

San Diego High School**School Counselors Distant Learning Schedule:**

The purpose of this schedule is solely to align counselor's activities with their students/teachers schedules. Counselors will need to have flexibility to make adjustments with scheduling according to a variety of factors.

Flex Items:

- ✓ **PD/Planning Time.** Counselors attend PD and/or use the time for planning. Communication with students/families, staff, community partners. Attending trainings. Master schedule responsibilities. Articulation and student/family course planning.
- ✓ **One-on-One Student/Family Meetings.** Counselors have set aside time to meet individually with students/families. This will also be dedicated time to reach out directly to students/families.
- ✓ **GMSDHS Topics.** Counselors create weekly video messages to communicate out to staff, students, and families.

Set Scheduled Items:

- ✓ **Virtual Office Hours.** Counselors have allocated specific time to meet with students/families/staff. During this time period each day the school counseling team will be available for a question and answer format. These sessions will be available by small school. For example, during this time the Business & Leadership Zoom session will include Mr. Rios and Mr. Braun. The Int'l Studies Zoom session will include Ms. Montes, Ms. Muniz, and Mr. Baker. The Science & Technology Zoom session will include Mr. Avila and Mr. Lewis.
- ✓ **Counseling Team Meetings.** Counseling team weekly meetings.
- ✓ **Live phone line.** This will be the counseling center live phone line and available only from 8:00 am to 9:30 am. Laura Baca will forward messages via email to counselors.

Timeframe	Class Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 10:00	In Session	Counseling Team Meeting	Flex	Counseling Team Meeting	Flex	Flex
10:00 - 10:30	Flex	Flex	Flex	Flex	Flex	Flex
10:30 - 11:30	In Session	Flex	Flex	Flex	Flex	Flex
11:30 - 12:30	Flex	Virtual Office Hours	Virtual Office Hours	Virtual Office Hours	Virtual Office Hours	Virtual Office Hours
12:30 - 1:00	Flex	Flex	Flex	Flex	Flex	Flex