

SAMPLE DAILY SCHEDULE FOR TEACHERS

Determine the schedule for weekly instruction, using Tier 1 curriculum guidance as available. The weekly schedule should become predictable to support a consistent environment of learning for students at home.

Families have found that it is helpful to receive a weekly schedule in advance.

Monday	Tuesday	Wednesday	Thursday	Friday
Office hours	Office hours	Office hours	Office hours	Office hours
Support struggling students; provide clarity on assignments.	Support struggling students; provide clarity on assignments.	Support struggling students; provide clarity on assignments.	Support struggling students; provide clarity on assignments.	Support struggling students; provide clarity on assignments.
Check-in with students by phone or virtually	Check-in with students by phone or virtually	Check-in with students by phone or virtually	Check-in with students by phone or virtually	Assess students' understanding of weekly content <ul style="list-style-type: none"> Use the information from this assessment to identify students that might need additional support
			Facilitate virtual class discussion	
Connect with colleagues		Connect with colleagues	Plan next week: Use student work and engagement to inform instructional decisions.	Prepare and deliver a Friday Memo including: <ul style="list-style-type: none"> Next week's schedule, Next week's office hours, Shout-out students who were engaged, and Recommendations for improved learning experiences.