

Finding Time to Co-Plan

Influencers in Creating Time

Administrator	Teacher
Schedule common planning period (no am duty for sped to attend grade level meetings)	Weekly lunch meetings
Floating planning period for Sped so that each day, Sped meets with a different teacher	If sped has multiple gen ed. co-teachers, use 15 minutes once each week to rotate meeting with Gen.Ed.
Banked time on a weekly basis	Before/after school meeting
Floating full time substitute to cover teacher planning (some schools increase class size by 1-3 to budget for full time sub)	Schedule cooperative learning groups, peer tutoring, or independent student work times
Support staff or paraprofessionals monitor class during planning	One lesson plan form; color code, share, discuss via email or call
Vary co-teaching schedule with floating planning periods	Friday “fun day” (happy planning hour)
Staff development days/early dismissal dedicated to co-teacher planning	Swapping coverage during other teacher’s planning
Administrative coverage on monthly basis	Breakfast or Coffee house meetings
Regularly scheduled assemblies staffed by parents, paras, volunteers, and school staff	Journaling notebook back and forth or co-planner (see above)
Release time monthly for planning as perk to co-teaching	Use technology—skype planning!!
Place lunch back to back with planning period (or art, or PE, or foreign language) for co-teaching partners	If core / grade level meetings, arrange one per month to be for planning for Sped, and support staff to attend
Quarterly planning days, establish grade level Unit Organizers (SIM)co-constructed by all grade level staff to plan overview	Co-teachers tweak unit organizer by adding structures/strategies to support co-teaching and providing students’ accommodations to plan

