



STATE OF HAWAII
BOARD OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

March 17, 2015

TO: The Honorable Donald G. Horner
Chairperson, Board of Education

FROM: Stephen Schatz, Board of Education Designee
Sean Bacon, Board of Education Designee

A handwritten signature in blue ink, appearing to read "Sean Bacon".

SUBJECT: **Approval of Waiakea High School's School Community Council (SCC)
Waiver Regarding School Schedules**

1. RECOMMENDATION

That the Board of Education (BOE) approves Waiakea High School's SCC Waiver Request allowing the school to implement a bell schedule that includes 1,403 minutes of student learning time weekly, which does not meet the statutory requirement of 1,650 weekly minutes.

2. RECOMMENDED EFFECTIVE DATE

Upon approval by the BOE.

3. RECOMMENDED COMPLIANCE DATE

Not applicable.

4. DISCUSSION

a. Conditions leading to the recommendation

Section 302A-1124 to 1127, Hawaii Revised Statutes (HRS), authorizes schools to request waivers from existing state agency rules, policies, regulations, and procedures as well as exceptions to collective bargaining agreements as negotiated in accordance with current collective bargaining agreements and the provisions of Chapter 89, HRS.

b. Previous action of the Board on the same or similar matter

In previous years, the BOE has approved some requests to implement school schedules that did not meet the statutory requirements including Kalaheo High School.

c. Other policies affected

Hawaii Revised Statutes 302A-251 (Act 167) – Student Learning Time.

Article VI, Teaching Conditions and Hours; Section CC, Work Time Distribution, Weekly Totals Within the 7-Hour Day, 5-Day Week.

d. Arguments in support of the recommendation

Waiakea High School has requested approval to implement a bell schedule that includes 1,403 minutes of student learning time weekly, which does not meet the statutory requirement of a minimum of 1,650 weekly minutes. The schedule falls short by 247 minutes per week.

The request is supported by the following arguments:

- Provide meeting time for the staff at Waiakea High School (WHS). WHS is a Smaller Learning Community school designed into career academies. Essential to the success of the design is common teacher planning time. Further time is also needed to meet mandated meeting times such as IEPs, Data and Academic Reviews.
- The proposed schedule allows for a 45-minute meeting on Mondays and a 60-minute meeting on Wednesdays for career academies, curricular departments, and special programs such as Special Education and AVID.
- Research has consistently demonstrated that quality of instruction has a greater impact on student achievement and behavior than an objectively higher allocation of instructional minutes.

e. Arguments against the recommendation

None.

f. Findings and conclusions of the Board committee

The BOE designees, Hawaii State Teachers Association BU 05 Committee on SCC Exception Review (February 24, 2015) and the Hawaii Government Employees Association BU 06 Committee on SCC Exception Review (March 5, 2015) have all agreed to this request.

g. Other agencies or departments of the State of Hawaii involved in the action

None.

h. Possible reaction of the public, professional organizations, unions, DOE staff and/or others to the recommendations

Positive.

i. Educational implications

As stated in the school's SCC exception request.

j. Personnel implications

None.

k. Facilities implications

None.

l. Financial implications

None.

5. OTHER SUPPLEMENTARY RECOMMENDATIONS

None.

SS/SB:DM:la

Attachments

c: Superintendent
Office of Curriculum, Instruction and Student Support

Instructions:

Principals: Fill out this form and send it to your CAS along with the SCC Waiver/Exception Signature Page, and a copy of the HSTA Process Check Email.

CASs: review these documents to ensure the request aligns with schools' Academic Plans and will serve to improve teaching and learning. Sign the Signature Page and upload this form, the Signature Form, and the HSTA Process Check Email copy to either the Department Intranet page for a) School Schedules page (for Schedule-related requests) or b) SCC page (for non-Schedule-related requests).

School	<input type="text" value="Waiakea High"/>	Complex	<input type="text" value="Waiakea"/>	Complex Area	<input type="text" value="Hilo/Waiakea"/>
Type	<input checked="" type="radio"/> New <input type="radio"/> Renewal	Strive HI Classification (SY14-15)	<input type="text" value="Continuous Improvement"/>		

Subject of Request: Identify the specific policies, regulations, rules, procedures or articles within the collective bargaining agreement from which the school is seeking relief (choose from common subjects below or describe in the box labeled "Other.")

Select all that apply:

- School Schedule - HRS 302A-251: Minimum student learning time
- School Schedule - CBA Article VI, D, 1: Regular Work Day
- School Schedule - CBA Article VI, E: Consecutive Instructional Time
- School Schedule - CBA Article VI, X, 3: Length of Preparation Period
- School Schedule - CBA Article VI, Y: Duty Free Lunch Period
- School Schedule - CBA Article VI, C: Work Time Distribution, Weekly Totals within the 7-Hour Day, 5-Day Week
- Parent-Teacher Conferences - DOE Regulation 4510.3 Released Time for Conferences
- Attendance Procedures - DOE School Attendance Procedures, Revised August 2001
- Quarterly Grades - CBA Article VI, R: Evaluation of Students / Grading Preparation
- Other

Applicable time: Describe the time period for which the school seeks to apply this relief (e.g. SY15-16). Time period may be no longer than five year. The Superintendent, BOE, or Review Committee may limit their approval to a time period shorter than requested. Keep in mind waiver exceptions can only be approved through the end of the contract and Act 52 / Act 167 waivers can only be approved for one year.

SCHOOL SCHEDULES: HRS 302A-251 - Minimum Student Learning Time

SUMMARIZE YOUR REQUEST
(What is the proposed amount of student learning time and by how much does this differ from statutory requirements?)

Waiakea High School is proposing to change student learning time from 1650 minutes to 1403 minutes. A difference of 247 minutes.

Why is the school not able to, or requesting not to, meet the statutory requirements?

1650 minutes of instruction per week prevents adequate meeting time for the staff at Waiakea High School. WHS is a Smaller Learning Community School designed into career academies. Essential to the success of this design is common teacher planning time. Further time is also needed to meet mandated meeting times such as IEP's, Data and Academic Reviews.

How will time be better used to support student success?

The current schedule allows for a 45 minute meeting on Mondays and a 60 minute meeting on Wednesdays. These meetings must be divided amongst, career academies, curricular departments, and special programs such as Special Education, and AVID.

What evidence is there that the school is supporting successful student outcomes despite not meeting the minimum learning time requirements?

Research has consistently demonstrated that quality of instruction has a greater impact on student achievement and behavior than an objectively higher allocation of instructional minutes. It is anticipated that with quality teacher planning and delivery of instruction, high school teachers can focus on student success and teacher efficiency. More opportunities can be given to students to participate in accelerated academic learning programs such as Running Start and Early College.

(If renewal): What evidence exists to demonstrate the positive impact of the previously approved request?

SCHOOL SCHEDULES: CBA - Teacher Time (e.g. work day, instructional time, preparation or lunch periods, work time distribution, etc.)

SUMMARIZE YOUR REQUEST:
How does the proposed schedule differ from contractual obligations?

Why is the school not able to, or requesting not to, meet the contractual obligations?

How will time be better used to support student and educator success?

(If renewal): What evidence exists to demonstrate the positive impact of the previously approved request?

PARENT-TEACHER CONFERENCES - DOE Regulation 4510.3 Released Time for Conferences

SUMMARIZE YOUR REQUEST:
How does the school propose scheduling parent-teacher conferences?

Required data: The Superintendent requires that the school conduct a parent survey to demonstrate parent support for this request.

of Surveys Distributed

Surveys returned

in favor

not in favor

undecided

How will this serve to support student learning and outcomes?

(If renewal): What evidence exists to demonstrate the positive impact of the previously approved request?

SCHOOL ATTENDANCE PROCEDURES - DOE School Attendance Procedures, Revised August 2001

SUMMARIZE YOUR REQUEST:
What changes will the school implement if the request is approved?

Provide a comparison of chronic absenteeism data over a 3-year period.

SY12-13

SY12-13

SY14-15

Explain data trend over these years.

How will this serve to improve student learning and outcome?

(If renewal): What evidence exists to demonstrate the positive impact of the previously approved request?

QUARTERLY GRADES - CBA Article VI, R: Evaluation of Students / Grading Preparation

SUMMARIZE YOUR REQUEST:
When does the school proposed reporting quarterly grades?

How will this serve to improve student learning and outcomes?

(If renewal): What evidence exists to demonstrate the positive impact of the previously approved request?

OTHER

SUMMARIZE YOUR REQUEST:
What is the subject of the waiver or exception?

Increase allocated weekly collaboration times for teachers will increase from 87.5 minutes per week to 244 minutes per week. 156.5 minute increase.

What will the school implement if the request is approved?

Additional meeting time will help teachers run effective data team, IEP, academy and college/career readiness alignment, inclusion, and department meetings.

How will this serve to improve student learning and outcomes?

Within common planning times teachers have an opportunity to focus on curriculum delivery and student progress. Key to the success of High School Academies rigor, relevance, and personalization.

If renewal): What evidence exists to demonstrate the positive impact of the previously approved request?

School Waiakea High School	Complex Area Hilo-Waiakea Complex	Complex Waiakea Complex
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School Community Council

The signatures on this page acknowledge that the decision to request the attached waiver/exception was reached through a collaborative process. If this request is an exception to a collective bargaining agreement, the decision by members of the bargaining unit was achieved through consensus. (Because exceptions to collective bargaining agreements involve the rights of other employees, consensus, specifically by affected unit members, is necessary to waive those rights. It is possible for these unit members to agree on a fallback decision-making option provided that the agreement on the fallback option was reached through consensus.)

Role	Signature	Date
Administration		2/2/15
Community Representative(s)		2.2.15
Parent Representative(s)		2/2/15
Student Representative(s)		2.2.15
Non-certificated Staff Representative(s)		2/2/15
Teacher Representative(s)		2.2.15

Complex Area Superintendent (CAS)

This waiver/exception request serves to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.

Name	Signature	Date
		2/3/2015

Instructions:

- Schools must send the a) Request Form, b) Signature Page, and c) a copy of the HSTA Process Check email to their CAS.
- CAS must review these documents to ensure they serve to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.
- CASs will sign the Signature Page and upload the three documents to either a) the School Schedules page (for Schedule-related requests) or b) the SCC page (for non-Schedule-related requests).

Note: Failure to submit a complete and timely waiver/exception request may result in the request not being processed.



Bell Schedule vote. Process Check.

Samuel Halsted to: Kelcy Koga
Cc: ryamanaka

02/02/2015 11:59 AM

Aloha Kelcy,

We completed the voting this morning for the waiver from act 167. A total of 80 teachers voted, 69 teachers voted yes to the waiver which accounted for 88 percent of the WHS Staff. This vote expresses the teacher desire to deviate from the requirements of act 167 but will not violate the current HSTA contract in any way and keep us within the negotiated 1285 minuets.

Sam Halsted
Industrial Engineering Technology
Woods Building Construction
Waiakea High School

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Hawaii Department of Education - School Schedule Submission Form - School Year 2015-16

SCHOOL INFORMATION		
Complex Area	Hiko-Waikele	School Name (optional) [if needed to submit schedules for different grade spans]
Complex	Waikele	Waikele High School
Additional Comments from principal (optional)		School Code
		389

SUMMARY OF BELL SCHEDULE

This table will autopopulate from the data you enter on the **BELL SCHEDULE** tab. Do **NOT** enter data here.

	STUDENT (A=1-167/53)	Teacher (2015-17 Agreement)			
		STUDENT LEARNING TIME*	TEACHER INSTRUCTIONAL TIME†	PREP TIME‡	Other TIME‡(4)
Instructional Time	1403	1210			
Homeroom	#NAME?	n/a	n/a	n/a	n/a
Study hall	#NAME?	n/a	n/a	n/a	#NAME?
Opening	#NAME?	n/a	n/a	n/a	#NAME?
Closing	#NAME?	n/a	n/a	n/a	#NAME?
Recess	100	n/a	n/a	n/a	100
Passing	96	n/a	n/a	n/a	96
Meetings‡	244	n/a	n/a	n/a	244
Lunch	150	n/a	n/a	n/a	150
Teacher Prep	225	n/a	225	n/a	100
TOTAL	n/a	1210	225	225	#NAME?
REQUIREMENT	n/a	1285	0	150	440
DIFFERENCE	n/a	-75	0	0	#NAME?

[1] Contract Article IV (CC) (1) (a)

[2] Contract Article IV (CC) (1) (b)

[3] Contract Article IV (CC) (1) (c)

[4] Contract Article IV (CC) (1) (d)

[5] Including all faculty, departmental, grade level, and curriculum meetings.

Waiākea High School Bell Schedule 2013-14

	Monday	Tuesday	Wednesday	Thursday	Friday (even)	Friday (odd)	Even / Odd
2 1	8:05 – 9:30 (85)	8:05 - 9:24 (79)	8:05 – 9:30 (85)	8:05 - 9:24 (79)	8:05 – 9:30 (85)	8:05 - 9:24 (79)	413 / 407 minutes
3		9:30 – 10:45 (75)	9:36 – 9:56 (20)	9:30 – 10:45 (75)		9:30 – 10:45 (75)	170 / 225 minutes
recess	9:30– 9:50 (20)	10:45 – 11:05 (20)	9:56– 10:16 (20)	10:45 – 11:05 (20)	9:30– 9:50 (20)	10:45 – 11:05 (20)	
4 5	9:55 – 11:17 (82)	11:10 – 12:25 (75)	10:21– 11:43 (82)	11:10 – 12:25 (75)	9:55 – 11:17 (82)	11:10 – 12:25 (75)	396 / 389 minutes
lunch	11:17– 11:47 (30)	12:25 – 12:55 (30)	11:43– 12:13 (30)	12:25 – 12:55 (30)	11:17– 11:47 (30)	12:25 – 12:55 (30)	
6 7	11:52 – 1:14 (82)	1:00 – 2:15 (75)	12:18 – 1:40 (82)	1:00 – 2:15 (75)	11:52 – 1:14 (82)	1:00 – 2:15 (75)	396 / 389 minutes
Non PD Days	1:14 – 2:14 SLC (60) 2:14 – 2:59 Teacher Prep	2:15 – 3:00 Teacher Prep	1:40 – 2:15 Meetings (35) 2:15 – 3:00 Teacher Prep	2:15 – 3:00 Teacher Prep	1:14 – 2:14 Data Teams (60) 2:14 – 2:59 Teacher Prep	2:15 – 3:00 Teacher Prep	
PD Days	PD Mondays 1:14 – 2:14 SLC (60) 2:14 – 3:14 PD – (60) 3:14 – 3:59 Teacher Prep		PD Wednesdays 1:40 – 2:15 Mtg (60) 2:15 – 3:15 PD – (60) 3:15 – 4:00 Teacher Prep				
	249 minutes	304 minutes	269minutes	304 minutes	249 minutes	304 minutes	Even Week = 1375 Odd Week = 1430 Avg minutes per Week = 1402.5 – 196.25 avg NTP minutes = 1206.25/week

Monday	Tuesday	Wednesday	Thursday	Friday (even)	Friday (odd)
2	1	2	1	2	1
	3	Advisory	3		3
Recess	Recess	Recess	Recess	Recess	Recess
4	5	4	5	4	5
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
6	7	6	7	6	7
SLC/PD		Meetings/PD		Data Teams	

*Passing time allotted: 6 minutes between back to back classes, 5 minutes following recess and lunch.

-All teachers have 1 Non-teacher period (NTP) to be designated by the Master Schedule. This is equal to approx 196 minutes every week.

-Class minutes are adjusted to accommodate the 45 minute teacher prep time. Periods on each day are set. Friday periods alternate each week. Corrections on odd/even periods due to holidays can be remedied with the Friday periods.

-FC agreed on the following:

Advisory for 2013-14 should meet once each week for 20 minutes.

Similar schedule to 2011-12.

**Waiākea High School
Friday Schedule
2013-14**

1 st Quarter		
August	9	Even
	16	Holiday
	23	Odd
	30	Even
September	6	Even
	13	Odd
	20	Even
	27	Odd
October	4	Even

2 nd Quarter		
October	18	No School
	25	Odd
November	1	No School
	8	Even
	15	Even
	22	Odd
December	29	Holiday
	6	Odd
	13	Odd
	20	Even

3 rd Quarter		
January	10	Even
	17	Odd
	24	Even
	31	Odd
February	7	Even
	14	Odd
	21	Even
	28	Odd
March	7	Even
	14	Even

4 th Quarter		
March	28	Even
April	4	Odd
	11	Even
	18	Holiday
	25	Odd
May	2	Even
	9	Odd
	16	Even
	23	Odd
	30	No School

Even - End of Student Day: 1:14 PM
Odd - End of Student day: 2:15 PM

Blue highlighted days are extended PD days (add 60 minutes) = 27 hours.

	Monday	Tuesday	Wednesday	Thursday	Friday	Odd Days	Even Days
1 st Quarter	Aug 5 Frosh Orientation	Aug 6 All students All periods	Aug 7 Even	Aug 8 Odd	Aug 9 Even	1	2
	Aug 12 Even PD	Aug 13 Odd	Aug 14 Even	Aug 15 Odd	Aug 16 HOLIDAY	2	2
	Aug 19 Even	Aug 20 Odd	Aug 21 Even	Aug 22 Odd	Aug 23 Odd	3	2
	Aug 26 Even PD	Aug 27 Odd	Aug 28 Even PD	Aug 29 Odd	Aug 30 Even	2	3
	Sept 2 HOLIDAY	Sept 3 Odd	Sept 4 Even	Sept 5 Odd	Sept 6 Even	2	2
	Sept 9 Even PD	Sept 10 Odd	Sept 11 Even	Sept 12 Odd	Sept 13 Odd	3	2
	Sept 16 Even	Sept 17 Odd	Sept 18 Even	Sept 19 Odd	Sept 20 Even	2	3
	Sept 23 Even PD	Sept 24 Odd	Sept 25 Even PD	Sept 26 Odd	Sept 27 Odd	3	2
	Sept 30 Even	Oct 1 Odd	Oct 2 Even	Oct 3 Odd	Oct 4 Even	2	3
	FALL INTERSESSION						20

Blue highlighted days are extended PD days (add 60 minutes) = 27 hours.

	Monday	Tuesday	Wednesday	Thursday	Friday	Odd Days	Even Days
2 nd Quarter	Oct 14 Even PD	Oct 15 Odd	Oct 16 Even	Oct 17 Odd	Oct 18 Teacher Institute	2	2
	Oct 21 Even	Oct 22 Odd	Oct 23 Even	Oct 24 Odd	Oct 25 Odd	3	2
	Oct 28 Even PD	Oct 29 Odd	Oct 30 Even PD	Oct 31 Odd	Nov 1 PD Day 1 PD	2	2
	Nov 4 Even	Nov 5 Odd	Nov 6 Even	Nov 7 Odd	Nov 8 Even	2	3
	Nov 11 HOLIDAY	Nov 12 Odd	Nov 13 Even	Nov 14 Odd	Nov 15 Even	2	2
	Nov 18 Even PD	Nov 19 Odd	Nov 20 Even	Nov 21 Odd	Nov 22 Odd	3	2
	Nov 25 Even	Nov 26 Odd	Nov 27 Even PD	Nov 28 HOLIDAY	Nov 29 HOLIDAY	1	2
	Dec 2 Even PD	Dec 3 Odd	Dec 4 Even	Dec 5 Odd	Dec 6 Odd	3	2
	Dec 9 Even	Dec 10 Odd	Dec 11 Even	Dec 12 Odd	Dec 13 Odd	3	2
	Dec 16 Even PD	Dec 17 Odd	Dec 18 Even	Dec 19 Odd	Dec 20 Even	2	3
	WINTER BREAK						23
Semester Total						43	43

Blue highlighted days are extended PD days (add 60 minutes) = 27 hours.

	Monday	Tuesday	Wednesday	Thursday	Friday	Odd Days	Even Days
3 rd Quarter	Jan 6 Teacher Work Day	Jan 7 PD Day 2 PD	Jan 8 Even	Jan 9 Odd	Jan 10 Even	1	2
	Jan 13 Even PD	Jan 14 Odd	Jan 15 Even	Jan 16 Odd	Jan 17 Odd	3	2
	Jan 20 HOLIDAY	Jan 21 Odd	Jan 22 Even	Jan 23 Odd	Jan 24 Even	2	2
	Jan 27 Even PD	Jan 28 Odd	Jan 29 Even PD	Jan 30 Odd	Jan 31 Odd	3	2
	Feb 3 Even	Feb 4 Odd	Feb 5 Even	Feb 6 Odd	Feb 7 Even	2	3
	Feb 10 Even PD	Feb 11 Odd	Feb 12 Even	Feb 13 Odd	Feb 14 Odd	3	2
	Feb 17 HOLIDAY	Feb 18 Odd	Feb 19 Even	Feb 20 Odd	Feb 21 Even	2	2
	Feb 24 Even PD	Feb 25 Odd	Feb 26 Even PD	Feb 27 Odd	Feb 28 Odd	2	2
	Mar 3 Even	Mar 4 Odd	Mar 5 Even	Mar 6 Odd	Mar 7 Even	2	2
	Mar 10 Even PD	Mar 11 Odd	Mar 12 Even	Mar 13 Odd	Mar 14 Even	2	3
	SPRING BREAK						22

Blue highlighted days are extended PD days (add 60 minutes) = 27 hours.

	Monday	Tuesday	Wednesday	Thursday	Friday	Odd Days	Even Days
4 th Quarter	Mar 24 Even PD	Mar 25 Odd	Mar 26 HOLIDAY	Mar 27 Odd	Mar 28 Even	2	2
	Mar 31 Even	Apr 1 Odd	Apr 2 Even	Apr 3 Odd	Apr 4 Odd	3	2
	Apr 7 Even PD	Apr 8 Odd	Apr 9 Even	Apr 10 Odd	Apr 11 Even	2	3
	Apr 14 Even	Apr 15 Odd	Apr 16 Even	Apr 17 Odd	Apr 18 HOLIDAY	2	2
	Apr 21 Even PD	Apr 22 Odd	Apr 23 Even	Apr 24 Odd	Apr 25 Odd	3	2
	Apr 28 Even	Apr 29 Odd	Apr 30 Even PD	May 1 Odd	May 2 Even	2	3
	May 5 Even PD	May 6 Odd	May 7 Even	May 8 Odd	May 9 Odd	3	2
	May 12 Even	May 13 Odd	May 14 Even	May 15 Odd	May 16 Even	2	3
	May 19 Even PD	May 20 Odd	May 21 Even	May 22 Odd	May 23 Odd	3	2
	May 26 HOLIDAY	May 27 Odd	May 28 Even	May 29 Even	May 30 Teacher Day	1	2
	SUMMER BREAK						23
Semester Total						45	45



Hawaii Department of Education
 School Schedule Submission Form - School Year 2014-15 (Secondary)

SCHOOL INFORMATION

Complex Area Name Hilo-Waiakea Complex		Complex Name Waiakea Complex	School Name Waiakea High School	
Principal	Select one: <input type="checkbox"/> The submitted schedule is in compliance with requirements. <input type="checkbox"/> The submitted schedule is not in compliance with requirements and we will seek a BOE waiver or contract exception.		Signature	Date
Complex Area Superintendent	Select one: <input type="checkbox"/> The submitted schedule is in compliance with requirements. <input type="checkbox"/> The submitted schedule is not in compliance with requirements and the school will need to seek a BOE waiver or contract exception.		Signature	Date

SUMMARY OF SCHEDULE

TEACHER CALENDAR - TEACHER DAYS		Scheduled (Date or Description)
Work days without students	2 days at beginning of school year for administrator-initiated activities	July 29 & July 30, 2014
	2 days at beginning of school year for teacher-initiated activities	July 28 & July 31, 2014
	1 day scheduled between semesters for grading and other teacher-initiated activities	January 9, 2015
	2 days for school planning and collaboration	TBA
	1 day at the end of the school year	June 4, 2015
	Other days without students	
Hours contiguous to the teacher work day for collaboration & professional development	21 hours for use in 1 hour increments	TBA
	6 hours for use in multiples of 1/2 hour increments	TBA
	Additional information (if applicable)	

OTHER REQUIREMENTS	DESCRIBE
Secondary students have access to coursework in order to earn more than 6 credits per year.	The bell schedule allows for students to earn 7 credits per year within the normal school day.

ADDITIONAL COMMENTS FROM PRINCIPAL (OPTIONAL)

6 on 7 bell schedule with floating teacher prep period.
 Closing time allows for students to voluntarily seek assistance as needed from any teacher.
 92% of the teachers who voted approved the schedule. All teachers are aware of the -30 min/week difference in "Other Time" as well as the +30 min/week difference in "Prep Time". Because of this, no waiver will be submitted.

BELL SCHEDULE

In the "Time" column, insert the time period. In the "Mins" column, insert the number of minutes that time period includes. In the "Description" column, use a descriptor from the first column on the third page (e.g. passing, homeroom, recess, etc.).

Monday				Tuesday				Wednesday				Thursday			
Teacher Start Time 8:00 am		Student Start Time 8:00 am		Teacher Start Time 8:00 am		Student Start Time 8:00 am		Teacher Start Time 8:00 am		Student Start Time 8:00 am		Teacher Start Time 8:00 am		Student Start Time 8:00 am	
Time	Min	Description	Time	Min	Description	Time	Min	Description	Time	Min	Description	Time	Min	Description	
8:00 - 8:05 am	5	Passing	8:00 - 8:05 am	5	Passing	8:00 - 8:05 am	5	Passing	8:00 - 8:05 am	5	Passing	8:00 - 8:05 am	5	Passing	
8:05 - 9:29 am	84	Instruction 2	8:05 - 9:29 am	84	Instruction 1	8:05 - 9:29 am	84	Instruction 2	8:05 - 9:29 am	84	Instruction 1	8:05 - 9:29 am	84	Instruction 1	
9:29 - 9:34 am	5	Passing	9:29 - 9:34 am	5	Passing	9:29 - 9:44 am	15	Recess	9:29 - 9:44 am	15	Recess	9:29 - 9:34 am	5	Passing	
9:34 - 9:59 am	25	Advisory	9:34 - 10:58 am	84	Instruction 3	9:44 - 9:49 am	5	Passing	9:44 - 9:49 am	5	Passing	9:34 - 10:58 am	84	Instruction 3	
9:59 - 10:14 am	15	Recess	10:58 - 11:13 am	15	Recess	9:49 - 11:13 am	84	Instruction 4	9:49 - 11:13 am	84	Instruction 4	10:58 - 11:13 am	15	Recess	
10:14 - 10:19 am	5	Passing	11:13 - 11:18 am	5	Passing	11:13 - 11:43 am	30	Lunch	11:13 - 11:43 am	30	Lunch	11:13 - 11:18 am	5	Passing	
10:19 - 10:43 am	84	Instruction 4	11:18 am - 12:42 pm	84	Instruction 5	11:43 - 11:48 am	5	Passing	11:43 - 11:48 am	5	Passing	11:18 am - 12:42 pm	84	Instruction 5	
10:43 am - 12:13 pm	30	Lunch	12:42 pm - 1:12 pm	30	Lunch	11:48 am - 1:12 pm	84	Instruction 6	11:48 am - 1:12 pm	84	Instruction 6	12:42 pm - 1:12 pm	30	Lunch	
12:13 pm - 12:18 pm	5	Passing	1:12 - 1:17 pm	5	Passing	1:12 - 2:00 pm	48	Closing	1:12 - 2:00 pm	48	Closing	1:12 - 1:17 pm	5	Passing	
12:18 pm - 1:42 pm	84	Instruction 6	1:17 - 2:41 pm	84	Instruction 7	2:00 - 3:00 pm	60	Teacher Meetings	2:00 - 3:00 pm	60	Teacher Meetings	1:17 - 2:41 pm	84	Instruction 7	
1:42 - 2:15 pm	33	Closing	2:41 - 3:00 pm	19	Closing				2:41 - 3:00 pm	19	Closing	2:41 - 3:00 pm	19	Closing	
2:15 - 3:00 pm	45	Teacher Prep													
Student End Time 3:00 pm			Student End Time 3:00 pm			Student End Time 3:00 pm			Student End Time 2:00 pm			Student End Time 3:00 pm			
Teacher End Time 3:00 pm			Teacher End Time 3:00 pm			Teacher End Time 3:00 pm			Teacher End Time 3:00 pm			Teacher End Time 3:00 pm			

SUMMARY OF BELL SCHEDULE

In the "Number of Actual Minutes..." column, insert the number of minutes scheduled. Repeat that number in the applicable blue and green columns. In the "Total" row, tally the total number of minutes in the blue and green columns. In the "Difference" row, indicate the difference in minutes between the Total scheduled minutes and the Required minutes.

	Actual Minutes Scheduled per Week	TEACHER (2013-17 Agreement)				
		STUDENT (Act 167/52)	TEACHER INSTRUCTIONAL TIME ¹	PREP TIME ²	LUNCH ³	"OTHER TIME" ⁴
		STUDENT LEARNING TIME*				
Instructional Time	1495	1495	1285	n/a	n/a	n/a
Homeroom			n/a	n/a	n/a	
Study hall			n/a	n/a	n/a	
Opening			n/a	n/a	n/a	
Closing	155	155	n/a	n/a	n/a	155
Recess	75	n/a	n/a	n/a	n/a	75
Passing	92.5	n/a	n/a	n/a	n/a	92.5
Meetings ⁵	87.5	n/a	n/a	n/a	n/a	87.5
Lunch	150	n/a	n/a	n/a	150	n/a
Teacher Prep	255	n/a	n/a	255	n/a	n/a
TOTAL	n/a	1650	1285	255	150	410
REQUIREMENT	n/a	1650	1285	225	150	440
DIFFERENCE	n/a	0	0	30	0	-30

¹ Contract: Article IV (CC) (1) (a)
² Contract: Article IV (CC) (1) (b)
³ Contract: Article IV (CC) (1) (c)
⁴ Contract: Article IV (CC) (1) (d)

⁵ Including all faculty, departmental, grade level, and curriculum meetings.