

## Proposed Weekly Dean Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-11:30	School Business	School Business	1 Hour Weekly Dean Meeting	School Business	School Business
11:30-12:20	School Business	SEL Sessions	School Business 9:30-12:20	SEL Sessions	Support Staff
12:20-1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00-3:00pm	Dean Intervention and Outreach	Dean Intervention and Outreach	Dean Intervention and Outreach	Dean Intervention and Outreach	Update student logs, etc....

### Proposed Deans' Weekly Work Schedule

1. Monday through Thursday mornings, Dean will conduct school business which will include, but is not limited to, checking and responding to emails, setting up google meets with students and/or parents, dropping in on teachers classes (if invited), and monitoring students attendance.

2. On Fridays, Deans will continue to conduct school business, and will include addressing any questions, issues, and/or concerns of staff, students, parents, and the building overall.

3. Deans will offer a ***weekly*** SEL Sessions, using Google Meets, with students who were previously having social emotional issues before the pandemic. This will give Deans the opportunity to monitor their progress and offer more resources and support to students, if needed.

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4. Deans will offer a 30-60-minute SEL Session, using Google Meet to all students on their roster on a ***weekly*** basis to engage them in SEL discussions and activities. Some lesson plans have already been placed in a special Google Drive created by Hanifah Ross. However, deans may wish to create their own SEL lesson plans to use for their specific group.

5. Once a month Deans will extend a Google Meets invitation to the parents of students with social and emotional issues to discuss concerns regarding their student's progress (social-emotional). These meetings will be conducted ***privately/individually***. If parents are not available to join a Google Meet session due to their work schedule, we will offer them an opportunity to discuss this via a phone conference.