

UTLA Proposal: 2.18.25
District Counter: 3.10.25
UTLA Counter: 4.28.25

EMERGENCY CIRCUMSTANCES – CLOSURE OF SCHOOL FACILITIES

1.0 The District and UTLA shall meet and consult on protocols for potential closure and reopening in the case of a natural disaster. Depending on the nature of the event, either party may bring appropriate specialists to the discussion.

2.0 Virtual Instruction: In cases when emergency circumstances necessitate the closure of a school facility (or group of school facilities), and if the District cannot provide a physical location that will accommodate all classrooms, the directly affected classroom teacher(s) or substitute(s) or itinerant staff shall provide live virtual instruction for all students. Affected staff shall have one workday for preparation. Virtual instruction will begin on the following workday. The Parties reserve the right to negotiate additional preparation time as needed. Virtual instruction shall be conducted as follows:

a. SELF-CONTAINED CLASSROOMS (EARLY EDUCATION PROGRAMS, ELEMENTARY, & SPECIAL EDUCATION)

1. To be implemented in a manner mutually determined by the teachers at each grade level and the site administrator, a minimum of three hours of synchronous daily instruction for all students via Zoom, inclusive of dELD/iELD instruction for English Learners, and MELD instruction for Standard English Learners.
2. To be implemented in a manner mutually determined by the teachers at each grade level and the site administrator, asynchronous work/assignments will be provided to students.
3. Teachers will post assignments and provide feedback on Schoology.
4. Due to the emergency circumstances, teachers will approve all requests from affected students for short-term independent study.
5. Students will be given the opportunity to receive full credit for any make-up work resulting from absences due to the emergency that caused the closure of the school building(s). Teachers may set reasonable deadlines prior to the end of each marking period for the receipt of make-up work to be counted for that marking period.
6. In the case of an extended closure that exceeds 14 days, a minimum of 2 hours of “office hours” per week, to be scheduled at the discretion of the teacher in consultation with and shared with the site administrator.

b. SECONDARY AND ADULT EDUCATION CLASSROOMS

1. To be implemented in a manner mutually determined by the teachers in each department and the site administrator, a minimum of 30 minutes of synchronous daily instruction in each class period for all students via Zoom. For Adult Education, synchronous instructional time will be adjusted for class length. (No less than 50% of class length).
2. To be implemented in a manner mutually determined by the teachers in each department and the site administrator, asynchronous work/assignments will be provided to students.

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3. Teachers will post assignments and provide feedback on Schoology.
4. Due to the emergency circumstances, teachers will approve all requests from affected students for short-term independent study.
5. Students will be given the opportunity to receive full credit for any make-up work resulting from absences due to the emergency that caused the closure of the school building(s). Teachers may set reasonable deadlines prior to the end of each marking period for the receipt of make-up work to be counted for that marking period.
6. In the case of an extended closure that exceeds 14 days, a minimum of 2 hours of "office hours" per week, to be scheduled at the discretion of the teacher in consultation with and shared with the site administrator.

3.0. Remote learning shall continue until the school(s) and all classrooms are cleaned, safe and ready for instruction. The UTLA Chapter Chair shall be invited to participate in the final walk-through of the facility prior to the reopening of the school.

4.0 If the District cannot provide a physical location that will accommodate all classrooms, classroom teachers may provide remote instruction as detailed above from a location other than a school. All out of classroom teachers and other UTLA represented support staff will report to the District-determined alternate physical location to support student learning and well-being.

5.0 The District and UTLA shall work collaboratively to identify campuses across the district that, if possible, will remain open in the event of a district- or region-wide school closure during a natural disaster, in order to accommodate students in need of shelter during the school day, and to serve as meal distribution sites. District personnel willing to staff these sites during a disaster will do so on a voluntary basis and will be compensated at their hourly rate. The list of sites shall be revisited each school year. When choosing these sites, the parties shall consider those sites with the most recently retrofitted HVAC systems. Every effort shall be made to identify sites throughout the District that will allow access to the maximum number of families.

6.0 When an employee is personally impacted by a natural disaster, the District shall allow them to use "miscellaneous natural disaster" (MSND) leave, which will not impact their accrued leave. The amount of leave time can vary depending on the nature of the event, but shall be no less than 10 days. Leave will be granted for any of the following reasons:

- a. Destruction of an employee's home
- b. Mandatory or suggested evacuation of an employee's home
- c. Medical issues caused by natural disaster (e.g., asthma complications during fire event), experienced by the employee or person under the employee's care
- d. Lack of childcare or elder care during a natural disaster

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7.0 Affected members shall have the option to postpone their evaluations to the following academic year.