

EASY REFERENCE ON ADOPTING 2020-21 HIGH 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 school 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.

High Schools must make **4 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 High School Schedule Response form](#) (submission is optional, but recommended).
 - b. If no, notify Labor Relations at laborrelationhs@cps.edu and CTU at modelschedulevote@ctulocal1.org, and continue through the traditional schedule vote process in questions 2-4.
 2. What will school's starting and ending *bell times* be?
 3. What will the school's *daily class periods* look like?
 4. What will the school do with *flexible professional development* days (August 31, September 1, 2020, and June 24, 2021)?
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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 to 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.

1. DECIDE START AND END BELL TIMES

Bell times will remain the same as last year unless a change is approved by the Transportation Department, the Chief, and Safety and Security. If the school is recommending new times to Transportation, follow Article 6-1. To consult about how transportation considerations affect your scheduling options, e-mail Leonardo Franco at lfranco6@cps.edu. The subject line should indicate School name/SY 2020-21- Bell Time Inquiry.

2. DECIDE DAILY SCHEDULE AND CLASS PERIODS

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

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The five models are:

- Model 1 – Eight 50-minute periods with up to 35 minutes of passing time.
- Model 2 – Single blocks with an unpaid advisory one-day per week.
- Model 3 – Single blocks with division and announcements
- Model 4 – Single blocks with Late Start/Early dismissal (*Requires approval of Transportation*)
- Model 5 – Double block schedule (*Consult with the network before selecting*)

Process for selecting is as follows:

Step 1 – Consultation. Consulting with PPC should generate one of three results:

- (1) A consensus to use Model 1 (reflected in PPC minutes). *If this happens, proceed to Step 4.*
- (2) A consensus to give faculty a choice of two models. *If this happens, proceed to Step 2.*
- (3) Development of a non-model (unique) schedule, which meets minimum criteria (See Guidance, page5) 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. Union teacher 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 on whether to adopt a unique schedule. The vote is 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 a Google Form found at this link: [2020-21 High School Schedule Response form](#). The school must also submit the Certification, ballot and schedule results to their networks and to the Office of Labor Relations at laborrelations@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.

3. DECIDING HOW TO USE TEACHER FLEX DAYS.

There are three flex PD days in the academic calendar which may be used as they are listed 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 (No vote required)
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2	Move all 3 Flex Days to Break Days
3A	All 3 Flex Days converted to 33 weeks of 35 minute PD before or after school
3B	All 3 Flex Days converted to 21 weeks of 55 minute PD before or after school
3C	All 3 Flex Days converted to 15 weeks of 77 minute PD before or after school
3D	All 3 Flex Days converted to 11 weeks of 105 minute PD before or after school
4A	Use 1 Flex Day either as scheduled or on break day and convert 2 Flex Days to 22 weeks of 35 minute PD before or after school
4B	Use 1 Flex Day either as scheduled or on break day and convert 2 Flex Days to 14 weeks of 55 minute PD before or after school
4C	Use 1 Flex Day either as scheduled or on break day and convert 2 Flex Days to 11 weeks of 70 minute PD before or after school
4D	Use 1 Flex Day either as scheduled or on break day and convert 2 Flex Days to 7 weeks of 110 minute PD before or after school
4E	Use 2 Flex Days either as scheduled or on break day and convert 1 Flex Day to 11 weeks of 35 minute PD before or after school
4F	Use 2 Flex Days either as scheduled or on break day and convert 1 Flex Day to 7 weeks of 55 minute PD before or after school
4G	4G Use 2 Flex Days either as scheduled or on break day and convert 1 Flex Day to 3 weeks of 128 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.

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All CTU members at the school (not just faculty) are eligible to vote. Use Forms in Guidance Appendix F 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 a Google Form at this link: [2020-21 High School Schedule Response Form](#). The school must also submit the Certification, ballot and schedule results to their networks and to the Office of Labor Relations at laborrelationshs@cps.edu. CTU delegate must submit Certification, ballot and schedule results at modelschedulevote@ctulocal1.org.

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