

Elementary School Master Schedule Planning Worksheet (9 Periods)

	I	II	III	IV	V	VI	VII	VIII	IX
Kindergarten									
Grade 1									
Grade 2									
Grade 3									
Grade 4									
Grade 5									
P-K /Grade 6									
Specials: Music, Art, PE, Library, Computer Lab, Guidance, Break Aides, Resource Class, ENCORE									
Computer Lab									
I/E Staff									
Lunch/Recess									

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P-K /Grade 6									
Specials: Music, Art, PE, Library, Computer Lab, Guidance, Break Aides, Resource Class, ENCORE									
Computer Lab									
I/E Staff									
Lunch/Recess									

Elementary School Master Schedule Planning Worksheet (10 Periods)

	I	II	III	IV	V	VI	VII	VIII	IX	X
Kindergarten										
Grade 1										
Grade 2										
Grade 3										
Grade 4										
Grade 5										
P-K /Grade 6										
Specials: Music, Art, PE, Library, Computer Lab, Guidance, Break Aides, Resource Class, ENCORE										
Computer Lab										
I/E Staff										
Lunch/Recess										

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	I	II	III	IV	V	VI	VII	VIII	IX	X
Kindergarten										
Grade 1										
Grade 2										
Grade 3										
Grade 4										
Grade 5										
P-K /Grade 6										
Specials: Music, Art, PE, Library, Computer Lab, Guidance, Break Aides, Resource Class, ENCORE										
Computer Lab										
I/E Staff										
Lunch/Recess										

Sample One: Elementary School Master Schedule (9 Periods)

	I	II	III	IV	V	VI	VII	VIII	IX
Kindergarten				L/R	I/E	Encore			
Grade 1				R/L	Encore	I/E			
Grade 2					L/R			Encore	I/E
Grade 3					R/L			I/E	Encore
Grade 4			I/E			L/R	Encore		
Grade 5			Encore			R/L	I/E		
P-K /Grade 6									
Specials: Music, Art, PE, Library, Computer Lab, Guidance, Break Aides, Resource Class, ENCORE	Plan	Plan	5	Lunch	1	K	4	2	3
Computer Lab									
I/E Staff			4		K	1	5	3	2
Lunch/Recess				K-1	2-3	4-5			

Sample Two: Elementary School Master Schedule (10 Periods)

	I	II	III	IV	V	VI	VII	VIII	IX	X
Kindergarten		ELGs →			L/R	ELGs →			Encore	I/E
Grade 1	R/LA/SS →					L/R	M/SC →		I/E	Encore
Grade 2	R/LA/SS →				I/E	Encore	L/R	SC/M →		
Grade 3	R/LA/SS →				R/L	I/E	Encore	M/SC →		
Grade 4			Encore			R/L		I/E		
Grade 5			I/E	Encore			R/L			
P-K /Grade 6										
Specials: Music, Art, PE, Library, Computer Lab, Guidance, Break Aides, Resource Class, ENCORE	Plan	Plan	4	5	Lunch	2	3		K	1
Computer Lab										
I/E Staff			5		2	3	Lunch	4	1	K
Lunch/Recess					K-3	1-4	2-5			

Sample Three: Elementary School Master Schedule (10 Periods)

	I	II	III	IV	V	VI	VII	VIII	IX	X
Kindergarten					L/R				Encore	I/E
Grade 1					R/L			Encore		I/E
Grade 2				Encore			L/R			I/E
Grade 3			I/E			L/R	Encore			
Grade 4			I/E			Encore	R/L			
Grade 5	Encore		I/E			R/L				
P-K /Grade 6										
Specials: Music, Art, PE, Library, Computer Lab, Guidance, Break Aides, Resource Class, ENCORE	5	Plan	I/E	2	Lunch	4	3	1	K	I/E
Computer Lab										
I/E Staff			3,4,5							K,1,2
Lunch/Recess					K.1	3,5	2,4			

Sample Master Planning Schedule Worksheet (420 Minutes)

		<small>8:00 AM 8:05 AM 8:10 AM 8:15 AM 8:20 AM 8:25 AM 8:30 AM 8:35 AM 8:40 AM 8:45 AM 8:50 AM 8:55 AM 9:00 AM 9:05 AM 9:10 AM 9:15 AM 9:20 AM 9:25 AM 9:30 AM 9:35 AM 9:40 AM 9:45 AM 9:50 AM 9:55 AM 10:00 AM 10:05 AM 10:10 AM 10:15 AM 10:20 AM 10:25 AM 10:30 AM 10:35 AM 10:40 AM 10:45 AM 10:50 AM 10:55 AM 11:00 AM 11:05 AM 11:10 AM 11:15 AM 11:20 AM 11:25 AM 1:30 AM 1:35 AM 11:40 AM 11:45 AM 11:50 AM 11:55 AM 12:00 PM 12:05 PM 12:10 PM 12:15 PM 12:20 PM 12:25 PM 12:30 PM 12:35 PM 12:40 PM 12:45 PM 12:50 PM 12:55 PM 1:00 PM 1:05 PM 1:10 PM 1:15 PM 1:20 PM 1:25 PM 1:30 PM 1:35 PM 1:40 PM 1:45 PM 1:50 PM 1:55 PM 2:00 PM 2:05 PM 2:10 PM 2:15 PM 2:20 PM 2:25 PM 2:30 PM 2:35 PM 2:40 PM 2:45 PM 2:50 PM 2:55 PM 3:00 PM</small>									
		I	II	III	IV	V	VI	VII	VIII	IX	
Kindergarten	HR				L/R		Intervention /Enrichment	Encore/Plan			
Grade 1	HR				R/L		Encore/Plan	Intervention /Enrichment			
Grade 2	HR					L/R			Intervention /Enrichment	Encore/Plan	
Grade 3	HR					R/L			Encore/Plan	Intervention /Enrichment	
Grade 4	HR			Intervention /Enrichment	Encore/Plan		L/R				
Grade 5	HR			Encore/Plan	Intervention /Enrichment		R/L				
Pre-K or Grade6	HR										
I/E				Grade 4	Grade 5	Lunch	Grade K	Grade 1	Grade 2	Grade 3	
Encore				Grade 5	Grade 4	Lunch	Grade 1	Grade K	Grade 3	Grade 2	
Lunch/ Recess					K-1	2-3	4-5				

Sample Master Planning Schedule Worksheet (420 Minutes)

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		I	II	III	IV	V	VI	VII	VIII	IX	
Kindergarten	HR				L/R		Intervention /Enrichment	Encore/Plan			
Grade 1	HR				R/L		Encore/Plan	Intervention /Enrichment			
Grade 2	HR			Intervention /Enrichment	Encore/Plan	L/R					
Grade 3	HR			Encore/Plan	Intervention /Enrichment	R/L					
Grade 4	HR	Intervention /Enrichment	Encore/Plan				L/R				
Grade 5	HR	Encore/Plan	Intervention /Enrichment				R/L				
Pre-K or Grade6	HR										
I/E		Grade 4	Grade 5	Grade 2	Grade 3	Lunch	Grade K	Grade 1			
Encore		Grade 5	Grade 4	Grade 3	Grade 2	Lunch	Grade 1	Grade K			
Lunch/ Recess					K-1	2-3	4-5				

A Sample Structure of Intervention/Enrichment Period for One Grade Level

Groups	Activity	Staff
25% of Students	Writing Lab	1 (of 3) Classroom Teachers
25% of Students	Science and Social Studies Enrichment Activities	Library/Media Specialist
15% of Students	Math Interventions	Second Classroom Teacher or Computer Lab
35% of Students	Reading Interventions	Third Classroom Teacher, LD Teacher, 2 Reading Specialists

A Sample Structure of Intervention/Enrichment Period for One Grade Level with Four Base Teachers and 92 Students

Groups	Activity	Staff
20 Students	Social Studies Enrichment	TAG Teacher
15 Students	Science Enrichment	Library/Media Specialist or Classroom Teacher
18 Students	Writing Lab	Title I or Reading Specialist
12 Students	Special Services	LD Teacher, ESL Teacher, Speech/Language Teacher
10 Students	Math Interventions	Math Specialist, Classroom Teacher, and/or Computer Lab
17 Students	Reading Interventions	Title I, Reading Specialist, SPED

Sample Three-Period Parallel-Block Worksheet with Three Teachers and Extension Center Staff

Teachers	Period X	Period Y	Period Z
Teacher A			
Teacher B			
Teacher C			
Extension Staff: Extension staff could be 4 th teacher at grade level if enrollments permit; also could be Title I, SPED, TAG, ELL, reading specialists, and computer lab personnel.			

Note: Periods X, Y, and Z can be any three periods in the master schedule; however, it is best if at least two of the periods are together.

SPED = Special Education or Resource Teachers

ELL = English Language Learners

TAG = Talented and Gifted

Sample Four-Period Parallel-Block Worksheet with Four Teachers and Extension Center Staff

Teachers	Period W	Period X	Period Y	Period Z
Teacher A				
Teacher B				
Teacher C				
Teacher D				
Extension Staff: Extension staff could be 5 th teacher at grade level if enrollments permit; also could be Title I, SPED, TAG, ELL, reading specialists, and computer lab personnel.				

Note: Periods W, X, Y, and Z can be any four periods in the master schedule; however, it is best if at least two of the periods are together. Also, Teachers A and B could be in one grade level and Teachers C and D in another grade level.

SPED = Special Education or Resource Teachers

ELL = English Language Learners

TAG = Talented and Gifted

**60-90 Minute Block of Time
 Concept/Progress 6-Day
 Rotating Schedule
 Three Teachers—Mathematics**

Days						
	1 M	2 T	3 W	4 R	5 F	6 M
A						
B						
C						
CL						

CL = Computer Lab

Concept = Two Groups, Heterogeneous Class (e.g. 1, 4)

Progress = One Group, Performance Level Class (e.g. 5)

A,B,C = Teachers

**60-90 Minute Block of Time
 Concept/Progress 8-Day
 Rotating Schedule
 Four Teachers—Mathematics**

Days								
	1 M	2 T	3 W	4 R	5 F	6 M	7 T	8 W
A								
B								
C								
D								
CL								

CL = Computer Lab
 Concept = Two Groups, Heterogeneous Class (e.g. 1, 5)
 Progress = One Group, Performance Level Class (e.g. 5)
 A,B,C,D = Teachers

Three Versions of Departmentalization with Two-Teacher Teams (9 Periods)

Version 1							
Teacher 1 LA/R/SS	LA Group A 90	LA Group B 45	Plan 45	LA Group B 45	R/L 45	I/E 45	SS Group A/B 90
Teacher II M/SC	Math Group B 90	Math Group A 45	Plan 45	Math Group A 45	R/L 45	I/E 45	Science Group B/A 90

Version 2						
Teacher 1 LA/R/SS	LA Group A 90	Plan 45	LA Group B 90	I/E 45	R/L 45	SS Group A/B 90
Teacher II M/SC	Math Group B 90	Plan 45	Math Group A 90	I/E 45	R/L 45	Science Group B/A 90

Version 3							
Teacher 1 LA/R/SS	LA/R/SS Group A 90	Plan 45	LA/R/SS Group A 45	LA/R/SS Group B 45	I/E 45	R/L 45	LA/R/SS Group B 90
Teacher II M/SC	Math/Science Group B 90	Plan 45	Math/SC Group B 45	Math/SC Group A 45	I/E 45	R/L 45	Math/Science Group A 90

A Sample Schedule of Two Variations of Two-Teacher Teams (405 Minutes)

Version 1

Teacher 1 LA/R/SS	LA and Reading Group A 115 Minutes	LA and Reading Group B 110 Minutes	Plan 45	L/R 45	SS Group A 45	I/E 45
Teacher II M/SC/SS	Math and Science Group B 115 Minutes	Math and Science Group A 110 Minutes	Plan 45	L/R 45	SS Group B 45	I/E 45

Version 2

Teacher 1 LA/R/SS	LA/Reading Group A 135	Plan 45	LA/R Group B 45	L/R 45	I/E 45	LA/R Group B 90
Teacher II M/SC	Math/Science/SS Group B 135	Plan 45	M/SC/SS Group A 45	L/R 45	I/E 45	Math/Science/SS Group A 45

Two Versions of Departmentalization with Three-Teacher Teams (405 Minutes)

Version 1							
Teacher 1 LA/R/ Math	LA/R Group A 90	Math Group C 60	Math Group B 60	Plan 45	L/R 45	Math Group A 60	I/E 45
Teacher II LA/R/SS	LA/R Group B 90	SS Group A 45	SS Group C 45	Plan 45	L/R 45	SS Group B 45	I/E 45
Teacher III LA/R/SC	LA/R Group C 90	Science Group B 60	Science Group A 60	Plan 45	L/R 45	Science Group C 60	I/E 45

Version 2						
Teacher 1 LA/R	LA/R Group A 90	Plan 45	LA/R Group B 90	R/L 45	I/E 45	LA/R Group C 90
Teacher II Math	Math Group C 90	Plan 45	Math Group A 90	R/L 45	I/E 45	Math Group B 90
Teacher III SS/SC	SS/Science Group B 90	Plan 45	SS/Science Group C 90	R/L 45	I/E 45	SS/Science Group A 90

Three Versions of Departmentalization with Four-Teacher Teams (405 Minutes)

Version 1

Teacher I R/SS	Reading Group A 55	Reading Group B 55	Reading Group C 55	Reading Group D 55	Plan 45	L/R 45	SS Group A 50	I/E 45
Teacher II LA/SS	LA Group B 55	LA Group C 55	LA Group D 55	LA Group A 55	Plan 45	L/R 45	SS Group B 50	I/E 45
Teacher III Math/SS	Math Group C 55	Math Group D 55	Math Group A 55	Math Group B 55	Plan 45	L/R 45	SS Group C 50	I/E 45
Teacher IV Science/SS	SC Group D 55	SC Group A 55	SC Group B 55	SC Group C 55	Plan 45	L/R 45	SS Group D 50	I/E 45

Version 2

Teacher I R/LA/SS	LA/Reading Group A 110		LA/Reading Group C 110		Plan 45	L/R 45	SS Group A 50	I/E 45
Teacher II R/LA/SS	LA/Reading Group B 110		LA/Reading Group D 110		Plan 45	L/R 45	SS Group B 50	I/E 45
Teacher III Math/SS	Math Group C 55	Math Group D 55	Math Group A 55	Math Group B 55	Plan 45	L/R 45	SS Group C 50	I/E 45
Teacher IV Science/SS	Science Group D 55	Science Group C 55	Science Group B 55	Science Group A 55	Plan 45	L/R 45	SS Group D 50	I/E 45

Version 3

Teacher 1 LA/Reading	LA/Reading Group A 130		LA/R Group C 65	Plan 45	L/R 45	LA/Reading Group C 65	I/E 45
Teacher II LA/Reading	LA/Reading Group B 130		LA/R Group D 65	Plan 45	L/R 45	LA/Reading Group D 65	I/E 45
Teacher III Math	Math Group C 65	Math Group D 65	Math Group A 65	Plan 45	L/R 45	Math Group B 65	I/E 45
Teacher IV SS/Science	SS/Science Group D 65	SS/Science Group C 65	SS/Science Group B 65	Plan 45	L/R 45	SS/Science Group A 65	I/E 45

A Sample Departmentalization Schedule Using a 6-Teacher Team (9 Periods)

Version 1

Teacher I LA/Reading	Plan 45	LA/Reading Group A 90	LA/Reading Group B 90	I/E 45	R/L 45	LA/Reading Group C 90
Teacher II Math	Plan 45	Math Group B 90	Math Group C 90	I/E 45	R/L 45	Math Group A 90
Teacher III SS	Plan 45	SS Groups C/D 90	SS Groups A/E 90	I/E 45	R/L 45	SS Groups B/F 90
Teacher IV Science	Plan 45	Science Groups D/C 90	Science Groups E/A 90	I/E 45	R/L 45	Science Groups F/B 90
Teacher V LA/Reading	Plan 45	LA/Reading Group E 90	LA/Reading Group F 90	I/E 45	R/L 45	LA/Reading Group D 90
Teacher VI Math	Plan 45	Math Group F 90	Math Group D 90	I/E 45	R/L 45	Math Group E 90