

EASY REFERENCE ON ADOPTING 2020-21 ELEMENTARY SCHOOL SCHEDULES

Note- Due to the unique circumstances of spring 2020, the process for schedule voting will be shifted to an "opt-in" format. This means that only schools that want to adopt a different schedule for 2020-2021 will need to conduct the normal voting process. Principals will still need to engage with their PPCs, by email or through a virtual meeting, to determine if the school needs to conduct a schedule vote.

Elementary Schools must make **5 decisions and report them to Labor Relations** by June 5, 2020.

1. Will the school maintain the current school schedule?
 - a. If yes, **stop** here. No further action is required, though you may submit results for your school through the [2020-21 Elementary School Schedule Response form](#) (submission is optional, but recommended).
 - b. If no, notify Labor Relations at laborrelations@cps.edu and CTU at modelschedulevote@ctulocal1.org, and continue through the traditional schedule vote process in questions 2-5.
2. What will school's starting and ending ***bell times*** be?
3. What will the school's ***daily class periods*** look like?

NOTE: SCHEDULES MUST INCLUDE TWO 15-MINUTE MORNING TEACHER-DIRECTED PREPARATIONS PER WEEK (but see below for alternative adopted via a waiver vote).

4. Whether the school will use an alternative to the twice-weekly 15-minute early morning preparations adopted via a Waiver vote?
5. What will the school do with ***flexible professional development*** days (August 31, September 1, 2020, and June 24, 2021)?

For all principals, start by engaging your building representative and PPC in a discussion about the school's schedule for 2020-2021:

This process can be conducted through a virtual meeting or by email. The initial question should be whether to maintain the current schedule for 2020-2021 or adopt a different schedule through the voting process. If the school decides to maintain the current schedule, PPC notes or email traffic should reflect agreement between the principal and PPC on maintaining status quo schedule. If the school decides to engage in the schedule voting process, proceed to the next steps for conducting a vote.

For schools that opt-in to the schedule voting process only:

1. DECIDE START AND END BELL TIMES

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Bell times will remain the same as last year unless a change is approved by the Transportation Department, the Network Chief, and Safety & Security. If the school is recommending a new bell time to Transportation, follow Article 4-3 or 5-3. To consult about how transportation considerations affect your scheduling options, email Leonardo Franco at lfranco6@cps.edu. The subject line should indicate School Name/SY2020-21 Bell Time Inquiry.

2. DECIDE DAILY SCHEDULE AND CLASS PERIODS

Schools may choose one of four models or may create their own which must meet minimum criteria. (See Guidance: Adopting Elementary School Schedules for the 2020-21 School Year at Appendix A page 1).

The four models are:

- Model 1 - Non-classroom Supervision Model
- Model 2 - Academic Enrichment Model
- Model 3 - Early Start with Early Dismissal
- Model 4 - Unique Model

Process for selecting is as follows:

Step 1 – Consultation. Consulting with PPC (by email or virtual meeting) should generate one of four results:

- (1) A consensus to maintain the current schedule. *If this happens, the process is complete and no further action taken.*
- (2) A consensus to use Model 1 (reflected in PPC minutes). *If this happens, proceed to Step 4.*
- (3) A consensus to give faculty a choice of two models. *If this happens, proceed to Step 2 Schedule Vote.*
- (4) Development of a non-model (unique) schedule, which meets minimum criteria (See Guidance) and is approved by the network. *If this happens proceed to Step 3, Waiver Vote.*

Step 2 – Conduct Schedule Vote. Union delegate and school administration should conduct a Schedule Vote giving them a choice of two model schedules. Chicago Teacher Union members at the school vote and majority wins. Uses Forms in Guidance Appendix D, Forms 1-4, which have been modified for electronic voting through this [Google form](#). *Proceed to Step 4.*

Step 3 – Waiver Vote. Union delegate and school administration should conduct a Waiver Vote at the school on whether to adopt a unique schedule. The vote is a Yes or No. All CTU members at the school (not just faculty) are eligible to vote. Use Forms in Guidance Appendix D Forms 5-8, which have been modified for electronic voting through this [Google Form](#). If the vote is “yes”, the unique schedule is adopted; if “no” the school must adopt the Model 1. *After the vote, proceed to Step 4.*

Step 4 – Report Results to CTU, Labor Relations, and Network Office. School administrators must report results on Google Form found at this link: [2020-21 Elementary School Schedule Responses](#). The school must also submit the Certification, ballot and schedule results to their networks and the Office of Labor Relations at laborrelationses@cps.edu. CTU delegate must submit the Certification, ballot, and schedule results at modelschedulevote@ctulocal1.org. **Note**, if your school will maintain the current school schedule, you are not required to report results through this Google Form, but are welcome to do so.

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3. ALTERNATIVE TO TWO 15-MINUTE EARLY MORNING PREPS ADOPTED VIA WAIVER VOTE:

Schools may either schedule the 15-minute prep twice per week (71 separate periods or 1065 minutes for the year) or work with their PPC to develop another option that schools may adopt via a waiver vote (See Appendix F of Guidance for Waiver Voting Forms).

Some options are as follows:

- Extend the teacher lunch period by 5 minutes every workday (190 days or 950 minutes) and convert two principal directed preparations to teacher-directed preparations (120 minutes).
- Convert 3 principal directed PD days to Teacher directed PD days (1125 minutes). **Note that Principals may use September 2, September 3, 2020, and/or February 5, 2021, for that purpose. No other principal-directed PD may be used.**
- Use a combination of extended lunch, converted principal-directed preparations and converted principal-directed PD days to get to a minimum of 1165 minutes (e.g., extend lunch 1 day per week by 5 minutes (190 minutes), convert 1 principal-directed PD day to teacher-directed (375 minutes) and convert 10 principal directed preparations (600) minutes to teacher-directed preparations.

These options may only be adopted through a Waiver vote.

4. DECIDING HOW TO USE FLEX PD DAYS.

There are three flex PD days in the academic calendar which may be used where they are placed on the calendar (August 31, September 1, 2020, and June 24, 2021) or moved around in increments.

Schools have the following Options from which to choose: (if proposing to move dates, include the dates and time PD will take place when communicating with school faculty):

1	Use all 3 Flex Days as Scheduled in the Academic Calendar.
2	Move all 3 Flex Days to Break Days
3A	All 3 Flex Days converted to 36 weeks of 30 minute PD before or after school
3B	All 3 Flex Days converted to 27 weeks of 40 minute PD before or after school
3C	All 3 Flex Days converted to 18 weeks of 60 minute PD before or after school
3D	All 3 Flex Days converted to 12 weeks of 90 minute PD before or after school
3E	All 3 Flex Days converted 9 weeks of 120 minute PD before or after school

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4A	Use 1 Flex Day either as scheduled or on breaks day and convert 2 Flex Days to 24 weeks of 30 minute PD before or after school
4B	Use 1 Flex Day either as scheduled or on breaks day and convert 2 Flex Days to 12 weeks of 60 minute PD before or after school
4C	Use 1 Flex Day either as scheduled or on breaks day and convert 2 Flex Days to 8 weeks of 90 minute PD before or after school
4D	Use 1 Flex Day either as scheduled or on breaks day and convert 2 Flex Days to 6 weeks of 120 minute PD before or after school
4E	Use 2 Flex Days either as scheduled or on breaks day and convert 1 Flex Day to 12 weeks of 30 minute PD before or after school
4F	Use 2 Flex Days either as scheduled or on breaks day and convert 1 Flex Day to 6 weeks of 60 minute PD before or after school
4G	Use 2 Flex Days either as scheduled or on breaks day and convert 1 Flex Day to 3 weeks of 120 minute PD before or after school

Process for deciding the use of flex PD days is:

Step 1 – Consultation. Consulting with PPC should result in one of two outcomes:

- (1) A consensus to use Option 1 (reflected in PPC minutes). *If this happens, proceed to Step 3.*
- (2) A consensus to give faculty a choice of one of the other options (Options 2 to 4). *If this happens, proceed to Step 2.*

Step 2 – Waiver Vote. Union delegate and school administration should conduct a Waiver Vote on whether the school should use **one** of Options 2 to 4G. The Waiver vote is a yes/no vote that has only one way to redistribute the flex days. This vote must include the dates (a calendar) when flex PD's are going to be used.

All CTU members at the school (not just faculty) are eligible to vote. Use Forms in Guidance Appendix D Forms 9-12, which have been modified for electronic voting through this [Google Form](#). *Then proceed to Step 3.*

Step 3 – Report Results to CTU, Labor Relations, and Network Office. School administrators must report results on Google Form found at this link: [2020-21 Elementary School Schedule Responses](#). The school must also submit the Certification, ballot and schedule results to their networks and the Office of Labor Relations at laborrelationses@cps.edu. CTU delegate must report the Certification, ballot and schedule results at modelschedulevote@ctulocal1.org.

Note: Please contact Labor Relations at laborrelationses@cps.edu with any questions.