

**Elementary Master Schedule Guidelines**  
**Based on 6 hours 40 min.**  
**400 minutes total - Total for year = 910 hours**

Daily Components

Morning Mtg.	15 min.
Learn Zillion	60 min.
Number Talks	15 min.
Reading	90 min. (Tier 1 & 2)
Writing	30 min. (instruction, not a response to reading) (Kinder = additional 15 min. for Handwriting)
Specials	30 min.
Sci./SS/Art	30 min.
Tier 3 (Title/ELD/SPED)	30 min.
Closing	10 min.
Lunch/Recesses	60 min.

Total = 370 min.  
Leftover = 30 min.

Weekly Components

SEL – Second Step 30 min./Week

**Guiding Principles**

- IEP students access to core instruction is best practice
- Staggering Core instructions maximizes resources, this will allow flexible scheduling from specialist (ie. Reading and Math by grade levels should happen at different times)
- Tier 3 should also be staggered – each grade level has their own time
- Gather input from staff – wish lists

**Considerations**

- Classified staffing – this can affect your supervision and small group instruction – staggered start and end times to cover longer day
- Grouping students with similar services in one classroom to maximize resources (ie. Push in from LC needs to happen if this consideration is used) - this consideration would not include students with behavioral needs
- Determine how many hours each EA has
- What is maximum number of classrooms/grade levels in the lunchroom or on the playground at one time?
- Do you have Title 1? If yes, what hours?
- How many classrooms for PE/Music per grade? (How many slots will each grade level need?) Full time for specialists for Music/PE would be 8 sections per day – 9 max.
- Any that absolutely won't work?
- Vote on best choice for those that do
- (Multi year option to rotate schedule if everyone wants something at the same time)