

# Scheduling and Organizing the Data-Driven Intervention and Enrichment Period

SCHOOL  
SCHEDULING  
ASSOCIATES

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# AGENDA

- ❖ **What is an Intervention/Enrichment Period?**
- ❖ **Why do schools need/implement the I/E period?**
- ❖ **Scheduling Time for Intervention and Enrichment in Elementary, Middle, and High Schools.**
- ❖ **Organizing the Intervention/ Enrichment Period.**
- ❖ **Extended Planning Time to Organize the I/E period.**





# I/E SCHEDULING ISSUES

- ❖ Where should the time come from to create the I/E period?
- ❖ How many periods should be scheduled?
- ❖ Where in the schedule should the I/E period be placed?



However...remember the prime rule of school scheduling:

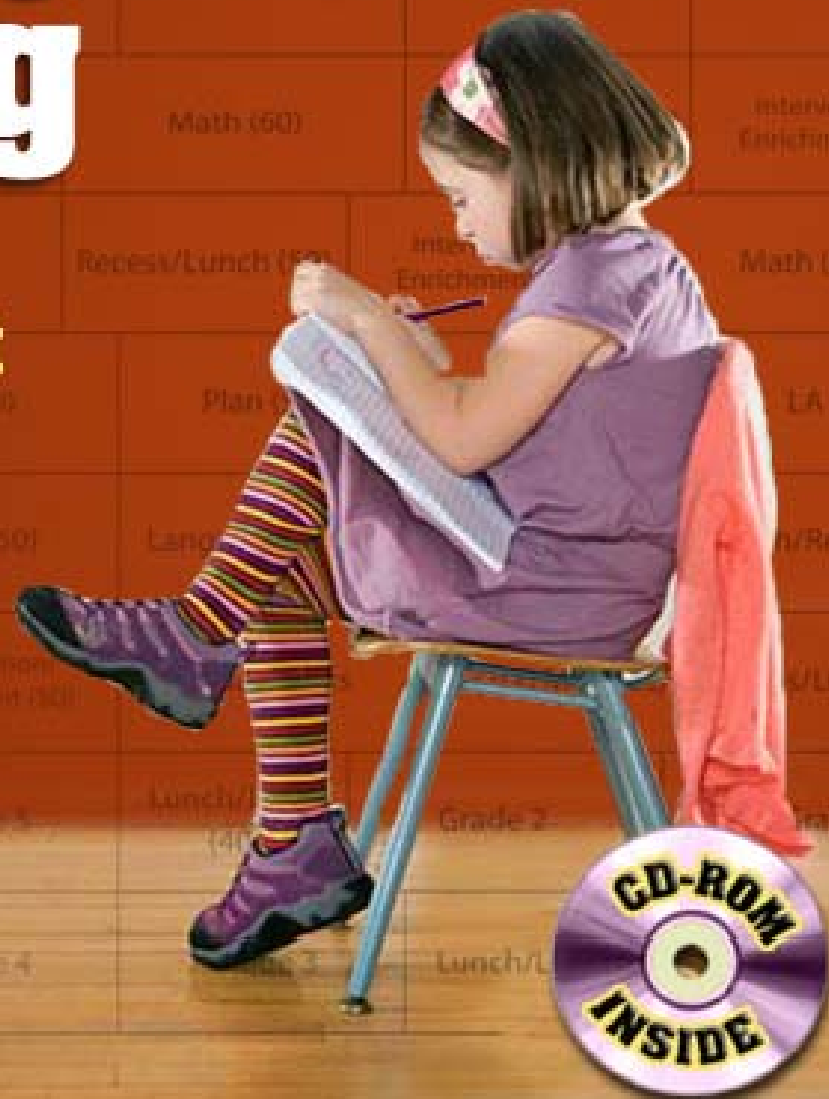
To put something in, you must take something out!

# Elementary School Scheduling

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**Robert Lynn Canady  
Michael D. Rettig**



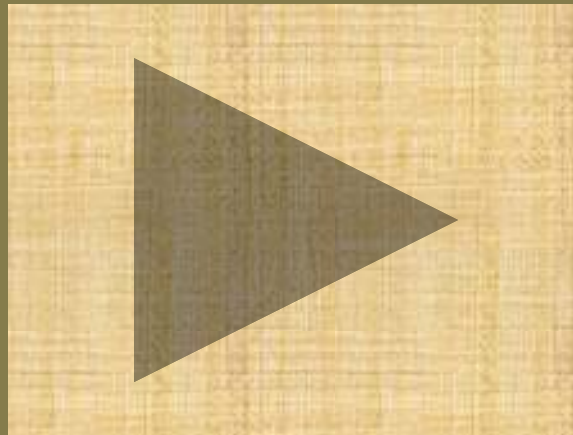
# Master Block Schedule

(Full-Day Kindergarten)



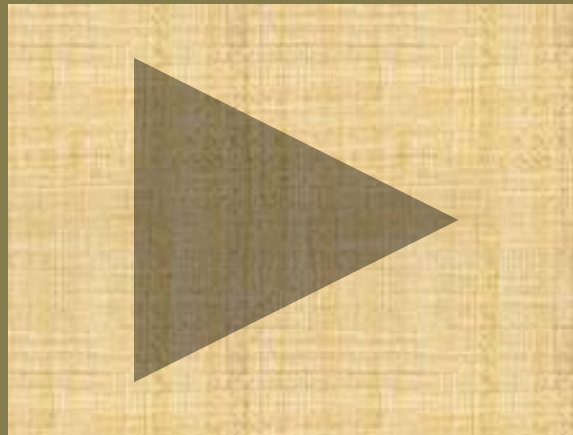
50 min. Blocks		8:00- 8:50	8:50- 9:40	9:40- 10:30	10:30- 11:20	11:20- 12:10	12:10- 1:00	1:00- 1:50	1:50- 2:40
Kind.		Core	Core	I/E	L/R	Core	Encore/ Plan	Core	Core
Gr. 1		Core	Core	Core	R/L	Core	Core	Encore / Plan	I/E
Gr. 2		Core	Core	Core	Core	Core	R/L	I/E	Encore/ Plan
Gr. 3		Core	Core	Core	I/E	Encore/ Plan	L/R	Core	Core
Gr. 4		Core	I/E	Encore/ Plan	Core	L/R	Core	Core	Core
Gr. 5		I/E	Encore/ Plan	Core	Core	R/L	Core	Core	Core
Encore		Plan	Gr. 5	Gr. 4	L/R	Gr. 3	K	Gr. 1	Gr. 2
I/E		Gr. 5	Gr. 4	K	Gr. 3	L/R	Plan	Gr. 2	Gr. 1

# ELEMENTARY SCHOOL SCHEDULING OF THE INTERVENTION/ENRICHMENT PERIOD (p.7-8)



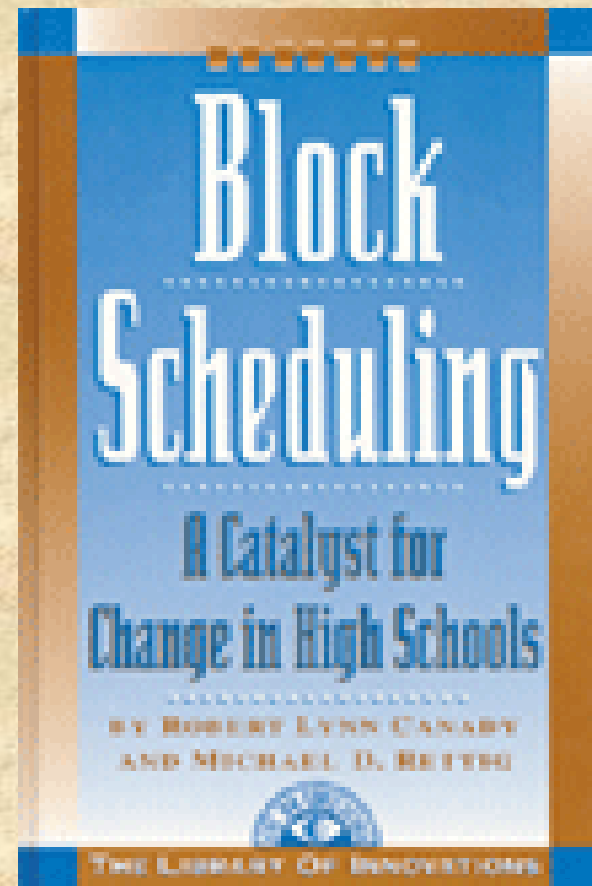
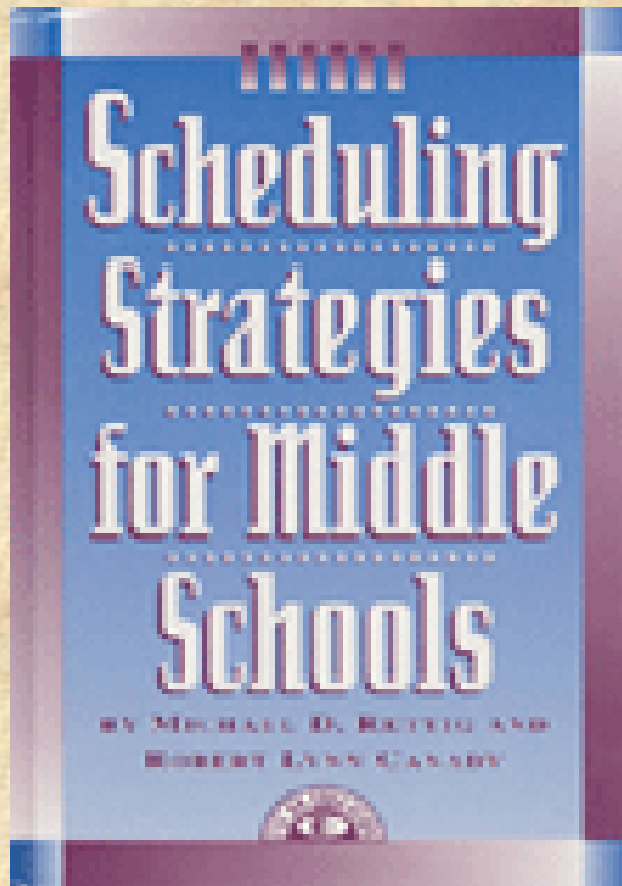


# INCLUSION AND THE INTERVENTION/ENRICHMENT SCHEDULE (p.9)





# MS AND HS I/E SCHEDULING IDEAS



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# THE FOUR-BLOCK SCHEDULE WITH AN INTERVENTION/ENRICHMENT PERIOD

	Day 1	Day 2
9 <sup>th</sup> Period	PE/Exp./Elec./Interv./Enr.	
Block I	Language Arts and Reading	
Block II	Mathematics	
Block III	Social Studies	Science
Block IV	PE/Exp./Elec.	PE/Exp./Elec.

# I/E PERIOD PLACEMENT OPTIONS

- ❖ 1<sup>st</sup> Period School-wide
- ❖ After Block I School-wide
- ❖ Three Grade-level Periods Around Block I
- ❖ Two (6 & 7-8) Periods Around Block I
- ❖ Three Grade-level Periods Around Early Lunch
- ❖ Three Grade-level Periods Around Late Lunch
- ❖ Other Options



## Four Block Schedule with One Schoolwide 9th Period for Re-teaching, Enrichment, and Electives (Sample 1)

		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 11:30 AM 11:35 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 3:05 PM 3:10 PM 3:15 PM 3:20 PM 3:25 PM 3:30 PM 3:35 PM 3:40 PM															
Grade 6	Reading, Avid, PE, EC, ESL, FL (45)	Block I (90)	Block II and Lunch (110)					Block III Planning (85)					Block IV (85)				
Grade 7	Reading, Avid, PE, EC, ESL, FL (45)	Block I (90)	Block II Planning (85)			Block III and Lunch (110)					Block IV (85)						
Grade 8	Reading, Avid, PE, EC, ESL, FL (45)	Block I (90)	Block II and Lunch (110)					Block III (85)					Block IV Planning (85)				
PE/Electives	Re-teaching, Enrichment, or Planning (45)	Planning (90)	Grade 7 (85)			Lunch (25)	Grade 6 (85)					Grade 8 (85)					



# I/E PERIOD PLACED IN 1<sup>ST</sup> PERIOD SLOT (P.10)

## Pros

- ❖ Easy to Schedule
- ❖ No split blocks
- ❖ Doesn't affect Encore schedule
- ❖ Multi-grade level possibilities (i.e. Band)

## Cons

- ❖ What about HR, attendance, etc?
- ❖ Personnel who work with all three grade levels (SPED, ESL, Elective, Reading, etc.) must be spread among all grades.
- ❖ Loses gravitas..used as buffer for late arrivals; abused by students/parents for orthodontics appts. etc.



### Four Block Schedule with One Schoolwide 9th Period for Re-teaching, Enrichment, and Electives (Sample 2)

[illegible]



# I/E PERIOD PLACED AFTER BLOCK I (P.10)

## Pros

- ❖ Easy to Schedule
- ❖ No split blocks
- ❖ Doesn't affect Encore schedule
- ❖ First Block can be HR
- ❖ Multi-grade level possibilities (i.e. Band)

## Cons

- ❖ Personnel who work with all three grade levels (SPED, ESL, Elective, Reading, etc.) must be spread among all grades.



Four Block Schedule with Separate Grade Level 9th Periods for Re-Teaching, Enrichment, and Electives																																																																																				
	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	11:30 AM	11:35 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	3:05 PM	3:10 PM	3:15 PM	3:20 PM	3:25 PM	3:30 PM	3:35 PM	3:40 PM
Grade 6	Reading, Avid, PE, EC, ESL, FL (45)				Block I (90)										Block II and Lunch (110)										Block III Planning (85)										Block IV (85)																																																	
Grade 7	Block Ia (45)				Reading, Avid, PE, EC, ESL, FL (45)					Block Ib (45)					Block II Planning (85)					Block III and Lunch (110)										Block IV (85)																																																						
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PE/Electives	Enrichment, Remediation , or Planning (45)				Enrichment, Remediation , or Planning (45)					Enrichment, Remediation , or Planning (45)					Grade 7 (85)					Lunch (25)					Grade 6 (85)										Grade 8 (85)																																																	

Four Block Schedule with Separate Grade Level 9th Periods for Re-Teaching, Enrichment, and Electives																																																																																				
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PE/Electives	Enrichment, Remediation , or Planning (45)		Enrichment, Remediation , or Planning (45)				Enrichment, Remediation , or Planning (45)				Grade 7 (85)						Lunch (25)		Grade 6 (85)										Grade 8 (85)																																																							



# THREE GRADE LEVEL I/E PERIODS BUILT AROUND BLOCK I (P. 10)

## Pros

- ❖ Easy to Schedule
- ❖ Personnel who work with all three grade levels (SPED, ESL, Elective, Reading, etc.) may work with each grade level separately in 3 different periods.

## Cons

- ❖ What about HR, attendance, etc. for grade 6?
- ❖ Split block for one grade (Grade 7)
- ❖ Extra class change for one grade (Grade 7)
- ❖ Lack of gravitas for grade 6 period



### Four Block Schedule with Two 9th Periods (One for 6th, One for 7/8) for Re-Teaching, Enrichment, and Electives

[illegible]



# TWO (6<sup>TH</sup> & 7-8) I/E PERIODS BUILT AROUND BLOCK I (P. 11)

## Pros

- ❖ Easy to Schedule
- ❖ Doesn't affect Encore schedule
- ❖ Personnel who work with 6<sup>th</sup> grade students and either 7<sup>th</sup> or 8th grade students (SPED, ESL, Elective, Reading, etc.) may work with two levels in two different periods.

## Cons

- ❖ What about HR, attendance, etc. for grade 6?
- ❖ Personnel who work with 7<sup>th</sup> and 8th grade levels (SPED, ESL, Elective, Reading, etc.) must be spread among students in these two grades.



Four Block Schedule with Grade Level 9th Periods for Re-teaching, Enrichment, and Electives (Around Early Lunch)

		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 11:30 AM 11:35 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 3:05 PM 3:10 PM 3:15 PM 3:20 PM 3:25 PM 3:30 PM 3:35 PM 3:40 PM																							
Grade 6	HR (20)	Block I (80)					Block II (80)					Lunch/ Advisory (40)	Reading, Avid, PE, EC, ESL, FL (40)	Block III (80)					Plan (80)						
Grade 7	HR (20)	Block I (80)					Reading, Avid, PE, EC, ESL, FL (40)		Lunch/ Advisory (40)		Block II (80)					Plan (80)					Block III (80)				
Grade 8	HR (20)	Plan (80)					Block I (80)					Reading, Avid, PE, EC, ESL, FL (40)		Lunch/ Advisory (40)		Block II (80)					Block III (80)				
PE/Electives	HR (20)	Grade 8 (80)					Grade 7 Reading, Avid, PE, EC, ESL, FL, Plan (40)		Lunch/ Advisory (40)		Grade 8 Reading, Avid, PE, EC, ESL, FL, Plan (40)		Grade 6 Reading, Avid, PE, EC, ESL, FL, Plan (40)		Grade 7 (80)					Grade 6 (80)					



# THREE GRADE LEVEL I/E PERIODS BUILT AROUND EARLY LUNCH (P.11)

## Pros

- ❖ Personnel who work with all three grade levels (SPED, ESL, Elective, Reading, etc.) may work with each grade level separately in 3 different periods.
- ❖ Room for advisory?
- ❖ May help lunch schedule?
- ❖ Elective/resource teachers may be available for duty during lunch.

## Cons

- ❖ Prevents grade level Encore classes from being scheduled in two blocks forcing one grade level into Block I planning
- ❖ Period (@36 m) and blocks (@ 76m) are shortened.
- ❖ Room for advisory?
- ❖ May make lunch schedule more difficult?



Four Block Schedule with Grade Level 9th Periods for Re-teaching, Enrichment, and Electives (Around Late Lunch)

[illegible]



# THREE GRADE LEVEL I/E PERIODS BUILT AROUND LATE LUNCH (P. 12)

## Pros

- ❖ Personnel who work with all three grade levels (SPED, ESL, Elective, Reading, etc.) may work with each grade level separately in 3 different periods.
- ❖ Room for advisory?
- ❖ May help lunch schedule?
- ❖ Elective/resource teachers may be available for duty during lunch.

## Cons

- ❖ Prevents grade level Encore classes from being scheduled in two blocks forcing one grade level into Block I planning
- ❖ Period (@36 m) and blocks (@ 76m) are shortened.
- ❖ Room for advisory?
- ❖ May make lunch schedule more difficult?



## OTHER I/E PERIOD PLACEMENT OPTIONS

- ❖ End of the day.
- ❖ Before last block (after the lunch blocks).
- ❖ 2 or 3 periods built around last block.
- ❖ After second block before the lunch periods.
- ❖ Others?





# OVERALL PROS AND CONS OF I/E PERIOD

## Pros

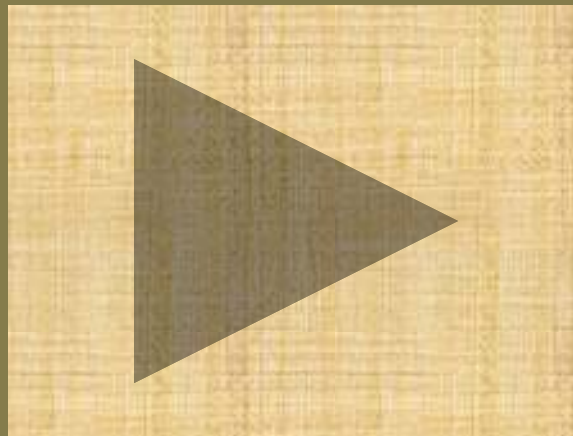
- ❖ Students have room in their schedules for the 2<sup>nd</sup> elective so that no students miss PE/H.
- ❖ Convenient times are provided to serve resource students (SPED, ESL, Reading, etc.).
- ❖ Convenient times are provided for re-teaching.
- ❖ Students who need more core get it; those who need more choice get it.

## Cons

- ❖ Most teachers have an additional class (I/E) to prep.
- ❖ Basic core instructional blocks are shortened.
- ❖ Planning time is shortened (5-10 mins.).
- ❖ All students must be productively engaged, which takes careful preparation and organization.



KATE COLLINS PLAN FOR  
INTERVENTION/ENRICHMENT PERIOD (P. 12)



## 7 A/B WITH INTERVENTION/ENRICHMENT PERIOD

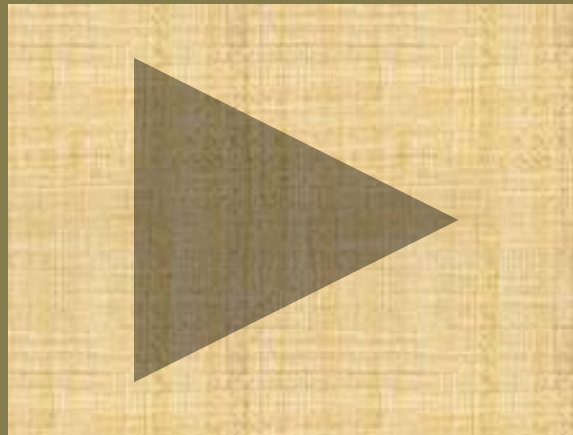
	M	T	W	R	F
<b>Block 1</b> (90)	1	2	1	2	1
<b>(30)</b>	<b>School-wide Intervention/Enrichment Period</b>				
<b>Block 2</b> (90)	3	4	3	4	3
<b>Block 3</b> (82)	5 and Lunch	5 and Lunch	5 and Lunch	5 and Lunch	5 and Lunch
<b>Block 4</b> (90)	7	6	7	6	7

## THE 8 A/B SCHEDULE WITH AND INTERVENTION/ENRICHMENT BLOCK

	Day 1	Day 2
Block I	1	2
Block II	3	4
Block III	5	6
Block IV	7	<b>Intervention/ Enrichment</b>



# SCHEDULING THE HIGH SCHOOL INTERVENTION/ENRICHMENT PERIOD (P.13)



# Caveat emptor!

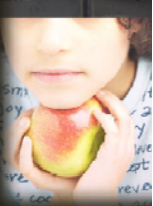
Scheduling the  
Intervention/Enrichment period is  
relatively easy.

Changing the culture of a school to one  
in which teachers and administrators  
collaborate on data analysis, progress  
monitoring, and the organizational  
tasks necessary to make the I/E period  
truly responsive to students' learning  
needs is very difficult!

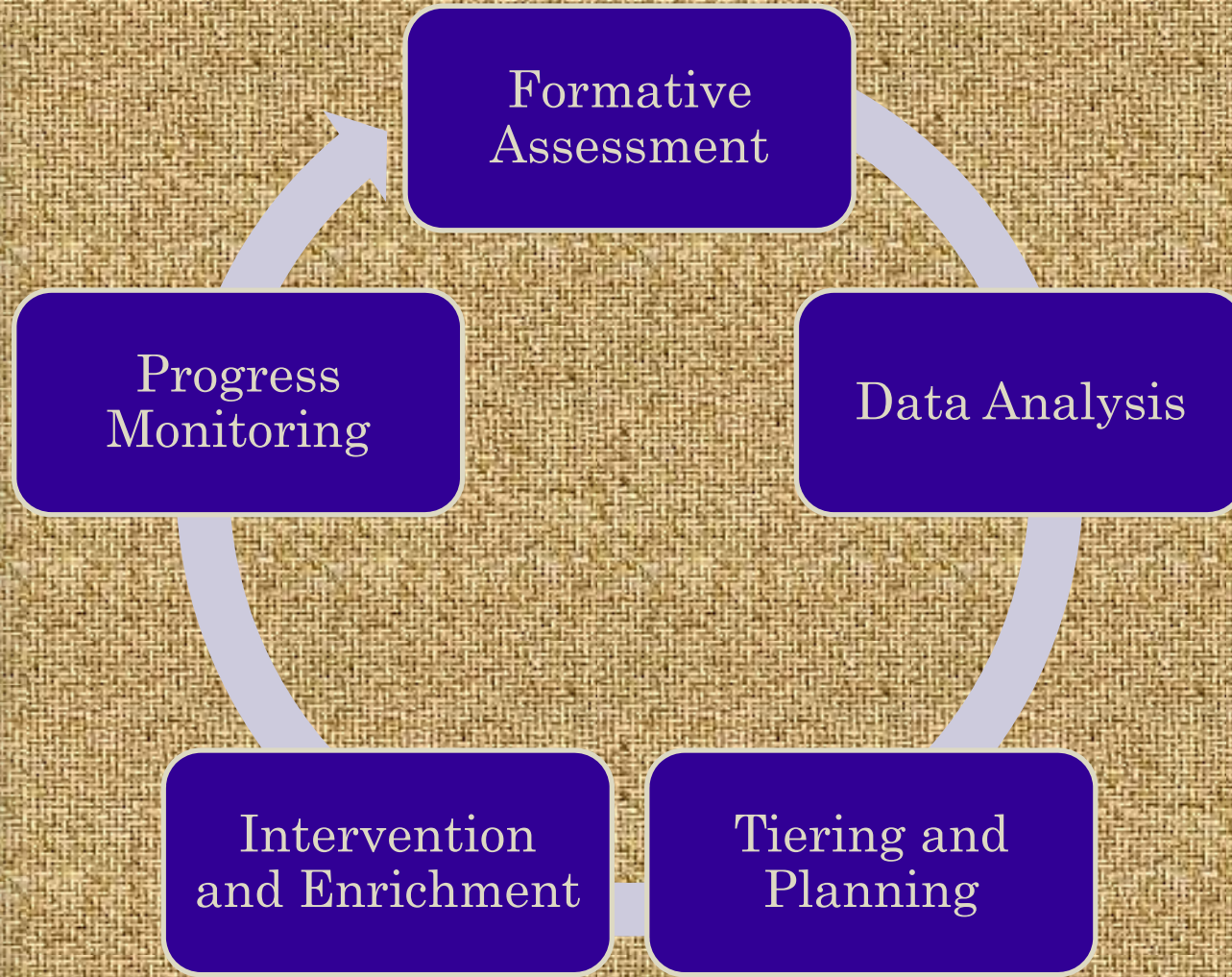


# I/E ORGANIZATION

- ❖ Elementary School: Within Class, Within Grade, Multiple-Grade, School-wide
- ❖ Middle School: Within Team, Within Grade, School-wide
- ❖ High School: Partial School-wide (multiple periods) and School-wide



# INTERVENTION/ENRICHMENT PROCESSES





**Table 4.1 Sample Structure of Intervention/Enrichment Period  
for One Grade Level**

<b>Groups</b>	<b>Activity</b>	<b>Staff</b>
<b>25% of students</b>	<b>Writing lab</b>	<b>One (of three) classroom teachers</b>
<b>25% of students</b>	<b>Science and social studies enrichment activities</b>	<b>Library/media specialist</b>
<b>15% of students</b>	<b>Math interventions</b>	<b>Second classroom teacher or computer lab</b>
<b>35% of students</b>	<b>Reading interventions</b>	<b>Third classroom teacher, LD teacher, 2 reading specialists</b>

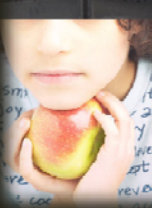
**Table 4.2 Sample Structure of Intervention/Enrichment Period for One Grade Level with Four Base Teachers and 92 Students**

<b>Number of students</b>	<b>Activity</b>	<b>Staff</b>
<b>20 students</b>	<b>Social studies enrichment</b>	<b>TAG teacher</b>
<b>15 students</b>	<b>Science enrichment</b>	<b>Library/media specialist or classroom teacher</b>
<b>18 students</b>	<b>Writing lab</b>	<b>Title I or reading specialist</b>
<b>12 students</b>	<b>Special services</b>	<b>LD teacher, ESL teacher, speech/language teacher</b>
<b>10 students</b>	<b>Math interventions</b>	<b>Math specialist, classroom teacher, and/or computer lab</b>
<b>17 students</b>	<b>Reading interventions</b>	<b>Title I, reading specialist, SPED teacher, one or more classroom teachers</b>



# KEY FACTORS: I/E

- ❖ Scheduling the Intervention/Enrichment period is easy compared to organizing and preparing for instruction within it.
- ❖ Clear, consistent, and involved leadership is required to ensure that assessment, data analysis, tiering, planning intervention and enrichment instruction, and progress monitoring all are carried through.
- ❖ Time must be allocated for planning for groupings and instructional activities.
- ❖ It may be wise to select specific programs for enrichment and/or intervention activities rather than having teachers design their own.
- ❖ It may be wise to start out providing interventions in one subject only, most likely language arts.
- ❖ A standard assessment tool should be used to determine groupings (Dibles, PALS, district quarterly assessments, etc.).
- ❖ An Response to Intervention (RTI) type tier structure based upon this assessment is necessary to allocate students to enrichment, moderate intervention and intensive intervention groups.
- ❖ A decision must be made as to whether or not special services (i.e. special education or ESOL) will be “the” intervention for some qualifying students during the I/E time or will they be served at a different time by those professionals.



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Time to Learn

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# ADDING AN ADDITIONAL PROFESSIONAL DEVELOPMENT PERIOD TO THE SCHEDULE:

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## THREE IDEAS

# Master Block Schedule

(#1 Exchange I/E for Professional Development Period)

45 min. Blocks		9:15- 10:00	10:00- 10:45	10:45- 11:30	11:30- 12:15	12:15- 1:00	1:00- 1:45	1:45- 2:30	2:30- 3:15
Kind.		Core	Core	I/E	L/R	Core	Encore/ Plan	Core	Core
Gr. 1		Core	Core	Core	R/L	Core	Core	Encore / Plan	I/E
Gr. 2		Core	Core	Core	Core	Core	R/L	I/E	Encore/ Plan
Gr. 3		Core	Core	Core	I/E	Encore/ Plan	L/R	Core	Core
Gr. 4		Core	I/E	Encore/ Plan	Core	L/R	Core	Core	Core
Gr. 5		I/E	Encore/ Plan	Core	Core	R/L	Core	Core	Core
Encore		Plan	Gr. 5	Gr. 4	L/R	Gr. 3	K	Gr. 1	Gr. 2
I/E		Gr. 5	Gr. 4	K	Gr. 3	Lunch	Plan	Gr. 2	Gr. 1



# Master Block Schedule

(#1 Exchange I/E for Professional Development Period)

45 min. Blocks		9:15- 10:00	10:00- 10:45	10:45- 11:30	11:30- 12:15	12:15- 1:00	1:00- 1:45	1:45- 2:30	2:30- 3:15
Kind.		Core	Core	Encore 2	L/R	Core	Encore/ Plan	Core	Core
Gr. 1		Core	Core	Core	R/L	Core	Core	Encore / Plan	Encore 2
Gr. 2		Core	Core	Core	Core	Core	R/L	Encore 2	Encore/ Plan
Gr. 3		Core	Core	Core	Encore 2	Encore/ Plan	L/R	Core	Core
Gr. 4		Core	Encore 2	Encore/ Plan	Core	L/R	Core	Core	Core
Gr. 5		Encore 2	Encore/ Plan	Core	Core	R/L	Core	Core	Core
Encore		Plan	Gr. 5	Gr. 4	L/R	Gr. 3	K	Gr. 1	Gr. 2
Encore 2		Gr. 5	Gr. 4	K	Gr. 3	Lunch	Plan	Gr. 2	Gr. 1

## ENCORE CLASSES 3-DAY ROTATION

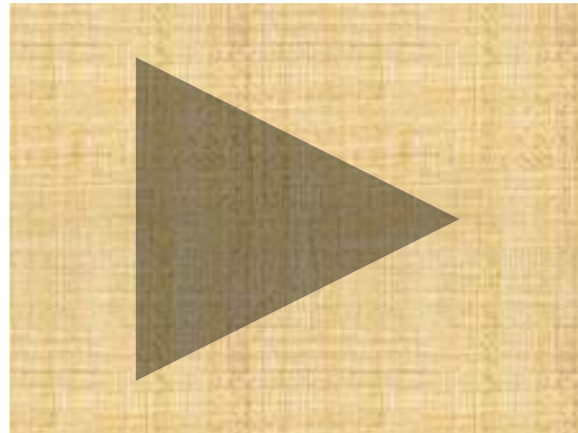
11:20-12:10	Day 1	Day 2	Day 3
Teacher 3A	PE	Art	Music
Teacher 3B	Music	PE	Art
Teacher 3C	Art	Music	PE



## ENCORE 2 CLASSES 3-DAY ROTATION

11:30- 12:15	PD Day 1	PD Day 2	PD Day 3
Teacher 3A	Library	Computer	Guidance
Teacher 3B	Guidance	Library	Computer
Teacher 3C	Computer	Guidance	Library

# HANOVER, VA



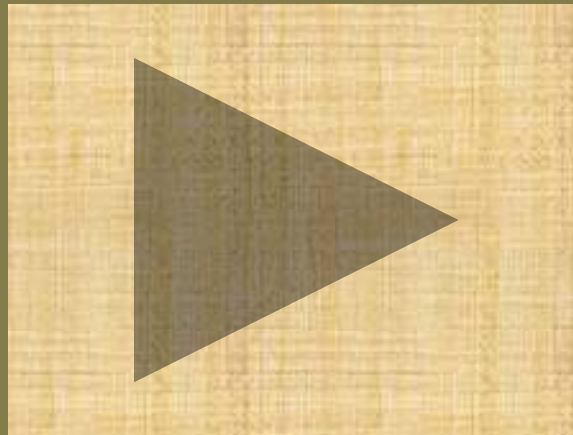


# Master Block Schedule

(#2 Add 9<sup>th</sup> Period to Create a Block for Professional Development)

45 min. Blocks	8:15- 9:00	9:00- 9:45	9:45- 10:30	10:30- 11:15	11:15- 12:00	12:00- 12:45	12:45 1:30	1:30 2:15	2:15- 3:00
Kind.	LA 1	LA 2	LA 3	L/R	I/E	Plan Cycle	M 1	M 2	M 3
Gr. 1	LA 1	LA 2	LA 3	R/L	I/E	M 1	M 2	Plan Cycle	M 3
Gr. 2	LA 1	LA 2	LA 3	I/E	R/L	M 1	M 2	M 3	Plan Cycle
Gr. 3	LA 1	LA 2	LA 3	I/E	L/R	M 1	Plan Cycle	M 2	M 3
Gr. 4	LA 1	LA 2	LA 3	Plan Cycle	M 1	L/R	M 2	M 3	I/E
Gr. 5	LA 1	LA 2	Plan Cycle	LA 3	M 1	R/L	M 2	M 3	I/E
Encore	Professional Development		Gr. 5	Gr. 4	L/R	Kind.	Gr. 3	Gr. 1	Gr. 2

ALTERNATING GRADE LEVEL AND DEPARTMENTAL  
MS PLANNING TIME SCHEDULE (P. 14)





# ORGANIZATION AND USES OF COMMON PLANNING TIME

- ❖ **Common Meeting Time vs. Individual Planning Time???**
- ❖ **Common Time**
  - ❖ **Clearly delineated agendas and meeting protocols**
    - ❖ **Curriculum management**
    - ❖ **Formative/summative data analysis and response**
    - ❖ **Student guidance issues including parent conferences**
    - ❖ **Instructional improvement (professional development)**
    - ❖ **Rotating faculty meeting for decision-making discussions**
  - ❖ **Minutes/Follow-up**
  - ❖ **Upper Merion, PA Plan**

