

Appendix B

The Model High School Schedules

The Board and the Union have agreed on five model schedules for high schools including the contractual model high school schedule.

Please note the following with respect to schedules.

- *Start and end times.* Times used in these models are illustrative. CPS' Department of Transportation will determine/approve start and end times for most schools in order to ensure that it can accommodate busing schedules.
- *Preparation periods.* The collective bargaining agreement requires that high school teachers have ten preparation periods per week, seven of which are self-directed and require no student supervision and three of which are principal directed. Note that one fifty-minute principal directed preparation period per week may be designated as an advisory period for students (*See, advisory periods*).
- *Designation of Lunch Periods.* In each of the models in this section, there is typically one designated lunch break for students and teachers. That is done only for illustrative purposes and from the perspective of individual teachers/students. Schools obviously must schedule lunches over multiple periods and nothing in this Guidance should be construed to restrict that. (*See, section on scheduling teacher lunches.*)
- *Teacher lunch periods.* Teachers' lunches should be scheduled to occur during the periods that students are also having their lunches (*e.g., if student lunches are scheduled for periods 4, 5, 6 and 7, teacher lunches should also be scheduled during those periods*).
- *Advisory Periods.* Advisory periods are used for interventions, RTI work and other guidance of students. They are considered instructional. In addition to being able to include advisory as part of a principal-directed preparation, schools have two other options:

- One is reflected in Model 2, in which instructional time is taken from other periods one day a week and made an advisory. That advisory is unpaid. Transition periods are shortened throughout the week so that teachers have 25-minutes less required on-site time per week.
- Another model is a 30 minute paid advisory per week in which some of a teachers' preparation one day per week may be used for a paid advisory. In that model, the teacher's day must be extended by 30 minutes. It is not included as one of the model schedules and must be employed as a unique model.
- *Division/home-room.* Division periods are not instruction periods. They are used primarily for attendance, announcements, and distribution of material. Because divisions are cohorts of students maintained over the schedule of a high school career, they provide opportunities for students to develop consistent relationships with faculty and fellow students. Note that Model III has a division period.
- *Testing Day Schedules.* The Model Schedules included here are general schedules. Both the Union and the Board recognize that during the course of the year, testing day schedules that accommodate testing will have to be employed. The models in this document do not affect those schedules, however, schools must ensure that all teachers are provided lunch on those days.
- *Intervention.* Intervention periods (sometimes called seminar) are periods of instruction focused on providing either additional instruction in content areas in which students are struggling or providing enrichment opportunities for students in the arts, sports, and other special interests.

Model 1
The Contractual Model

Eight 50-minute periods five days per week with seven 5-minute passing periods
Students have seven instructional periods and one lunch period

Teachers have five instructional periods, two preparation periods, and one lunch period

Start Time	End Time	Minutes	Student Day	Teacher Day
8:00	8:50	0:50	Period 1	Instruction
8:50	8:55	0:05		Transition
8:55	9:45	0:50	Period 2	Prep
9:45	9:50	0:05		Transition
9:50	10:40	0:50	Period 3	Instruction
10:40	10:45	0:05		Transition
10:45	11:35	0:50	Period 4	Instruction
11:35	11:40	0:05		Transition
11:40	12:30	0:50	Period 5	Lunch
12:30	12:35	0:05		Transition
12:35	1:25	0:50	Period 6	Instruction
1:25	1:30	0:05		Transition
1:30	2:20	0:50	Period 7	Prep
2:20	2:25	0:05		Transition
2:25	3:15	0:50	Period 8	Instruction

Minute Summary For Model 1

	Student Minutes Per Day	Student Minutes Per Week	Teacher Minutes Per Day	Teacher Minutes Per Week
Instruct	350	1750	250	1250
Prep			100	500
Lunch	50	250	50	250
Transition	35	175	35	175
Total	435	2175	435	2175

Model 2
Single Blocks with Unpaid Advisory

Students have seven 50-minute instructional periods and one 50-minute lunch four days per week and seven 42-minute instructional periods, one 40-minute advisory and a 42 minute lunch one day period week. Teachers have five 50-minute instructional periods, two 50-minute preparation periods and one 50-minute lunch four days per week and five 42-minute instructional periods, one unpaid 40-minute advisory period, two 42-minute preparations, and one 42-minute lunch one day per week. Teachers end time is shortened by 10 minutes on the shortened lunch day.

4 Days Schedule

Start Time	End Time	Min	Student Day	Teacher Day
8:00	8:04	0:04		Transition
8:04	8:54	0:50	Period 1	Instruct
8:54	8:58	0:04		Transition
8:58	9:48	0:50	Period 2	Prep
9:48	9:52	0:04		Transition
9:52	10:42	0:50	Period 3	Instruct
10:42	10:46	0:04		Transition
10:46	11:36	0:50	Period 4	Instruct
11:36	11:40	0:04		Transition
11:40	12:30	0:50	Period 5	Lunch
12:30	12:34	0:04		Transition
12:34	1:24	0:50	Period 6	Instruct
1:24	1:28	0:04		Transition
1:28	2:18	0:50	Period 7	Prep
2:18	2:22	0:04		Transition
2:22	3:12	0:50	Period 8	Instruct

1 Day

Start Time	End Time	Min	Student Day	Teacher Day
8:00	8:06	0:06		Transition
8:06	8:48	0:42	Period 1	Instruct
8:48	8:53	0:05		Transition
8:53	9:33	0:40	Advisory	Advisory
9:33	9:38	0:05		Transition
9:38	10:20	0:42	Period 2	Prep
10:20	10:25	0:05		Transition
10:25	11:07	0:42	Period 3	Instruct
11:07	11:12	0:05		Transition
11:12	11:54	0:42	Period 4	Instruct
11:54	11:59	0:05		Transition
11:59	12:41	0:42	Period 5	Lunch
12:41	12:46	0:05		Transition
12:46	1:28	0:42	Period 6	Instruct
1:28	1:33	0:05		Transition
1:33	2:15	0:42	Period 7	Prep
2:15	2:20	0:05		Transition
2:20	3:02	0:42	Period 8	Instruct

Minute Summary:

	Student Mins/ Day (4 Days)	Student Mins/Day (1 Day)	Total Student Minutes	Teacher Mins/ Day (4 Days)	Teacher Mins/day (1 Day)	Total Teacher Mins
Instruct	350	334	1734	250	250	1250
Prep				100	84	484
Lunch	50	42	242	50	42	242
Transition	32	46	174	32	46	174
Total	432	422	2150	432	422	2150

Model 3 - Single Blocks plus Division and Announcements

Students have seven 50-minute instructional periods, one 50-minute lunch period four days per week with announcements occurring during the transition. Students have seven 49-minute instructional periods, one 49-minute lunch and a 10-minute division one day per week.

Teachers have five instructional periods of 50 minutes, two 50-minute preparations and one 50-minute lunch four days per week, and five 49-minute instructional periods, two 49-minute preparations, one 11 minute division and one 49-minute lunch one day per week.

4-Days Schedule

Start Time	End Time	Min	Student Day	Teacher Day
8:00	8:50	0:50	Period 1	Instruct
8:50	8:54	0:04		Transition
8:54	9:44	0:50	Period 2	Prep
9:44	9:48	0:04		Transition
9:48	10:38	0:50	Period 3	Instruct
10:38	10:41	0:03	Announcements	Announcements
10:41	10:45	0:04		Transition
10:45	11:35	0:50	Period 4	Instruct
11:35	11:39	0:04		Transition
11:39	12:29	0:50	Period 5	Lunch
12:29	12:33	0:04		Transition
12:33	1:23	0:50	Period 6	Instruct
1:23	1:27	0:04		Transition
1:27	2:17	0:50	Period 7	Prep
2:17	2:21	0:04		Transition
2:21	3:11	0:50	Period 8	Instruct
3:11	3:15	0:04		Transition

1-Day Schedule

Start Time	End Time	Min	Student Day	Teacher Day
8:00	8:10	0:10	Division	Division
8:10	8:14	0:04		Transition
8:14	9:03	0:49	Period 1	Instruct
9:03	9:07	0:04		Transition
9:07	9:56	0:49	Period 2	Prep
9:56	10:00	0:04		Transition
10:00	10:49	0:49	Period 3	Instruct
10:49	10:53	0:04		Transition
10:53	11:42	0:49	Period 4	Instruct
11:42	11:46	0:04		Transition
11:46	12:35	0:49	Period 5	Lunch
12:35	12:39	0:04		Transition
12:39	1:28	0:49	Period 6	Instruct
1:28	1:32	0:04		Transition
1:32	2:21	0:49	Period 7	Prep
2:21	2:25	0:04		Transition
2:25	3:14	0:49	Period 8	Instruct

Minute Summary:

	Student Minutes Per Day (4 days)	Student Minutes Per Day (1 Day)	Total Student Minutes	Teacher Minutes Per Day (4 days)	Teacher Minutes Per Day (1 day)	Total Teacher Minutes
Instruct	350	343	1743	250	245	1245
Prep				100	98	498
Lunch	50	49	249	50	49	249
Announcements	3	0	12	3	0	12
Division	0	10	10	0	10	10
Transition	32	32	160	32	32	160
Total	435	434	2174	435	434	2174

Model 4
Single Blocks with Late Start/Early Dismissal Day

Students have seven 51-minute instructional periods, one 51-minute lunch four days per week and seven 44-minute instructional periods and one 44-minute lunch period one day per week, which starts later or ends earlier than the other four scheduled days.

Teachers have five 51-minute instructional periods, two 51-minute preparation periods and one 51-minute lunch four days per week and five 44-minute instructional periods, two 44-minute preparation periods and one 44-minute lunch one day per week. Use of Teachers' Flex PD Time on Late Start/Early Dismissal Days: This is an excellent model with which to use flex PD time. Section V supra and Appendix C to this Guidance.

4-Days

Start Time	End Time	Min	Student Day	Teacher Day
8:00	8:51	0:51	Period 1	Instruct
8:51	8:56	0:05		Transi-tion
8:56	9:47	0:51	Period 2	Prep
9:47	9:52	0:05		Transi-tion
9:52	10:43	0:51	Period 3	Instruct
10:43	10:48	0:05		Transi-tion
10:48	11:39	0:51	Period 4	Instruct
11:39	11:44	0:05		Transi-tion
11:44	12:35	0:51	Period 5	Lunch
12:35	12:40	0:05		Transi-tion
12:40	1:31	0:51	Period 6	Instruct
1:31	1:36	0:05		Transi-tion
1:36	2:27	0:51	Period 7	Prep
2:27	2:32	0:05		Transi-tion
2:32	3:23	0:51	Period 8	Instruct

1-Day

Start Time	End Time	Min	Student Day	Teacher Day
8:00	8:44	0:44	Period 1	Instruct
8:44	8:48	0:04		Transi-tion
8:48	9:32	0:44	Period 2	Prep
9:32	9:36	0:04		Transi-tion
9:36	10:20	0:44	Period 3	Instruct
10:20	10:24	0:04		Transi-tion
10:24	11:08	0:44	Period 4	Instruct
11:08	11:12	0:04		Transi-tion
11:12	11:56	0:44	Period 5	Lunch
11:56	12:00	0:04		Transi-tion
12:00	12:44	0:44	Period 6	Instruct
12:44	12:48	0:04		Transi-tion
12:48	1:32	0:44	Period 7	Prep
1:32	1:36	0:04		Transi-tion
1:36	2:20	0:44	Period 8	Instruct

**BELOW IS EXAMPLE OF HOW FLEX PD TIME MAY BE USED WITH THIS SCHEDULE
NOTE THAT THIS SCHEDULE MAY BE USED WITH OR WITHOUT THAT OPTION**

2:20	2:25	0:05		Trans
2:25	3:25	1:00	PD	18 wks*

Minute Summary:

	Student Mins (4 Days)	Student Mins (1 Day)	Total Student Mins	Teacher Mins (4-Days)	Teacher Mins (1-Day)	Total Teacher Mins
Instruct	357	308	1736	255	220	1240
Prep				102	88	496
Lunch	51	44	248	51	44	248
Transition	35	28	168	35	28	168
Total	443	380	2152	443	380	2152

Model 5
Double Blocks Schedule

Students have 3 full 100-minute double periods of instruction, one 50-minute instructional period and one 50-minute lunch period five days per week.

Teachers have two 100-minute periods of instruction and one 50-minute period of instruction, one 100-minute preparation period and one 50-minute lunch five days per week.

Start Time	End Time	Minutes	Student Day	Teacher Day
8:00	8:07	0:07		Transition
8:07	8:57	0:50	Period 1/2	Instruct
8:57	9:47	0:50	Period 1/2	Instruct
9:47	9:54	0:07		Transition
9:54	10:44	0:50	Period 3/4	Prep
10:44	11:34	0:50	Period 3/4	Prep
11:34	11:41	0:07		Transition
11:41	12:31	0:50	Period 5/6	Instruct
12:31	1:21	0:50	Period 5/6	Lunch
1:21	1:28	0:07		Transition
1:28	2:18	0:50	Period 7/8	Instruct
2:18	3:08	0:50	Period 7/8	Instruct
3:08	3:15	0:07		Transition

Minute Summary:

	Student Minutes Per Day	Total Student Minutes	Teacher Minutes Per Day	Total Teacher Minutes
Instruct	350	1750	250	1250
Prep			100	500
Lunch	50	250	50	250
Transition	35	175	35	175
Total	435	2175	435	2175