

### 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"> <li>Use the information from this assessment to identify students that might need additional support</li> </ul>
			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"> <li>Next week's schedule,</li> <li>Next week's office hours,</li> <li>Shout-out students who were engaged, and</li> <li>Recommendations for improved learning experiences.</li> </ul>

### SAMPLE DAILY SCHEDULE FOR STUDENTS *(Adapted from TN Department of Education)*

#### 6-12 Blended or Packet-Based Activities

Activity	Duration	Frequency
Reading (content specific)	45 minutes	Align reading to content or knowledge-building to support additional learning in science/social studies
Independent Reading	30 minutes	Student-selected
Writing (grounded in text)	20 – 30 minutes	
Math	30 – 45 minutes	
Science/Social Studies	30 minutes	May be incorporated into reading (above) with activity
Physical Movement Activities	45 minutes	
Creativity Activities	30 – 45 minutes	2 – 3 times per week (art, music, dance, etc.)

#### 6-12 Digital Platform Approach

Activity	Duration	Frequency
Reading (module based)	45 minutes	
Independent Reading	30 minutes	Student-selected
Writing (module based)	20 – 30 minutes	
Math (module based)	30 minutes	
Math fluency	20 minutes	
Science/Social Studies	30 minutes	May be incorporated into reading or stand-alone
Physical Movement Activities	45 minutes	
Creativity Activities	30 – 45 minutes	2 – 3 times per week; may also include CTE activities

