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**How to Do It: Tips for reimagining the school schedule to improve instruction**

1. **Objective**
	1. Do your teachers have enough time to plan together, particularly in subject-area or department teams?
	2. Is your school struggling with student growth, achievement and/or engagement?
2. **Preparation**
	1. Research possible funding sources for planning change, including the [Next Generation Learning Challenges](http://nextgenlearning.org/)
	2. Read about [Plus Days](http://thompson.k12.co.us/site/default.aspx?PageType=3&DomainID=30&ModuleInstanceID=18882&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=19536&PageID=53) and plus classes at Conrad Ball Middle School
	3. Watch [this video](https://vimeo.com/201800592) about Plus scheduling
	4. Visit [Conrad Ball Middle School](http://thompsonschools.org/Domain/30). Seeing is believing!
	5. Put together plan on how to present the idea to staff and students.
	6. Carefully develop the schedule to ensure that there is ample planning time and class time in all subject areas, even if frequency of classes is reduced from 5 days to 4.
3. **Implementation**
	1. Buy-in is essential. Make sure your teachers are onboard.
	2. Do community outreach to explain the change to parents and the broader community
	3. Identify teachers who are flexible and creative enough to handle developing a Plus class curriculum.
4. **Assessment/reflection**
	1. What worked?
	2. What did not work?
	3. How can it be adjusted?