

**SPRING 2021 SECOND SEMESTER ENHANCED DISTANCE LEARNING SIDELETTER
BETWEEN THE LOS ANGELES UNIFIED SCHOOL DISTRICT
AND UNITED TEACHERS LOS ANGELES**
December 17, 2020

The Los Angeles Unified School District (“District”) and United Teachers Los Angeles (“UTLA”) agree to the terms of this “Sideletter” regarding school closures during the 2020-2021 school year in response to the COVID-19 pandemic.

The parties recognize the need to continue Distance Learning in the 2020-2021 school year, while addressing the needs of prioritized student populations during the intervening period. Additionally, the parties will continue bargaining over Hybrid instructional models for a potential physical reopening of schools.

The District and UTLA agree as follows:

DISTANCE LEARNING

The District and UTLA recognize the importance of maintaining safe learning opportunities for the benefit of students and communities served by the District and its certificated staff. For the purpose of this Sideletter, “Distance Learning” means instruction in which the student and instructor are in different locations.

1. Components of Distance Learning shall include:
 - a. Adherence to the requirements of Senate Bill 98 (SB 98).
 - b. Daily attendance taken for each period/class session.
 - c. Designated time(s) for student advisory.
 - d. Out-of-classroom certificated personnel may be assigned to perform advisory duties as directed by the principal.
 - e. A combination of synchronous and asynchronous instruction.
 - f. Recognition and time investment in Social Emotional Learning (SEL).
2. Synchronous instruction shall be defined as a student or a group of students engaged in learning at the same time using technology that allows the teacher and student to connect in real-time to deliver:
 - a. Timely actionable feedback to students.
 - b. Direct instruction to students through video conferencing.
 - c. Teacher guided peer-to-peer learning.
 - d. Whole- or small-group instruction.
3. Asynchronous instruction shall be defined as:
 - a. Learning done on students own time or schedule.
 - b. Students work independently.

- c. Self-guided instructional modules.
 - d. Pre-recorded lessons.
 - e. Discussion, emails or chats that aren't happening in real time.
4. Substitute educators and out-of-classroom certificated staff may be assigned to assist teachers with instruction in breakout rooms or other student support services as determined by the site administrator.
 5. Classroom teachers shall adhere to the instructional minute minimums and requirements for synchronous/asynchronous instruction outlined in Attachment A – Instructional Schedules. Classroom teachers are expected to work 360 minutes per day on average; however, in recognition of the unprecedented challenges of the COVID-19 pandemic, the work time outside of the Monday 9:00-2:30 school day and the Tuesday-Friday 9:00-2:45 school day shall be at the discretion of the teacher. Teachers shall have the discretion to schedule the last 30 minutes of daily office hours on Tuesday-Friday at an alternate time, with the alternate office hours being publicly posted.
 6. Teachers will be in regular communication with parents to facilitate their understanding as to when students will be engaging in synchronous learning.
 7. In order to provide students and parents with consistency and avoid scheduling conflicts, unit members who are not teachers shall create, share and follow a regular weekly schedule of services and office hours per week in collaboration with roster-carrying teachers. Unit members shall provide advance notification to students, parents and supervisors if a change to the schedule becomes necessary.
 8. Administrators shall be granted access to all virtual courses and web-conferencing sessions upon prior notice.
 9. The District shall not record live instruction by unit members without prior notice and consent.
 10. The District shall make every effort to fully utilize substitute and pool teachers to avoid general education grade-level combination classes in elementary schools. For any situation where a combination becomes unavoidable, the District shall provide a written rationale to the affected teacher as to why a combination class is necessary.
 11. For alternative schools, alternate schedules may be developed on a site-by-site basis. These schedules shall be comparable with the workload and school day for other TK-12 teachers and students, but allow for greater flexibility to address individual student needs.
 12. Unit members may be required to participate in one planning time, grade-level meeting, department meeting, or professional development meeting per week at the direction of the school principal, for a maximum of seventy-five (75) minutes during the Instructional Support Day. Additionally, the principal may require unit members to attend no more than two (2) faculty meetings per month outside of the work day. All such meetings will happen on the Instructional Support Day.

Compensation, Evaluation, Benefits and Leaves

1. No unit member shall be required to physically return to work at an LAUSD building or facility until schools are physically reopened for all students, or as otherwise bargained in accordance with the *Specialized Services for Prioritized Groups* section of this agreement or other agreements.

2. For the 2020-2021 school year, evaluation of unit members shall be limited to non-permanent employees (provisional and probationary). Employees being evaluated may submit a video of their lesson to their evaluator in lieu of a formal evaluation observation while assigned to do full remote instruction.
3. The District and UTLA recognize that many members have children and family circumstances that may result in occasional unexpected interruptions to instruction. Unit members shall not be subject to discipline if and when instruction is occasionally interrupted by such circumstances.
4. Unit members shall be eligible for their regular base pay (inclusive of benefit time/applicable leave benefit as necessary). All contractual differentials shall continue to be paid for the 2020-2021 school year.
5. Auxiliary pay (as defined in Article XIV of the UTLA-LAUSD Agreement) will be based on teachers performing duties virtually or otherwise.
6. The provisions of Article XIV, Section 37.0 shall continue to apply for National Board Certified Teachers (NBCTs) during the 2020-2021 school year. NBCTs who did not attain the total ninety-two (92) hours of additional work required during the 2019-2020 school year to qualify for the full 15% compensation differential shall be able to make up the difference in the 2020-2021 school year.
7. All current pool teachers shall be assigned and reassigned to a school(s) for the 2020-2021 school year based on student need.
8. Substitute unit members shall be surveyed and asked to complete a statement of availability to support Hybrid instruction if schools physically reopen in the second semester and in person service for prioritized student populations. Special program substitutes shall continue in their current assignments for Distance Learning in the second semester of the school year. Additionally, day-to-day substitute protocols utilized in the first semester shall continue for the second semester of the school year.
9. For those substitutes who have made themselves available to work in accordance with the substitute survey, the District shall waive the one (1) day of work per month threshold for maintenance of healthcare for the following month for those substitute unit members that have qualified for healthcare in 2020-2021.
10. All substitute unit members shall be provided with access to available technology support necessary for their school-based assignments as determined by the District.

Technology Support

Unit members who do not have equipment (e.g. laptop) that can be used for Distance Learning or contacting parents and students shall make a request to their site administrator or supervisor.

Special Education

1. Substitute coverage shall be provided to Special Education Teacher during IEP meetings scheduled during instructional time.
2. In addition to the substitute coverage provided in Article XXII, Section 14.0, Special Education teachers may request substitute coverage from their site administrators to complete federally-mandated assessments. Special Education teacher required to conduct assessments shall be granted substitute coverage for this purpose.

3. The District shall provide continued professional development for virtual delivery of services. (e.g.: Tele-Service).
4. For Special Day Classes, the schedules shall be comparable with the workday for other TK-12 teachers and students, while addressing individual student and program needs as required by the IEP to the best extent feasible.

Non-Classroom Educators

1. Non-classroom educators, upon the approval of their direct supervisor, may develop a flexible work schedule for their contractual work hours outside of the Monday 9:00-2:30 school day and the Tuesday-Friday 9:00-2:45 school day.
2. Psychiatric Social Workers, Pupil Services Attendance Counselors, School Psychologists, Secondary Counselors and Designated Instructional Services (DIS) providers will provide a combination of collaboration, consultation, and virtual services for students and families consistent with identified student needs, as applicable in identified in their IEP to the best extent feasible with the privacy and safety guidelines of the District.
3. The District shall encourage all itinerant educators, counselors, and SHHS staff to collaborate with colleagues, teachers, parents, and other stakeholders to develop flexible and innovative approaches in providing services.
4. The District and UTLA agree to meet at the request of either party to address methods and strategies for providing equitable and appropriate education for English Learners (ELs) and Deaf and Hard of Hearing (DHH) students.
5. When providing special education related services in a virtual format, psychologists and therapists (SLP, OT/PT, APE, etc.) may group students based on similar goals and needs as identified in each student's IEP from various school sites, as appropriate.
6. SHHS support providers shall prioritize providing necessary direct services to students in a virtual/video format. If expected to participate in virtual video IEPs, 504s, SSPT, coaching, conferencing, and other related meetings that may exceed 5 hours of screen time in a day, they may utilize alternative methods to participate in these meetings.
7. Any home visits or visits made to care centers made by unit members during the period of school closure shall be on a voluntary basis and consistent with Los Angeles County Department of Public Health guidelines.
8. While IGP deadlines still apply, IGPs may be modified during the second semester based on student need when necessary.
9. Requests for optional and voluntary flexible working hours to accommodate working with parents, crisis hotline hours, Saturday clinics, etc. may be raised with the appropriate supervisor.

Early Learners (EEC, CSPP, ETK)

1. While adhering to the Education Code requirement for 180 minutes of daily instruction for students enrolled in EEC and CSPP, maximum synchronous instruction for children in EEC, CSPP and Special Education Programs under 4 years of age shall not exceed 45 minutes in a given session.
2. EEC unit members may request a flexible work schedule, to be approved by their supervisor.
3. The District shall provide appropriate PD for Early Childhood educators.

Adult Education and CTE

1. All Individualized Instruction Labs (II Labs) shall be conducted both synchronously and asynchronously.

Professional Development

1. The District shall endeavor to have future online or video professional development created by central office include captioning and ASL interpretation embedded in the video as required by law for those employees needing such accommodations.
2. Continued professional development shall be provided by the District for virtual delivery of instruction and transformative SEL (Social Emotional Learning).

Distance Learning Workgroup

The parties agree to maintain a Distance Learning Workgroup, with 5 UTLA appointees and 5 LAUSD appointees, to consult on matters related to distance learning, including but not limited to:

- Alternative school schedules
- Technology
- Distribution of materials and supplies
- Grading policies
- Social Emotional Learning support
- Assessments and standardized testing

The workgroup shall meet every other week, or as mutually deemed necessary by the workgroup, to collaboratively address matters related to distance learning. UTLA shall provide agenda items one week in advance.

Student & Community Health Workgroup

The parties agree to maintain a Student & Community Health Workgroup, with 5 UTLA appointees and 5 LAUSD appointees, to address ongoing issues impacting the physical and social emotional health of LAUSD students, their families, and the broader community, including, but not limited to, state and federal funding for public schools and economic instability in our school communities. The workgroup shall meet monthly, or as mutually deemed necessary by the workgroup, to identify opportunities and pathways for collaborative advocacy on these issues.

SPECIALIZED SERVICES FOR PRIORITIZED GROUPS


The parties agree to bargain and reach agreement on a plan to increase the number of students from prioritized groups (e.g. Students with disabilities, English learners, early education students, students experiencing homelessness and foster youth) being served. The agreement shall address assessments (Gifted, ELPAC, SPED, Health), Designated Instructional Services (DIS), and One-on-One and Small Group Tutoring. The goal of this agreement shall be to increase in-person services for high-need students and those most challenged by the Distance Learning model. It is understood by the parties that a Specialized Services for Prioritized Groups Agreement must be reached by January 24, 2021, in order for this Distance Learning Sideletter to remain in effect. The current voluntary service sideletters covering the services above shall be extended through January 23, 2021.

HYBRID INSTRUCTION AGREEMENT

It is understood by the parties that a Hybrid Instruction Agreement for a potential physical reopening of schools must be reached by January 24, 2021, in order for this Second Semester Distance Learning Sideletter to remain in effect.

TERM OF AGREEMENT

1. This non-precedent setting Sideletter shall be effective January 1, 2021, and expire on June 30, 2021, or when LAUSD students physically return to LAUSD schools for regular or Hybrid instruction, whichever occurs first on the condition that the parties reach agreement on the aforementioned Specialized Services for Prioritized Groups Agreement and Hybrid Instruction Models by January 24, 2021. This Sideletter may be extended by the mutual agreement of the parties.
2. All components of the current LAUSD/UTLA Collective Bargaining Agreement shall remain in full effect except for those provisions modified by the terms of this Agreement. The parties acknowledge that certain terms of the Agreement may need to be implemented using electronic or remote platforms for the duration of the school closure when possible.



UTLA

December 18, 2020
DATE



LAUSD

December 18, 2020
DATE

ATTACHMENT A

**ENHANCED DISTANCE LEARNING SCHEDULES
FOR SECOND SEMESTER OF THE 2020/21 SCHOOL YEAR**

Grade Level/ Schedule	State Minimum for Daily Instructional Minutes	Minimum Number of Synchronous Minutes Student Receives:	Approximate Number of Asynchronous Minutes for Students:
ETK/TK/K	180 minutes	60 minutes on Monday 90 minutes on Tuesday-Friday	120 minutes on Monday 90 minutes on Tuesday-Friday
1-3	230 minutes	110 minutes on Monday-Friday	120 minutes Monday-Friday
4-5 (6)	240 minutes	110 minutes Monday-Friday	130 minutes Monday-Friday
6 periods	240 minutes	120 minutes on Monday 150 minutes on Tuesday-Friday	120 minutes on Monday 90 minutes on Tuesday-Friday
7 periods	240 minutes	120 minutes on Monday 180 minutes on Tuesday-Friday	120 minutes on Monday 60 minutes on Tuesday-Friday
8 periods	240 minutes	120 minutes on Monday 150 minutes on Tuesday-Friday	120 minutes on Monday 90 minutes on Tuesday-Friday
4x4	240 minutes	120 minutes on Monday 150 minutes on Tuesday-Friday	120 minutes on Monday 90 minutes on Tuesday-Friday

ELEMENTARY SCHOOL–EXPANDED TK/TRANSITIONAL KINDERGARTEN/KINDERGARTEN

Grade Level	State Minimum for Daily Instructional Minutes	Minimum Number of Synchronous Minutes Student Receives:	Approximate Number of Asynchronous Minutes for Students:
ETK/TK/K	180 minutes	60 minutes on Monday 90 minutes on Tuesday-Friday	120 minutes on Monday 90 minutes on Tuesday-Friday

MONDAY: INSTRUCTIONAL SUPPORT DAY

9:00 - 9:20	Weekly Assembly
9:20 - 9:25	Break
9:25 - 9:55	Synchronous Whole-group learning: Integrated SEL/HSS/Science, Arts, SEL
10:00 - 10:30	Synchronous Small-group Group 1 (ELA/MATH)
10:30 - 10:40	Break
10:40 - 11:10	Synchronous Small-group Group 2 (ELA/MATH)
11:10 - 11:40	Lunch
11:40 - 12:10	Synchronous Small-group Group 3 (ELA/MATH)
12:15 - 1:15	Tiered support (ELD/MELD) Synchronous and Asynchronous
1:15 - 2:30	Planning Time, Professional Development, Grade Level

TUESDAY–FRIDAY: REGULAR INSTRUCTIONAL DAY

9:00 - 9:45	Synchronous Whole-group learning: Integrated SEL/HSS/Science, Arts, SEL
9:45 - 9:55	Break
9:55 - 10:40	Synchronous Small-group Group 1 (ELA/MATH)
10:40 - 10:50	Break
10:50 - 11:35	Synchronous Small-group Group 2 (ELA/MATH)
11:35 - 12:05	Lunch
12:05 - 12:50	Synchronous Small-group Group 3 (ELA/MATH)
12:55 - 1:25	Tiered support (ELD/MELD/Small-group) Synchronous and Asynchronous
1:25 - 2:45	Office hours by appointment and planning time. *Teachers shall have the discretion to schedule the last 30 minutes of daily office hours at an alternate time, with the alternate office hours being publicly posted.

ELEMENTARY SCHOOL – GRADES 1-3

Grade Level	State Minimum for Daily Instructional Minutes	Minimum Number of Synchronous Minutes Student Receives:	Approximate Number of Asynchronous Minutes for Students:
1-3	230 minutes	110 minutes on Monday-Friday	120 minutes Monday-Friday

MONDAY: INSTRUCTIONAL SUPPORT DAY

9:00 - 9:20	Weekly Assembly
9:30 - 10:15	Core Subject 1 (ELA or Math) Synchronous and Asynchronous
10:15 - 10:25	Break
10:25 - 11:10	Core Subject 2 (ELA or Math) Synchronous and Asynchronous
11:10 - 11:20	Break
11:20 - 12:05	CORE Subject 3 Arts/ Science/ Social Science/ Health/ PE Synchronous and Asynchronous
12:05 - 12:35	Lunch
12:35 - 1:15	Tiered support (ELD/MELD/Small-group) Synchronous and Asynchronous
1:15 - 2:30	Planning Time, Professional Development, Grade Level

TUESDAY–FRIDAY: REGULAR INSTRUCTIONAL DAY

9:00 - 9:20	Synchronous Inclusion Activity (SEL)
9:20 - 10:05	Core Subject 1 (ELA or Math) Synchronous and Asynchronous
10:05 - 10:15	Break
10:15 - 11:00	Core Subject 2 (ELA or Math) Synchronous and Asynchronous
11:00 - 11:10	Break
11:10 - 11:55	CORE Subject 3 Arts / Science/Social Science/ Health/ PE Synchronous and Asynchronous
11:55 - 12:25	Lunch
12:25 - 1:10	Tiered support (ELD/MELD/Small-group) Synchronous and Asynchronous
1:10 - 1:40	Tiered support (Small-group) Synchronous and/or Asynchronous
1:40 - 2:45	Office hours by appointment and planning time. *Teachers shall have the discretion to schedule the last 30 minutes of daily office hours at an alternate time, with the alternate office hours being publicly posted.

ELEMENTARY SCHOOL – GRADES 4-5/6

Grade Level	State Minimum for Daily Instructional Minutes	Minimum Number of Synchronous Minutes Student Receives:	Approximate Number of Asynchronous Minutes for Students:
4-5 (6)	240 minutes	110 minutes Monday-Friday	130 minutes Monday-Friday

MONDAY: INSTRUCTIONAL SUPPORT DAY

9:00 - 9:20	Weekly Assembly
9:30 - 10:15	Core Subject 1 (ELA or Math) Synchronous and Asynchronous
10:15 - 10:25	Break
10:25 - 11:10	Core Subject 2 (ELA or Math) Synchronous and Asynchronous
11:10 - 11:20	Break
11:20 - 12:05	CORE Subject 3 Arts / Science/ Social Science/ Health/ PE Synchronous and Asynchronous
12:05 - 12:35	Lunch
12:35 - 1:15	Tiered support (ELD/MELD/Small-group) Synchronous and Asynchronous
1:15 - 2:30	Planning Time, Professional Development, Grade Level

TUESDAY–FRIDAY: REGULAR INSTRUCTIONAL DAY

9:00 - 9:30	Synchronous Inclusion Activity (SEL)
9:30 - 10:15	Core Subject 1 (ELA or Math) Synchronous and Asynchronous
10:15 - 10:25	Break
10:25 - 11:10	Core Subject 2 (ELA or Math) Synchronous and Asynchronous
11:10 - 11:20	Break
11:20 - 12:05	CORE Subject 3 Arts/ Science/ Social Science/ Health/ PE Synchronous and Asynchronous
12:05 - 12:35	Lunch
12:35 - 1:20	Tiered support (ELD/MELD/Small-group) Synchronous and Asynchronous
1:20 - 1:50	Tiered support Synchronous and/or Asynchronous
1:50 - 2:45	Office hours by appointment and planning time. *Teachers shall have the discretion to schedule the last 30 minutes of daily office hours at an alternate time, with the alternate office hours being publicly posted.

SECONDARY 6-PERIOD DAY

State Minimum for Daily Instructional Minutes	Minimum Number of Synchronous Minutes Student Receives:	Approximate Number of Asynchronous Minutes for Students:
240 minutes	120 minutes on Monday 150 minutes on Tuesday-Friday	120 minutes on Monday 90 minutes on Tuesday-Friday

MONDAY: INSTRUCTIONAL SUPPORT DAY

*Even and odd periods alternate weeks

9:00 - 10:00	Period 1/2 Additional Support/Intervention (Synchronous and Asynchronous)
10:05 - 11:05	Period 3/4 Additional Support/Intervention (Synchronous and Asynchronous)
11:10 - 12:10	Period 5/6 Additional Support/Intervention (Synchronous and Asynchronous)
12:10 - 12:40	Lunch
12:40 – 1:15	Office hours by appointment and planning time (or as otherwise publicly posted)
1:15 – 2:30	Planning Time, Professional Development, Department Meeting

TUESDAY – FRIDAY: REGULAR INSTRUCTIONAL DAY

9:00 - 10:10	Period 1/2 (Synchronous and Asynchronous)
10:15 - 11:25	Period 3/4 (Synchronous and Asynchronous)
11:30 - 12:00	Student Support Advisory 1 (Synchronous)
12:00 - 12:30	Lunch
12:30 - 1:00	Student Support Advisory 2 (Synchronous)
1:05 - 2:15	Period 5/6 (Synchronous and Asynchronous)
2:15 - 2:45	Office hours by appointment and planning time. *Teachers shall have the discretion to schedule the last 30 minutes of daily office hours at an alternate time, with the alternate office hours being publicly posted.

SECONDARY 7-PERIOD DAY

State Minimum for Daily Instructional Minutes	Minimum Number of Synchronous Minutes Student Receives:	Approximate Number of Asynchronous Minutes for Students:
240 minutes	120 minutes on Monday 180 minutes on Tuesday-Friday	120 minutes on Monday 60 minutes on Tuesday-Friday

MONDAY: INSTRUCTIONAL SUPPORT DAY

*Even and odd periods alternate weeks

9:00 - 9:45	Period 1/2 Additional Support/Intervention (Synchronous and Asynchronous)
9:50 - 10:35	Period 3/4 Additional Support/Intervention (Synchronous and Asynchronous)
10:40 - 11:25	Period 5/6 Additional Support/Intervention (Synchronous and Asynchronous)
11:25 - 11:55	Lunch
11:55 - 12:40	Period 7 Additional Support/Intervention (Synchronous and Asynchronous)/Advisory (synchronous)
12:40 - 1:15	Office hours by appointment and planning time (or as otherwise publicly posted)
1:15 - 2:30	Planning Time, Professional Development, Department Meeting

TUESDAY–FRIDAY: REGULAR INSTRUCTIONAL DAY

9:00 - 10:05	Period 1 (Synchronous and Asynchronous)	9:00 - 10:05	Period 2 (Synchronous and Asynchronous)
10:10 - 11:15	Period 3 (Synchronous and Asynchronous)	10:10 - 11:15	Period 4 (Synchronous and Asynchronous)
11:20 - 12:25	Period 5 (Synchronous and Asynchronous)	11:20 - 12:25	Period 6 (Synchronous and Asynchronous)
12:25 - 12:55	Lunch	12:25 - 12:55	Lunch
12:55 - 2:00	Period 7 (Synchronous and Asynchronous)	12:55 - 1:25	Student Support Advisory 1 (Synchronous)
		1:30 - 2:00	Student Support Advisory 2 (Synchronous)
2:00 - 2:45	Office hours by appointment and planning time. *Teachers shall have the discretion to schedule the last 30 minutes of daily office hours at an alternate time, with the alternate office hours being publicly posted.	2:00 - 2:45	Office hours by appointment and planning time. *Teachers shall have the discretion to schedule the last 30 minutes of daily office hours at an alternate time, with the alternate office hours being publicly posted.

SECONDARY 8-PERIOD DAY (OPTION 1)

State Minimum for Daily Instructional Minutes	Minimum Number of Synchronous Minutes Student Receives:	Approximate Number of Asynchronous Minutes for Students:
240 minutes	120 minutes on Monday 150 minutes on Tuesday-Friday	120 minutes on Monday 90 minutes on Tuesday-Friday

MONDAY: INSTRUCTIONAL SUPPORT DAY

*Even and odd periods alternate weeks

9:00 - 9:45	Period 1/2 Additional Support/Intervention (Synchronous and Asynchronous)
9:50 - 10:35	Period 3/4 Additional Support/Intervention (Synchronous and Asynchronous)
10:40 - 11:25	Period 5/6 Additional Support/Intervention (Synchronous and Asynchronous)
11:25 - 11:55	Lunch
11:55 - 12:40	Period 7/8 Additional Support/Intervention (Synchronous and Asynchronous)
12:40 - 1:15	Office hours by appointment and planning time (or as otherwise publicly posted)
1:15 - 2:30	Planning Time, Professional Development, Department Meeting

TUESDAY–FRIDAY: REGULAR INSTRUCTIONAL DAY

9:00 - 9:50	Period 1/2 (Synchronous and Asynchronous)
9:55 - 10:45	Period 3/4 (Synchronous and Asynchronous)
10:55 - 11:45	Period 5/6 (Synchronous and Asynchronous)
11:50 - 12:20	Student Support Advisory 1 (Synchronous)
12:20 - 12:50	Lunch
12:50 - 1:20	Student Support Advisory 2 (Synchronous)
1:25 - 2:15	Period 7/8 (Synchronous and Asynchronous)
2:15 - 2:45	Office hours by appointment and planning time. *Teachers shall have the discretion to schedule the last 30 minutes of daily office hours at an alternate time, with the alternate office hours being publicly posted.

SECONDARY 8-PERIOD DAY (OPTION 2)

State Minimum for Daily Instructional Minutes	Minimum Number of Synchronous Minutes Student Receives:	Approximate Number of Asynchronous Minutes for Students:
240 minutes	120 minutes on Monday 150 minutes on Tuesday-Friday	120 minutes on Monday 90 minutes on Tuesday-Friday

MONDAY: INSTRUCTIONAL SUPPORT DAY

*Even and odd periods alternate weeks

9:00 - 9:45	Period 1/2 Additional Support/Intervention (Synchronous and Asynchronous)
9:50 - 10:35	Period 3/4 Additional Support/Intervention (Synchronous and Asynchronous)
10:40 - 11:25	Period 5/6 Additional Support/Intervention (Synchronous and Asynchronous)
11:25 - 11:55	Lunch
11:55 - 12:40	Period 7/8 Additional Support/Intervention (Synchronous and Asynchronous)
12:40 - 1:15	Office hours by appointment and planning time (or as otherwise publicly posted)
1:15 - 2:30	Planning Time, Professional Development, Department Meeting

TUESDAY–FRIDAY: REGULAR INSTRUCTIONAL DAY

Time	Tuesday	Wednesday	Thursday	Friday
9:00 - 10:45	Period 1 (Synchronous and Asynchronous)	Period 3 (Synchronous and Asynchronous)	Period 5 (Synchronous and Asynchronous)	Period 7 (Synchronous and Asynchronous)
10:50 - 11:20	Student Support Advisory 1 (Synchronous)	Student Support Advisory 1 (Synchronous)	Student Support Advisory 1 (Synchronous)	Student Support Advisory 1 (Synchronous)
11:20 - 11:50	Lunch	Lunch	Lunch	Lunch
11:50 - 12:20	Student Support Advisory 2 (Synchronous)	Student Support Advisory 2 (Synchronous)	Student Support Advisory 2 (Synchronous)	Student Support Advisory 2 (Synchronous)
12:30 - 2:15	Period 2 (Synchronous and Asynchronous)	Period 4 (Synchronous and Asynchronous)	Period 6 (Synchronous and Asynchronous)	Period 8 (Synchronous and Asynchronous)
2:15 - 2:45	Office hours by appointment and planning time.*	Office hours by appointment and planning time.*	Office hours by appointment and planning time.*	Office hours by appointment and planning time.*

*Teachers shall have the discretion to schedule the last 30 minutes of daily office hours at an alternate time, with the alternate office hours being publicly posted.

SECONDARY COPERNICAN 4x4 SCHEDULE

State Minimum for Daily Instructional Minutes	Minimum Number of Synchronous Minutes Student Receives:	Approximate Number of Asynchronous Minutes for Students:
240 minutes	120 minutes on Monday 150 minutes on Tuesday-Friday	120 minutes on Monday 90 minutes on Tuesday-Friday

MONDAY: INSTRUCTIONAL SUPPORT DAY

*Even and odd periods alternate weeks

9:00 - 9:50	Period 1/2 Additional Support/Intervention (Synchronous and Asynchronous)
9:55 - 10:45	Period 3/4 Additional Support/Intervention (Synchronous and Asynchronous)
10:50 - 11:20	Student Support Advisory 1 (Synchronous)
11:20 - 11:50	Lunch
11:50 - 12:20	Student Support Advisory 2 (Synchronous)
12:20 - 1:15	Office hours by appointment and planning time (or as otherwise publicly posted)
1:15 - 2:30	Planning Time, Professional Development, Department Meeting

TUESDAY–FRIDAY: REGULAR INSTRUCTIONAL DAY

9:00 - 10:45	Period 1/2 (Synchronous and Asynchronous)
10:50 - 11:20	Student Support Advisory 1 (Synchronous)
11:20 - 11:50	Lunch
11:50 - 12:20	Student Support Advisory 2 (Synchronous)
12:30 - 2:15	Period 3/4 (Synchronous and Asynchronous)
2:15 - 2:45	Office hours by appointment and planning time. *Teachers shall have the discretion to schedule the last 30 minutes of daily office hours at an alternate time, with the alternate office hours being publicly posted.