

Scheduling



The Skeleton of your School

The choices you make about scheduling affect the following:

- > Relationships between students and material they are studying
- > Relationships between teachers and students
- > Relationships between teachers and teachers
- > Flow of the school day

... and so much more

STUDENTS & THE MATERIAL

- How many subjects do you want students focusing on?
- How much time do students need/can they handle in class?
 - How does this relate to the kind of work you are asking students to do in their classes?
- How are you grouping students?
 - Heterogeneous vs. Homogeneous
 - Sections stay together all day; different combinations of students every period.

STUDENTS & TEACHERS

- Segmenting your school: adults being responsible for kids
- Student load for teachers
 - How many kids can a teacher know?
 - How many papers can a teacher grade?
 - How will you distribute the neediest students?

Teachers & Teachers

- Prep Time
 - How to maximize
 - Planning time in daily small chunks/ fewer larger chunks
 - How to organize
 - Collaborative by subject
 - Collaborative by grade

Flow of the School Day

- Passing Time
- Breaking up the day
 - When should PE happen?
 - When should Art happen?
 - When should Advisory happen?
- Avoid downtime

Staffing:

- Who is covering hallways, lunch, dismissal, bathrooms, etc...

Important Union Regulations

- Teachers can't teach 4 classes in a row
- School day must be 6 hours, 20 minutes long (*for the 35 minutes additional time x 4, teachers may do an SBO vote to include as Extended Day*)
- No more than 2 periods teaching out of license
- Teachers entitled to one prep and one lunch period each day
- One administrative duty period – that MAY be advisory
- Provide a menu of choices for administrative duties, teachers choose by seniority (this includes lunch duty)

What Happens At ESA...

Driving Philosophies

- All core subjects meet every day, including advisory
- Periods are uniform in length
- Departmental “wish lists” (who teaches what course, number of sections, co-teaching, etc.) are generally followed with administrative feedback
- Students take full load of 7 classes a day for first three years. Some study halls given in senior year.
- Generally no double-period classes or students taking more than one subject a day
- Literacy intervention classes occur in place of foreign language classes or art classes

What Happens At ESA...

Driving Philosophies, cont'd

- 9th/10th grade students are mixed with common promotional requirements
- 11th/12th grade students are mixed with common graduation requirements
- No tracking, but leveling occurs in Math, English, and Foreign Language
- Several courses are offered at the same time to ensure heterogeneous groupings and to avoid students travelling together during the day
- CTT classes and SETSS (resource room) offered, but IEPs are modified to gradually mainstream students

And then...

- Departmental meetings – departments present “wish list” of courses, prep and structure
- Students are sorted based on the wish lists
- Programmer analyzes numbers (e.g. how many sections of Algebra 1 do we need and what language classes to they need to take?) to generate teacher schedules
- Programmer does room assignments based on wish lists, constraints, philosophy, etc.
- Programmer solicits feedback from teachers (teacher buy-in)

And then...

- Programmer schedules students based on wish lists, what students need, constraints, and other school philosophies such as heterogeneity, mixing grades, and PD plan
- Programmer solicits feedback on preliminary rosters (more teacher buy-in)
- Schedules generated

Driving School Philosophies

Students Time Spent In Class

- Do you want classes to meet everyday?
- Do you want classes to meet at the same time everyday?
- Do you want your periods to be the same time length, or varying length?
- Do you track (homogenous) or level (which allows for heterogeneity)?

Driving School Philosophies

Impact of Professional Development Plan

- Do you want departmental teachers to teach during the same periods or during different periods?
- Same periods – allows for common prep periods for planning
- Different periods – allows for inter-visitation

Driving School Philosophies

Impact of Professional Development Plan

- Do you want more or less co-teaching?
- More co-teaching – less sections of classes (less teachers available), larger class sizes, potential for more differentiated classes
- Less co-teaching – more sections of classes (more teachers available), smaller class sizes, potential for room constraint

Constraints to Consider (in no particular order)

- Shared spaces (e.g. gymnasiums)
- Incorporating teacher preferences
- Specialized spaces (e.g. science labs)
- Co-teaching / preps per teacher
- Union contract rules
- Courses with few sections
- Number of courses at one time vs. number of available rooms
- Room switches (minimizing travelling teachers)
- The long-term plan / sequencing

ESA Student Schedule

Student Name: _____

Advisor: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8:20	8:20	8:20	8:20	8:20
	9:10	9:10	9:10	9:10	9:10
Period 2	9:15	9:15	9:15	9:15	9:15
	10:05	10:05	10:05	10:05	10:05
Period 3	10:10	10:10	10:10	10:10	10:10
	11:00	11:00	11:00	11:00	11:00
Period 4	11:00 Lunch	11:00 Lunch	11:00 Lunch	11:00 Lunch	11:00 Lunch
	11:45	11:45	11:45	11:45	11:45
Period 5	11:45	11:45	11:45	11:45	11:45
	12:35	12:35	12:35	12:35	12:35
Period 6	12:40	12:40	12:40	12:40	12:40
	1:30	1:30	1:30	1:30	1:30
Period 7	1:35	1:35	Town Meeting	1:35	1:35
	2:15	2:15		2:15	2:15
Period 8	2:20	2:20	2:20	2:20	2:20
	3:10	3:10	3:10	3:10	3:10

Sample Block Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Homeroom/Advisory/ Check-In 8:50 – 8:55	Homeroom/Advisory/ Check-In 8:50 – 8:55	Homeroom/Advisory/ Check-In 8:50 – 8:55	Homeroom/Advisory/ Check-In 8:50 – 8:55	Homeroom/Advisory/ Check-In 8:50 – 8:55
Block A (8:58-9:48)	Block A (8:58-10:13)	Block E (8:58-10:13)	Block C (8:58-10:13)	Block D (8:58-9:48)
Block B (9:51-10:41)		Block F (10:18-11:33)	Block D (10:18-11:33)	Block E (9:51-10:41)
Block C (10:44-11:33)				Block F (10:44-11:33)
LUNCH (11:34-12:17)	LUNCH (11:34-12:17)	LUNCH (11:34-12:17)	LUNCH (11:34-12:17)	LUNCH (11:34-12:17)
Block D (12:20-1:10)	Block C (12:20-1:35)	Block A (12:20-1:35)	Block E (12:20-1:35)	Block A (12:20-1:10)
Block E (1:13-2:03)		Block B (1:40-2:55)		Block B (1:13-2:03)
Block F (2:06-2:56)				Block C (2:06-2:56)
Homeroom/Advisory/ Check-In (3:00-3:10)	Block D (1:40-2:55)	ALL DFL (3:00-3:10)	Block F (1:40-2:55)	Homeroom/Advisory/ Check-In (3:00-3:10)
Staff Meeting (3:10-4:25)				
	Homeroom/Advisory/ Check-In (3:00-3:40)		Homeroom/Advisory/ Check-In (3:00-3:40)	