

HIGH/MIDDLE SCHOOL BELL SCHEDULE			TOTAL TIME
75 MINUTE / 10 MINUTE BRAIN BREAKS			
Teacher Preparation/Planning	8:00	8:30	30 min
SEL/Advisory/Announcements	8:30	8:50	20 min
1st Period	8:50	10:05	75 min
BREAK	10:05	10:15	10 min
2nd Period	10:15	11:30	75 min
LUNCH	11:30	12:10	40 min
3rd Period	12:10	1:25	75 min
BREAK	1:25	1:35	10 min
4th Period	1:35	2:50	75 min
<i>Independent Practice/Pre-Arranged Tutorial PLCs/Faculty Meetings/Office Hours</i>	2:50	4:00	70 min

### PURPOSE

The purpose of the common high school bell schedule is to align all high schools on a schedule of daily instruction. Given the interconnected nature of the work of high schools in some key areas, it will be necessary for schools to stay on the same page from a scheduling perspective during this time.

### FRAMEWORK

The virtual learning bell schedule will consist of Social Emotional Learning (SEL)/Advisory time, four class periods, breaks, lunch, and Community Time.

**SEL/Advisory** is a 15-minute period occurring every day with an advisory focus on social emotional wellness and making connections.

**Class Periods** (75 minutes) may include whole and small group instruction as well as teacher assigned collaborative and independent work. Class periods will have a “hard start” meaning students must be present at the beginning of the class period or they will be marked tardy.

Students will be provided two daily 10-minute **Brain Breaks** after 1<sup>st</sup> and 3<sup>rd</sup> class periods in order to refresh and transition to their next classes on time. A daily 40 minutes is dedicated for **Lunch after** the 2<sup>nd</sup> class period. (Meetings and activities with students are discouraged during lunch time.)

**Community Time** is a 70-minute period occurring every day during which all faculty, staff and students have no scheduled classes. Students might choose to meet with a teacher or counselor, engage in independent practice/study, on-on-one academic assistance, tutorials, club meetings, etc. Additionally, schools may use this time for faculty meetings, PLCs, data meetings, and professional learning as needed.

### DAILY EXPECTATIONS

1. Students are expected to participate in live, virtual instruction according to the school’s established schedule.
2. Attendance must be taken for each period to note whether students are present, absent, or tardy.
3. Each instructional day should consist of the elements noted above. Additionally, it should be noted that students should be prepared to complete all learning tasks with the understanding that the time required to do so may exceed the minutes noted in the bell schedule. This is no different from learning that happens in a traditional setting.
4. Where common planning may need to occur, this should be scheduled at the conclusion of the 4<sup>th</sup> block. Schools are encouraged to use more than one day as needed for this very important component of quality instruction.
5. Minutes have been allocated in accordance with the District Standards of Service. Schools are expected to adhere to these requirements.
6. Teachers should collaborate on assigning homework so that each student’s time required to complete tasks is fair.