



North Monterey County Middle School 2020/21 Staff Distance Learning Schedule

Time	Monday	Time	Tuesday	Wednesday	Thursday	Friday
8:30-9:30	Diagnostic Assessment and Monitoring of Learning Loss and Progress	8:30-9:00	Progress Monitoring/ Follow up	Progress Monitoring/ Follow up	Progress Monitoring/ Follow up	Progress Monitoring/ Follow up
9:30-10:15		9:00-10:20	Block 1^	Block 1^	Block 1^	Block 1^
10:15-10:30	Break	10:20-10:35	Break	Break	Break	Break
10:45-11:45	Prep	10:35-11:55	Block 2	Block 2	Block 2	Block 2
11:45-12:30	Lunch	11:55-12:40	Lunch	Lunch	Lunch	Lunch
12:30-2:10	Planning	12:40-2:00	Block 3	Block 3	Block 3	Block 3
2:10-2:50	Advisory	2:00-2:30	Progress Monitoring/ Follow up	Progress Monitoring/ Follow up	Progress Monitoring/ Follow up	Progress Monitoring/ Follow Up
2:50-3:30	Attendance Accounting/ Monitoring Weekly Roll-Out	2:30-3:30	Prep	Prep	Prep	Prep
3:30 – 4:30	All Staff Site Meeting*					

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 25 minutes of student instructional time per block will be provided synchronously. The schedule only accounts for 1000 weekly instructional minutes; an additional 67 minutes per week per block will need to be planned for using asynchronous instruction.

Attendance Accounting/Monitoring – Teachers will account for daily engagement attendance crediting (this is not based on assignment completion solely, rather engagement and attending to the task of participation in distance learning activity). Teachers will record attendance codes in Illuminate daily with additional time on Monday (40 Min) 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, counselors 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 (at least 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 - Planning 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.

Prep - As described in Article XI.B.5 of the Collective Bargaining Agreement between the NMCUSD and NMCFT.

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