

### Priority #1

Everyone in the school will utilize common templates for all of the school schedules that can be easily read by every member of the school community.

The front office staff, all support staff, auxiliary staff that come into your building for short periods of time (therapists, shared staff between buildings, etc.,) and others should be able to read the schedules quickly and easily so they can find the best time to "pull" students for special services or to address non-academic issues, or find students for early dismissal. Every homeroom schedule will look the same and use the same format for consistency.

H.O.B. Kindergarten Schedule						
	Ms. Reynold's Class			1		
	Monday	Toroday	Wednesday	Thursday	Friday	
7:25-7:45	Arrival & Morning Mark Desiritors	Amusi & Morning Plant Dreakfast	Annul & Morning Visio Breakfast	Aniral & Marring Visit Brookfast	Arrival & Hon Mark Drookban	
7:45-8:15	Apriling Aporting Calendar	Horning Hosting Calandar	Morning Meeting Calendar	Aleeting Calendar	Alerting Alecting Calendar	
8:15-9:00	Auth/Centers	Auth/Centers	Math/Centers	Math/Centers	Alath/Cerk	
9:00-9:05	Movement	Aleyernest.	Agretant	Novement	Movemen	
9:05-9:15	WEING/SLA	WITINGTLA	Witing/ELA	WHITEHER	write	
9:35-90:33	Art	Computer	Library	PLC Time white students are in stude	Phys. Ed.	
19:29-11:00	B.A	B.A	ELA	ELA	B.A	
11:00 - 11:30	Kindergarten Lanch	Kindengarten Lunch	Kindengarten Lunch	Kindergartes Lunch	Xindergart Lunch	
11:30-11:40	Bathroom Break	Sathroom Break	Eathroom Streak	Bathroom Break	Bathroon Break	
11:40-12:55	Only 6 WUA	Daily 6 MJ.H.	Daily 6 W.I.M.	Dully 6 W.L.N.	Sally 6 W.UK.	
1:00 - 1:30	Kindergarten Recess	Kindengarten Recess	Rindengarten Recess	Kindergarten Fecess	Xinderparts Recess	
1:30-2:10	Snacks/Science or Social Studies	Snacks/Science or Social Visibles	Snecks/Science or factor Mades	Snecko/Science or local Mudes	Snecks/Scient or Social Stud	
2:10-2:15	Peck Up	Plock Up	Peck Up	Fech lip	Peck Up	
2:19-2:50	Pack-Up and Otronous	Pack-Up and Dronous	Pack-Up and Discressi	Pack-Up and Dispression	Fack-Up an Otenessal	

# Priority #2

We will work to create homeroom schedules in which the students/teachers will have the largest-possible chunks of uninterrupted instructional time for core instruction.

Ensure that there are no 10 or 15 minutes "chunks" of time in the homeroom schedules, since this time tends to be wasted. Strive to acquire the longest possible chunks of time in the classroom for ELA, Math, Science and Social Studies instruction.

3	25 - 7-55 Arrival, Em	naklesi, Jeromon	sements, etc. 765 (	ore insination	Engine
F30 - E00					
100 - 815					
935-600					
500 - 645					
545 - 900		1000000	0.00020000	omeons.	0375/03/03/03
100-015					
9.18 - 9.30					
130 - 1145					
PAS - 10:00					
1009 - 1015			_		
1015-1008					
10:00 - 10:45					
100111-20-01					
11 00 - T1 TB					
11.15 - T1.30	909 /2000				
11:00 - T1:45					
11.85 - 12:00	Name of Street, or other				
1200 - 1215					
12/5:12/00					
12-36 - 12-46					
12/6 - 100					
100 - 115					
135-190	OCCUPATION AND ADDRESS OF				
100 - 1.45	156-306				
145 - 200	min PLC				
245					

### Priority #3

Every grade level (or team) will have common planning time schedule throughout the week. We will abide by the district or charter contractual obligations.

In addition to providing common planning time for the classroom teachers, work to find time for the related arts teachers, paraprofessionals and other support staff to take part in collaborative planning sessions as well. This will help everyone to feel included, and enhance communication among all members of the school staff.

Team	Team Leadenb)	Meeting Day	Morting Time	Locati
Kindergarten	Sana	Wednesday	1:40-3:19PA	pro
1st Grade	Maria	Thursday	8:35-10:054A	pen
2nd Grade	Jestica	Thursday	215-1159A	ben
3rd Grade	Patrique	Wednesday	8:15-10:05AN	019
4th Crade Regular	Cindy	Toroday	8:35-10:054A	pro
4th Grade Offied	Sely	miley	10:13:11:454A	pen
Sch Grade Regular	Merityn	Friday	8:15-10:05AN	819
5th Grade Gifted	Alony Rose	Tuesday	10:15-11:45AN	019
BEAP intereses, Falls, Kills, Kills, Prote, Rigoti, Bales, Song Wills, Panks, Psychologists	Bette	TBD	TBO	Den
Spec. Ed. AuxSord, Hilberk, Lever, Ph. prech Chaphey, Bolley, Taha, 694(1)	Robin	Attend w/grade lavel PLC	See grade level. time	pen
Specialitas to PC Lib Vrs Guidenan Brading Spec.	Krizye	Friday	12:05-12:15PM	Den
Support Staff une, ELL fusion, PCT, Indervendment, Social Worker	Teye	TRO	790	pen

#### Priority #4

Teaching "Teams" will have a schedules that compliment one another.

Determine the needs of the special programs within your building that may require more restrictive schedules; Such as Emotional Support Rooms, Intensive

Learning Centers, Grade Levels that
Departmentalize (possibly 4th/5th), Dual-Language
ImmersionPrograms, or Accelerated/Gifted
Programs.

Identify any "teams" of teachers that must work closely together, that each provide part of the instruction for a particular class during the school day.

	м	Mon. Work	Math with Mrs. Home	Science v Mrs. Hon	
T More. Work		Mon. Work	Reading with Mr. Home	Social Studies will Mr. Home	
son \$227 \$ Horse	w	Mon. Work	Math with Mrs. Home	Science v Sitro, Hon	
	Th	Mon. Work	Reading with Mr. Horse	Social Studies will Mr. Harre	
			Professional Learning Community while students write Friday Letters Harse will taken with his. Towardy (Charse will take place from \$ 35-9.20 during this time)		
Sth Grad Regula	le r	n ago ago a	ac Nes Ada ada Mas ata ago ago ago Ass Ago Ago Aga Ago.	m 410 411 420 421 430 431 40	
	м	Mon. Work	Reading with Mr. Home	Social Studies Home	
	т	Mon. Work	Math with Mrs. Home	Science with Mrs. Hz	
Flooring W.	Mon. Work	Reading with Mr. Home	Social Studies Home		
	Th	Mon. Work	Math with Mrs. Home	Science with Mrs. He	
	£	followed I	Professional Learning Community while students write Friday Letters Home by Art with Ms. Stendinger (Chorus will take place from 8:05-929 Juling this time)		

# Priority #5

For support staff that work with multiple grade-levels, intervention/enrichment times will be strategically staggered by grade level throughout the day or week so that all students have access to the appropriate support staff as needed during noninstructional times.

This is often the case with Special Educators that may service multiple grade levels, Paraprofessionals that work in multiple rooms, Math & Reading Specialists that support students and staff for intervention, and English Language Teachers that provide push-in or pull out services.

Sorted by Time of Day					
5	8:50-9:26	36			
1	9:35-10:11	36			
2	10:14-10:50	36			
4	11:00-11:36	36			
3	1:05-1:45	40/2!			
K	1:39-2:15	36			

### Priority #6

Determine the needs of the special education students (and the number of students at each grade level) and English Learners early in the scheduling process so that proper staffing and services can be integrated into the school schedule.

Become aware of the amount of minutes/ hours mandated in the IEP's of the students in the school. This will effect the schedule since staffing resources will need to be available at the appropriate times throughout the school day. Strategically place students into classes where the services can best be provided.

	Aiello	Townsend	Thompson
15 - 8:30	plan	plan	plan
30-8:45	K breakfast	plan	plan
45-9.00	K breakfast	plan	plan
00-9:15	LA K+B. Leary	LA Spencer	LA 4 Moloney
15-9:30	LAK	LA Spencer	LA 4 Moloney
30-9:45	LAK	LA Chesworth	LA 4 Moloney
45-10:00	LAK	LA 2 pullout + D. Scott	Castelli Math
0:00-10:15	LAK	LA 2 pullout + D. Scott	Castelli Math
0:15-10:30	LA Shields	LA 2 pullout + D. Scott	Green Math
0:30-10:45	LA Shields	LA 2 pullout + D. Scott	Green Math
0:45-11:00	LA Maxwell	Chesworth	Castelli SS
1:00-11:15	LA Manwell	Chesworth	Castelli SS

### Priority #7

The lunch and recess and related arts rotations will be developed to minimize large numbers of students standing in lines for extended periods or too many students moving in the same hallways at the same time.

Know the physical layout of the building and consider the time it takes to walk from point A to point B when creating the master schedule. Ensure that there are no 'traffic jams' with too many people moving during the lunch/recess/related arts times of the day



### Priority #8

Every staff member in the building will have a set schedule. Additional support staff and paraprofessional schedules will be developed once all of the nonnegotiables have been put into place and the core instructional times with intervention/enrichment blocks have been determined.

Gone are the days when staff members just show up to assist a teacher in the classroom. Every minute of the day should be planned and coordinated to a master plan for peak efficiency.

	Paraprofessional Schedule						
	Monday	Teenday	Wednesday	Thursday	Friday		
9100-9120	2nd Grade Math	2nd Grade Wath	2nd Grade Auch	3nd Grade Math	3nd Grade M		
9:20-10:05	60 Erade Rooding Roon 212	Progress Meeting or Eata Input?	6th Grade Reading Room 212	din Exade Residing Room 212	dit Coade Res Room 213		
10:10:10:50	3rd Grade Gilson	3rd Grade Gilyan	3rd Grade Gitson	3nd Enade Ednore	3rd Grade Gib		
10/55-11/25	tiz Grade Reading Bears TG	1 If. Crade Reading Beam 113	1st Grade Reading Name 112	tiz Grado Reading Beam 112	tir Grade Rea Bears TII		
11:30-12:00	Rinderparten Rean TS	Kinderparten Room TTI	Kindorparton Room 100	Redesparture Book 183	Redesparts Ream 104		
12:00-12:30	tuneh	tunch	Lands	Lunch	Lunch		
12:30-1:00	3rd Grade	2nd Grade	Progress Roselfair or Securings?	3nd Grade	3nd Grade		
1,09-1)40	4th Srade Nath	40 Erade Math	45 Godr With	401 Stade Audi	40 Erado Na		
1:45-2:15	Cuts input/	Outs input/	Outa Input)	Data Input/	Outs Input		



