

Master Schedule Reflection Questions: High 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 teacher teams need 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) needs to be present?
4. Does your master schedule enable students to prepare for college and career?
5. What is the appropriate time balance between core and non-core (elective) subjects? What factors should be considered in determining this balance?
 - a. What number and level of courses in the core subjects are required for students under district/state policies? In what core or other subjects does your school want to exceed these requirements to prepare students for college and career?
 - b. What percentage of a student’s day should be spent on core subjects like English (including reading), math, science, and social studies?
 - c. How should the total time allocated to ELA, math, science, and social studies be divided among these subjects?
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 be enrolled during any one-day/term/year?
8. Do we need to plan schedules that permit extended learning time for those students who need additional time to meet course expectations?