**STAGE 1: PLANNING**

**WORKSHEET: PARAMETERS AND CONSTRAINTS THAT POTENTIALLY IMPACT THE MASTER SCHEDULE (working draft)**

This is a sample of a chart that the Master Schedule Team might develop and complete as they consider any possible master schedule parameters, constraints, and/or conflicts. It is not meant to be inclusive of all possible constraints as constraints are very site-specific --- i.e., advanced ceramics must be offered after lunch so there is time to fire up the kiln; Room 207 is unavailable on Tuesday and Thursday after 2 p.m. as it is reserved for a Parent University meeting, etc.

NOTE: It would be good as well to develop an accompanying list/chart regarding all the Opportunities that potentially impact the master schedule. (Dual enrollment partnership with local two-year or four-year college, new funding opportunity that supports additional staff positions; new funding that supports access to high-quality, credit-bearing online courses, etc.)

|  |  |  |
| --- | --- | --- |
| Parameters/Constraints | Potential Impact on Master Schedule/Notes | Potential Solutions/Mitigations  |
| *Curricular Constraints* – locked in singletons  |  |  |
| Locked in multiple section courses (doubletons, tripletons, etc.) |  |  |
| Double period lab sessions, etc. |  |  |
| Work-Study programs |  |  |
| “Blocked/linked” courses |  |  |
| Dovetailing/Linked courses (courses that are combined or interlocked into a unified whole) |  |  |
| *Other curricular-related parameters/ constraints:*  |  |  |
| Teacher – team teaching |  |  |
| Interdisciplinary teaming (within Pathways, Academies, SLCs, etc.) |  |  |
| Specific Period assignment requests/needs |  |  |
| Part-time/shared (w. other site) teachers |  |  |
| Constraints/parameters in State Education Code |  |  |
| Constraints/parameters imposed by certain funding sources |  |  |
| Constraints/parameters imposed by District |  |  |
| Limits in teachers’ contract |  |  |
| *Other teacher-related parameters/ constraints:*  |  |  |
| *Facility-related constraints*: shared rooms |  |  |
| Specialty rooms used by several teachers |  |  |
| Size constraints of specific rooms |  |  |
| *Other Facility-related constraints*: |  |  |
| *Other constraints:* Late arrival/early dismissal of some students/teachers |  |  |
| *Transportation related constraints*  |  |  |
| Tradition-related constraints: |  |  |
| *Any additional constraints:* |  |  |