

## Appendix B

### The Model Elementary School Schedules

The Board and the Union have agreed on the following Models for granting full-time teachers at elementary/middle schools a minimum of 15 minutes of preparation at the beginning of the school day for a minimum of 71 student attendance days (twice weekly). Please note the following with respect to Models.

- **Start and end times.** Times used in these models are illustrative. CPS' Department of Transportation will determine/approve start and end times in order to ensure that it can accommodate busing schedules.
  - **Instructional Minutes:** The Instructional Minutes illustrated in all models reflect *The Daily Guidelines for Minimum Instructional Minutes per Subject* as found in CPS' Elementary School Planning Guidance Document.
  - **Daily Teacher Preparation:** The CBA requires that elementary/middle school teachers receive a daily 60 minute, duty-free preparation period. This is reflected in each Model.
  - **Daily Lunch:** The CBA requires that elementary/middle school teachers receive a daily 45 minute, duty-free lunch period. This is reflected in each Model.
  - **Daily Non-Classroom Supervision:** The CBA requires that elementary/middle school teachers receive 15 minutes of Non-Classroom Supervision each day. This is reflected in each Model.
  - **Testing/Special 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 and other special day schedules that accommodate testing and special events 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.** The opportunity for intervention should be built into the chosen schedule.
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## Model 1- Non-Classroom Supervision

At some elementary/middle schools, teachers' 15 minutes of Non-Classroom Supervision is *blocked* and used to perform a non-instructional task (such as breakfast at the beginning of the school day). In such instances, Non-Classroom Supervision may be covered by any other staff and teachers awarded 15 minutes of morning preparation.

The minute breakdown and SAMPLE schedule for this model are:

Subject/Content Area	Grades K-2		Grades 3-5		Grades 6-8	
* AM Prep	N/A	15	N/A	15	N/A	15
Literacy	120		120		60	
Math	90		90		60	
Science	40		50		60	
Social Science	30		30		60	
Academic Enrichment/Intervention	20		10		60	
Prep			60			
Lunch			45			
*Non-Classroom Supervision	15	→ N/A	15	→ N/A	15	→ N/A
*TOTAL MINS/INSTRUCTIONAL MINS	<b>420/300</b>					
*NOTE: On two student attendance days each week, Non-Classroom Supervision will be replaced with preparation time at the start of the school day.						

MODEL 1 - SAMPLE 4 <sup>th</sup> Grade Teacher		
Time Block	3 days/week	2 days/week
8:00am – 8:15am	Breakfast (15 mins)	AM Prep (15 mins)
8:15am – 10:15am	Literacy (120 mins)	
10:15am – 11:15am	Daily Prep (60 mins)	
11:15am – 12:45pm	Math (90 mins)	
12:45pm – 1:30pm	Daily Lunch & Recess (45 mins)	
1:30pm – 2:20pm	Science (50 mins)	
2:20pm – 2:50pm	Social Science (30 mins)	
2:50pm – 3:00pm	Academic Enrichment/Intervention (10 mins)	

## Model 2- Academic Enrichment/Intervention

Embedded within CPS' Guidelines for Minimum Instructional Minutes is time for Academic Enrichment/Intervention.

- In grades K-2 and 6-8, 15 minutes of Academic Enrichment/Intervention may do in the morning by other *properly certificated* staff and teachers awarded morning preparation.
- In grades 3-5, only 10 minutes is allocated for Academic Enrichment/Intervention. In this grade band, 5 additional minutes must be taken from elsewhere in the day to award teachers morning preparation.

The minute breakdown and SAMPLE schedule for this model is:

Subject/Content Area	Grades K-2		Grades 3-5		Grades 6-8	
	N/A	15	N/A	15	N/A	15
*AM Prep	N/A	15	N/A	15	N/A	15
Literacy	120		120		60	
Math	90		90		60	
Science	40		50		60	
Social Science	30		30		60	
Prep	60					
Lunch	45					
Non-Classroom Supervision	15					
*Academic Enrichment/Intervention	20 → 5		10 → 0		60 → 45	
<b>*TOTAL MINS/INSTRUCTIONAL MINS</b>	<b>420/300</b>	<b>420/285</b>	<b>420/300</b>	<b>420/285</b>	<b>420/300</b>	<b>420/285</b>
<p><i>*NOTE: On two student attendance days per week, 15 minutes of Academic Enrichment/Intervention time will be replaced with preparation time and moved to the start of the school day. For the Grades 3-5 Grade Band, a total of five (5) additional instructional minutes must be taken away from the remaining Subject/Content Areas.</i></p>						

<b>MODEL 2 - SAMPLE 4<sup>th</sup> Grade Teacher</b>			
<b>Time Block</b>	<b>3 days/week</b>	<b>Time Block</b>	<b>2 days/week</b>
8:00am – 10:00am	Literacy (120 mins)	8:00am – 8:15am	AM Prep (15 mins)
10:00am – 10:03am	Transition (3 mins)	8:15am – 10:00am	Literacy (105 mins)
10:03am – 11:03am	Daily Prep (60 mins)	10:00am – 10:03am	Transition (3 mins)
11:03am – 11:06am	Transition (3 mins)	10:03am – 11:03am	Daily Prep (60 mins)
11:06am – 12:36pm	Math (90 mins)	11:03am – 11:06am	Transition (3 mins)
12:36pm – 12:39pm	Transition (3 mins)	11:06am – 12:36pm	Math (90 mins)
12:39pm – 1:24pm	Daily Lunch & Recess (45 mins)	12:36pm – 12:39pm	Transition (3 mins)
1:24pm – 1:27pm	Transition (3 mins)	12:39pm – 1:24pm	Daily Lunch & Recess (45 mins)
1:27pm – 2:17pm	Science (50 mins)	1:24pm – 1:27pm	Transition (3 mins)
2:17pm – 2:47pm	Social Science (30 mins)	1:27pm – 1:42pm	Literacy (15 mins)
2:47pm – 2:57pm	Academic Enrichment/Intervention (10 mins)	1:42pm – 2:27pm	Science (45 mins)
2:57pm – 3:00pm	Transition (3 mins)	2:27pm – 2:57pm	Social Science (30 mins)
		2:57pm – 3:00pm	Transition (3 mins)

### Model 3- Early Start with Early Dismissal

Twice a week, elementary/ middle schools may opt to add 15 minutes of preparation before teachers’ regular Start Times and subtract 15 minutes from teachers’ regular End Times. Class coverage must be provided during the last fifteen minutes on days that teachers leave early. The minute breakdown for teachers in this model is:

Subject/Content Area	Grades K-2		Grades 3-5		Grades 6-8	
	N/A	15	N/A	15	N/A	15
* AM Prep						
Literacy	120		120		60	
Math	90		90		60	
Science	40		50		60	
Social Science	30		30		60	
Academic Enrichment/Intervention	20		10		60	
Prep	60					
Lunch	45					
Non-Classroom Supervision	15					
<b>TOTAL MINS/**INSTRUCTIONAL MINS</b>	<b>420/300 (**Instructional Minutes may decrease based upon the end of day activity)</b>					
<i>*NOTE: On two student attendance days per week, teachers receive 15 minutes of preparation time before the school's Start Time and are dismissed 15 minutes before its End Time.</i>						

Model 3 - SAMPLE 4 <sup>th</sup> Grade Teacher			
Time Block	3 days/week	Time Block	2 days/week
8:00am – 8:15am	Breakfast (15 mins)	7:45am – 8:00am	AM Prep (15 mins)
8:15am – 10:15am	Literacy (120 mins)	8:00am – 8:15am	Breakfast (15 mins)
10:15am – 11:15am	Daily Prep (60 mins)	8:15am – 10:15am	Literacy (120 mins)
11:15am – 12:45pm	Math (90 mins)	10:15am – 11:15am	Daily Prep (60 mins)
12:45pm – 1:30pm	Daily Lunch & Recess (45 mins)	11:15am – 12:45pm	Math (90 mins)
1:30pm – 2:20pm	Science (50 mins)	12:45pm – 1:30pm	Daily Lunch & Recess (45 mins)
2:20pm – 2:50pm	Social Science (30 mins)	1:30pm – 2:15pm	Science (45 mins)
2:50pm – 3:00pm	Academic Enrichment/Intervention (10 mins)	2:15pm – *2:45pm	Social Science (30 mins)
<i>*Teacher dismissed at 2:45pm</i>			

## Model 4

### Unique Schedule

Schools have the flexibility to create a Unique Model. Unique Models require a Waiver Vote and must include a minimum of 360 total student instructional minutes per day.

One sample of a unique schedule that was used by at least one school during the pilot program is an early start, banked-time model by which teacher-directed PD days are released and repurposed for early a.m. preparation. It works as follows.

CPS' SY2021-22 School Calendar includes three teacher-directed PD days on August 27, April 8, and June 15. In this sample unique model elementary/middle schools bank that time (1165 minutes), release teachers from work on those days, and have teachers report for early morning preps on 77 school days ( $1165/15=77.6$ ) throughout the school year. Unlike the other Models, this one entails changes to Professional Development Days. As such, it requires a Schedule Vote AND Waiver Vote and use of the School Calendar to indicate which days the Banked PD Time will be used. The minute breakdown for teachers in this model is:

A note about the term "Professional Development"(PD) day: The Board's calendar has three types of "Professional Development" days: *Teacher Institute Days, School Improvement Days, and Flex Professional Development Days.* This Guidance uses PD Day to include *Teacher Institute Days, School Improvement Days, and Flex Professional Development Days.*

Subject/Content Area	Grades K-2		Grades 3-5		Grades 6-8	
<i>* AM Prep</i>	<i>N/A</i>	<i>15</i>	<i>N/A</i>	<i>15</i>	<i>N/A</i>	<i>15</i>
Literacy	120		120		60	
Math	90		90		60	
Science	40		50		60	
Social Science	30		30		60	
Academic Enrichment/Intervention	20		10		60	
Prep	60					
Lunch	45					
Non-Classroom Supervision	15					
<b>*TOTAL MINS/INSTRUCTIONAL MINS</b>	<b>420/300</b>	<b>435/300</b>	<b>420/300</b>	<b>435/300</b>	<b>420/300</b>	<b>435/300</b>
<p><i>*NOTE: On two student attendance days per week, teachers receive 15 minutes of preparation time before the start of the school day.</i></p>						

**MODEL 4 - SAMPLE 4<sup>th</sup> Grade Teacher**

<b>Time Block</b>	<b>3 days/week</b>	<b>Time Block</b>	<b>2 days/week</b>
8:00am – 8:15am	Breakfast (15 mins)	7:45am – 8:00am	AM Prep (15 mins)
8:15am – 10:15am	Literacy (120 mins)	8:00am – 8:15am	Breakfast (15 mins)
10:15am – 11:15am	Daily Prep (60 mins)	8:15am – 10:15am	Literacy (120 mins)
11:15am – 12:45pm	Math (90 mins)	10:15am – 11:15am	Daily Prep (60 mins)
12:45pm – 1:30pm	Daily Lunch & Recess (45 mins)	11:15am – 12:45pm	Math (90 mins)
1:30pm – 2:20pm	Science (50 mins)	12:45pm – 1:30pm	Daily Lunch & Recess (45 mins)
2:20pm – 2:50pm	Social Science (30 mins)	1:30pm – 2:20pm	Science (50 mins)
2:50pm – 3:00pm	Academic Enrichment/Intervention (10 mins)	2:20pm – 2:50pm	Social Science (30 mins)
		2:50pm – 3:00pm	Academic Enrichment/Intervention (10 mins)