



Distance Learning 2020

Middle School Schedule

ISBE recommendation: Students shall receive at least five clock hours of instruction per day in any learning setting, with at least 2.5 hours of synchronous learning with real-time instruction and interaction between students and their teachers.

The middle school schedule below will allow teachers the ability to combine synchronous and asynchronous activities. It will mirror in-person instruction based on the needs of the students in the varying content areas. This schedule will be in effect starting on November 4, 2020.

Middle School 5-Day Week				
Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 9:00 - 9:40	Period 1 9:00 - 9:40	Period 1 9:00 - 9:40	Period 1 9:00 - 9:40	Period 1 9:00 - 9:40
Period 2 9:45 - 10:25	Period 2 9:45 - 10:25	Period 2 9:45 - 10:25	Period 2 9:45 - 10:25	Period 2 9:45 - 10:25
Period 3 10:30 - 11:10	Period 3 10:30 - 11:10	Period 3 10:30 - 11:10	Period 3 10:30 - 11:10	Period 3 10:30 - 11:10
Period 4 11:15 - 11:55	Period 4 11:15 - 11:55	Period 4 11:15 - 11:55	Period 4 11:15 - 11:55	Period 4 11:15 - 11:55
Period 5 12:00 - 12:40	Period 5 12:00 - 12:40	Period 5 12:00 - 12:40	Period 5 12:00 - 12:40	Period 5 12:00 - 12:40
Period 6 12:45 - 1:25	Period 6 12:45 - 1:25	Period 6 12:45 - 1:25	Period 6 12:45 - 1:25	Period 6 12:45 - 1:25
Period 7 1:30 - 2:10	Period 7 1:30 - 2:10	Period 7 1:30 - 2:10	Period 7 1:30 - 2:10	Period 7 1:30 - 2:10
Period 8 2:15 - 2:55	Period 8 2:15 - 2:55	Period 8 2:15 - 2:55	Period 8 2:15 - 2:55	Period 8 2:15 - 2:55
Period 9 3:00 - 3:30 Office Hours	Period 9 3:00 - 3:30 Office Hours	Period 9 3:00 - 3:30 Middle School Meet-up*	Period 9 3:00 - 3:30 Office Hours	Period 9 3:00 - 3:30 Office Hours
* Middle School Meet-up to include Social Emotional, Multi-Tier Systems of Support (MTSS) lessons; touch back with students guided by School Improvement Planning team & MTSS				

Break Down of School Day

- Classes will meet daily at the scheduled time.
- All teachers are live or fully available during all scheduled class period meeting times.
- Teachers will teach synchronously for a **minimum** of 10 minutes per day **and** 100 minutes per week. This is the expectation for each class period. How this occurs is at the discretion of the teacher.

- Teachers must meet live for **a minimum of 10 minutes** every day, every period they teach. The following should occur during this time:
 - Take attendance
 - Restate the objective/purpose of the lesson
 - Remind students of the standard they are working to master
 - Whole group mini-lessons and/or guided practice
 - Available for questions
 - Reinforcement/reteaching
- Think about how you teach in the building and use that as a model for distance learning.
- The expectation is for students to have their videos on at the start of class (but we accommodate students who are unable to do so).
- Teachers are expected to be available for students during all class periods they teach.
- **Middle School Meetup** remains on Wednesday at the end of day.
- **Office Hours** will remain in effect on Mondays, Tuesdays, Thursdays, and Fridays.

Additional Time for Teachers

- Office hours can be used to provide individual or small group instruction for students who are in need of intervention or acceleration; address any additional student needs; conduct parent outreach; carry out service team responsibilities; teacher directed collaboration time to be used for professional activity such as planning and preparing for upcoming lessons with co-teachers, colleagues and/or individually

Attendance

Teachers will take student attendance daily.

- Take attendance in the first 10 minutes of class; students will be marked either present or absent; open every class with a live session
 - Comments in Infinite Campus will be enabled so teachers can enter any additional objective information (ie. Student arrived 15 minutes late; student left 20 minutes early). Using the comment feature is optional.
 - Follow your building's current attendance policy for chronic absenteeism/tardiness
 - Students who arrive late must be allowed to enter the Zoom session.

Middle School Band and Orchestra Sectionals

- Sectionals are a curricular component of middle school band and orchestra classes. As such, they will continue to be provided for and required of students.
- Band and orchestra teachers will schedule sectionals around synchronous instruction as much as possible, based on what their teaching schedule allows.
 - For teachers whose teaching assignments do not allow the flexibility to avoid synchronous instruction for sectionals, sectional groups will be scheduled on a rotating basis, similar to past practice. Students may need to miss other courses, again similar to past practice.
 - If a student misses synchronous instruction for a course due to their scheduled sectional, it is the student's responsibility to communicate this to their teacher and to make-up the missed instruction and any assessments.