Appendix C: Secondary Working Conditions

Covid-19 Requirements
a. The COVID-19 Federal, State, and County guidance and requirements referred to in this MoA are as of March 11th, 2021. Should this guidance or requirements change during the term of this agreement, the parties will follow the updated requirements and bargain any impacts associated with the new requirements. New guidance will be discussed prior to implementation, and any impacts will be negotiated. Should the recommendation be to return all students to school full time, the parties will discuss and negotiate impacts on this agreement.

Definitions of In-person Hybrid learning model
a. In-person = refers to teaching or providing student services to students in-person at school.
b. Hybrid = refers to a modified student schedule that is less than the number of days and/or hours students were in school during previous school years.
c. Cohort = The group of students that are assigned to A or B cohort in the agreed upon schedules.
d. SLC Cohort = The group of students and their classroom teacher.
e. Leaders in Learning Cohort = The group of students attending LIL.

Metrics
a. The District may consider bringing additional grade level(s) back to a hybrid in-person model in compliance with the Washington State Department of Health guidelines in the Tools to Prepare for Provision on In-Person Learning among K-12 Students at Public and Private Schools during the COVID-19 Pandemic in accordance with the most recent version available and in compliance with recommendations from the Snohomish Health District.
b. The District shall enter an agreement with Pharm A Save and/or another local vendor and shall make vaccinations available to all certificated staff who want them according to the criteria established in the vaccination schedule in addition to the OSPI COVID-19 Vaccination Plan.
c. Those already in-person shall be prioritized.
d. Staff will be notified about the return of secondary students to the hybrid in-person instructional model at least two-weeks prior to the first student day. The week of Spring Break will not be counted as part of the two-week notification.
e. Grades 6-12 will commence the in-person hybrid instruction model based on the transition model outlined below.

Student Discipline
a. Each school will revise their building discipline plan to include additional guidance for remote and in-person hybrid learning, given the current conditions and requirements due to COVID-19. These plans should be revised through a collaborative process with educators, and will address the following issues:
   i. Escort and safe location for a student who is removed from the classroom.
   ii. Supports for teachers when a student exhibits unsafe behaviors that may endanger themselves or others. This may include removing other’s masks, getting close to others, or physical aggression.
   iii. Procedure to use when a student refuses to wear a face covering (after appropriate mask wearing instruction and reminders). This does not apply to students who have documented they are unable to wear a mask.
   iv. Procedures and prevention techniques to be used with students who elope.
   v. Any other discipline issue(s) the team feels should be addressed.
b. All staff will attend training on the building discipline plan prior to additional students returning for onsite learning.
Assignment, Vacancies and Transfer

a. Right to return to original position
   Any employee who has been transferred or reassigned in order to accommodate the unique challenges presented by COVID-19, shall be returned to their original building at the conclusion of the 2020-21 school year.

District COVID Leave and FFCRA (expires 12-31-20 unless action taken by Congress to extend)

a. Leave provisions found within the MSD-MEA Covid-19 Remote learning MoA (September 2020) shall apply to employees working in the in-person hybrid model.

b. Paid District Leave for the duration of quarantine or isolation if an alternative work assignment for work/services provided at home is unavailable, and the quarantine was due to a documented exposure at a District worksite.

c. Employees who are required to work on-site and fail their Wellness Screening/attestation which precludes them from going onsite, shall have available up to eight (8) days Paid District COVID Leave for the 2020-2021 school year.

d. These additional days will be allocated when needed and shall be nontransferable. If possible, certificated staff may work remotely in lieu of accessing this leave.

Association leave

Association leave used from February 18th, 2021 until the ratification of this agreement shall not be counted towards the bargaining team’s Association Leave limits found in Section 9. B. of the CBA.

Other Terms and Conditions of Employment

Work year: Calendar 2020-21

a. Semester Break Day – as per CBA

a. Release Days

   i. Fridays shall revert to our current collective bargaining agreement in Article 8 Section 1.F.2.C. There will be weekly early releases (60 minutes) on Fridays, with the exception of existing early release days. Early releases will begin the first Friday school day of September. The Friday early releases will be for individual, collaborative, PLC, and professional development work. The time shall be split with fifty percent (50%) individual teacher directed and fifty percent (50%) building, and District directed. Each week shall alternate between teacher directed and District directed time.

   ii. The District shall provide building directed time for the purpose of completing District required training in compliance with Board policy/procedure, state or federal law or other District mandated training.

Staff Meetings (CCL)

i. Staff meetings shall revert to our collective bargaining agreement in Article 8 Section 2.E. Staff are expected to attend two staff meetings per month. One of those meetings will be within the contract day. With fourteen (14) days’ notice, one of these meetings may extend 30 minutes beyond the contract day. On weeks when the staff meeting extends beyond the staff contract day, staff will be dismissed on Friday thirty minutes prior to the end of the normal contract day. There will not be an extended staff meeting during the months of December and June. It is also understood that all Building directed PLC time shall occur during building and District directed early release or staff meeting time.
Substitutes:
   a. Certificated staff will be provided high level PPE if they volunteer to cover a classroom when there is no substitute available. The District will make every effort to cover classrooms with substitutes.
   b. Certificated staff who volunteer to cover a class, for a full or partial day, shall be paid hourly at their per diem rate for a minimum of one hour.

Teacher Workspace
Certificated staff who share a classroom will have individual workspaces and will not be required to share. This would include individual desks and computers. The District agrees in concept and will discuss with MEA any exceptions or special circumstances in order to mitigate any potentially hazardous situations.

Electives and Special Programs

Sno-Isle Programs
Sno-Isle students will be placed into a cohort either A or B.

Leaders in Learning
Leaders in Learning will follow the agreed upon high school schedules start and end times. LIL will be given the ability to maintain their current online schedule to accommodate for the ALE program. When accessing high school classes, LIL students will all be placed into either the A or B cohort. All Leaders in Learning students attending at Leaders will be placed into one single cohort and may attend onsite classes Monday – Thursday through the end of the 20-21 school year.

Running Start
Students attending running start, full or part time, will be assigned to a cohort, either A or B.

Electives

Elective Classes Additional COVID Requirements
The following requirements must be met prior to offering these electives to students in-person.

Physical Education Classes
Whenever possible, as determined by the PE teacher(s), physical education (PE) courses and activities should take place outdoors, within class cohorts (no mixing of PE classes). This allows for maximum fresh air circulation and social distancing.

Exercise should be limited so that it is not so strenuous as to allow students and staff to continue to wear at least a cloth face covering and maintain at least 6 feet of distance. All exercise equipment (weight equipment and implements etc.) should be cleaned between users. If PE needs to occur indoors, the doors and windows of the inside area should be opened where possible. Fans could be utilized to increase ventilation.

In addition:
   a. Access to locker rooms will be limited to the restroom area only. Showers and changing facilities will not be used.
   b. Students will need to bring their own water. Drinking fountains will be closed unless they are no-touch activated (such as water bottle filling stations).
c. Students and staff must wash their hands or use hand sanitizer before and after each exercise session.
d. Group exercise areas should be marked with floor markings to show the 6-foot physical distancing requirements for participants, when practical.
e. Teachers will be provided with adequate cleaning supplies for students to wipe down implements after they use them and for students to wipe the implements down prior to use.
f. Adequate time must be provided between classes in order for the facility to be properly cleaned after each class.

Performing Arts
The language below is taken from the Department of Health guidance dated March 11, 2021 and shall be updated if guidance changes.

Band and Instrumental Music
a. Physical distancing of a minimum of 9 feet between and in front of students actively playing wind instruments and six 6 feet between and in front of students actively playing non-wind instruments; and 9 feet distance between students and instructor, conductor, or accompanist.
b. Students masked at all times and using bell or instrument covers (covers must be multiple layers of tightly woven fabric ideally with MERV 13 filter material within the layers). The District shall provide one (1) set of specialized masks and bell/instrument covers as described above to all Band students.
c. Modified face coverings must be worn by students while playing instruments. Students will use a surgical-style or cloth face mask with an opening or slit cut for the instrument mouthpiece. Other styles of face coverings can have tightly woven, stretchy overlapping fabric that allows access for the instrument mouthpiece and recloses over the outside of the mouthpiece.
d. Students will switch to a regular, unmodified face coverings without openings as soon as they are done rehearsing.
e. Students may not play instruments for more than 30 minutes per class period. Allow time for a minimum of one air exchange (ideally 3 AE) to occur before another class enters this classroom.
f. Use of “spit valves” should take place outside as much as possible. If the emptying of a spit valve happens inside, it will be in a plastic lined garbage container while 9 feet of social distance is maintained.
g. Certificated staff shall provide outdoor performances and rehearsals over indoor as much as possible. Overall, groups must not exceed 15 students indoors and must not exceed 50 student outdoors.

Choir
a. Physical distancing of a minimum of 9 feet between and in front of students; and between students and instructor, conductor, or accompanist.
b. The District will provide all choir students with a 3-layer surgical style, well-fitting mask to be worn while singing, and for no longer than 30-minutes per class period.
c. Allow time for a minimum of one air exchange (ideally 3 AE) to occur before another class enters this classroom.
d. Student groups will not exceed 15 students.

Theatre/Drama
a. Limit duration of activity to 30 minutes.
b. Allow time for a minimum of 1 air exchange (ideally 3 AE) between different groups using a space.
c. Physical distancing of a minimum of 9 feet between and in front of students; and between students and instructor.
d. Student groups will not exceed 15 students.
Speech/Debate
   a. Students in debate classes must wear masks at all times and stay at least 9-feet socially distanced.
   b. Groups must not exceed 15 students.
   c. Limit duration of activity to 30 minutes.
   d. Allow time for a minimum of 1 air exchange (ideally 3 AE) between different groups using a space.

Culinary Arts:
   a. Students in culinary arts classes must wear masks at all times and stay at least 6-feet socially distanced.
   b. This may require assigning only one student per cooking workstation.
   c. Food prepared in class will be packed up and eaten off campus.

ROTC
When ROTC resumes in-person instruction the District and the Association will meet to negotiate any impacts.

Cohorts
   a. The parties agree to maintain tight cohorts of students and staff in the interest of student and staff safety whenever possible as described below.
      i. At no time will cohorts of students mix with other cohorts of students.
      ii. Any exceptions to the cohorts described above shall be documented in writing and given to and retained by the COVID-19 Supervisor should contact tracing be necessary.

Special Services
   a. IEP teams shall determine if a remote or in-person setting is appropriate for individual students including whether these services may take place in an individual or small group setting during the student’s in-person instructional time.
   b. SLP, OT, PT, Psychs and other related services will work onsite from their office/workspace when serving students remotely and in-person. Staff will not be required to be on campus when not serving students on Fridays until May 7th, 2021.
   c. If students have a regularly scheduled period of special education services, these services will be provided in person during the regularly scheduled day.
   d. Other certificated classroom staff (i.e. ELL, LAP, Title, etc.) will teach/serve students in-person.
   e. Counselors will work onsite from their office serving students remotely, unless there is an individual student mental health or imminent need that requires in-person services as determined by the Counselor and/or Guidance Team.
   f. Life Skills (SLC) and PBS will follow their building schedule. Secondary life skills students will have the opportunity to attend school four (4) days per week, Monday-Thursday. All SLC students will be placed within either the A or B cohort. During the students’ in-person days, they will attend class in-person with their general education teachers as per their IEP. During the students’ asynchronous days, they will remain in their SLC classroom.

Secondary Schedules
In-person Fridays will not commence earlier than May 7th, 2021.
Middle School Schedules

Park Place Middle School

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday: A</th>
<th>Tuesday: B</th>
<th>Wednesday: A</th>
<th>Thursday: B</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:20-7:50</td>
<td>Contracted</td>
<td>Contracted</td>
<td>Contracted</td>
<td>Contracted</td>
</tr>
<tr>
<td>7:50-8:40</td>
<td>Professional Time</td>
<td>Professional Time</td>
<td>Professional Time</td>
<td>Professional Time</td>
</tr>
<tr>
<td>8:45-9:35</td>
<td>1st Period</td>
<td>1st Period</td>
<td>1st Period</td>
<td>1st Period</td>
</tr>
<tr>
<td>9:40-10:30</td>
<td>2nd Period</td>
<td>2nd Period</td>
<td>2nd Period</td>
<td>2nd Period</td>
</tr>
<tr>
<td>10:30-11:00</td>
<td>3rd Period</td>
<td>3rd Period</td>
<td>3rd Period</td>
<td>3rd Period</td>
</tr>
<tr>
<td>11:05-12:20</td>
<td>4th Period</td>
<td>4th Period</td>
<td>4th Period</td>
<td>4th Period</td>
</tr>
<tr>
<td>10:35-11:10</td>
<td>4th Period</td>
<td>4th Period</td>
<td>4th Period</td>
<td>4th Period</td>
</tr>
<tr>
<td>11:10-11:40</td>
<td>2nd Lunch</td>
<td>2nd Lunch</td>
<td>2nd Lunch</td>
<td>2nd Lunch</td>
</tr>
<tr>
<td>11:45-12:20</td>
<td>4th Period</td>
<td>4th Period</td>
<td>4th Period</td>
<td>4th Period</td>
</tr>
<tr>
<td>10:50-11:20</td>
<td>4th Period</td>
<td>4th Period</td>
<td>4th Period</td>
<td>4th Period</td>
</tr>
<tr>
<td>12:25-1:15</td>
<td>5th Period</td>
<td>5th Period</td>
<td>5th Period</td>
<td>5th Period</td>
</tr>
<tr>
<td>2:15-2:25</td>
<td>Dismissal</td>
<td>Dismissal</td>
<td>Dismissal</td>
<td>Dismissal</td>
</tr>
<tr>
<td>2:20-2:50</td>
<td>Contracted</td>
<td>Contracted</td>
<td>Contracted</td>
<td>Contracted</td>
</tr>
</tbody>
</table>

Friday Remote Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Friday Remote</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:20-7:50</td>
<td>Contracted</td>
</tr>
<tr>
<td>7:50-8:20</td>
<td>1st Period Zoom</td>
</tr>
<tr>
<td>8:25-8:55</td>
<td>2nd Period Zoom</td>
</tr>
<tr>
<td>9:00-9:30</td>
<td>3rd Period Zoom</td>
</tr>
<tr>
<td>9:35-10:05</td>
<td>4th Period Zoom</td>
</tr>
<tr>
<td>10:10-10:40</td>
<td>5th Period Zoom</td>
</tr>
<tr>
<td>10:45-11:15</td>
<td>6th Period Zoom</td>
</tr>
<tr>
<td>11:20-11:50</td>
<td>Teacher Lunch</td>
</tr>
<tr>
<td>11:50-2:20</td>
<td>Teacher Directed Common</td>
</tr>
<tr>
<td>2:20-2:50</td>
<td>Contracted</td>
</tr>
</tbody>
</table>

Friday In-Person Schedule Starting May 7th, 2021

<table>
<thead>
<tr>
<th>Time</th>
<th>Friday In-Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:20-7:50</td>
<td>Contracted</td>
</tr>
<tr>
<td>7:50-8:15</td>
<td>1st Period</td>
</tr>
<tr>
<td>8:20-8:45</td>
<td>2nd Period</td>
</tr>
<tr>
<td>8:50-9:15</td>
<td>3rd Period</td>
</tr>
<tr>
<td>9:20-9:45</td>
<td>4th Period</td>
</tr>
<tr>
<td>9:50-10:15</td>
<td>5th Period</td>
</tr>
<tr>
<td>10:20-10:45</td>
<td>6th Period</td>
</tr>
<tr>
<td>10:45-10:55</td>
<td>Staggered</td>
</tr>
<tr>
<td>11:00-11:30</td>
<td>Teacher Lunch</td>
</tr>
<tr>
<td>11:30-12:00</td>
<td>Teacher Directed Common</td>
</tr>
<tr>
<td>1:20-2:20</td>
<td>Open Office Hours- all classes/District Directed Time Alternating weeks</td>
</tr>
<tr>
<td>2:20-2:50</td>
<td>Contracted</td>
</tr>
</tbody>
</table>
Middle School Schedule Discretion

a. The middle school schedule may be modified to fit the needs of each individual school. However, it is the understanding that modifications will stay within the agreed upon start and end time frames. Any discrepancies/modifications will be reviewed and made in collaboration with MEA leadership.

b. Middle schools may continue to support a limited number of students onsite on Fridays in the same manner prior to this agreement until May 7th, 2021.
High School Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday: A</th>
<th>Tuesday: B</th>
<th>Wednesday: A</th>
<th>Thursday: B</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:20-7:50</td>
<td>Contracted Professional Time</td>
<td>Contracted Professional Time</td>
<td>Contracted Professional Time</td>
<td>Contracted Professional Time</td>
</tr>
<tr>
<td>7:50-9:15</td>
<td>5th Period</td>
<td>5th Period</td>
<td>5th Period</td>
<td>5th Period</td>
</tr>
<tr>
<td>9:20-10:45</td>
<td>6th Period</td>
<td>6th Period</td>
<td>6th Period</td>
<td>6th Period</td>
</tr>
<tr>
<td>10:45-11:15</td>
<td>1st Lunch</td>
<td>1st Lunch</td>
<td>1st Lunch</td>
<td>1st Lunch</td>
</tr>
<tr>
<td>11:20-12:45</td>
<td>7th Period</td>
<td>7th Period</td>
<td>7th Period</td>
<td>7th Period</td>
</tr>
<tr>
<td>10:45-11:15</td>
<td>1st Lunch</td>
<td>1st Lunch</td>
<td>1st Lunch</td>
<td>1st Lunch</td>
</tr>
<tr>
<td>12:00-12:45</td>
<td>7th Period</td>
<td>7th Period</td>
<td>7th Period</td>
<td>7th Period</td>
</tr>
<tr>
<td>10:45-11:15</td>
<td>1st Lunch</td>
<td>1st Lunch</td>
<td>1st Lunch</td>
<td>1st Lunch</td>
</tr>
<tr>
<td>12:00-12:45</td>
<td>7th Period</td>
<td>7th Period</td>
<td>7th Period</td>
<td>7th Period</td>
</tr>
<tr>
<td>12:45-2:00</td>
<td>3rd Lunch</td>
<td>3rd Lunch</td>
<td>3rd Lunch</td>
<td>3rd Lunch</td>
</tr>
<tr>
<td>12:45-2:00</td>
<td>3rd Lunch</td>
<td>3rd Lunch</td>
<td>3rd Lunch</td>
<td>3rd Lunch</td>
</tr>
<tr>
<td>2:15-2:20</td>
<td>Dismissal</td>
<td>Dismissal</td>
<td>Dismissal</td>
<td>Dismissal</td>
</tr>
<tr>
<td>2:20-2:50</td>
<td>Contracted Professional Time</td>
<td>Contracted Professional Time</td>
<td>Contracted Professional Time</td>
<td>Contracted Professional Time</td>
</tr>
</tbody>
</table>

Friday Remote Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Friday Remote</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:20-7:50</td>
<td>Contracted Professional Time</td>
</tr>
<tr>
<td>7:50-8:35</td>
<td>5th Period Zoom</td>
</tr>
<tr>
<td>8:40-9:25</td>
<td>6th Period Zoom</td>
</tr>
<tr>
<td>9:30-10:15</td>
<td>7th Period Zoom</td>
</tr>
<tr>
<td>10:20-11:05</td>
<td>8th Period Zoom</td>
</tr>
<tr>
<td>11:10-11:40</td>
<td>Teacher lunch</td>
</tr>
<tr>
<td>11:40-2:20</td>
<td>Teacher Directed Common PREP/Directed Building</td>
</tr>
<tr>
<td></td>
<td>Time 11:40-12:40 every other week</td>
</tr>
<tr>
<td>2:20-2:50</td>
<td>Contracted Professional Time</td>
</tr>
</tbody>
</table>

Friday In-Person Schedule Starting May 7th, 2021

<table>
<thead>
<tr>
<th>Time</th>
<th>Friday In-person Alternating A/B Cohorts</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:20-7:50</td>
<td>Contracted Professional Time</td>
</tr>
<tr>
<td>7:50-8:30</td>
<td>5th Period</td>
</tr>
<tr>
<td>8:35-9:15</td>
<td>6th Period</td>
</tr>
<tr>
<td>9:20-10:00</td>
<td>7th Period</td>
</tr>
<tr>
<td>10:05-10:45</td>
<td>8th Period</td>
</tr>
<tr>
<td>10:45-10:55</td>
<td>Staggered Dismissal + Grab n’ Go Lunches</td>
</tr>
<tr>
<td>11:00-11:30</td>
<td>Teacher lunch</td>
</tr>
<tr>
<td>11:30-1:20</td>
<td>Teacher Directed Common Prep</td>
</tr>
<tr>
<td>1:20-2:20</td>
<td>Open Office Hours- all classes/District Directed time Alternating weeks</td>
</tr>
<tr>
<td>2:20-2:50</td>
<td>Contracted Professional Time</td>
</tr>
</tbody>
</table>

High School Connectivity for Students
MHS will serve a small (8-10) number of students who need additional support who may attend onsite 4 days per week as they have been prior to this agreement.

6th & 9th Grade Orientation
Any orientation for 6th and 9th graders is to be outside of the contracted day. Certificated staff will not be required to participate in any given orientation days. If certificated staff volunteer to participate in any orientation they will be paid by the hour at their per diem rate for a minimum of one hour.

Secondary Class Size Exception
Secondary students cohorted into classrooms established as of March 25th, 2021 that exceed the maximum number of students allowed at the previously established six-foot distance rule will be allowed in the classroom as long as there is at least three feet distance between desks. If additional students enroll, MEA and the District will meet to discuss placement of the additional student(s).
Workload- In person hybrid model

a. The classroom teacher’s primary responsibility is to focus on standards-based instruction and targeted differentiated instruction while students are in-person. Asynchronous videos may be provided to remote cohorts and remote students may work with classroom teachers during asynchronous learning time (as designated on the schedule), at the discretion of the teacher.

b. Educators will work onsite at their assigned locations during in-person instruction. During remote instruction days staff may work remotely however, no District technology including internet access can be taken offsite other than the teacher’s issued Chromebook. If staff are unable to connect and hold scheduled student contact time, building meetings, etc., the teacher will work onsite.

Attendance

Attendance will be taken in accordance with OSPI regulations and guidelines. Attendance will be taken every day for all students. During in-person days, students will be marked either present or absent based on physical presence in the classroom regardless of online activity for that day. During a student’s asynchronous/remote days, students will be marked either present or absent based on online activity for that day.

Secondary Specific Cleaning Protocols

Cleaning Between Class Periods
Students will clean their individual desks in-between class periods. Certificated staff will spray cleaning solution, provided by the District, on each desk that was used during the class period. Students will use a paper towel to wipe the desk so as to disperse the cleaning solution until it is dry. Students have the option of repeating this process as they enter class. Desks will be disinfected at the end of the day.

Cleaning between cohorts
In order to ensure adequate cleaning and disinfecting protocols are being followed, all classroom tables, desks and high touch surfaces shall be wiped and disinfected between cohorts. Certificated staff will not be responsible for cleaning in between cohorts.

Non-instructional Task Limits:

a. Section 2.C (CCL)
The District and the Association agree that employees shall not be assigned to more than 50 minutes total per week of student supervision outside of instructional time. Supervision of playgrounds during the instructional day shall not be assigned to or expected of employees at the elementary and middle level.

b. In addition, teachers will allow students into their classrooms upon entry of the school at arrival to comply with social distancing. In order to mitigate professional time lost in the weekly schedule due to supervision demands, on weeks when supervision exceeds the fifty (50) minute allotted time, staff will be granted additional prep time on Friday the equal amount of time over the fifty (50) minutes prior to the end of the contract day.

c. Student supervision is inclusive of arrival and dismissal.

Meal Service

a. Meals will be provided to students attending full day instruction along with grab and go meals for remote learning days. If students use the cafeteria, keep cohorts together. Ensure physical distance between students in a cohort and between other groups. Stagger mealtimes in the lunchroom or dining hall to avoid crowding. Arrange and direct the flow of students for handwashing sinks, food vending areas, and other areas where students may congregate. Space students as far apart as you
can at tables. Tables must be at least six feet apart. Clean and sanitize tables before and after each group eats.

b. Meals will be provided to students attending full day instruction along with grab and go meals for remote learning days.

c. Meals will not be served via buffet or family style.

d. Meal services will be staggered as to avoid crowding.

e. Certificated staff will not be required to supervise meal service and meals will not be eaten in the classroom.

f. Students may choose to sit outside.

In order to limit the number of students that congregate and mix in the designated eating locations the following will take place during meal service:

a. **Students who Choose to Eat Indoors**
   
i. Students will have an individual seat that is spaced at least six feet from another student per the Department of Health guidance required during meal service.
   
ii. Students will stand on appropriately spaced markers, six-foot distanced in compliance with Department of Health guidance, while waiting to receive lunches.
   
iii. Students will wash/sanitize their hands prior to meal service.
   
iv. After students receive their lunch they will walk immediately to their individual seat and stay seated while eating.
   
v. When students are done eating, they will wait to be dismissed. Students will stay in the designated indoor eating locations until their next class begins.
   
vi. Students will wash/sanitize their hands before returning to class.

vii. All tables and chairs will be cleaned and sanitized before and after each lunch service.

b. **Students who Choose to Eat Outdoors**
   
i. Students who choose to eat lunch outside will be required to remain outdoors until the lunch period is over.
   
ii. Students will stand on appropriately spaced markers, six-foot distanced in compliance with Department of Health guidance, while waiting to receive lunches.
   
iii. Students will sit/stand at least six feet away from each other.
   
iv. Students will wash/sanitize their hands prior to meal service.
   
v. After students receive their lunch, they will walk immediately to their individual seat outside and stay seated while eating.
   
vi. When students are done eating, they will wait to be dismissed. Students will stay in the designated outdoor eating locations until their next class begins.

vii. Students will wash/sanitize their hands before returning to class.

Exceptions to meal locations including SLC classrooms and Leaders in Learning, will access classrooms for student meals and who will adhere to all six-foot social distancing regulations. The District and the Association will meet to resolve any health and safety issues that may arise from having students eat meals in the classroom.

**Restrooms**
Each building will create a system that will follow the District COVID plan and be published in Building COVID plans and shared with staff and students prior to the start of in-person hybrid instruction.
Technology
a. Staff who to teach in the building during the remote periods of instruction, the District will provide classroom technology set up assistance to those who request it prior to the first student day.
b. Students will be required to bring their District provided or personal laptops during in-person instruction.
c. Within a limited supply, students will have as-needed access to laptops or tablets at each secondary site in the event that they are without a device or their personal or District issued device is not working or unavailable.
d. Within a limited supply, students will have as-needed access to charging capability in the classroom for their personal or District-issued laptops or tablets.
e. Staff shall not be held responsible for loss of or damage to student’s District issued or personal devices. Staff shall not be held responsible for inappropriate use of technology, comments, or actions by any students during the course of instruction.
f. All classroom technology outside of the staff issued Chromebook removed from buildings by certificated staff must be returned to the classroom or workspace it was located by 4:30 pm April 2nd, 2021. Certificated staff will email their building Principal by March 29th to let them know what District technology they have been using in a remote location and plan to return on the April 2nd date. Certificated staff may use their time on Friday not spent with students to return District owned technology to the building.

Safety- See Staff Health and Safety Protocols
Students ages thirteen (13) or older may use the Skyward attestation process and will show their completed attestation on their device and get their temperature checked as they enter the building.

Transitions Timeline
Educators will be given at least a two-week transition period prior to any secondary students returning to hybrid in-person instruction. This two-week transition period will not include the week of Spring Break. During the two-week transition period the following will have been completed.

a. The District will bring the Association all impacted class sizes and student rosters for every class section.
b. Cohorts will be established, and teachers will be notified of cohort composition including rosters.
c. Building safety plans will be completed and sent to MEA.

There will be a one-week preparation period given to certificated staff in order to prepare for the return of secondary students to the hybrid in-person instructional model. This staff preparation week is not to occur during Spring Break. During the preparation week the following will take place.

a. All HVAC requirements will be met.
b. Staff will receive three (3) asynchronous days to prepare. These days will take place on April 12th, 13th and 16th. Teachers will be able to work remotely on these asynchronous days.
c. All staff will receive District and building safety trainings on Friday, March 26th. All impacted certificated staff will receive District wide health and safety training from a District designee. Staff will also receive training for building specific health and safety protocols and logistics from the building principal or building COVID-19 Supervisor. Teachers will not be required to be on campus on March 26th.

Training – see Staff Health + Safety Protocols
Evaluation: TPEP

a. Teachers who are scheduled for a Focused evaluation shall proceed with the regular Focused evaluation process.

b. Teachers in years two and beyond who are scheduled for a Comprehensive evaluation under RCW 28A.405.100 shall decide on two (2) criteria to be formally scored using evidence provided during the 2020-2021 school year. The remaining six criteria will be scored by assigning the score received in the most recent Comprehensive evaluation.

Determination of the two criteria to be scored will be made using the current negotiated process for choosing criterion for a Focused evaluation in Article IX-Evaluations, Section 9 Focused Evaluation Option of the current collective bargaining agreement. The choice of criterion must include approval by the teacher’s evaluator, per WAC 392-191A-120.

c. Teachers in their first year of teaching, on a Comprehensive evaluation shall use the traditional Comprehensive process OR determine at least two (2) criteria to be formally scored using evidence provided during the 2020-2021 school year. Remaining criteria to be scored “Basic” as the default score which will be noted on the final evaluation as “default score due to the circumstances of the COVID-19 pandemic” where applicable.

i. Determination of the two criteria to be scored will be made using the current negotiated process for choosing criterion for a Focused evaluation in Article IX-Evaluations, Section 9 Focused Evaluation Option of the current collective bargaining agreement.

ii. The choice of criterion must include approval by the teacher’s evaluator, per WAC 392-191A-120. If adequate evidence that clearly indicates Proficient practice is provided for default criteria, the evaluator may override the Basic score.

d. Teachers with two (2) or more years of successful performance in another Washington state District or another state who are in their first year of teaching with Monroe School District shall use the traditional Comprehensive process OR use the process identified in bullet two (2) above OR ask that their evaluation be handled on a locally determined basis.

e. Teachers on a modified Comprehensive evaluation for 2020-2021 will develop one (1) student growth goal, choosing the goal for criterion 3 or 6. Scores for the other two (2) criteria will be assigned using the most recent Student Growth scores of those two criteria. In the event no such scores are available, the score assigned would default to Basic (2).

i. Student Growth rubrics for 3.1, 6.1, and 8.1 are unchanged.

ii. The rubrics for 3.2 and 6.2 have been considerably modified to meet the goal of supporting reflection and growth in instruction and assessment practices.

iii. The revised rubrics and guiding questions for reflection will be posted on the TPEP website.

f. Certificated staff not included in the TPEP evaluation process will follow the current collective bargaining agreement guidelines.

Continued Joint Decision-Making

The District and the Association will continue to meet regularly to review the current instructional model and health and safety recommendations from the Snohomish Department of Health, building plans and adjust, as necessary.