**SAMPLE**

**Profiles of Honor Tour Schedule**

Wilder Elementary School

Tuesday, March 14, 2017

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Teacher Name** | **Grade Level** | **Number of Students** |
| 9:00 | Group 1  |  |  |
| 9:15 | Group 2  |  |  |
| 9:30 | Group 3  |  |  |
| 9:45 | Group 4 |  |  |
| 10:00 | Group 5 |  |  |
| 10:15 | **DO NOT SCHEDULE** |  |  |
| 10:30 | Group 6 |  |  |
| 10:45 | Group 7 |  |  |
| 11:00 | Group 8 |  |  |
| 11:15 | Group 9 |  |  |
| 11:30 | Group 10 |  |  |
| 11:45 | Group 11 |  |  |
| 12:00 | **DO NOT SCHEDULE** |  |  |
| 12:15 | Group 12 |  |  |
| 12:30 | Group 13 |  |  |
| 12:45 | Group 14 |  |  |
| 1:00 | Group 15 |  |  |
| 1:15 | Group 16 |  |  |
| 1:30 | **DO NOT SCHEDULE** |  |  |
| 1:45 | Group 17 |  |  |
| 2:00 | Group 18 |  |  |
| 2:15 | Group 19 |  |  |
| 2:30 | Group 20 |  |  |
| 2:45 | Group 21 |  |  |
| 3:00 | Group 22 |  |  |

**Scheduling Guidelines**:

1. Groups of approximately 20 students can be scheduled every 15 minutes
2. Teachers should remain with their classes at all times
3. Please leave breaks in the schedule periodically to allow for catch-up time
4. Please provide lunches from the cafeteria for the tour staff so that they can remain on site throughout the day