

# Elementary School Schedule Planning Worksheet

Name of School: \_\_\_\_\_

Principal: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Email: \_\_\_\_\_

	Total # of base Teachers by grade level	Total # of Teacher Aides by grade level	Total # of Students by grade level	Total # of Title I Teachers assigned to school	Total # of Special Ed Teachers	Total # of Special Ed Aides assigned by grade	Total # of Music Teachers	Total # of Art Teachers	Total # of PE Teachers	Total # of Media Personnel	Total # of Technology Teachers or Aides	Total # of other Encore Teachers
Pre-K												
K												
1												
2												
3												
4												
5												
6												
7												
8												

**4th GRADE: Give details about any departmentalization that takes place in 4th grade...list subjects taught by each teacher and any other important details**

**5th GRADE: Give details about any departmentalization that takes place in 5th grade...list subjects taught by each teacher and any other important details**

Total population K-5? \_\_\_\_\_ 6-8 \_\_\_\_\_

Is the school Title 1? \_\_\_\_\_

Do Pre-K students go to art, music, or PE. \_\_\_\_\_

Do Students have a specific number of required minutes of PE instruction per day, week, or year. \_\_\_\_\_

If so, explain \_\_\_\_\_.

Does your Media Specialist serve specific classes based on need?

Are any of your staff members part time? If so, describe below.

Provide a list below and description of all other staff members in your school not listed above except for custodial and maintenance staff.

Describe below the exact time students are ready to begin instruction and the exact time instruction ends. Give as many details as possible. Instruction begins after breakfast, after the morning announcements, pledge and moment of silence. Instruction ends at the end of the day when students must prepare to load buses.

Describe below how many classes will be scheduled for lunch by grade level. Describe how lunch classes are currently covered so that teachers get the mandatory Duty Free lunch. How long do you allow for each class to complete lunch? How many students can be seated in the lunchroom at any given time? Do you have single serving lines or multiple serving lines?

How many computer labs are in the school? Please list how many working computers are in the lab. Explain how computer labs are managed. Technology Teachers \_\_\_\_\_, Technology Aides \_\_\_\_\_, Classroom Teachers \_\_\_\_\_

Describe below any unusual circumstances related to scheduling that may apply to your school that have not been mentioned above.