



# Taming the Scheduling Beast- Creating a Secondary Master Schedule

Jennifer Wagner – School Counselor & Department Chair  
Stacy Cook - Principal

# **Smyrna High School – Bell Schedule**

**Period 1 / 2**

**7:30-9:05 AM**

**Period 3 / 4**

**9:10-10:45 AM**

**Period 5 / 6**

**10:45 – 12:54**

**(Class & 30 min lunch)**

**Period 7 / 8**

**12:59 - 2:35 PM**



# Steps of the Process

- ◊ October
- ◊ Use data from the current school year schedule change requests to track adjustments needed for the next school year
- ◊ Counselors, Admin, Department Chairs

# Steps of the Process

- January
- Gather information from Department Chairs on any additions, deletions, or modifications needed for courses offered for the following school year. Department Chairs confer with members of their department and then relay the feedback to counselors and admin.
- Counselors, Admin, Department Chairs, Teachers

# Steps of the Process

- ◊ January
- ◊ Teachers communicate with their classes about options for courses the following year
- ◊ Department Chairs, Teachers



# Steps of the Process

- o January
- o Advisory Lesson on scheduling for all students in grades 9<sup>th</sup>-11<sup>th</sup> at the end of the first semester
  - o Students received a worksheet and a transcript to guide them through this lesson
  - o Seniors do a final transcript review for accuracy
- o Counselors, Teachers

# Steps of the Process

- January
- SHS 9<sup>th</sup> grade counselor visits SMS to meet with all 8<sup>th</sup> grade students to discuss scheduling process and options
- SMS Admin, SHS & SMS Counselors, SMS Teachers

# Steps of the Process

- o February
- o SHS 10<sup>th</sup> – 12<sup>th</sup> grade counselors meet with upcoming students in ELA classes to present scheduling info
  - o Started online scheduling in 2014/15 with 11<sup>th</sup> grade only and will now transition to online scheduling for 10<sup>th</sup> – 12<sup>th</sup>
- o Counselors, ELA teachers



# Steps of the Process

- o February - March
- o Teachers complete request sheets for the upcoming school year. This includes what courses they would like to teach in priority order, when they would prefer to have planning, and any duty preferences or other notes.
- o Admin, Department Chairs, Teachers

# Steps of the Process

- o March through July
- o Build the Schedule on the Magnet Board



# Steps of the Process

- o Build the Schedule on the Magnet Board (continued)
  - o PLCs first by content and grade
  - o Singletons placed using conflict matrix
  - o Classes with specific placement needs (i.e. MM4 at lunch, Senior ELA and Math in AM, ESL due to shared teacher)



# Steps of the Process

- o Build the schedule on the Magnet Board (continued)
  - o Fill in remaining classes by department using current Simple Tally to determine number of sections needed for each course, teacher requests, and admin recommendations
  - o Admin meets individually with Department Chairs and school counselors to review each Department
  - o We do NOT schedule lunches. Students eat lunch based on the lunch assigned to their Period 5/6 teacher. Staff lunch is assigned by department and based on seat counts.

# Steps of the Process

- Build the schedule on the Magnet Board (continued)
  - Multiple runs of the schedule are done in Eschool to achieve the maximum number of student requests filled
  - For 2015/16 tried not starting from scratch on the magnet board but rather making changes to existing schedule as needed.
- Admin, Counselors, Department Chairs



# Steps of the Process

- ◌ July through August
- ◌ Counselors use summer hours (16 days) to review each student's schedule for accuracy based on credit needs, pathway completion, etc
- ◌ Counselors, Admin



# Steps of the Process

- ◊ August through September
- ◊ Students get schedules in mid-August. Seniors can begin to request schedule changes right away but 9<sup>th</sup>-11<sup>th</sup> grade students must wait until the school year begins.
- ◊ Counselors

## Other Notes Related to Scheduling

- Students choose a pathway for 9<sup>th</sup> grade but can change to new pathway in 10<sup>th</sup> grade if desired
- Students have the flexibility to complete more than one pathway
- Several CTE pathways have recently added a fourth level course. This fourth level can be scheduled during same period as a lower level if the class size is too small to run the course alone.
- Co-op Placement requests are now submitted prior to the end of the current school year to allow creation of accurate schedules for these students.



# Contact Information

o Jennifer Wagner – School Counseling  
Department Chair

o 302-653-3133

o [jennifer.wagner@smyrna.k12.de.us](mailto:jennifer.wagner@smyrna.k12.de.us)

• Stacy Cook – Principal

• 302-653-8581

• [stacy.cook@smyrna.k12.de.us](mailto:stacy.cook@smyrna.k12.de.us)