

Memorandum

Office of Teaching and Learning



Date: January 6, 2017

To: Brian Harris

From: Linda Klobucher

Re: Middle School Bell Schedule

BACKGROUND

The board of education voted on scenario A for the start and end times for the 2017-2018 school year and beyond. As a result, each level is working on the operational issues that need to be addressed to accommodate this change. With this scenario, the middle schools would not release at the end of the day until 3:55 PM and 3:25 PM on Wednesdays. The middle school principals have been working on the bell schedule and have designed three options for discussion.

MIDDLE SCHOOL BELL SCHEDULE

16-17 - Current Schedule

Table 1 represents the current bell schedule. The current schedule provides the following amount of times for the following areas:

- Instructional periods two (2) through eight (8) = 44 minutes
- Instructional period one (1) = 46 minutes (2 minutes for announcements and pledge)
- Lunch period = 30 minutes
- Passing time = 31 minutes (four [4] minutes between instructional periods and three [3] minutes prior to lunch)

Table 1

<i>Day</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>LUNCH</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
<i>M,T, TH,F</i>	<i>7:55- 8:41</i>	<i>8:45- 9:29</i>	<i>9:33- 10:17</i>	<i>10:21- 11:05</i>	<i>11:08- 11:38</i>	<i>11:42- 12:26</i>	<i>12:30- 1:14</i>	<i>1:18- 2:02</i>	<i>2:06- 2:50</i>
<i>WED</i>	<i>7:55- 8:37</i>	<i>8:41- 9:21</i>	<i>9:25- 10:05</i>	<i>10:09- 10:49</i>	<i>10:52- 11:22</i>	<i>11:26- 12:06</i>	<i>12:10- 12:50</i>	<i>12:54- 1:34</i>	<i>1:38- 2:20</i>

Option 1 Schedule - 2017 - 2018

For the 2017-2018 instructional day, Table 2 represents a bell schedule that maintain the current structure of the day for the new start and end times. As you will see, this bell schedule maintains the exact structure currently implemented at the middle schools:

- Instructional periods two (2) through eight (8) = 44 minutes
- Instructional period one (1) = 46 minutes (2 minutes for announcements and pledge)
- Lunch period = 30 minutes
- Passing time = 31 minutes (four [4] minutes between instructional periods and three [3] minutes prior to lunch)

Table 2

Day	1	2	3	4	5	LUNCH	6	7	8
M,T, TH,F	9:00- 9:46	9:50- 10:34	10:38- 11:22	11:26- 12:10	12:14- 12:58	1:01- 1:31	1:35- 2:19	2:23- 3:07	3:11- 3:55
WED	9:00- 9:42	9:46- 10:26	10:30- 11:10	11:14- 11:54	11:58- 12:38	12:41- 1:11	1:15- 1:55	1:59- 2:39	2:43- 3:25

Option 2 Schedule - 2017-2018 with 3 minute passing periods As teachers and administrators have begun reviewing the changes for next year, they reviewed the need for four (4) minute passing time between instructional periods. This is an old practice and at one time, this amount of time was needed. The grade-level classrooms were not in close proximity and students needed the extra time to get from one class to another. However, in the past several years, the administration and teachers have focused on “teaming” and have arranged the classrooms to be in very close proximity to one another. Due to the physical changes in the location of classrooms, the staff and administration believe they can reduce passing times to three (3) minutes and it will have no impact on the instructional time for students, yet allow the end of the day to be seven (7) minutes sooner than previously decided.

Table 3 displays the same structure of the instructional day, but reduces passing periods by one (1) minutes each:

- Instructional periods two (2) through (8) = 44 minutes
- Instructional period one (1) = 46 minutes (2 minutes for announcements and pledge)
- Lunch period = 30 minutes
- Passing time = 24 minutes (Three [3] minutes between instructional periods and three [3] minutes prior to lunch)

Table 3

Day	1	2	3	4	5	LUNCH	6	7	8
M,T, TH,F	9:00- 9:46	9:49- 10:33	10:36- 11:20	11:23- 12:07	12:10- 12:54	12:57- 1:27	1:30- 2:14	2:17- 3:01	3:04- 3:48
WED	9:00- 9:42	9:45- 10:25	10:28- 11:08	11:11- 11:51	11:54- 12:34	12:37- 1:07	1:10- 1:50	1:53- 2:33	2:36- 3:16

Transportation

We have reviewed the dismissal times of the elementary and middle and believe there will not be a conflict in our transportation plan or any additional expense, to move the middle school end times up seven (7) minutes.

Contract language

The Memorandum of Understanding, already agreed upon between the board of education and the BEA provides the language needed to make this change.

Recommendation

The middle school administration would like to move forward with reducing the passing periods from four (4) minutes to three (3) minutes and move up the dismissal time from 3:55 PM to 3:48 PM.