

2017-18 (and 2018-19) Flex Time Guidelines:

'Flex Time' stands for 'flexible time'. 'Flex Time' is an opportunity in the day when teachers are available to support student learning. It occurs in the middle of the day (during block 4 from 11:15am-12:15pm) and will serve several purposes. The purposes are:

1. **Academic Support/Call back time** (to move forward or to catch up)
2. **Independent Study of individual class/pathway**
3. **Teacher Advisory (TA)**
4. **School Community Meeting**
5. **Other**

3-22-2018 New Agreements

How it works:

Students meet with their TA each Friday and plan for the upcoming week. Along with their advisor, students choose where to spend their call back times- prioritizing teachers/spaces that will help them meet proficiency in areas they are finding challenging or to extend their learning beyond proficiency. Student schedules are created through Enriching Students software.

Teacher pre-booking: Teachers can call back students for specific academic interventions, extensions, conversations and/or work time prior to TA scheduling meetings. When this is the case, this becomes the student's priority, and the TA works with the student to schedule the remaining days. The only way to change a pre-booking call back would be through having a conversation with the teacher.

Classroom teachers should limit their call back seats to 15 students in any given day in order to effectively support student learning. Students may not schedule with the same teacher more than 2X in a week; however, a teacher can 'call back' a student more if needed. There are a few extra "open study" spaces for students to go when they do not need to connect with a specific teacher. Students are expected to use all call back time efficiently and effectively.

STUDENT Responsibilities:

It is the responsibility of all students to remain in their assigned call back space for the entire one-hour block. Students are responsible for meaningful use of this time. Students who are found outside of their designated space may be subject to the disciplinary consequences found in our handbook. Students are expected to adhere to the school-wide behavioral expectation while in call back. Call back is expected to meet a wide variety of needs, requests and questions and flexibility in the use of the time will be necessary. Although students will receive direct support this is not 1:1 academic support as teachers will be supporting multiple students for a variety of student needs. If absent from TA a student will need to connect with their Advisor as

soon as possible after returning to school to review their schedule. The Advisor will complete a schedule for absent students.

Call Back Teacher Responsibilities:

It is the responsibility of the teacher to monitor their student's progress and utilize call back in a meaningful way to help support student learning. Teachers should think about “pre-booking” struggling students in order to make sure they are able to connect during call back. Teachers are required to take attendance and specify whether students were “active participants” or “inactive participants.” Teachers should monitor student progress over time and assess the effectiveness of call back time. If teachers find that call back time is not efficient support for a student then teachers should make a referral to the EST process.

We try to limit the number of teachers who are blocked from flex on any given day, to ensure that students can get the support they need. However, at times it may make sense to block flex. Before you block flex for yourself, please look at Enriching Students to see who else may already be blocked, then run your request by Lindsey or Carrie. If students have already signed up for a day you would like to block, it is your responsibility to reschedule them.

Call Back Teacher Advisor (TA) Responsibilities:

It is the responsibility of the TA to make sure each of their advisees is scheduled somewhere for all 5 days of call back. TA's should consult with their advisees and prioritize schedules in a way that will best support students' growth and help them meet their academic goals. TA's should monitor student progress over time and assess the effectiveness of call back time.