



## Daily eLearning Schedule for AACPS Teachers

Monday - Friday	Duty Time	Work Focus	Planning Time
8-9:30 am	Teachers must schedule 1.5 hours within this 3-hour block	Elementary Teachers: 1.5 Hours of Learning Time	Teachers must schedule an additional 1.5 hours of planning time each day.  Planning must be scheduled for a minimum of 30 minutes per segment.
9:30 am-11:00 am		Secondary Teachers: 1.5 Hours for Office Hours	
11 am – 1 pm	NON-DUTY LUNCH		
1-2:30 pm	Teachers must schedule 1.5 hours within this 3-hour block	Elementary Teachers: 1.5 hours for Office Hours	
2:30-4:00 pm		Secondary Teachers: 1.5 Hours of Learning Time	
<b>Faculty &amp; Staff Meetings &amp; Consultations (1 Hour/Week)</b>			
<p><u>One Hour Weekly:</u> Administrators may hold one 30-minute meeting weekly with faculty &amp; staff during the 8 am - 4 pm workday. Additionally, 30 minutes may be used by an administrator to consult with faculty and staff regarding teacher or student needs, as necessary.</p>			
<b>Connecting with Students and Professional Development – Flexible Scheduled Time (2 Hours/Day)</b>			
<p><u>Two Hours Daily:</u> Teachers must spend time each day checking on students, referring students in need to school counselors and administrators, participating in professional development (including professional reading), informally working with colleagues, grading assignment or assessments, and continuing to find ways to build healthy relationships between and among students in an online environment.</p>			

