MEMORANDUM OF UNDERSTANDING

BETWEEN

EAST WHITTIER CITY SCHOOL DISTRICT

AND

EAST WHITTIER EDUCATION ASSOCIATION

REGARDING THE COVID-19 PANDEMIC AND SCHOOL OPENING DURING THE 2020-2021 SCHOOL YEAR: 100% DISTANCE AND IN-PERSON LEARNING MODELS

February 26, 2021

The East Whittier City School District ("District") and the East Whittier Education Association ("Association"), jointly known as the Parties ("Parties") enter into this Memorandum of Understanding ("MOU") regarding the issues related to the coronavirus COVID-19 and the opening of schools during the 2020-2021 school year under the 100% Distance and Hybrid Learning Models.

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the District and the Association. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement ("CBA") not in conflict with this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act ("EERA") California Government Codes 3540 et seq. apply and remain in effect.

Both Parties agree that the Los Angeles County Department of Public Health Guidelines are fluid and as such, language within this document is intended to be stronger safeguards that go above and beyond in taking appropriate actions for the current conditions in order to prevent spread of infection.

The Parties agree to the following:

1.0 DEFINITIONS

1.01 "Classroom" is any academic, learning, assessment, or instructional space used by students, certificated, classified, parents, administrators, or other adults on a school campus. This applies to both indoor and outdoor learning spaces, and includes libraries, computer or scientific laboratories, study halls, or any other common space on a school campus.

1.02 "Close Contact" is being within 6 feet of someone with COVID-19 for a total of 15 minutes or more over a 24-hour period OR having unprotected contact with the body fluids and/or secretions from someone with COVID-19.(link)

1.03 The “PK-5 Cohort Size” is dependent upon the space within any classroom and/or workspace that is practicable and workable to have students working in a situation where space of a minimum of six feet can be maintained between students and staff, while allowing unit members the ability to move around while assisting students. If some children are assigned to a stable cohort but only attend part-time, they must be counted as full members against the [signature]
maximum number of people. Part-time members cannot “share” their slot with other part-time students. Other children cannot be added in order to reach the maximum of participants at all times (including push in support). For the purposes of this document, “Cohorts” is used to refer to the term, “Stable Groups,” as used in the guidelines.

1.04 “Common Equipment” is any school equipment or structures that is designed to be used or shared by more than one individual. This includes, but is not limited to, technology, books, computers, recess/playground equipment, physical education equipment, pens, pencils, etc.

1.05 “Common Space” is any indoor or outdoor space on a school campus designed or commonly used by more than one group of individuals. This includes, but is not limited to, school offices, nurse stations, playgrounds, blacktops, quads or outdoor gathering spaces, hallways, bathrooms, etc.

1.06 “Disinfecting Wipes” are what unit members will be supplied with to be used at their discretion.

1.07 “Face Coverings” are coverings or masks for the face as recommended by federal, state, and local public health guidance.

1.08 “Groups” is the amount of individuals in a classroom and/or workspace at the middle school and is dependent upon the space within any classroom and/or workspace that it is practicable and workable to have students working in a situation where space of a minimum of six feet, per LACDPH guidelines, can be maintained between students and staff, while allowing unit members the ability to move around while assisting students.

1.09 “Hand Sanitizer” is ethyl alcohol that is preferred and should be used when there is the potential of unsupervised use by children. Isopropyl alcohol hand sanitizers are more toxic and can be absorbed through the skin. Hand sanitizers containing methanol are toxic and shall not be used. (see CDC and FDA Advisories.) The District has purchased hand sanitizer for all site dispensers containing 70% alcohol. LACOE will provide the District with additional individual hand sanitizer that meets CDC guidelines, which is 60%. [CDC, how to use and select]

1.10 “Hybrid” is a learning model where students learn in-person on campus and remotely.

1.11 “In-Person Learning Model” is a learning model where a teacher provides in-person instruction and Distance learning instruction to students simultaneously via live streaming.

1.12 “Personal Protective Equipment” refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly referred to as Essential Protective Equipment or Essential Protective Gear and includes face coverings, masks, N95 respirators, face shields, face shields with neck guards, barriers, gloves, goggles, etc per LACDPH guidelines.

1.13 “Physical Distancing” is also known as social distancing, and is utilized to help decrease the spread of the virus by increasing the space between people to at least six (6) feet and reducing the number of different people with whom a person interacts per LACDPH guidelines.

1.14 “Plexi-glass Partition” is a physical barrier used to minimize close contacts and protect the breathing zones of all individuals within the enclosed space. The District will follow the LACDPH guidelines or the strongest safeguards to provide appropriate physical barriers.

1.15 “Specialized Services” may include but are not limited to adaptive physical education, psychological and counseling/social-emotional support services, speech and language services,
other medical services, educational support services as part of a targeted intervention strategy, or assessments, such as those related to English Learner status, Individualized Education Plans and other required assessments.

1.16 “Viable” is the descriptor of the space within any classroom that it is practicable and workable to have students working in a situation where space of a minimum of six feet, per LACDPH guidelines, can be maintained between students and staff, while allowing unit members the ability to move around freely while assisting students.

2.0 PERSONAL PROTECTIVE EQUIPMENT (“PPE”)

2.01 The District shall provide PPE to all unit members for every day that unit members are required to report to school sites.

2.01.1 The District will provide standard PPE available to staff on a daily basis to include the following: masks, gloves, and hand-sanitizer. Additionally, at the start of on-campus learning, the District will provide one cloth covering and the county office will provide two additional cloth coverings for a total of three cloth coverings for every staff member.

2.01.2 Unit members are instructed to wash their face coverings daily.

2.01.3 Additional PPE available upon request includes: gowns, face shields, face shields with neck guards, and plexi-glass partitions (require advance request and then a work order will be submitted and fulfilled).

2.02 In-lieu of using district-provided PPE, unit members may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the District.

2.03 Unit members shall not be required to bring their own PPE, and no unit member shall be disciplined or evaluated negatively for not bringing their own PPE.

2.04 If the District fails to provide the standard PPE and/or the previously requested PPE for the day, individuals without PPE will be sent home for the day, to work asynchronously. Unit members sent home to work remotely due to lack of PPE will receive their full daily rate of pay.

Face Covering Requirements

2.05 Face coverings are required to be worn properly at all times by all individuals on a school campus indoors or outdoors based on the current guidelines on the Los Angeles County Department of Public Health. This applies to all staff, all students in grades PK-8, all administrators, and any visitors on campus over two years of age. The Parties shall develop and share with staff a plan to deal with students and others who are not in compliance with the face covering requirements.

2.05.1 Face masks shall not be required for students if there is a medical or behavioral contraindication verified in writing from a doctor of medicine or psychiatry. Other forms of face coverings may be worn by these students such as a face shield with a tucked-in neck cloth. Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering, include persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious,
incapacitated, or otherwise unable to remove a face covering without assistance. Such conditions are rare.

2.05.2 The student workspace of students referenced in 2.05.1, shall not be utilized by any other student/s, the remainder of in-person learning, and will include a customized plexi-glass barrier.

2.05.3 All classrooms and/or workspaces will be provided plexi-glass partitions, upon unit member request.

2.06 For unit members who cannot wear a mask according to section 2.05.1, face shields with neck drapes tucked into the shirt shall be used.

2.07 N95 respirators or medical grade equivalent shall be fit-tested and provided to:

2.07.1 nurses taking care of a sick staff member or student to wear themselves, and a medical grade mask for the staff member or student to wear (if it can be tolerated) until the staff member leaves the building.

Hand Washing Requirements

2.08 The Parties recognize that frequent hand washing for a minimum of 20 seconds minimizes the spread of COVID-19.

2.09 All individuals shall be required to wash their hands or use hand sanitizer upon entering district sites and every time a classroom and/or workspace is entered.

2.10 The District shall comply with the following hand washing requirements:

2.10.1 Every room with a sink shall be stocked with soap and paper towels.

2.10.2 Every classroom and/or workspace shall be provided hand sanitizer.

2.10.3 Non-classroom and/or workspaces such as common spaces, including offices, workrooms, conference rooms, libraries, multi-purpose rooms, locker rooms, weight rooms, etc., shall be provided hand sanitizer.

2.10.4 Hand sanitizer or portable hand washing stations shall be provided at each entrance and exit point, on all school campuses.

2.10.5 If food is provided and consumed on campus, portable hand washing stations or a fully functioning sink shall be at each food distribution and consumption areas on all school campuses. All meals will be “Grab and Go” for the remainder of the 2020-2021 school year.

2.10.5.1 Where food is consumed on campus, two portable hand-washing stations shall be provided on the playground areas at each site, for supplemental reinforcement of safe hygiene practices.

2.10.6 Portable hand washing stations or a sink with running water shall be provided at each teachers’ lounge and classrooms on all school campuses.
2.10.7 A sink with immediate hot running water shall be provided at each health office and isolation room on all school campuses.

2.10.8 All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the beginning of each day that staff or students are on campus.

2.10.9 Drinking from water bottles or eating snacks inside classrooms and/or workspace will not be allowed, as they require the removal of masks and potential contagion. Students will be directed to step outside the room.

3.0 ADHERENCE TO HEALTH GUIDELINES AND ORDERS

3.01 The District shall adhere to the current COVID-19 guidelines and orders issued by the Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH"), California Department of Education ("CDE"), California Department of Industrial Relations Division of Occupational Safety and Health ("Cal-OSHA"), and Los Angeles County of Education Public Health.

3.02 Where there is a conflict between the various guidelines or orders, the District shall adhere to the most restrictive guidelines or orders in order to minimize potential health and safety risks for all unit members, students, and their families.

3.03 The Parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to the guidelines in section 3.01.

Physical Distancing

3.04 The District shall ensure minimum physical distancing of six (6) feet between all staff and student workspaces.

3.04.1 The District shall calculate the viable maximum capacity of all workspaces and classrooms while maintaining physical distance requirements.

3.04.2 All workspaces shall be measured and marked to maintain the physical distancing requirement prior to the start of the opening of campuses to staff and students.

3.05 No unit member shall be directed to violate the minimum of six (6) feet of physical distancing requirement, unless during legally mandated assessments. Such assessments may be held outdoors or an alternative setting. Enhanced PPE, barriers, and equipment (i.e. laser pointers) will be provided.

3.06 To adhere to physical distancing, and arrival and dismissal protocols, all parent communications will be done by virtual means.

Lunch

3.07 Physical distancing of six (6) feet shall be maintained between all staff and students during their lunch period(s).

3.08 Education Code 44813 requires a duty-free lunch period of at-least thirty (30) minutes each workday.
3.09 Staff lounge capacity while maintaining physical distancing requirements shall be determined and posted on all entrances to the staff lounge. Access to the staff lounge for eating may change in accordance with recommendations from LACDPH.

**School Entrance and Exit Points**

3.10 School sites shall identify an access point to be used for entrance and exit before and after school.

**Meetings and Gatherings**

3.11 Unit members will not be required to attend in-person meetings unless it is a documented legal mandate by a government agency during the pandemic (including but not limited to, staff meetings, 504s, IEPs, SSTs, mandated state and federal assessments, professional development, committee meetings, district meetings, staff gatherings, parent meetings, and parent-teacher conferences).

3.12 Large in-person gatherings are prohibited.

3.12.1 All required training/meetings/ceremonies will be offered via Virtual means for the 2020-2021 school year, unless both the Association and the District concur that there is no viable method of delivering the training/meeting virtually. If the District feels there is a need to have a training/meeting, the District will present a proposal to EWEA and will secure mutual agreement with EWEA prior to implementation.

3.13 Notwithstanding section 3.11, all other provisions of the CBA regarding meetings apply.

3.14 Unit members should remain in their same workspace as much as practicable.

3.14.1 Classrooms and/or workspaces will be cleaned daily by trained custodial personnel, using appropriate cleaning products proven to kill COVID-19 as legal per CDC guidelines.

3.15 No Unit Member will be required to be on more than one site per day, with the exception of itinerants. Middle school teacher/s on a split assignment will teach one school in person and one school virtually. A substitute will cover the in-person classes.

### 4.0 OTHER HEALTH AND SAFETY ISSUES

**Daily Cleaning and Disinfecting**

4.01 The District shall ensure that all classrooms, restrooms, common spaces, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials, by trained custodial personnel and supported by trained classified staff.

4.02 Daily cleaning and disinfecting as described in Section 3.14 shall be done by trained custodial personnel and supported by trained classified staff. Classrooms and/or workspace will be supplied with disinfecting wipes. Unit members shall not be required to perform daily cleaning and disinfecting that falls outside the scope of the normal duties as covered in the CBA.
4.03 Upon request of the Association, the District shall provide copies of all Safety Data Sheets ("MSDS") required to be maintained by Cal-OSHA.

Regular Decontamination of Classroom and/or Workspaces

4.04 Regular decontamination of classrooms and workspaces shall be completed at least once daily. Decontamination shall be done by trained, qualified professionals. Decontamination shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied.

Air Ventilation and Filtration

4.05 The Parties affirm that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All windows in all locations shall be made fully functioning if possible to enable opening and closing, for optimum circulation of air. Additionally, unit members shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.

4.06 The District shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit.

4.06.1 HVAC air filters shall be equipped with the highest quality air filters that our system can accommodate (currently using Merv 11) and changed at the recommended intervals as recommended by California Department of Public Health and CAL-OSHA.

4.06.2 Portable classrooms and/or other workspaces without adequate central HVAC shall be equipped with (HVAC system itself) air filters with a large enough capacity and flow rate for the square footage of the room.

4.06.2.1 Any classroom and/or workspace that cannot accommodate an HVAC system with the minimum of a MERV 13 filter, per the CDPH Guidelines, will be equipped with a portable HEPA air-purifying system (Germ-Guardian True HEPA Filter Air Purifier) or similar, upon teacher request based on an increased risk via the Accommodation Process for themselves or a member within their household.

4.06.2.2 Any classroom and/or workspace that does not have cross ventilation (with open windows/doors that are opposite to one another) will be equipped with a portable HEPA air-purifying system, per the CDPH Guidelines. (Germ-Guardian True HEPA Filter Air Purifier) or similar.

4.06.3 If an individual tests positive for COVID-19, the District will replace the HVAC filter(s) in impacted room(s) at the school site.
Any classrooms and/or workspaces with HVAC systems not up to current code will be replaced prior to occupancy by any person. The impacted unit members will be given the option for an alternative workspace if requested.

**Health Screening, Testing, Notification, and Contact Tracing**

4.07 A registered School Nurse shall be assigned to each campus during regular school operation hours for the safety and health of all staff, students, and visitors to the campus. The District shall ensure that the following occurs:

4.07.1 oversee the health screening, testing, and notification of all individuals on the school campus;

4.07.2 coordinate with the District, and interface with the Los Angeles County Public Health Department;

4.07.3 primarily care for any individuals that manifest symptoms associated with COVID-19;

4.07.4 implement quarantine protocols; and

4.07.5 train all staff and inform students and visitors on effective hygiene practices including but not limited to hand washing, physical distancing, and PPE usage.

4.08 The District shall ensure that all employees are checked daily for symptoms associated with COVID-19 infection by following the District's screening Steps below:

**Step One** - before a unit member leaves for work, do a COVID-19 symptom self-check. If you answer yes to any of the questions, stay home and complete the COVID-19 Active Screening Questionnaire via Google form.

**Step Two** - upon entering campus, get a temperature check. If temperature reads 100.4 degrees or higher after the second check, the unit member will be directed to the cooling area for further evaluation. After the third temperature check reads 100.4 degrees or higher, the unit member will be sent home and asked to follow up with their primary care provider.

**Step Three** - if the temperature check is passed, complete the COVID-19 Active Screening Questionnaire via Google form while on campus.

**Step Four** - at any point throughout the day, if a unit member is running a fever or exhibiting any COVID-19 symptoms, that person will be directed to go home and will be asked to contact their primary health care provider.

4.08.1 Los Angeles County Department of Public Health screening, testing, notification, and quarantine protocols and procedures will be adhered to and mutually agreed upon by both Parties prior to in-person learning occurring.

4.08.2 All staff, students, and visitors will be informed of these protocols and procedures.
4.09 Students and visitors will follow the above Steps. In lieu of the Google form, students and visitors will respond verbally to the COVID-19 Active Screening Questionnaire prior to entering campus.

4.10 Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing procedures in conjunction with the Los Angeles County Public Health Department. All persons who may have come in contact with the infected individual shall be notified. The District shall notify the Association President of the site or the department where the infected individual was present during the suspected incubation/active infection period. The District agrees to maintain procedures for keeping confidential employee communications about any COVID-19 related health conditions.

4.11 Prior to the reopening of in-person learning, all bargaining unit members and students and staff shall be provided with resources for free COVID-19 testing.

4.12 The District will provide COVID vaccination clinics, in order to facilitate vaccinating all unit members. Every effort will be made to schedule vaccination appointments during asynchronous learning time or office hours (non-instructional time). In the event the unit member is not able to secure an appointment during non-instructional time, they shall work with their supervisor to get coverage if need be. Sick days under the leaves provision in the CBA will not be counted against the unit member’s sick leave balance.

EWCSD Health & Safety Handbook [link]

5.0 IN-PERSON LEARNING

5.01 The COVID-19 pandemic has caused federal, state, and local public health officers to issue orders and guidance impacting the educational operations of the District in order to minimize health and safety risks associated with COVID-19 infection and illness. As a result of the orders and guidance issued by federal, state, and local public health officers, any in-person learning offered by the District during the pandemic shall be offered consistent with all of the provisions below.

Physical Distancing

5.02 Physical markers will identify, in all locations, where students may congregate at all school and classroom and/or workspace entrances and exits.

Classroom/Instructional/Academic Workspaces

5.03 The District shall calculate the viable maximum capacity of all classrooms and/or workspace while maintaining physical distance requirements.

5.04 The District shall ensure minimum physical distancing of six (6) feet between all student workspaces, between all educator and student workspaces, and between all employee workspaces.

5.04.1 The District shall calculate the viable maximum capacity of all workspaces while maintaining physical distance requirements. The viable capacity for each classroom and/or workspace shall be posted prior to the start of in-person learning.
5.04.2 All workspaces shall be measured and marked to maintain the physical distancing requirement prior to the start of in-person learning.

5.04.3 School site protocols will be developed to minimize interaction of bargaining unit members with staff, students, and parents, prior to the opening for in-person learning.

5.05 No unit member shall be directed to violate the minimum of six (6) feet of physical distancing requirement.

5.06 The District will observe the physical distancing guidelines when administering state-wide assessments. Such assessments may be held outdoors or an alternative setting. Enhanced PPE, barriers, and equipment will be provided (i.e. laser pointers).

**Breakfast/Nutrition/Lunch**

5.07 All meals will be “Grab and Go” for the remainder of the 2020-2021 school year.

5.07.1 If food is consumed on campus, it shall be consumed outdoors.

5.08 Two portable hand-washing stations that are easily accessible, shall be provided to students and staff, for supplemental reinforcement of safe hygiene practices.

5.09 Physical distancing of six (6) feet shall be maintained between all students and staff.

5.10 Education Code 44813 requires a duty-free lunch period of at-least thirty (30) minutes each workday.

**One-Way Directions/Movement**

5.11 In order to help maintain physical distancing requirements on main walkways, the sites shall clearly mark the direction of travel.

**School Entrance and Exit Points**

5.12 Since students, parents, and staff tend to congregate in large groups at access points before and after school:

5.12.1 School sites shall identify multiple access points (minimum of three) to be used for student and parent entrance and exit before and after school. Each site will determine how to designate the system of flow of each.

5.12.2 Unit members will be assigned duty in accordance with Article IX, section 15 of the CBA. With the exception of nurses, unit members shall not be assigned a duty that requires close proximity to students and parents such as monitoring entrance and exit locations and will not be assigned primary screening duties. In the event of an emergency, administrators may seek volunteers for shortages in coverage. Unit members who decline to volunteer shall not be subject to reprisal.
5.12.3 School sites may designate staggered start and end times for, but any staggered start or end times shall not create longer or shorter work days for unit members.

**Recess/Student Break Times**

5.13 School site administrators, in consultation with unit members, shall create plans and schedules that provide recess and break times for both students and unit members consistent with the following:

5.13.1 All recess and break times shall be designed to maintain physical distance requirements.

5.13.2 All recess and break times may be staggered to minimize the number of different people with whom staff and students interact.

5.13.3 Unit members shall not be assigned to student supervision that requires close proximity (less than 6 feet) to students to minimize the number of different people with whom a unit member interacts.

5.13.4 District will provide two portable hand washing stations that are easily accessible to students and staff.

**Student Cohorts and Groups**

**Grades PK-5**

5.14 The Parties affirm that student cohorts are intended and designed to provide groupings of students that are maintained throughout each school day, and through each trimester with an assigned primary cohort teacher, and systems are in place at the school site to prevent the mixing of classroom cohorts.

5.15 The sizes of aforementioned student cohorts shall not exceed the maximum number of students allowed by the LACDPH. Smaller cohort size maximums shall exist if the physical distancing requirements of six (6) feet cannot be maintained given individual classroom and/or workspace size limitations. If the student cohort size has reached its maximum viable classroom and/or workspace capacity, no additional students will be added to the cohort roster.

5.16 Students should remain in their same workspace as much as practicable.

5.17 Each student’s belongings shall be separated and stored in a District-provided individually labeled storage containers, cubbies, or any other designated areas.

5.18 The District, working with unit members, shall provide each student with sufficient supplies in order to provide equitable access to education as well as to minimize the sharing of high-touch materials. If supplies, such as manipulatives, must be shared between students, the equipment shall be cleaned and disinfected between uses.

5.19 School staff shall limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize the spread of the illness.
5.19.1 Supervising adults should be assigned to one cohort and must work solely with that cohort, unless serving children five years of age and younger in which case an adult may be assigned to no more than two cohorts.

5.19.2 Unit members who are providing specialized services to students shall only interact in-person with students from two classroom cohorts in the same workday in order to minimize their potential exposure to COVID-19 unless necessary to respond to exigent (urgent) health or safety issues. Any additional student contacts within the same day must be virtual.

Grades 6-8

The Parties agree that when middle school meets the criteria to reopen per LACDPH, the following section shall be revisited to account for the new guidelines.

5.20 The Parties affirm that student groups are intended and designed to minimize the number of students on campus each school day.

5.21 Class sizes of aforementioned student groups shall not exceed the maximum number of students allowed by the LACDPH. Smaller group size maximums shall exist if the physical distancing requirements of six (6) feet cannot be maintained given individual classroom and/or workspace size limitations. If the student class size has reached its maximum viable classroom and/or workspace capacity, no additional students will be added to the class roster.

5.22 Students should remain at their same workstation, and classroom and/or workspace, as much as practicable.

5.23 Each student’s belongings, unique to the needs of specialized electives, shall be separated and stored in personal backpacks or in District-provided individually labeled storage containers, cabinets, cubbies, or areas.

5.24 The District, working with unit members, shall provide each student with sufficient supplies in order to provide equitable access to education as well as to minimize the sharing of high-touch materials.

5.25 To help facilitate stability, staggered release times may be created. The number of transitions shall be minimized to half the regular number of class periods on a traditional bell schedule.

5.25.1 Classroom and workspaces will be cleaned daily by trained custodial personnel, using appropriate cleaning products proven to kill COVID-19, as legal, per CDC guidelines.

5.26 Unit members shall limit the number of in-person visits to classroom groups in order to maintain the stability of the groups and to minimize the spread of the illness. Unit members not assigned as the teacher shall use virtual methods of interacting with the student group.

5.27 School staff shall limit the number of in-person visits to classroom groups in order to maintain the stability of the groups and to minimize the spread of the illness.
5.27.1 Supervising adults should be assigned to one group and must work solely with that group.

5.27.2 Unit members who are providing specialized services to students shall only interact in-person with students from two classroom groups in the same workday in order to minimize their potential exposure to COVID-19 unless necessary to respond to exigent (urgent) health or safety issues. Any additional student contacts within the same day must be virtual.

6.0 INSTRUCTIONAL LEARNING MODELS

6.01 Consistent with Education Code Section 43503 as amended by SB98, if as a result of the orders and guidelines issued by federal, state, or local public health officers, the District is unable to provide a safe and healthy in-person learning environment for all students as required in Sections 3.0 and 4.0, 100% Distance Learning Model will be offered for students.

6.02 A daily schedule for the different grade levels and learning models will be developed and mutually agreed upon by both Parties (see attachment A).

6.03 Under an applicable “Safer at Home” order unit members shall not be directed or required to report to their worksite while their worksite is closed to students. Days will be scheduled to allow teachers to retrieve instructional materials and/or distribute materials to students.

6.03.1 If under an applicable “Safer at Home” order, the District shall compensate all unit members for reasonable costs associated with providing distance learning. Such compensation shall be up to $500 ($50 per month) per unit member for the 2020-2021 school year.

6.04 All students will receive content five days per week. The lesson design and type of instruction provided shall be at the discretion of the classroom teacher.

6.04.1 All content shall be aligned to grade level standards that are provided at a level of quality, differentiation, and intellectual challenge substantially equivalent to in-person instruction.

6.04.2 All students will receive daily interaction for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders and consistent with this MOU.

6.04.2.1 This daily interaction shall be designed to meet the needs of students at the discretion of the classroom teacher.

6.04.2.2 If daily interaction is not feasible as part of regular instruction, the District shall develop an alternative plan in consultation with and based on meaningful input from students, parents, and the Association.

6.05 The District shall ensure equitable access to education for all students and shall confirm and/or make provisions so that all pupils have adequate access to connectivity and technological devices to participate in the educational program and complete assigned work.

6.06 The District, working with unit members, shall provide each student with sufficient supplies in order to provide equitable access to education.
6.07 The District shall provide supplemental materials and resources designed to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English Learners, pupils with exceptional needs, pupils in foster care or experiencing homelessness, and pupils requiring mental health support.

6.08 According to Education Code 43501 as amended by SB98 the minimum daily instructional minutes for grades TK-K (180 daily minutes), 1-3 (230 daily minutes), 4-8 (240 daily minutes), are in effect for the 2020-2021 school year.

6.08.1 Academic content, classwork, independent work, assignments, projects, synchronous instruction, asynchronous instruction, and live interaction shall all be combined to meet the daily minimum minutes per grade level. Daily lesson plans, assessments (excluding District benchmarks), and instructional methodologies used shall be at the discretion of the classroom teacher.

6.09 Unit members shall determine the means and methods for providing-appropriate standards-based instruction, their resources, and their students’ abilities to access the curriculum. Unit members shall be responsible for planning appropriate standards-based instruction, responding to parents and students in a timely manner, supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion and participation, providing students feedback, and reporting non-participation to the site administrator for additional outreach and follow-up.

6.09.1 District-developed matrices shall be used as a guide, however the Parties agree that unit members will use their professional judgement to prioritize the instruction of grade-level standards throughout the year.

6.10 Unit members are expected to work and be available during their normal contractual work hours and workdays. To provide students and parents with consistency and to avoid conflicts, office hours/interactive instruction shall be scheduled during the same times each week. Unit members shall have time each week designated to provide student support, feedback, and clarification and may be conducted via phone, email, and/or other virtual platforms.

6.11 Teacher preparation time will be reflected accordingly on all agreed upon schedules.

6.12 The District shall not require unit members to record live/synchronous virtual instruction.

6.12.1 The District will ensure that a Technology Use Agreement is submitted by all parents, to assure unit members’ safety from liability related to student use of technology.

**Engagement Accountability Requirements**

6.13 The District shall document daily participation for each pupil on each school day, in whole or in part. A pupil who does not participate in distance learning when assigned to do so shall be documented as absent by the teacher.

6.13.1 The Aeries platform, or the equivalent, will be used for daily attendance and student grades to assure student accountability and participation.

6.13.2 The District shall develop written procedures for tiered reengagement strategies for all pupils who are absent for more than three (3)
school days or 60% of the instructional days in a school week. These procedures shall require school site administrators, non-classroom certificated staff, or classified staff to make contact with the pupil’s parents or guardians pursuant to the requirements of Education Code Sections 43504(f). These procedures shall include but are not limited to:

6.13.2.1 Verification of current contact info for each enrolled students;

6.13.2.2 Daily notification to parents or guardians of daily absences; and

6.13.2.3 A plan for outreach from the school to determine student needs including connection with health and social services as necessary.

6.13.3 Classroom teachers shall regularly communicate with parents and guardians regarding a pupil’s academic progress consistent with established practices and procedures for traditional in-person learning.

100% Distance Learning Model

6.14 The Parties agree to support any supplemental instructional materials (e.g., paper packets) to students while schools are in distance learning. Unit members using alternative instruction shall work with their site administrator. Compensation will be provided, if it extends beyond the contractual workday.

6.15 Unit members providing service in a 100% Distance Learning Model may work remotely or may access and work from their assigned classroom and/or workspace during regular school hours as they deem necessary. In the event a unit member reports to a District worksite, they shall be responsible for following all safety and health requirements in Sections 3.0 and 4.0 of this MOU.

6.16 For the purposes of this MOU, both Parties agree that the choice to work on campus or remotely, may change as the nature of the pandemic changes. The District agrees to be flexible in providing unit members the opportunity to switch from one to the other.

6.17 The District shall allow all unit members to take home the necessary equipment and supplies from their classrooms in order to provide distance learning.

In-Person (HYBRID) w/ Live Streaming

6.18 With the use of District-provided technology, teachers, at their discretion, will incorporate live-streaming into their instruction in alignment with the agreed upon schedules.

6.19 Employees who can complete their essential duties remotely while still meeting the needs of the District, will be provided a flexible work schedule, including the option to work from home on Fridays and after students leave campus and supervision duties (according to the CBA) have been completed on Monday through Thursday. This flexibility option may need to be adjusted if unit members are needed on campus, for such events as distribution days, or legally mandated needs, the District or site administrator will provide advanced notice of such changes.

7.0 SUBSTITUTE COVERAGE
7.01 District training, not already financially committed to or scheduled by school sites, shall not take place during student-contact time.

7.02 School Business Days are considered work days and will not be counted against a unit member's leave balance if a substitute teacher is requested.

7.03 Unit members obtaining a substitute will have attendance responsibilities fulfilled by the substitute. Unit members not requesting a substitute will be responsible for their own attendance.

7.04 When a teacher expects to be absent the teacher will make every effort possible to furnish lesson plans for a maximum of five (5) days of the extended absence. If there are extenuating circumstances and the teacher is not able to make lesson plans, the substitute teacher will utilize the Emergency Lesson bank to provide instruction. Sick days under the leaves provision in the CBA will be counted against the unit member's sick leave balance.

7.05 Absent certificated employees who do not require a substitute must report their absence by utilizing the Frontline Absence Management System.

7.06 Classified employees shall not substitute teach a class but may be used to assist students already assigned work by their regular classroom teacher.

7.07 Unit members will not be required to share usernames and passwords.

**Distance Learning**

7.08 Unit members working at school sites and who are sick, but not symptomatic of COVID-19, shall be allowed to teach remotely. A sick day under the leaves provision in the CBA will not be counted against the unit member's sick leave balance.

7.09 If a unit member is out for ONE day and cannot conduct synchronous instruction, they will be responsible for notifying the students and assigning asynchronous assignments for the day. The unit member shall utilize the Frontline Absence Management System to record their absence. A day under the leaves provision in the CBA will be counted against the unit member's leave balance.

7.09.1 If a unit member is out ONE day and cannot conduct synchronous instruction, they may request a substitute by utilizing the Frontline Absence Management System. If a substitute is not available, a site administrator, or District designee, will secure coverage for any necessary instructional minutes to students, to provide daily live interaction, or to assist students as needed. A day under the leaves provision in the CBA will be counted against the unit member's leave balance.

7.09.1.1 If an administrator, or District designee is unable to secure coverage for any necessary instructional minutes to students, to provide daily live interaction, or to assist students as needed, the unit member will be responsible for notifying the students and assigning asynchronous
assignments for the day. A day under the leaves provision in the CBA will not be counted against the unit member's leave balance.

7.09.2 If a unit member has been out for three (3) non-school business days, a substitute shall be requested for all future absences by completing the Frontline Absence Management System.

7.10 If the absence exceeds ONE day, the absent certificated employee shall request a substitute no later than 6:45 a.m. by utilizing the Frontline Absence Management System. If the absence is reported after 6:45 a.m., the employee should call the Switchboard to secure a substitute. A sick day under the leaves provision in the CBA will be counted against the unit member's sick leave balance.

**In-Person**

7.11 If a unit member is absent, the unit member shall follow the District's absence management procedures as described in the CBA.

7.12 If a unit member is experiencing Covid-like symptoms that prevents them from passing the Covid Symptom Screening and can not teach in person, the District will provide up to three (3) days of Substitute Coverage for unit members beginning in-person instruction on March 1st or 8th, 2021, or two (2) days of Substitute Coverage for unit members beginning in-person instruction on or after March 29, 2021. If a unit member chooses to utilize these days, the unit member shall comply with the COVID-19 Communication Pathway (link) process. These days will not be counted towards their sick leave entitlement. The unit member may teach remotely if desired, or they can provide lesson plans for the substitute. These days will expire on June 2, 2021.

8.0 DAYS AND HOURS

**Unit Member Daily Work Hours**

8.01 Unit members, whether working remotely or on campus, shall work the same number of minutes as provided in the CBA.

**Adjunct Duties, Committee Assignments, or Extra Duty Work**

8.02 Any and all adjunct duties, committee assignments, or extra-duty positions shall be cancelled unless such duties, assignments, or positions can be reasonably performed in a virtual setting. Compensation shall remain consistent with the CBA and/or school site agreements.

**2020-2021 Academic Calendar**

8.03 The Parties agree to meet prior to the opening of in-person or hybrid learning, to clarify the current 2020-2021 school year grade level schedules. As the COVID-19 climate changes, both Parties agree to meet as needed.
8.04 Per Los Angeles County Department of Public Health guidelines, and to ensure a smooth transition from distance learning to a hybrid model, both Parties agree that such transition will take place after a natural break (for example holiday break or grading period).

**Professional Development**

8.05 The District shall provide timely and appropriate software and technology training for unit members required to engage with students in a virtual setting, or with the new technology, prior to the hybrid learning model.

8.06 Any additional optional Teacher Training Days or equivalent work hours shall be compensated at the unit member’s per diem rate of pay.

8.07 In the event that additional optional training is offered, the District shall provide a minimum of 72 hours’ notice to all unit members. Such training will take place outside the regular work day and be paid at the workshop or task force rate of pay.

9.0 **LEAVES**

9.01 All provisions of the CBA pertaining to Leaves remain in effect.

9.02 A unit member may be granted a paid leave for up to ten days for absence caused by COVID related quarantine.

**Industrial Accident Leave/Workers Compensation**

9.03 All provisions of the CBA pertaining to Industrial Accident Leave and/or Worker’s Compensation remain in effect.

10.0 **CHILDCARE**

10.01 Based on unit member needs, the District will provide low-cost childcare to school-age dependents.

11.0 **PAY AND BENEFITS**

11.01 While working under a distance learning or in-person model, or during a period of total emergency school closure, unit members (in an active status) shall continue to receive their full compensation and benefits. If extracurricular duties can and are performed, unit members shall continue to receive stipends and/or additional pay, as provided for under the CBA.

11.02 Arrangements shall be made, as applicable, for paycheck disbursement to ensure that unit members get paid within a reasonable timeframe as outlined in the CBA.

12.0 **EVALUATION**

12.01 All observations will be completed remotely in order to maintain classroom and/or workspace maximum capacities and unnecessary exposure.
12.02 Excluding temporary and probationary unit members, during a 100% distance learning model or an emergency school closure, observations of unit members shall be postponed. If upon return to the hybrid learning model, the evaluation can reasonably be completed by May 1st, then such evaluation shall take place or continue at the time. Otherwise, the Parties agree to postpone incomplete evaluations to the 2021-2022 academic year.

12.03 Excluding temporary and probationary unit members, any incomplete observation from the 2019-2020 school year will be completed upon return to the hybrid learning model, if the evaluation can reasonably be completed by May 1st. Otherwise, the Parties agree to postpone incomplete evaluations, or merge them with evaluations for the 2021-2022 academic year.

12.04 Temporary and probationary unit members will be provided timely additional training and support as needed, on all District required or highly recommended platforms and programs. Such training shall be proactive in nature and include a multitude of presentation formats.

12.05 Both Parties agree to review section 12.0 if there are extenuating circumstances and upon mutual agreement.

13.0 COVID-19 EXPOSURE SCHOOL SITE CLOSURE

13.01 For any COVID-19 related absence, no days under the leaves provision in the CBA will be counted against the unit member's leave balance.

13.01 Staff and administrators who are sick are expected to remain home and shall not be permitted on a District site while sick.

13.02 If a staff member, or administrator tests positive for COVID-19, unit members will immediately be notified and the District will follow all guidelines from the Los Angeles County Department of Public Health. The unit member, if medically able to do so, shall provide distance learning.

13.02.1 If the unit member is not medically able to do so, the District or site administrator will ensure that the students will have a certificated teacher providing distance learning instruction remotely.

13.03 The District will work with the Los Angeles County Department of Public Health to ensure that all staff being quarantined are given resources on how to properly quarantine and provided access to medical professionals if illness manifests itself.

13.04 If a potential outbreak of COVID-19 is suspected, at a school site or within the District, the District shall close per the guidelines from the Los Angeles County Department of Public Health, until such time as it is deemed reasonably safe to return to work at any school site.

13.05 All classrooms and workspaces, worksites, rooms, school sites, or other District facilities shall be thoroughly cleaned and disinfected prior to being re-opened.

13.06 The District shall communicate all decisions about closures and re-opening to all unit members at a school site or District wide as appropriate. Such communication shall be by email or by telephone.

Exposure Management Plan (link)
14.0  HEALTH TRAINING

14.01 Consistent with federal, state, and local public health officer guidelines, staff shall be trained in the following areas, including but not limited to:

14.01.1 Reinforcing the importance of health and safety practices and protocols (all staff);

14.01.2 Physical distancing requirements, personal protective equipment, and classroom-cohort protocols (all staff);

14.01.3 Health screening protocols and procedures (nurses);

14.01.4 Protocols on responding to individuals who manifest symptoms associated with COVID-19 while at school (nurses);

14.01.5 Protocols on responding to individuals with a family member or someone in close contact with a student or staff member who tests positive for COVID-19 (all); and

14.01.6 Protocols on responding to a student or staff member testing positive for COVID-19 (all).

14.02 In the event that additional COVID-19 related training is offered outside of the staff meeting, the District shall provide a minimum of 72 hours’ notice to all unit members. Such training will take place outside the regular work day and be paid at the workshop or the task force rate of pay.

15.0  ACCOMMODATIONS

15.01 The Parties acknowledge that the accommodation process may be required to make work safe for unit members with health conditions that heighten the risk of severe outcomes with COVID-19.

15.02 The District agrees to initiate, in a timely manner, the process for unit members whose medical doctor designates them as “high risk,” “vulnerable,” or equivalent terminology as related to exposure to COVID-19. The doctor must designate specific restrictions to properly determine eligibility.

15.03 The District agrees to protect and support unit members who are at higher risk for severe illness by providing options such as working remotely.
15.04  The District agrees to protect and support unit members who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as additional PPE, and/or an air purifier.

15.05  The District agrees to maintain procedures for keeping confidential, employee communications about any health conditions.

15.06  The District shall provide reasonable accommodations for unit members particularly vulnerable to COVID-19 due to a medical condition, including but not limited to:

15.06.1  Moving the employee workstations; and/or

15.06.2  Eliminating, reducing, or substituting less critical, non-essential job functions that create more risk of exposure.

16.0  ACCESS LIMITATIONS AND ASSOCIATION RIGHTS

16.01  The Parties shall develop and implement a plan to minimize access to school sites, and limit non-essential visitors, facility use permits, and volunteers.

16.02  Representatives from the Association, including local Association leaders, the California Teachers Association, and the National Education Association, shall be granted access to District worksites.

17.0  GRIEVANCE PROCEDURE

17.01  All provisions of this MOU are subject to the negotiated grievance procedure in the CBA.

18.0  CONSULTATION RIGHTS AND RESERVE RIGHT TO FURTHER NEGOTIATE

18.01  The District and Association agree to continue to meet and confer monthly during the pandemic to discuss textbooks, curriculum, educational methods, standards, assessments, with the goal of evaluating the instructional models being used and to improve student learning outcomes.

18.02  The Parties shall meet to consult to provide meaningful input into the “EWCSD Health and Safety Handbook” before the District submits this to the Los Angeles County Office of Education, the local public health department, posts it at all District sites, and shares it with all stakeholders. Updates to the “EWCSD Health and Safety Handbook” shall be provided to the Association President or designee at least 24 hours prior to being published.

18.03  The District shall prepare a “Learning Continuity and Attendance Plan” for the 2020-2021 school year in consultation with and reflecting meaningful input from students, the Association, and parents. The District shall provide an update to the “Learning Continuity and Attendance Plan” in draft format at least 24 hours prior to adoption of the plan by the Board of Trustees.

18.04  Due to the evolving nature of the pandemic, the Association reserves the right to negotiate safety and/or any impacts and effects related to the COVID-19 pandemic as needed.
19.0 **DURATION**

19.01 The Parties share joint interests in keeping communications open and working collaboratively for the benefit of students, staff, parents, and the District community as events continue to unfold during the pandemic.

19.02 This MOU shall expire in full without precedent on July 2, 2021, unless by mutual written agreement of the Parties.

**FOR THE ASSOCIATION:**

[Signature]

Date 2/27/21

**FOR THE DISTRICT:**

[Signature]

Date 02/27/21
### PRESCHOOL IN-PERSON SCHEDULE

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:30 AM</td>
<td>Prep Class</td>
<td>Prep Class</td>
<td>Prep Class</td>
<td>Prep Class</td>
</tr>
<tr>
<td>8:30-9:00 AM</td>
<td>Meet with teachers &amp; IA's to outline daily schedule</td>
<td>Meet with teachers &amp; IA's to outline daily schedule</td>
<td>Meet with teachers &amp; IA's to outline daily schedule</td>
<td>Meet with teachers &amp; IA's to outline daily schedule</td>
</tr>
<tr>
<td>9:00-9:30 AM</td>
<td>Student Arrival</td>
<td>Student Arrival</td>
<td>Student Arrival</td>
<td>Student Arrival</td>
</tr>
<tr>
<td>9:30-10:00 AM</td>
<td>Social/Play and sensory skills (Individualized/Small Group)</td>
<td>Social/Play and sensory skills (Individualized/Small Group)</td>
<td>Social/Play and sensory skills (Individualized/Small Group)</td>
<td>Social/Play and sensory skills (Individualized/Small Group)</td>
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<tr>
<td>10:00-10:45 AM</td>
<td>Large Group/Movement music language development (Live Stream)</td>
<td>Large Group/Movement music language development (Live Stream)</td>
<td>Large Group/Movement music language development (Live Stream)</td>
<td>Large Group/Movement music language development (Live Stream)</td>
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<tr>
<td>10:45-11:00 AM</td>
<td>Learning-Goal Targeting/Centers (Individualized)</td>
<td>Learning-Goal Targeting/Centers (Individualized)</td>
<td>Learning-Goal Targeting/Centers (Individualized)</td>
<td>Learning-Goal Targeting/Centers (Individualized)</td>
</tr>
<tr>
<td>11:00-11:20 AM</td>
<td>Communication skills/Read Aloud (Live Stream)</td>
<td>Communication skills/Read Aloud (Live Stream)</td>
<td>Communication skills/Read Aloud (Live Stream)</td>
<td>Communication skills/Read Aloud (Live Stream)</td>
</tr>
<tr>
<td>11:30 AM-12:30 PM</td>
<td>Lunch/Break</td>
<td>Lunch/Break</td>
<td>Lunch/Break</td>
<td>Lunch/Break</td>
</tr>
<tr>
<td>12:30-1:00 PM</td>
<td>Intensive Intervention/ 1:1 or Intensive Intervention/ 1:1 or Intensive Intervention/ 1:1 or Intensive Intervention/ 1:1 or Intensive Intervention/ 1:1 or Intensive Intervention/ 1:1</td>
<td>Intensive Intervention/ 1:1 or Intensive Intervention/ 1:1</td>
<td>Intensive Intervention/ 1:1 or Intensive Intervention/ 1:1</td>
<td>Intensive Intervention/ 1:1</td>
</tr>
<tr>
<td>1:00-2:00 PM</td>
<td>Grading &amp; Feedback</td>
<td>Grading &amp; Feedback</td>
<td>Grading &amp; Feedback</td>
<td>Grading &amp; Feedback</td>
</tr>
<tr>
<td>2:00-3:00 PM</td>
<td>Instructional Planning</td>
<td>Instructional Planning</td>
<td>Instructional Planning</td>
<td>Instructional Planning</td>
</tr>
</tbody>
</table>
# Elementary TK - 5 In-Person Model

<table>
<thead>
<tr>
<th>Learning Blocks</th>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td></td>
<td>7:30 - 8:00 am</td>
<td>7:30 - 8:00 am</td>
<td>7:30 - 8:00 am</td>
<td>7:30 - 8:00 am</td>
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<tr>
<td>Instructional Planning Time</td>
<td>8:00 - 8:25 am</td>
<td>8:00 - 8:25 am</td>
<td>8:00 - 8:25 am</td>
<td>8:00 - 8:25 am</td>
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<tr>
<td>SEL</td>
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<td>8:25 - 8:30 am</td>
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<td>8:25 - 8:30 am</td>
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<tr>
<td>Learning Block 1</td>
<td></td>
<td>8:30 - 9:00 am</td>
<td>8:30 - 9:00 am</td>
<td>8:30 - 9:00 am</td>
<td>8:30 - 9:00 am</td>
<td>8:30 - 9:00 am</td>
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<tr>
<td>Learning Block 2</td>
<td></td>
<td>9:30 - 10:59 am</td>
<td>9:30 - 10:59 am</td>
<td>9:30 - 10:59 am</td>
<td>9:30 - 10:59 am</td>
<td>9:30 - 10:59 am</td>
</tr>
<tr>
<td>Learning Block 4</td>
<td></td>
<td>12:20 - 1:20 pm</td>
<td>12:20 - 1:20 pm</td>
<td>12:20 - 1:20 pm</td>
<td>12:20 - 1:20 pm</td>
<td>12:20 - 1:20 pm</td>
</tr>
<tr>
<td>Grading/Feedback</td>
<td></td>
<td>12:50 - 1:29 pm</td>
<td>12:50 - 1:29 pm</td>
<td>12:50 - 1:29 pm</td>
<td>12:50 - 1:29 pm</td>
<td>12:50 - 1:29 pm</td>
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<tr>
<td>Instructional Planning Time</td>
<td></td>
<td>1:50 - 3:00 pm</td>
<td>1:50 - 3:00 pm</td>
<td>1:50 - 3:00 pm</td>
<td>1:50 - 3:00 pm</td>
<td>1:50 - 3:00 pm</td>
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<tr>
<td>Off-Campus Distance Learning Coefficients</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Grades TK-5: In-Person Model**
- Grade-level teams, working in conjunction with the Learning Center teacher and site administrators, can determine the order that ELA and Math are taught during blocks 1 and 2. Block 3-Social Studies/Science.
- This schedule includes Title I, Special Education, and STEP.
- Grades TK-5 Learning Blocks 1 & 2 will include a minimum of 30 minutes of Direct Instruction. Grades 3-5 Learning Blocks 1 & 2 will include a minimum of 45 minutes of Direct Instruction. Combination Classes 1 & 2 will include a minimum of 30 minutes of Direct Instruction, to allow flexibility for differentiation time.
- It is important to note that students will be required to continue to complete assignments independently for a minimum of 25 minutes each day.

*This can also be time for small group instruction.*
# Mod-Severe In-Person Schedule

<table>
<thead>
<tr>
<th>Learning Blocks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teach Align</td>
</tr>
<tr>
<td>Connect Assess</td>
</tr>
<tr>
<td>Extension Reflect</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7:30a - 8:30a</strong></td>
<td><strong>8:30a - 11:20a</strong></td>
<td><strong>11:20a - 11:30a</strong></td>
<td><strong>11:30a - 12:30p</strong></td>
<td><strong>12:30p - 2:00p</strong></td>
</tr>
<tr>
<td>PLANNING, SET-UP, PREP, COLLABORATION WITH TEACHERS/staff, SCHOOL BUSINESS</td>
<td><strong>GROUP B</strong> <strong>IN CLASS</strong> Students (max of 6) Teacher Staff (2-4) (total number not to exceed 13)</td>
<td><strong>GROUP A</strong> <strong>IN CLASS</strong> Students (max of 6) Teacher Staff (2-4) (total number not to exceed 13)</td>
<td><strong>GROUP A</strong> <strong>IN CLASS</strong> Students (max of 6) Teacher Staff (2-4) (total number not to exceed 13)</td>
<td><strong>GROUP B</strong> <strong>IN CLASS</strong> Students (max of 6) Teacher Staff (2-4) (total number not to exceed 13)</td>
</tr>
<tr>
<td><strong>8:30a - 11:20a</strong></td>
<td><strong>11:20a - 11:30a</strong></td>
<td><strong>11:30a - 12:30p</strong></td>
<td><strong>12:30p - 2:00p</strong></td>
<td><strong>2:00p - 3:00p</strong></td>
</tr>
<tr>
<td>Lunch and dismissal (Students take lunch home with them)</td>
<td>Lunch and dismissal (Students take lunch home with them)</td>
<td>Clean Materials and Teacher/staff Lunch</td>
<td><strong>GROUP B</strong> Synchronous Distance Learning *Teacher/Staff 1:1 and small group Zooms *Collaboration *Parent Connect</td>
<td><strong>GROUP A</strong> Synchronous Distance Learning *Teacher/Staff 1:1 and small group Zooms *Collaboration *Parent Connect</td>
</tr>
<tr>
<td><strong>11:20a - 11:30a</strong></td>
<td><strong>11:30a - 12:30p</strong></td>
<td><strong>2:00p - 3:00p</strong></td>
<td><strong>GROUP B</strong> Synchronous Distance Learning *Teacher/Staff 1:1 and small group Zooms *Collaboration *Parent Connect</td>
<td><strong>GROUP A</strong> Synchronous Distance Learning *Teacher/Staff 1:1 and small group Zooms *Collaboration *Parent Connect</td>
</tr>
<tr>
<td><strong>11:30a - 12:30p</strong></td>
<td><strong>2:00p - 3:00p</strong></td>
<td></td>
<td><strong>GROUP B</strong> Synchronous Distance Learning *Teacher/Staff 1:1 and small group Zooms *Collaboration *Parent Connect</td>
<td><strong>GROUP A</strong> Synchronous Distance Learning</td>
</tr>
<tr>
<td><strong>2:00p - 3:00p</strong></td>
<td></td>
<td></td>
<td><strong>GROUP B</strong> Synchronous Distance Learning *Teacher/Staff 1:1 and small group Zooms *Collaboration *Parent Connect</td>
<td><strong>GROUP A</strong> Synchronous Distance Learning *Teacher/Staff 1:1 and small group Zooms *Collaboration *Parent Connect</td>
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<td><strong>PLC</strong></td>
</tr>
</tbody>
</table>

*Teacher/Staff Collaboration Time *Parent Connect *Training *Data Review *Goal Specific Planning *Special Ed. Check In/Collaboration *IEPs
# Middle School 100% Distance Learning Model - Block Scheduling

(*When Mondays fall on a holiday, the learning blocks will move to Friday*)

<table>
<thead>
<tr>
<th>Learning Blocks</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th><em>Friday Periods 1 - 6</em></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional Planning Time</strong> (7:30-8:30am)</td>
<td>Instructional Planning Time/ School Business</td>
<td>Instructional Planning Time/ School Business</td>
<td>Instructional Planning Time/ School Business</td>
<td>Instructional Planning Time/ School Business</td>
<td>Instructional Planning Time/ School Business</td>
</tr>
<tr>
<td><strong>Social Emotional</strong> 8:30 - 8:45</td>
<td>Attached to Period 1</td>
<td>Attached to Period 2</td>
<td>Attached to Period 1</td>
<td>Attached to Period 2</td>
<td>Attached to Period 1</td>
</tr>
<tr>
<td><strong>Learning Block 1</strong> 8:45 - 10:10 45-85 min.</td>
<td>Period 1 - Synchronous Embedded Support</td>
<td>Period 2 - Synchronous Embedded Support</td>
<td>Period 1 - Synchronous Embedded Support</td>
<td>Period 2 - Synchronous Embedded Support</td>
<td>Period 1 8:45 - 9:15</td>
</tr>
<tr>
<td><strong>Break</strong> 10:10 - 10:25</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break 9:50 - 10:00</td>
</tr>
<tr>
<td><strong>Lunch</strong> 11:00 - 12:35</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch 11:05 - 11:15</td>
</tr>
<tr>
<td><strong>Teacher Office Hours</strong> 2:00 - 3:00</td>
<td>Teacher Office Hours</td>
<td>Teacher Office Hours</td>
<td>Teacher Office Hours</td>
<td>Teacher Office Hours</td>
<td>Office Hours 2:00 - 3:00</td>
</tr>
</tbody>
</table>

The 85 minute blocks will include 45 minutes of synchronous whole class instruction (all students) followed by 40 minutes of small group work to provide differentiated embedded support (may not include all students). *Fridays consist of synchronous whole class instruction, asynchronous assignments, or small group work to provide differentiated embedded support (may not include all students). IEP meetings could also take place on Fridays. This schedule includes Mild to Moderate Special Education and STEP.*

![Signature](image)