

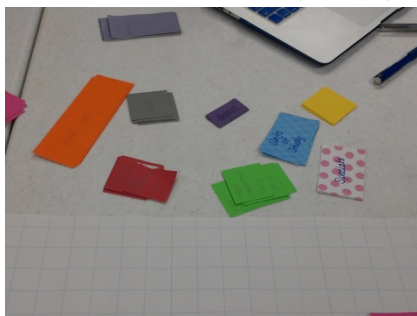
Schedule-Building Activity Worksheet

Materials:

- Border strips
- Ruler
- Black Sharpie
- Scissors

Your team will be constructing a building-wide schedule. To get started, you will need to determine how large to cut each of the paper pieces and how many of each you will need.

1. Select a color/pattern for each subject/activity. You will want to use the same paper for every grade with this subject.
2. Determine the number of sections you will need. This is determined by grade levels, even if you have 2 or more sections. If, for some reason, you have grade levels where the schedules need to be different, your coach will assist you in modifying the activity.
3. Next, based on the number of minutes of daily instruction needed, calculate the length of each of your strips. Remember 1" equals 15 minutes.
4. Be sure to label each strip after you cut it with the black Sharpie. (Ex: Core reading, core math)



5. Once you have all of the pieces cut out, make a stack that includes the correct number of each subject/activity for each grade level.

Subject/Activity:	# of sections needed (grade levels)	# of minutes daily recommendation	Each Strip length (1" = 15 minutes)
Reading core instruction		90 (K-3)	6"
Tier 2 Reading		30	2"
Tier 3 Reading		60	4"
Math Core instruction			
Math Tier 2 & 3		30	2"
Lunch			
Recess		Min. x # of recesses	# of recesses x ____"
Science			
Social Studies			

PE			
Vocal Music			
Art			
Band/Orchestra			

6. Now, you're ready to start laying out the pieces on the grid another team member has created for you.
 - a. Start with **non-negotiables** (is there a window where all specials have to take place? Is lunch restricted to a certain time frame for all students to be finished?)
 - b. Place your **Tier 2 intervention times** next. This will allow you to make sure you are not overlapping those time frames if you wish you to use the same interventionists throughout the day. Also, remember to leave these people a few minutes for restroom break, lunch and, of course, their plan time.
 - c. Now add your **core instruction blocks for reading and math**.
 - d. Now, it's time to add **everything else**. Be sure to **stagger your specials** (if they weren't already added in during the non-negotiables) Keep in mind your Tier 3 interventions should not include a large percentage of students so subjects that could be missed could be blocked at the same time. Could they receive the first half of that intervention during Tier 2 time and then come back to continue that lesson later in the day?)
 - e. Like what you see? Use **doublestick tape** to anchor the pieces in place when you are ready to lock in all or part of the schedule.
 - f. Finally, determine which schedule makes sense for **each grade level and assign them**.

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