



BTA President Diana Abasta and BTA Lead Negotiator Sue Conway met with Sarah Niemann (Asst. Sup. Human Resources) and for part of the meeting John Paramo (Asst. Sup. Ed. Services)

News from the Table --- Part 2

- BTA and the District met to review and finalize the guidelines for secondary and elementary hybrid and distance learning models.
- Legislation passed by the state called Senate Bill 98 (SB 98) requires the following:
 - **Schools outline how they are reaching the required instructional minutes.** As a result, BTA and the District created the guidelines for elementary and secondary in both the hybrid and distance models. The guidelines include schedules and tables with minutes to show how we are delivering and meeting the required instructional minutes.
 - **Teachers must interact with students every day.** The pupil free Friday will have to have some interaction between teachers and students. Having teachers create a google meet or zoom for an hour that students can voluntarily join to get clarification and review should suffice to meet this requirement. We are recommending that in secondary the sites create a schedule with different subjects meeting at different times so students can attend as needed in every class.

News from the Table --- Part 3

- BTA will be sending out a third News from the Table soon for the following:
- BTA and the District will be creating the criteria for choosing distance teachers if we have a hybrid model at any point this year. Students would be able to choose distance learning if they do not want to participate in on campus classes.
- BTA and the District will be creating a form for teachers to fill out if they would like to be a distance teacher.

Following are the guidelines for elementary and secondary hybrid and distance models.

Guidance for Elementary Hybrid Model (AM/PM)

- This model can be used if the district is able to open schools in August or if the district starts with 100% distance learning but is able to open with a hybrid model later in the year.

Required Minutes of Instruction per Day

Level	Minimum minutes per day	In class	Distance
Kindergarten	180	140	40
1 to 3	230	140	90
4 – 5	240	140	100

Monday – Thursday AM/PM Model, Pupil Free and Distance Learning Friday

Grades TK – 2	<u>M – Th Group A</u>	Friday
AM Students		
ELA/ELD/Math	8:10 – 10:45	Distance learning assignments for students
<u>Break</u>	<u>Break</u> 10:45 – 12:00	
Grades TK – 2	<u>M – Th Group B</u>	Pupil free workday for teachers with one hour of virtual interaction with students (state instructional requirement). This could be an office hour in Google Meets or Zoom.
PM Students		
ELA/ELD/Math	12:10 – 2:45	Teachers can be at home or on campus.
		Teachers will post assignments for Monday.

Grades 3 - 5	<u>M – Th Group A</u>	Friday
AM Students		
ELA/ELD/Math	8:15 – 10:50:	Distance learning assignments for students
<u>Break</u>	<u>Break</u> 10:50 – 12:05	
Grades 3 - 5	<u>M – Th Group B</u>	Pupil free workday for teachers with one hour of virtual interaction with students (state instructional requirement). This could be an office hour in Google Meets or Zoom.
PM Students		
ELA/ELD/Math	12:15 – 2:50:	Teachers can be at home or on campus.
		Teachers will post assignments for Monday.

- Rotating recess determined by site.

In class instruction per day within the hybrid model (AM/PM): Monday to Thursday

All Grades: 140 minutes (assumes a 15-minute recess break to vary by grade level and site)

Sample: In class Monday to Thursday

Suggested for ELA	70 minutes (adjust as needed)
Suggested for Math	70 minutes (adjust as needed)
Social Studies/Science/Art	Incorporate when possible

Sample: At home assignments Monday to Thursday (Guidelines – adjust as needed)

- Assignments can be paper packets or digital.
- Times will vary as teachers assign longer term projects or activities.

<u>Level</u>	<u>Minutes</u>	<u>Suggested Activities</u>
Kindergarten	40 minutes per day	<ul style="list-style-type: none"> • 20 minutes of PE • Extension from class lessons: <ul style="list-style-type: none"> ○ 10 minutes ELA ○ 10 minutes Math ○ Or 20 minutes of Social Studies/Science/Art/Music at teacher discretion
Grades 1 – 3	90 minutes per day	<ul style="list-style-type: none"> • 40 minutes of reading with follow up activities • 20 minutes of PE • Extension from class lessons: <ul style="list-style-type: none"> ○ 15 minutes ELA ○ 15 minutes Math ○ Or 20 minutes of Social Studies/Science/Art/Music at teacher discretion
Grades 4 – 5	100 minutes per day	<ul style="list-style-type: none"> • 45 minutes of reading with follow up activities • 20 minutes of PE • Extension from class lessons: <ul style="list-style-type: none"> ○ 15 minutes ELA ○ 20 minutes Math ○ Or 20 minutes of Social Studies/Science/Art/Music at teacher discretion

At home instruction within the hybrid model: Friday

- Assignments can be paper packets or digital.
- Times will vary as teachers assign longer term projects or activities.
- Within the suggested activities for Friday, teachers must provide up to one hour of virtual interaction with students (Google Meets, Zoom). This could be small groups, review, whole class, etc. at the teachers' discretion.

Sample: At home assignments Friday (Guidelines – adjust as needed)

<u>Level</u>	<u>Required Minutes</u>	<u>Suggested Activities</u>
Kindergarten	180 minutes	<ul style="list-style-type: none">• 20 minutes of PE• 30 minutes ELA• 30 minutes Math• 100 minutes in any of the subjects<ul style="list-style-type: none">○ Social Studies○ Science○ Art○ Music
Grades 1 – 3	230 minutes	Review and enrichment if needed in <ul style="list-style-type: none">• Math• ELA Or teacher choice for lessons in one or any combination of the listed subjects: <ul style="list-style-type: none">• Social Studies• Science• Art• Music
Grades 4 – 5	240 minutes	Review and enrichment if needed in <ul style="list-style-type: none">• Math• ELA Or teacher choice for lessons in one or any combination of the listed subjects: <ul style="list-style-type: none">• Social Studies• Science• Art• Music

Very Important

- If BUSD is able to open with the hybrid model in August, in the first week of school, teachers need to explain procedures and set up google classroom with their classes for 100% distance learning in the event of a shutdown.

Guidance for Elementary 100% Distance Learning

- This model can be used if the District adopts 100% distance learning to start the school year and if the District has to shut down a class, school, campus, or the entire district.

Required Minutes of Instruction per Day

Level	Minimum minutes required by state per day
Kindergarten	180
1 to 3	230
4 – 5	240

General Guidelines for Live Virtual Instruction:

- Live virtual instruction includes platforms like Google Meets and Zoom in which teachers are interacting live with their students. Virtual meetings for instruction will be recorded for absent students and posted on Google Classroom.
- Different elementary levels will have a minimum amount of live instruction to deliver per day. Teachers can exceed the minimum if they choose.
- Within the minimum required minutes of live instruction, teachers have the discretion to decide how much time to devote to math, language arts, and small groups throughout the day and the week.
- Teachers should try to schedule live instruction for math and language arts at a consistent time each day of the week. Live instruction for math and language arts will be recorded and posted on Google Classroom for at least 72 hours (3 days).
- (Small groups should not be recorded).
- At each site, grade levels should coordinate the times of live instruction for math and language arts so students in a grade level will be receiving instruction at the same time.
- The times for virtual small group help can be more flexible.

Minimum Minutes per Day of Live Virtual Instruction

Kindergarten:

- Live instruction: 40 minutes of math, language arts, or small group help within a 180-minute day

Grades 1 – 3

- Live instruction: 60 minutes of math, language arts, or small group help within a 230-minute day

Grades 4 – 5

- Live instruction: 80 minutes of math, language arts, or small group help within a 240-minute day

Independent at home assignments and activities

- Within independent assignments, teachers can record videos with instructions and samples or imbed video lessons from online, district, or textbook materials.
- Assignments can be virtual or paper.

Daily Schedules

- Teachers are encouraged to establish a daily routine with students.
- Grade levels at the sites should try to coordinate daily routines so students in a grade level within a school site will have similar daily or weekly schedules.

Sample: One Day Schedule Grade 2: 230 required minutes including 60 minutes of live instruction

- Teachers will create a sample of a typical day in their classroom to be included in the course guidelines distributed to parents at the beginning of year.
 - With the understanding that a typical day may have to be adjusted at times.

Sample Typical Day Schedule

Grade 2: 230 required minutes

Time	Subject	Activity, Assignment
8:30 – 8:50	ELA	20 minutes Live Instruction
8:50 – 9:30	ELA	40 minutes Independent Assignment/Activities
9:30 – 10:00	Break or extra time for some students if needed for the ELA assignment.	
10:00 – 10:20	Math	20 minutes Live Instruction
10:20 – 11:00	Math	40 minutes Independent Assignment/Activities
11:00 – 11:30	Break or extra time for some students if needed for the Math assignment.	
11:30 – 12:10	Reading	40 minutes Assignment/Activities
12:10 – 1:00 (Break for all)	Lunch	
1:00 – 1:20	PE	20 minutes Activities
1:25 – 1:45	Review Reading/ELA/Math Intro. Other topics if needed	20 minutes Live Small Group
1:45 – 2:15	Social Studies/Science/Art/Music	30 minutes Assignment/Activities

Guidance for Secondary Hybrid Model (AM/PM)

- This model can be used if the district is able to open schools in August or if the district starts with 100% distance learning but is able to open with a hybrid model later in the year.

Secondary Schedule (Includes a 0 period M/W for AM Cohort, T/Th for PM Cohort)

Monday – Thursday AM/PM Model, Pupil Free and Distance Learning Friday

<u>Monday/Wednesday</u>	<u>Tuesday/Thursday</u>	<u>Friday</u>
AM Students		Pupil free workday for teachers with one hour of virtual interaction with students (state instructional requirement). Teachers can be at home or on campus.
Per 1A: 8 – 8:58	Per 4A: 8 – 8:58	
Per 2A: 9:03 – 10:01	Per 5A: 9:03 – 10:01	
Per 3A: 10:06 – 11:04	Per 6A: 10:06 – 11:04	
Lunch	11:04 – 11:56	
PM Students		Teachers will post assignments for Monday. Attendance to be determined.
Per 4B: 11:56 – 12:54	Per 1B: 11:56 – 12:54	
Per 5B: 12:59 – 1:57	Per 2B: 12:59 – 1:57	
Per 6B: 2:02 – 3:00	Per 3B: 2:02 – 3:00	

Required Minutes of Instruction per Day

Level	Minimum minutes per day	In class per day	Distance per day
6 – 12	240	174	66
Monterey	180	174	6

In Class Instruction and At Home Assignments: Monday to Thursday

All Grades: 6 – 12	<ul style="list-style-type: none"> • 174 minutes per day for in class instruction 	<ul style="list-style-type: none"> • 58 minutes per class (3 classes a day)
	<ul style="list-style-type: none"> • 66 minutes per day for at home instruction 	<ul style="list-style-type: none"> • 22 minutes per class at home (3 classes a day)
Monterey	<ul style="list-style-type: none"> • 174 minutes per day in class instruction 	<ul style="list-style-type: none"> • 58 minutes per class • 6 minutes at home learning

At Home Assignments: Friday

Level	Minimum minutes required by state per day for at home assignments
All Grades	240: 40 minutes per class (6 classes)
Monterey	180: 30 minutes per class (6 classes)

Guidelines for At Home Learning and Assignments

- At home assignments can be virtual or paper packets.
- Homework for Monday to Thursday should be 22 minutes per class.
- Friday should be treated as a normal school day with 40-minute assignments per class.
- Within the minutes for Friday, teachers must provide up to one hour of live virtual interaction with students (SB 98). This does not need to be with each class but could be an open office hour for students to attend as needed.
 - Live virtual instruction includes platforms like Google Meets and Zoom in which teachers are interacting live with their students. Such live virtual instruction will be recorded for students who are absent and posted on Google Classroom for at least 72 hours (3 days).
- Attendance: To be determined for Friday.

- **Very Important:**
 - If BUSD is able to open with the hybrid model in August, in the first week of school, teachers need to explain procedures and set up google classrooms with their classes for 100% distance learning in the event of a shutdown.

Guidance for Secondary 100% Distance Learning

- This model can be used for distance learning for students who choose not to attend school in the hybrid model and if the District adopts a 100% distance learning model at any time in the school year (including to start the year in August).

100% Distance Learning Model Instructional Minutes

Required Minutes of Instruction per Day

- The minutes are the minimum required. Students can be assigned more.

Level	Minimum minutes required by state per day
All Grades	240: 40 minutes per class (6 classes)
Monterey	180: 30 minutes per class (6 classes)

Monday – Thursday 100% Distance Learning

High School

Grades: 9 – 12	• 150 minutes per day of live virtual instruction (Mon – Thurs)	• 50 minutes per class per day for 3 classes
	• 90 minutes per day of at home assignments	• 30 minutes per class at home (minimum) for 3 classes
Monterey	• 150 minutes per day of live virtual instruction (Mon – Thurs)	• 50 minutes per class per day for 3 classes • 30 minutes of at home assignments total

Middle School

Grades: 6 – 8	• 135 minutes per day of live virtual instruction (Mon – Thurs)	• 45 minutes per class per day for 3 classes
	• 105 minutes per day of at home assignments	• 35 minutes per class at home (minimum) for 3 classes

High School and Middle School Friday – 100% Distance Learning

Level	Minimum minutes required by state per day
All Grades	240: 40 minutes per class (6 classes) <ul style="list-style-type: none"> • Students should be assigned work for each class. • Assignments can be virtual or paper packets. • Teachers will offer one-hour total of live virtual interaction with students (state instructional requirement). This could be in the form of an office hour. • School sites can schedule office hours at different by subject to avoid subjects having meetings at the same time.

General Guidelines for 100% Distance Learning:

- The primary platform for distance learning will be Google Classroom.
- Distance learning will use the hybrid schedule to organize instruction.
 - This model allows for an easier transition to the hybrid model.
- Teachers will take attendance for the three scheduled each day Monday to Thursday.
- Attendance to be determined for Friday.
- For both middle school and high school, teachers will generate their own curriculum based on state standards. Teachers can supplement their curriculum with APEX for some of their units or standards at their discretion.

100% Distance Learning Schedules

- Teachers will provide live virtual instruction to students.
 - Live virtual instruction includes platforms like Google Meets and Zoom in which teachers are interacting live with their students. Such live virtual instruction will be recorded for students who are absent and posted on Google Classroom for at least 72 hours (3 days)..
 - High school teachers will provide a minimum of 50 minutes of live virtual instruction twice a week per class.
 - Middle school teachers will provide a minimum of 45 minutes of live virtual instruction twice a week per class.

High School Schedule

Live Virtual Instruction: 50 minutes per class		
Monday/Wednesday	Tuesday/Thursday	Friday
Per 1: 8 – 8:50	Per 4: 8 – 8:50	Distance learning assignments for students with one hour of virtual interaction with students (state instructional requirement).
Per 2: 9:03 – 9:53	Per 5: 9:03 – 9:53	
Per 3: 10:06 – 10:56	Per 6: 10:06 – 10:56	
Lunch	11:04 – 11:56	
At Home Assignments: 90 minutes per class		
12:00 – 3:00	30 minutes per class	<ul style="list-style-type: none"> • Pupil Free workday for Teachers • Attendance to be determined

Middle School Schedule

<u>Live Virtual Instruction: 45 minutes per class</u>		
<u>Monday/Wednesday</u>	<u>Tuesday/Thursday</u>	<u>Friday</u>
Per 1: 8 – 8:45	Per 4: 8 – 8:45	Distance learning assignments for students with one hour of virtual interaction with students (state instructional requirement).
Per 2: 9:03 – 9:48	Per 5: 9:03 – 9:48	
Per 3: 10:06 – 10:51	Per 6: 10:06 – 10:51	
Lunch	11:04 – 11:56	
<u>At Home Assignments: 105 minutes per class</u>		
12:00 – 3:00	35 minutes per class	<ul style="list-style-type: none">• Pupil Free workday for Teachers• Attendance to be determined

Distance Learning Offered in Conjunction with the Hybrid Model

Important Information:

- Distance teachers may have multiple preps depending on student numbers in different subjects.
 - To the extent possible, teachers will be assigned to middle school or high school to minimize preps.
- Depending on the number of students signing up for distance classes, teachers may be offered a mix of in person and virtual classes. This would mean a teacher may be assigned any combination of virtual and in person classes as a part of their five-period schedule.
 - To the extent possible, the virtual classes will be scheduled for the first period of the day or the first period after lunch to allow for set up.

Independent Learning Academy (ILA)

- ILA will remain a separate program from the 100% distance learning model.
- The ratio for student to teacher will increase to 30.5 to 1.
- Selection process for ILA students will be consistent with standard selection procedures.