

EXAMPLE WEEKLY PRINCIPAL REMOTE LEARNING ACTIVITIES

Day of the Week	Goal	Activities
MONDAY	CONNECT	Beginning of the week communications to families and staff (updates, news of note, encouragement)
		Follow-up with virtual students/families who did not engage last week
		Meet with students and families at weekly meal pick-up
	SUPPORT	Share feedback on lesson plans to educators and outline any high-level trends, strengths, or areas of improvement with teachers and teacher leaders
		Observe PLCs, lessons (virtual and in-person, as appropriate), and student work; provide feedback
	ENGAGE	Move forward weekly strategies and priorities for PLCs, faculty meetings, ongoing PD, district initiatives
Meet with instructional/school leadership team; reflect on what's working, where additional support is needed, and plans for moving forward		
TUESDAY	CONNECT	1:1 meetings with teachers
		Targeted family outreach as needed
	SUPPORT	Observe PLCs, lessons (virtual and in-person, as appropriate), and student work; provide feedback
		ID new/needed resources or materials to support teachers and coordinate with teacher leaders on implementation
	ENGAGE	Connect with principal supervisor and principal colleagues
		Project and planning time

Day of the Week	Goal	Activities
WEDNESDAY	CONNECT	1:1 meetings with teachers
		Targeted family outreach as needed
	SUPPORT	Observe PLCs, lessons (virtual and in-person, as appropriate), and student work; provide feedback
	ENGAGE	Host weekly faculty meeting; share out updates, highlight best practices and hard work, identify new needs or trends from observation of lessons
THURSDAY	CONNECT	1:1 meetings with teachers
		Host virtual office hours for families and students
	SUPPORT	Observe PLCs, lessons (virtual and in-person, as appropriate), and student work; provide feedback
		Determine next steps or needed supports/resources for specialized teachers (special ed, CTE, specials, EL teachers) and ensure they are connected with general education peers
	ENGAGE	Meet with instructional/school leadership team
		Project and planning time
FRIDAY	CONNECT	1:1 meetings with teachers
		Celebratory message to all families
	SUPPORT	Observe PLCs, lessons (virtual and in-person, as appropriate), and student work; provide feedback
		Review lesson plans for upcoming week and provide feedback
	ENGAGE	Project and planning time; prep for week ahead