

SIDE LETTER AGREEMENT
BETWEEN
FRESNO UNIFIED SCHOOL DISTRICT
AND
FRESNO TEACHERS ASSOCIATION
REGARDING
DISTRICT-WIDE RETURN TO IN-PERSON INSTRUCTION DURING THE 2020-2021
SCHOOL YEAR.

The Fresno Unified School District (“District”) and the Fresno Teachers Association (“Association”), jointly known as the Parties (“Parties”) enter into this Side Letter Agreement (“Agreement”) regarding the District-wide return to in-person instruction during the 2020-2021 school year.

The Parties recognize that on August 28, 2020, Governor Newsom implemented the California Blueprint for a Safer Economy, which establishes a 4-tier structure for reopening allowable activities based on new COVID-19 positive cases and testing positivity rates. Currently, schools can reopen when their county has been in the Substantial (Red) tier for at least two weeks.

The Parties agree to the following:

Unless otherwise noted below, the provisions of this Agreement shall supersede any provisions of the Collective Bargaining Agreement between the Parties that are in conflict for the duration of this Agreement, 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 Agreement. 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.

The Parties Agree as follows:

1. Definitions.

1.1.Distance Learning. Instruction in which the pupil and instructor are in different locations and pupils are under the general supervision of a certificated employee of the local educational agency. Distance learning may include but is not limited to all of the following:

1.1.1.Interaction, instruction, and check-in between teachers and pupils through the use of a computer or communications technology

1.1.2.Video or audio instruction in which the primary mode of communication between the pupil and certificated employee is online interaction, instructional television,

video, tele-courses, or other instruction that relies on computer or communications technology

1.1.3. The use of print materials incorporating assignments that are the subject of written or oral feedback (EC 43500(a))

1.2. **In-Person Instruction.** Instruction under the immediate physical supervision and control of a certificated employee of the local educational agency while engaged in educational activities required of the pupil

1.3. **Synchronous Learning.** Synchronous learning takes place in “real-time,” with delivery of instruction and/or interaction with participants such as a live whole-class, small group, or individual meeting via an online platform or in-person when possible.

1.4. **Asynchronous Learning.** Asynchronous learning occurs without direct, simultaneous interaction of participants such as videos featuring direct instruction of new content students watch on their own time.

1.5. **Time Value.** Instructional time for distance learning is calculated based on the time value of synchronous and/or asynchronous assignments made by and certified by a certificated employee of the LEA. Time value for distance learning is different than time value used previously in independent study programs which include an evaluation of the time value of work product.

1.6. **Simultaneous Teaching.** Instruction by the unit member in which students are online and in person in the same class at the same time.

2. **Personal Protective Equipment (“PPE”)**

2.1. The District shall provide PPE to all unit members and students for every day that unit members or students report to school sites.

2.2. Unit members may bring their own PPE so long as the PPE complies with county public health guidelines.

3. **Face Coverings, Hand Washing and Hand Sanitizer**

3.1. In reference to 2.1 above, the District shall provide face coverings to all unit members and students for every day that a unit member or student reports to a worksite or school site.

3.2. Face coverings are required to be worn properly at all times by all individuals on a school campus, indoors or outdoors as required by local public health guidelines

3.3. N95 respirators shall be fit-tested and provided to:

3.3.1 Nurses caring for individuals who get sick at the worksite with possible symptoms of COVID-19 illness;

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

3.5. Hand sanitizer is available for all work spaces, including all classrooms with or without sinks, for students and staff.

3.6. If hand sanitizer, PPE, or other health and safety tools are not available, contact site administration.

4. **Cleaning**

- 4.1. The District shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily by trained custodial personnel, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary. No teachers or students will be required to clean classrooms.
- 4.2. The Parties agree that every staff member has a responsibility for cleaning frequently touched surfaces in their immediate work space throughout the day as an additional cleaning safety measure.-
5. **Physical Distancing**
 - 5.1. The District shall ensure minimum physical distancing of student workspaces, between educator and student workspaces, and between employee workspaces (Currently 6 feet) as recommended by the California Department of Public Health and the Fresno County Health Department.
6. **Signs and Visual Reminders**
 - 6.1. School sites will have signage throughout campus to encourage safety measures for hand hygiene, physical distancing, directional movement and health screenings.
7. **Ventilation**
 - 7.1. The District will follow the guidance from the California Department of Public Health on School Reopening regarding proper ventilation and maximizing airflow, where practical.
8. **Screening, Testing and Contact Tracing**
 - 8.1. Health screening, testing and contact tracing shall be based on Fresno County Department of Public Health guidance and the California Department of Public Health.
 - 8.1.1. Health screening shall be done by unit members through a self-screening method prior to coming to the worksite.
 - 8.1.2. Health testing shall be provided free of charge by the district and shall be based on the Fresno County Department of Health Guidance.
 - 8.1.3. Upon return from Winter Break, the District and FTA shall meet with District Health Services Staff and the Fresno County Department of Public Health in implementing bargaining unit member health testing protocols.
 - 8.2. The District shall follow isolation procedures as recommended by the Fresno County Department of Public Health.
 - 8.3. Nurses volunteering outside of their regular work hours to help support District and Fresno County school-related health initiatives shall receive pay pursuant to the collective bargaining agreement for supplemental work.
 - 8.4. Upon return from Winter Break, the District and FTA shall meet with District Health Services Staff and the Fresno County Department of Public Health in implementing bargaining unit member health testing protocols.
9. **COVID-19 EXPOSURE**
 - 9.1. Staff, administrators, and students who are sick are expected to remain home and shall not be permitted on a District site while sick to reduce the risk of potential exposure on our sites.
 - 9.2. The Parties agree to follow the District's exposure protocols as determined by the Health Services Department and the District's COVID-19 Action Team ("CAT") for known or suspected cases of COVID-19 on school campuses. Upon notification of an employee or

student being infected with COVID-19, the district shall initiate contact tracing procedures in cooperation with local health department officials and guidelines.

9.3. Days of isolation, quarantine, and communication shall be determined by the guidance of Fresno County Health Department guidelines as outlined in Appendix A.

10. Accommodation

10.1. The Parties acknowledge that the interactive 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.

10.2. The District agrees to maintain procedures for keeping confidential unit member communications about non-COVID health conditions.

10.3. The District agrees to initiate in a timely manner the interactive process for unit members whose medical doctor designates them as "high risk," "vulnerable," or equivalent terminology as related to exposure to COVID-19.

10.4. The District may provide reasonable accommodation for unit members particularly vulnerable to COVID-19 due to a medical condition, including but not limited to:

10.4.1. Providing additional or enhanced PPE;

10.4.2. Placing physical barriers to separate the vulnerable unit member from staff, students, or other individuals on campus;

10.4.3. Eliminating, reducing, or substituting, non-essential job functions that create more risk of exposure;

10.4.4. Moving the unit member workstations; and

10.4.5. If available, transferring or reassigning the unit member to a distance learning assignment or an assignment with minimal daily contacts with others.

10.5. When no reasonable accommodation can be reached, the unit member shall be entitled to use accumulated sick leave or other available paid and unpaid leaves.

11. Elementary School Instruction Based on County Tier Status

11.1. Elementary Schools (TK-6) will return to instruction for the second semester starting January 11, 2020 pursuant to the following:

11.1.1. Purple/Red Tier Instruction:

Unit members will have the option to teach from their assigned classroom/ workstation. All students will be provided instruction through Distance Learning. Students in TK and K will receive 135 minutes of synchronous instruction four days per week Tuesday through Friday.

Students in Grades 1-6 will receive 180 minutes of synchronous instruction four days per week Tuesday through Friday.

Students at Designated elementary schools will receive 30 additional minutes of synchronous instruction, per day.

On Mondays, students will receive 30 minutes (60 minutes for Designated Schools) of synchronous instruction.

The remainder of required instructional minutes would be met by teachers through the time value of asynchronous learning – 150 minutes for TK/K students on Monday and 45 minutes each Tuesday – Friday; 210 minutes for Grade 1-6 students on

Monday and 60 minutes each Tuesday-Friday.

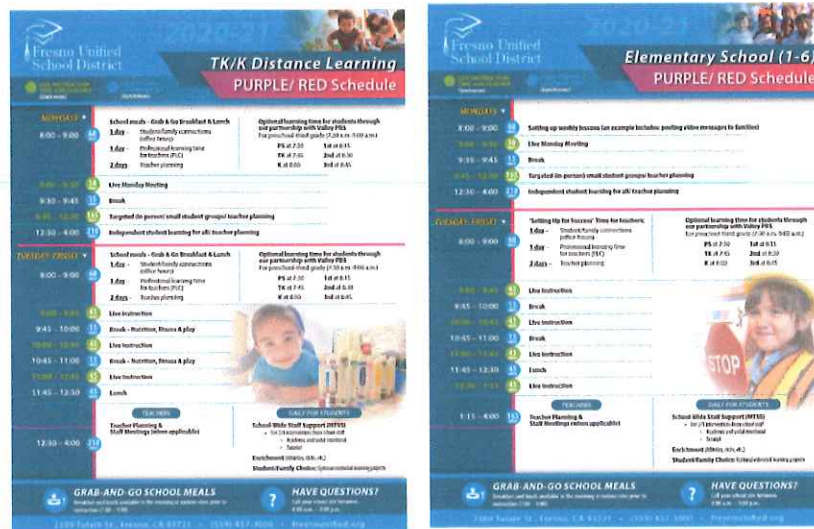
The primary purpose of the time after Monday's student advisory period (i.e. advisory, Monday Meeting, Circle Time, etc.) is for teachers to plan at their discretion. In addition, Unit members are still responsible for performing their professional responsibilities pursuant to Article 20 during the 8-hour work day Monday through Friday even though the student instructional day is shorter than the traditional instructional schedule.

Mondays are not intended to be used as "professional responsibility days" and site leaders are reminded to do their best to spread professional responsibilities throughout the workweek.

11.1.1.1. Elementary school teachers may volunteer to provide in-person academic support at their school site on Mondays from 9:30 a.m. to 12:30. for up to 10 students from their school site. Students will be selected for Monday in-person instruction based on student reading level and the in-person instruction will be centered on reading literacy. Volunteering Elementary school teachers that provide additional academic targeted support – may elect to do so on a quarterly basis and shall receive the contractual supplemental pay rate for the time per the CBA.

11.1.1.2. Below is an example of a Daily Schedule for elementary schools. Components of the Daily Schedule are described in further detail in Purple/Red.

All schedules can be viewed at <https://www.fresnounified.org/covid19/>



11.1.2. Orange/Yellow Tier Instruction:

Unit members will teach from their assigned classroom/workstation a minimum of 4 days per week each school day. Students in TK and K will receive 190 minutes of synchronous instruction four days per week Tuesday through Friday. Students in Grades 1-6 will receive 250 minutes of synchronous instruction four days per week Tuesday through Friday. In-person students will attend class on a 4-day weekly rotating basis on campus on an A/B schedule. All students not on campus will still attend class every day through distance learning, logging in remotely from home. Teachers will be simultaneously

teaching both in-person and distance learning students and shall receive additional compensation for simultaneous teaching, up to \$2,750 for the second semester. The additional compensation will be prorated based on the number of days (Daily rate) teachers are actually simultaneously instructing. The daily rate for the simultaneous teaching stipend will be based on 84 days (the number of simultaneous teaching days remaining from January 12, 2021 through June 11, 2021).

11.1.2.1. On Mondays students will receive 30 minutes (60 minutes for Designated Schools) of synchronous instruction. The remainder of required instructional minutes would be met by teachers through the time value of asynchronous learning— 150 minutes for TK/K students on Monday; 210 minutes for Grade 1-6 students on Monday. The primary purpose of the time after Monday's student advisory period (i.e. advisory, Monday Meeting, Circle Time, etc.) is for teachers to plan at their discretion. In addition, unit members are still responsible for performing their professional responsibilities pursuant to Article 20 during the 8-hour work day Monday through Friday even though the student instructional day is shorter than the traditional instructional schedule. Mondays are not intended to be used as "professional responsibility days" and site leaders are reminded to do their best to spread professional responsibilities throughout the workweek.

11.1.2.2. Elementary school teachers may volunteer to provide in-person academic support at their school site on Mondays from 9:30 a.m. to 12:30 for up to 10 students from their school site. Students will be selected for Monday in-person academic support based on student reading level and the in-person academic support will be centered on reading literacy. Volunteering Elementary school teachers that provide additional targeted academic support – may elect to do so on a quarterly basis and shall receive the contractual supplemental pay rate for the time.

11.1.2.3. Below is an example of a Daily Schedule for elementary schools. Components in orange.

All schedules can be viewed at <https://www.fresnounified.org/covid19/>

Fresno Unified School District
TK/K Return to Campus
ORANGE/YELLOW Schedule

VIRTUAL SCHEDULE

- 8:00 - 8:30 Setting up weekly lessons (for example, posting online messages to families)
- 8:30 - 9:00 Live Monday Morning
- 9:30 - 9:45 Break
- 9:45 - 10:30 Requested (in-person) small student groups/ teacher planning
- 11:30 - 4:00 Independent student learning for all/ teacher planning

OPTIONAL LUNCH

Setting Up for Success: Time for teachers

- 8:00 - 8:30 1 Hour - Professional learning time for teachers (PCT)
- 8:30 - 9:00 30 min - Teacher planning

Optional learning time for students through our partnership with Valley PBS

- 9:45 - 10:30 45 min - K-2 at 9:45, 3rd-5th at 10:30
- 10:30 - 11:00 30 min - 6th-8th at 10:30, 9th-12th at 11:00

Live synchronous instruction

- 9:45 - 10:15 30 min
- 10:15 - 10:45 30 min
- 10:45 - 11:15 30 min
- 11:15 - 12:45 1 hour 30 min - Lunch - Recess, Rites & play
- 12:45 - 1:15 30 min - Live synchronous instruction

1:30 - 4:00 Teacher Planning & Staff Meetings (where applicable)

GRAB-AND-GO SCHOOL MEALS

HAVE QUESTIONS?

2020 Tulare St., Fresno, CA 93711 | 554.447.3000 | www.fresnounified.org

Fresno Unified School District
Elementary School (1-6)
ORANGE/YELLOW Schedule

MONDAY

- 8:00 - 8:30 Setting up weekly lessons (for example, posting online messages to families)
- 8:30 - 9:00 Live Monday Morning
- 9:30 - 9:45 Break
- 9:45 - 12:30 Requested (in-person) small student groups/ teacher planning
- 12:30 - 4:00 Independent student learning for all/ teacher planning

TUESDAY

Setting Up for Success: Time for teachers

- 8:00 - 8:30 1 Hour - Professional learning time for teachers (PCT)
- 8:30 - 9:00 30 min - Teacher planning

Optional learning time for students through our partnership with Valley PBS

- 9:45 - 10:30 45 min - K-2 at 9:45, 3rd-5th at 10:30
- 10:30 - 11:00 30 min - 6th-8th at 10:30, 9th-12th at 11:00

Live asynchronous instruction

- 10:15 - 10:45 30 min
- 10:45 - 11:15 30 min
- 11:15 - 12:15 1 hour - Lunch
- 12:15 - 12:45 30 min - Live asynchronous instruction
- 1:15 - 1:45 30 min - Break
- 1:45 - 4:00 Live asynchronous instruction

2:30 - 4:00 Teacher Planning & Staff Meetings (where applicable)

GRAB-AND-GO SCHOOL MEALS

HAVE QUESTIONS?

2020 Tulare St., Fresno, CA 93711 | 554.447.3000 | www.fresnounified.org

12. Secondary School Instruction Based on County Tier Status

12.1. Secondary Schools (middle and high schools) will return to instruction for the second semester starting January 11, 2020 pursuant to the following:

12.1.1. Purple/Red Tier Instruction:

Unit members will have the option to teach from their assigned classroom/workstation. Students will be provided instruction through Distance Learning. Students will receive 225 minutes of synchronous instruction four days per week Tuesday through Friday.

On Mondays students will receive 30 minutes (60 minutes for Designated Schools) of synchronous instruction. Remainder of required minutes of instruction would be asynchronous –35 minutes per course (total of 210 minutes) on Monday and 5 minutes per course (total 15 minutes) each Tuesday-Friday.

12.1.1.1. Secondary school teachers may volunteer to provide in-person targeted academic support at their school site on Mondays from 9:30 a.m. to 12:30 for up to 10 students from their school site. Students will be selected for Monday in-person instruction based on student needs. Volunteering Secondary school teachers that provide additional targeted academic support – may elect to do so on a quarterly basis and shall receive the contractual supplemental pay rate for the time per CBA

12.1.1.2. The primary purpose of the time after Monday's student advisory period (i.e. advisory, Monday Meeting, Circle Time, etc.) is for teachers to plan at their discretion. In addition, unit members are still responsible for performing their professional responsibilities pursuant to Article 20 during the 8-hour work day Monday through Friday even though the student instructional day is shorter than the traditional instructional schedule. Mondays are not intended to be used as "professional responsibility days" and site leaders are reminded to do their best to spread professional responsibilities throughout the workweek.

12.1.1.3. Below is an example of a Daily Schedule for secondary schools. Components of the Daily Schedule are described in further detail in Purple/Red.

All schedules can be viewed at <https://www.fresnounified.org/covid19/>

The image is a screenshot of a digital schedule for Fresno Unified School District, specifically for Middle School & High School in the Purple/Red tier. The schedule is organized into two main sections: Monday and Tuesday-Friday. Each section lists time slots with corresponding activities. The Monday schedule starts at 8:00 AM with 'Setting up weekly lessons, posting video messages to families' and ends at 4:00 PM with 'Independent student learning for all teacher planning'. The Tuesday-Friday schedule starts at 8:00 AM with 'Setting Up for Success' time for teachers and includes periods for class instruction, breaks, and lunch. At the bottom, there are sections for 'TEACHERS' (Teacher Planning & Staff Meetings) and 'STUDENTS' (School Wide Staff Support, Lunch, and Family Choice). A footer contains 'GRAB AND GO SCHOOL MEALS' and 'HAVE QUESTIONS?' links.

Day	Time	Activity
MONDAY	8:00 - 9:00	Setting up weekly lessons, posting video messages to families
	9:00 - 9:30	Classroom/Advisory
	9:30 - 9:45	Break
	9:45 - 11:30	Targeted (by parent) small student groups/teacher planning
	12:30 - 4:00	Independent student learning for all teacher planning
TUESDAY-FRIDAY	8:00 - 9:00	'Setting Up for Success' Time for teachers 3:00 - Student family communication office hours 3:00 - Professional learning time for teachers (PLT) 3:00 - Teacher planning
	9:00 - 9:15	Period 12 - Class Instruction
	10:15 - 10:35	Break - Restroom/Access
	10:35 - 11:30	Period 13 - Class Instruction
	11:30 - 12:00	Lunch
	12:00 - 1:30	Period 14 - Class Instruction
	1:35 - 2:10	Break - Restroom/Access
	2:10 - 4:00	Period 15 - ONSD ONLY From 2:10-3:25 only
	TEACHERS Teacher Planning & Staff Meetings (where applicable)	
	STUDENTS School Wide Staff Support (SSWS) - All 1st-5th grade students - All 6th-8th grade students - All 9th-12th grade students Lunch Family Choice (Specialized programs)	

12.1.2. Orange/Yellow Tier Instruction:

Unit members will teach from their assigned classroom/workstation. Students will receive 240 minutes of synchronous instruction four days per week Tuesday through Friday. On Mondays students will receive 30 minutes of synchronous instruction. Remainder of required minutes of instruction would be asynchronous—35 minutes per course (total of 210 minutes) on Monday. In-person students will attend class daily. All students not on campus will still attend class every day through distance learning, logging in remotely according to the school's bell schedule. Teachers will be simultaneously teaching both in-person and distance learning students and shall receive additional compensation for simultaneous teaching, up to \$2,750 for the second semester. The additional compensation will be prorated based on the number of days (Daily rate) teachers are actually instructing simultaneously. The daily rate for the simultaneous teaching stipend will be based on 84 days (the number of simultaneous teaching days remaining from January 12, 2021 through June 11, 2021).

12.1.2.1. Secondary school teachers may volunteer to provide in-person academic support at their school site on Mondays from 9:30 a.m. to 12:30 for up to 10 students from their school site. Students will be selected for Monday in-person academic support based on student needs. Volunteering Secondary school teachers who provide additional targeted academic support – may elect to do so on a quarterly basis and shall receive the contractual supplemental pay rate for the time per the CBA.

12.1.2.2. Below is an example of a Daily Schedule for secondary schools. Components in orange.

All schedules can be viewed at <https://www.fresnounified.org/covid19/>



13. The District and FTA agree to mutually collaborate on a joint plan to address changing health conditions should the county cases move from the orange tier to the red/purple tiers.

14. **Specialty Schools** - All schedules can be viewed at <https://www.fresnounified.org/covid19/>

15. **Designated Schools** – Designated Schools will include an additional 30 minutes including Monday’s as stated above. Designated School schedules are as follows:

All schedules can be viewed at <https://www.fresnounified.org/covid19/>

This screenshot displays the 'TK/K Distance Learning PURPLE/RED Schedule' for Fresno Unified School District. It includes a timeline from 8:00 AM to 4:00 PM with activities such as 'Schoolwide - Read & Respond to a Book', 'Distance Learning Time for students through synchronous and asynchronous', 'Independent student learning for all teacher planning', and 'Grab-and-go school meals'. It also lists 'Grab-and-go school meals' and 'Have questions?' links.

This screenshot displays the 'Elementary School (1-6) PURPLE/RED Schedule' for Fresno Unified School District. It includes a timeline from 8:00 AM to 4:00 PM with activities such as 'Setting up weekly lessons (as many as possible, pending other messages to families)', 'Connections Monday Morning', 'Break', 'Independent student learning for all teacher planning', and 'Grab-and-go school meals'. It also lists 'Grab-and-go school meals' and 'Have questions?' links.

This screenshot displays the 'TK/K Return to Campus ORANGE/YELLOW Schedule' for Fresno Unified School District. It includes a timeline from 8:00 AM to 4:00 PM with activities such as 'Setting up weekly lessons (as many as possible, pending other messages to families)', 'Connections Monday Morning', 'Break', 'Independent student learning for all teacher planning', and 'Grab-and-go school meals'. It also lists 'Grab-and-go school meals' and 'Have questions?' links.

This screenshot displays the 'Elementary School (1-6) ORANGE/YELLOW Schedule' for Fresno Unified School District. It includes a timeline from 8:00 AM to 4:00 PM with activities such as 'Setting up weekly lessons (as many as possible, pending other messages to families)', 'Connections Monday Morning', 'Break', 'Independent student learning for all teacher planning', and 'Grab-and-go school meals'. It also lists 'Grab-and-go school meals' and 'Have questions?' links.

16. **Class Size** - In the Orange/Yellow Tiers the maximum in-person class size is as follows:

16.1. **Elementary:** Up to 50% of the total class roster, in accordance with physical distancing guidelines.

16.2. **Secondary:** Up to ten (10) students per class period.

17. **Meeting Hours** - Staff, PLC, and PL Meeting Hours, including office hours are limited in number and duration as outlined in the Second Semester 2020-21 Components of the Daily Schedule DEFINITIONS in the appendix.

18. The District and FTA agree to collaborate in responding to changes in school reopening plans based on public health orders.

19. **District Technology Platforms:**

11.2. District approved technology platforms will be used for instruction.

20. **In-Person Meetings:**

20.1. In Purple all meetings shall be virtual.

20.2. In Red Tiers all-staff meetings will be virtual.

20.2.1. Small team meetings may take place in person if mutually agreed upon and in compliance with Fresno County Department of Public Health. Small team meeting members shall have an option to attend such meeting virtually.

20.3. In Orange/Yellow Tiers, meetings can take place virtually or in-person if in compliance with Fresno County Department of Public Health.

21. Adherence to Health Guidelines and Orders

21.1. The District shall adhere to the COVID-19 guidelines and orders issued by the Fresno County Health Department .

22. Leaves

22.1. Except as otherwise provided by federal or state responses to COVID-19 (i.e. Families first Coronavirus Relief Act ("FFCRA")), the leave policies, practices and requirements in the Parties' collective bargaining agreement continue to apply.

23. Evaluations

23.1. With the exception of non-permanent certificated unit members and members NMS ratings on their most recent evaluation, annual evaluations for unit members shall be suspended for the 20-21 school year.

24. Meet and Confer

24.1. The District and Association will continue to meet on a regular basis during the pandemic for feedback and any possible changes that may need to be addressed.

25. Compliance with further governmental orders

25.1. The parties all recognize that the COVID-19 epidemic is evolving and so is governmental response. The parties will comply with further state or federal legislation or orders as they affect the terms and conditions of employment of bargaining-unit members, and will bargain as needed over the effects of such further directives.

26. Stipends (EPES)

26.1. Agreement: Unit members shall continue to receive their stipend only if they can continue to perform their duties remotely or in person. If a program cannot be sustained during distance learning the stipend will not be paid to the unit member, unless the unit member has already signed an agreement and started to perform the duties.

27. Non-Precedent Setting

27.1. This Side Letter Agreement shall not be precedent setting nor form any basis for a past practice.

28. Duration

28.1. This Side Letter shall remain in effect from November __, 2020 through June 30, 2021.

Manuel Bonilla

Manuel Bonilla
President
Fresno Teachers Association

January 10, 2021

Date

Robert G. Nelson

Robert G. Nelson
Superintendent
Fresno Unified School District

Jan. 11, 2021

Date

Appendix A

<https://www.co.fresno.ca.us/Home/ShowDocument?id=49500>

Page 4 –

Second Semester 2020-21 Components of the Daily Schedule DEFINITIONS

Setting Up for Success

Health Tier: All Tiers
Frequency: One (1) per week
Day: Monday
Length: 55 minutes
Time Slot: 8 - 9am

Teachers can use this time to plan the overview of their weekly schedule and share with families via digital communication as a week at a glance, including asynchronous assignments (examples may include weekly lesson overview, video, etc).

Live Monday Meeting - Live Homeroom/Advisory

Health Tier: All Tiers
Frequency: One (1) per week
Day: Monday
Length: 30 minutes - non-designated schools
60 minutes - designated schools
Time Slot: 9 - 9:30am - non-designated schools
9 - 10:00am - designated schools
9 - 9:30am - Pre-K Morning Session
12:30 - 1:00pm - Pre-K Afternoon Session

Elementary: This is live virtual time with students for teachers to provide an overview of the academic week ahead. In addition, this is a time to provide social-emotional learning and to check-in with students on their social-emotional needs. FUSD's Department of Prevention and Intervention shall provide social - emotional learning curriculum to teachers. Teachers have option to use this curriculum or develop their own.

Secondary: This is a time to provide general academic support for students, including social - emotional learning. FUSD's Department of Prevention and Intervention shall provide social - emotional learning curriculum to teachers. Teachers have option to use this curriculum or develop their own. For secondary schools that do not have a pre-existing Homeroom/Advisory that was developed prior to the start of the 20-21 with staff consensus, site administration will collaborate with teachers to decide a period within the school schedule to serve as the starting point for Live Homeroom/Advisory. For teachers with a prep period during the determined period, Homeroom/Advisory assignments will consist of students that are included in a teacher's regular assigned classes.

Professional Learning Communities

Health Tier: All Tiers

Frequency: One (1) per week

Day: To be determined by PLC and site administration

Length: 55 minutes

Time Slot: 8 - 9am

Time for all educators to work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for students. This collaborative work expands the emphasis on student learning and leverages individual teacher efficacy into collective teacher efficacy. The process is grounded in a focus on equity of access and opportunity, high expectations for all students, and a commitment to student learning.

No less than 50% of the allocated hours for PLC time shall be utilized for grade level/subject area. Teachers shall lead grade level/subject area teams (developing the meeting agendas, determining priorities & topics of discussion, planning and facilitating meetings and aligning grade level/subject area meetings with school site goals/priorities and student learning) and site administration can provide feedback to align with school site goals/priorities.

Up to 50% of the allocated for PLC grade level/subject level time may be used for school wide professional learning. (CBA for more detail, as needed)

*PLC optional for Pre-K

Teacher Planning

Health Tier: All Tiers

Frequency: Daily

Day: Daily

Length: Varies - See Below

Time Slot: Varies - See Below

This is time for the teacher to use at their discretion to plan for high quality instruction, to review and provide feedback on student work, and other professional responsibilities.

- Two (2) times per week from 8am - 9am as determined by teachers and site administration.
 - Moderate (Orange) Tier –elementary schools will increase to three days of planning due to a reduction of one day of office hours.
- Mondays: Immediately following the completion of Monday Meeting or Homeroom/Advisory until the end of the Work Day (4:00pm).
 - For teachers choosing to provide in-person targeted small groups: Immediately following the completion of In-person Targeted Small Groups until the end of the Work Day (4:00pm).

- ****Tuesday - Friday:** Immediately following the completion of the last block of Live Instruction until the end of the Work Day (4:00pm)

****Staff Meetings/Schoolwide PL**

Health Tier: All Tiers

Frequency: As determined by site administration in collaboration with teachers

Day: As determined by site administration in collaboration with teachers

Length: 55 minutes

Time Slot: As determined by site administration in collaboration with teachers

Non-Designated Schools: Up to 6 hours of teacher planning time may be used for Staff Meetings/Schoolwide PL from 8:00-8:55 Tuesday - Friday or immediately following live instruction on Tuesday-Thursday. Each school will use a collaborative decision-making process to determine the best time for learning.

Designated Schools: The maximum number of meetings per quarter varies based on the number of DS hours voted on by the school site and how many hours have been completed prior to the start of the school year. Please use the following formula to calculate the max. number of afternoon meeting hours per quarter:

$(\# \text{ of DS hours voted on by staff} - \# \text{ of hours completed before August 12th}) \times .25 + 3$

Example:

School site voted for 56 hours. 16 hours done prior to August 12th.

$56 - 16 = 40$

$40 \times .25 = 10$

$10 + 3 = 13$

Max. # of afternoon meeting hours per qtr. = 13

Student/Family Connections (Office Hours)

Health Tier: Widespread (Purple) & Substantial (Red)

Frequency: One (1) per week

Day: To be determined by teachers and site administration

Length: 55 minutes

Time Slot: 8 - 9am

Health Tier: Moderate (Orange) & Minimal (Yellow)

Frequency: One (1) per week - Secondary

Not required for elementary, due to in-person scheduling considerations

Day: To be determined by teachers and site administration

Length: 55 minutes

Time Slot: 8 - 9am

This is time allocated for scheduled discussions between teachers and students/parents/guardians. This includes scheduling and participating in parent/guardian meetings, SST/IEP/504 meetings, making phone calls home for students who are not participating and/or who need additional support, connecting with students.

RSP services can be provided as either a push in or pull out model, depending on IEP, throughout the day. When the IEP allows, RSP services should be provided within the regular instructional blocks as a push in model to maximize learning during our limited instructional time, however there may be students that require pull out services as required by their IEP. Secondary schools also will continue to have co-teaching throughout the day to provide services. RSP teachers will need to collaborate with the classroom teacher to support students with IEP's.

All English learners need both integrated and designated ELD. In Designated ELD students are guaranteed a protected time in small group daily when teachers provide lessons, based on the CA ELD Standards and content standards that help develop English language proficiency specific to the needs of each EL student. The overall goal of ELD instruction is to develop students' English language proficiency to gain access to core curriculum.

In-person Academic Support (Targeted Small Groups)

Health Tier: All Tiers

Format: In-person

Frequency: Weekly

Day: Monday

Length: 180 minutes

Time Slot: 9:30am - 12:30pm, 10:00am - 1:00pm for Designated Schools

Each Monday, 9:30am-12:30pm, is time allocated for targeted student academic support. The teacher volunteer provides students with additional support, as needed. During this time, interventions shall be provided to students who struggle during live virtual instruction or completing asynchronous assignments. The district will provide the baseline criteria for the decision-making process. The school staff will determine the next level of decision-making based on specific student needs.

In the Purple tier, we will follow all guidance for small cohorts; The capacity for and determination to add new/additional numbers of students to any campus will depend health & safety conditions and the ability to follow state guidelines

Live Instruction (synchronous)

Health Tier: Widespread (Purple) & Substantial (Red)

Format: Distance Learning

Frequency: Daily

Day: Daily

Length: As noted on site schedules

Time Slot: As noted on site schedules

Health Tier: Moderate (Orange) & Minimal (Yellow)

Format: Simultaneous

Frequency: Daily

Day: Daily

Length: As noted on site schedules

Time Slot: As noted on site schedules

Overview: This is the live in-person or virtual classroom experience. The time for each class period is outlined in the daily schedule.

This is live instruction that occurs in person or virtually via a distance learning platform. The teacher has agency to design the virtual or simultaneous classroom experience. Examples include, but are not limited to: lecture, presentations, whole class, small group, etc. This is not meant to imply direct instruction (lecturing) for the entire time period. Students are expected to attend this period on a daily basis.

Examples include:

- **Whole Class Instruction:** This is time when all students are learning together. The teacher is conducting live high quality and culturally relevant instruction aligned to grade level standards to all students. Integrated ELD occurs within whole class instruction, as do classroom supports and accommodations for Special Education students.
- **Small Group Instruction:** This is time during live instruction when students receive differentiated support in small groups. It may include breakout sessions with teacher facilitation or small group peer collaboration/instruction. Designated ELD occurs within small group instruction, as do classroom supports and accommodations for Special Education students.

Daily Asynchronous Assignments

- **Asynchronous instruction:** This is independent student learning that is assigned by the teacher with the expectation that it will be completed. Asynchronous instruction takes place outside of the live daily instructional time and does not occur at the same place or the same time. Asynchronous assignments are an extension of the weekly course curriculum.
 - Examples include, but are not limited to:
 - Recorded presentations, such as slideshows or videos
 - Discussion Boards
 - Social Media Groups
 - Collaborative Documents
 - Fitness and Physical Education Lessons (up to 30 min per day for elementary)
 - Read Fresno: All students are expected to read a book (challenging text) with student choice for at least 30 minutes a day. For elementary students, this is a required component of their daily reading. For secondary students, the reading is part of the on-going assignments and students are encouraged to select additional reading.
- **Class Assignments:** Assignments given to students as part of the class curriculum.

Assigned work is a component of Tier 1 and Tier 2 instruction, as is the feedback that students receive from their work.

- **Independent work:** Work assigned by the teacher that students complete on their own
- **Peer Collaboration:** Students working together on an assigned task
- **Differentiated Support:** While some students are completing assigned work, teachers may be working with other students, either individually or in small groups, to ensure that all learning needs are met. This includes meeting the needs of English Language Learners and students who receive Special Education supports.

Daily School Staff Provided Student Support

Health Tier: All Tiers

Frequency: Daily

Day: Daily

Length: Varies based on site schedule

Time Slot: Immediately following Live Instruction

School-wide Small Group Student Supports (MTSS): This time is dedicated for Tier 2 and Tier 3 student supports, beyond the minimum instructional minutes required for all students.

Schoolwide Staff Support time does not include all students, every day. Rather, this is dedicated time within the schedule where school staff (counselors, school social workers, psychologists, special education support providers, TSAs, administrators, etc.) will organize and provide specific academic and social emotional supports to students.

Multi-Tiered system of support (MTSS) is a comprehensive systemic approach to teaching and learning for both academic and social emotional:

- Tier 1 – Effective, standards-based, high quality and culturally relevant instruction for ALL students.
- Tier 2 – Targeted small group interventions that SOME students receive in addition to Tier 1 instruction.
- Tier 3 – Intensive individualize instruction and intervention, which is designed to serve only a FEW students based on their individual needs.

*These supports extend until 4:00 each day, which included tutorial.

Enrichment: This time is designed to give students the opportunity to try new things and explore and develop interests outside of the classroom. (arts, music, language, coding, dance, young scholars, math, kids invent, etc)

*These supports extend until 4:00pm each day.

Ed code 45503 defines daily live interaction as ‘two-way communication between a certificated teacher and student each instructional day, at the actual time of occurrence. Daily live interaction is required for every student with both a certificated teacher and their student peers.’

Ed Code 43504(e) states that each local educational agency shall ensure that a weekly engagement record is completed for each pupil documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments.

Ed Code 43409(f) states that, as part of the distance learning plans that must be submitted, districts must describe “how they will measure participation and assess pupil progress through live contacts and synchronous instructional minutes, as well as how the time value of pupil work will be measured.”

Ed Code 43409(f) also states that Districts must outline ‘what additional supports for pupils with unique needs will be provided, including for English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness during the period in which distance learning is provided.’

Common Definitions

The definitions below are designed to provide a common understanding of the various models of learning and their unique distinctions and to avoid the common misconception of applying terms interchangeably. It is important to note that not all distance learning requirements outlined in statute are included in this document. Readers should consider CDE Frequently Asked Questions (FAQs) and additional guidance documents as they plan for and engage in distance learning during the 2020-21 school year to ensure all requirements are met.

Distance Learning: Instruction in which the pupil and instructor are in different locations and pupils are under the general supervision of a certificated employee of the local educational agency. Distance learning may include but is not limited to all the following:

- Interaction, instruction, and check-in between teachers and pupils through the use of a computer or communications technology.
- Video or audio instruction in which the primary mode of communication between the pupil and certificated employee is online interaction, instructional television, video, tele-courses, or other instruction that relies on computer or communications technology.
- The use of print materials incorporating assignments that are the subject of written or oral feedback. (EC 43500(a))

The below terms are to discuss ways in which LEAs offer high-quality distance learning in accordance with EC Section 43503.

In-Person Instruction. Instruction under the immediate physical supervision and control of a certificated employee of the local educational agency while engaged in educational activities required of the pupil

Synchronous Learning. Synchronous learning takes place in “real-time,” with delivery of instruction and/or interaction with participants such as a live whole-class, small group, or individual meeting via an online platform or in-person when possible.

Asynchronous Learning. Asynchronous learning occurs without direct, simultaneous interaction of participants such as videos featuring direct instruction of new content students watch on their own time.

Time Value. Instructional time for distance learning is calculated based on the time value of synchronous and/or asynchronous assignments made by and certified by a certificated employee

of the LEA. Time value for distance learning is different than time value used previously in independent study programs which include an evaluation of the time value of work product.

Simultaneous Teaching and Learning – Instruction in which students are both live in person and in distance in the same class at the same time.

INSTRUCTIONAL MINUTES

Minimum Instructional Minutes (State of California Ed Code 43501), regardless of Tier color or learning format:

Pre-K: No Minimum

K: 180

1-3: 230

4-12: 240

Live instruction is required daily (no minimum # of minutes); 180 instructional days required.

Total minutes can be a combination of synchronous & asynchronous time.

Teachers must certify attendance for synchronous & certify minutes of asynchronous work assigned, toward the daily minimum totals.

Instructional Minutes Calculation:

Combination of synchronous (live-instruction), asynchronous (work completed on student's pace), and "time value of assignments as determined, and certified to, by an employee of the LEA who possesses a valid certification document."