

MEMORANDUM OF UNDERSTANDING
BETWEEN
ROWLAND UNIFIED SCHOOL DISTRICT
AND
ASSOCIATION OF ROWLAND EDUCATORS

REGARDING COVID-19 CORONAVIRUS

IN-PERSON SUPPORT PLAN For April 26, 2021 through May 28, 2021

April 16, 2021

The Rowland Unified School District (“District”) and Association of Rowland Educators (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the impacts of reopening of schools related to the coronavirus COVID-19 (“coronavirus”).

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 and risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

The parties recognize that staff and students may need to self-quarantine, become quarantined, and/or the District may need to close a school or schools on an emergency basis to slow the spread of illness arising from the coronavirus during the 2020-21 school year.

The District shall adhere to the most recent COVID guidelines issued in relation to COVID-19 in schools by the California Department of Public Health (“CDPH”), California Department of Education (“CDE”), the California Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA), and the Los Angeles County Department of Public Health. If any of the guidance referenced in this Memorandum of Understanding contradicts one another, the strictest guidance shall be applied.

1. Beginning the week of April 26, all Bargaining Unit Members will report to campuses two (2) days per week for two (2) hours to provide in-person support.
 - Bargaining unit members shall not be required to teach students in-person and virtual simultaneously.
 - In-person support for students is not an extension of the instructional day.
 - The two (2) hour block of time shall be for one (1) session only.
 - If two students or less attend class, an additional employee will be placed in the room. If another employee is not available, the member and the immediate supervisor shall determine a safe alternative
 - Bargaining unit members shall not be required to attend more than two (2) days per week in person.
2. Guidance Counselors shall report to their school sites on the days when secondary in-person support is occurring.
3. Class Size & Case Load:
Students attending for in-person support will be determined by 6:00 p.m. April 20, 2021. This provides each campus sufficient time to plan accordingly for a safe physical return of students and staff.

General Education

- No more than fourteen (14) students may attend class in-person on each day with a maximum of sixteen (16) students and adults combined. No class shall exceed a total of sixteen (16) individuals.

Special Education

It is the intent of the parties to provide in-person support services twice weekly to our most vulnerable Special Education students who choose to participate in the program.

- Moderate to Severe SDC: No more than seven (7) students may attend class in-person on each day

In the event more than seven (7) students request to participate in a teacher's Moderate to Severe SDC class, an additional staff member shall be assigned. If an additional staff member is not available, the students will be divided into two groups with each group attending once per week.

- Mild to Moderate SDC: No more than ten (10) students may attend class in-person on each day

In the event more than ten (10) students request to participate in a teacher's Mild to Moderate SDC class, an additional staff member shall be assigned. If an additional staff member is not available, the students will be divided into two groups with each group attending once per week.

- Preschool Special Education: No more than five (5) students may attend class in-person on each day

In the event more than five (5) students request to participate in a teacher's Pre School class, an additional staff member shall be assigned. If an additional staff member is not available, the students will be divided into two groups with each group attending once per week

4. Bargaining unit members shall be provided the option of:
 - a. Compensation at their per diem hourly rate for up to six (6) hours to prepare their classrooms and/or workspaces and curriculum needed for the program outside of the instructional day between Wednesday April 21 through Saturday April 24,
or
 - b. Flexibility to provide students with asynchronous learning on the afternoons of Thursday and Friday, April 22 and 23 with prior notice from teachers to their principal of the selection of this option.
5. The District shall make every effort to provide a substitute for any classroom that requires coverage. In the event a substitute is not available, the District will cover the assignment based on the following order:
 1. Bargaining unit members not currently assigned to a classroom or caseload
 2. Bargaining unit members who have no students attending a cohort on any of the two in-person days
 3. Site administrators

Bargaining unit members shall not be assigned to substitute for more than two cohorts within a period of ten (10) consecutive work days.

6. Bargaining unit members shall arrive on campus no later than (10) minutes prior to the start of the in-person support group in order to be in their classroom to prepare and welcome students prior to the start of class.
7. Student dismissal will be supervised by the site administrator or designee. After walking students to the assigned dismissal location, bargaining unit members will remain for no more than ten (10) minutes to support the site administrator or designee. Bargaining unit members may voluntarily assist with supervising students beyond ten minutes.
8. Bargaining unit members shall receive a thirty (30) minute duty free lunch. An additional thirty (30) minutes of transition time shall occur to allow students and members to transition from home to school.
9. Wednesdays remain status quo:
 - Staff meetings shall occur on May 5 and June 2 for a maximum of one hour each.
 - Professional development may occur once in May for a maximum of ninety (90) minutes. This shall not occur on the same day as a staff meeting.
 - Staff meetings and professional development will be conducted virtually.
 - Live check-in with students for no less than twenty (20) minutes.
10. Elementary schools shall follow the schedules below for in-person support (Appendix A):
 - Grades TK & K: Monday & Thursday/11:15 am – 1:15 pm
 - Grades 1 & 2: Monday & Thursday/12:35 pm – 2:35 pm
 - Grades 3 – 6: Tuesday & Friday/12:35 pm – 2:35 pm

Grades TK through 6 shall be virtual from the start of class to the start of the brunch/lunch period.
11. Elementary schools shall follow the schedules below for the virtual classroom (Appendix A):
 - Grades TK & K: Tuesday & Friday/8:00 am – 1:15 pm
 - Grades 1 & 2: Tuesday & Friday/8:00 am – 2:35 pm
 - Grades 3 – 6: Monday & Thursday/8:00 am – 2:35 pm
12. Secondary schools shall follow the schedules below for in-person support (Appendix A):
 - TK-8, Intermediate, Continuation HS: Tuesday & Thursday/1:00 pm-3:00 pm
 - Comprehensive HS: Tuesday & Thursday/1:00 pm-3:00 pm

All secondary sites shall be virtual from the start of the first class to the start of the lunch period.
13. Secondary schools shall follow the schedules below for the virtual classroom (Appendix A):
 - TK-8, Intermediate, Continuation HS: Monday & Friday/8:25 am 2:55 pm
 - Comprehensive HS (periods 1-6): Monday & Friday/8:25 am-3:00 pm
14. This MOU shall be effective upon ratification by the parties. This MOU shall remain in effect until the end of the day on May 28, 2021.

Sharyn Sigler, ARE Bargaining Chair

Dennis Bixler, Assistant Supt. Human Resources

Date _____

Date _____

Elementary Schedules
TK-Kindergarten Daily Schedule
Appendix A

MONDAY VIRTUAL AM AND IN- PERSON PM DAY	TUESDAY ALL VIRTUAL CLASSROOM DAY	WEDNESDAY ASYNCHRONOUS DAY	THURSDAY VIRTUAL AM AND IN- PERSON PM DAY	FRIDAY ALL VIRTUAL CLASSROOM DAY
8:00-8:10 Morning routines	8:00-8:10 Morning routines	1. Student Online Learning Day 2. Live Check-In with Students 3. Staff Meeting-once a month (60 minutes) 4. PD once a month (90 minutes) 5. Teacher Prep, Planning and Collaboration	8:00-8:10 Morning routines	8:00-8:10 Morning routines
8:10-8:50 ELA	8:10-9:10 ELA		8:10-8:50 ELA	8:10-9:10 ELA
8:50 - 9:00 Stretch Break	9:10-9:25 Stretch Break		8:50 - 9:00 Stretch Break	9:10-9:25 Stretch Break
9:00 - 9:40 Math	9:25-10:10 Math		9:00 - 9:40 Math	9:25-10:10 Math
9:40 - 10:10 ELD in small group/enrichment & asynchronous work	10:10-10:25 Stretch Break		9:40 - 10:10 ELD in small group/enrichment & asynchronous work	10:10-10:25 Stretch Break
10:10 - 10:15 Group Check Out	10:25-10:55 ELD in small group/enrichment & asynchronous work		10:10 - 10:15 Group Check Out	10:25-10:55 ELD in small group/enrichment & asynchronous work
10:15 - 10:45 Brunch/Lunch	10:55-11:25 Science /SS		10:15 - 10:45 Brunch/Lunch	10:55-11:25 Science /SS
10:45 - 11:15 Student Transition Time	11:25-11:35 Group check-out		10:45 - 11:15 Student Transition Time	11:25-11:35 Group check-out

11:15 - 1:15 In Person Support	11:35-12:15 Lunch		11:15 - 1:15 In Person Support	11:35-12:15 Lunch
	12:15-12:45 Small group instruction & intervention with special attention to most vulnerable students			12:15-12:45 Small group instruction & intervention with special attention to most vulnerable students
	12:45-1:15 Feedback time (teacher discretion)			12:45-1:15 Feedback time (teacher discretion)
135 minutes virtual classroom 120 minutes in-person Asynchronous Work Needed for Total Instructional Minutes TK/K 45 Minutes	205 minutes		135 minutes virtual classroom 120 minutes in-person Asynchronous Work Needed for Total Instructional Minutes TK/K 45 Minutes	205 minutes

1st and 2nd Grade Daily Schedule

MONDAY VIRTUAL AM AND IN- PERSON PM DAY	TUESDAY ALL VIRTUAL CLASSROOM DAY	WEDNESDAY ASYNCHRONOUS DAY	THURSDAY VIRTUAL AM AND IN- PERSON PM DAY	FRIDAY ALL VIRTUAL CLASSROOM DAY
8:00-8:10 Morning routines	8:00-8:10 Morning routines	<ol style="list-style-type: none"> 1. Student Online Learning Day 2. Live Check-In with Students 3. Staff Meeting-once a month (60 minutes) 4. PD once a month (90 minutes) 5. Teacher Prep, Planning and Collaboration 	8:00-8:10 Morning routines	8:00-8:10 Morning routines
8:10-10:00 ELA	8:10-10:00 ELA		8:10-10:00 ELA	8:10-10:00 ELA
10:00-10:10 Stretch break	10:00 - 10:15 Stretch Break		10:00 - 10:10 Stretch Break	10:00-10:15 Stretch break
10:10-10:55 Math	10:15 - 11:00 Math		10:10 - 10:55 Math	10:15-11:00 Math
10:55 -11:25 ELD in small group/enrichment & asynchronous work	11:00-11:30 ELD in small group/enrichment & asynchronous work		10:55 -11:25 ELD in small group/enrichment & asynchronous work	11:00-11:30 ELD in small group/enrichment & asynchronous work
11:25 - 11:35 Group check-out	11:30 - 12:15 Science/SS		11:25 - 11:35 Group check-out	11:30-12:15 Science /SS
11:35 - 12:05 Lunch	12:15 - 12:25 Group Check-out		11:35 - 12:05 Lunch	12:15-12:25 Group check-out
12:05 - 12:35 Student Transition Time	12:25 - 1:05 Lunch		12:05 - 12:35 Student Transition Time	12:25-1:05 Lunch
12:35 - 2:35 In-person support by teacher selection and parent request	1:05-2:05 Small group instruction & intervention with special		12:35 - 2:35 In-person support by teacher selection and parent request	1:05-2:05 Small group instruction & intervention with special attention to most vulnerable

	attention to most vulnerable students			students
	2:05-2:35 Feedback Time (Teacher discretion)			2:05-2:35 Feedback time (teacher discretion)
215 minutes virtual 120 minutes in person Asynchronous Work Needed for Total Instructional Minutes (Need 15 minutes grds 1 and 2)	310 minutes		215 minutes virtual 120 minutes in person Asynchronous Work Needed for Total Instructional Minutes (Need 15 minutes grds 1 and 2)	310 minutes

3rd-6th Grade Daily Schedule

MONDAY ALL VIRTUAL CLASSROOM DAY	TUESDAY VIRTUAL AM AND IN- PERSON PM DAY	WEDNESDAY ASYNCHRONOUS DAY	THURSDAY ALL VIRTUAL CLASSROOM DAY	FRIDAY VIRTUAL AM AND IN- PERSON PM DAY
8:00-8:10 Morning routines	8:00-8:10 Morning routines	1. Student Online Learning Day 2. Live Check-In with Students 3. Staff Meeting-once a month (60 minutes) 4. PD once a month (90 minutes) 5. Teacher Prep, Planning and Collaboration	8:00-8:10 Morning routines	8:00-8:10 Morning routines
8:10-10:00 ELA	8:10-10:00 ELA		8:10-10:00 ELA	8:10-10:00 ELA
10:00-10:15 Stretch break	10:00-10:10 Stretch break		10:00 - 10:15 Stretch Break	10:00-10:10 Stretch break
10:15-11:00 Math	10:10-10:55 Math		10:15 - 11:00 Math	10:10-10:55 Math
11:00-11:30 ELD in small group/enrichment & asynchronous work	10:55 -11:25 ELD in small group/enrichment & asynchronous work		11:00-11:30 ELD in small group/enrichment & asynchronous work	10:55-11:25 ELD in small group/enrichment & asynchronous work
11:30-12:15 Science /SS	11:25 - 11:35 Group check-out		11:30-12:15 Science /SS	11:25-11:35 Group check-out
12:15-12:25 Group check-out	11:35 - 12:05 Lunch		12:15-12:25 Group check-out	11:35 - 12:05 Lunch
12:25-1:05 Lunch	12:05 - 12:35 Student Transition Time		12:25-1:05 Lunch	12:05 - 12:35 Student Transition Time
1:05-2:05 Small group instruction & intervention with special attention to most vulnerable	12:35 - 2:35 In-person support by teacher selection and parent request		1:05-2:05 Small group instruction & intervention with special attention to most vulnerable	12:35 - 2:35 In-person support by teacher selection and parent request

students			students	
2:05-2:35 Feedback time (teacher discretion)			2:05-2:35 Feedback time (teacher discretion)	
310 minutes	215 minutes virtual 120 minutes in person Asynchronous Work Needed for Total Instructional Minutes (Need 15 minutes grade 3) (Need 25 minutes grds 4-6)		310 minutes	215 minutes virtual 120 minutes in person Asynchronous Work Needed for Total Instructional Minutes (Need 15 minutes grade 3) (Need 25 minutes grds 4-6)

Secondary Schedule Appendix A

Schedule: TK-8, Intermediate, and Continuation HS

	Monday	Wednesday	Friday	Tuesday	Thursday	
8:25 AM	Period 1 Ends at: 9:45	Student Online Learning Day Live Check-In with Students Staff Meeting- once a month (8:30-9:30) PD once a month (not more than 90 minutes) Teacher Prep, Planning and Collaboration	Period 2	8:25 AM Period 2	Period 1 Ends at: 9:32	
9:45 AM	Break		Break	9:32 AM Break	Break	
9:55 AM	Period 3 Ends at: 11:15		Period 4	9:42 AM Period 4	Period 3 Ends at: 10:49	
11:20 AM	Period 5 Ends at: 12:40		Period 6	10:53 AM Period 6	Period 5 Ends at 12:00	
12:40 PM	Lunch		Lunch	12:00 PM Lunch	Lunch	
	PM Live Interaction (30 min sessions + 5min transition)		PM Live Interaction (30 min sessions + 5min transition)		Afternoon In-Person Support	Afternoon In-Person Support
1:15 PM	Period 2		Period 1	1:00 PM <i>Start: 1:00PM</i> SESSION A <i>End: 3:00PM</i>	<i>Start: 1:00PM</i> SESSION B <i>End: 3:00PM</i>	
1:50 PM	Period 4	Period 3				
2:25 PM	Period 6	Period 5				

- In person begins at 1:00 p.m. and concludes at 3:00 pm
 - Duty free lunch of 30 minutes. An additional 30 minute “transition time” for a total of 60 min to allow students to transition from home to school
 - Teachers expected to be prepared and in classrooms to welcome students at 12:50
- Morning blocks are reduced by 13 minutes for instructional blocks of 67 minutes
 - Period 1 start time is consistent to keep the start time for middle school the same at 8:25am
 - Morning break is 10 min
 - Passing time between periods 3 to 5 and 4 to 6 is four (4) min
- One in-person session block of 2 hours in the afternoon

- Students have access to one teacher for support and they are with that teacher for 2 hours
- Instructional minutes: instructional minutes for morning sessions is a total of 205 minutes
 - On days with in-person support, teachers will assign at least 15 minutes per period of asynchronous work to students in the afternoon (Periods 1, 3, 5 on Tuesday and Periods 2, 4, 6 Thursday) to ensure that the state daily minimum requirement is met

Schedule: Comprehensive High School

	Monday	Wednesday	Friday		Tuesday	Thursday
7:00 AM	Period 7	Student Online Learning Day Live Check-In with Students Staff Meeting- once a month (8:30-9:30) PD once a month (not more than 90 minutes) Teacher Prep, Planning and Collaboration	Period 0	7:00 AM or 7:13 AM	Period 0	Period 7
8:25 AM	Period 1		Period 2	8:25 AM	Period 2	Period 1
9:45 AM	Break		Break	9:32 AM	Break	Break
9:55 AM	Period 3		Period 4	9:42 AM	Period 4	Period 3
11:20 AM	Period 5		Period 6	10:53 AM	Period 6	Period 5
12:40 PM	Lunch		Lunch	12:00 PM	Lunch	Lunch
	PM Live Interaction (30 min sessions + 5min transition)		PM Live Interaction (30 min sessions + 5min transition)		Afternoon In-Person Support	Afternoon In-Person Support
1:15 PM	Period 2		Period 1	1:00 PM	Start: 1:00PM SESSION A	Start: 1:00PM SESSION B
1:50 PM	Period 4		Period 3		End: 3:00PM	End: 3:00PM
2:25 PM	Period 6		Period 5			
3:00 PM	Period 0	Period 7				

- In person begins at 1:00 p.m. and concludes at 3:00 pm
 - Duty free lunch of 30 minutes. An additional 30 minute “transition time” for a total of 60 min to allow students to transition from home to school
 - Teachers expected to be prepared and in classrooms to welcome students at 12:50
 -
- Morning blocks are reduced by 13 minutes for instructional blocks of 67 minutes
 - Period 1 start time is consistent to keep the start time for middle school the same at 8:25am

- Morning break is 10 min
- Passing time between periods 3 to 5 and 4 to 6 is four (4) min
- Period 0 and 7 morning blocks can either take the 13 minute reduction at the beginning of the period (start at 7:13am and end at 8:20am) or end of the period (start at 7am and end at 8:13am)
- One in-person session block of 2 hours in the afternoon
- Students have access to one teacher for support and they are with that teacher for 2 hours
- Instructional minutes: instructional minutes for morning sessions is a total of 205 minutes
 - On days with in-person support, teachers will assign at least 15 minutes per period of asynchronous work to students in the afternoon (Periods 0, 1, 3, 5 on Thursday and Periods 0, 2, 4, 6 on Tuesday) to ensure that the state daily minimum requirement is met