

**Distance Learning**  
**Glossary of Terms for Teachers**  
**August 10, 2020**

**Bargaining Unit Member Absence**

A Bargaining Unit member is absent when s/he is unavailable for Virtual duties during the Board Day.

**Board Day**

8 a.m. to 3:15 p.m.

**Break**

Duty free time for teacher.

**Conference/Academic Support**

Time period can include any of the following:

- Student reaches out to teacher for academic support.
- Teacher reaches out to student(s) for academic support.
- Teacher works on lesson plans, evaluation, and tasks to support teaching individually and among colleagues.

Time period is directed by teacher.

**Instructional Time**

Includes scheduled:

- Subject matter
- Passing time
- Student and Family Engagement Time
- Conference/Academic Support

**Lunch**

30-minute duty free time for teacher.

**Passing Time**

Time available for students and teachers to move from one subject area or class to another.

**Subject Area Live Teaching Period**

Periods may be called “Language Arts”, “Science”, “Period 1” or other name indicating content.

- Teacher implements learning activities.
  - Learning activity may be synchronous (students are participating with teacher).
  - Learning activity may be asynchronous (student(s) work apart from the teacher).
  - Teacher is available for live instruction and may be working with one or more students per teacher judgement.
- Time may include lectures, activities, student evaluation, and student projects.
- Google classroom or Zoom may include teacher on camera, educational videos, and other electronic activities.
- Teacher is responsible for communicating with students regarding expectations and accountability for synchronous and asynchronous learning.
- ***The District recommends that approximately half of each student’s period/subject should be synchronous learning.***

## **School/District Business (Meetings and Professional Learning)**

School District Business is described in Article IV. Hours and Assignments Section C 1-4 p. 4. Meeting and professional learning will be held virtually.

- 1. A maximum of three (3) hours per school month beyond the time in Paragraphs A and B above as determined by site administrator. These hours are not cumulative from month to month. The site administrator will distribute written to all staff members at least one (1) week in advance of the meetings, except in the event of an emergency beyond the site administrator's control. No meeting shall begin before 7:30 a.m. or end after 4:45 p.m.*
- 2. A maximum of two (2) hours per school month within the Board Day may be required for School/District business. These hours are not cumulative.*
- 3. A maximum of two (2) hours beyond the Board Day (D.1) may be utilized within the Board Day (D.2) with mutual agreement from the principal and faculty club chairperson. The agreement must be in writing no less than twenty (20) days prior to implementation. In no case shall the district require more than five (5) hours of meeting time per school month.*
- 4. A maximum of four (4) evenings per school year, as determined by the site administrator. These meetings include such activities as: Back-to-School Night, Open House, Parent Conferences, Graduation, Community Meetings, School Programs, and other activities as deemed necessary and vital to the functioning of the school. The site administrator will distribute written notice to all staff members at least three (3) weeks in advance of the meetings, except in the event of an emergency beyond the site administrator's control. Lighting, safety, and security must be provided according to existing codes and in accordance with the contractual provision for Safety, Security and General Working Conditions, Article XVII. No evening meetings shall begin before 5 p.m. or end after 8 p.m.*

## **Student and Family Engagement Time**

Time period can include any of the following:

- Student's family member reaches out to teacher for academic support.
- Teacher reaches out to student's family for academic support.
- Teacher works on lesson plans, evaluation, and tasks to support teaching individually and among colleagues.