

Montebello Unified School District
High School Distance Learning Summer School 2020

Objective

General Education

To teach courses that will help students accrue credits for high school graduation and higher education admissions.

Special Education

The Individualized Education Program (IEP) goals determine the Extended School Year (ESY) program objective.

Core Curriculum

- Core curriculum for each course.

Special Education (Moderate/Severe)

- Attainment

Assessments

- Content area and end of unit assessments.
- Semester and final exams.

Grades

- Letter grades

Technology

- Google Apps: Classroom, Meet for live sessions, Chat, and Voice (if needed)
- Chromebooks ordered for incoming 9th grade students, tentative arrival in late June
- Hotspots for students (if needed)
- Hotspots for teachers or a cost offset of \$25. Hotspots will be returned to the District.

Days of Instruction

- July 6-31, 2020 (20 days)
 - July 6-17, 2020 (first semester)
 - July 20-31, 2020 (second semester)
- July 6-August 12, 2020 (28 days for Geometry and Pre-Calculus)
 - July 6-23, 2020 (first semester)
 - July 24-August 12, 2020 (second semester)

Schedule

General Education

8:00 a.m. – 8:55 a.m. – Live Session Instruction
8:55 a.m. – 9:55 a.m. – Student Work Time and Teacher Office Hours
9:55 a.m. – 10:05 a.m. – Water/Stretch Break
10:05 a.m. – 11:00 a.m. – Live Session Instruction
11:00 a.m. – 12:00 p.m. – Student Work Time and Teacher Office Hours
Preparation Time: 1 hour per day
Total Compensation: 5 hours per day

Special Education - Extended School Year

8:00 a.m. – 8:55 a.m. – Live Session Instruction
8:55 a.m. – 9:55 a.m. – Student Work Time and Teacher Office Hours
9:55 a.m. – 10:05 a.m. – Water/Stretch Break
10:05 a.m. – 11:00 a.m. – Live Session Instruction
11:00 a.m. – 12:00 p.m. – Student Work Time and Teacher Office Hours
Preparation Time: 1 hour per day
Extended School Year (ESY) Service Log: 0.5 hour per day
Total Compensation: 5.5 hours per day

Service Providers

8:00 a.m. – 9:00 a.m. – Provider Office Hours / Paradigm documentation
9:00 a.m. – 10:00 a.m. and 11:00 a.m. – 12:00 p.m. – High School Services
10:00 a.m. – 10:10 a.m. – Water/Stretch Break
10:10 a.m. – 12:00 p.m. – Elementary and Intermediate Schools Services
Extended School Year (ESY) Service Log: 0.5 hour per day
Total Compensation: 4.5 hours per day

Compensation

- \$50.00 per hour. (See “Total Compensation” per day pertaining to each schedule.)

Class Size

- Maximum of 30 students in each class.
- Possible attrition during session.

Instructional Supplies

- Access to classroom and school instructional supplies prior to July 6.
 - District technology and furniture (other than Chromebooks/accessories) must be logged at the front office prior to removal from school.
- \$50 Instructional Supply Reimbursement for Bargaining Unit workers assigned in July.

- Bargaining Unit members will complete the District Reimbursement Form for consumable instructional supplies purchased.
- Bargaining Unit members will complete the District Reimbursement Form including the Asset Tracking Section for equipment purchased. Any equipment reimbursed by the District is property of the District, and joint ownership does not apply.
- The total reimbursement for supplies and/or equipment will not exceed the \$50.
- The District Reimbursement Form must be sent (e.g., U.S.P.S. or electronically) including all receipts to Finance at the District office for payment and proper asset tracking. The reimbursement form is available on the District website on the Finance page. Reimbursement forms may be turned in until January 31, 2021. The reimbursement will be processed in a timely manner.

Finance@Montebello.k12.ca.us

or

MUSD Finance

123 S. Montebello Blvd.

Montebello, CA 90640

Attendance

- Teacher takes attendance daily by 8:30 a.m. (first session) and 10:35 a.m. (second session).
- Students will not be dropped if they have inconsistent attendance.
- Absences caused by a lack of technology and/or connectivity will not affect academic grades.

Distance Learning Documentation

General Education

- Submit Employee Time Report form to school secretary weekly.
 - Sign with pen, scan/take a picture, and email
 - Sign digitally (Kami, typed) and email

Special Education

- Submit Employee Time Report form along with the Extended School Year (ESY) Service Log to the Special Education Office weekly.
 - Sign with pen, scan/take a picture, and email
 - Sign digitally (Kami, typed) and email
- Submit Extended School Year (ESY) Distance Learning Plan to the Special Education Office by Friday, July 10, 2020 (fill out only once during ESY). Address one goal in each area of each student's IEP.

Administration Virtual Visits

- Administrators may visit Google Classrooms and Meets.
- Administrators will give teachers one-day prior notice.