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|------------|------------------------|---|
| 8:00       | Office hours begin     | Answer emails/make calls  |
| 8:30       | Prep                   | Start preparing for Morning meeting   |
| 8:55       | Live                   | go live in order to ensure everything works   |
| 9:00       | Morning Meeting        | record the morning meeting  |
| 9:30       | Prep                   | This time will be used to answer parent questions/video chat with them or help individual students/parents. Also, to do any individual or group lessons |
| 10:55      | Live                   | Go live for the Read aloud  |
| 11:30      | Lunch                  | EAT! NO WORK!   |
| 12:00      | Journals               | Help families with Calendar journals, video chat or record as needed  |
| 12:30-1:40 | Prep                   | Recording any videos that are not live and getting ready for lessons to be recorded/sent out  |
| 1:40       | Science/social studies | Go live for science.social studies or send out recording.   |
| 2:15-3:15  | Prep                   | Upload recordings for the afternoons, make/answer phone calls, do some craft videos   |
| 3:15-4:00  | Office Hours begin     | Family contact via video chat, phone call, classtag, Facebook or email  |
| 4:00       | Personal time          | NO interruptions!   |
| 7:00       | Family contact         | BY APPOINTMENT ONLY   |