

**APPENDIX H
ORANGE COUNTY VIRTUAL SCHOOL INSTRUCTIONAL PERSONNEL**

A. Instructors are assigned in a full-time status to OCVS.

1. Instructors shall have a 7.5 hour duty day within a ~~twelve~~ **thirteen** hour period.
 - a. The ~~twelve~~ **thirteen** hour period shall be from ~~8:00~~ **7:00** am to 8:00 pm
 - b. The instructor shall schedule at least one evening session per week, and the session shall end at 8:00 pm.
 - c. There shall be a minimum of 25 minutes per day scheduled for the duty-free meal break.
 - d. The instructor shall have the discretion to schedule their duty day within the aforementioned parameters.
 - e. **The administrator may require attendance at one of the lab school’s annual open house in lieu of attending the OCVS Open House. Participation in other OCVS nights will be optional.**
2. Each instructor shall have a planning period of at least 50 minutes, not to exceed 60 minutes. OCVS instructors are to use the planning period primarily for preparations.
3. **Newly hired instructors, prior to being assigned his/her first virtual instruction course, must be provided training on virtual instruction through the professional learning program established by OCVS and/or its partners.**

B. Preparations are based on the number of instructors and the number of students per instructor. As the number of teachers and students increase, the number of preparations shall decrease accordingly. The parties shall meet annually to agree on the number of preparations assigned to each teacher.

Flexible OCVS Teacher Forecast		
Number of Instructors	Number of Courses per Instructors	Maximum Number of Students per Instructor
4	8-10	120-130
6	6-8	130-150
8	5-7	150-160

Orange County Classroom Teachers Association (OCCTA) – OCCTA reserves the right to change, modify, introduce, amend or rescind any proposals without establishing practice or prejudice as to its right to negotiate an agreement.

10	2-4	160-180

1. **Secondary Level class sizes will have a class cap based on the following:**
 - a. **180 (1 class prep)**
 - b. **165 (2 class preps)**
 - c. **150 (3 class preps)**
 - d. **135 (4 or more class preps)**
 2. **Elementary level class sizes will have a class cap based on the following:**
 - a. **K – 3 shall have a cap of 25 students per semester.**
 - b. **4-5 shall have a class cap of 30 students per semester.**
 - c. **Combinations of K-3 and 4-5 teaching assignments shall be calculated proportionately.**
- C. **Any Instructor that is over the class cap by 20% shall be given an Additional Period Pay.**
- D. **Instructors will be permitted to assist in the review and evaluation of curriculum. Participation in the development of curriculum shall be optional.**