

Memorandum of Understanding
Between the
Placentia-Yorba Linda Unified School District
And the
Association of Placentia-Linda Educators

August 21, 2020

The Placentia-Yorba Linda Unified School District (District) and the Association of Placentia-Linda Educators (APLE) hereby enter into this Memorandum of Understanding regarding the effects of returning to work for the 2020-2021 school year under COVID-19 conditions.

I. Start of School

- a. The District has informed APLE that the 2020-21 school year shall begin in a distance learning environment. The District will remain in this environment until they are able to return to a hybrid environment pursuant to State and local health official laws and official directives. The District shall adhere to the COVID guidelines issued by the Centers for Disease Control and Prevention (“CDC”), California Department of Public Health (“CDPH”), California Department of Education (“CDE”), the California Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA), and the Orange County Public Health Department. The Parties agree that the CDPH shall be the primary agency for purposes of conflicts in guidance between agencies. The parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to those guidelines from any of the agencies listed above.
- b. The negotiated calendar for the 2020-21 shall remain the same.
- c. All unit members shall have the option of teaching remotely from their home or from their classroom. Unit members reporting to their classroom/work site shall wear appropriate personal protective equipment and shall maintain social distancing guidelines with other staff and administrators on campus. Unit members shall not enter the office or common areas without the need to conduct essential business that cannot be conducted in a virtual manner. Unit Members must notify their school office when they are working at their school site and, in the interest of safety, may not bring their children or guests to their classroom/school site.
- d. The daily school schedules for Distance Learning shall follow the format listed in Appendix A to this Agreement. It is understood that elementary schools may modify the curricular order of the suggested schedules. It is further understood that curricular master schedules at secondary school sites may be different from site to site. Unit members are expected to remain on Zoom during academic periods when students are present, however unit members retain the academic

freedom in determining the method for delivering required academic content. All schedules shall adhere to the minimum instructional minutes required by SB98.

- e. Student grades shall be based upon the work turned in and the grades on assessments. Unit members shall retain academic freedom in grading within the parameters of applicable board policy and/or regulation.
- f. Homework shall follow board policy and shall be sensitive to the unique challenges of daily distance learning and understanding when assigning due dates and homework to students.
- g. During the period of the school year when the district is providing distance learning instruction as the primary means of education, all staff meetings shall be conducted virtually and unit members shall not attend an in-person meeting.
- h. No staff member or administrator shall physically enter a classroom, without the unit member's permission, when a unit member is providing distance learning instruction from their classroom. An administrator and/or staff member may enter the classroom if there is a severe and immediate emergency or potential disciplinary action that cannot reasonably wait until after the instructional day. Unit members shall be out of their classroom no later than 4:30 p.m. each day.
- i. Unit members shall not have any in-person meetings with parents, staff, administrators or other community members while the District is providing distance learning instruction except as required by law. In the event an in-person meeting is required by law, no unit member with a documented medical restriction shall be required to attend an in-person meeting.
- j. The working day ends at 4:00 p.m. for all unit members. Unit members must be available to communicate with administrators, parents and other District staff until the end of their working day. Unit members must be available via zoom for all previously scheduled IEP or 504 meetings. Unit members shall not be required to have communications with staff, administrators or parents past 4:00 p.m. or 4:30 p.m. if the unit member is in an IEP or 504 meeting.

II. Physical Distancing and Accommodations

- a. The District, in preparation for an eventual return to a hybrid model, shall implement a plan for physical distancing between student workspaces, between educator and student workspaces, and between employee workspaces in accordance with the requirements of the California Department of Public Health.

III. Personal Protective Equipment and Safety

a. Masks

1. The District shall require the use of facial coverings by all bargaining unit members, students, District employees, parents and authorized campus visitors in accordance with the requirements of the California Department of Public Health currently in effect. Individuals who cannot wear a mask because of a documented health issue shall instead be required to wear an appropriate face shield. The District shall develop and share with the Association, a plan that addresses the protocols for dealing with staff, students, parents and others who are not in compliance with the District's face covering requirements. The parties agree to negotiate any impacts of this policy on unit members.
2. The District will provide unit members with face coverings. Should a unit member request a face shield, the District shall provide one. Unit members may choose to bring their own mask(s), provided the mask(s) follows the requirements established by the California Department of Public Health. Individuals are responsible for laundering masks after each use. If, based on extenuating circumstances, a unit member forgets to bring a face covering or fails to launder/clean their mask/face shield for that workday, one will be provided by the District.
3. Unit members shall not be required to bring their own personal protective equipment. No unit member shall be disciplined or negatively evaluated for not supplying/bringing their own personal protective equipment. If sufficient personal protective equipment for the day is not provided, unit members without equipment shall be sent home for the remainder of the work day. Unit members sent home under these circumstances shall remain in paid status.

b. Hand Sanitizer/Soap

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

1. every room with a sink shall be supplied with soap, paper towels, and a trash container near the sink;
2. every classroom shall be provided with hand sanitizer;
3. non-classroom workspaces shall be provided with hand sanitizer;
4. hand sanitizer shall be provided at each building ingress and egress points, and in student meal and recess areas;

5. the hand washing/hand sanitizing supplies noted above shall be checked and restocked as soon as reasonably possible prior to the beginning of each day.

c. Handwashing

Students, employees, parents and visitors shall be directed to wash their hands or use hand sanitizer upon entering district sites and every time a classroom is entered in accordance with California Department of Public Health requirements.

d. Daily Cleaning and Disinfecting

The District shall ensure that all utilized classrooms, restrooms, and workspaces are cleaned and disinfected daily, including desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as mandated by California Department of Public Health.

e. HVAC and Air Filtration

The District shall replace MERV 8 HVAC system air filters with MERV 13 air filters as recommended by the California Department of Public Health (CDPH). The filters are scheduled to be replaced before the start of school and will be replaced on a periodic basis, approximately 3 to 4 times per year. The District shall also implement an annual maintenance and cleaning schedule for HVAC units that includes pressure washing units with sanitizing solution. To help facilitate optimum air quality, the District shall install mobile air purification units with HEPA filters for each classroom. The District shall make every effort to facilitate the procurement, delivery and installation of the air purification units before in-person instruction begins. In the event that the air purification units cannot be delivered and installed prior to in-person instruction, the District shall negotiate with the association on alternative options and protocols to increase air flow (i.e. open doors/windows/dampers) in classrooms, as conditions safely permit.

f. Equipment and Supplies

When instruction shifts to a hybrid model, the District shall provide students and teachers with sufficient equipment and supplies in order to minimize the sharing or exchange of items. Shared materials shall be sanitized between uses/exchanges. Unit members shall not be responsible for sanitizing student materials or supplies. Unit members must wipe down shared staff equipment with appropriate provided

sanitizer after each use in a common area, while in a distance learning or hybrid teaching environment.

g. Health Screening, Testing, Notification, and Contact Tracing

The District shall implement a plan to check for COVID-19 symptoms of all students, employees, parents and visitors suspected to be sick, including temperature checks via no touch thermometers. Visitors with symptoms determined by the District to be consistent with COVID-19 shall be denied entry. Staff and students with any symptom consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be sent home or sent to a secured room on site pending going home.

Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing as required by California Department of Public Health. The District shall notify the Association in a timely manner of the location(s) where the infected individual(s) were present at a school site or in an employee workspace where unit members were also present.

IV. Evaluations

- a. For the 2020-21 school year, the following modifications shall be made to employee evaluation procedures:
1. All unit members that were on schedule to be evaluated in 2020-21 shall be evaluated.
 2. All permanent members scheduled to be evaluated shall be observed and recorded on Form B. Permanent unit members shall also complete the Goals and Objectives process outlined in the Contract. The evaluations will be to coach and provide support for distance learning teaching. Form F shall not be completed for permanent unit members.
 3. All probationary and temporary teacher evaluations shall follow the evaluation language of the contract. Evaluators will coach and support taking into consideration the environmental change to distance learning when observing and evaluating probationary and temporary unit members.
 4. All unit members that were on an improvement plan for the 2019-20 school year shall be evaluated according to the provisions of the Contract.
 5. Unit members shall provide their evaluator access to their distance learning platform(s) prior to the first student day of the 2020-21 school year.

V. This Memorandum of Understanding shall not be construed as a precedent for any future circumstance or as establishing a past practice for any purpose and will terminate on June 30, 2021. This MOU shall remain in effect during all periods that the District is providing instruction by distance learning or upon an order from the State or District that requires all employees to return to work in a traditional school environment and work schedule. In the event of a switch to a hybrid learning instruction, the parties agree to complete negotiations on a hybrid MOU to settle all impact issues of hybrid learning instruction. The District and Association further agree to meet and negotiate changes to this MOU should the current guidance from the California Department of Public Health significantly change or prior to resuming any form of in-person student instruction.



For the District

Date: 8/21/20



For the Association

Date: 8/21/20

APPENDIX A

Elementary Schedule

Middle Schedule

High School Schedule



PK Return to School - DRAFT Distance Learning Option 100%

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:50 - 8:50	Early Birds Zoom Direct Instruction: Math; ELA; Art; Science.	Early Birds Zoom Direct Instruction: Math; ELA; Art; Science.	Early Birds Zoom Direct Instruction: Math; ELA; Art; Science.	Early Birds Zoom Direct Instruction: Math; ELA; Art; Science.	Early Birds Zoom Direct Instruction: Math; ELA; Art; Science.
8:50 - 9:25	EB Independent work time (Purposeful Play Teacher Assigned Activity) Teachers: Remote Support	EB Independent work time (Purposeful Play Teacher Assigned Activity) Teachers: Remote Support	EB Independent work time (Purposeful Play Teacher Assigned Activity) Teachers: Remote Support	EB Independent work time (Purposeful Play Teacher Assigned Activity) Teachers: Remote Support	Weekly Package Preparation and Parent Pick-Up/ Project Drop-Off
9:25 - 9:40	EB Recess	EB Recess	EB Recess	EB Recess	EB Recess
9:40 - 10:40	EB/LB Overlap Zoom: Attendance, Calendar, SEL, Centers	EB/LB Overlap Zoom: Attendance, Calendar, SEL, Centers	EB/LB Overlap Zoom: Attendance, Calendar, SEL, Centers	EB/LB Overlap Zoom: Attendance, Calendar, SEL, Centers	EB/LB Overlap Zoom Attendance, Calendar, SEL, Centers
10:40 - 11:15	LB Independent work time (Purposeful Play Teacher Assigned Activity) Teachers: Remote Support	LB Independent work time (Purposeful Play Teacher Assigned Activity) Teachers: Remote Support	LB Independent work time (Purposeful Play Teacher Assigned Activity) Teachers: Remote Support	LB Independent work time (Purposeful Play Teacher Assigned Activity) Teachers: Remote Support	Weekly Package Preparation and Parent Pick-Up Project Drop-Off as directed by the teacher
11:15 - 11:30	LB Recess	LB Recess	LB Recess	LB Recess	LB Recess
11:30 - 12:30	Late Birds Zoom Direct Instruction: Math; ELA; Art; Science	Late Birds Zoom Direct Instruction: Math; ELA; Art; Science	Late Birds Zoom Direct Instruction: Math; ELA; Art; Science	Late Birds Zoom Direct Instruction: Math; ELA; Art; Science	Late Birds Zoom Direct Instruction: Math; ELA; Art; Science
12:30 - 1:15	Lunch	Lunch	Lunch	Lunch	Lunch
1:15 - 2:15	Teacher prep	Teacher prep	PLC/Staff Meeting/PD	Teacher prep	Teacher prep

Suggestion for First 2 Weeks

- Small group rotations and differentiated learning for the first two weeks can be used for initial assessments and relationship building
- Back to School "Night" via Zoom the first week.

Note:

- This structure serves as a guide. Direct Instruction in core content areas must be provided, but sites will determine/adjust specific times accordingly - as is typical during the regular year. Direct instruction can be lecture, time for students to work independently or ask questions, as you would normally do in the classroom.
- Small group/centers must include time for direct instruction from the teacher with independent activities provided for other groups (-Ready, writing, play-dough, etc.)



K-1 Return to School - DRAFT Distance Learning Option 100%

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:50 - 8:05	Attendance Check in Zoom Class Meeting	Attendance Check in Zoom Class Meeting	Attendance Check in Zoom Class Meeting	Attendance Check in Zoom Class Meeting	Attendance Check in Zoom Class Meeting
8:05 - 9:00	ELA /ELD on Zoom	ELA/ELD on Zoom	ELA /ELD on Zoom	ELA/ELD on Zoom	ELA/ELD on Zoom
9:00-9:15	Recess/Break	Recess/Break	Recess/Break	Recess/Break	Recess/Break
9:15-10:00	Math on Zoom Whole/Small Group	Math on Zoom Whole/Small Group	Math on Zoom Whole/Small Group	Math on Zoom Whole/Small Group	Math on Zoom Whole/Small Group
10:00-10:35	PE/Art on Zoom	Social Science /Science Zoom	PE/Art/ on Zoom	Social Science /Science Zoom	PE/Art/ on Zoom
10:35-11:35	Small Group Rotations/Centers (4 groups); Zoom	Small Group Rotations/Centers (4 groups) Zoom	Small Group Rotations/Centers (4 groups) Zoom	Small Group Rotations/Centers (4 groups) Zoom	Small Group Rotations/Centers (4 groups) Zoom
11:35-12:20	Lunch	Lunch	Lunch	Lunch	Lunch
12:20-1:10	Small group Differentiated Learning-Zoom	Small group Differentiated Learning-Zoom	Small group Differentiated Learning-Zoom	Small group Differentiated Learning - Zoom	Weekly packet preparation and parent pick up and project drop off as directed by the teacher
1:10-2:15	Teacher prep	Teacher prep	PLC/Staff Meeting/PD	Teacher prep	Teacher prep

Suggestion for First Two Weeks of School:

- Small group rotations and differentiated learning for the first two weeks can be used for initial assessments and relationship building
- Back to School "Night" via Zoom the first week.
- ELD teachers to push in for daily teacher support for K.

Note:

- This structure serves as a guide. Direct Instruction in core content areas must be provided, but sites will determine/adjust specific times accordingly - as is typical during the regular year. Direct instruction can be lecture, time for students to work independently or ask questions, as you would normally do in the classroom.
- Small group/centers must include time for direct instruction from the teacher with independent activities provided for other groups (i-Ready, writing, play-dough, etc.)
- **Homework should be minimal (no more than allowed by Board Policy)** as student time online should not extend beyond the school day. Off-screen assignments should be considered for homework, if given.



2-6 Return to School - DRAFT Distance Learning Option 100%

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:50 - 8:00	Attendance Check- in Zoom Class Meeting	Attendance Check- in Zoom Class Meeting	Attendance Check- in Zoom Class Meeting	Attendance Check- in Zoom Class Meeting	Attendance Check- in Zoom Class Meeting
8:00-9:30	ELA /ELD on Zoom	ELA/ELD on Zoom	ELA /ELD on Zoom	ELA/ELD on Zoom	ELA/ELD on Zoom
9:30-9:45	Break	Break	Break	Break	Break
9:45-11:00	Math on Zoom Whole/Small Group	Math on Zoom Whole/Small Group	Math on Zoom Whole/Small Group	Math on Zoom Whole/Small Group	Math on Zoom Whole/Small Group
11:00-11:45	Social Science Zoom and Google Classroom	Small Group Rotations PE/Music/Art and Intervention Zoom and Google Classroom	Social Science Zoom and Google Classroom	Small Group Rotations PE/Music/Art and Intervention Zoom and Google Classroom	Social Science Zoom and Google Classroom
11:45-12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-1:15	Mystery Science Zoom	Mystery Science Zoom	Mystery Science Zoom	Mystery Science Zoom	Weekly packet preparation and parent pick up and project drop off as directed by the teacher
1:15-2:15	Teacher prep	Teacher prep	PLC/Staff Meeting/PD	Teacher prep	Teacher prep

Suggestion for First Two Weeks of School:

- Small group rotations to include time for assessments/relationship building, etc.
- Back to School "Night" via Zoom the first week.

Note:

- This structure serves as a guide. Direct instruction in core content areas must be provided, but sites will determine/adjust specific times accordingly - as is typical during the regular year. Direct instruction can be lecture, time for students to work independently or ask questions, as you would normally do in the classroom.
- i-Ready math and reading may be assigned as independent work.
- PE/Music lessons will be provided by PE/Music specialist so times will differ at each site.
- Small group instruction can replace whole class instruction but independent assignments/screen cast/flipped classroom instruction must be given for students waiting for their group time/direct instruction.
- **Homework should be minimal (no more than allowed by Board Policy)** as student time online should not extend beyond the school day. Off-screen assignments should be considered for homework, if given.



Combination Return to School - DRAFT Distance Learning Option

Time	Monday Teacher	Monday Hourly Teacher	Tuesday Teacher	Tuesday Hourly Teacher	Wednesday Teacher	Wednesday Hourly Teacher	Thursday Teacher	Thursday Hourly Teacher	Friday Teacher	Friday Hourly Teacher
7:50 - 8:00	Attendance Check in Zoom Class Meeting		Attendance Check in Zoom Class Meeting		Attendance Check in Zoom Class Meeting		Attendance Check in Zoom Class Meeting		Attendance Check in Zoom Class Meeting	
8:00-9:30	Grade level A ELA /ELD Zoom	Grade level B ELA /ELD Zoom	Grade level B ELA /ELD Zoom	Grade level A ELA /ELD Zoom	Grade level A ELA /ELD Zoom	Grade level B ELA /ELD Zoom	Grade level B ELA /ELD Zoom	Grade level A ELA /ELD Zoom	Grade level A ELA /ELD Zoom	Grade level B ELA /ELD Zoom
9:30-9:45	Break		Break		Break		Break		Break	
9:45-11:00	Grade Level B Math on Zoom Whole/Small Group	Grade Level A Math on Zoom Whole/Small Group	Grade Level A Math on Zoom Whole/Small Group	Grade Level B Math on Zoom Whole/Small Group	Grade Level B Math on Zoom Whole/Small Group	Grade Level A Math on Zoom Whole/Small Group	Grade Level A Math on Zoom Whole/Small Group	Grade Level B Math on Zoom Whole/Small Group	Grade Level B Math on Zoom Whole/Small Group	Grade Level A Math on Zoom Whole/Small Group
11:00-11:45	PE/ART/Music Zoom/Google Classroom									
11:45-12:30	Lunch		Lunch		Lunch		Lunch		Lunch	
12:30-1:15	Grade level A Mystery Science/SS/ Differentiated Instruction Zoom	Grade level B Mystery Science/SS/ Differentiated Instruction Zoom	Grade level B Mystery Science/SS/ Differentiated Instruction Zoom	Grade level A Mystery Science/SS/ Differentiated Instruction Zoom	Grade level A Mystery Science/SS/ Differentiated Instruction Zoom	Grade level B Mystery Science/SS/ Differentiated Instruction Zoom	Grade level B Mystery Science/SS/ Differentiated Instruction Zoom	Grade level A Mystery Science/SS/ Differentiated Instruction Zoom	Grade level A Mystery Science/SS/ Differentiated Instruction Zoom	Weekly packet preparation and parent pick up and project drop off as directed by the teacher
1:15-2:15	Teacher prep	Teacher Prep	Teacher prep	Teacher Prep	PLC/Staff Meeting/PD	PLC/Staff Meeting/PD	Teacher prep	Teacher Prep	Teacher prep	Teacher Prep

Combination teachers will have support of certificated hourly teacher during distance learning paid for out of one-time categorical funding available until December. Should the district go to a hybrid or in-person model the certificated hourly teacher would no longer be provided. Hourly teachers may not be the teacher of record and may not be the teacher of one grade level only. The teacher of record must alternate days or content in order to see all students from both grade spans. The classroom teacher is responsible for providing guidance on the content provided by the hourly teacher.

Note: This structure serves as a guide. Direct instruction in core content areas must be provided, but sites will determine/adjust specific times accordingly - as is typical during the regular year. Teachers will remain on Zoom during the entire student instructional time to monitor guided and independent practice and answer questions for students. SB-98 mandates daily live direct instruction in each core content area a minimum of 230-240 instructional minutes for students in grades 2-6 daily.

High School

Distance Learning

Monday-Wednesday

- **Instructional Block:** Students meet via Zoom or **Google Meet** for synchronous instruction

- **Check-In Times:** Student support available / or assigned by teacher via **Zoom** or **Google Meet**

Tuesday-Thursday

- **Instructional Block:** Students meet via **Zoom** or **Google Meet** for synchronous instruction

- **Check-In Times:** Student support available/ or assigned by teacher via **Zoom** or **Google Meet**

Friday

- **Mini Lesson/Check-In**

Time	Min	Mon	Tues	Wed	Thur	
6:55-8:10	75	Period 0 Check-in (7:55-8:10)	Period 0	Period 0 Check-in (7:50-8:10)	Period 0	
8:10-8:15	5	Break				
8:15-9:30	75	Period 1	Period 2	Period 1	Period 2	
9:30-9:40	10	Break				
9:40-10:55	75	Period 3	Period 4	Period 3	Period 4	
10:55-11:05	10	Break				
11:05-12:20	75	Period 5	Period 6	Period 5	Period 6	
12:20-12:50	30	Lunch				
12:50-1:10	20	Period 2	Period 1	Period 2	Period 1	
1:10-1:30	20	Period 4	Period 3	Period 4	Period 3	
1:30-1:50	20	Period 6	Period 5	Period 6	Period 5	
1:50-2:45	55	Online Prep				
2:45-4:00	75	Period 7	Period 7 Check-in (2:45-3:00)	Period 7	Period 7 Check-in (2:45-3:05)	

Instructional Block

Student Check-In

Time	Friday
7:30-8:30	Teacher Collaboration PLC/Department/ Staff Meetings
8:40-9:10	Period 1 Mini Lesson/Check-in
9:20-9:50	Period 2 Mini Lesson/Check-in
9:50-10:00	Break
10:10-10:40	Period 3 Mini Lesson/Check-in
10:50-11:20	Period 4 Mini Lesson/Check-in
11:20-11:50	Lunch
11:50-12:20	Period 5 Mini Lesson/Check-in
12:30-1:00	Period 6 Mini Lesson/Check-in
1:00-2:45	Online Instruction Preparation

Middle School Distance Learning Scenario

Monday-Wednesday

- **Instructional Block:** Student meet via **Zoom** or **Google Meet** for synchronous instruction

- **Check-In Times:** Student support available / or assigned by teacher via **Zoom** or **Google Meet**

Tuesday-Thursday

- **Instructional Block:** Student meet via **Zoom** or **Google Meet** for synchronous instruction

- **Check-In Times:** Student support available/ or assigned by teacher via **Zoom** or **Google Meet**

Friday

- **Mini Lesson/Check-In**



Instructional Block

Student Check-In

Time	Min	Mon	Tues	Wed	Thur	Friday	
7:55-8:50	55	Period 0 Check-In 8:30-8:50	Period 0	Period 0 Check-In 8:30-8:50	Period 0	8:15-9:15 Teacher Collaboration PLC/Department/ Staff Meetings	
8:50-9:00	10	Break	Break	Break	Break	9:20-9:45 Period 1 Mini Lesson/Check-In	
9:00-9:55	55	Period 1	Period 2	Period 1	Period 2	9:50-10:15 Period 2 Mini Lesson/Check-In	
9:55-10:05	10	Break	Break	Break	Break	10:15-10:25 Break	
10:05-11:00	55	Period 3	Period 4	Period 3	Period 4	10:30-10:55 Period 3 Mini Lesson/Check-In	
11:00-11:30	30	Break	Break	Break	Break	11:00-11:25 Period 4 Mini Lesson/Check-In	
11:30-12:25	55	Period 5	Period 6	Period 5	Period 6	11:25-11:55 Lunch	
12:25-12:35	10	Break	Break	Break	Break	12:00-12:25 Period 5 Mini Lesson/Check-In	
12:35-1:30	55	Period 7	Period 7 Check In 1:10-1:30	Period 7	Period 7 Check In 1:10-1:30	12:30-12:55 Period 6 Mini Lesson/Check-In	
1:30-1:50	20	Period 2	Period 1	Period 2	Period 1	1:00-1:25 Period 7 Mini Lesson/Check-In	
1:50-2:10	20	Period 4	Period 3	Period 4	Period 3	1:25-3:30 Online Instruction Preparation	
2:10-2:30	20	Period 6	Period 5	Period 6	Period 5		
2:30-3:30	60	Online Prep					

