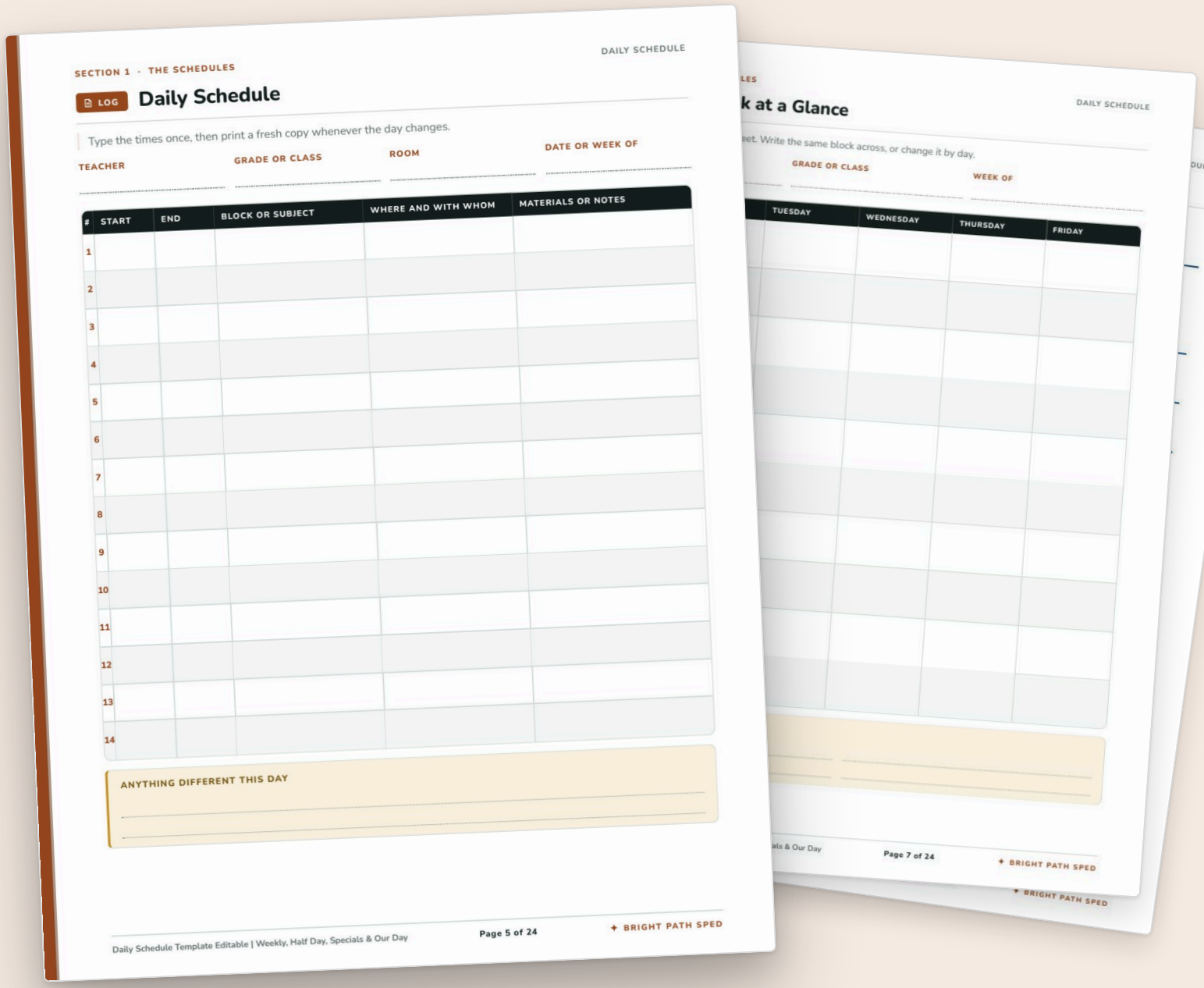
CLASSROOM ROUTINES · SCHEDULES

EDITABLE

# Daily Schedule




24 PAGES | WEEKLY + HALF DAY | SPECIALS ROTATION | FILLABLE PDF

✦ BRIGHT PATH SPED

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# ☆ START HERE Start Here — Three Steps

Ninety seconds of reading. Type the day once; the rest is ready for the year.

1

## Type the day once

Open the daily schedule (page 5) and type your times and blocks. Use the class-period page (6) for grades 5–8.

Type the week (page 7) and your specials rotation (page 9).

2

## Print what you need

Print the daily schedule and the half-day schedule (page 8) so a short day never catches you without a plan.

Print Our Day (page 16) for children and the eight cards (page 19) for the board.

3

## Keep it current

Log a change on page 12 and tell families on page 20.

See page 23 for a whole day filled in.

### WHAT THIS FILE IS

A fillable PDF. The fields are built into the document, so it works offline with no account or subscription and looks the same on every machine that opens it. Every page also prints blank for a pen. It is not an editable slide deck, and the pages cannot be restyled.

### WHAT THIS FILE IS NOT

Not your school's official schedule and not a statement of any required minutes. Instructional times are whatever your school sets; the pages are blank lines for them.

### WHICH PAGE FOR WHAT

**A regular day:** page 5.
**Grades 5–8 with class changes:** page 6.
**A short day:** page 8.
**Aides and co-teachers:** page 10.
**Children read it:** pages 16–19.

### IF SOMETHING DOES NOT WORK

**The text disappears when I close it.** Open the file in Acrobat Reader and use Save As.
**I need more rows.** Print a second copy of that page.
**My printer cuts off the border.** Print at 100 percent, not "fit to page."
**Anything else:** the Ask a Question tab on the product page.

### THE NIGHT BEFORE

- [ ] Type tomorrow's changes and print.
- [ ] Check the specials day on page 9.
- [ ] Post Our Day where children can see it.

### NAMES

Use initials for students on the support page, and follow your school's privacy policy for anything that leaves your room.

LOG

# Daily Schedule

> Type the times once, then print a fresh copy whenever the day changes.

TEACHER _____ GRADE OR CLASS _____ ROOM _____ DATE OR WEEK OF _____

| # | START | END | BLOCK OR SUBJECT | WHERE AND WITH WHOM | MATERIALS OR NOTES |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |

**ANYTHING DIFFERENT THIS DAY**

_____

_____

REFERENCE

# Week at a Glance

> The whole week on one sheet. Write the same block across, or change it by day.

TEACHER _____ GRADE OR CLASS _____ WEEK OF _____

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**THIS WEEK**

_____ _____

_____ _____

FOR KIDS

# Our Day

## My name

## Here is our day.

| TIME | WHAT WE DO |
| --- | --- |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

PRINT

# Schedule Cards to Cut

Print on cardstock and cut on the dashed lines. Write a time and what we do on each card, then line the cards up in order.

**Time**

**What we do**

**Time**

**What we do**

**Time**

**What we do**

**Time**

**What we do**

**Time**

**What we do**

**Time**

**What we do**

**Time**

**What we do**

**Time**

**What we do**

# EXAMPLE A School Day, Filled In

SAMPLE · INVENTED STUDENT

Ms. Parker, her class and the child named here are invented, and so is every time on this page.

### DAILY SCHEDULE (PAGE 5)

| START | BLOCK | MINUTES |
|---|---|---|
| 8:30 | Arrival and morning meeting | 15 |
| 8:45 | Reading | 90 |
| 10:15 | Snack and recess | 15 |
| 10:30 | Math | 60 |
| 11:30 | Writing | 45 |
| 12:15 | Lunch | 40 |
| 12:55 | Specials | 45 |
| 1:40 | Science or social studies | 45 |
| 2:25 | Closing and dismissal | 35 |

15 + 90 + 15 + 60 + 45 + 40 + 45 + 45 + 35 = 390 minutes, 8:30 to 3:00.

### MINUTES IN A WEEK (PAGE 11)

| BLOCK | MINUTES A DAY | DAYS | MINUTES A WEEK |
|---|---|---|---|
| Reading | 90 | 5 | 450 |
| Math | 60 | 5 | 300 |
| Whole school day | 390 | 5 | 1,950 |

90 × 5 = 450. 60 × 5 = 300. 390 × 5 = 1,950.

### CHANGE LOG (PAGE 12)

| DATE | WHAT CHANGED | WHO WAS TOLD |
|---|---|---|
| Oct 14 | Assembly: math moved to 1:40 | Class and families |
| Oct 15 | Back to regular schedule | Class |

### NOTE TO FAMILIES (PAGE 20)

**Our day:** 8:30 to 3:00, reading first.

**Different this week:** assembly on Oct 14, math moves to 1:40.

**Reach me:** ms.parker@example.invalid (invented)

### OUR DAY (PAGE 16), WRITTEN BY RIA

8:30 Morning meeting 8:45 Reading 10:30 Math 12:15 Lunch

### CHECK THE NUMBERS

Every block starts when the one before it ends. The nine blocks add up to 390 minutes, which is 8:30 to 3:00. 390 × 5 = 1,950.