously
- **What does a typical Wednesday schedule look like?**
  - Teachers will have a scheduled time (minimum 35 minutes) for students to check-in with their teacher during their class period
  - Students will be working independently most of the day but have scheduled time to check in, if needed
  - Teachers will work with small groups throughout the day

## Secondary FAQ

- **My school is scheduling “Enrichment”, what does that mean for my workload?**
  - Enrichment is not required even if it’s scheduled during the workday.
  - Teachers are still under the CBA for class sizes and number of classes they can teach.
  - Teachers are being paid for a 7.5-hour day (with a 30-minute duty free lunch); you must be available and working during Enrichment time, but our Administrator cannot require to be assigned to a group of students if it conflicts with the CBA.

# Additional Concerns

- **What does it mean to be “available” during a class period?**
  - After a teacher has provided the whole class instruction; the class might break into small groups or independent work groups. The teacher is not required to keep the video live stream running for the entire small group work, but they should be available so that if a student contacts them through the LMS (Schoology/SeeSaw), emails, chats, or calls them they can provide feedback and support within the class period (if reasonable – if a student sends an Teams chat during the final minute of class, they might need to wait until the next day)
- **Does that mean I am required to be at my laptop all day?**
  - Just like in a in-person instruction, teachers do not stand in front of the classroom all day or sit at their desks. Teachers move around their classroom and the school and work with different groups of students and provide support and feedback as students work on their projects. Students sometimes need to wait while you finish working with another student before you assist them.
  - During a class period you might be working with a small group of students and another student will send you an email/message; just like as in-person instruction, that student will need to wait until you are done helping the small group.

# Additional Concerns

- **My principal is telling me I need to Live Video Stream from 9:00am-3:50pm (minus my lunch), what should I do?**
  - The MOU is very clear that teachers need to be available during the class period, but they do not need to have a Live Video stream going during the entire period.
- **The MOU says that Class periods can be made up of synchronous and asynchronous instruction, what does that mean for my class period?**
  - Teachers typically will start the class period with whole class instruction. Once the instruction for the day is completed, students might be provided with a “play list” of 5 activities to complete during the remaining time in the period before the class resumes for the last 10 minutes for a check-in. During that time, most students might be working asynchronously (independently). Teacher are available during that time via the district LMS but since students are working asynchronously, there is no Video Live Stream of the class going.

# Additional Concerns

- **I am Secondary Teacher, and my students are sending me messages/emails all day asking for help?**
  - While teaching one class period, your focus should be on that class and the students in that class. As in the school building, your focus should be on the students in your virtual classroom at that time.
- **How do Small Groups work?**
  - Elementary Teachers should work with families, so they know when small groups are scheduled. These small groups should be at consistent times/days to help families facilitate getting their students online for the small group.
  - Secondary Teachers should have clear expectations when setting up small groups so that students know what time they should join the small group during their class period.
- **Do we still have class size/caseload protections?**
  - Yes, all CBA language regarding class sizes and caseloads still apply.