

**Emergency Schedule for 2021-22**  
 (Tasks will be updated daily and added as necessary)

|               |                      | <b>Lunches/Study Hall</b>                             | <b>Career Center</b>              |
|---------------|----------------------|---|-----------------------------------|
| 7:10 – 7:30   | Flex Time 1          |   |                                   |
| 7:35 – 8:15   | Period 1             |   | <b>Slot 1, 7:50</b>               |
| 8:19 – 8:59   | Period 2             |   |                                   |
| 9:03 – 9:43   | Period 3             |   |                                   |
| 9:47 – 10:27  | Period 4             |   | <b>Slot 1 ends, Slot 2, 10:00</b> |
| 10:31 – 11:11 | Period 5             | <b>A1 and 2; Study Hall</b>                           |                                   |
|               |                      | <i>Early Lunch: 10:31</i><br><i>Late Lunch: 10:51</i> |                                   |
| 11:14 -11:54  | Period 6             | <b>B1 and 2; Study Hall</b>                           |                                   |
|               |                      | <i>Early Lunch: 11:14</i><br><i>Late Lunch: 11:34</i> | <b>Slot 2 ends</b>                |
| 11:59 – 12:39 | Period 7             | <b>C1 and 2; Study Hall</b>                           |                                   |
|               |                      | <i>Early Lunch: 11:59</i><br><i>Late Lunch: 12:19</i> |                                   |
| 12:41 – 1:21  | Period 8             | <b>D1 and 2; Study Hall</b>                           | <b>Slot 3, 12:30</b>              |
|               |                      | <i>Early Lunch: 12:41</i><br><i>Late Lunch: 1:01</i>  |                                   |
| 1:25 – 1:45   | Flex Time 2/Period 9 |   |                                   |
| 1:49 – 2:29   | Flex Time 3/Period 9 | <b>*Dismissal 2:24</b>                                |                                   |
| 3:00 – 3:45   | Late Classes         | Teacher Pay   | <b>Slot 3 ends, 3:05</b>          |
|               |                      |   |                                   |
|               |                      |   |                                   |

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### **Prep/Plan**

- Skyward is testing Training Database in order to complete this project
- Technology and Skyward preparing Training Database for new schedules
- KSD Team reviewing current Courses to be offered for new schedules
- KSD Team cleaning up Course Master; Complete parameters/details for courses based on new schedule structure
- KSD Team determining staffing for Courses and Room Assignments
- Course Requests were not completed in Skyward. Skyward will test if we can create course requests based on current Live database enrollment. If not, current rosters will be used.
  - **AFTER THIS STAGE WE CAN PROVIDE A REASONABLE TIMELINE**
  - **Formal communication to parents/public**
- Manually complete “Must Haves”. Example: Special Ed, Fine Arts, AP, Career Center, Remote/Hybrid, etc.
- Run Skyward Auto-Scheduler/Master Schedule Builder
- Evaluate and resolve conflicts
- Schedules complete in training database
- Delete Live Database current schedules
- Complete course cleanup on Live Database
- Upload Training Database schedules to Live database
- Actual schedule run and post schedules to Family/Student Access

### **Items to Negotiate**

- ***Missing Plan or lunch time (may be 10 min difference)***
- ***Course Overloads***
- ***Late Class Pay***
- ***Other unknown issues around working conditions***

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| <b>Task</b>  | <b>Person/People Responsibility</b> | <b>Timeline</b> |
|--|-------------------------------------|-----------------|
| <b>Determine New Schedule Structure</b>                                    | <b>KSD Team</b>                     | <b>COMPLETE</b> |
| <b>Training Database Refresh to Reflect Current State of Live Database</b> | <b>Skyward</b>                      | <b>COMPLETE</b> |
| <b>Review/Finalize Course Offerings for New Schedules</b>                  | <b>KSD Team</b>                     | <b>COMPLETE</b> |
| <b>Map Current Courses to New Schedule Courses</b>                         | <b>KSD Team</b>                     | <b>COMPLETE</b> |
| <b>Prepare/Test Training Database</b>                                      | <b>Skyward/Technology</b>           | <b>COMPLETE</b> |
| <b>Test creating Course Requests on test Skyward database</b>              | <b>Skyward</b>                      | <b>COMPLETE</b> |
| <b>Create student lists for "Must Have" courses</b>                        | <b>KSD Team</b>                     | <b>COMPLETE</b> |
| <b>Access to Training Database for KSD Team/Skyward</b>                    | <b>Technology</b>                   | <b>Sept 21</b>  |

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|   |                               |                 |
|---|-------------------------------|-----------------|
| <b>Training Database - Preparing Course Master for New Schedule</b>   | <b>Technology</b>             | <b>COMPLETE</b> |
| <b>Mapping Course Requests from Live to Training Database</b>   | <b>KSD Team</b>               | <b>Sept 21</b>  |
| <b>Create Course Requests in Test Database based on Live Database current student enrollments/schedules</b> | <b>Skyward</b>                |                 |
| <b>Course Request Report run and review</b>   | <b>High School Counselors</b> |                 |
| <b>Add Course Requests from HS Review</b>   | <b>KSD Team</b>               |                 |
| <b>Training Database - Preparing Course Master (Cleanup, Staffing, Room Numbers, Sections)</b>              | <b>KSD Team</b>               |                 |
| <b>Training Database - Manually complete "Must Haves" student schedules</b>                                 | <b>KSD Team</b>               |                 |

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|  |                         |  |
|--|-------------------------|--|
| <b>Training Database - Run Auto-Scheduler/Master Schedule Builder</b>                      | <b>Skyward/KSD Team</b> |  |
| <b>Evaluate and resolve Conflicts</b>  | <b>KSD Team</b>         |  |
| <b>Training Database - Complete Student Schedules</b>                                      | <b>Skyward/KSD Team</b> |  |
| <b>Live Database - Delete current student schedules and Course Master</b>                  | <b>Skyward</b>          |  |
| <b>Live Database - Preparing Course Master (Cleanup, Staffing, Room Numbers, Sections)</b> | <b>KSD Team</b>         |  |
| <b>Live Database - Upload Student Course Requests</b>                                      | <b>Skyward</b>          |  |
| <b>Live Database - Actual schedule run and post schedules to Family/Student Access</b>     | <b>KSD Team</b>         |  |

- If the schedule is implemented before January. The schedule will be distributed and parents and students will have an opportunity to meet with counselors and teachers on an evening before the Monday that the new schedule is implemented.