

MEMORANDUM OF UNDERSTANDING
Between
SIMI EDUCATORS ASSOCIATION
And
SIMI VALLEY UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL PROGRAMMING PLAN DUE TO COVID 19 VIRUS
2020-2021 SCHOOL YEAR

The Simi Valley Unified School District (“District”) and Simi Educators Association (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the 2020-2021 school year.

The Parties recognize there is a need to modify the school calendar, adjust instructional models and move to an alternative learning plan to allow for social distancing as recommended by public health officials in order to prevent the spread of illness arising from the coronavirus during the 2020-2021 school year.

The Parties recognize that the COVID-19 situation is very fluid and mutually agree to review the provisions of this MOU and make necessary changes consistent with any new federal/state/county mandates. Either party may initiate a discussion about this MOU when changes occur throughout the 2020/21 academic year. The content will be applicable for a minimum of the first semester of 2020/21.

The parties agree to the following MOU regarding Articles:

Article IV - Wages

1. Partial Contract (part time bargaining unit members): Partial Contract (part time) bargaining unit members’ schedules will be developed to meet STRS requirements and so that the bargaining unit member will be able to receive pay and STRS credit each month
2. Club/Athletic Stipends: Club/Athletic Stipends outlined in the contract may be impacted in 2020/21. A criteria and process will be developed at each site to address the specific needs. In order for a Club/Athletic to be held and the stipend to be paid, a proposal will have to be approved by site and district administration, and shared with SEA. The stipend(s) will be provided for activities based on the submitted plan for work/ duties outside of school day. Advisors shall work with site administration to discuss plans.
3. Special Assignment Provisions: Secondary teachers have the right of refusal for the assignment of a 0, 7th & 8th period
 - a. Secondary prep and 5 periods of teaching will be scheduled consecutively, for example 0-5 or 2-7.
4. Compensatory Instruction: No member shall be required to provide compensatory instruction outside or the contracted work year/day, particularly when related to special education, without compensation at their daily rate.

Article VI: Adult Education

1. Continuity of Learning: Continuity of learning for currently enrolled students
 - a. To the extent feasible, instruction should be provided remotely in order to minimize the number of people on campus.
 - b. Site leadership, in cooperation with program bargaining unit members, will generate a student survey specific to each program to determine the most appropriate opportunities for providing in-person instruction to the extent feasible.
 - c. Site leadership, in cooperation with program bargaining unit members, will establish instructional days and times based on the student survey to accommodate students completing course requirements. Approved FTE calendars should not be changed without the teachers agreement.
 - d. Support staff will be hired to accommodate the number of students who will need in-person instruction to complete course requirements and provide a safe learning environment.
2. Safety:
 - a. Professional development will be provided to full-time certificated employees on the scheduled day of professional development which will include safety protocols. This will be the first scheduled Adult Ed "PLC/Professional Development Day" of the academic year.
 - b. The site will order cleaning supplies as needed.
 - c. Association bargaining unit members will be provided face coverings as needed.
 - d. Association bargaining unit members, in cooperation with site administration, will determine ingress and egress to learning spaces relevant to the programs being taught.
 - e. Association bargaining unit members will continue to provide instruction and guidance for cleaning, sanitizing, and organizing work areas based on industry standards and guidelines.

Article VII: Transfers

1. Voluntary Transfers (Section C of the contract): Elementary virtual learning positions will be posted for voluntary transfers. Unit members that are out on leave may apply to transfer to these positions.
 - a. District Admin will conduct virtual learning position interviews.

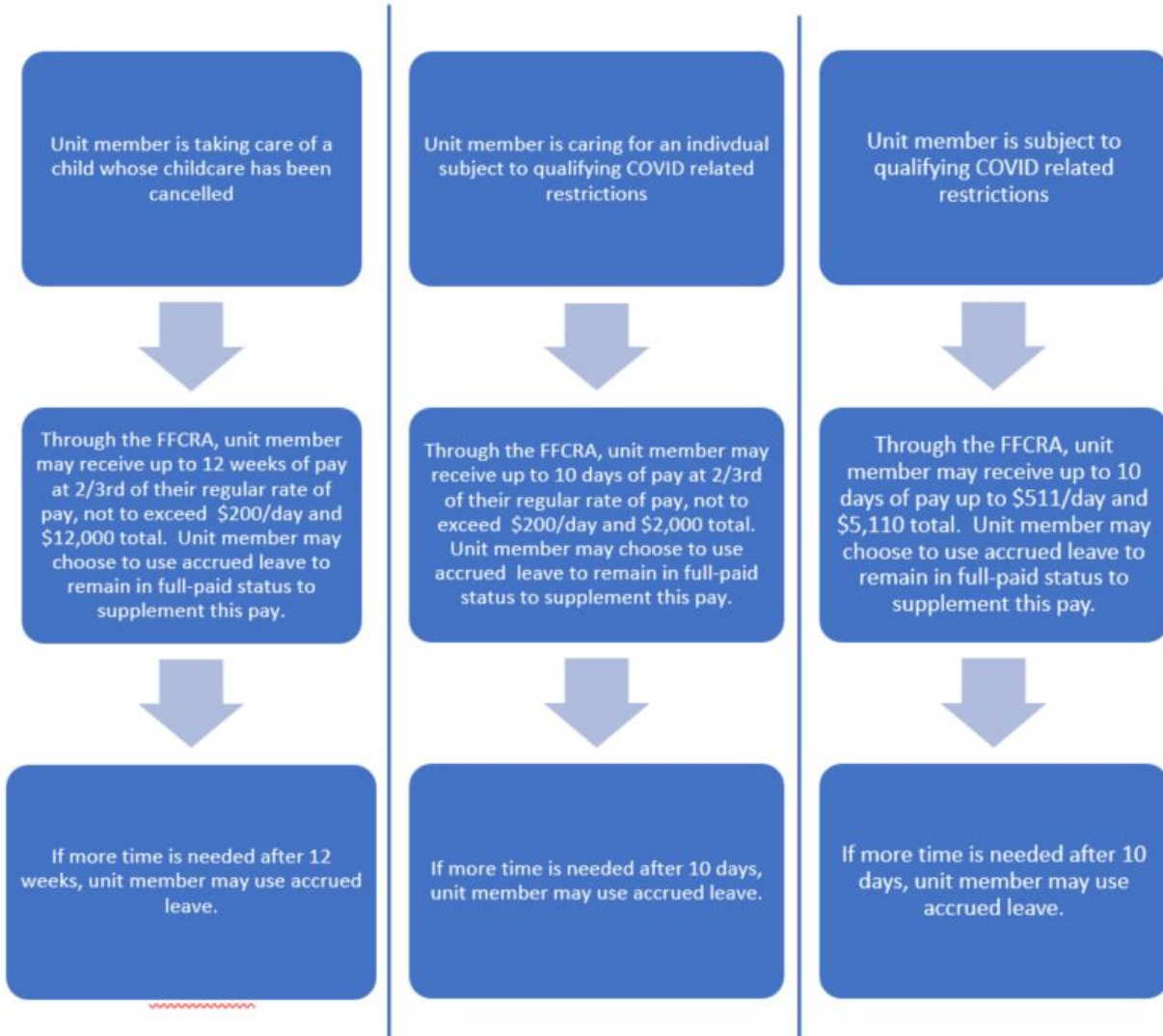
Article VIII: Leaves, Absences that are COVID-19 Related:

1. The Parties agree that all current adopted leave policies will remain in full effect for the duration of the MOU.
 - a. If an Association bargaining unit member is unavailable or unable to perform assigned work for personal or medical reasons, the bargaining unit member shall follow the District's appropriate absence/leave request procedures.
 - b. Association bargaining unit members shall inform their immediate supervisor if they have tested positive for COVID-19, have been exposed to someone who has tested positive, or are displaying symptoms and will not report to work until they have meet the criteria provided by the CDC (or per your healthcare provider's instructions) and provided negative Coronavirus test documentation to

their immediate supervisor. If the test is positive or if displaying symptoms, the unit member could convert sick days taken to the FFCRA (EPLA) provisions outlined in “c.”.

- i. If the unit member is following quarantined guidelines and is able to continue to work, they can convert to a Virtual Learning delivery model and will not have any sick days docked. The Virtual Learning delivery model will follow the same in-person schedule with the same caseload of students.
 - c. Notwithstanding the foregoing, the Parties agree to permit use of any additional paid leave provided by federal or state government, during the pendency of the declared COVID-19 national and state emergency. If the unit member needs to be absent from work for any reason, they will make the request to their immediate supervisor. The appropriate leave will then be deducted. If the unit member needs to be absent from work due to a qualifying reason related to COVID-19, they may qualify for leave under the Families First Coronavirus Response Act (FFCRA) or any future state or federal legislation.
2. **For unit members to care for SELF:** A unit member may use up to 10 days of available federal paid sick leave under the FFCRA if the member (1) is unable to work due to government issued quarantine or isolation order related to COVID-19, (2) has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work, (3) is experiencing symptoms of COVID-19 and is seeking diagnosis and is unable to work. The District may request verification prior to placing a unit member on paid leave. The FFCRA will pay a unit member’s salary (up to \$511 per day, not to exceed \$5110). Yet the employee may request to use banked sick time equal to their daily rate stated in the contract.
- i. **For unit members to care for OTHERS:** Under FFCRA, a unit member may use up to 10 days of available federal paid sick leave, if the member is unable to work due to the need to care for:
 1. an individual subject to a Federal, State or local quarantine or in isolation order related COVID-19; or has been advised by a health care provider to self-quarantine related to COVID-19.
 2. if the unit member’s minor child whose school or place of child care closes (or child care provider is unavailable) due to COVID-19 related reasons, the employee is allowed up to an additional 10 weeks (may be intermittent). The employee will receive two thirds pay, up to \$200 per daily and \$12,000 total. Yet the unit member may request to use banked sick time to bring them up to their daily rate stated in the contract. Beware, per law, a unit member can only use FMLA once in a twelve month period from the day one of use.

Leave Provided Under the Families First Coronavirus Response Act (FFCRA) Flow Chart



Article IX: Retirement Program

1. In light of COVID 19, bargaining unit members who have at least ten (10) years service with SVUSD, may retire before **July 20, 2020** will be eligible to participate in the programs outlined in Article IX 2018-2021 Contract, as long as the individual meets the criteria outlined in the article.

Article X: Safety

1. Essential Workers: Per California Government Code 3100 and Executive Order N-33-20 regulations regarding essential workforce, unit members are considered essential workers, and in the state of emergency may be required to fulfill their assigned duties in addition to other necessary duties related to the emergency.
 - a. If the unit member feels a directive is beyond the scope of their typical duties, they may seek further clarification with their appropriate director.

2. Safety Protocol Training: Unit members will be provided district based training on best practices to support district and site based health and safety protocols, including but not limited to ingress and egress of students and staff, health and hygiene practices, and COVID related response procedures. All unit members will have the opportunity to take part in Integrated Germ Management (IGM) Training to be prepared to use antimicrobial products, like bleach and disinfecting wipes.
3. Cleaning: Classroom and work space cleaning, disinfection, and ventilation procedures will be established per federal, state, and local guidelines.
4. PPE: Unit members will be required to use Personal Protective Equipment (PPE) during professional hours as required by local, state, and federal guidelines. Personal Protective Equipment (PPE) will be provided to unit members if they do not have their own face coverings (masks or shields). Special Education Unit members, upon request, may be provided with PPE, such as gloves, face coverings, and gowns. Unit members supporting medically fragile students will have priority.
5. Physical Distancing/PPE: Physical distancing and PPE requirements are to be maintained in all workstations and office settings. If physical distancing of six (6) feet is not possible 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, face masks and/or face shields. Time spent in proximity of less than six (6) feet between individuals shall require the use of PPE and should be minimized to the extent possible.
6. Physical Distancing: Unit members shall adhere to physical distancing requirements when outside of their workspace (parking lot, sidewalks, hallways, etc.), and must follow all of the most recent guidelines and COVID-related procedures.
7. Student Movement/Classroom Set Up: The unit member shall adhere to protocols for maximizing spacing and minimizing student movement in both indoor and outdoor spaces by providing supports that are easy for students to understand and are developmentally appropriate. To the extent feasible, the unit member shall organize classroom furniture to maximize social distancing including but not limited to redesigning activities for smaller groups to maintain separation. If custodial assistance is needed to move furniture, the unit member may make a request to their site administrator.
8. Physical Education:
 - a. The use of lockers and locker rooms will be prohibited to comply with social distancing guidelines. The unit members will need to instruct students to bring the necessary instructional materials to their assigned class and to wear the necessary clothing to participate in Physical Education.
 - b. Per State Guidelines, elementary PE requirements have been suspended.
9. Establishing Classroom Procedures: The unit member shall establish classroom procedures to minimize the sharing of high-touch materials to the extent possible, including, but not limited, to assigning supplies to individual students or limiting the use of supplies and equipment by one group of children at a time to allow for cleaning and disinfecting between uses. Based on VCPH guidelines, unit members should prohibit the use of shared playground equipment in favor of physical activities that require less contact with surfaces.

10. Reinforcing Hygiene Protocols: The unit member shall adhere to and reinforce protocols related to healthy hygiene practices including but not limited to scheduled handwashing, use of district-provided hand sanitizer, proper usage of PPE/face coverings, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
11. Basic First Aid: To the extent possible, the unit member shall provide basic first aid to students to prevent office congregation and possible cross exposure. The unit member shall follow established guidelines to determine if the student requires office visit/nurse intervention. Each elementary classroom has a basic first aid kit. Secondary teachers may contact the office for any needed first aid guidance, support, or supplies.
 - a. This does not include Covid-like symptoms.
 - b. If a student requires blood clean-up or ice pack usage, contact office staff for assistance
12. Unit Member **Passive** Self Screening: Unit members will be required to complete a passive self-screening protocol prior to accessing the school site as defined by local, state and federal public health guidelines.
13. Unit Member **Active** Screening: Unit members may be required to participate in active screening if they are symptomatic. If the unit member is confirmed symptomatic or refuses active screening, they will be excused from their duties for the remainder of the day until the symptoms subside and/or they are medically released.
 - a. Unit members that present to the school health office with a fever stated in the current guidelines by a no-touch thermometer or a cough or shortness of breath or gastrointestinal illness should be considered a suspect COVID-19 case and referred for testing per VCPH guidance.
 - b. Unit members that are identified as a close contact (within six (6) feet of an individual for a sustained period of time of ten (10) minutes or more) of a confirmed COVID-19 case will be referred for testing.
 - i. Verification of a negative result would allow the person to return to work.
 - ii. Per VCPH Guidelines, while at home, active symptom screening (temperature and symptom checks) will be done daily for 14 days following exposure. Unit members will undergo repeat COVID-19 testing per VCPH guidelines.
 - iii. Per VCPH guidelines, it is recommended that the employee will wear a medical mask at all times during these 14 days at the end of which they will undergo repeat COVID-19 testing.
 - c. If student(s) are quarantined for COVID-related conditions including awaiting initial test results, the unit member shall instruct the student(s) to refer to Google Classroom for assignments. If the absence extends for more than ten (10) days, the student may be referred to the virtual cohort. If this were to occur in elementary, the student could transfer to a different virtual teacher.
14. School/Classroom Closure Procedures: In the event that the classroom or school site is closed due to COVID-related circumstances, unit members shall transition to providing instruction through the virtual learning model outlined in Article XXVIII. Decisions to close classrooms or schools will be made by the Superintendent in consultation with VCPH.

- a. All closed schools and worksites will be cleaned and decontaminated in accordance with Cal/OSHA VCPH guidelines before staff or students return.
 - b. If the district goes into full Virtual Learning mode, unit members will work from campus, in their assigned classrooms, during the instructional hours at their campus. Live instruction or support must fill the assigned block of time of working with students. This may depend on state/county mandates and if the unit member is quarantined.
15. Non-Essential School Visitors: Non-essential people on campus will be limited to those individuals who are conducting official business with school personnel and providing services to students. Volunteers will not be permitted in classrooms.
16. Nurses: The nurses shall continue to carry out their assigned duties which includes providing the appropriate support and response to issues related to the presence of communicable diseases at their assigned school sites.
 - a. School nurses shall not be required to perform services for an outside agency unless deemed by the Ventura County Disaster Council.
17. Unit member response to possible student COVID Symptoms:
 - a. Per state/county guidelines, a student will be referred to the Isolation Area if they have a fever which matches or exceeds the current guidelines (by a no-touch thermometer) or a cough or shortness of breath or gastrointestinal illness, they should be considered a suspect COVID-19 case and referred for testing per VCPH guidance.
 - b. Once the student is in the Isolation area, the designated employee will perform the active screening procedures per the state/county guidelines to determine if the student should be sent home or back to class.
 - c. While the student waits for the parent to pick them up, the student will be in the Isolation Area.

Article XII: Class Size

1. Elementary Class Size: Elementary class size shall maintain the agreed upon terms defined within the current 2018 - 2021 contract including language regarding combination classes and student overages.
 - a. If there is a split, every effort will be made to schedule one grade level in the am and the other in the pm.
2. Elementary Virtual Learning Positions: Elementary virtual learning positions will be established when the matching threshold of the staffing ratio stated in the contract is met.
 - a. Location/Hours: Virtual Learning teachers will work from campus, in their assigned classrooms, during the instructional hours at their campus. Live instruction or support must fill the assigned block of time of working with students.
 - b. Position Creation: If the situation necessitates development of Virtual Positions, there will be discussions with SEA on how to create those assignments to support the amount of Virtual Learner Registrations following the same staffing ratios as stated in the contract. The creation of additional positions will depend on student enrollment into 100% Virtual Learning Education.

- c. Preschool/Elem SDC: The district and SEA agree to meet and confer once student registration into 100% Virtual Learning Education is complete to evaluate options such as the establishment of mild/mod SDC position(s), mod/sev position(s), preschool position(s), stipends, and/or payment of 6/5's.
3. Secondary Virtual Learning Cohort C: In secondary schools, virtual learning students shall be treated in the same manner as in-person students with regard to teacher placement. Every effort will be made to balance classes based on established site protocols. The caseload of virtual students will be initially distributed evenly to the extent feasible.
4. Secondary Cohort Assignments/Staffing Ratio: Full Time secondary school unit members will be staffed at 180 students with a maximum of 185 student contacts. Students assigned to each class period will be divided into three cohorts, two (2) in-person, and one (1) virtual.

Article XIV: Discipline

1. Inappropriate Student Behavior during Video Conferencing: During interactive synchronous sessions through video conferencing, the unit member shall be held harmless if a student behaves inappropriately and the unit member shall report the incident to administration within 24 hours. Unit members are encouraged to establish norms and rules for student behaviors in any synchronous conferencing platform.
2. Unit Member Discipline Procedures: By not following the content of the MOU, the Discipline Procedures outlined in Article XIV will be followed.

Article XV: Professionalism and Hours

1. Professional Work Day and Responsibilities (Section A of the contract)
 - a. Meetings: Staff meeting/PLC/Department(Grade Level) Meetings will occur Monday from 8-9 am for comprehensive schools
 - b. Closures: Should classrooms/schools close due to COVID-related circumstances, the unit member will continue to provide instruction to their assigned classes through the agreed upon guidelines defined in the Virtual Learning Article XXVIII within this MOU.
 - c. Interactive/Synchronous Sessions Requirements: Per AB 77, Interactive/Synchronous Sessions are required on a daily basis as attendance is compulsory for all students.
 - d. Back to School Nights, Parent Conferences, Meetings, Open Houses & Extra Curricular Activities: Such large gatherings will be conducted in accordance with current state/county guidelines and may occur virtually.
 - e. Sub Plans: Expectations regarding Sub Plans
 - i. Google Classroom:
 1. Push out lesson plans through the platform on a weekly basis
 2. Allow access to the platform for site admin and/or a colleague at your site (add as a teacher in Google Classroom to provide immediate sub plans) to substitute and/or support student access to content when the unit member is unavailable.

3. Lesson Plans/Procedures: The teacher of record must leave written lesson plans. Procedures and instruction in the classroom to assist the substitute teacher. These procedures and instructions must be in a substitute folder easily accessible to the substitute teacher. Each site admin will provide a template that unit members may use. These procedures and instructions in the folder should include:
 4. Time for students' arrival/departure and recess (if applicable)
 5. A brief description of the teacher of record's schedule.
 6. Lessons to be taught during each block of time with student expectations for the day.
 7. When students may be out of the room, where they are to be, who is responsible for them and when they can be expected to return.
 8. Instructions for emergency procedures and fire drills.
 9. Administration and key staff members. Names of key people who can provide help and assistance.
 10. The substitute is an outsider who must learn everything about the classroom and the students in a few minutes. Therefore, the teacher of record should see that everything is done to help the substitute perform as smoothly as possible through written instructions.
 2. Special Education Preschool (Section C of the contract): JELA's schedule will remain unchanged. Although SEA and the district agree to meet and confer to implement state/county guidelines as stated at the start of the school year. We recognize that implementing the same program will require additional and creative use of resources.
 3. Length of School Day/ School Schedules(Sections D, E & H of the contract): the length and schedule of the work day will be uniform across the comprehensive schools
 - a. Elem: fifteen minutes before school begins, 6 hrs. 10 min. and will retain 60 minutes of duty free breaks
 - b. Secondary: fifteen minutes before school begins, 7 hrs. 5 min.; 35 minute lunch and one five minute passing period
4. Secondary (Section E of the contract):
 - a. Ancillary time at Middle School will be suspended during the 2020/21 school year
 - b. Alternative High School (Apollo): SEA and the district agree to meet and confer to implement state/county guidelines as stated at the start of the school year.
5. Preparation Period (Section G & H in the contract): The preparation period is intended to support the mandates of AB77 to support students in providing independent work. While the preparation period is normally on campus during the preparation period, it is recognized that obligations may occur which necessitate being off campus during this time. When such obligations arise, the unit member shall notify the principal's office of the absence. When such obligations are personal in nature, the unit member shall have the prior approval of the principal.

- a. The district and SEA agree to meet and confer once student registration into 100% Virtual Learning Education is complete to evaluate prep period options, such as the establishment of providing coverage or compensation.
6. School Calendar (Section I in the contract):
 - a. Contractual August PD Days
 - i. Unit Members will report to campus to access the professional development sessions virtually. If the Tuesday, August 11th meeting is held in-person, the unit member may choose to Zoom in or meet in-person.
 - ii. The unit member will self-select which level of the district provided technological training they will access to best fit their needs. The school site will provide time to collaborate with grade level/department colleagues to reinforce and create implementation plans on the professional development days.
7. Schedule Modifications (Section J in the contract):
 - a. During the time of Covid Learning, site-based/modified schedules will be suspended until regularly scheduled learning returns.
 - b. During 2020/21, a school site may go through the process outlined for schedule modifications in the contract for 2021/22.
8. Job Share (Section K in the contract): Each 2020/21 Job Share Partnership will need to decide (and submit to admin) a new schedule to support the implementation of AB 77 of independent work and instruction. Also, each Job Share Partnership will need to decide if they want to redo their assigned days because there may be implications due to Monday Staff/PLC/Grade Level Meetings schedule.

Article XVI: Professional Accountability & Evaluation

1. Paused/Postponed 2019/20 Evaluations: Evaluations and related components that were paused/postponed for the duration of the 2019-2020 school year due to school closure will be completed by October 1. The paused/postponed evaluations will be completed from the identified stage of the evaluation as of March 13, 2020 and will follow the remaining requirements as outlined in Article XVI.
The unit member will remain on the same evaluation cycle unless assessment criteria as outlined in the contract were not met.
2. Professional Accountability Options for 2020/21: The administrator and the unit member will have a conversation to determine the most appropriate platform (examples include: observing in-person instruction or video conferencing, accessing Google Classroom) to be used for their Professional Accountability Cycle.

Article XXVIII: Blended and Virtual Learning

1. In case of Full Implementation of Virtual Learning: Unit members shall adhere to the mutually agreed upon schedule embedded in this MOU. Per AB 77, if we have to go into full implementation of Virtual Learning, live instruction and/or support must fill the assigned blocks of time of working with students. The schedules were carefully crafted to adhere to new state legislation. (EC 43502 and 43503 as amended by AB 77 and SB 98). Failure to follow these schedules may lead to financial penalties for the district.

See Appendix A.

- a. In Secondary, Cohort C students will be placed into Cohorts A & B, and the Cohort C time period will become an office hour for the unit member.
2. Secondary Virtual Learning Cohort C: All secondary teachers will video conference from their workspace with their virtual learning students assigned to Cohort C during the prescribed daily times for the entirety of the period.
3. Elementary Virtual Learning Positions: All elementary teachers assigned to virtual learning will be expected to maintain the same schedule as the teachers assigned to the blended learning model. Live instruction must fill the periods designated for working with students.
4. Google Classroom:
 - a. Google Classroom shall be the learning management system (LMS) for the Simi Valley Unified School District. All teachers shall utilize this platform for the posting of lessons, website/program/applications links, and assignments as defined below. Furthermore, teachers shall accept assignments submitted by the students through this LMS. This does not preclude teachers from using other online tools, as long as the tools can be accessed through Google Classroom.
 - b. Unit members shall establish a Google Classroom for each grade level, course section, and/or subject area they are assigned for the 2020/2021 academic school year.
 - c. Unit members are encouraged to join an appropriate grade level and/or subject area Google Classroom to collaborate, share best practices, curate units and lessons, and develop essential standards.
5. District Trainings: Unit members shall be provided district-based training on best practices to support both the blended and virtual instructional models including but not limited to synchronous instruction, asynchronous instruction, interactive sessions, methods of communication, collection of student work, providing feedback, grading, attendance, integration of adopted curriculum, and whole group check-ins.
6. Synchronous Instructional Requirements: Unit members shall provide synchronous instruction. Synchronous instruction per AB 77, all students - both "in-person" and "virtual learning" shall have daily access to live communication with their teacher(s).
7. Asynchronous Instruction & Support: Unit members shall provide asynchronous instruction and support: Asynchronous learning is the idea that students learn the same material at different times and locations.
 - i. Unit members shall provide, via posting in Google Classroom, a weekly schedule with information on lessons and activities by the start of the instructional week. This does not preclude teachers to add to Google Classroom during the week.
8. AB 77/SB 98 Daily Participation Documentation Requirements: Per AB 77/ SB98, unit members shall document student participation on each apportioned school day. (A district wide tool will be developed depending on the State Requirements. Our preferred Student Management System is Aeries.) A student who does not participate or attend class on a given day shall be documented as absent.
 - a. The daily participation requirements are as follows. This may include, but is not limited to:

- i. participation in online activities,
- ii. completion of regular assignments,
- iii. completion of assessments,
- iv. and contacts between employees and pupils or parents or guardians.

Unit members shall adhere to the following guidelines in assigning work outside of live (synchronous) “in person” or “virtual” sessions.

1. Kindergarten - 180 minutes of independent work daily (900 minutes weekly) **less** the minutes of live instruction
 2. Grades 1-3 - 230 minutes of independent work daily (1,150 minutes weekly) **less** the minutes of live instruction
 3. Grades 4-12 - 240 minutes of independent work daily (1,200 minutes weekly) **less** the minutes of live instruction
9. Attendance: Unit members shall take attendance daily and report in Aeries for both “in person” and “virtual learning” students. For “in person” students, attendance will be a teacher’s accounting of which students are in their classroom. For “virtual learning” students, students will be deemed “present” if one of the two methods is verified:
- a. The student attends the daily compulsory interactive session to check-in, answer questions, and/or receives small group instruction.
 - b. The student submits an assignment for the day in question.
10. Grading: Unit members shall determine students’ grades based on students’ demonstrated proficiency of the standards for the grade level and subject area.
11. Elementary Grading Calendar & Conferences: Elementary unit members shall follow the approved 2020-2021 Elementary Grading Calendar. A conference schedule and minimum day schedule will be developed. Fall conferences will be held for all students based on the current social distancing guidelines provided by VCPH. Spring conferences will be held for at-risk students and be conducted based on the current social distancing guidelines provided by VCPH. Teachers may opt to conduct parents conferences telephonically or virtually.
12. Parent Access to Google Classroom: SEA and the district agree that parent involvement is a priority. Parent(s)/Guardian(s) may request to have access to be a “Guardian” to their student’s Google Classroom. Teachers will provide Google Classroom Codes on their Classroom Management Plans or invite their students’ parent(s)/guardian(s) with the code.
13. Comprehensive Secondary Input into Aeries: Secondary teachers will update entries into Aeries at a minimum of every two weeks.
14. Comprehensive Secondary Report Card Entries: Each Secondary teacher will enter grades for a “quarter” report card midway through each period of sessions. Semester grades will be entered at the end of each session.
- a. A grading calendar will be created to identify grade reporting windows for each session.

Appendix A

Elementary 5 Day Model- 2:20 Instructional Minutes

| | Monday | Tuesday-Friday | Tuesday | Wednesday | Thursday | Friday |
|---------------|-------------------------|----------------|-----------------------------|-------------------------|-------------------------|-------------------------|
| 8:00-8:50 | Meeting | 8:00-9:20 | AM | AM | AM | AM |
| 9:00-10:00 | AM | | | | | |
| *10:00-10:10* | *10 min. break* | *9:20 - 9:30* | *Staggered 10 minute break* | | | |
| 10:10-11:00 | AM | 9:30-10:30 | AM | AM | AM | AM |
| 11:00-11:30 | Dismissal/Prep Clean | 10:30-11:00 | Dismissal/Prep Clean | Dismissal/Prep Clean | Dismissal/Prep Clean | Dismissal/Prep Clean |
| 11:30-12:10 | Lunch | 11:00-11:40 | Lunch | Lunch | Lunch | Lunch |
| 12:10-1:10 | PM | 11:40-12:50 | PM | PM | PM | PM |
| *1:10-1:20* | *10 min. break* | *12:50-1:00* | *Staggered 10 minute break* | | | |
| 1:20-2:10 | PM | 1:00 - 2:10 | PM | PM | PM | PM |

Secondary 5 Day Model- Week 1

| | Monday | Tuesday-Friday | Tuesday | Wednesday | Thursday | Friday |
|---------------|---------------|---------------------|---------------|---------------|---------------|---------------|
| 7:00 - 7:50 | Period 0 C | 7:00 - 7:50 | Period 0 A | Period 0 B | Period 0 A | Period 0 B |
| 8:00 - 8:50 | Meeting | 8:00 - 10:25 | Period 2 A | Period 1 A | Period 2 A | Period 1 A |
| 9:00 - 11:05 | Period 1 A | | | | | |
| 11:05 - 11:40 | Prep | 10:25 - 11:00 | Prep | Prep | Prep | Prep |
| 11:40 - 12:15 | Teacher Lunch | 11:00 - 11:35 | Teacher Lunch | Teacher Lunch | Teacher Lunch | Teacher Lunch |
| 12:15 - 2:20 | Period 1 B | 11:35 - 2:00 | Period 2 B | Period 1 B | Period 2 B | Period 1 B |
| 2:25 - 3:05 | Period 1 C | 2:05 - 3:05 | Period 2 C | Period 1 C | Period 2 C | Period 1 C |
| 3:10 - 4:00 | Period 7 A | 3:10 - 4:00 | Period 7 B | Period 7 A | Period 7 B | 7 C |
| 4:00 - 4:50 | Period 8 A | 4:00 - 4:50 | Period 8 B | Period 8 A | Period 8 B | 8 C |

