

Master Schedule Reflection Questions: Elementary Schools

Directions

Before beginning to work on your master schedule, spend some time as a team reflecting on and discussing the following questions.

1. What about your current master schedule is working well? Not working well? For students, for teachers, for school operations? (e.g., having K and 5th lunch together lets older students help with younger students, no specials classes are first period to help maximize valuable learning time, etc.)
2. What is most important for your schedule to accomplish for your students and teachers? Think about “must haves,” “nice to haves,” and “things to avoid.”
3. Which teacher teams need time to collaborate? Whole grade level? Subject specific? Across grades?
 - a. For each kind of team, how much time do teachers need for independent planning? How much time for collaborative planning with others (co-planning instruction, co-review of student work and data, adjusting instruction accordingly), and providing feedback to team members)?
 - b. Who facilitates? Which other staff members (e.g., support staff, special education) need to be present?