

Scheduling Strategies for Middle Schools

The creation of an effective school schedule is a key component of every middle school principal's work. While many different personnel should be involved in the process, to delegate this responsibility is to abdicate the role of instructional leader. Based upon 35+ years of experience working in schools across the country Dr. Michael D. Rettig, professor emeritus from James Madison University, founder of School Scheduling Associates, and co-author of *Scheduling Strategies for Middle Schools* (Eye on Education, 2000) will review a variety of unique middle school scheduling plans. After a discussion of eight key questions that must be answered before creating a middle school schedule, a variety of possibilities will be presented, including the following:

- Six, seven, eight, and nine-period scheduling plans,
- A middle school version of the 4/4 schedule that provides double periods for both language arts and mathematics,
- A schedule that provides time and a half in language arts and mathematics instruction in comparison to other subjects,
- A schedule that provides equal and but longer periods (@60 min.) for language arts, mathematics, science and social studies in comparison to other subjects (@ 40 min.),
- Plans appropriate for two, three, four, five, and six teacher teams, and
- Options for delivering exploratory and elective classes.

Special emphasis will be given to designing schedules that included structured time for intervention and enrichment (I/E), which often is necessary for optimal implementation of Response to Intervention. Scheduling and organizational issues related to the I/E period will be addressed in detail.

Handouts, sample schedules, and a digital scheduling template (in Excel) will be provided.



Dr. Rettig has written several articles and books on scheduling topics.

W

Date: December 9, 20

Location: Glacier Can

Time: 8:30-11:30

Cost: \$40 Student Ac
\$70 CESA 5 Center M
\$125 All others

Register: www.myqu

Questions: Contact D
shanksd@cesa5.k12

**Price discount if ta

Cancellation Refunds for Participants: Registered participants will receive a full refund if they cancel more than 3 working days before a workshop. Because of our commitments to the trainer and the food vendor, participants who cancel less than 3 working days or do not attend, will be billed the full fee.