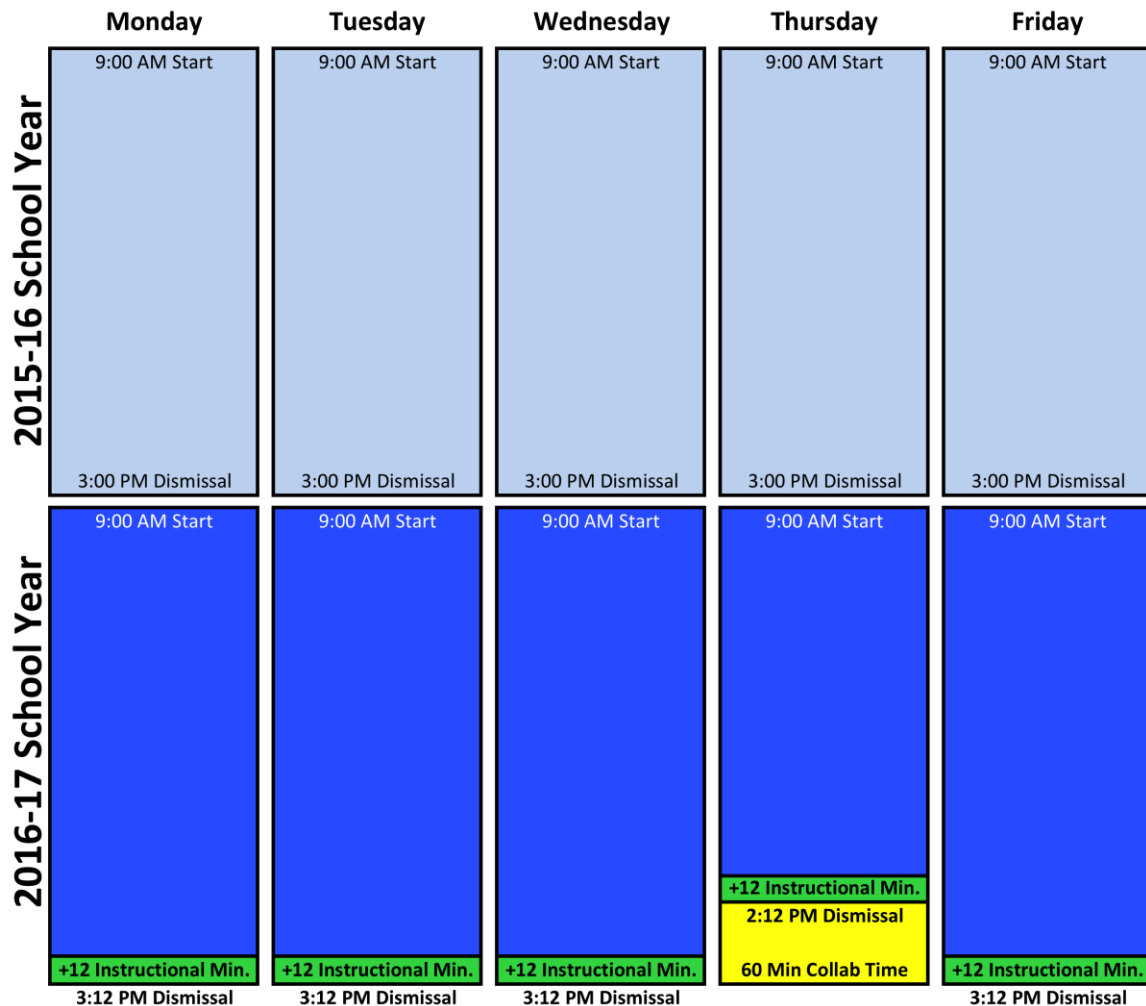


2016-17 Collaborative Time Principal Frequently Asked Questions 7.5.16

Q: Why is it 12 minutes/5-days a week instead of 15 minutes/4-days a week?

A: In order to have each day end at the same time, as well as reach the appropriate number of instructional minutes throughout the school year, we will extend all five days of the week by 12 minutes in order to bank the appropriate number of minutes for the 60 minutes of Collaborative time on Thursdays. See the diagram below (NOTE: that the diagram doesn't include the 15 minutes before or after school that teachers are required to be on the site):



Q: Do schools have to add the 12 minutes on to the end of the day or can schools create custom schedules?

A: All schools will add the additional 12 minutes onto the end of each day. This consistency is necessary to ensure minimal impact to district operations, specifically transportation and nutrition services. If a school has a unique circumstance that creates a compelling reason to alter the schedule, they can make a request through their Area Assistant Superintendent. All requests may not be granted.

Q: How will this impact transportation at my school?

A: The district two-tier schedule for elementary schools (8:00-2:00/9:00-3:00) was built specifically to accommodate efficiency with our transportation system. With all schools making consistent changes to their bell schedules (adding 12 minutes to the end of each day), there should be little impact to transportation.

Q: Do schools release students early on the first day of school?

A: Yes. The first day of school is the first Thursday of the month. The contract calls for faculty meetings to be held on the first Thursday of the month and Collaborative time on the second, third and fourth Thursdays. The yearlong calendar is based on banking the appropriate minutes on every day throughout the year. As a result, and to keep the schedule consistent for families, the first day schedule will be the same as all Thursdays (with early release). Schools should treat the faculty meeting on the first day of school just like they have in years past.

Q: Are teachers still required to be at school 15 minutes before the school day and stay 15 minutes after?

A: Yes. The language in the contract about the 15 minutes before and after school is unchanged. On Thursdays, the 15 minutes will allow for teachers to wrap up their day, have conversations with parents, etc. prior to starting collaborative time.

Q: Can the district provide sample bell schedules for elementary schools?

A: Below are some examples of elementary bell schedules:

8:00 Start			9:00 Start	
	2015-16	2016-17	2015-16	2016-17
	M, T, W, F		M, T, W, F	
Start	8:00 AM	8:00 AM	9:00 AM	9:00 AM
End	2:00 PM	2:12 PM	3:00 PM	3:12 PM
<i>Inst. Min</i>	<i>360 min</i>	<i>372 min</i>	<i>360 min</i>	<i>372 min</i>
	Thursdays		Thursdays	
Start	8:00 AM	8:00 AM	9:00 AM	9:00 AM
End	2:00 PM	1:12 PM	3:00 PM	2:12 PM
<i>Inst. Min</i>	<i>360 min</i>	<i>312 min</i>	<i>360 min</i>	<i>312 min</i>
<i>Total per week</i>	<i>1,800 min</i>	<i>1,800 min</i>	<i>1,800min</i>	<i>1,800 min</i>

Q: How would a secondary bell schedule be adjusted?

A: On Mon., Tue., Wed. and Fri., secondary schools will add two additional minutes to each instructional period of the day. On Thursdays, secondary schools will reduce each instructional period by ten minutes. Example:

	2015-16		2016-17			
Period	Every day		M, T, W & F		Thursdays	
1	8:20-9:15	55 min	8:20-9:17	57 min	8:20-9:07	47 min
2	9:22-10:22	60 min	9:24-10:26	62 min	9:14-10:06	52 min
3	10:29-11:24	55 min	10:33-11:30	57 min	10:13-11:00	47 min
4	11:31-12:26	55 min	11:37-12:34	57 min	11:07-11:54	47 min
Lunch	12:26-1:03	37 min	12:34-1:11	37 min	11:54-12:31	37 min
5	1:10-2:05	55 min	1:18-2:15	57 min	12:38-1:25	47 min
6	2:12-3:07	55 min	2:22-3:19	57 min	1:32-2:19	47 min

Q: What do schools do with AM/PM kindergarten classes?

A: In order to maintain as much consistency for families as possible, schools with AM/PM kinder classes will leave their AM schedule unchanged and make all adjustments with additional minutes (M, T, W & F) and early release time (Thursdays) to the PM class.

While this would mean a slightly different daily schedule among kindergarten teachers on a campus, the amount of work time, instructional time and prep time will balance out over the course of each week.

	2015-16	2016-17	
	Every day	M, T, W & F	Thurs.
AM Start	8:00 AM	8:00 AM	8:00 AM
AM End	11:20 AM	11:20 AM	11:20 AM
<i>Inst. Min.</i>	<i>200 min</i>	<i>200 min</i>	<i>200 min</i>
PM Start	10:40 AM	10:40 AM	10:40 AM
PM End	2:00 PM	2:12 PM	1:12 PM
<i>Inst. Min.</i>	<i>200 min</i>	<i>212 min</i>	<i>152 min</i>

Q: How do elementary schools accommodate prep time on Thursdays?

A: Because the individual circumstance of each school is different, principals should work with their Area Assistant Superintendent to make necessary adjustments to Thursday schedules.