

Master Schedule Reflection Questions: Middle Schools

Directions

Before beginning to work on your master schedule, please 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?
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. What is the appropriate number of teachers for middle school students to see each day/term/year? Is there a relationship between how many teachers a student is assigned during a day/term/year and student behavior or a “sense of belonging”? How are you thinking about teaming students? For example, which students should travel to core subjects together?
4. What is an appropriate number of students a middle school teacher should see each day/term/year?
5. What is the appropriate time balance between core and special/elective subjects? What factors should be considered in determining this balance?
 - a. What percentage of a student’s day should be spent on core subjects?
 - b. How should the total time on core be allotted to various subjects like ELA, foreign language, math, reading, science, and social studies?
6. What is the right period length? Consider content needs, student attention spans, and teacher capacity to plan effective lessons.
7. What is the appropriate number of subjects for students to take during any one-day/term/year?
8. Should the middle school schedule be compatible with elementary and high school schedules in the feeder pattern?
9. 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) needs to be present?