

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE MONROE COUNTY SCHOOL DISTRICT AND THE UNITED TEACHERS OF MONROE  
FOR THE PHASED REOPENING SCHEDULE OF 2020-21**

The Monroe County School District and the United Teachers of Monroe hereby confirm the following agreements, related to the unprecedented novel coronavirus (COVID -19) pandemic and the health and well-being of students and staff being of primary and critical importance:

Due to the COVID-19 pandemic and the level of community spread, identified as minimum, moderate and significant, the Monroe County School District will offer students' several academic delivery models as outlined in the MCSD Guidebook for Safely Reopening Schools.

Identified vulnerable groups of students and staff will report to their school on a voluntary basis on August 31, 2020. Teachers who volunteer will teach these students.

During the week of September 8-11, students in grades PreK-12 will participate in transition days with the purpose of orienting students to the various new procedures designed to keep both students and staff safe. During these four (4) days, some students and voluntary staff will participate in lessons and demonstrations of new procedures and expectations while remaining instructional staff continue their virtual instruction lessons.

Beginning the week of September 14, PreK-5th grade students will return to brick and mortar instruction five days a week. Class sizes will be between 8-10 students unless there are large classrooms or converted congregate spaces such as cafeterias, libraries, gymnasiums, outdoor spaces, and auditoriums into classroom space to allow for at least six (6) feet of social distancing during instruction. At no time during the student day will all students be in one classroom together.

Middle and high school students will participate in an A and B day schedule to reduce the number of students. Class sizes will be between 8-10 students unless there are large classrooms or converted congregate spaces such as cafeterias, libraries, gymnasiums, outdoor spaces, and auditoriums into classroom space to allow for at least six (6) feet of social distancing during instruction. At no time during the student day will all students be in one classroom together. Students will attend every other day and have virtual asynchronous work on the alternating days. Teachers may provide synchronous instruction on both A and B days at their sole discretion.

The deadline for staff to notify their principal that they wish to remain teaching remotely shall be extended to September 30, 2020.

- If live video or recorded instruction is voluntarily used: teachers must be trained on complying with applicable student and personal privacy including but not limited to HIPAA and FERPA prior to the first day of the usage of audio/visual devices.
- Teachers must be notified which students in their classrooms have signed applicable consent forms and be trained on district policies and procedures for dealing with students whose parents have not provided consent.
- Teachers must be trained on the proper usage of such equipment, how the data is stored, and who has access to the data.

- All recordings and class instruction videos are the property of MCSD and posting them online without the district's permission is subject to action by the district and notice of this will be given to parents.
- Recorded instruction shall not be utilized for evaluative purposes. The EPIC committee will continue to develop an instructional practice instrument for virtual teaching over the course of the 2020-2021 school year based on the research of Charlotte Danielson.
- School administration may conduct virtual walkthroughs during virtual instruction. These walkthroughs are to be non-evaluative, collaborative, and supportive of improving instructional practice. Upon entry to a class, the teacher will introduce the administrator at a natural point in time to the class as not to disrupt instruction.
- Observations shall be conducted in-person should instruction occur in the brick and mortar setting.
- In every MCSD building the CDC guidelines of 6 feet apart will be adhered to, to include seating arrangements in classrooms, front offices, media centers, etc.
- All faculty, staff and students must wear face coverings/ masks at all times and follow all local and county ordinances. Teachers are permitted to give students mask breaks. Classrooms that serve student populations that may have difficulty adhering to this requirement shall be equipped with additional PPE such as face shields, arm guards, etc. for further protection.
- The responsibility of enforcement of wearing face coverings/ masks lies with each of us. Should a student become defiant regarding the face coverings/ mask wearing rules, they should be referred to the dean, assistant principal or principal for further help and support. Any student who defiantly refuses to follow the face covering/ mask wearing rules, after parents have been contacted, in extreme cases, can be removed from the educational setting and placed in a virtual class.
- All staff will be provided appropriate personal protection equipment (PPE). It is each staff member's responsibility to communicate in writing when such PPE are reaching low levels to the appropriate staff in order that the supplies be replenished in a timely manner.
- Teachers will not be required to clean or sanitize rooms in place of the ABM staff's requirements. Teachers will be supplied appropriate cleaning supplies to assist with appropriate sanitizing during the school day.
- Once staff receives the appropriate PPE listed on the MCSD COVID-19 PPE Items for Classroom checklist teachers must sign off they have received such. Should there be missing items teachers shall return the checklist with no signature due to the missing items.
- If supplies are not available and staff purchases such supplies with their own money, they shall be reimbursed, minus taxes paid, when receipts are submitted, if authorization was granted by the school principal based on available funds prior to the purchase. Any supplies brought into a school/site must meet the standards of MCSD environmental services' supplies list.
- Staff members may send a student to the clinic at any time that they determine it to be necessary.
- All district training will be provided for employees on proper safety protocols and posted to the MCSD [keysschools.com](https://www.mcsdkeysschools.com) website. This training must inform staff how to use safety equipment and supplies safely and properly, as well as the protocols for reporting and dealing with suspected COVID-19 cases.

- Protocols for when a staff member or student is recommended to be tested for COVID-19 will be established by the district and shared with all staff prior to students attending brick and mortar schools.
- The Monroe County School District will work to make improvements to HVAC systems at each school to improve air quality; such as, HEPA or MERV-13 Filters and open windows where operational and financially feasible.
- ABM Custodians will receive training on MCSD COVID-19 safety procedures cleaning and sanitation guidelines and expectations to include cleaning touch points during the school day. ABM shall follow OSHA guidelines for cleaning.
- If students engage in inappropriate behavior during virtual lessons, teachers should follow the student code of conduct. The teacher should communicate inappropriate behavior to a parent or guardian. If the disruptive behaviors continue, the teacher should notify the school counselor, dean, assistant principal or principal for further support and intervention.
- If a student is consistently failing to attend class and complete assignments, the teacher will contact the parent or guardian. If the problem persists, a referral should be made to the school counselor or social worker.

Both parties agree to revisit the terms of this Memorandum of Understanding (MOU) and make changes as needed based upon guidance from the Center for Disease Control and Prevention, and/or directives from National, state or local authorities that conflict with the terms of this MOU.

Sharon Adams 9/2/2020  
Monroe County School District/ Date

Holly Hummel 9/2/20  
United Teachers of Monroe/ Date