# Master Schedule Guiding Questions

1. Please have available the current master schedule and/or schedules by grade level and/or by teacher (lunch, recess, specials, academic blocks).

2a. Teacher Start Time:\_\_\_\_\_\_\_\_ Teacher End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

Student Start Time:\_\_\_\_\_\_\_\_ Student End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

2b. Is there a buffer block required for students arriving/leaving (i.e., 15 min arrival from 8:15-8:30)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instruction Start Time:\_\_\_\_\_\_\_ Instruction End Time: \_\_\_\_\_\_\_\_\_\_\_

3a. What grade levels are housed in your school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3b. How many classes at each grade level?

|  |  |
| --- | --- |
| PreK - | 3rd - |
| K - | 4th - |
| 1st - | 5th - |
| 2nd - | 6th - |

4a. What is the earliest possible start time for lunch/recess? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the latest end time for lunch/recess? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long is lunch? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long is recess? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

4b. Describe the rules or regulations about when lunch can occur and what grade levels HAVE TO eat lunch together.

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4c. Can recess occur before lunch? Why or why not would this be a good idea?

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5a. What specials are taught at your school and at what frequency

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Specials** | **Kinder** | **1st** | **2nd** | **3rd** | **4th** | **5th** |
| ***Example: P.E.*** | ***2x/week*** | ***2x/week*** | ***1x/week*** | ***1x/week*** | ***1x/week*** | ***1x/week*** |
| P.E. |  |  |  |  |  |  |
| Music |  |  |  |  |  |  |
| Art |  |  |  |  |  |  |
| Computer |  |  |  |  |  |  |
| Library |  |  |  |  |  |  |
| Health |  |  |  |  |  |  |
| Band/Chorus/etc: |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |

5b. What are the available days and hours for each Specialist?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Specials** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |
| ***Example: P.E.*** | ***Full day*** | ***X*** | ***half day am (9-12)*** | ***X*** | ***half day pm (12-3)*** |
| P.E. |  |  |  |  |  |
| Music |  |  |  |  |  |
| Art |  |  |  |  |  |
| Computer |  |  |  |  |  |
| Library |  |  |  |  |  |
| Health |  |  |  |  |  |
| Band/Chorus: |  |  |  |  |  |
| Other: |  |  |  |  |  |

5c. What is the current transition time in the specialists’ schedules?

Between classes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Between schools (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5d. How long are the specialist blocks? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why? (ex: district mandate, due to teacher prep length) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Minute requirements for ELA, Math, Science, SS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Subject Area** | **Kinder** | **1st** | **2nd** | **3rd** | **4th** | **5th** |
| ***Example: Math*** | ***5x 45min*** | ***5x 60*** | ***5x 60*** | ***5x 60*** | ***5x 75*** | ***5x 75*** |
| Reading: Whole Group |  |  |  |  |  |  |
| Reading: Small Group |  |  |  |  |  |  |
| Reading: Intervention (if separate from small group) |  |  |  |  |  |  |
| Writing |  |  |  |  |  |  |
| Math |  |  |  |  |  |  |
| Science |  |  |  |  |  |  |
| Social Studies |  |  |  |  |  |  |
| Morning/Class Meeting |  |  |  |  |  |  |

7. What are the rules or regulations about when students can/can’t be pulled by ELL/SPED etc…?

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8. Are there other required blocks, such as non-academic center time in Kindergarten?

* No
* Yes, for how long \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Who covers duties?

Arrival: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dismissal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lunch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recess: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Common Planning Time (if separate from Enrichment time): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Who covers teachers (or other staff, SPED) for IEP meetings?

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11. How much time is required for transitions?

Lunch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recess: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specialist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject Areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Is there a separate (non-working) snack time that needs to be accounted for in the Master Schedule?

* No
* Yes, for how long \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13a. How much time to teachers contractually have for prep time? (ex: 30 min per day or 150 min per week)

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13b. How much time do they currently have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13c. How is the prep time covered? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. What goals do you have for your Master Schedule? For example, “Create consistent instructional time for each subject area” or “Build in regular common planning time” or “Create an intervention block that allows for SpEd, ELL and Title 1 to push in”.

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