



## MEMORANDUM

**To:** All Principals and Assistant Principals

**From:** Erick Pruitt, Deputy Chief of High Schools  
Bogdana Chkoumbova, Chief Schools Officer

**Date:** April 19, 2021

**Re:** Scheduling for Remote Wednesday 120 Minute Additional Prep Time

### **Overview**

REMOTE WEDNESDAYS - Based on the agreement with CTU regarding HS Reopening, teachers will be allowed to work remotely on Wednesdays, unless they are scheduled to provide necessary in-person student support. Clinicians and Itinerant teachers are also able to work remotely on Wednesdays if they do not have in-person student services or assessments and their schools do not need to schedule make-up appointments on Wednesday to meet IEP service minutes. Non-instructional staff ( school administrators, clerks, security, nutritional staff, etc.) will work in-person on Wednesdays.

ADDITIONAL 120 MIN PREP - On remote Wednesdays, student and staff **schedules will be adapted for 120 minutes of additional prep time**, repurposing asynchronous student learning time. In general, teacher schedules, including prep time, depends on the learning model they support. This additional planning time addresses the complexity of the instructional model for teachers who instruct students who are in person and remote or students in two different shifts. The 120 minutes of additional prep time cannot be banked for another day.

This agreement does not change the length of the school day for students or teachers. Students will continue to receive a minimum of 300 minutes of instruction, and attendance still needs to be taken with accuracy.

### **Next Steps for Principals**

1. Collaborate with the appropriate teams (ILT, PPPC, etc.) to develop a Wednesday Bell Schedule.
2. Communicate this revised Wednesday schedule to affected families and staff.
3. Work with schedulers to reflect any necessary changes in ASPEN.

### **Considerations**

- Spread the 120 minutes across periods (Will not require Bell Schedule changes in Aspen)
- Take and bank the time from each period and use at the beginning or end of day (will require Bell Schedule changes in Aspen)
- Shorten passing time (will require Bell Schedule changes in Aspen)



## TRADITIONAL MODEL RECOMMENDED APPROACH

### **Scenario 1 - Spread 120 mins asynchronous prep throughout day - No changes in Aspen**

- If a class is 50 mins and a teacher has 5 class sections, then 26 mins are synchronous and 24 mins are asynchronous for additional Prep Time (24 asynchronous min x 5 sections = 120 min of additional Prep Time)
- Will not need to change bell schedule (teachers voted on a bell schedule) and no issues around taking attendance

### **Scenario 2 - Bank time for beginning OR end of day Wednesday**

- If a class is 50 mins, then class time is 30 synchronous mins
  - 160 asynchronous mins banked for end of day OR start of day Prep Time (additional 120 mins + 40 total mins subtracted from both regular daily preps)
- Could create an asynchronous period for student attendance (however, a staff member will need to be assigned to take attendance)

### **Scenario 3 - Bank time for beginning AND end of day Wednesday**

- If a class is 50 mins, then class time is 30 synchronous mins
  - 160 asynchronous mins banked used at beginning (80 mins) AND end (80 mins) of day (additional 120 mins + 40 total mins subtracted from both regular daily preps)
- Could create asynchronous periods for student attendance (however, a staff member will need to be assigned to attendance)

## EXAMPLES

### **RECOMMENDED APPROACH - Scenario 1: TRADITIONAL Schedule with Asynchronous Time during each Period**

|          |       |       |                                |
|----------|-------|-------|--------------------------------|
| Period 1 | 7:45  | 8:35  | 50 mins (24 asynchronous mins) |
| Period 2 | 8:39  | 9:29  | 50 mins (24 asynchronous mins) |
| Period 3 | 9:33  | 10:23 | 50 mins (24 asynchronous mins) |
| Period 4 | 10:27 | 11:17 | 50 mins (24 asynchronous mins) |
| Period 5 | 11:21 | 12:11 | 50 mins (24 asynchronous mins) |
| Period 6 | 12:15 | 1:05  | 50 mins (24 asynchronous mins) |
| Period 7 | 1:09  | 1:59  | 50 mins (24 asynchronous mins) |
| Period 8 | 2:03  | 2:53  | 50 mins (24 asynchronous mins) |



**Scenario 2: TRADITIONAL Schedule with Banked Asynchronous Time at EOD**

**(NOTE: Banked Asynchronous Time can similarly occur at BOD)**

|   |       |       |          |
|---|-------|-------|----------|
| Period 1  | 7:45  | 8:15  | 30 Mins  |
| Period 2  | 8:19  | 8:49  | 30 Mins  |
| Period 3  | 8:53  | 9:23  | 30 Mins  |
| Period 4  | 9:27  | 9:57  | 30 Mins  |
| Period 5  | 10:01 | 10:31 | 30 Mins  |
| Period 6  | 10:35 | 11:05 | 30 Mins  |
| Period 7  | 11:09 | 11:39 | 30 Mins  |
| Period 8  | 11:43 | 12:13 | 30 Mins  |
| *Asynchronous Prep Time   | 12:13 | 2:53  | 160 Mins |
| <i>*Cluster Teachers can cover 120 mins of the "banked" 160 Asynchronous Prep Time while the remaining 40 mins can be covered by MISC employees</i> |       |       |          |

**Scenario 3 : TRADITIONAL Schedule with Banked Asynchronous Time at BOD and EOD**

|   |       |       |         |
|---|-------|-------|---------|
| Asynchronous Prep Time  | 7:45  | 9:05  | 80 Mins |
| Period 1  | 9:05  | 9:35  | 30 Mins |
| Period 2  | 9:39  | 10:09 | 30 Mins |
| Period 3  | 10:13 | 10:43 | 30 Mins |
| Period 4  | 10:47 | 11:17 | 30 Mins |
| Period 5  | 11:21 | 11:51 | 30 Mins |
| Period 6  | 11:55 | 12:25 | 30 Mins |
| Period 7  | 12:29 | 12:59 | 30 Mins |
| Period 8  | 1:03  | 1:33  | 30 Mins |
| *Asynchronous Prep Time   | 1:33  | 2:53  | 80 Mins |
| <i>*Cluster Teachers can cover 120 mins of the "banked" 160 Asynchronous Prep Time while the remaining 40 mins can be covered by MISC employees</i> |       |       |         |



**BLOCK MODEL**

**Scenario 1 - spread 120 mins asynchronous prep throughout day - No changes in Aspen**

- If a class is 100 mins (Full Block), then 50 mins are synchronous and 50 mins are asynchronous (additional Prep Time)
- If a class is 48 mins (Half Block), then 28 mins are synchronous and 20 mins are asynchronous (additional Prep Time)
- 50 mins x 2 Full Block class sections + 20 mins x 1 Half Block class section = 120 mins of asynchronous (Prep Time)
- Don't need to change bell schedule (teachers voted on a bell schedule)
- No issues around taking attendance

**Scenario 2 - bank time for beginning OR end of day Wednesday**

- If a class is 100 mins (Full Block), then class time is 60 synchronous mins
  - 160 asynchronous mins banked for end of day OR start of day (additional 120 mins + 40 total mins subtracted from regular daily prep)
- Could create an asynchronous period for student attendance (a staff member will need to be assigned to take attendance)

**Scenario 3 - bank time for beginning AND end of day Wednesday**

- If a class is 100 mins (Full Block), then class time is 60 synchronous mins
  - 160 asynchronous mins banked used at beginning (80 mins) AND end (80 mins) of day (additional 120 mins + 40 total mins subtracted from regular daily prep)
- Could create Asynchronous periods for student attendance (a staff member will need to be assigned to take attendance)

**Scenario 1: BLOCK Schedule with Asynchronous Time during each Period**

|         |   |       |       |                                    |
|---------|---|-------|-------|------------------------------------|
| Block 1 |   | 7:45  | 9:25  | 100 mins<br>(50 asynchronous mins) |
| Block 2 | a | 9:29  | 10:17 | 100 mins<br>(50 asynchronous mins) |
|         | b | 10:21 | 11:09 |                                    |
| Block 3 | c | 11:13 | 12:01 | 100 mins<br>(50 asynchronous mins) |
|         | d | 12:05 | 12:53 |                                    |
| Block 4 |   | 12:57 | 2:37  | 100 mins<br>(50 asynchronous mins) |



**Scenario 2: BLOCK Schedule with Banked Asynchronous Time at EOD (NOTE: Banked Asynchronous Time can similarly occur at BOD)**

|   |   |       |       |          |
|---|---|-------|-------|----------|
| Block 1   |   | 7:45  | 8:45  | 60 mins  |
| Block 2   | a | 8:49  | 9:17  | 60 mins  |
|   | b | 9:21  | 9:49  |          |
| Block 3   | c | 9:53  | 10:21 | 60 mins  |
|   | d | 10:25 | 10:53 |          |
| Block 4   |   | 10:57 | 11:57 | 60 mins  |
| *Asynchronous Prep Time   |   | 11:57 | 2:37  | 160 mins |
| <i>*Cluster Teachers can cover 120 mins of the "banked" 160 Asynchronous Prep Time while the remaining 40 mins can be covered by MISC employees</i> |   |       |       |          |

**Scenario 3: BLOCK Schedule with Banked Asynchronous Time at EOD and BOD**

|   |   |       |       |         |
|---|---|-------|-------|---------|
| Asynchronous Prep Time  |   | 7:45  | 9:05  | 80 mins |
| Block 1   |   | 9:05  | 10:05 | 60 mins |
| Block 2   | a | 10:09 | 10:37 | 60 mins |
|   | b | 10:41 | 11:09 |         |
| Block 3   | c | 11:13 | 11:41 | 60 mins |
|   | d | 11:45 | 12:13 |         |
| Block 4   |   | 12:17 | 1:17  | 60 mins |
| *Asynchronous Prep Time   |   | 1:17  | 2:37  | 80 mins |
| <i>*Cluster Teachers can cover 120 mins of the "banked" 160 Asynchronous Prep Time while the remaining 40 mins can be covered by MISC employees</i> |   |       |       |         |