

# **Memorandum of Understanding**

This Memorandum of Understanding ("MOU") is entered into by the Acton Agua Dulce Unified School District ("District") and the Acton Agua Dulce Teachers Association ("Association") regarding working conditions during the coronavirus pandemic for the 2020-2021 school year. The parties agree as set forth below.

## **I. Adherence to the Health Guidelines:**

Acton Agua Dulce Unified School District shall comply with all of the directives of the Los Angeles County Department of Health and California Department of Health applicable to the K-12 public schools. The parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to those guidelines

## **II. District COVID 19 Safety Plan**

The district shall provide the association with a detailed safety plan to include:

- (a) Actionable workplace policies and practices to protect employee and student health
- (b) Clear and feasible measures to ensure physical distancing
- (c) Measures and protocols to ensure infection control and containment
- (d) Clear protocols for timely communication with staff, students, families, and the public

## **III. Physical Distancing (so long as required by public health orders and directives)**

### **A. Classroom Space**

Per current guidelines outlined by the County of Los Angeles Department of Public Health, the District shall ensure minimum physical distancing of six (6) feet between student workspaces, between educator and student workspaces, and between employee workspaces. All workspaces must be clearly and visually demarcated prior to the start of any in-person learning. Furniture other than student desks and chairs may be removed to maximize space for physical distancing as long as educators have a location on-site that complies with physical distancing guidelines to conduct professional duties.

### **B. Student Recess/Break and Lunch**

When students are present on District facilities, the district will provide a space for students to eat that prevents unnecessary congregation, eliminates additional in-person contacts, allows for appropriate physical distancing considering that face coverings cannot be worn while eating and/or drinking.

### **C. One-way Directions/Movement**

The district will insure, to the extent practical, that movement through buildings is unidirectional and maximizes physical distancing. Directional markers as well as physical distancing markers should be used.

### **D. Multiple and assigned entry points**

If the district requires a unit member to monitor ingress and egress locations outside of the required work day, he/she shall be compensated at the committee rate of \$32/hour or portion thereof for time worked beyond the duty day.

### **E. Recess (when students are present)**

Unit members will not be required to supervise scheduled student breaks at recess and lunch. Educators may be required to escort students from the classroom to other campus locations as long as each unit member is able to take the full duty-free time allocated in the CBA.

## **IV. Staff Meetings and Professional Development**

The district shall not require in-person staff meetings or professional development unless health and safety protocols in effect at the time of the meeting can be practiced during the meeting. Staff meetings and professional development may be presented in-person following health and safety protocols or virtually and recorded.

(a) The district shall develop a plan to provide professional development opportunities on health and safety, the use of technology, pedagogy, and instruction delivery for distance and hybrid learning models and shall identify which opportunities are mandatory as part of Article 7 and which are voluntary. Attendance and participation at professional development opportunities identified as voluntary shall compensated at the hourly rate of \$32.00 Unit members shall be compensated at their daily rate or portion thereof for attendance and participation at professional development opportunities identified as mandatory.

(b) When attending virtually, educators shall have the camera on, when possible during the Professional Development period.

(c) Whenever possible the district will provide recordings of training sessions presented for continued review and professional learning.

(d) Bargaining unit members who participate in pre-approved opportunities authorized by a district administrator related to distance or hybrid learning outside regular work hours, upon confirmed attendance, shall be paid at district hourly rate. Prior district or site administrator approval is required for payment. Information regarding training opportunities shall be communicated by administration with all bargaining unit members via email.

## **V. Personal Protective Equipment (PPE) or Essential Protective Gear (so long as public health orders and directives are in place)**

### **A. Masks, Face shields, and drapes**

The District shall require the use of facial coverings ("masks") in accordance with federal, state, and local guidelines currently in effect. Individuals who cannot wear a mask because of a documented health issue shall instead be required to wear a face shield and neck drape (tucked into the shirt). Masks and face shields may not be required for children age two and under or for students with medical apparatus which prevents or obstructs the use of the apparatus. Educators with health issues preventing standard compliance with health and safety protocols must schedule a meeting with HR to engage in the interactive process.

### **B. N95 Masks**

Unit members that care closely for individuals who get sick at any worksite or have a high number of daily workplace contacts will be provided with N95 masks.

## **VI. Other Health and Safety Issues (so long as public health orders and directives are in place)**

### **A. Daily Cleaning and Disinfecting**

The District will clean and disinfect daily all classrooms, restrooms, and workspaces, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials. Educators may not bring or use cleaning items not provided by the school administrator that are approved for use in student settings during student hours.

### **B. HVAC**

The District will make sure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit. Air filters shall be MERV-13 or higher and changed at the recommended intervals. Portables and/or other rooms without adequate central HVAC shall be equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.

### **C. Health Screening Testing, Notification, and Contact Tracing**

The District shall ensure all students and employees, are checked for symptoms daily prior to entering school using screening questions that may be completed at home. All visitors to campus shall be checked for symptoms using screening questions and temperature checks by a district employee prior to entering campus. Those with any symptom consistent with COVID-19 shall be denied entry. Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 should be sent home or sent to an isolation room on site pending travel home. Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing in conjunction with local health department officials. All persons who may have come in contact with the infected individual shall be notified. The District shall notify the Association of the location(s) where the infected individual was present on the school premises during the suspected incubation/active infection period.

### **D. Handwashing**

Students and employees shall be required to wash their hands or use hand sanitizer upon entering district sites and every time a classroom is entered or exited.

### **E. Hand Sanitizer/Soap**

The District shall comply with the following hand washing logistical requirements:

- a) every room with a sink shall be stocked with soap, hand sanitizer, and paper towels;
- b) every classroom shall be provided hand sanitizer;
- c) non-classroom workspaces shall be provided hand sanitizer;
- d) all hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the beginning of each day.

### **F. Visitors**

To reduce the potential contact of COVID, the district shall accept and enforce a no visitor/volunteer policy on campus.

### **G. Leaves**

Unit members shall continue to have access to all applicable leaves set forth in the Collective Bargaining Agreement. Further, the District will comply with all modifications to state and federal leave laws adopted in response to the coronavirus pandemic.

## **VII. REASONABLE NOTICE**

The District will provide advance notice to the Association prior to the transition to a different instructional model (e.g. hybrid, modified traditional or traditional but in no event less than ten work days).

## **VIII. SCHEDULING (and Related instructional issues)**

While distance learning is in effect, the District shall develop schedules that insure preparation time built into the secondary schedules will include a minimum of 100 weekly minutes per standard instructional week, in addition to any preparation period that is part of a teacher's regularly scheduled teaching assignment. Elementary schedules shall include a minimum of 300 weekly minutes of preparation time in a standard instructional week. Sample schedules are attached hereto as Exhibits A, B1, B2, and C.

### **A. Bargaining Unit Member Expectations**

Bargaining unit members shall conduct daily live interaction with students. Bargaining unit members shall comply with all mandates set forth in Senate Bill 98 including responsibility for instructional minutes and attendance accounting. Bargaining unit members shall have reasonable discretion in determining the means and method for providing distance learning based on appropriate standards-based instruction, their resources, and their students' ability to access the curriculum. Under the current distance learning model, bargaining unit members shall be responsible for planning appropriate standards-based instruction, responding to parents and students in a timely manner, supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion and participation, providing students feedback, and reporting non-participation to the site administrator for additional outreach and follow up.

### **B. Office Hours/Interactive Instruction**

Office hours/interactive instruction for distance learning shall be scheduled each week in compliance with mandated attendance and engagement policies set forth by the California Department of Education and Los Angeles County Office of Education. Bargaining unit members shall provide advance notification to students and parents if a change to the schedule is necessary.

### **C. Syllabus**

Bargaining unit members shall develop and post a syllabus with information on accessing the District's LMS system, virtual curriculum, virtual standards, contact information, grading policy, and office hours/interactive instruction.

### **D. Grading and Accountability**

The association reserves the right to exercise their right to consult on any grading policy.

The association recognizes that the district reserves the right to determine its grading policy and expectations.

### **E. Alternate days scheduling (A/B)**

Should the District adopt a hybrid learning schedule, the Association reserves the right to negotiate the impacts, effects, and any other mandatory subjects of bargaining implicated by the model.

## **IX. Miscellaneous Provisions for Hybrid and/or Distance Learning**

### **A. Preparation for Instruction**

(a) District shall provide up to an additional 20 hours of voluntary staff development time prior to or during the first quarter (on the secondary schedule). The content of such staff development time shall be determined by the Professional Development Council.

(b) Two of the three pre-service contractual days will be dedicated to teacher directed planning and collaboration.

### **B. Increased Workload**

AATA reserves the right to explicitly bargain any workload change compensation.

### **C. Pay/Benefits**

While working under any district adopted learning model, bargaining unit members shall continue to receive compensation and benefits as set forth in the collective bargaining agreement. If extracurricular duties can and are performed, bargaining unit members shall continue to receive stipends and/or additional pay, as provided for under the collective bargaining agreement. Any additional duties that occur outside of work hours and are directly related to the safety mandates or resulting from the pandemic (ie. monitoring ingress-egress) shall be considered extra duty and paid at district hourly rate of \$32/hour or portion thereof.

### **D. Working Remotely**

During distance learning, bargaining unit members may elect to work from home. The District reserves the right to direct individual unit members to return to their worksites for good cause (e.g. a substantial reason such as the repeated failure to deliver effective instruction from home).

(a) The District shall issue a minimum of two written specific warnings with constructive interventions prior to invoking this provision. In such event, the District will schedule a meeting with the Association President (or designee) and unit member to discuss the rationale and return timeline. If any written warnings issued under this section will not be placed in the unit members personnel file and will be destroyed upon the culmination of the distance learning model. Nothing set forth in this paragraph prohibits the District from implementing disciplinary action under the Collective Bargaining Agreement or the Education Code.

## **E. Access to Worksite**

Unit members working from home may access their classroom/office during regular school hours with reasonable advance notice to site administrators. The district reserves the right to require unit members participate in a health screening prior to entry. In the event a bargaining unit member reports to a district worksite, he/she shall be responsible for following state, county, and local public health recommendations.

## **F. Equipment, Training, and Technical Support**

(a) The District shall provide all necessary equipment, internet connections, and any other necessary equipment to deliver distance learning on site. If an individual elects to work from home or another location off site, the unit member is responsible for ensuring all equipment and/or services are available at their own expense.

(b) All supplies normally provided to bargaining unit members will be available at members' regular work site using the usual process for requesting and acquiring needed supplies. Supplies may be picked up from the work site by bargaining unit members employing all health and safety measures in effect at that point in time. Each FTE position within the bargaining unit will be allocated up to \$500 for purchases that improve and enhance the distance learning model by providing learning support programs or materials or for professional development registration fees related to their job assignment. Job share assignments will be allocated a total of \$500 for the FTE. Bargaining unit members shall submit a Purchase Requisition Form to their supervisor between August 10, 2020 (or date agreement is signed) and September 30, 2020 when using this provision of the MOU. Purchases must be made using the district's normal purchasing protocols (Purchase Requisition submitted to the supervisor for approval, Purchase Order submitted by site for Business Office approval, item purchased when approved PO is received back at the site). Multiple Purchase Requisitions may be submitted by bargaining unit members as long as the total amount per FTE does not exceed \$500 and the requisition is submitted by 4:30 p.m. on September 30, 2020. Each bargaining unit member will receive an electronic copy of the Purchase Requisition Form to facilitate use of their allocation.

(c) Staff shall not be liable for damage to District equipment.

(d) Staff shall have access to District printing facilities and materials. The site administrators will consult with unit members on the means and methods of distribution to students.

(e) The District shall provide bargaining unit members access to District provided technical support via virtual tools. This may include access to technical support personnel, helplines, and other technical support from District vendors and/or staff, as well as instruction on distance learning platforms and instructional materials.

(f) In the absence of current adopted materials the district will consult with the department or grade level cohorts to determine suitable materials for purchase.

## **G. Evaluation**

Certificated staff will be evaluated if they are probationary or are due to be evaluated this school year per the cycle established by the collective bargaining agreement. The evaluation process will be followed with all meetings held virtually. In the event the State alters the

requirements for teacher evaluation, the parties agree to meet to discuss the new guidelines.

#### H. Class size discrepancies contingent on district needs

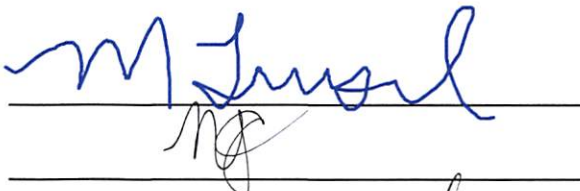
The association reserves the right to bargain if the district need constitutes discrepancies in class size.

#### X. Term of Agreement

- (a) This MOU shall remain in effect until June 30, 2021 or until public health orders and directives related to the coronavirus pandemic are lifted, whichever occurs first. The situation is fluid and accordingly, either party may reopen this MOU at any time by giving notice to the other party.
- (b) In order to provide families and students with a consistent and predictable learning environment the parties agree that the district will continue the distance learning instructional model through October 16, 2020 (the first quarter at the secondary level).
- (c) In the event state guidelines change to require in-person instruction, the parties agree to meet and negotiate a return to work to the extent required by law.

August 7, 2020

AATA President, Melissa Trusel:



AATA Vice President, Nicole Chun:



Assistant Superintendent, Kimberlee Shaw:





## Exhibit A: (Meadowlark)

Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30 Teacher Prep	8:00-8:30 Teacher Prep	8:00-8:30 Teacher Prep	8:00-8:30 Teacher Prep	8:00-8:30 Teacher Prep
8:30-9:00 Morning Meeting, SEL, Calendar and attendance	8:30-9:00 Morning Meeting, SEL, Calendar and attendance	8:30-9:00 Morning Meeting, SEL, Calendar and attendance	8:30-9:00 Morning Meeting, SEL, Calendar and attendance	8:30-9:00 Morning Meeting, SEL, Calendar and attendance
9:00-10:30 Block 1 Instruction-direct, small group instruction, & independent work	9:00-10:30 Block 1 Instruction-direct, small group instruction, & independent work	9:00-10:30 Block 1 Instruction-direct, small group instruction, & independent work	9:00-10:30 Block 1 Instruction-direct, small group instruction, & independent work	9:00-10:30 Block 1 Instruction-direct, small group instruction, & independent work
10:30-10:50am Movement & Snack Break	10:30-10:50am Movement & Snack Break	10:30-10:50am Movement & Snack Break	10:30-10:50am Movement & Snack Break	10:30-10:50am Movement & Snack Break
10:50-12:00 Block 2 Instruction-direct, small group instruction, & independent work	10:50-12:00 Block 2 Instruction-direct, small group instruction, & independent work	10:50-12:00 Block 2 Instruction-direct, small group instruction, & independent work	10:50-12:00 Block 2 Instruction-direct, small group instruction, & independent work	10:50-12:00 Block 2 Instruction-direct, small group instruction, & independent work
12:00-12:45pm Lunch	12:00-12:45pm Lunch	12:00-12:45pm Lunch	12:00-12:45pm Lunch	12:00-12:45pm Lunch
12:45-3:05pm Students      Teacher	12:45-3:05pm Students      Teacher	12:45-3:05pm Students      Teacher	12:45-3:05pm Students      Teacher	12:45-3:05pm Students      Teacher
<ul style="list-style-type: none"> <li>Independent Reading</li> <li>*Teacher meetings as assigned</li> <li>Continue Independent work</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:45-1:15)</li> <li>Student Support (1:15-2:15)</li> <li>**Parent communication as needed (2:15-3:05)</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:45-1:15)</li> <li>*Student Support (1:15-2:15)</li> <li>**Parent communication as needed (2:15-3:05)</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:45-1:15)</li> <li>Staff Meetings/PD (as per contract 3:15-4:30)</li> <li>*Student Support (1:15-3:05)</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:45-1:15)</li> <li>*Teacher meetings as assigned</li> <li>Continue Independent work</li> </ul>
<ul style="list-style-type: none"> <li>Independent Reading</li> <li>*Teacher meetings as assigned</li> <li>Continue Independent work</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:45-1:15)</li> <li>Student Support (1:15-2:15)</li> <li>**Parent communication as needed (2:15-3:05)</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:45-1:15)</li> <li>Staff Meetings/PD (as per contract 3:15-4:30)</li> <li>*Student Support (1:15-3:05)</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:45-1:15)</li> <li>Staff Meetings/PD (as per contract 3:15-4:30)</li> <li>*Student Support (1:15-3:05)</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:45-1:15)</li> <li>Staff Meetings/PD (as per contract 3:15-4:30)</li> <li>*Student Support (1:15-3:05)</li> </ul>

## Exhibit B1: (High Desert 5/6)

Monday	Tuesday	Wednesday	Thursday	Friday
7:50-8:20 Teacher Prep	7:50-8:20 Teacher Prep	7:50-8:20 Teacher Prep	7:50-8:20 Teacher Prep	7:50-8:20 Teacher Prep
8:20-8:50 Morning Meeting, SEL, Calendar and attendance	8:20-8:50 Morning Meeting, SEL, Calendar and attendance	8:20-8:50 Morning Meeting, SEL, Calendar and attendance	8:20-8:50 Morning Meeting, SEL, Calendar and attendance	8:20-8:50 Morning Meeting, SEL, Calendar and attendance
8:50-10:20 Block 1 Instruction-direct, small group instruction, & independent work	8:50-10:20 Block 1 Instruction-direct, small group instruction, & independent work	8:50-10:20 Block 1 Instruction-direct, small group instruction, & independent work	8:50-10:20 Block 1 Instruction-direct, small group instruction, & independent work	8:50-10:20 Block 1 Instruction-direct, small group instruction, & independent work
10:20-10:40am Movement & Snack Break	10:20-10:40am Movement & Snack Break	10:20-10:40am Movement & Snack Break	10:20-10:40am Movement & Snack Break	10:20-10:40am Movement & Snack Break
10:40-11:50 Block 2 Instruction-direct, small group instruction, & independent work	10:40-11:50 Block 2 Instruction-direct, small group instruction, & independent work	10:40-11:50 Block 2 Instruction-direct, small group instruction, & independent work	10:40-11:50 Block 2 Instruction-direct, small group instruction, & independent work	10:40-11:50 Block 2 Instruction-direct, small group instruction, & independent work
11:50-12:30pm Lunch	11:50-12:30pm Lunch	11:50-12:30pm Lunch	11:50-12:30pm Lunch	11:50-12:30pm Lunch
12:30-2:20pm Students      Teacher	12:30-2:20pm Students      Teacher	12:30-2:20pm Students      Teacher	12:30-2:20pm Students      Teacher	12:30-2:20pm Students      Teacher
<ul style="list-style-type: none"> <li>Independent Reading</li> <li>*Teacher meetings as assigned</li> <li>Continue Independent work</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:30-1:00)</li> <li>IEPs (1:00-2:00)</li> <li>**Parent communication as needed (2:00-2:20)</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:30-1:00)</li> <li>Student Support (1:00-2:00)</li> <li>**Parent communication as needed (2:00-2:20)</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:30-1:00)</li> <li>Student Support (1:00-2:00)</li> <li>**Parent communication as needed (2:00-2:20)</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:30-1:00)</li> <li>IEPs (1:00-2:00)</li> <li>**Parent communication as needed (2:00-2:20)</li> </ul>
<ul style="list-style-type: none"> <li>Independent Reading</li> <li>*Teacher meetings as assigned</li> <li>Continue Independent work</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:30-1:00)</li> <li>IEPs (1:00-2:00)</li> <li>**Parent communication as needed (2:00-2:20)</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:30-1:00)</li> <li>Student Support (1:00-2:00)</li> <li>**Parent communication as needed (2:00-2:20)</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:30-1:00)</li> <li>Student Support (1:00-2:00)</li> <li>**Parent communication as needed (2:00-2:20)</li> </ul>	<ul style="list-style-type: none"> <li>Prep (12:30-1:00)</li> <li>IEPs (1:00-2:00)</li> <li>**Parent communication as needed (2:00-2:20)</li> </ul>

## Exhibit B2: (High Desert 7/8)

Monday		Tuesday		Wednesday		Thursday		Friday	
Period 1 7:50 - 9:10		Period 4 7:50 - 9:10		Period 1 7:50 - 8:30		Period 1 7:50 - 9:10		Period 4 7:50 - 9:10	
Break		Break		Break		Break		Break	
Period 2 9:15 - 10:35		Period 5 9:15 - 10:35		Period 2 8:35 - 9:15		Period 2 9:15 - 10:35		Period 5 9:15 - 10:35	
Break/Recess		Break/Recess		Break		Break/Recess		Break/Recess	
Period 3 10:50 - 12:10		Period 6 10:50 - 12:10		Period 3 9:20 - 10:00		Period 3 10:50 - 12:10		Period 6 10:50 - 12:10	
Suggested Lunch 12:10 - 12:50		Suggested Lunch 12:10 - 12:50		Break/Recess		Suggested Lunch 12:10 - 12:50		Suggested Lunch 12:10 - 12:50	
TEACHERS STUDENTS		TEACHERS STUDENTS		Period 4 10:15 - 10:55		TEACHERS STUDENTS		TEACHERS STUDENTS	
Office Hours 12:50 - 1:50	Independent Work 12:50 - 2:05	Office Hours 12:50 - 1:50	Independent Work 12:50 - 2:05	Break		Office Hours 12:50 - 1:50	Independent Work 12:50 - 2:05	Office Hours 12:50 - 1:50	Independent Work 12:50 - 2:10
Prep 1:50 - 2:20	(ie: reading, physical activity, assignments)		(ie: reading, physical activity, assignments)	Period 5 11:00 - 11:40		Prep 1:50 - 2:20	(ie: reading, physical activity, assignments)		(ie: reading, physical activity, assignments)
Suggested Lunch 12:25 - 1:05				Period 6 11:45 - 12:25					
TEACHERS STUDENTS				Suggested Lunch 12:25 - 1:05					
Office Hours 1:05 - 1:50	Independent Work 1:00 - 2:05								
Prep 1:50 - 2:20	(ie: reading, physical activity, assignments)								

## Exhibit C: (Vasquez)

Monday		Tuesday		Wednesday		Thursday		Friday	
Period 1 7:40 - 9:00		Period 4 7:40 - 9:00		Period 1 7:40 - 8:20		Period 1 7:40 - 9:00		Period 4 7:40 - 9:00	
Break		Break		Break		Break		Break	
Period 2 9:20 - 10:40		Period 5 9:20 - 10:40		Period 2 8:30 - 9:10		Period 2 9:20 - 10:40		Period 5 9:20 - 10:40	
Break		Break		Break		Break		Break	
Period 3 11:00 - 12:20		Period 6 11:00 - 12:20		Period 3 9:15 - 9:55		Period 3 11:00 - 12:20		Period 6 11:00 - 12:20	
Suggested Lunch 12:20 - 12:55		Suggested Lunch 12:20 - 12:55		Break		Suggested Lunch 12:20 - 12:55		Suggested Lunch 12:20 - 12:55	
TEACHERS STUDENTS		TEACHERS STUDENTS		Period 4 10:05 - 10:45		TEACHERS STUDENTS		TEACHERS STUDENTS	
Office Hours 1:00 - 2:10	Independent Work 1:00 - 2:40	Office Hours 1:00 - 2:40	Independent Work 1:00 - 2:40	Break		Office Hours 1:00 - 2:10	Independent Work 1:00 - 2:40	Office Hours 1:00 - 2:40	Independent Work 1:00 - 2:40
Prep 2:10 - 2:40	(ie: reading, physical activity, assignments)	*IEP Meetings	(ie: reading, physical activity, assignments)	Period 5 10:50 - 11:30		Prep 2:10 - 2:40	(ie: reading, physical activity, assignments)	*IEP Meetings	(ie: reading, physical activity, assignments)
Suggested Lunch 12:20 - 12:55				Period 6 11:40 - 12:20					
TEACHERS STUDENTS				Suggested Lunch 12:20 - 12:55					
Office Hours 1:00 - 2:00	Independent Work 1:00 - 2:40								
Prep 2:00 - 2:40	(ie: reading, physical activity, assignments)								