

MEMORANDUM OF UNDERSTANDING BETWEEN  
BERRYESSA UNION SCHOOL DISTRICT and  
CALIFORNIA TEACHERS ASSOCIATION OF BERRYESSA (CTAB)  
on Reopening Schools in the 2020-2021 School Year

April 5, 2021

The Berryessa Union School District ("District") and the California Teachers Association of Berryessa ("Association"), jointly known as the Parties ("Parties") enter into this Memorandum of Understanding ("MOU") regarding the negotiable impacts related to the coronavirus COVID-19 on the opening of schools for in person instruction during the 2020-2021 school year. The provisions of the Temporary School Site Closure in a COVID-19 Environment (dated August 10, 2020) are applicable to continued full time distance learning and an in-person schedule environment and remain in effect unless negotiated changes are specifically stated in this MOU.

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 on unit members while also providing equitable access to education for students.

The Parties acknowledge that pursuant to the March 20, 2021 CDPH Framework and Guidance (referred to herein as "Framework") staff and students may be required to isolate or quarantine and/or the District may need to close a stable group/class or school(s) on a temporary basis to slow the spread of infection and illness arising from COVID-19 during the 2020-2021 school year. All Industry Guidelines, protocols or orders referred to in this MOU and/or applicable to in-person instruction in a COVID-19 environment shall be deemed to refer to the most up to date versions of such directives. Where there is conflict between the various guidelines or orders, the District shall adhere to the most restrictive guidelines or orders to minimize potential health and safety risks for all unit members, students, and their families.

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 with the provisions of this MOU for its duration, or until modified by mutual agreement by 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

The Parties agree to the following:

**1. Safety/Work Conditions When Schools Reopen**

- A. Pursuant to applicable health and safety guidelines, the District shall provide for minimum physical distancing in classrooms of no less than 6 feet between student chairs or as provided in most current Industry Guidelines, if different, and 6 feet between staff and students.
- B. When the minimum physical distancing requirement between the student and the unit member cannot be maintained in a Special Education setting, the District will provide appropriate PPE and/or physical barriers.
- C. All certificated bargaining unit members not assigned as a classroom teacher shall maintain all physical distancing, PPE and safety requirements in this MOU.
- D. Unit members shall adhere to physical distancing and PPE requirements in all classrooms and common spaces.
- E. If maintenance of most current physical distancing requirements is not possible for non-classroom unit members due to office/room size limitations, and in order to maintain student confidentiality or privacy, alternative and effective safety devices shall be used such as plexiglass barriers and/or face shields with neck drapes.
- F. The District website shall provide comprehensive information covering all of the safety measures contained or referred to in this MOU and will continue to be updated as Industry Guidelines and orders change.
- G. The District shall provide touchless or open trash containers in each classroom and common area. Trash shall be removed from every work space each work day. Additional trash bag liners will be provided in each classroom.
- H. The District shall provide each student with basic supplies, e.g., pencils, paper, crayons, glue, scissors, etc. in order to eliminate the sharing of high-touch materials. Storage containers shall be provided to store individual student materials if other means are not available.
- I. The District shall provide a facilities usage plan, specific to each site, identifying which classrooms/offices/workspace will be used by unit members and students, which student bathrooms, which student play or common areas will be open and a schedule (day and time) for which students and staff shall have access.
- J. Unit members shall have the right to refuse to work in unsafe working conditions.
- K. No reprisals or discrimination shall be taken against any unit member who makes disclosure of unsafe or unhealthy working conditions.
- L. School Ingress and Egress
  - a. The district will develop and enforce plans to maintain physical distancing at all facility entrances and exits.
  - b. The Covid Safety Plan shall include a written plan, specific to each site, for the ingress and egress of all individuals.
  - c. The plan shall be posted on the school's website prior to the opening of school.

- d. School sites shall identify multiple access points to be used for student ingress and egress.
- e. Staff and students will be assigned an ingress and egress point.

#### F. Directions and Movement

- a. The District shall minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary, and use visual reminders on the floor that students can follow to enable physical distancing while passing.
- b. The District shall mark three (3) feet, or the most current Industry Guidelines, of spacing for classes to line up in outdoor spaces.
- c. The students shall remain in their stable groups.

#### G. Student Breaks/Unit Member Breaks

- a. School site administrators, in consultation with the site leadership team, shall create a site plan for student breaks consistent with the following:
  - i. All student break times shall be designed to maintain physical distance requirements and group stability.
  - ii. All student break times shall minimize the number of different people with whom staff and students interact.
  - iii. Unit members shall only be responsible for supervising their stable group during a student break.

#### H. Personal Protective Equipment ("PPE")

- a. The District shall provide PPE to all unit members for every day that unit members report to school sites.
- b. In-lieu of using District-provided PPE, unit members may bring their own PPE so long as the PPE complies with Industry Guidelines and provides equivalent protection to the PPE provided by the District. Unit members shall not be required to bring their own PPE, and no unit member shall be disciplined or negatively evaluated for not bringing their own PPE.
- c. The District shall provide sneeze guards for the teacher desk and student desks. Disposable smocks will be available for special education staff and staff who experience physical distancing issues with students upon request. Face shields are available to all staff upon request. Face shields shall provide sufficient protection.
- d. Water hydration stations have been installed at each school site for students and employees.

#### I. Filtration

- a. Air filtration systems shall be in working order with clean air filters of at least MERV 13 rating. The District shall prepare a report, specific to each school site and shall identify whether the ventilation meets the recommended "clean air exchange" guidelines established by both Cal/OSHA and the CDPH. This report shall be provided to the Association, broken down by school site and/or sections of sites in order to identify what additional measures are needed to ensure students and staff have safe air in their work areas. This report shall be provided ten (10) days prior to the in-person instruction. A log reporting maintenance and replacement of filters shall be available in the school office.
- b. Air filtration and circulation shall meet or exceed applicable standards in all District classrooms.
- c. All classrooms shall have portable air cleaners that use high-efficiency particulate air (HEPA) filters.
- d. HVAC systems shall be run beginning two (2) hours prior and two (2) hours after workspaces are occupied.

#### J. Face Covering Requirements

- a. Face coverings are required to be worn properly at all times by all individuals on a school campus indoors or outdoors. This applies to all staff, all students in grades TK-12, all administrators, and any visitors on campus over two years of age.
- b. N95 masks shall be provided to nurses and KN95 masks shall be provided to unit members who work with students who cannot wear masks.
- c. Face masks are required to be worn properly at all times by all individuals on a school worksite, outdoors or indoors except when unit members are alone in their classrooms (if classroom is fully enclosed), subject to the most current Industry Guidance.
- d. Persons exempted from wearing a face covering due to a medical condition, as confirmed by a health professional, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, if appropriate. This alternative PPE shall be provided by the District.

#### K. Cleaning, Sanitizing, and Disinfecting

- a. The cleaning and disinfecting schedule and logs of common areas and classrooms shall be posted at every school/work site. The District shall ensure that all used areas of every school/work site are cleaned, sanitized, and disinfected according to Industry Guidance.

- b. The District shall make available at each school site and provide to the Association all available product information and safety data regarding any specific chemicals which the District provides to be used at a school worksite for cleaning, disinfecting, and sanitizing classrooms and work areas.

L. Hand Washing Requirements

- a. The District will follow DPH requirements related to frequently reminding individuals to wash their hands or use medically effective hand sanitizer.
- b. Students, employees, and visitors shall be required to wash their hands or use hand sanitizer upon entering district sites and every time a work space or classroom is entered.
- c. The District will provide hand washing soap and or medically effective hand sanitizer in all classrooms, workspaces and common spaces. Hand sanitizer shall contain at least 60% ethyl alcohol and not contain methanol.
- d. The District shall ensure that all hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked as needed and prior to the beginning of each day that staff are on campus.
- e. Each classroom shall have a designated sink for that classroom and/or wall mounted hand sanitizing dispensers. Additional portable hand washing stations will be located throughout the school site.

M. Protocols, Health Screening, Testing, Notification, and Contact Tracing

- a. All individuals (including parents, students, and employees) will be required to complete the District Self-Assessment survey electronically or verbally and provide it to staff before reporting to the worksite/school site or prior to entering the worksite/school site.
- b. For the purpose of health screening, the District shall station employees at designated school entrances and exits ensuring all students have completed the District Self-Assessment. Those employees shall not be CTAB unit members except for District nurses.
- c. Staff and students who exhibit any symptoms consistent with COVID-19 or who have had close contact with a person who has tested positive for COVID-19 as defined by Industry Guidance and County Orders shall notify their supervisor or teacher, stay home or, if on a school site be sent home or to a medical facility. The unit member may continue to work remotely if they are able.
- d. Upon notification that an employee, parent, student, or anyone entering a school site has received a confirmed positive test for COVID-19, the District shall follow the "Immediate Actions" and

“Communication” steps pursuant to guidance from the Santa Clara County Public Health Department Guidance (March 20, 2021).

- e. The District shall notify the Association within one (1) business day of the school/work site where the infected individual was present during the suspected incubation/active infection period.
- f. Any students or staff exhibiting COVID-19 symptoms shall be required to wait in an isolation area until they can be transported home or to a healthcare facility. Each school site shall provide an isolation room for this purpose. The District shall have an isolation policy and procedure in place.
- g. The District shall provide to all employees the location of and procedures for isolation rooms at all school/work sites.
- h. The District shall designate a staff liaison(s) to be responsible for responding to COVID-19 concerns and questions. The liaison(s) shall be trained to coordinate the documentation and tracking of possible exposure in order to notify local health officials, staff, and families in a prompt and responsible manner.
- i. All COVID-19 illness and exposures arising from the workplace shall be investigated to determine if any work/school-related factors could have contributed to risk of infection. Positive cases will be reported to DPH as required. Protocols shall be updated as needed to prevent further cases.
- j. All bargaining unit members shall be provided the opportunity for free, COVID-19 testing at one or more District sites at no charge twice a month which shall occur during the contracted work day.
- k. The District shall provide contact information for the Santa Clara County Health Department to all employees to provide access to information and reporting positive COVID-19 cases.

#### N. Protocol Implementation Committee

“A Protocol Implementation Committee” comprised of at least three members from each of the CTAB and the District’s bargaining teams (or appointees by each party) shall meet April 13, 2020 and an additional date no later than May 16, 2021, to tour school sites and review and ensure safety protocols referred to in this MOU and Industry Guidelines are in place and maintained. Any unresolved issues arising from this process shall be referred to the Superintendent and CTAB president for resolution. The CTAB bargaining team members participating in the walkthrough shall only host the morning meeting and the remainder of the day will consist of asynchronous work.

- O. In addition to an Injury and Illness Prevention Program (IIPP) and School Safety Plans, the District shall establish and implement a COVID-19 Safety Plan for In-Person Instruction (CSP) according to Industry Guidance which includes the safety measures in this MOU to protect employees and students.

This plan shall include the person(s) responsible for implementing the plan, a risk assessment (Identification and Evaluation of COVID Hazards), and the measures that will be taken to prevent the spread of COVID-19. The plan shall be communicated to all employees. Employees shall be trained in the safety measures included in the plan prior to the first day of in person instruction.

- P. Parents shall be provided the "Parent Guide to the Reopening of Santa Clara K-12 School", the CSP, and any supplemental materials necessary to include the proper use, removal, washing, and storage of face coverings, hand washing, and other healthy hygiene practices, symptoms screening, physical distancing guidelines, and the school site plans and procedures to follow when someone becomes sick exhibits symptoms, or tests positive for COVID-19.
- Q. Any outside agencies that use Berryessa Union School District facilities shall follow the safety measures in all applicable Federal, State, and Local orders.
- R. The District shall designate an employee(s) to oversee the ordering, restocking, and providing of all safety items. Each site shall inform the unit members in writing of the process to obtain the necessary safety equipment.

## **2. Implementation of In-Person Instruction**

- A. Students will return to in person instruction according to the following phased in schedule:
  - Monday, April 19 SDC Pre-School, Grades TK-2
  - Wednesday, April 21 Grade 6
  - Monday, April 26 Grades 3-5
  - Wednesday, April 28 Grades 7 and 8
- B. Unit members participating in in-person student interaction shall receive a one-time stipend of \$1500 payable in June 2021 in a separate check. The purpose of this stipend is to compensate unit members in anticipation of additional work requirements due to in person instruction or other in-person interaction with students within the scope of their job classification.
- C. Unit members shall not be required to report to any work/school site unless they have volunteered or are assigned for in person instruction according to the needs of the District. The District will assign qualified/credentialed unit members in reverse order of seniority-as necessary to meet needs of all in-person students with the exception of unit members who qualify for remote assignments per Section 4 Leaves of the MOU.
- D. In the event more unit members are interested in returning to in person instruction than there are positions, district seniority shall be used from the list of volunteers at each site to determine which qualified unit member shall teach in person.
- E. Grade 4/5 unit members participating in in-person instruction shall be paid an hour of Extended Duty Pay for any missed preparation period.
- F. If teaching in person, unit members are not required to be present at the work/school site during the distance learning portion of the day.

- G. Counselors, Psychologists, Speech and Language Therapists and Resource Specialists shall not be required to work in person and shall continue to work remotely unless they volunteer to report to work in person.
- H. Under no circumstances shall any recordings result from the use of webcams, cameras, or any other devices other than at the unit member's initiation. The parties expect that parents, student, and the District will not copy, videotape, record, or use in any way a teacher's live or recorded lessons without the teacher's consent. The District will take appropriate disciplinary action against any student for violation of Education Code Section 51512 which prohibits video/audio recording without consent.
- I. 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 those orders and guidelines.
  - a. Adherence to Health Guidelines and Orders
    - i. The District shall adhere to the current applicable 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"), and the California Department of Industrial Relations Division of Occupational Safety and Health ("Cal-OSHA").
    - ii. 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.
- J. Student Stable Groups
  - a. Student stable group sizes shall not exceed a number that would violate Industry Guidance/County Orders physical distancing requirements given classroom size limitations.
  - b. Elementary Schools (TK-5)
    - i. Stable groups of students shall be maintained throughout each school day, and through each quarter, trimester, or semester, with assigned teachers and other adults, and systems in place at the school site to prevent the mixing of stable groups.
    - ii. Students shall remain in their same indoor workspace as much as practicable.



- iii. Each student's belongings shall be separated and stored in individually labeled storage containers, cubbies, or areas. If the classroom does not have individual storage containers, cubbies or other areas, this will be provided by the District.
- iv. The District, working with unit members, shall provide each student with sufficient supplies in order to minimize the sharing of high-touch materials.
- v. School staff shall limit the number of in-person visits to classrooms in order to minimize the spread of the virus. Staff not assigned as the primary teacher shall use virtual methods of interacting with students where possible.

c. Middle Schools (Grades 6-8)

- i. Stable groups of students shall be maintained throughout each school day with assigned teachers and other adults, and systems in place at the school site to prevent the mixing of students.
- ii. Students shall remain in their same indoor workspace as much as practicable.
- iii. The District, working with unit members, shall provide each student with sufficient supplies in order to minimize the sharing of high-touch materials.

d. Hybrid Model of Instruction

- i. According to *Education Code 43501* the minimum daily instructional minutes are as follows: for grades TK-K (180 daily minutes), 1-3 (230 daily minutes), and 4-8 (240 daily minutes).
- ii. When providing remote learning, 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 (*with the exception of District or State required assessments*), and instructional methodologies used shall be at the discretion of the classroom teacher.
- iii. When providing daily instructional minutes in an In-Person Instruction Model, the bargaining unit member workday shall be described in the attached District-adopted schedules.
- iv. Bargaining unit members shall determine the means and methods for providing distance learning based on District provided professional development, appropriate standards-based instruction, their resources, and their students' abilities to access the curriculum. If a teacher cannot reach or engage

a student to participate 60% of the days of the week, the teacher will follow the identified protocol to refer the student for intervention and that teacher will be relieved of responsibility until the student is referred back to the teacher. Ed Code 43504

- v. Any recording of live/synchronous virtual instruction is required to have the consent of the teacher.
- vi. The District shall provide all bargaining unit members the necessary equipment and supplies in order to provide hybrid learning, including but not limited to technology, laptop computers, web cameras, and other items normally provided during in-person learning.

e. Classroom Preparation Days

- i. There shall be three (3) days before a bargaining unit member's first day of in-person instruction to allow unit members to prepare their classroom spaces for in-person learning. Unit members are required to have a morning meeting or check-in with their students to meet SB 98 legal requirements; the balance of the day for students shall be asynchronous learning.

f. In-Person Adjunct Duties, Committee Assignments, or Extra Duty Work

- i. Any and all in-person adjunct duties, committee assignments, or extra-duty positions shall be cancelled except for duties which are currently being completed remotely.
- ii. Unit members shall supervise only their own students, including walking their students to the exit gate at the end of the in-person student instructional day.

**3. Remote Assignments**

- A. Unit members volunteering for in-person instruction or who are requesting remote assignments shall indicate their preference via email in response to the District survey requesting such information.
- B. If the unit member is seeking the remote assignment because either they or someone in their household is at high risk for infection or illness associated with COVID-19, supporting documentation will be provided by the unit member. Such information shall not be utilized or perceived by the District as a request for a reasonable accommodation due to an alleged disability unless a "qualifying disability is present.
- C. All information submitted in support of a request for a remote assignment shall be considered confidential and shall not be revealed

to or shared with any individual or agency other than the Association to the extent permitted by law.

- D. Priority for remote assignments shall be based on the following list in the specified order:
- a. A unit member's verified status as being at high risk of contracting COVID-19 in order of district seniority.
  - b. The presence of someone in the unit member's household who is at high risk of contracting COVID-19 in order of district seniority.
  - c. A unit member with childcare needs due to school or childcare provider closure/schedules in response to COVID-19 in order of district seniority.
  - d. Volunteers in order of district seniority.
  - e. Reverse seniority.

#### **4. Leaves**

- A. The language in Article 16: Leaves of the CBA and any additional leave provided by current law or regulation shall continue to apply.
- B. Specifically, unit members who become ill and are unable to deliver in-person or remote instruction are eligible to use supplemental paid sick leave according to the requirements and conditions of SB 95 which is attached (Labor Code sections 248.2-248.3). This statutory supplemental paid sick leave supersedes and replaces the leave provided in the "Additional Related COVID Sick Leave" MOU dated 3/16/21.
- C. In the event a bargaining unit member is unable to return to in-person instruction because either they or someone in their household is at high risk for illness or infection associated with COVID-19, and an accommodation or an alternate or remote assignment is unavailable to them, such member may use available leaves referred to in section 3.a. above for which they qualify.

#### **5. Accommodations**

- A. The District will follow all legal requirements for accommodations.
- B. The parties agree to maintain the confidentiality of communications about employee health conditions.

#### **6. Grievance and Arbitration**

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

#### **7. Workday/Hours/Schedule**

- a. The instructional workday and hours are reflected on the attached In-person Hybrid Schedules.
- b. All unit members are required to be off campus not later than 3:00 p.m. each day to ensure adequate time for effective cleaning and sanitization before the next workday.

## 8. Meetings and Gatherings

All meetings, including those at which union representation occurs, and gatherings shall be held virtually.

Due to the evolving nature of the pandemic, the parties reserve the right to bargain any negotiable impacts and effects related to the COVID-19 pandemic which are not covered in this or another COVID-19 MOU between the parties.

The Parties share joint interests in keeping communications open and working collaboratively as events continue to unfold during the pandemic.

This Memorandum of Understanding shall expire in full without precedent on June 30, 2021, unless extended or revoked beforehand by mutual written agreement of the parties.

The undersigned represent that they are authorized to execute this MOU.

Darrien Johnson

Assistant Superintendent, HR

*Darrien Johnson*  
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For the District

4/5/2021 | 8:00:13 AM PDT

Date

Amy Swain

President, CTAB

*Amy Swain*  
08C842C605A642D...

For the Association

4/5/2021 | 7:59:25 AM PDT

Date

			Daily Hybrid Schedule. (TK & K)	Pre-School SDC will follow this schedule too!	
Daily Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 9:15 AM	Morning Check-In with ALL Students	Morning Check-In with ALL students	Morning Check-In with ALL students	Morning Check-In with ALL Students	Morning Check-In w/ ALL students
9:15 - 10:00 AM	Learning Block 1 Distance Learning for ALL students	Learning Block 1 Distance Learning for ALL students	Small Group; Student Support; Independent WorkTime	Learning Block 1 Distance Learning for ALL students	Learning Block 1 Distance Learning for ALL students
10:00 - 10:15 AM	BREAK/RECESS	BREAK/RECESS	BREAK/RECESS	BREAK/RECESS	BREAK/RECESS
10:15 - 11:00 AM	Learning Block 2 Distance Learning for ALL students	Learning Block 2 Distance Learning for ALL students	Small Group; Student Support; Independent Work Time	Learning Block 2 Distance Learning for ALL students	Learning Block 2 Distance Learning for ALL students
11:00 - 12:00 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:00 - 1:15 PM	Learning Block 3 Cohort A - In Person Instruction Distance Learning & Cohort B - Asynchronous work	Learning Block 3 Cohort A - In Person Instruction Distance Learning & Cohort B - Asynchronous work	Staff Meeting; PD; Prep	Learning Block 3 Cohort B - In Person Instruction Distance Learning & Cohort A - Asynchronous work	Learning Block 3 Cohort B - In Person Instruction Distance Learning & Cohort A - Asynchronous work

**Berryessa Union School District**  
**Middle School In-Person Instruction Plan**

On Wednesdays, all students grades 6-8 will be invited to participate in on-campus, in-person instruction from 8:30am - 12:00pm. Students who are signed-up for in-person instruction will arrive on campus and go directly to their Advisory/Homeroom class. They will participate in their Advisory/Homeroom class from 8:30am - 8:50am. Students will then remain in their Advisory/Homeroom classroom to complete their asynchronous work and access Student Support Time, as needed.

Advisory/Homeroom class will be focusing on social-emotional learning and the re-integration of students into the classroom setting. Students will then have the opportunity to complete work for their other classes in the classroom, and use technology to access their teacher's Student Support Time, if needed.

Students who participate in on-campus learning will be required to stay on campus from 8:30am - 12:00pm. **School sites will set a staggered schedule to allow all students to have a 10 minute break during the course of the on-campus time.**

Students who are on campus will be offered/provided with grab and go lunch at 12:00pm, which they can take home with them.

For teachers with a medical reason for not coming back, advisories will be redistributed to ensure equity of access. Additionally, in-person advisories will also be redistributed to ensure the schools are meeting county and Cal OSHA health and safety guidelines.

	Wednesdays
8:30 - 8:50 AM	HR/Advisory
8:50 - 12:00 PM	Student Support & Independent Work Time
12:00 - 1:00 PM	Grab and Go Lunch



## **TK-5 Grades**

- Learning Blocks 1 and 2 are defined as a blend of synchronous and asynchronous instruction. It is expected that each learning block include synchronous instruction. Synchronous learning is in real time. Synchronous instruction may include videoconferencing, online activity, by phone, etc. Asynchronous instruction includes any form of independent practice reinforcing standards-based lesson objectives. Activities are provided for reading, writing, pre-recorded videos for viewing lessons, projects for completing, etc.
- Teachers will use their professional judgement during the Learning Block time to provide whole group instruction, small group instruction, independent assignments, etc. Teachers will be accessible to students to provide instruction, support, and feedback as needed during the Learning Blocks on the Distance Learning Schedule.
- Student Support Time will be held to support the needs of students who are not performing at grade level, have IEPs and/or 504s, or need support in other areas such as English learners, pupils in foster care or experiencing homelessness, pupils requiring mental health support, and parent conferencing. Students who are not identified for student support time will have independent work assignments to complete.
- 4<sup>th</sup> and 5<sup>th</sup> grade prep (PE) will be worked into the daily schedules to provide teachers their two (2) fifty (50) minute preps. Unit members shall be compensated one hour of the extra duty rate for any missed prep period.
- In-Person Instruction will consist of student support time which will support the needs of students who are present in the physical classroom. The unit member will determine what support will be given depending on the needs of the students. The unit member's students who are distant learning during the in-person instruction time will be completing independent work asynchronously.

## **Middle School**

- HR/Advisory - Attendance taken, announcements, checking in with students, social emotional lessons, etc.
- Class periods on Monday, Tuesday, Thursday, and Friday are a blend of synchronous and asynchronous instruction. It is expected that each period includes synchronous instruction. Synchronous learning is in real time. Synchronous instruction may include videoconferencing, online activity, by phone, etc. Asynchronous instruction includes any form of independent practice reinforcing standards-based lesson objectives. Activities are provided for reading, writing, pre-recorded videos for viewing lessons, projects for completing, etc.
- Student support sessions will be held to support the needs of pupils who are not performing at grade level, have IEPs and/or 504s, or need support in other areas such as English learners, pupils in foster care or experiencing homelessness, and pupils requiring mental health support, and parent conferencing. Activities during these sessions shall include small group instruction, partner work, one-on-one instruction, etc.
- Independent Work assignments will be provided to students who are not being pulled into student support sessions. In order to capture the 240 instructional minutes minimum.
- In-Person Instruction on Wednesday will consist of student support time which will support the needs of students who are present in the physical classroom. The unit member will determine what support will be given depending on the needs of the students. The unit member's students who are distant learning during the in-person instruction time will be completing independent work asynchronously.



Attached is a Hybrid Model schedule that allows all students to stay with their classroom teacher for the Morning Check-In, Learning Block 1 and Learning Block 2. During Learning Block 3 students who are 100% Distance Learning will work on asynchronous assignments. Students whose parents have indicated that they would like In Person instruction will be coming onto campus for Learning Block 3. Groups of students will be split up into two cohorts - attending school on Mondays & Tuesdays or Thursdays & Fridays. This option will also allow teachers to provide extra support for those in-person sessions. Wednesdays will remain the same as our current schedule.

			Daily Hybrid Schedule (1st - 5th grade)		
Daily Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 8:45 AM	Morning Check-In with ALL Students	Morning Check-In with ALL students	Morning Check-In with ALL students	Morning Check-In with ALL Students	Morning Check-In w/ ALL students
8:45 - 10:00 AM	Learning Block 1 Distance Learning for ALL students	Learning Block 1 Distance Learning for ALL students	Small Group; Student Support; Independent WorkTime	Learning Block 1 Distance Learning for ALL students	Learning Block 1 Distance Learning for ALL students
10:00 - 10:15 AM	BREAK/RECESS	BREAK/RECESS	BREAK	BREAK/RECESS	BREAK/RECESS
10:15 - 11:15 AM	Learning Block 2 Distance Learning for ALL students	Learning Block 2 Distance Learning for ALL students	Small Group; Student Support; Independent Work Time	Learning Block 2 Distance Learning for ALL students	Learning Block 2 Distance Learning for ALL students
11:15 - 12:15 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:15 - 1:35 PM*	Learning Block 3 Cohort A - In Person Instruction & Distance Learning & Cohort B - Asynchronous work	Learning Block 3 Cohort A - In Person Instruction & Distance Learning & Cohort B - Asynchronous work	Staff Meeting; PD; Prep	Learning Block 3 Cohort B - In Person Instruction & Distance Learning & Cohort A - Asynchronous work	Learning Block 3 Cohort B - In Person Instruction & Distance Learning & Cohort A - Asynchronous work