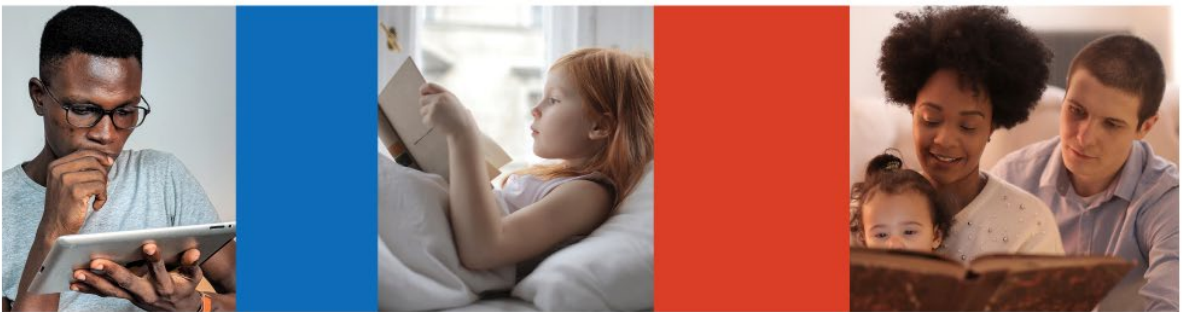
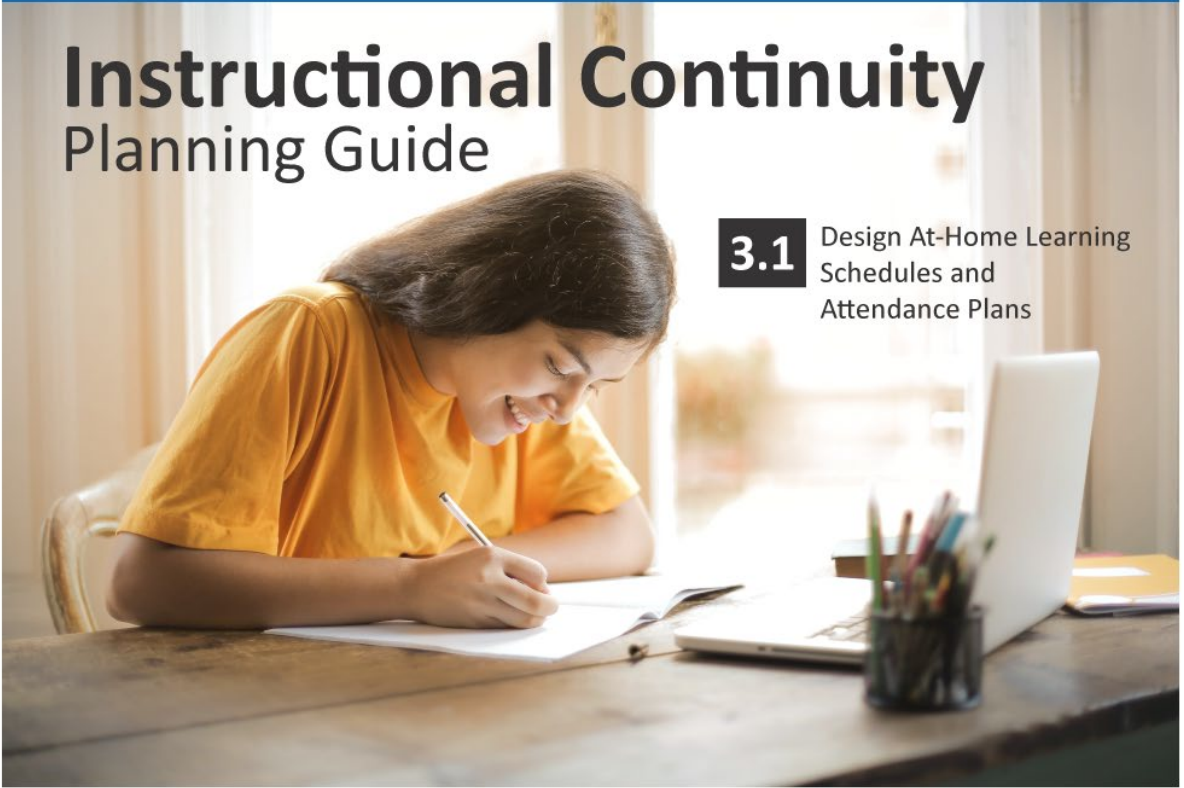


Instructional Continuity Planning Guide

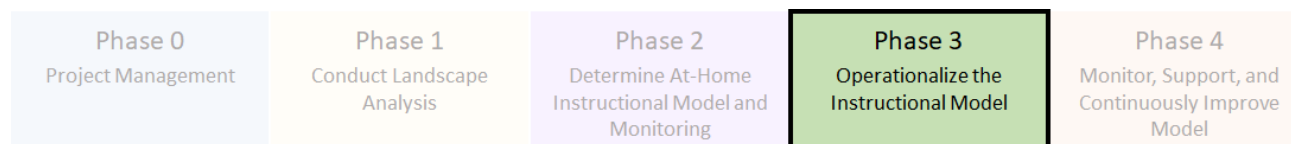
3.1 Design At-Home Learning Schedules and Attendance Plans



The information included in this guidance is provided as a resource only.
This information is intended to assist in the delivery of educational resources in this time of public crisis.

Phase 3: Operationalize the At-Home Model

Planning Category 3.1: Design At-Home Learning Schedules and Attendance Plans



Planning Category Activities

1. **Identify time constraints** around existing school day (e.g., screen time, etc.)
2. **Set weekly and daily schedules** for teachers and students aligned to selected instructional materials.
3. **Develop and incorporate progress monitoring plan** by subject area and grade band into weekly schedules.
4. **Create plan to track and monitor attendance.**

Planning Guidance

Students and families in an at-home instructional model need clear guidance from school districts on how students should spend their instructional day. An at-home learning schedule, if designed intentionally and in alignment with the chosen instructional model, allows students to not only maintain but to develop new knowledge and skills.

Guiding Principles

- **Keep it simple.** Students are unlikely to have trained educators at home, so your schedule should be flexible and easy to implement for families.
- **Don't recreate the wheel.** Leverage current school schedules as a starting place and adapt for an at-home model.
- **Read, read, read.** It's always appropriate to default to reading as a planned activity. Make sure students have access to leveled texts and have them read as much as possible.
- **Manage screen time.** Screen time refers to the amount of time a user spends on a device to access on-screen activities. Videoconferencing and social interactions using video do not count towards screen time. The American Academy of Pediatrics recommends **children ages two to five should not exceed one hour** of daily screen time, broken into sessions of a maximum of 30 minutes. For **age six and above**, there is no specific screen time limit, but **it should not affect physical activity and face-to-face interactions** at home and school.

Guiding Questions

1. How many minutes per day should students be learning in their at-home model? Use the answer to build your instructional day.
2. Which content and enrichments are a priority for your students? Use the answer to divide the instructional day.

3. Given student access to technology, materials, and instructional delivery, what methods will lead students to mastery of content? Use the answer to plan activities for each content area.
4. Which student subgroups (SPED, G/T, at risk, etc.) will need differentiated activities? Use the answer to differentiate plans for subgroups.

Suggested Staff Support

District: Curriculum and Instruction, Finance

School: administrators

TEA Resources

- At-Home Learning Schedules Matrix District Examples: categorized list of sample schedules
- At-Home Learning Master Schedule Template
- Elementary Scheduling Template
- Middle School and High School Scheduling Template
- PK Suggested Schedule for School at Home Day
- TEA School Finance Guidance on Student Attendance

Additional Resources

- American Academy of Pediatrics Recommendations on Children’s Media Use
- Instruction Partners K-5 Sample Schedules in Distance Instructional Models
- IXL At-Home Learning: day-by-day learning plans
- Khan Academy Schedules for School Closures

District-Created Examples

- Austin ISD Learning At-Home website
- Clint ISD Elementary Learning Remote Plan
- Dallas ISD At-Home Learning: sample learning schedules/plans
- DeSoto ISD Distance Learning Plan by grade band (PK3, PK4-2, 3-5, 6-8, 9-10, 11-12)
- Katy ISD C&I Online Learning Course
- Lytle ISD Remote Learning Connection
- Plano ISD Home Learning Resources: schedules by grade band (PK-5, 6-8, 9-12)
- Rosebud-Lott ISD Elementary School Home Activities
- San Antonio ISD Digital Playground: grade band activities by subject
- Success Academy Remote Learning Deck: simple and clear teacher schedule and expectations

Find links to all [Phase 3 resources](#) on the TEA Instructional Continuity Framework website.