



North Monterey County Middle School  
 2020/21 Staff Distance Learning Schedule:  
**Middle School/Elementary Music Teacher**

<b>Time (Mondays)</b>	<b>Monday</b>	<b>Time (Tuesday -Friday)</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:15-8:45	6th Grade Band Percussion (District Wide)	8:15-8:45	6th Grade Band Trombones/ Baritone (District Wide)	6th Grade Band Trumpets (District Wide)	6th Grade Band Saxophones/ Flutes (District Wide)	6th Grade Band Clarinets (District Wide)
8:45-9:30	Prep	8:45-9:30	Prep	Prep	Prep	Prep
9:30-10:15	Just in Time Professional Development	9:30-10:15	Progress Monitoring	Progress Monitoring	Progress Monitoring	Progress Monitoring
10:15-10:30	Break	10:15-1:35	Break 10:15-10:30	Break 10:15-10:30	Break 10:15-10:30	Break 10:15-10:30
10:30-11:15	Diagnostic Assessment and Monitoring of Learning Loss and Progress (45)		Prep 10:30-12:50	Prep 10:30-12:50	Prep 10:30-12:50	Prep 10:30-12:50

11:15-12:00	Lunch (45)					
12:00-12:30	Drive to MS/Elem. (15)		Lunch 12:50:-1:35	Lunch 12:50:-1:35	Lunch 12:50:-1:35	Lunch 12:50:-1:35
12:30-2:10	Planning + Family meeting time to discuss weekly schedule (middle school only)					
2:10-3:00	Prep (50)					
3:00-3:30	Available to work at MS or Elem. to hand out instruments/supplies to students as needed.	1:35-2:10	CV Elementary 6th Grade Band	EH Elementary 6th Grade Band	PD Elementary 6th Grade Band	EV Elementary 6th Grade Band
		2:10-2:50	7th Grade Band	7th Grade Band	7th Grade Band	7th Grade Band
		2:50-3:30	8th Grade Band	8th Grade Band	8th Grade Band	8th Grade Band
3:30 – 4:30	All Staff Site Meeting* at MS					

**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.*