Master Schedule

Examples of documents that provide evidence for Master Schedule:

• *Master Schedule (development process)* • *Analysis of Master Schedule shifts* • *Staff Schedules*	• *Student Schedules* • *Intervention Schedule (over a specified period of time)* • *Remediation Schedule (over a specified period of time)*	• *Agenda and Minutes from Collaborative Meetings* • *Staffing Ratios (i.e. Career Technical Education), Special Education, etc.)*

Link: Regulations Establishing Standards for Accrediting Public Schools in Virginia

Category	Criteria	Evidence	Criteria Status	Comments
Master Schedule	• Includes all courses and allotted time required by Regulations Establishing Standards for Accrediting Public Schools in Virginia (8VAC20-131).		☐ Proficient ☐ Developing ☐ Emerging	
	• Provides appropriate class scheduling options for special populations of students including special education, English language learners, and other student populations as needed.		☐ Proficient ☐ Developing ☐ Emerging	
	• Utilizes a team to plan, analyze, and monitor the implementation of schedules to make adjustments, to maximize efficient use of time or offer extensions to instructional time as needed.		☐ Proficient ☐ Developing ☐ Emerging	
	• Provides and implements intervention and remediation times within the schedule.		☐ Proficient ☐ Developing ☐ Emerging	
	• Ensures all courses required by the Virginia Department of Education Standards of Accreditation are taught by licensed personnel.		☐ Proficient ☐ Developing ☐ Emerging	
	• Allots adequate time for all teachers to plan individually and with collaborative groups (i.e. content area teams, grade level teams,		☐ Proficient ☐ Developing ☐ Emerging	

			Proficient □ Developing □ Emerging □	
	department teams, inclusion teams, and vertical articulation teams).			
	• Ensures that courses and experiences are offered and appropriately coded for the College, Career, and Civic Readiness Indicator elements (i.e. Advanced Coursework, CTE finishers with credential, work-based learning experiences, and service learning experiences) *Secondary Schools ONLY.		☐ Proficient ☐ Developing ☐ Emerging	

Essential Action(s):