

Teachers Daily Schedule:

Teachers and Service Providers Daily Schedule (Includes all staff) - 7:30 a.m.-2:30 p.m.

Wednesdays will be early release days (For meetings) - 12:45 p.m.-2:30 p.m.

7:30-8:00	Communication with Principal or Assistant Principal	Google Meet/Zoom Check in with principals - any student or family that you have not had contact with, Concerns? student/family needs? plans ready and needs, grade level teams or individual if needed
8:00-10:00	Teacher Office Hours - Communication with families and students	Office hours where teachers will be available for any parent that has questions and to provide students support, engage with them in a variety of activities, etc. Teachers at computers/telephone making contact with individual students/emails/telephone calls - communicate with students. Is there a better time in the day when I can call and talk with a student? • Survey families to identify needs and follow through to provide for those needs. • Arrange translator for Non-english speaking families when needed. To the extent possible, provide communication with families in the language they are most comfortable. • Provide recommendations on how to support the whole child. • Solicit actionable feedback and information. Ensure all students have access to information through at least one form of communication (mail, packets, telephone, video, email) Parents can contact teachers with questions. Teachers should respond to parent emails/calls by the end of the day.
10:00-12:00	Lesson Planning - Individual and Team	Previous essential standards taught this school year.
12:00-12:45	Lunch	
12:45-2:30	Feedback/Grading	Teachers review work that has been completed, determining ways to follow up with students exhibiting difficulty, and continuing to plan and prepare based on student needs. Give feedback to students, assessing materials, creating notes for the next meeting with students, formative assessment, reviewing student summaries.