

**2020/21 NMCUSD Elementary Staff
Distance Learning Schedule
PE Teachers
Planning Sample for Distance Learning**

Time	Monday	Tuesday PD	Wednesday CV	Thursday EV	Friday EH
8:00-8:30	AT Cycle Process	PE-2nd	PE-2nd	PE-2nd	PE-2nd
8:30-9:00		PE-1st	PE-1st	PE-1st	PE-1st
9:00-11:00	Prep/Planning 9-10:30	Prep/Planning* <i>(Create PE/Health lessons for TK/K during Movement and to do at home with parents)</i>			
	Health Lessons 10:30-11:00 (CV)				
11:00-11:15	Break				
11:15-12:00	Attendance/Accounting/Progress Monitoring/Follow Up				
12:00-12:55	Lunch				
12:55-1:25	Health-Lessons (EV)	PE-4 th	PE-4 th	PE-4 th	PE-4 th
1:25-1:55	Health-Lessons (EH)	PE-3 rd	PE-3 rd	PE-3 rd	PE-3 rd
1:55-2:25	Health-Lessons (PD)	PE-5 th	PE-5 th	PE-5 th	PE-5 th
2:30-3:00	Just in Time PD	PE-6 th	PE-6 th	PE-6 th	PE-6 th
3:00-4:00	All Staff Site Meeting**				

2020/21 NMCUSD Elementary Staff

Distance Learning Schedule

PE Teachers

Class/Instruction Time – The schedule of class times is intended to ensure that synchronous learning avoids conflicts for students. It is intended as a time frame for this to occur. The NMCUSD Distance Learning Instruction Guidelines should be reviewed for recommendations related to both synchronous and asynchronous learning activities. Teachers will be responsible for designing and offering remote learning curriculum and instruction, and monitoring student progress based upon recommendations/requirements provided by the California Department of Education (CDE) for each grade span. At least 33% of student instructional minutes per week will be provided synchronously, with a daily minimum of 20 minutes.

SEL & Math – 45 minutes each	Minimum Weekly Instructional Minute Requirement	Minimum Synchronous Weekly Time
ELA – 60 minutes	TK/K – 900 minutes*	TK/K – 300 minutes
Designated ELD – 30 minutes	1-3 – 1150 minutes*	1-3 – 380 minutes
Movement – 10 minutes	4-6 – 1200 minutes*	4-6 – 400 minutes
Student Reflection – 20 minutes	<i>*schedule only accounts for 890 weekly minutes, depending upon grade level, additional asynchronous instruction will need to be planned</i>	

Attendance Accounting/Follow Up – Teachers will account for daily engagement attendance crediting (this is not based on assignment completion solely, rather engagement and attending to task of participation in distance learning activity). Teachers will record attendance code in Illuminate by daily with additional time on Monday to review Daily/Weekly Engagement Evidence and confirm attendance marking. Teachers will have an opportunity to follow-up with students, parents, and support staff regarding attendance concerns.

Progress Monitoring/Follow-up - Teachers (individually and collaboratively) will review student learning and monitor progress. Teachers will follow up with students, parents, and/or other teachers. If students need additional support beyond class/instruction time, the teacher will follow up during these opportunities. Teachers will be available through phone, virtual live connection and/or email communication for students, parents, guardians, and collaborative school staff and will respond within a reasonable time (within 24 hours). All school staff will designate times available for contact and general contact information on the school website to provide guidance for people to know how and when contact is an option. If students need assistance, they should contact their teacher during this time.

Advisory – The intent of advisory is to promote meaningful relationships between staff and students while providing academic support and to ensure compliance with the requirement to have daily live student interactions with a certificated staff member (20 minutes synchronously). Teachers will facilitate activities developed for this block of time, such as SEL lessons, and promote a safe and healthy school climate for students.

2020/21 NMCUSD Elementary Staff

Distance Learning Schedule

PE Teachers

Professional Development – The District/Site Administration will support staff with training regarding Distance/Remote Learning and related topics. Specific dates and topics will be communicated out to staff members.

Planning - Teacher preparation time is used to decide how instruction will be delivered and may include individual planning and preparation, small group planning, grade level, department, or course-alike planning, to ensure implementation of the California State Standards and the incorporation of effective strategies to address, monitor and adjust student learning. Teachers will collaborate in Department, Grade-Alike or Course-Alike groups. This can be achieved through videoconferencing and will be communicated to the Principal in advance of the meeting to ensure site administration can provide support to staff. They may be scheduled during time identified on the schedule for preparation or planning.

Prep – Teacher directed preparation time.

**This weekly time includes, grade level/individual teachers, to copy and package weekly information and lessons for Monday pickup/delivery to students.*

***Staff meetings will be held following the language in the current CBA with NMCFT.*