

PCHS/UTLA Back-to-School Agreement for Fall 2020

Distance Learning - Part 1

PCHS eLEARNING PROGRAM:

1. PCHS will use Infinite Campus for roll taking purposes. Students will be responsible for this but teachers should monitor and verify attendance. [Verification process to be determined.]
2. PCHS will use Schoology as its main platform for class engagement and grading.
3. Teachers will continue to provide instruction through a variety of modes, including collaborative face to face discussions (Zoom/BigBlueButton/Google Meet/Teams), viewing videos, web-based assignments, Schoology apps for assignments, and class activities.

PCHS eLEARNING TEACHER REQUIREMENTS AND EXPECTATIONS:

1. Before the or at the beginning of each class, remind your students to mark their presence in Infinite Campus and Review the Course Calendar.
2. Post all assignments on the Course Calendar through Schoology for each class. Assignments must have a designation of A (Asynchronous) or S (Synchronous) with the minutes of the assignment in parenthesis before the actual assignment title. If an assignment is both, use a designation of AS but denote how much is asynchronous vs. synchronous.

EX: (A 30m) Solving Equations Activity
(S 30m) Zoom Conference
(S 15m/A 15m) Scavenger Hunt
3. Unit members may be required to participate in one PLC/SLC meeting AND one department meeting, faculty meeting, or professional development meeting per week at the direction of the Executive Director, for a maximum of two hours during the Friday Asynchronous Schedule Day. Attendance at more than two meetings per week is voluntary. Monthly faculty meetings shall be held during the scheduled time during the Friday Asynchronous Schedule Day.
4. Your asynchronous and synchronous assignments must total a **minimum of 80 mins per class per block day** and **40 minutes on asynchronous/all classes meet Fridays.**

5. Synchronous vs. Asynchronous Instruction: Teachers would be required to do a daily minimum of 15 mins of facetime and 15 min synchronous according to the following definitions:

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. Recorded video lessons posted online produced by the teacher.
- d. Teacher guided peer-to-peer learning.
- e. Whole or small-group instruction.

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. Discussion, emails or chats that aren't happening in real time.

PCHS GRADING SCALE:

| | |
|---------------|------------------|
| 100-90 | A |
| 89-80 | B |
| 79-70 | C |
| 69-60 | D |
| 59- 0 | No Credit |

(Departments may get a waiver to follow another grading scale by department or PLC with approval of their department administrator.)

Department grade categories and weights will exist in a centralized location on the PCHS website under "Academics." Weighting of categories will be determined by Departments and/or PLCs/SLCs taking into consideration the drawbacks of eLearning along with input from the administration and Curriculum Council. Schoolwide grading policies will be approved by the Board of Trustees with stakeholder input.

TEACHER OFFICE HOURS/INTERVENTION

PCHS office hours occur once a week for 45 minutes, which could be an extension of one of your classes. (See schedule below.)

| | | | | | |
|---|------------------|-------------|-------------|-------------|------------|
| Office Hours/ Intervention/ Planning 1 | 1:45-2:30 | HIST | MATH | ENGL | SCI |
| Office Hours/ Intervention/ Planning 2 | 2:30-3:15 | TECH | VAPA | LANG | PE |

a) Purpose: Devoted time to communicate with students and parents to provide intervention, connection, and socio-emotional support. Teachers will use office hours to help meet students' socio-emotional needs to feel connected to their teachers and the wider school community.

b) Objectives:

- To answer questions or clarify class instructions
- To increase outreach and intervention to students and parents
- To allow communication or feedback on student class concerns
- To document interventions

c) Office Hours Attendance: The teacher will document office hours. A Google Sheet will be provided to teachers by the Intervention Coordinator to log student attendance each week.

ACCESS TO COURSES/LIVE CONFERENCES:

1. Access to live video conferencing will be determined at a later date when we discuss the evaluation MOU.
2. PCHS shall not record live instruction by unit members without prior notice and consent.

SCHOOL SCHEDULE:

Classroom teachers shall adhere to the instructional minute minimums and requirements for synchronous/asynchronous instruction outlined in this MOU. 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 designated class time, office hours, and scheduled meetings shall be at the discretion of the teacher for planning, intervention, and student support.

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|--|--|--|--|
| State Minimum for Daily Instructional Minutes | Minimum Amount of Minutes of Combined Synchronous and Asynchronous Instruction for <u>Block Schedule M-Th Classes</u> | Minimum Amount of SYNCHRONOUS Instruction for <u>Block Schedule M-Th Classes</u> | Minimum Amount of Minutes Asynchronous Instruction |
| 240 Minutes Per School Day | 80 Minutes Per Class Period (80 Mins X 3 Block Periods = 240 Minutes) | 30 Minutes Per Class Period (15 min face to face/ 15 min synchronous per definition above) | 40 Minutes Per Class Period (40 Minutes X 6 Block Periods = 240 Minutes) |

Monday-Thursday Synchronous Block Schedule:

| | | M- ODD (1,3,5,7) | T- EVEN (2,4,6,0) | W- ODD (1,3,5,7) | TH- EVEN (2,4,6,0) |
|--|-------------|-----------------------------|------------------------------|-----------------------------|-------------------------------|
| 1/2 period | 8:30-9:30 | TEACH | TEACH | TEACH | TEACH |
| Break | 15 MINS | | | | |
| 3/4 Period | 9:45-10:45 | TEACH | TEACH | TEACH | TEACH |
| Break | 15 MINS | | | | |
| 5/6 Period | 11:00-12:00 | TEACH | TEACH | TEACH | TEACH |
| Lunch | 30 MINS | | | | |
| 7/0 Period | 12:30-1:30 | TEACH | TEACH | TEACH | TEACH |
| Break | 15 MINS | | | | |
| Office Hours/ Intervention/ Planning 1 | 1:45-2:30 | HIST | MATH | ENGL | SCI |
| Office Hours/ Intervention/ Planning 2 | 2:30-3:15 | TECH | VAPA | LANG | PE |

Friday Asynchronous Schedule:

| FRIDAYS FOR STUDENTS | |
|---|----------------|
| Synchronous School Activity/Peer Interaction For ALL Students | 8:30-9:00 |
| Period 1 | 9:00-9:30 |
| Period 3 | 9:35-10:05 |
| Break | 15 MINS |
| Period 5 | 10:20-10:50 |
| Period 7 | 10:55-11:25 |
| Period 2 | 11:30-12:00 |
| LUNCH | 30 MINS |
| Period 4 | 12:30-1:00 |
| Period 6 | 1:05-1:35 |
| Period 0 | 1:40-2:10 |
| Intervention | 2:15-3:00 |
| Clubs | 3:00-3:30 |

| FRIDAYS FOR TEACHERS | |
|---|----------------|
| Synchronous School Activity/ Peer Interaction For ALL Students | 8:30-9:00 |
| PLC/SLC MEETING OR PD | 9:00-10:00 |
| Break | 15 MINS |
| PLC/SLC MEETING OR PD | 10:15-11:15 |
| Break | 15 MINS |
| DEPARTMENT/FACULTY OR PD | 11:30-12:30 |
| LUNCH | 30 MINS |
| INTERVENTION/PLANNING | 1:00-3:00 |
| Clubs | 3:00-3:30 |

Flex Friday for Holiday Weeks:

| | | |
|--------------------------------------|-------------|-------|
| 1/2 period | 8:30-9:30 | TEACH |
| Break | 15 MINS | |
| 3/4 Period | 9:45-10:45 | TEACH |
| Break | 15 MINS | |
| 5/6 Period | 11:00-12:00 | TEACH |
| Lunch | 30 MINS | |
| 7/0 Period | 12:30-1:30 | TEACH |
| Break | 15 MINS | |
| Office Hours/Intervention/Planning 1 | 1:45-2:30 | DEPT |
| Office Hours/Intervention/Planning 2 | 2:30-3:15 | DEPT |

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| START WITH ODD DAY CLASSES ON WEDS AUG 19TH |
| SEPT 4 (FRIDAY)- ADMISSIONS DAY= NO ASYNCHRONOUS SCHEDULE |
| SEPT 7 (MONDAY)- LABOR DAY= T/Th Odd Classes, W/FR Even classes, NO ASYNCHRONOUS |
| SEPT 28 (MONDAY) UNASSIGNED DAY= T/Th Odd Classes, W/FR Even classes, NO ASYNCHRONOUS |
| NOV 11 (WEDS) VETERAN'S DAY= Th Odd Classes, Fr- Even classes, NO ASYNCHRONOUS |
| NOV 23-27 THANKSGIVING BREAK - NO CLASSES |
| NO FINALS SCHEDULE CLASSES |
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| JAN 18 (MONDAY) MLK DAY=T/Th Odd Classes, W/FR Even classes, NO ASYNCHRONOUS |
| FEB 15 (MONDAY) PREZ DAY = T/Th Odd Classes, W/FR Even classes, NO ASYNCHRONOUS |
| MARCH 29-APRIL 2 SPRING BREAK NO CLASSES |
| APRIL 5 (MONDAY) CESAR CHAVEZ = T/Th Odd Classes, W/FR Even classes, NO ASYNCHRONOUS |
| MAY 31 MEMORIAL DAY (MONDAY) = T/Th Odd Classes, W/FR Even classes, NO ASYNCHRONOUS |
| NO FINALS SCHEDULE CLASSES |