



AMPHITHEATER

P u b l i c S c h o o l s

Master Schedule Planning

Canyon del Oro High School

Paul DeWeerd

Instructional Minutes

- We are required to build our bell schedules to include 180 hours per period per year
- Grades 9-12 are required to attend 720 hours per year
- Annual instructional hours are specified in A.R.S. §15-901(A)(2)(a)(b) or (c).



Bell Schedule

2016-2017 CDO BELL SCHEDULE

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
PERIOD 1 7:00 – 8:13 (73 min)		PERIOD 1 7:00 – 7:53 (53 min)		PERIOD 1 7:00 – 7:53 (53 min)		PERIOD 1 7:00 – 7:53 (53 min)		PERIOD 1 7:00 – 8:13 (73 min)	
		TUTORIAL 7:45 - 8:20 (35 min)		TUTORIAL 7:45 - 8:20 (35 min)		TUTORIAL 7:45 - 8:20 (35 min)			
PERIOD 2 8:20 – 9:20 (60 min)		PERIOD 2 8:20 – 9:52 (92 min)		PERIOD 2 8:20 – 9:52 (92 min)		PERIOD 4 8:20 – 9:52 (92 min)		PERIOD 2 8:20 – 9:20 (60 min)	
PERIOD 3 9:27 – 10:27 (60 min)								PERIOD 3 9:27 – 10:27 (60 min)	
PERIOD 4 10:34 - 11:33 (59 min)		PERIOD 3 9:59 – 11:32 (93 min)		PERIOD 3 9:59 – 11:32 (93 min)		PERIOD 5 9:59 – 11:32 (93 min)		PERIOD 4 10:34 - 11:33 (59 min)	
PERIOD 5 11:40 - 12:39 (60 min)	<u>1ST LUNCH</u> 11:33 – 12:13 (40 min) Bell to Bell	PERIOD 4 11:39 - 1:12 (93 min)	<u>1ST LUNCH</u> 11:32 – 12:12 (40 min) Bell to Bell	PERIOD 5 11:39 - 1:12 (93 min)	<u>1ST LUNCH</u> 11:32 – 12:12 (40 min) Bell to Bell	PERIOD 6 11:39 - 1:12 (93 min)	<u>1ST LUNCH</u> 11:32 – 12:12 (40 min) Bell to Bell	PERIOD 5 11:40 - 12:39 (60 min)	<u>1ST LUNCH</u> 11:33 – 12:13 (40 min) Bell to Bell
<u>2nd LUNCH</u> 12:39 – 1:19 (40 min) Bell to Bell	PERIOD 5 12:13 - 1:12 (59 min)	<u>2nd LUNCH</u> 1:12 - 1:52 (40 min) Bell to Bell	PERIOD 4 12:12 - 1:45 (93 min)	<u>2nd LUNCH</u> 1:12 - 1:52 (40 min) Bell to Bell	PERIOD 5 12:12 - 1:45 (93 min)	<u>2nd LUNCH</u> 1:12 - 1:52 (40 min) Bell to Bell	PERIOD 6 12:12 - 1:45 (93 min)	<u>2nd LUNCH</u> 12:39 – 1:19 (40 min) Bell to Bell	PERIOD 5 12:13 - 1:12 (59 min)
PERIOD 6 1:19 – 2:19 (60 min)		PERIOD 6 1:52 – 3:25 (93 min)		PERIOD 7 1:52 – 3:25 (93 min)		PERIOD 7 1:52 – 3:25 (93 min)		PERIOD 6 1:19 – 2:19 (60 min)	
PERIOD 7 2:26 – 3:25 (59 min)								PERIOD 7 2:26 – 3:25 (59 min)	

AMPHITHEATER

P u b l i c S c h o o l s



Instructional Minutes

School Name:	Canyon Del Oro High School				Grade Level:	9-12
Day 1 Name:	Early Regular Mon & Fri					
Class Period Name	Start Time	End Time	Instructional Minutes	Usable Passing Minutes***	Total Minutes per Period	
1	7:00 AM	8:13 AM	73		73	
2	8:20 AM	9:20 AM	60	7	67	
3	9:27 AM	10:27 AM	60		60	
4	10:34 AM	11:33 AM	59	7	66	
5	12:13 PM	1:12 PM	59	7	66	
6	1:19 PM	2:19 PM	60	7	67	
7	2:26 PM	3:25 PM	59		59	
Number of Occurances of Day 1:					55	



Instructional Minutes

	Date No.	Weekday	Date	Day Number	
	1	Thursday	08/11/16	1	
	2	Friday	08/12/16	1	
	3	Monday	08/15/16	1	
	4	Tuesday	08/16/16	2	
	5	Wednesday	08/17/16	3	
	6	Thursday	08/18/16	4	
	7	Friday	08/19/16	1	
	8	Monday	08/22/16	1	
	9	Tuesday	08/23/16	2	
	10	Wednesday	08/24/16	3	
	11	Thursday	08/25/16	4	
	12	Friday	08/26/16	5	
	13	Monday	08/29/16	1	
	14	Tuesday	08/30/16	2	
	15	Wednesday	08/31/16	3	
	16	Thursday	09/01/16	4	
	17	Friday	09/02/16	1	
9/5/16 is Labor Day	18	Tuesday	09/06/16	2	



Instructional Minutes

Period	Total Minutes per Period	Total Hours per Period
1	10894	181.566667
2	11126	185.433333
3	10825	180.416667
4	11106	185.1
5	10882	181.366667
6	10965	182.75
7	10997	183.283333
	Total Minutes	Total Hours
	76795	1279.91667



Master Schedule Planning

- The first step in our master schedule planning starts with creating a schedule for all of our International Baccalaureate Diploma Programme students. As this program has specific curriculum requirements, it is imperative that all students enrolled in this program be able to get the courses that they need in their schedule.



IB Curriculum Requirements

- Candidates for the IB diploma must satisfy assessment requirements in six subjects and the core.
- The six subjects must be selected from six groups, at least three and not more than four subjects being offered at high level and the others at standard level. Recommend teaching time is 240 hours to complete HL courses and 150 hours to complete SL courses.
- IB students are also required to complete a Theory of Knowledge course. It is recommended that the TOK course include 100 hours of instruction over the course of two years.
- IB students must also complete 150 hours of CAS activities and complete an extended essay.



IB Schedule Model

- The master schedule model used to deliver the IB curriculum requires students to take seven courses during their junior and senior years. It includes a class period during each of these years to complete the TOK requirement and support students with their CAS project and their extended essay.



16.17 Master Schedule 7.5.16.16.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Normal Page Layout Page Break Preview Custom Views Full Screen

Ruler Formula Bar

Gridlines Headings

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes Hide Split View Side by Side Synchronous Scrolling Reset Window Position

Save Switch Workspace Windows Macros

B115 Kaufman

	A	B	C	D	E	F	G	H	I	J	K	L
104	D106 & D108	Weber		EDP001/EDP002	EDP001/EDP002	EDP001/EDP002	EDP001/EDP002	EDP001/EDP002	EDP001/EDP002			
105	IB											
106	Office	Rothkopf		IB Coordinator	IB Coordinator	IB Coordinator	IB Coordinator	IB Coordinator	IB Coordinator			
107	G701	Bruggeman			IB HOA / Sr			IB HOA / Sr	IB HOA / Jr			
108	M222	Christman		IB Chem/HL/SL / Jr.	IB Chem SL/HL Jr.			IB Chem HL - Sr				
109	E803/K911	Davis, L					Women's Ens/IB Music					
110	E810	DeBoucher	IB Art / HL / Sr.			IB Film HL/SL Sr	IB Film SL and HL-JR.					
111	H302	Gauna				Anthro HL/SL Sr	IB Anthro SL and HL / Jr					
112	T12	Girard		IB TOK / Jr				IB TOK / Jr				
113	F202	Fox, E		IB Math Studies / Sr								
114	E807	Jennings				IB Russian SL - Jr						
115	T11	Kaufman							IB TOK / Sr			
116	Gym	McClure	IB Dance /P.Dance									
117	K903	Mendoza				IB Art HL - Sr						
118	D109	Marnell				IB German SL / Jr. /III	German SL-Sr / AP					
119	E802	Moser				IB French SL-Jr/HL-Jr/III	IB French SL-Sr/HL-Sr/AP					
120	R604	Quinn			IB Math SL							
121	T21	Reynolds, H	IB Lit / HL / Sr.			IB Lit HL / Sr.						
122	E806	Rogers				IB Span SL-Jr/HL-Jr	IB Span SL-Sr/HL-Sr					
123	K909	Bitter	B Music/M.Band/Wind/Aux									
124	T25	Thomure	IB Lit / HL / Jr.				IB Lit HL / Jr.					
125	K911	Tagawa										
126	T22	Woodward	IB C.Sci/AP C.Sci									
127	J502	Yetman, C		IB Math HL-Sr	IB Math HL-Jr/AP Calc AB				IB Math HL -JR/AP Calc BC			
128												
129												

Sheet1 Sheet2 Sheet3

Ready

125%

2:13 PM 7/29/2016



Course Requests and Preregistration

- Another initial step in the process is having all students make course requests. This is facilitated through counselor presentations, teacher recommendations, and students making requests through a computer or paper request process.



Staffing Allocation

- Each school is given a staffing allocation for FTE based on projected enrollment.
- I work with each Department Chair to allocate FTE to best match student courses requests to department staffing.



Special Education Schedule

- In a similar fashion to IB, our Special Education Department needs to create a schedule within the overall master schedule to accommodate all of the IEP requirements of students.



Advanced Placement

- Another major consideration in the development of the master schedule is the placement of AP classes in the schedule to maximize the number of students who can enroll in these courses throughout the day.



Schedule Conflicts

- Once drafted, all Department Chairs meet to review the master schedule and to look for possible conflicts with courses that are only offered once or twice in the master schedule.
- At CDO, we try to color code our master schedule to help us better identify possible conflicts in the schedule.
- We have also learned from past experience when to schedule or not to schedule certain courses.



Balancing

- Another critical aspect of the master schedule is to balance the number of courses of a particular type to make sure they are balanced throughout the day. For example, if you are offering 13 sections of biology for 9th graders, you would want to make sure you have at least two sections offered during each period of the school day.



Other Considerations

- Students who participate in athletics
- Seniors who only need four classes to graduate
- Internships
- JTED/CTE Opportunities
- Department Chair Positions
- Certification Requirements of Teachers



Tyler Master Schedule

- Once the schedule is drafted on paper, it must be entered into the Tyler student scheduling module. There are two ways to create the master schedule in Tyler.
 - You can “roll over” your schedule from the previous year and make edits for any changes.
 - Or, you can completely recreate the entire master schedule and build new course sections for all classes.
 - This work is typically done during the month of June.
 - Prior to registration, the Tyler program is directed to “schedule” students. The program matches student course requests to the master schedule.
 - We then print schedules for student distribution at Walk-Through Registration



	A	B	C	D	E	F	G	H	I	J	K	L	M
32	Dome	Snider		English 10	English 10	STUGO	Plan	Pre-AP 10	Pre-AP 10				
33	T25	Thomure	IB Lit / HL / Jr.	English 11	Plan	English 11	IB Lit HL / Jr.	English 11					
34	FINE ARTS												
35	K907	Bakken					Intro Art 3D	Inter/Adv Art 3D	Intro Art 3D				
36	K902	Cannon		Intro Theater	Advance Theater	Inter/Sym Theater	Yearbook	Tech 1, 2, 3	Plan				
37	K911	Davis, L					Wmn's Ensemble/IB Music	Show/Adv Choir	Concert Choir				
38	E810	DeBoucher	IB Art / HL / Sr.	Plan	Reach	IB Film HL / Sr.	IB Film HL/SL Jr		Internship				
39	Gym	McClure	IB Dance /P.Dance	Plan	Beg. Dance	Adv. Dance	Beg. Dance	Aerobics					
40	K903	Mendoza		Adv. Art 2D	Plan	AP / IB Art HL - Sr	Intro Art 2D	Inter Art 2D	Intro Art 2D				
41	T26	Street		Adv Photo	Photography	Digital Media	Plan	Digital Media	Digital Media				
42	K909	Bitter	IB Music/M.Band/Wind/Aux	Jazz Band	1. Band/Concert/Sym Band	Music Theory / AP MT	Small Ensembles	Plan					
43	K911	Tagawa		Symph. Orchestra	Conc.Orchestra								
44	MATH												
45	F204	Antos		AP Calc AB	Algebra 1	Algebra 1	Algebra 1						
46	F202	Fox, E		IB MS / Sr	Interm. Alg.	Plan	Adv. Alg 2	Adv. Alg 2	Adv. Alg. 2				
47	G712	Harris, N		Algebra 2	Algebra 2	Algebra 2	Financial Algebra	Financial Algebra	Plan				
48	R603	Hebert		Geometry	Geometry	Geometry	Plan	Geometry (co-taught)	Geometry				
49	R602	Kittridge		Geometry	Plan	Geometry	Geometry	Adv. Geometry	Adv Geometry				
50	R606	Laumets, K		Algebra 1	Algebra 1	Plan	Algebra 1	Intermed. Algebra	Algebra 1 (co-taught)				
51	R601	McCourtney		Plan	Geometry	Algebra 2	Algebra 2	Algebra 2	Algebra 2				
52	G713	Powell		Algebra 1	Plan	Algebra 1	Sports Statistics	Algebra 1	Statistics				
53	R604	Quinn		Intro to Calc	IB Math SL	Intro to Calc	Plan	Intro to Calc	Intro to Calc				
54	H306	Tabor		AP Stats	AP Stats								
55	G714	Windes		Interm Algebra	Interm Algebra	Precalculus	Precalculus	RR Geometry	Precalculus				
56	J502	Yetman, C	Academic Decathlon	IB Math HL-Sr	IB Math HL-Jr/AP Calc AB	Plan	Calc AB	IB Math HL -JR/AP Calc BC					
57	LANGUAGES												
58	E805	Aukee		Spanish II	Spanish II	Adv. Spanish Conver	AP Psych	Plan	Spanish II				
59	E807	Jennings				IB Russian SL - Jr / III							
60	E804	McCann		Pre AP Spanish III	AP Spanish	Spanish II	Spanish II	Pre-AP Spanish III	Plan				
61	D109	Marnell		French I	Plan	IB German SL / Jr. / III	German SL-Sr / AP	German I	German II				
62	E802	Moser		French II	Plan	IB French SL-Jr/HL-Jr/III	IB French SL-Sr/HL-Sr/AP	French II	French I				
63	E806	Rogers		Spanish I	Spanish I	IB Span SL-Jr/HL-Jr	IB Span SL-Sr/HL-Sr	Spanish I	Plan				
64	G706	Sillman			ASL II	ASL I	ASL I						
65	E801	Yetman, E		Spanish III	Plan	Spanish I	Spanish III	Spanish II	Spanish I				
66	PE												
67	Gym	Gerard	Aerobics	Aerobics	Adaptive PE	Plan	Sports Conditioning	Volleyball	Plan				
68	Gym	McClure	IB Dance /P.Dance	Plan	Beg. Dance	Adv. Dance	Adv. Dance	Aerobics					



Questions?

