

# Timberline Middle School: Building-Wide Office Hours

## Purpose of Office Hours:

- Provide teachers/students the opportunity to answer questions, give feedback, or check-in (venues include email, phone call, Microsoft Teams).  
**These times are not related to new instruction. These are protected times for additional opportunities of help to follow up with something that has already been taught. These times do not involve live classroom whole-group lessons.**
- Provide a system of office hours that protects designated class periods and does not overlap with other office hour times.
- Provides flexibility in scheduling to support family and student needs (This includes two options each day)
- Provide continued opportunities for staff to participate in professional development and have meeting/planning times

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00AM	SPED, ELL, SafetyNet Office Hours	Teacher Staff Meeting	Teacher Team Meeting	Classified Staff Meeting	Teacher Committee Meeting (Option 1)
9:00-10:00AM	SPED, ELL, SafetyNet Office Hours				Teacher Committee Meeting (Option 2)
10:00-11:00AM	Period 1-3 Office Hours (1 <sup>st</sup> Option)	Period 1 Office Hours (1 <sup>st</sup> Option)	Period 3 Office Hours (1 <sup>st</sup> Option)	Period 5 Office Hours (1 <sup>st</sup> Option)	Period 1-3 Office Hours (1 <sup>st</sup> Option)
11:00-12:00PM	Period 4-6 Office Hours (1 <sup>st</sup> Option)	Period 2 Office Hours (1 <sup>st</sup> Option)	Period 4 Office Hours (1 <sup>st</sup> Option)	Period 6 Office Hours (1 <sup>st</sup> Option)	Period 4-6 Office Hours (1 <sup>st</sup> Option)
12:00-1:00PM					
1:00-2:00PM	Period 1-3 Office Hours (2 <sup>nd</sup> Option)	Period 1 Office Hours (2 <sup>nd</sup> Option)	Period 3 Office Hours (2 <sup>nd</sup> Option)	Period 5 Office Hours (2 <sup>nd</sup> Option)	Period 1-3 Office Hours (2 <sup>nd</sup> Option)
2:00-3:00PM	Period 4-6 Office Hours (2 <sup>nd</sup> Option)	Period 2 Office Hours (2 <sup>nd</sup> Option)	Period 4 Office Hours (2 <sup>nd</sup> Option)	Period 6 Office Hours (2 <sup>nd</sup> Option)	Period 4-6 Office Hours (2 <sup>nd</sup> Option)