

<Today's Date>

**Motivational Message:**

Insert a motivational quote

**<Stakeholder> Team Message:**

Good morning/afternoon <Insert Team Name>,

Happy <Insert Day>! I am so proud of this team! Across our schools, we were able to <Insert Daily/Progress Updates>.

**THANK YOU** – this took a lot of hustle after some last-minute changes and you all executed amazingly! I continue to be wow-ed by the dedication of our school family to support each other, our community, and the students we serve. Below, you'll find our targeted priorities for this week, how we'll continue forward as a team, and some additional support resources.

Please don't hesitate to reach out should you have any questions at all regarding the priorities below or foresee any challenges. I want to make sure that as a team, we are continuing to uplift each other during this time.

Please reach me via <insert contact information> if you need anything at all.

<Insert School Saying/Uplifting Motto>

[Insert Name]

**Shoutouts:**

- <Insert Individual/Team Shoutouts>
- <Insert Individual/Team Shoutouts>
- <Insert Individual/Team Shoutouts>

**<Naming Weekly Priorities>**

**This week's Priorities:** *\*Pick 1-2 priorities for each week. Examples are listed below.*

- **Take Care of Yourself - Make sure your own Oxygen mask is on first!** It might be easy to put our heads down right now and disappear into the work given how much is going on. Make sure, however, that you are touching base with your manager/school leader and flagging any concerns you might be facing as you try to help your teams navigate through these tricky waters.

- **Family Contact / Chromebook Distribution** Our #1 job is to check-in with families, show our love and care, and make sure they have everything they need; we will work to figure out how to support families who do not have what they need. At this point we should be getting close to 100% contact and ensuring that every student who needs a Chromebook gets one!
- **Staff 1:1 Check-ins** This week, leadership team members will do a 1:1 with all staff members in the building. It is our leader’s job to ensure that staff members are all OK, have what they need to be successful at work over the next <insert time frame>, and talk through any challenges that they may be facing. One of the most important pieces of information that you will discuss during these check-in’s are if staff members may be facing any hardships that will inhibit their ability to work “full time” over the next <insert timeframe>. Please use <Sample Staff Survey> to access the staff survey. Only <insert roles> have access to the backend of this survey, since there is sensitive information.
- **<Identify Instructional Preparation/Guidance>**
  - Identify instructional preparation guidance/priorities
  - Outline timeline for communicating expectations with teachers/ students

**Instructional Updates and Progress Monitoring:**

- **<Communicate at-home expectations/check-in structures>**
- **Grade Level Packet Completion** We are hustling to get synchronous digital learning up and running, but until we do we should ensure that students are getting into a rhythm of learning from home. Please email your coursework packet to <insert name> by <insert date> for lessons during the week of <insert week>. We will be printing all materials for students to pick up at the school on <insert dates>.
- **Student Progress Monitoring**
  - For ongoing/ real time updates on connecting with students please access <Link to student contact log>
  - Updates as school: We’ve successfully reached “x” student

<b>&lt;Insert Date&gt; Goal</b>	x% of all <Insert School Name> families are contacted.	
<b>Completion AVG</b>	x%	<Insert Date Data was pulled>

- **Key Covid-19 & Community Updates**
  - The guidance [here](#) is the most descriptive with general facts about COVID-19. Please read at least the links below to make sure you are informed about the basics.
    - [Symptoms of COVID-19](#)

- [How COVID-19 Spreads](#)
  - [How to Prevent COVID-19 from Spreading](#)
- **<Insert Additional Information>**
- **Best Practice Share**
  - **<Insert Document/Resource>**
  - **<Insert Document/Resource>**
  - **<Insert Document/Resource>**