

# Willowbrook Master Schedule 2021-2022

	Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Activity	Lunch	Recess	ESL, SPED, and Intervention Support	
	<b>Arrival:</b> All staff must be in the building by 7:30. Students sit in hall outside classroom until 7:45. Teachers welcome students into classroom at 7:45. <b>Breakfast:</b> Students eat in cafeteria. Breakfast line ends at 7:45; Students arriving after 7:46 will take breakfast to classroom.									
7:50	7:50-8:10		7:50 - 8:20 Math: Number Talk		7:50-8:00 Morning Meeting					
7:55	Number Sense	7:55-8:15								
8:00		Math Wall								
8:05										
8:10										
8:15	8:15 - 8:50	8:15-9:00								
8:20	Phonics	Phonics								
8:25					8:00-8:55 3rd Grade Activity	4th Grade Small Groups, Intervention, ESL, SPED Support 8:00-9:00 60 min	8:00-8:55 3rd Grade Activity		4th Grade Small Groups, Intervention, ESL, SPED Support 8:00-9:00 60 min	
8:30										
8:35										
8:40										
8:45										
8:50	8:50-9:15		8:20 - 9:00 Phonics							
8:55	Writing									
9:00		1st Grade Small Groups, Intervention, ESL, SPED Support 9:00-10:00 60 min	9:00 - 9:30 Oral Language							
9:05										
9:10						9:00-9:30 Number Sense				
9:15	9:15-10:00									
9:20	Oral Language									
9:25	Comprehension						9:00-9:55 4th Grade Activity	9:00-9:55 4th Grade Activity		1st Grade Small Groups, Intervention, ESL, SPED Support 9:00-10:00 60 min
9:30										
9:35										
9:40										
9:45										
9:50			9:30 - 10:00 Reading Comprehension	9:30-10:00 Writing				9:30-10:00 Ptacek Recess		
9:55										
10:00	10:00-10:55 Kindergarten Activity	10:00-10:25	2nd Grade Small Groups, Intervention, ESL, SPED Support 10:00-11:00 60 min							
10:05		Problem Solving								
10:10										
10:15										
10:20										
10:25						10:00-11:00 Reading	10:00-11:00 Reading Comprehension/C	10:00-10:55 Kindergarten Activity		2nd Grade Small Groups, Intervention, ESL, SPED Support 10:00-11:00
10:30						Reading				



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1:45			1:25-2:20 2nd Grade Activity			1:25-2:20 2nd Grade Activity			1:30-2:30 ESL, SPED, Intervention Support Prep 60 min	
1:50										
1:55										
2:00	2:00-2:20 Kindergarten 20 min Recess 2	2:00-2:40					2:00-2:20 Kindergarten 20 min Recess 2			
2:05		Fact Fluency/ Math Rotations		1:40-2:40 Problem Solving						
2:10										
2:15					2:00-2:40 Word Study					
2:20	2:20-2:50									
2:25	Math Small Group									
2:30										
2:35			2:20 - 2:40: Math Small Group							
2:40										
2:50	Dismissal									

- Considerations:**
- Intervention support should take place as soon as possible during the day. Assemblies, pep rallies, etc. are usually scheduled at the end of the school day and students could miss their support time.
  - Train all car riders for cafeteria dismissal to make it run efficiently and not waste instructional time trying to dismiss early
  - Collaborative Communities (PLCs) will take place on Thursdays for consistency.
  - Which day of the week should we schedule 504 and SPED conferences? We need to utilize the same day weekly for consistency. Afternoons may be better since there are less kids seen during that time.
  - How do we simplify attendance and lunch count so it does not interfere with the instructional block?
  - How do we utilize the hallway traffic efficiently especially when grades are entering and exiting the cafeteria? Entering and exiting the playground? Multi-purpose area will be unavailable due to a classroom needing that space. What will be the grade level's bathroom procedure while on the playground?
  - Thinking building wide, all students should be given the opportunity to receive extension and intervention support during small group time (60 min). ESL, Tier III, SPED should attempt to only pull students from that grade level at the specified small group time. There will be cases where students receiving multiple support services will need to be pulled at a separate time.

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	Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Activity	Lunch	Recess	ESL, SPED, and Intervention Support
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STEM/ Computers will need the majority of the activity classes when it comes to splitting due to AR Tech standards that must be taught to all grades. This includes internet safety. Since STEM is in the classroom this year, teachers will need to ensure that all students have a table and chair to use during STEM instruction. No flexible seating like bean bags, scoop chairs, etc should be used during STEM/Computer classes.





WES AM & PM Duty						
	Monday	Tuesday	Wednesday	Thursday	Friday	
<b>Morning Car Duty</b>						
7:30-7:50 (Stop Sign 1)	Stephenson	Stephenson	Stephenson	Stephenson	Stephenson	
7:30-7:50 (Stop Sign 2)	Yarbrough	Yarbrough	Yarbrough	Yarbrough	Yarbrough	
7:30-7:50 (Front Crosswalk)						
7:30-7:50 (Middle/Admin)	Carlson	Carlson	Carlson	Carlson	Carlson	
7:30-7:50 (Back Car Line/ Stop)	Martinez	Martinez	Martinez	Martinez	Martinez	
7:30-7:50 Admin - after bus	Allen	Allen	Allen	Allen	Allen	
<b>Morning Duty Doors Open at 7:30am</b>						
Classrooms 7:30-7:50	All staff in the building at 7:30 am Greet Students in the Halls Welcome Students in class at 7:45 am					
7:30-7:50 (Front Entry)	Short	Armstrong	Short	Armstrong	Foster	
7:30-7:50 (Bus)	Ravipati	Ravipati	Ravipati	Ravipati	Ravipati	
7:30-7:50 (Bus)	Lawson	Lawson	Lawson	Lawson	Lawson	
7:30-7:50 (Bus)	Rees	Rees	Rees	Rees	Rees	
7:30-7:50 (Bus/ Admin)	Allen	Allen	Allen	Allen	Allen	
7:30-7:50 Cafeteria	Sabatini	Sabatini	Sabatini	Sabatini	Sabatini	
7:30-7:50 Cafeteria	Hundley	Hundley	Hundley	Hundley	Hundley	
7:30-7:50 100 Hallway Backdoor	Kirkland	Foster	Kirkland	Foster	Kirkland	
7:30-7:50 100 Hallway K & 1st Grade						
7:30-7:50 200 Hallway 1st/2nd/3rd	Bingham	Crane	Bingham	Crane	Bingham	
7:30-7:50 300 Hallway 4th Grade	Amos	Amos	Amos	Amos	Amos	
7:30-7:50 300 Hallway 3rd Grade						
Ptacek's Room	Crane	Newton	Newton	Newton	Newton	
Ptacek's Room		Lindo				
<b>Afternoon Duty</b>						
<b>Bus: All bus riders take out to bus loop</b>					<b>BF/WES</b>	
Admin - Head to Car after Bus	Allen				139	
Bus	Ravipati				220	
Bus					140	
Daycare Bus: Go to ART ROOM	McDaniel & Moreno				128	
Roughton's Room	Rees				122	
Ptacek's Room	Lawson & Lindo				149	
Outside Ptacek's Room					302	
<b>Walkers: All walkers go to the GYM</b>					130	
Adventure Club	BFMS Cafeteria				146	
Kindergarten	Mackey					
First Grade	Gilchrist					
Second Grade	Berry/ Goldberg					
Third Grade	Moe					
Fourth Grade	Pledger					
BFMS	Pierce					
<b>FBJH</b>	*sit in Cornerston Commons on the yellow twinkies					
<b>Classroom Teachers</b>	1 teacher from each grade level will walk their walkers down to the gym. Their class car riders will go to another teacher's room.					
<b>Car Duty: All car riders to the Cafeteria. Duty Teacher stay 5 min to assist with crowd control</b>						
Outdoor	Dispatcher	Yates & Williams				We will dismiss from the cafeteria. Bring all car riders.
	Stop Sign	Sabatini				
	Front Car					
	Crosswalk 1	Hundley				
	Crosswalk 2	Martinez				
	Admin Car	Carlson				
Indoor	<b>Classroom Teachers</b>	classroom teachers will bring all car riders down to the cafeteria. Teachers stay 5 min to assist with crowd control.				
	Gatekeeper	Amos				
	Admin Car	Hamilton				
	Spreadsheet Manager					
	Crowd Control (Entry)	Yarbrough	Yarbrough	Yarbrough	Yarbrough	Yarbrough
	Crowd Control (Cafeteria)					
Crowd Control (Cafeteria)	Stephenson	Stephenson	Stephenson	Stephenson	Stephenson	

Lawson goes to Ptacek's room at 7:40  
Rees will go into Roughton's room after the sped bus arrives

1-2 teachers from each grade level walk their bus riders outside. Their class car riders would go to another teacher's room. (I.e. Brown takes 2nd grade buses. Brown's car riders go to Tucker's room for dismissal)  
Assist with dismissal in the classroom, then report to the cafeteria to help with car line until 3:10  
Assist with dismissal in the classroom, then report to the cafeteria to help with car line until 3:10  
Supervise students outside of Ptacek's room at dismissal.

1 teacher from each grade level will walk their walkers down to the gym. Their class car riders will go to another teacher's room.





	Reg ED					Kinder Aides	STEM LAB	IA LIB	GC	SPED Aides				
	Dawes Intervention Support	Hundley 1st Grade	Yarbrough 2nd Grade	Martinez 3rd Grade	Ravipati 4th Grade	Sisk Kindergarten	Amos	Stephenson	Sabatini Global Conn	Lawson	Rees	Lindo	Gonzalez	
7:30 AM	Cafeteria 7:30-7:50	Cafeteria 7:30-7:50	Car Duty Sign 2 7:30-7:50	Outside Car Duty Back Stop Signs 7:30-7:50	Bus Duty 7:30-7:50 Then to cafeteria to assist	100 Hallway Duty 7:30-7:50	300 Hallway Duty 7:30-7:50 Rooms 307-322	Car Duty Sign 1 7:30-7:50	Cafeteria 7:30-7:50	Bus Duty 7:30-7:50	Bus Duty & Roughton's Room 7:30-7:50	ace's Room 7:30-7:50	200/300 Hallway Duty 7:30-7:50	Classroom support-Pracek
7:35 AM														
7:40 AM														
7:45 AM														
7:50 AM														
7:55 AM		Foreman	Norris	200 pod jobs-M/T	Lichlyter-M/W	Shiohira	8:00-8:55 3rd Grade Activity *in 3rd classrooms		8:00-8:55 3rd Grade Activity					
8:00 AM														
8:05 AM														
8:10 AM														
8:15 AM														
8:20 AM		Phillips	Norris	300 pod jobs-W/Th	Tarp- T/Th	Andrews	8:00-8:55 3rd Grade Activity *in 3rd classrooms		8:00-8:55 3rd Grade Activity					
8:25 AM														
8:30 AM														
8:35 AM														
8:40 AM														
8:45 AM		Break	Hartsock & Stark	Meet with Bowen- F	Eckert- F	Elkins	8:00-8:55 3rd Grade Activity *in 3rd classrooms		8:00-8:55 3rd Grade Activity					
8:45 AM														
8:50 AM														
8:55 AM														
9:00 AM														
9:05 AM		Group 1	Poland & McNabb	Math Group	Break	Owens	9:00-9:55 4th Grade Activity *in 4th classrooms		1st Grade Support 9:00-9:40			15 Minute Break		
9:10 AM														
9:15 AM														
9:20 AM														
9:25 AM														
9:30 AM		Group 2	Poland & McNabb	Math Group	Break	Elington	9:00-9:55 4th Grade Activity *in 4th classrooms		1st Grade Support 9:00-9:40			15 Minute Break		
9:35 AM														
9:40 AM														
9:45 AM														
9:50 AM														
9:55 AM		Group 3	Brown & Tucker	Red Group- M/W	9:15-10:00 Whole grade level support	Jackman	9:00-9:55 4th Grade Activity *in 4th classrooms		1st Grade Support 9:00-9:40			15 Minute Break		
10:00 AM														
10:05 AM														
10:10 AM														
10:15 AM														
10:20 AM		Group 4	Brown & Tucker	TBD- T/Th	9:15-10:00 Whole grade level support	Jackman	9:00-9:55 4th Grade Activity *in 4th classrooms		1st Grade Support 9:00-9:40			15 Minute Break		
10:25 AM														
10:30 AM														
10:35 AM														
10:40 AM														
10:45 AM		Group 4	Brown & Tucker	Assess- F	9:15-10:00 Whole grade level support	Jackman	9:00-9:55 4th Grade Activity *in 4th classrooms		1st Grade Support 9:00-9:40			15 Minute Break		
10:50 AM														
10:55 AM														
11:00 AM														
11:05 AM														
11:10 AM		Davenport		15 Minute Break	Carter M/W	Break	10:00-10:55 Kindergarten Activity *in K classrooms		10:00-10:55 Kindergarten Activity			15 Minute Break		
11:15 AM														
10:25 AM		1st Grade Lunch Duty 10:25-10:55		1st Grade Lunch Duty 10:25-10:55	McDaniel-T/Th	1st Grade Lunch Duty 10:25-10:55	10:00-10:55 Kindergarten Activity *in K classrooms	Kinder Rotation 10:30-10:55 *Cover for Library Admin Min.						
10:30 AM														
10:35 AM														
10:40 AM														
10:45 AM														
10:50 AM		1st Grade Lunch Duty 10:25-10:55		1st Grade Lunch Duty 10:25-10:55	McDaniel-T/Th	1st Grade Lunch Duty 10:25-10:55	10:00-10:55 Kindergarten Activity *in K classrooms	Kinder Rotation 10:30-10:55 *Cover for Library Admin Min.						
10:55 AM														
11:00 AM														
11:05 AM														
11:10 AM														
11:15 AM		Lunch Break 11:00-11:30	Kindergarten Lunch Duty	Orange Group- M/W	Lunch Break 11:00-11:30	Kindergarten Lunch Duty 11:00-11:30	10:55-11:25 Lunch 30 min	Kindergarten Lunch Duty 11:00-11:30					Lunch Break 11:00-11:30	
11:00 AM														
11:05 AM														
11:10 AM														
11:15 AM														





WES Lunch Duty						
		Monday	Tuesday	Wednesday	Thursday	Friday
First Grade Lunch 10:25-10:55		Yarbrough Hundley Martinez	Yarbrough Hundley Martinez	Yarbrough Hundley Martinez	Yarbrough Hundley Martinez	Yarbrough Hundley Martinez
Kindergarten Lunch 11:00-11:30		Dawes Stephenson Yarbrough	Dawes Stephenson Yarbrough	Dawes Stephenson Yarbrough	Dawes Stephenson Yarbrough	Dawes Stephenson Yarbrough
Second Grade Lunch 11:30-12:00		Yarbrough Martinez Ravipati	Yarbrough Martinez Ravipati	Yarbrough Martinez Ravipati	Yarbrough Martinez Ravipati	Yarbrough Martinez Ravipati
Third Grade Lunch 12:10-12:40		Martinez Hundley Ravipati	Martinez Hundley Ravipati	Martinez Hundley Ravipati	Martinez Hundley Ravipati	Martinez Hundley Ravipati
Fourth Grade Lunch 12:45-1:15		Hundley Sabatini Ravipati	Hundley Sabatini Ravipati	Hundley Sabatini Ravipati	Hundley Sabatini Ravipati	Hundley Sabatini Ravipati
WES Recess/Physical Activity						
Grade Level & Time		Monday	Tuesday	Wednesday	Thursday	Friday
1st Grade	10:55-11:35	7. Richard	3. Fewell	6. Phillips	2. Davenport	5. Hughes
		1. Brumfield	4. Foreman	7. Richard	3. Fewell	6. Phillips
		2. Davenport	5. Hughes	1. Brumfield	4. Foreman	**
**71234 will rotate						
*6 and 7 will help out if there is a shortage during the week.						
Grade Level & Time		Monday	Tuesday	Wednesday	Thursday	Friday
Kindergarten	11:35-11:55	Andrews	Jackman	Shiohira	Elington	Long
		Elington	Long	Smith	Elkins	Owens
		Elkins	Owens	Andrews	Jackman	Shiohira/Smith
	2:00-2:20	Andrews	Jackman	Shiohira	Elington	Long
		Elington	Long	Smith	Elkins	Owens
		Elkins	Owens	Andrews	Jackman	Shiohira/Smith
Grade Level & Time		Monday	Tuesday	Wednesday	Thursday	Friday
2nd Grade	12:00-12:40	Poland	Norris	Poland	Norris	Yarbrough
		McNabb	Tucker	McNabb	Tucker	Brown
		Hartsock	Brown	Stark	Hartsock	Stark

Grade Level & Time		Monday	Tuesday	Wednesday	Thursday	Friday					
3rd Grade	12:40-1:20	Shonda	Lauren	Shonda	Lauren	Emily					
		Rebecca	Kim	Rebecca	Kim	Brittany					
		Reaganne	Emily	Reaganne	Brittany	Lindsay					
		Lindsay									
Grade Level & Time		Monday	Tuesday	Wednesday	Thursday	Friday					
4th Grade	1:20-2:00	Carter	Lichlyter	Tarp	Jennings	Rushing					
		Eckert	McDaniel	Carter	Lichlyter	Tarp					
		Jennings	Rushing	Eckert	McDaniel	Rotate					

## Considerations for Master Schedules

This workbook contains tabs for each grade level to show how to get the minutes in for each component of the day. Times would need to be adjusted per your buildings needs.

Activity: 60 minutes PE, Music, Art, ETC.						
Recess: 40 minutes						
		Kinder	First Grade	Second Grade	Third Grade	Fourth Grade
<b>Literacy Blocks</b>						
Phonics/Word Study		40-45 min	40-45 min	40-45 min	30 min	30 min
Content/Oral Language	Order of Schedule: Oral Language/Content then Reading Comp then Writing These should be thought of as a block of time and not necessarily rigid each day, depending on the lesson, this may be longer or shorter to equal 90 minutes total.	80 - 90 min	80 - 90 min	80 - 90 min	40 min 3x/week	40 min 3x/week
Comprehension					40 min	40 min
Writing					40 min 3x/week	40 min 3x/week
Small Group	all students should receive small group instruction 2-3 days per week	60 min	60 min	60 min	50 + min	50 + min
<b>Math</b>						
Number Sense	Should be 90 minute block, order within block can be flexible, if it needs to be broken up into 60 + 30 minute blocks that is ok too	90 min	90 min	90 min	90 min	90 min
Problem Solving						
Small Group						
<b>Intervention/ Special Education</b>	Intervention/Sped Pull Out time should be designated during blocks of time throughout the school day where students would not be missing new learning. This would also allow for rolling personnel between each grade level for more hands on deck. Options include: - Embedded during small group: all students need 2-3 days per week of small group (tier 1), tier II can be seen 5 days per week - If more than 20% of the grade level needs additional instruction in foundational skills, a separate time for tier II could be built in - Content Time and Writing time could each take place 3 days a week, giving RTI 4 days a week					
<b>Other Considerations</b>	Stagger time blocks throughout the day so that no two grade levels are having small group, or math at the same time. This helps ensure intervention, sped, and coaching support can be offered to all.					
	Intervention and SpEd may see students 4 days a week and prep on the 5th day					