

Memorandum of Understanding

LCUSD Virtual Learning Academy and Virtual Instruction for 2020-2021: Elementary Edition

In order for the District to provide a high quality distance learning experience to students, these requirements will be followed by teachers:

- Communicate their weekly goals (learning objectives, some assignments and information) to their students by 8:00 a.m. each Monday through a district approved platform shared with parents and which remains consistent (email, Classroom, Seesaw).
- All Virtual Academy/Distance Learning teachers will provide daily live synchronous instruction per cohort which will be accessed during the time students would be present in the classrooms had they been in school, either an AM or PM Daily Schedule.
- The bargaining unit member contractual day shall be from 8:00 a.m. until 3:32 p.m.
- Provide 155 minutes (minimum of one thirty minute session daily for each subject area, Language Arts, Math, Social Science/Science per cohort) of daily live instruction and interaction per cohort. TK-6 teachers shall not be required to teach more than 310 instructional minutes per day including whole group and small group instruction. The additional 5 minutes of instructional time meets the 15 hours of supervision required per the collective bargaining agreement.
- Teachers will communicate the methods by which they can be reached during their established contractual day to provide additional student support.
- Asynchronous enrichment and PE instructors will coordinate with classroom colleagues to organize the daily delivery of instruction.
- Take attendance and monitor student participation daily.
- After 2 days of non participation, teachers will contact the parents to re-engage the student in his/her learning. After the initial contact, administrators will support classroom teachers in making these contacts.
- Use Google classroom or district-approved platform to post assignments and monitor student engagement. Administration and tech support will be added as co-teachers. The missing assignment notification in Google classroom will be turned on.
- Make lesson resources (i.e. links, textbooks, apps) accessible via Google classroom or Classlink.
- Provide two forms of evidence of learning progress and issue feedback on assignments which cover essential standards and impact student performance in

class. Feedback will include what the students are doing well and ways to improve, when appropriate.

- Use multiple modalities of presenting information to meet the needs of different types of learners.
- Respond to all emails and phone calls from students and parents by the end of the next work day to support home school connection.
- Adhere to the existing homework policies to support student learning progress.

LCUSD Distance Learning Requirements for 2020-2021: Secondary Edition

In order for the District to provide a high-quality distance learning experience to all students, these requirements will be followed by teachers:

- Communicate their weekly goals (learning objectives, some assignments, and information) to their students by 8:00 a.m. each Monday. Use Google classroom to post assignments and monitor student engagement.
- Establish a method through Google classroom to monitor participation and engagement daily.
- After 2 days of non participation, teachers will notify the student's counselor to contact parents to re engage the student in his/her learning. After the initial contact, administrators will support classroom teachers and counselors in making these contacts.
- The bargaining unit member contractual day shall be from 7:45 until 3:17. The additional 5 minutes of contractual time meets the 15 hours of supervision required per the collective bargaining agreement.
- 7-12 teachers shall not be required to teach more than 286 instructional minutes per day including whole group and small group instruction.
- Follow the daily bell schedule, greeting students "live" at the beginning of each class period. Attendance shall be taken during each period.
- Provide live daily instruction for each period (a minimum of 20 minutes for daily demand schedule and a minimum of 40 minutes for block schedule. Engage students following the bell schedule through direct instruction, guided practice, checking for understanding, and setting the expectations for daily independent practice and homework assignments. Live instruction shall take place by period in a synchronous fashion.
- Hold daily office hours.
- Schedule daily a small group learning experience(s) four days per week (2:05 - 3:15 p.m. on a daily demand schedule and 1:50 - 3:15 p.m. on the block schedule) with rotating students to provide a protected and safe school

connection for our learners.

- At minimum, hold office hours on allocated time on bell schedule to support students who need help. Communicate the methods by which teachers and counselors can be reached during their office hours.
- Provide feedback on assignments that cover essential standards and impact student performance in class. Feedback should include what the students are doing well and ways to improve, when appropriate. A minimum of one grade per week will be issued.
- Use multiple modalities (break out room activities, recorded content, small group activities, project based learning, livestreaming, game based learning, use of digital apps, Socratic seminar, etc.) to present information to meet the needs of different types of learners.
- Respond to all emails and phone calls from students and parents within two work days to support home school connection.
- Adhere to the existing homework policies to support student learning progress.

In the event the State of California deems alternative requirements for schools in response to COVID-19, the parties agree to immediately initiate negotiations on the impacts and effects.

The parties understand the COVID-19 pandemic is an extremely fluid situation and mutually agree to review the provisions of the MOU as necessary.

Signed: 7/17/2020