

**MEMORANDUM OF UNDERSTANDING
BETWEEN EAST SIDE UNION HIGH SCHOOL DISTRICT
AND EAST SIDE TEACHERS ASSOCIATION (ESTA)**

Schools Reopening and Operations Related to COVID-19

August 1, 2020

The East Side Union High School District ("District") and the East Side Teachers Association CTA/NEA ("Association") enter this Memorandum of Understanding Regarding Schools Reopenings and Operations Related to COVID-19 ("MOU").

This MOU is entered into by the District and the Association in response to the COVID-19 pandemic. The District and the Association each recognize that there are negotiable effects of the distance learning plan and the response to the COVID-19 pandemic to reopen District schools and implement distance learning for 2020-2021 school year.

Based on the above, the parties agree as follows:

1. **Public Health Orders.** The District and the Association and its members will comply with all state and local public health orders and Cal-OSHA requirements relating to the operation and reopening of schools and other District facilities.
2. **Non-Instructional Pupil Supports.** Subject to all workplace health and safety requirements, Counselors, Social Workers, Student Advisors and Librarians will be available to provide in-person, non-instructional supports and interventions at their school sites for targeted student populations for one-on-one meetings or supervision of stable small student cohorts. Counselors and Social Workers will be utilized for the supervision of small stable cohorts only after the aforementioned staff have been tasked and a school site reasonably requires additional support.
3. **Distance Learning.**

The District will implement distance learning for the period of this MOU beginning the Fall Semester 2020 at each of the District's school sites.

 - a. The District's distance learning program shall comply with, and include, all of the elements specified in Education Code section 43503(b)(1)-(6)
 - b. The District and the ESTA members will meet all applicable legal requirements including:

- i. Daily live interaction with students for purposes of instruction, progress monitoring and maintaining school connectedness.
 - ii. Documentation of daily attendance by the teacher in a form and method to be agreed upon between the parties for each pupil on each school day, in whole or in part, for which distance learning is provided.
 - iii. Enter data for the preparation of a weekly engagement record for each pupil documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments. The parties will agree upon the form of weekly engagement record and timelines and process for submittal.
 - iv. ESTA members will regularly communicate with parents and guardians via e-mail, telephone or virtual meeting regarding a pupil's academic progress.
- c. ESTA members will provide virtual distance learning instruction and/or virtual supports, and other ESTA members will provide in-person instruction and/or supports per Appendix 1 and as assigned by the District. The parties agree that such assignments will take into account, to the greatest extent possible, any ESTA member who, according to CDC guidelines, is at increased risk of severe illness from COVID-19, including chronic kidney disease, COPD (chronic obstructive pulmonary disease), immunocompromised state (weakened immune system) from solid organ transplant, obesity (body mass index [BMI] of 30 or higher), serious heart conditions (such as heart failure, coronary artery disease, or cardiomyopathies), sickle cell disease, and Type 2 diabetes mellitus (see <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>)
- d. Typically, ESTA members assigned to provide distance learning will work remotely for the duration of distance learning.
 - i. All unit members (providing distance learning and in-person instruction) shall communicate their virtual office hours to parents and students through Schoology, Canvas or Google Classroom by end of the day on August 10, 2020.
 - ii. In the event that a member must report to a District site, the District shall communicate the need and reason(s) in writing and give the unit member a minimum of 24-hour notice to report to work.
 - iii. ESTA members shall utilize the East Side Distance Learning Plan (see Appendix 1) as the means and method of providing distance

learning based on their resources and their students' ability to access the curriculum, including but not limited to the Distance Learning Green Sheet, Distance Learning Period Schedule and Virtual Office Hours, approximately 2.5 hours per week assignment maximum per course, and Special Education accommodations.

- iv. ESTA members may request additional training for the use of technology for the purposes of distance learning.

e. Instruction.

- i. Instructional Day Schedule. The instructional day schedule for the period of distance learning for all distance learning and in-person classes is included in Appendix 1.
 - 1. Wednesdays shall include one period of 30-50 minutes in duration to ensure daily live interaction between certificated employees and students for purposes of instruction, progress monitoring, and maintaining school connectedness.
- ii. Instructional Year Calendar. A copy of the instructional year calendar for the 2020-2021 school year is included in Appendix 1.
- iii. General Expectations. The parties recognize that development and implementation of the distance learning and in-person instruction protocols under the circumstances of the COVID-19 pandemic will be subject to on-going refinement once the instructional year starts and more experience is gained and as more information regarding COVID-19 becomes available. Appendix 1 includes an itemization of the parties' General Expectations for Instruction regarding the implementation of distance learning and in-person instruction under the current pandemic circumstances. In the event either the District or the Association desires changes to, or deviations from, the General Expectations for Instruction as a result of new health directives or state mandates, then the parties will meet and confer in good faith to discuss the nature, appropriateness and implementation of such requested changes.
- iv. Distance Learning – Virtual Classrooms.
 - 1. All teachers engaged in distance learning are expected to host a video conference session using Zoom or Google Meets for the duration of each class, for the assignment of tasks, instruction, guided practice, intervention/small group support, re-teaching, and individualized support.

- a. Teachers will grant their Principal access to all videoconferences with students in a way that does not require consent or permission.
 - b. Teachers will use suggested District platform settings and preferences to provide for a supportive learning environment.
 - c. Teachers will ensure the use of neutral backgrounds and backdrops appropriate for posting in public classrooms and meeting the District professional standards during on-line instruction and meetings.
- 2. All teachers will use Schoology, Canvas or Google Classroom for posting syllabus, grade reporting, communication, and portal access for parents, guardians, students and staff.
 - a. Teachers will post their course syllabus for each course in Schoology, Canvas or Google Classroom by August 10, 2020.
 - i. The course syllabus will include:
 - 1. Attendance expectations;
 - 2. Course engagement expectations;
 - 3. Classroom norms;
 - 4. Course descriptions, including units, major concepts and essential standards, skills/competencies;
 - 5. Assessment information;
 - 6. Grading;
 - 7. Links to video conferencing, relevant course information and instructional materials.
- 3. As Distance Learning is a new way of teaching and learning, the District agrees to take the challenges associated with delivering instruction online into meaningful consideration when considering appropriate response, should the District receive a report and/or allegation of student or employee misconduct.
- v. Grading. All District grading policies remain in effect.
- vi. Indemnification. The parties acknowledge and agree that the Distance Learning model being implemented as a result of the COVID-19 pandemic involves a new way of teaching and learning and uses online platforms. To this end, the District confirms its

obligations under law to indemnify, defend, and hold unit members harmless against any claim or action against them for an injury arising out of an act or omission occurring within the scope of the member's employment as an employee of the District consistent with California Government Code section 825 et seq.

4. **Partial Distance Learning for Targeted Student Populations.**

- a. On July 17, 2020, the Santa Clara County Public Health Department issued an order requiring that schools may not open for any in-person instruction, athletic or extracurricular activities, or other related functions until Santa Clara County has not been on the State monitoring list for 14 days (the "July 17 Order".)
 - b. Once the County meets the criteria of the July 17 Order for reopening, the District will provide five days written email notification to ESTA members that the County has met the criteria to provide in-person instruction, and which will also include notification of the targeted student populations for in-person instruction (e.g., small but necessary and continuation schools, students with disabilities, students with 504 plans, English Learners, Foster Youth and homeless students) and related activities, and notification of the District's health and safety guidelines and requirements for the reopening of schools. The District's educational program for students with moderate to severe disabilities may, depending on the needs and requirements of the individual student, include a blended or hybrid delivery of educational services involving both distance learning and in-person learning elements.
 - c. All ESTA members teaching all other student populations will continue distance learning until notification from the District.
 - d. Once the reopening restrictions in the July 17 Order are lifted or suspended, ESTA and District representatives will meet to discuss the implementation of the next phase of in-person instruction and support services at some or all of the District sites.
5. **Compliance with Orders.** The District will follow State and County Orders relating to COVID-19 and the reopening of the District's schools, as such Orders may be modified or amended over time, to maintain safe learning and working conditions.
6. **Availability and Provision of Protective Equipment.** The District will have and provide sufficient protective equipment to comply with federal, state, and local public health requirements for ESTA members providing in-person instruction or on-site in-person services, for all students, and for all other on-site staff.

- a. **Face Coverings.**
 - i. **Face Coverings.** All ESTA members and other employees, students, parents/guardians and visitors shall wear a face covering, unless it is not recommended by a physician or is inappropriate for the developmental level of the individual, at all times when on a District site, except when eating or drinking. All adults entering campus for in-person pick-up or drop-off of a student(s) will be required to wear a face covering. A face covering must cover the nose and mouth and be secured to the person's head with ties or straps or simply wrapped around the lower face. A face covering need not be medical-grade. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.
 - 1. The District shall provide cloth and/or disposable face coverings/masks to employees and students on-site who do not have one.
 - 2. The District will provide reasonable accommodations to ESTA members who are unable to wear a face covering for medical reasons.
 - ii. **Face Shields.** Face coverings include face shields and may be used by teachers during in-person instruction and/or in-person supports to enable students to see their faces and to avoid potential barriers to phonological instruction. Face shields with a cloth drape can be used for those who are unable to wear face coverings for medical reasons. Subject to shortages and unavailability, the District will make reasonable efforts to provide face shields to ESTA members who are unable to wear a face covering for medical reasons upon request.
- 7. **Availability and Provision of Disinfecting Supplies.** The District will supply school-appropriate cleaning and disinfecting supplies to continuously clean and/or disinfect the school site in accordance with federal, state, and local public health guidance. The District will also provide hand sanitizer, soap, tissues, trash receptacles, and paper towels for each classroom or workspace in which an ESTA member works.
- 8. **Entry and Exit Plans.** The District will develop entry and exit plans for each of its sites to minimize close contact between staff, students, and the broader community at arrival and departure at the site, including designated routes for

entry and exit. All ESTA members shall adhere to their site exit/entry plan to the greatest extent possible.

9. Classroom and Workplace Settings.

- a. ESTA members can elect to provide distance learning from their assigned classrooms subject to the District's reasonable rules and regulations.
- b. To reduce disease transmission risk, the District and the Association will collaborate to arrange classrooms and other workplace settings where in-person instruction or student support is provided:
 - i. To maximize the space between student desks;
 - ii. To distance teacher and staff desks at least six feet away from students to minimize adult-to-child disease transmission; and
 - iii. To assign stable seating arrangements for students to ensure that close contacts within classrooms are minimized and easily identifiable.

10. Handwashing, Cleaning, Disinfecting and Hygiene Protocols. The District and the Association will implement guidelines and training for students and staff regarding handwashing and other hygiene measures.

- a. The District will provide opportunities for students and all on-site employees to meet handwashing frequency guidance in accordance with CDPH and Cal/OSHA requirements. The District will ensure sufficient access to hand washing and sanitizer stations. The District will ensure hand sanitizer (with a minimum of 60 percent alcohol) is available at or near all workstations and occupied classrooms, and will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, and face coverings.
- b. The District will provide written training and instruction and post signage in high visibility areas to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures on proper hand washing techniques and use of PPE.
- c. The District and the Association will develop protocols to minimize the sharing of supplies and equipment among staff and students to the extent feasible, and minimize staff's and students' contact with high-touch surfaces (e.g., propping open building or room doors, particularly at arrival and departure times). When items must be shared, ESTA members will clean and disinfect items between uses.
- d. At least daily, and more frequently if feasible, the District will clean and disinfect frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom

surfaces (toilets, countertops, faucets), drinking fountains, and shared objects (games, art supplies, books) pursuant to CDC guidance.

11. Exposure to COVID-19; School Closures. In accordance with guidance from state and local public health officials, and in the event the District learns that a student, teacher, or other staff member, or a member of their household, tests positive for COVID-19 and has exposed others at the school:

- a. The District will consult with local public health officials, so that the Superintendent may consider whether school closure is warranted and for what length of time based on the risk level within the specific community as determined by the local public health officer.
 - i. In the event all or part of a District school or facility is closed for any period of time, then all affected ESTA members (including ESTA members providing in-person instruction and/or supports) will work remotely and, if necessary, immediately transition to and provide distance learning for her/his students during the period of closure.
 - ii. Unit members' compensation and benefits shall not be reduced as a result of the emergency school closure. Unit members who coach or receive other stipends, shall be paid their full stipends in accordance with the collective bargaining agreement.
- b. The District will, at the recommendation or direction of the responsible public health authorities, inform the ESTA as soon as practicable should the District learn of a confirmed or likely COVID-19 infection of District employees or students and at which campus or worksite said infection was found. The District shall not be expected or required to disclose the confidential and personal information of any employee or student.
- c. Any student, parent, caregiver, visitor, volunteer, or employee showing symptoms of COVID-19 will be sent home and directed to follow the local and District stay-at-home protocols. Symptoms of the COVID-19 illness include fever or chills (temperature more than 100 degrees), cough, shortness of breath, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Employees and students shall also stay home if they have been told to quarantine or isolate due to COVID-19 precautions; employees will provide documentary evidence of such directive.
- d. ESTA members will make reasonable efforts to ensure that they have plans for their class(es) available in the event of illness, including:
 - i. An emergency lesson plan will be made available to administration by the end of the second week of school;

- ii. When absent, prior to the start of class, teachers will post assignments and/or instructions online for students or make those assignments and/or instructions available to administration;
- iii. Long term substitutes will be placed by administration as appropriate.

12. Family and Medical Leave Act/California Family Rights Act. Article 6.5 of the CBA is amended during the period of this MOU to provide that ESTA members will be afforded all leave rights for which they are eligible under the Families First Coronavirus Response Act.

13. Evaluations. To comply with Education Code section 44644, Article 11 of CBA is modified during the term of this MOU as follows:

- a. All evaluations will be conducted for all District temporary and probationary teachers.
- b. All ESTA members with less than 10 years of service with the District who were on track for evaluation during the 2019-2020 school year but whose evaluation was not completed and/or postponed due to the COVID-19 pandemic emergency school closure will have their evaluation completed in the 2020-2021 school year;
- c. All ESTA members with less than 10 years of service with the District who are on track for evaluation this year will have their evaluation completed in the 2020-2021 school year;
- d. All ESTA Members with at least 10 years of service with the District who were on track for evaluation during the 2019-2020 school year but whose evaluation was not completed and/or postponed due to the COVID-19 pandemic emergency school closure will have their evaluation completed in the 2020-2021 school year;
- e. All ESTA Members with at least 10 years with the District who are on track for evaluation during the 2020-2021 school year will have their evaluation completed in the 2020-2021 school year.
- f. Teachers will provide their Site Principal all virtual meeting links to facilitate classroom observations. Evaluations for the 2020-2021 school year will only utilize the Traditional Evaluation Option.
- g. All other rotation evaluations will be postponed until the 2021-2022 school year.

14. Site Access. Schools shall be closed to non-essential visitors.

15. Health Testing, Monitoring and Screening.

- a. COVID-19 Testing. All ESTA members assigned to provide in-person instruction or supports at any District site shall be tested for COVID-19 not more than 14 days prior to the first day of instruction and will provide to the District's Human Resources Department a copy of her/his

negative test results not less than two business days before the first day of instruction. The District will provide notification of free testing sites.

- b. Self-Screening. All District employees, including but not limited to ESTA members providing in-person instruction and/or student supports, and students shall self-screen at home daily for COVID-19 symptoms prior to arriving at their work/school site. The District will notify all students, parents/guardians and employees of such daily self-screening obligation and that symptoms of COVID-19 include fever or chills (100 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea per CDC guidelines.
- c. District Screening. The District reserves the right to screen all students and employees entering a site or school bus for illness, which may include a temperature check and review of signs and symptoms of illness. Any student or employee with a temperature of 100 degrees or higher, or signs or symptoms of illness per the District's stay at home protocol, shall return home.
- d. COVID-19 Testing and Results.
 - i. All District employees must notify the District immediately if they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts test positive for COVID-19.
 - ii. District employees who develop one or more COVID-19 symptoms, or whose household member or non-household close contacts test positive for COVID-19, must get tested as soon as possible after they develop one or more COVID-19 symptoms.
 - 1. Employees who develop one or more symptoms or whose household member or non-household close contact tests positive for COVID-19 shall not return to work unless and until they provide documentation of negative test results.
 - iii. If the employee receives a positive test result or if one of their household members or non-household close contacts tested positive for COVID-19 then the employee must notify school administration immediately.
 - 1. If the ESTA member is asymptomatic and has been assigned to provide in-person instruction or support, then the member can request to switch to distance learning during the stay-at-home period and/or the District may

assign that employee to provide distance learning and virtual supports during the stay-at-home period.

- iv. If an employee who develops one or more COVID-19 symptoms receives negative COVID-19 test results, the employee should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms. or as otherwise required by state or local health order.
- v. If an employee's household member or close contact tests positive for COVID-19, then the employee should remain at home until 14 days after the COVID-19 positive household member or close contact completes their isolation as required below. or as otherwise required by state or local health order.
- vi. During any required stay-at-home or quarantine periods in which the ESTA member is not providing service, the member shall use all available sick leaves and other leaves under state and federal law.

e. Response to Suspected Or Confirmed Cases And Close Contacts.

- i. The ESTA acknowledges, and the District agrees, that pursuant to public health orders the District must notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case, and District must notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- ii. The District will close off work areas used by any sick person exhibiting COVID-19 symptoms and will block use of the area until the area is cleaned and disinfected.
- iii. In the event of a confirmed COVID-19 infection in a student or an ESTA member providing in-person instruction or education supports, the member will cooperate with the District, to the extent possible, in identifying close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities.
- iv. Any ESTA member who is a close contact to confirmed COVID-19 case(s) (household or non-household) will be sent home immediately, instructed to get COVID-19 testing immediately and also on day 10 after the last day of exposure to the case. The member will remain in quarantine for a full 14 calendar days after: (1) date of last exposure to COVID-19 positive non-household contact, or (2) date that COVID-19 positive household member completes their isolation.

- v. Notwithstanding Article 6.1.4 of the CBA, an ESTA member who is absent from the service of the school due to a quarantine or stay-at-home period as outlined above shall be entitled to the same leave as though he/she were personally ill without the necessity of a certificate from the County Health Department showing such quarantine or stay-at-home directive.
- f. Return to Worksite After Testing
 - i. All District employees returning to work at a District site must provide documentation of a negative test result to Human Resources Department before returning to work.
 - ii. Employees can return to their worksite when and as permitted consistent with local and state health orders and guidance

16. Handwashing and Hygiene Protocols.

- a. In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, the District will provide opportunities for students and all on-site employees to meet handwashing frequency guidance. The District will ensure sufficient access to hand washing and sanitizer stations. The District will ensure hand sanitizer (with a minimum of 60 percent alcohol) is available at or near all workstations and occupied classrooms.
- b. The District will provide written instruction and signage on proper hand washing techniques and PPE use.

17. Employee Absences.

- a. COVID Exposure or Positive Test. If an employee tests positive for COVID-19 or has another qualifying circumstance, the employee will be permitted to use any and all leaves to which she or he is entitled to under the CBA, as well as under state and federal law. Nothing herein shall expand or limit any such leaves.
- b. Employees at High Risk. Employees who may be at high-risk for COVID-19 exposure during the pandemic and who provide the appropriate medical documentation will be entitled to a reasonable accommodation as required by state and/or federal law. Employees who may be at high-risk for COVID-19 and not able to be accommodated by the District will be permitted to use any and all leaves to which they are entitled under state and federal law.
- c. Employees Exhibiting COVID-19 Symptoms. Employees who exhibit symptoms that are consistent with COVID-19 and who are sent home from work by the District will be permitted to use any and all leaves to which they are entitled under state and federal law.

18. **Changes to Laws and Orders.** The Parties understand the coronavirus (COVID-19) pandemic situation is very fluid and mutually agree to review the provisions of the MOU, as necessary. The parties will meet in good faith to amend and/or modify this MOU as necessary to comply with new or modified orders issued by a federal, state, or local officer or agency that contradict or impacts the terms of this MOU. 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.
19. **Non-Precedential.** This MOU is not precedent-setting and has been created to address an emergency situation involving the COVID-19 pandemic.

This MOU resolves the negotiable effects of implementation of distance learning and in-person instruction due to the coronavirus (COVID-19) for the 2020-2021 year. The District and/or Association reserve the right to negotiate any additional impacts and/or additional school closures in the 2020-2021 school year.

This MOU shall expire on the last day of the summer school session for the 2020-2021 school year, or at the conclusion of this coronavirus crisis as provided by State or public health order, but may be extended by mutual written agreement.

Glenn Vander Zee, Associate Superintendent
Human Resources, East Side Union High
School District

Jack Hamner, President
East Side Teachers Association

Date

Date

APPENDIX 1

East Side Distance Learning Plan, Calendar (Fall Semester 2020) and General Expectations for Instruction

1. Calendar

	M	T	W	T	F	Recommendation for Time Use
8:30-10:00	1st / Teacher Work Time / Grading & Updating/ IEPs	2nd	Site Collaboration, Professional Development, Districtwide PD	1st / Teacher Work Time / Grading & Updating/ IEPs	2nd	Direct Contact / Guided Practice/ Small Group
10:00-10:15	Break			Break		
10:15-11:45	3rd	4th		3rd	4th	Direct Contact / Guided Practice/ Small Group
11:45-12:50	Lunch		Lunch	Lunch		
12:50-2:20	5th	6th	Tutorial / SEL/ Counseling / Advisory	5th	6th	Direct Contact / Guided Practice/ Small Group
2:20-2:30	Break			Break		
2:30-4:00	7th / Teacher Work Time / Grading & Updating/ IEPs	Tutorial / SEL / Counseling / SWL	(Wednesday is removed if there is a holiday)	7th / Teacher Work Time / Grading & Updating/ IEPs	Tutorial / SEL / Counseling / SWL	Direct Contact / Guided Practice/ Small Group

- a. Videoconferencing should occur each Wednesday afternoon to meet requirement of daily live interaction.
- b. It's understood that Yerba Buena High School will operate on a "even" schedule on Mondays and Fridays, and an "odd" schedule on Tuesdays and Thursdays to allow students in the Colleges & Careers Academy to attend courses at Evergreen Valley College on Tuesday and Thursdays.
- c. Teachers are required to be available for students during all designated Tutorial/Advisory times unless conducting other school business such as participating in IEP meetings, conducting school wide lessons as calendared by sites, or participating in approved Professional development. In regular sessions, "Direct Contact" is understood to be *interactive instruction*.

2. Instructional Year Calendar

JULY					AUGUST					SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3																								
6	7	8	9	10																									
13	14	15	16	17																									
20	21	22	23	24																									
27	28	29	30	31																									

Total 180 Instructional Days (S1: 84; S2: 96)

3. General Expectations for Instruction

- a. **In-Person Instruction:** The District at all times shall meet all applicable local and state public health orders regarding social distancing, personal protective equipment and group size.
 - Intended on-Campus cohorts
 - Mild/moderate groups of voluntary students who require physical space/wifi/supervised learning in cohorts of 12 with paraeducator.
 - Mod/Severe—groups of 12 isolated with Teacher and paraeducator for 2 days
 - Groups of voluntary students who require physical space/wifi/supervised learning in cohorts of 12 with advisor/Librarians/PCIS/Campus monitors/ other staff as needed.
 - One-on-one meetings with counselors/social workers
- b. **Support Structures and Practices**
 - Teachers will identify students daily who are not attending/participating in video conferencing or entering assignments and reach out to those students during Support Periods and document outreach in Infinite Campus
 - After 3 outreach efforts by teacher, teacher will share list of students who are not attending or entering assignments to the site APA who will then assign students to a staff member for outreach and progress monitoring

- Staff members will include: Advisors, PCIS, Activities Directors, Athletic Directors, Campus Monitors, Attendance Staff, Support Services Tech, Counseling Tech, Librarians, and other staff as needed.
 - The designated staff member will call the student's home to communicate with Parent/Guardian, inform of student engagement and offer support.
 - Supports to include:
 - Tech accessibility
 - Space need
 - In-person cohort need
 - Mental Health/SEL support
 - Academic Counseling
 - Under supervision hour contract agreements, site administrators will have the right to direct up to 10 hours for professional development, after-hours contact and follow up, including individualized support and small group intervention with identified students.
- c. **Attendance:** Attendance will be taken at the start of each period in Infinite Campus.
- d. **Extracurricular activities**
- Cohorts with zoom options for other students
 - Limited activities based on Public Health guidelines and restrictions