









| Willowbrook Master Schedule 2022-2023 | | | | | | | | | |
|---------------------------------------|---|---|--|--|--|---------------------------------|-----------------------------|------------------------------|---|
| | Kindergarten | First Grade | Second Grade | Third Grade | Fourth Grade | Activity | Lunch | Recess | ESL, Speech, OT/PT, and Intervention Support Link |
| 7:38-7:50 | Connections | | | | | | | | |
| 7:55-8:10 | Morning Meeting | | | | | | | | |
| 8:10 | 750 - 810 Math Wall | 750 - 810 Math Wall | 800-825 Math Intervention | | | | | | |
| 8:20 | | | *Patience *Jay | | 800-900 4th Grade Intervention and Extension | | | | 800-900 4th Grade Intervention and Extension |
| 8:25 | | | | 800-855 3rd Grade Activity | | | | | |
| 8:30 | 815 - 900 Phonics | 815 - 900 Phonics | | | | 800-855 3rd Grade Activity | | | *Sridevi *Amy B. |
| 8:35 | | | | | *Sridevi *Amy B. | | | | |
| 8:40 | | | | | | | | | |
| 8:45 | | | | | | | | | |
| 8:50 | | | 830-930 Math Block | | | | | | |
| 8:55 | | | | | | | | | |
| 9:00 | | | | | | | | | |
| 9:05 | | | | | | | | | 1st Grade 9:00-9:30 Intervention |
| 9:10 | | | | | | | | | |
| 9:15 | 900 - 1000 Intervention Literacy Small Groups | 900 - 1000 Intervention Literacy Small Groups | | | | | | | |
| 9:20 | | | | | 900-955 4th Grade Activity | 900-955 4th Grade Activity | | | |
| 9:25 | | | | | | | | | |
| 9:30 | | | | | | | | | |
| 9:35 | *Kassandra | *Patience *Amy B. | | 900-1030 Math Block | | | | | Kindergarten 9:30-10:00 Intervention |
| 9:40 | | | | | | | | | |
| 9:45 | | | | | | | | | |
| 9:50 | | | | | | | | | |
| 9:55 | | | | | | | | | |
| 10:00 | | | 9:30-10:40 Phonics, Comprehension, Oral Language | | | | | | |
| 10:05 | | 1000 - 1020 problem solving | | | Writing 40 min 10:00-10:40 | | | | Push-in Support Grade Levels where Needed |
| 10:10 | | | | | | | | | |
| 10:15 | | | | | | | | | |
| 10:20 | 1000-1055 Kindergarten Activity | | | | | 1000-1055 Kindergarten Activity | | | |
| 10:25 | | 1st Grade 10:20-10:50 Lunch | | | | | 1st Grade 10:20-10:50 Lunch | | |
| 10:30 | | | | 10:30-11:00 Reading Comprehension | | | | | |
| 10:35 | | | | | | | | | |
| 10:40 | | | | | | | | | |
| 10:45 | | | | | | | | | |
| 10:50 | | | | | | | | | |
| 10:55 | | | 2nd Grade 10:40-11:40 Intervention Literacy Small Groups | | 10:40-11:30 Comp / Content 50 min | | | | 2nd Grade 10:40-11:40 Intervention Literacy Small Groups |
| 11:00 | | | | | | | | | |
| 11:05 | Kinder 11:00-11:30 Lunch | 1st Grade 10:50-11:30 Recess | *Amy B. | Writing 30 min 11:00-11:35 | | | Kinder 11:00-11:30 Lunch | 1st Grade 10:50-11:30 Recess | *Amy B. |
| 11:10 | | | | | | | | | |
| 11:15 | | | | | | | | | |
| 11:20 | | | | | | | | | |
| 11:25 | | | | | | 11:00-11:55 Activity Prep | | | |
| 11:30 | Kinder 11:30-11:50 Recess | | | | | | Kinder 11:30-11:50 Recess | | |
| 11:35 | | | | | | | | | |
| 11:40 | | | | | | | | | |
| 11:45 | | | | 3rd Grade 11:35-12:05 Lunch | | | 3rd Grade 11:35-12:05 Lunch | | |
| 11:50 | | 11:30 - 12:25 oral lang reading comp | 11:40-12:10 2nd Grade Writing | | 11:30-12:45 Math Block | | | | Support Lunch 11:40-12:10 |
| 11:55 | | | | | | | | | |
| 12:00 | | | | | | | | | |
| 12:05 | | | | | | 11:55-12:25 Activity Lunch | | | |
| 12:10 | | | | | | | | | |
| 12:20 | | | | | | | | | |
| 12:25 | 11:50 - 12:50 oral language reading comp writing | | 2nd Grade 12:15-12:45 Lunch | 3rd Grade Recess 12:05-12:45 | | | 2nd Grade 12:15-12:45 Lunch | 3rd Grade Recess 12:05-12:45 | Push-in Support Grade Levels where Needed |
| 12:30 | | | | | | | | | |
| 12:35 | | | | | | | | | |
| 12:40 | | | | | | | | | |
| 12:45 | | | | | | | | | |
| 12:50 | | 12:25-120 1st Grade Activity | | | 4th Grade 12:45-1:15 Lunch | 12:25-120 1st Grade Activity | 4th Grade 12:50-1:20 Lunch | 2nd Grade Recess 12:45-1:25 | 3rd Grade Intervention and Enrichment 12:45-1:45 |
| 12:55 | | | 2nd Grade Recess 12:45-1:25 | 3rd Grade Intervention and Enrichment 12:45-1:45 | | | | | |
| 1:00 | | | | | | | | | |
| 1:05 | | | | | | | | | |
| 1:10 | | | | | | | | | |
| 1:15 | | | | | | | | | |
| 1:20 | | | | | | | | | |
| 1:25 | | | | *Jay *Amy B. | | | | | *Jay *Amy B. |
| 1:30 | 110-205 Number Sense / Problem Solving | 120 - 2:00 writing | | | | | | | |
| 1:35 | | | | | | | | | |
| 1:40 | | | 130-225 2nd Grade Activity | | 4th Grade Recess 1:25-2:05 | | | 4th Grade Recess 1:25-2:05 | |
| 1:45 | | | | | | | | | |
| 1:50 | | | | 145-2:10 Content | | | | | |
| 1:55 | | | | | | 130-225 2nd Grade Activity | | | |
| 2:00 | | | | | | | | | |
| 2:05 | | | | | | | | | |
| 2:10 | Kinder Recess 2:05-2:25 | 200 - 2:40 Fact fluency/ math rotations | | | | | | Kinder Recess 2:05-2:25 | Support Prep |
| 2:15 | | | | | | | | | |
| 2:20 | | | 220-240 2nd Grade Math Groups cont'd | 210-240 Word Study | 210-245 Word Study | | | | |
| 2:25 | | | | | | | | | |
| 2:30 | 2:25-2:45 Math Small Group | | | | | | | | |
| 2:35 | | | | | | | | | |
| 2:40 | | | | | | | | | |
| 2:45 | Teachers walk students to their dismissal locations | | | | | | | | |
| 2:50 | Dismissal | | | | | | | | |

| Kindergarten | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Activity |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---|
| Long** | Art | Music | PE1 | Digital Literacy | Global Connections | PE2 | 8:00-8:55 3rd Grade Activity |
| Shiohira | PE2 | Art | Music | PE1 | Digital Literacy | Global Connections | |
| Owens | Global Connections | PE2 | Art | Music | PE1 | Digital Literacy | |
| Jackman | Digital Literacy | Global Connections | PE2 | Art | Music | PE1 | |
| Elington | PE1 | Digital Literacy | Global Connections | PE2 | Art | Music | |
| Smith | Music | PE1 | Digital Literacy | Global Connections | PE2 | Art | |
| 1st Grade | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | | 9:00-9:55 4th Grade Activity |
| Foreman** | Art | Music | PE1 | Digital Literacy | Global Connections | | |
| Pearson | Global Connections | Art | Music | PE1 | Digital Literacy | | |
| Phillips | Digital Literacy | Global Connections | Art | Music | PE1 | | |
| Andrews | PE1 | Digital Literacy | Global Connections | Art | Music | | |
| Richard | Music | PE1 | Digital Literacy | Global Connections | Art | | |
| 2nd Grade | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | | 10:00-10:55 Kindergarten Activity |
| Poland** | Art | Music | PE1 | Digital Literacy | Global Connections | | |
| Davenport | Global Connections | Art | Music | PE1 | Digital Literacy | | |
| Duval | Digital Literacy | Global Connections | Art | Music | PE1 | | |
| McNabb | PE1 | Digital Literacy | Global Connections | Art | Music | | |
| Hartsock | Music | PE1 | Digital Literacy | Global Connections | Art | | |
| | | | | | | | 11:00-11:55 Activity Prep |
| 3rd Grade | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | 11:55-12:25 Activity Lunch |
| Herdes** | Art | Music | PE1 | Digital Literacy | Global Connections | PE2 | 12:25-1:20 1st Grade Activity |
| Eason | PE2 | Art | Music | PE1 | Digital Literacy | Global Connections | |
| Norris | Global Connections | PE2 | Art | Music | PE1 | Digital Literacy | |
| Stark | Digital Literacy | Global Connections | PE2 | Art | Music | PE1 | |
| Tucker | PE1 | Digital Literacy | Global Connections | PE2 | Art | Music | |
| Elkins | Music | PE1 | Digital Literacy | Global Connections | PE2 | Art | |
| 4th Grade | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | 1:25-2:20 2nd Grade Activity |
| Eckert** | Art | Music | PE1 | Digital Literacy | Global Connections | PE2 | |
| Carter | PE2 | Art | Music | PE1 | Digital Literacy | Global Connections | |
| Rushing | Global Connections | PE2 | Art | Music | PE1 | Digital Literacy | |
| McDaniel | Digital Literacy | Global Connections | PE2 | Art | Music | PE1 | |
| Vaught | PE1 | Digital Literacy | Global Connections | PE2 | Art | Music | |
| Ladd | Music | PE1 | Digital Literacy | Global Connections | PE2 | Art | |
| ** Team Lead | | | | | | | |
| Global Connections | | | | | | | |
| PE2 | | | | | | | |
| Art | | | | | | | |
| Music | | | | | | | |
| PE1 | | | | | | | |
| Digital Literacy | | | | | | | |

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|---|---|---|---|---|
| Faculty Information | Professional Development | Calendars | Academic | Behavior |
| Staff Directory | Kalpa | 2022-2023 District Calendar | Bentonville Schools Curriculum Drive | Progressive Discipline Plan |
| Elementary Procedures | First Week at a Glance | Kinder Assessment | Literacy Flow Chart | |
| Elementary Handbook | August PD Schedule | Act 1220 Food Days | Math Flow Chart | |
| 2022-2023 Committees | | Faculty Meeting Schedule | RTI Flowchart | |
| Building Map | TeacherEase Training | | SEAS website | |
| Instructional Assistant Expectations | | | SEAS beginning of the Year Info | |
| WES Need to Know Notebook | Required PD: | | SEAS helpful statements | |
| | Safety 1.5 hrs. (SVera) | | Matrix | |
| | Ethics .5 (IDEAS #20059) | | | |
| | Test Security .5 hrs | | | |
| | Child Maltreatment 2 hrs. (IDEAS #21002) | | | |
| | Trafficking .5 hrs. (IDEAS ERB19049) | | | |
|  |  |  | | |
| Forms and Resources | P/T Conference | Misc. Links | | |
| Hotline Form | P/T Conference Form- Classroom Teacher | Frontline | | |
| Procedures for Selection of Library Media Materials | P/T Conference Form - Auxiliary Staff | Food Selection | | |
| Field Trip Form - (updated 2019) | | HelpDesk | | |
| Staff Suggestion Box | | Telephone Directions | | |
| Staff Sign Out/ Sign In | | | | |
| | | | | |
| | | | | |
| | | BOE Online | | |
| | | | | |

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 |
| Literacy Blocks | | | | | | |
| 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 |
| Math | | | | | | |
| 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 | | | | | | |
| Intervention/ Special Education | Intervention/Sped Pull Out time should be designated during blocks of time throughout the school day so 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 | | | | | |
| Other Considerations | 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 | | | | | |