

# 2020/21 NMCUSD Elementary Staff

## Distance Learning Schedule

### Planning Sample for Distance Learning

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00	AT Cycle Process	Attendance Accounting/Progress Monitoring/Follow-Up			
9:00-9:45	Advisory* 9-9:50 AM	SEL	SEL	SEL	SEL
9:45-10:30	Break 9:50-10:05	Math	Math	Math	Math
10:30-11:30	Prep 10:05-11:15	ELA	ELA	ELA	ELA
11:30-11:40		Movement	Movement	Movement	Movement
11:40-11:55	Planning 11:15-12:45	Break			
11:55-12:25		Designated ELD	Designated ELD	Designated ELD	Designated ELD
12:25-12:45		Student Reflection	Student Reflection	Student Reflection	Student Reflection
12:45-1:35	Lunch				
1:35-2:30	Prep*				
2:30-3:00	Just In Time PD	Attendance Accounting/Progress Monitoring/Follow-Up			
3:00-4:00	All Staff Site Meeting**				

**\*Modified Monday Advisory Time to Begin August 30, 2020**

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**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.

	<b>Minimum Weekly Instructional Minute Requirement</b>	<b>Minimum Synchronous Weekly Time</b>
SEL & Math – 45 minutes each		
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.

**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.*

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### Planning Template for Distance Learning-Student Weekly Instructional Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Asynchronous Instruction	PE by Grade Level or Asynchronous Instruction			
8:30-9:00					
9:00-9:50	Advisory	Instruction Synchronous & Asynchronous	Instruction Synchronous & Asynchronous	Instruction Synchronous & Asynchronous	Instruction Synchronous & Asynchronous
9:50-10:05	Break 9:50-10:05				
10:05-11:40	Asynchronous Instruction				
11:40-11:55	Asynchronous Instruction	Break			
11:55-12:25		Instruction Synchronous & Asynchronous	Instruction Synchronous & Asynchronous	Instruction Synchronous & Asynchronous	Instruction Synchronous & Asynchronous
12:25-12:45					
30 min lunch	Note: Student lunch time may vary for students by grade level due to PE schedule for that day				
12:55-3:00	Asynchronous Instruction	PE by Grade Level Once a Week for Synchronous Time and Additional Asynchronous Instruction			
Min. Daily Minutes	180 Daily=K 230 Daily=1-3rd 240 Daily=4-6th	Weekly total combined Synchronous and Asynchronous= 1200 instructional minutes			