





## Non-Traditional Instructional SKILLS Day

Consider the following suggestions as you complete the Teacher Time Sheet. If you are uncertain if an activity is acceptable for inclusion on the Teacher Time Sheet, seek administrative approval from your principal.

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### Acceptable Activities

- Instructional meetings (PLC's, team, grade level, or departmental meetings in which curriculum or instruction were discussed)
- School Committee Meetings
- Vertical Alignment Meetings
- Grade assignments/assessments
- Enter grades into Infinite Campus Gradebook
- Plan lessons
- Communicate with parents/students via phone, email, SKYPE (etc.) ensuring that parents/students receive timely feedback for all online and offline lessons
- Provide necessary accommodations/modifications for students with an IEP, 504, PLP, KSI, or GT plan
- Any other activity for which you receive administrative approval

***All time sheets must be completed and submitted to principal within FIVE working days of SKILLS day.***