

Teacher Weekly Distance Learning Schedule

Teacher:		Grade:			Week of:	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00 - 8:30	Open Office	Open Office	Open Office	Open Office	Open Office	
8:30 - 9:00	Open Office	Open Office	Open Office	Open Office	Open Office	
9:00 - 9:30	Open Office	Open Office	Open Office	Open Office	Open Office	
9:30 - 10:00	Open Office	Open Office	Open Office	Open Office	Open Office	
10:00 - 10:30	Planning Period	Planning Period	Planning Period	Planning Period	Planning Period	
10:30 - 11:00	Planning Period	Planning Period	Planning Period	Planning Period	Planning Period	
11:00 - 11:30	Open Office	Open Office	Open Office	Open Office	Open Office	
11:30 - 12:00	Open Office	Open Office	Open Office	Open Office	Open Office	
12:00 - 12:30	Open Office	Open Office	Open Office	Open Office	Open Office	
12:30 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch	
1:00 - 1:30	Open Office	Open Office	Open Office	Open Office	Open Office	
1:30 - 2:00	Open Office	Open Office	Open Office	Open Office	Open Office	
2:00 - 2:30	Open Office	Open Office	Open Office	Open Office	Open Office	
2:30 - 3:00	Open Office	Open Office	Open Office	Open Office	Open Office	

Distance Learning Activities

Open Office	Students have immediate access to help, via whatever platform selected by the teacher (Microsoft Teams, Class Dojo, Phone calls, etc.). 1-1 student meetings must include a parent. Minimum of 2 hours per day required.
Course Meeting	Designated time for implementing instruction or meeting with a small group of students. Teacher audio/video. Students audio only.
Planning Period	1 hour per day for lesson planning and preparation.
Assignment Review	Reviewing student work and providing feedback.
Conferences	Scheduled/unscheduled meetings with parents/students to discuss student progress and opportunities for learning. 1-1 student meetings must include a parent. All parent communication logged in SIS Parent Contact Log.

Meetings	Scheduled staff meetings, Professional Development, PLC/WDM, etc.
Emails/Phone Calls	Actively reading, responding, and sending emails and/or making phone calls to SLPS staff, parents, students, etc. All parent communication logged in SIS Parent Contact Log.
Lunch	30 minutes.