

MEMORANDUM OF UNDERSTANDING  
 BETWEEN  
 THE SPOKANE SCHOOL DISTRICT  
 AND  
 THE SPOKANE EDUCATION ASSOCIATION  
 REPRESENTING  
 CERTIFICATED EMPLOYEES

**Secondary Hybrid Model**

**SPS 11/12**

**SAMPLE: MIDDLE SCHOOL BELL SCHEDULE**

	Monday A	Tuesday B	Wednesday A	Thursday B	Friday A/B
8:30-9:00	WAC	WAC	WAC	WAC	WAC
9:00-9:20	Advisory	Advisory	Advisory	Advisory	Advisory
9:24 – 10:11	1 <sup>st</sup>	1 <sup>st</sup>	1 <sup>st</sup>	1 <sup>st</sup>	1 <sup>st</sup>
10:15-11:02	2 <sup>nd</sup>	2 <sup>nd</sup>	2 <sup>nd</sup>	2 <sup>nd</sup>	2 <sup>nd</sup>
11:06-11:53	3 <sup>rd</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:26-1:13	4 <sup>th</sup>	4 <sup>th</sup>	4 <sup>th</sup>	4 <sup>th</sup>	4 <sup>th</sup>
1:17-2:04	5 <sup>th</sup>	5 <sup>th</sup>	5 <sup>th</sup>	5 <sup>th</sup>	5 <sup>th</sup>
2:08-2:55	6 <sup>th</sup>	6 <sup>th</sup>	6 <sup>th</sup>	6 <sup>th</sup>	6 <sup>th</sup>
2:55-3:30	Virtual Support/ collaboration	Virtual Support/ collaboration	Virtual Support/ collaboration	Virtual Support/ collaboration	PREP
3:30-4:00	WAC	WAC	WAC	WAC	

*\*The Virtual Support/Collaboration time is teacher directed time.*

**SAMPLE: HIGH SCHOOL BELL SCHEDULE**

	Monday A	Tuesday B	Wednesday A	Thursday B	Friday A/B
7:30-8:00	WAC	WAC	WAC	WAC	WAC
8:00 – 8:20	Advisory	Advisory	Advisory	Advisory	Advisory
8:24 – 9:11	1 <sup>st</sup>	1 <sup>st</sup>	1 <sup>st</sup>	1 <sup>st</sup>	1 <sup>st</sup>
9:15-10:02	2 <sup>nd</sup>	2 <sup>nd</sup>	2 <sup>nd</sup>	2 <sup>nd</sup>	2 <sup>nd</sup>
10:06-10:53	3 <sup>rd</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>	3 <sup>rd</sup>
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
11:26-12:13	4 <sup>th</sup>	4 <sup>th</sup>	4 <sup>th</sup>	4 <sup>th</sup>	4 <sup>th</sup>
12:17-1:04	5 <sup>th</sup>	5 <sup>th</sup>	5 <sup>th</sup>	5 <sup>th</sup>	5 <sup>th</sup>
1:08-1:55	6 <sup>th</sup>	6 <sup>th</sup>	6 <sup>th</sup>	6 <sup>th</sup>	6 <sup>th</sup>
1:55- 2:30	Virtual Support/ collaboration	Virtual Support/ collaboration	Virtual Support/ collaboration	Virtual Support/ collaboration	PREP
2:30-3:00	WAC	WAC	WAC	WAC	

*\*The Virtual Support/Collaboration time is teacher directed time.*

- *Classes staffed to contract (roughly 15 students a day)*
- *Students will be sorted A/B to support continuity for families (logistics still being fine-tuned)*
- *The secondary school day will be structured in a 6-period day*
- *Prep Minutes: ~~270~~65 minutes per week (2350 minutes from prep periods, 35minutes Fridays)*
- *Distance Learning days will be focused on assignments, practice, enrichment, and extension activities. At the discretion of individual teachers, not all of these activities must be graded.*
- *Virtual Support /Collaboration time is designated for managing the needs of students at home on their “off day”. Staff can choose to utilize this time for collaboration as well.*
- *WAC refers to Article IV Section 25E: Employees shall begin their workday thirty (30) minutes before the student’s school day begins and shall continue thirty (30) minutes after the student’s school day ends, except on days that administratively called faculty meetings are held.*
- *Staff will receive a duty-free lunch*
- *Friday collaboration days are suspended for the 2020-21 school year unless the system returns to instruction during this school year with no restrictions. Collaboration can occur during the Virtual Support time at the teacher’s discretion and may be observed by evaluators/supervisors.*
- *In order to support contact-tracing demands, teachers will have seating charts available for each class and rotation.*
- *Students will have the opportunity to progress in their learning and towards their IEP goals. An IEP Team/ELD providers and families may choose to invite students to attend more often than their assigned days. As part of the IEP Team’s or ELD provider and families’ decision-making process, social distancing and student supervision requirements shall be considered.*

#### **Curriculum Scope and Sequence:**

- *District curriculum teams will provide a suggested scope and sequence highlighting essential standards for secondary courses*
- *A menu of options for extension, enrichment, and/or practice will be provided by content*
- *A framework for understanding how to address the social emotional needs of students through each content will be provided*

#### **Digital Tools:**

- *Student learning on distance learning days will be facilitated with Microsoft Teams as the primary platform for assignments and activities, and live meetings. Blackboard is an acceptable option with the use of Microsoft Teams integration features.*
- *Teaching staff will be provided with appropriate equipment for utilizing functions of Teams\_including tools necessary for embedded small group instruction/intervention*

#### **Transition Plan:**

- *Following the announcement of a return to in-person learning/hybrid, teachers will be relieved of afternoon instructional demands for a minimum of 8 days. Certificated staff will continue to provide instruction in the morning on the remote model. As mentioned in the elementary MOU on Hybrid, secondary teachers will be relieved of their afternoon principal directed/collaborative time from 12:50-1:50 and the differentiated learning time from 1:50-2:30.*
  - *Secondary teachers will have five (5) days of teacher directed time prior to students beginning the hybrid model to prepare.*

- *Two of the eight days will be for schoolwide welcoming of new students to the school, focusing on 7<sup>th</sup> and 9<sup>th</sup> grade transitions.*
- *One of the eight days will be for staff meetings to prepare for student return. This meeting will include discussion of the schoolwide discipline plan and social distancing protocols and how violations will be handled. In addition, meal and passing period and PPE protocols will be reviewed.*
- *No staff members will be required to provide instruction virtually and in-person simultaneously.*
- *A minimum of one week's notice will be given to all impacted staff prior to students returning.*
- *Staff will be able to utilize the differentiated block and collaboration/meeting/professional development time to prepare*
- *Students will be asked to login to Teams on their 'off days' in order to capture attendance, this may include submitting an assignment or reflection from in person instruction from their live synchronous day.*
  - *Attendance will be auto-tabulated using Teams. Teachers will not be responsible for taking attendance for students on their "off day".*
- *Due to COVID restrictions, schools may have more than two lunches to provide for social distancing capacity. The parties will continue to problem solve related to workload for custodial, nutrition services, para educators, nurses, secretaries, and certificated staff. The parties resolve any workload concerns prior to student return. In the event classrooms need to be utilized as places to eat for students, time to sanitize will be provided.*

**FOR THE ASSOCIATION:**




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Jeremy Shay  
President, Spokane Education Association




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Michelle Jenner  
UniServ Director, SEA

November 13, 2020

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Date

**FOR THE DISTRICT:**




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Jodi Harmon  
Executive Director, Human Resources




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Adam Swinyard, Ed.D.  
Superintendent, Spokane Public Schools

November 13, 2020

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Date