

**Figure 4.8: Master Schedule Checklist**

<p>Does our schedule provide time for collaborative teams to meet?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All teachers are assigned to at least one collaborative team.</li> <li><input type="checkbox"/> The schedule allows collaborative teams time to meet regularly for at least forty-five to fifty-five minutes per week.</li> <li><input type="checkbox"/> Collaborative team time is protected from agenda items not related to the four critical questions.</li> <li><input type="checkbox"/> Specialists and coaches can meet with the teams they work with.</li> <li><input type="checkbox"/> There is a plan in place for teams who need to work vertically.</li> </ul>	<p>What modifications will we need to make to our master schedule to make it more effective?</p>
<p>Does our schedule provide time to respond to student needs?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> There is time in the schedule for students to receive Tier 2 support when no new Tier 1 instruction is occurring.</li> <li><input type="checkbox"/> Tier 2 time is flexible in a way that allows students to attend whenever they need help.</li> <li><input type="checkbox"/> Tier 3 time is allocated in a way that allows students to also access Tier 1 and 2 learning.</li> <li><input type="checkbox"/> Tier 3 time is flexible so that students can attend when they need help but can be dismissed when needs have been met.</li> <li><input type="checkbox"/> Collaborative teams have developed pacing guides and unit plans that allocate Tier 1 support time for students identified through common formative assessments.</li> </ul>	<p>What modifications will we need to make to our master schedule to make it more effective?</p>