

# Schedule Design Subcommittee

By Erik Olah, Susan Shultz, Maurice Wang, Sam  
Moore and Misha Stempel

# Instructional Minutes

Minimums

Passing Periods

Valid Instructional Offerings

Non-Instructional

ISC Charge:

Meet state requirements, including requirements for total instructional minutes.

# Minimums

Yearly Minimum: 64,800 instructional minutes, 180 instructional days

Average: 360 instructional minutes per instructional day

Regular Session Minimum: 360 minutes

Minimum Day Minimum: 240 minutes, 180 minutes w/ 2 day round

Enrolled Courses Minimum: 5 courses per year

Instruction Opportunity Minimum: 24 course-years

e.g. Freshman: 7, Sophomore: 7, Junior: 5, Senior: 5

Period Length Minimum: 45 minutes

PE Minimum: 400 minutes over 10 instructional days

Note: only requirement

If classes have to meet for the same time, is 400 minutes the minimum for all classes?

# Passing Periods

Maximum to Count for Instructional Minutes: 10 minutes

Condition: number of minutes consistent in each instance

One passing period is allowed next to lunch, must be distinct

For 150+ minute periods, 10 minute break can count for instructional minutes

# Valid Instructional Offerings

Means: 0 period PE counts as instructional minutes

Means: optional 7th period works

students still required to attend minimum legal day

Cannot be during lunch or "outside district-provided bus service"

# Non-Instructional

Lunch/Brunch do not count as instructional minutes

Clubs may not meet during instructional time

club period would not count towards instructional minutes

# Miscellaneous Requirements

Start classes no earlier than 8:15 a.m. and offer no 0 period

Include a brunch period of no less than 15 minutes

Offer instructional time that will be reasonably comparable at both high schools  
and a calendar in sync with Gunn's academic eligibility reports (e.g., no trimesters)

# SEL and College + Career Planning Time

Advisory/SEL Group Recommends:

40 min periods if possible

meetings during the day, not at end of day

ISC Charge:

Dedicate the time needed to deliver curriculum for social-emotional learning (SEL) and college/career planning. (Note: ISC's charge does not include making specific recommendations about the content of SEL and/or college/career planning)



# Block Class Period Length

California Education Code does not state the number of minutes of instruction required. As stated previously, a minimum of 400 minutes for PE are needed per 10 days, so that effectively is a minimum.

ISC Charge:

Include block class periods of sufficient length to support project-based learning, authentic assessment, and instruction aligned with the Common Core State Standards

# PLC Time

Current Weekly Time:

Staff Meetings: Tuesday - 40 minutes

PLC: Thursday - 55 minutes

ISC Charge:

At least maintain current weekly time for teacher collaboration (PLCs) to align and enhance curriculum, instruction, and assessment

# FLEX Considerations

RTI group:

30 minutes minimum, multiple times (2x or 3x) per week.

Flex must be mandatory, students must be in classrooms (no flex, TUTORIAL)

Tutorial meetings during the day, not at end of day

# Collective Bargaining Agreements

Palo Alto Educators Association (teachers):

180 days of instruction

3 staff development days

California School Employees Association (classified):

(1) 7:30 a.m. to 4:00 p.m. with 45 minutes for lunch

(2) 8:00 a.m. to 4:30 p.m. with 45 minutes for lunch

ISC Charge:

Be consistent with the contract language of the collective bargaining agreements of all school employees

# Preamble

- Mix and match available (including C-Days)
- Don't worry about times too much
- Focus on overall class structure
- Flex and advisory are easily moved
- This isn't necessarily a comprehensive list

# Schedule Types vs. Tweaks

- *Types are differences in core design features, e.g.:*
  - *total # of academic periods built into schedule*
  - *# of days in a full schedule cycle*
  - *# of blocks per day*
  - *whether a period always starts at same time or rotates*
  - *whether all periods are equal length or a mix of long & short*
  - *unique innovations, e.g., mandatory free period, May term*
- *Tweaks are smaller differences in time, frequency & rotation, e.g.:*
  - *change in start or end times*
  - *#, length & placement of advisory, flex periods, staff meetings, lunch, brunch, passing, InFocus*

# Naming Schedule Types

- total # of academic periods built into schedule
  - # blocks each day
  - rotation of period start times (none, half, full day)
  - any other distinguishing feature (e.g., daily skinny period, mandatory free period, late start)
- 
- Schedule #1: 7 period, 7/3/4/3/4, no rotation
  - Schedule #2: 7 period, 4/3/4/3, half day rotation
  - Schedule #3: 7 period, 4/3, no rotation
  - Schedule #4: 7 period, 4/3/4/3, no rotation, late start
  - Schedule #5: 8 period, 4/4/4/4, no rotation, mandatory free period
  - Schedule #6: 5 period, 4/4/4/4/4/4/4/4/4, no rotation, switch courses at semester?
  - Schedule #7: 7 period, 4/4/4/4/3/4/4/4/4/3, no rotation, w/ Period 1 skinny

# Schedule #1: 7 period, 7/3/4/3/4, no rotation

Day:	Mon	Tue	Wed	Thu	Fri
7:00 am					
7:05 am					
7:10 am					
7:15 am					
7:20 am					
7:25 am					
7:30 am	Period 0	Period 0	Period 0	Period 0	
7:35 am					
7:40 am					
7:45 am					
7:50 am					
7:55 am					
8:00 am					
8:05 am					
8:10 am					
8:15 am					
8:20 am					
8:25 am					
8:30 am					
8:35 am	Period 1				
8:40 am					
8:45 am					
8:50 am					
8:55 am					
9:00 am					
9:05 am					
9:10 am					
9:15 am					
9:20 am					
9:25 am					
9:30 am	Period 2				
9:35 am					
9:40 am					
9:45 am					
9:50 am					
9:55 am					
10:00 am					
10:05 am					
10:10 am					
10:15 am					
10:20 am					
10:25 am					
10:30 am					
10:35 am	Period 3				
10:40 am					
10:45 am					
10:50 am					
10:55 am					
11:00 am					
11:05 am					
11:10 am					
11:15 am					
11:20 am					
11:25 am					
11:30 am	Period 4				
11:35 am					
11:40 am					
11:45 am					
11:50 am					
11:55 am					
12:00 pm					
12:05 pm					
12:10 pm					
12:15 pm					
12:20 pm					
12:25 pm	Lunch				
12:30 pm					
12:35 pm					
12:40 pm					
12:45 pm					
12:50 pm					
12:55 pm					
1:00 pm					
1:05 pm					
1:10 pm	Period 5				
1:15 pm					
1:20 pm					
1:25 pm					
1:30 pm					
1:35 pm					
1:40 pm					
1:45 pm					
1:50 pm					
1:55 pm					
2:00 pm					
2:05 pm					
2:10 pm	Period 6				
2:15 pm					
2:20 pm					
2:25 pm					
2:30 pm					
2:35 pm					
2:40 pm					
2:45 pm					
2:50 pm					
2:55 pm					
3:00 pm					
3:05 pm	Period 7				
3:10 pm					
3:15 pm					
3:20 pm					
3:25 pm					
3:30 pm					
3:35 pm					
3:40 pm					
3:45 pm					
3:50 pm					
3:55 pm					
4:00 pm					



# Schedule #2: 7 period, 4/3/4/3, half day rotation

Day:	1	2	3	4
7:00 am				
7:05 am				
7:10 am				
7:15 am				
7:20 am				
7:25 am				
7:30 am				
7:35 am				
7:40 am				
7:45 am				
7:50 am				
7:55 am				
8:00 am				
8:05 am	Period 0	Period 0	Period 0	Period 0
8:10 am	Period 0	Period 0	Period 0	Period 0
8:15 am	Period 0	Period 0	Period 0	Period 0
8:20 am	Period 0	Period 0	Period 0	Period 0
8:25 am	Period 0	Period 0	Period 0	Period 0
8:30 am	Period 0	Period 0	Period 0	Period 0
8:35 am	Period 0	Period 0	Period 0	Period 0
8:40 am	Period 0	Period 0	Period 0	Period 0
8:45 am	Period 0	Period 0	Period 0	Period 0
8:50 am	Period 0	Period 0	Period 0	Period 0
8:55 am	Period 0	Period 0	Period 0	Period 0
9:00 am				
9:05 am	Period 1	Period 4	Period 2	Period 5
9:10 am	Period 1	Period 4	Period 2	Period 5
9:15 am	Period 1	Period 4	Period 2	Period 5
9:20 am	Period 1	Period 4	Period 2	Period 5
9:25 am	Period 1	Period 4	Period 2	Period 5
9:30 am	Period 1	Period 4	Period 2	Period 5
9:35 am	Period 1	Period 4	Period 2	Period 5
9:40 am	Period 1	Period 4	Period 2	Period 5
9:45 am	Period 1	Period 4	Period 2	Period 5
9:50 am	Period 1	Period 4	Period 2	Period 5
9:55 am	Period 1	Period 4	Period 2	Period 5
10:00 am	Brunch	Brunch	Brunch	Brunch
10:05 am	Brunch	Brunch	Brunch	Brunch
10:10 am	Brunch	Brunch	Brunch	Brunch
10:15 am	Tutorial	Tutorial	Adv	Tutorial
10:20 am	Tutorial	Tutorial	Adv	Tutorial
10:25 am	Tutorial	Tutorial	Adv	Tutorial
10:30 am	Tutorial	Tutorial	Adv	Tutorial
10:35 am	Tutorial	Tutorial	Adv	Tutorial
10:40 am	Tutorial	Tutorial	Adv	Tutorial
10:45 am	Tutorial	Tutorial	Adv	Tutorial
10:50 am	Tutorial	Tutorial	Adv	Tutorial
10:55 am	Tutorial	Tutorial	Adv	Tutorial
11:00 am				
11:05 am	Period 2	Period 5	Period 1	Period 4
11:10 am	Period 2	Period 5	Period 1	Period 4
11:15 am	Period 2	Period 5	Period 1	Period 4
11:20 am	Period 2	Period 5	Period 1	Period 4
11:25 am	Period 2	Period 5	Period 1	Period 4
11:30 am	Period 2	Period 5	Period 1	Period 4
11:35 am	Period 2	Period 5	Period 1	Period 4
11:40 am	Period 2	Period 5	Period 1	Period 4
11:45 am	Period 2	Period 5	Period 1	Period 4
11:50 am	Period 2	Period 5	Period 1	Period 4
11:55 am	Period 2	Period 5	Period 1	Period 4
12:00 pm	inClass	inClass	inClass	inClass
12:05 pm	inClass	inClass	inClass	inClass
12:10 pm	inClass	inClass	inClass	inClass
12:15 pm	inClass	inClass	inClass	inClass
12:20 pm	Lunch	Lunch	Lunch	Lunch
12:25 pm	Lunch	Lunch	Lunch	Lunch
12:30 pm	Lunch	Lunch	Lunch	Lunch
12:35 pm	Lunch	Lunch	Lunch	Lunch
12:40 pm	Lunch	Lunch	Lunch	Lunch
12:45 pm	Lunch	Lunch	Lunch	Lunch
12:50 pm	Lunch	Lunch	Lunch	Lunch
12:55 pm	Lunch	Lunch	Lunch	Lunch
1:00 pm				
1:05 pm	Period 3	Period 6	Period 3	Period 6
1:10 pm	Period 3	Period 6	Period 3	Period 6
1:15 pm	Period 3	Period 6	Period 3	Period 6
1:20 pm	Period 3	Period 6	Period 3	Period 6
1:25 pm	Period 3	Period 6	Period 3	Period 6
1:30 pm	Period 3	Period 6	Period 3	Period 6
1:35 pm	Period 3	Period 6	Period 3	Period 6
1:40 pm	Period 3	Period 6	Period 3	Period 6
1:45 pm	Period 3	Period 6	Period 3	Period 6
1:50 pm	Period 3	Period 6	Period 3	Period 6
1:55 pm	Period 3	Period 6	Period 3	Period 6
2:00 pm				
2:05 pm	Period 7	Staff	Period 7	PLC
2:10 pm	Period 7	Staff	Period 7	PLC
2:15 pm	Period 7	Staff	Period 7	PLC
2:20 pm	Period 7	Staff	Period 7	PLC
2:25 pm	Period 7	Staff	Period 7	PLC
2:30 pm	Period 7	Staff	Period 7	PLC
2:35 pm	Period 7	Staff	Period 7	PLC
2:40 pm	Period 7	Staff	Period 7	PLC
2:45 pm	Period 7	Staff	Period 7	PLC
2:50 pm	Period 7	Staff	Period 7	PLC
2:55 pm	Period 7	Staff	Period 7	PLC
3:00 pm				
3:05 pm	Period 7	Staff	Period 7	PLC
3:10 pm	Period 7	Staff	Period 7	PLC
3:15 pm	Period 7	Staff	Period 7	PLC
3:20 pm	Period 7	Staff	Period 7	PLC
3:25 pm	Period 7	Staff	Period 7	PLC
3:30 pm	Period 7	Staff	Period 7	PLC
3:35 pm	Period 7	Staff	Period 7	PLC
3:40 pm	Period 7	Staff	Period 7	PLC
3:45 pm	Period 7	Staff	Period 7	PLC
3:50 pm	Period 7	Staff	Period 7	PLC
3:55 pm	Period 7	Staff	Period 7	PLC
4:00 pm	Period 7	Staff	Period 7	PLC

# Schedule #3: 7 period, 4/3, no rotation

Day:	1	2	3	4
7:00 am				
7:05 am				
7:10 am				
7:15 am				
7:20 am				
7:25 am				
7:30 am				
7:35 am				
7:40 am				
7:45 am				
7:50 am				
7:55 am				
8:00 am				
8:05 am				
8:10 am				
8:15 am				
8:20 am				
8:25 am				
8:30 am				
8:35 am				
8:40 am				
8:45 am				
8:50 am				
8:55 am				
9:00 am				
9:05 am				
9:10 am				
9:15 am				
9:20 am				
9:25 am				
9:30 am				
9:35 am				
9:40 am				
9:45 am				
9:50 am				
9:55 am				
10:00 am				
10:05 am				
10:10 am				
10:15 am				
10:20 am				
10:25 am				
10:30 am				
10:35 am				
10:40 am				
10:45 am				
10:50 am				
10:55 am				
11:00 am				
11:05 am				
11:10 am				
11:15 am				
11:20 am				
11:25 am				
11:30 am				
11:35 am				
11:40 am				
11:45 am				
11:50 am				
11:55 am				
12:00 pm				
12:05 pm				
12:10 pm				
12:15 pm				
12:20 pm				
12:25 pm				
12:30 pm				
12:35 pm				
12:40 pm				
12:45 pm				
12:50 pm				
12:55 pm				
1:00 pm				
1:05 pm				
1:10 pm				
1:15 pm				
1:20 pm				
1:25 pm				
1:30 pm				
1:35 pm				
1:40 pm				
1:45 pm				
1:50 pm				
1:55 pm				
2:00 pm				
2:05 pm				
2:10 pm				
2:15 pm				
2:20 pm				
2:25 pm				
2:30 pm				
2:35 pm				
2:40 pm				
2:45 pm				
2:50 pm				
2:55 pm				
3:00 pm				
3:05 pm				
3:10 pm				
3:15 pm				
3:20 pm				
3:25 pm				
3:30 pm				

# Schedule #4: 7 period, 4/3/4/3, no rotation, late start

Day:	1	2	3	4
7:00 am				
7:05 am				
7:10 am				
7:15 am				
7:20 am				
7:25 am				
7:30 am				
7:35 am				
7:40 am				
7:45 am				
7:50 am				
7:55 am				
8:00 am	Period 0	Period 0	Period 0	Period 0
8:05 am				
8:10 am				
8:15 am				
8:20 am				
8:25 am				
8:30 am				
8:35 am				
8:40 am				
8:45 am				
8:50 am				
8:55 am				
9:00 am	Period 1	PLC Staff	Period 1	PLC Staff
9:05 am				
9:10 am				
9:15 am				
9:20 am				
9:25 am				
9:30 am				
9:35 am				
9:40 am				
9:45 am				
9:50 am				
9:55 am				
10:00 am	Brunch	Brunch	Brunch	Brunch
10:05 am				
10:10 am				
10:15 am	Tutorial		Adv	
10:20 am				
10:25 am				
10:30 am				
10:35 am				
10:40 am				
10:45 am				
10:50 am				
10:55 am				
11:00 am	Period 2	Period 2	Period 2	Period 2
11:05 am				
11:10 am				
11:15 am				
11:20 am				
11:25 am				
11:30 am				
11:35 am				
11:40 am				
11:45 am				
11:50 am				
11:55 am				
12:00 pm	Lunch	Lunch	Lunch	Lunch
12:05 pm				
12:10 pm				
12:15 pm				
12:20 pm				
12:25 pm				
12:30 pm				
12:35 pm				
12:40 pm				
12:45 pm				
12:50 pm				
12:55 pm				
1:00 pm	Period 3	Period 3	Period 3	Period 3
1:05 pm				
1:10 pm				
1:15 pm				
1:20 pm				
1:25 pm				
1:30 pm				
1:35 pm				
1:40 pm				
1:45 pm				
1:50 pm				
1:55 pm				
2:00 pm	PLC Staff	PLC Staff	PLC Staff	PLC Staff
2:05 pm				
2:10 pm				
2:15 pm				
2:20 pm				
2:25 pm				
2:30 pm				
2:35 pm				
2:40 pm				
2:45 pm				
2:50 pm				
2:55 pm				
3:00 pm	Period 4	Period 4	Period 4	Period 4
3:05 pm				
3:10 pm				
3:15 pm				
3:20 pm				
3:25 pm				
3:30 pm				
3:35 pm				
3:40 pm				
3:45 pm				
3:50 pm				
3:55 pm				
4:00 pm	Period 5	Period 5	Period 5	Period 5
4:05 pm				
4:10 pm				
4:15 pm				
4:20 pm				
4:25 pm				
4:30 pm				
4:35 pm				
4:40 pm				
4:45 pm				
4:50 pm				
4:55 pm				
5:00 pm	Period 6	Period 6	Period 6	Period 6
5:05 pm				
5:10 pm				
5:15 pm				
5:20 pm				
5:25 pm				
5:30 pm				
5:35 pm				
5:40 pm				
5:45 pm				
5:50 pm				
5:55 pm				
6:00 pm				

# Schedule #5: 8 period, 4/4/4/4, no rotation, mandatory free period

Day:	1	2	3	4	5
7:00 am					
7:05 am					
7:10 am					
7:15 am					
7:20 am					
7:25 am					
7:30 am					
7:35 am					
7:40 am					
7:45 am					
7:50 am					
7:55 am					
8:00 am	Period 0	Period 0	Period 0	Period 0	
8:05 am					
8:10 am					
8:15 am					
8:20 am					
8:25 am					
8:30 am					
8:35 am					
8:40 am					
8:45 am					
8:50 am					
8:55 am					
9:00 am	Period 1	PLC	Period 1	PLC	
9:05 am					
9:10 am					
9:15 am					
9:20 am					
9:25 am					
9:30 am					
9:35 am					
9:40 am					
9:45 am					
9:50 am					
9:55 am					
10:00 am	Brunch	Period 2	Brunch	Period 2	
10:05 am					
10:10 am					
10:15 am					
10:20 am					
10:25 am					
10:30 am					
10:35 am					
10:40 am					
10:45 am					
10:50 am					
10:55 am					
11:00 am	Tutorial	Adv	Tutorial	Tutorial	
11:05 am					
11:10 am					
11:15 am					
11:20 am					
11:25 am					
11:30 am					
11:35 am					
11:40 am					
11:45 am					
11:50 am					
11:55 am					
12:00 pm	Period 3	Period 3	Period 3	Period 3	
12:05 pm					
12:10 pm					
12:15 pm					
12:20 pm					
12:25 pm					
12:30 pm					
12:35 pm					
12:40 pm					
12:45 pm					
12:50 pm					
12:55 pm					
1:00 pm	Period 4	Period 4	Period 4	Period 4	
1:05 pm					
1:10 pm					
1:15 pm					
1:20 pm					
1:25 pm					
1:30 pm					
1:35 pm					
1:40 pm					
1:45 pm					
1:50 pm					
1:55 pm					
2:00 pm	Period 5	Period 5	Period 5	Period 5	
2:05 pm					
2:10 pm					
2:15 pm					
2:20 pm					
2:25 pm					
2:30 pm					
2:35 pm					
2:40 pm					
2:45 pm					
2:50 pm					
2:55 pm					
3:00 pm	Period 6	Period 6	Period 6	Period 6	
3:05 pm					
3:10 pm					
3:15 pm					
3:20 pm					
3:25 pm					
3:30 pm					
3:35 pm					
3:40 pm					
3:45 pm					
3:50 pm					
3:55 pm					
4:00 pm	Period 7	Period 7	Period 7	Period 7	
4:05 pm					
4:10 pm					
4:15 pm					
4:20 pm					
4:25 pm					
4:30 pm					
4:35 pm					
4:40 pm					
4:45 pm					
4:50 pm					
4:55 pm					
5:00 pm	Staff	Staff	Staff	Staff	
5:05 pm					
5:10 pm					
5:15 pm					
5:20 pm					
5:25 pm					
5:30 pm					
5:35 pm					
5:40 pm					
5:45 pm					
5:50 pm					
5:55 pm					
6:00 pm					





# GUIDING QUESTIONS

- *How well do the presented schedule types reflect the parameters, criteria & priorities ISC has identified in our work to date?*
- *Are there any other basic schedule types that should be considered?*