

# CPS SCHEDULING GUIDELINES for UPPER SCHOOLS 2012-2013

## Overview

The Upper School program is built on a ***six-day cycle***. The school year will be divided into three (3) trimesters.

The hours of the school day are from 8:55-2:55. School hours for students at each Upper School Campus are 8:55am – 2:55pm. All Upper School teachers, by contract, will begin their workday fifteen minutes prior to the starting time established for students and will end ten minutes after the time established for the dismissal of students.

The schedule is generally based on 45 minute blocks, with double blocks in certain subjects. Students will have thirty (30) minutes of lunch/recess daily.

## The Instructional Core

The curriculum in *all* content areas has been re-written to align with the new, challenging national Common Core standards and criteria, and addresses the unique developmental needs of adolescents. The Upper School Program reflects this increased rigor. Teachers in all departments have engaged in a year-long process to develop robust units of study for all upper school students.

Time allotments for specific content areas are specified in the charts below. See attached chart for numbers of classes and number of minutes per week.

It should be noted that the grade 6 program differs from the grade 7 and 8 program to successfully support the transition of grade 6 students into the upper school program.

All classes should be spread throughout the day. For instance, no class should meet only after lunch.

Classes with 3 or fewer periods per week (art, music, drama, P.E.) should not be scheduled two days in a row when possible.

## Electives

There should be one elective class that meets two periods per 6-day cycle.

Band, orchestra and chorus electives must be scheduled for a full-year.

Students who do not opt to take band, orchestra or chorus will choose one elective per trimester.

All art, music, instrumental music and drama teachers should be scheduled for electives as well as classes: drama and strings for one elective (2 periods), and music and art for two electives (2-periods each).

Opportunities for electives in other subject areas should be available to upper school students throughout the year.

## Academic Challenge Periods

Sixth grade students will have opportunities for academic support and enrichment during two Academic Challenge periods per 6-day cycle. Students with IEPs may meet with their special educator to receive their specialized services. English Language Learners will receive their second language support. Other general education students will meet with subject teachers for extra challenge. General education students who require any additional help will be provided that support during this time.

Seventh and eighth grade students will be scheduled for one Academic Challenge period per 6-day cycle.

## Advisory

Advisory/ homeroom will be scheduled daily for fifteen minutes. Teachers have worked throughout the year to design an Advisory Program to accommodate the developmental needs of middle grade students.

## Considerations for Specialty Content Areas

Consideration should be given to the specialists' availability when scheduling. All art, music, instrumental music, drama, physical education/ health, world language and any other teachers who teach multiple grades, must be scheduled carefully around lunches. For instance, they cannot teach a 6<sup>th</sup> grade during 4<sup>th</sup> period and an 8<sup>th</sup> grade during 5<sup>th</sup> period because the start times of periods 4 and 5 will be different.

### ***Instrumental and Drama Teachers***

Drama and Strings teachers will be shared between two upper school campuses as follows:

- Drama: School 1 – days 2,4,6; School 2 – days 1,3,5
- Strings: School 1 – days 1,3,5; School 2 – days 2,4,6

Grades 7 and 8 should have music and art year-long, each for 2 periods per 6-day cycle.

Sixth grade students will take drama as part of their program; drama is an elective in grades 7 and 8.

Students will be pulled for small group instrumental lessons from their other subjects.

### ***Physical Education/Health***

Physical Education will be taught twice ( 2 – 45 minute periods) in a cycle and health education will be taught once (1 - 45 minute period) per 6-day cycle, both for the entire year.

### ***World Language***

The recommendation for the Upper School World Language Program was informed by the results of the community survey and by research of programming in other communities. Specifically, the program will include:

- A World Language Exploratory Program for students in grade 6 that includes 1 trimester of Spanish and 1 trimester of French. Students will be given a choice after the second trimester to take either Spanish or French for the third trimester for more in-depth study of that language.
- Students in grades 7 and 8 will be given a choice of taking either Spanish or French.

- Students at the Putnam Avenue Campus will be afforded the same language choices as the other Upper Campus Programs. However, these students will also be given the opportunity to take Chinese in grades 6-8.
- Students at the Amigos School will be given the opportunity to take a World Language in addition to Spanish. The school will be given the choice of offering one world language and will decide between French or Chinese.
- Students in the Ola Program will be afforded the same language choices as the other Upper Campus Programs (Spanish, French) in addition to the Portuguese that is taught as part of their program.

There will also be an option for World Language electives.

### ***Information Literacy***

Students in the 21st century live in a technology and media-suffused environment, marked by various characteristics, including: 1) access to an abundance of information, 2) rapid changes in technology tools, and 3) the ability to collaborate and make individual contributions on an unprecedented scale.

To be effective in the 21st century, citizens and workers must be able to exhibit a range of functional and critical thinking skills related to information, media and technology. Students will explore these topics through authentic experiences in which they engage with the technology to analyze, deconstruct, create, and share information in a variety of media formats. *(adapted from Partnership for 21st Century Skills)*

Information Literacy will be embedded throughout the Upper Campus Program. In addition, the students in grades 7 and 8 will participate in a class that meets once per cycle to enhance their knowledge and skills.

## **The Grade 6 Transitional Program**

### ***What's different about the 6th grade program?***

The Sixth Grade Program is tailored to meet the unique needs of students in this transition grade and will differ from the Grades 7-8 Upper School Program.

### **Extended Time for English Language Arts and Mathematics**

The Grade 6 Program will include increased time and targeted support in English language arts and math during regular classes and two Academic Challenge periods.

The 6<sup>th</sup> grade math classes will be co-taught by a math teacher and a special educator.

### **Exploratory World Language Program**

As a transitional opportunity for sixth grade, students will be enrolled in an exploratory program in which they take one trimester of Spanish and one trimester of French. At the end of the second trimester, students will select one language to continue to study more in-depth. Students at the Putnam Avenue Campus will also have the option of taking Chinese as a World Language.

**Study Skills**

The Grade 6 Program will include instruction in organizational and study skills, designed to build students' capacity as they enter the Upper School Program. Although study skills will be embedded into all content areas, there is an *option* for a study skills elective that will be developed by the sixth grade teaching teams.

**Visual and Performing Arts**

Drama, music and art will be part of the program for all 6<sup>th</sup> graders. Students will also have the opportunity to choose band, orchestra or chorus as a full year elective. Those students choosing band or orchestra will be provided with small group instrumental lessons during the school day in addition to the elective. Students will also have the opportunity to choose from a number of other arts electives.

**Advisory and Health Curricula**

The Advisory Program, currently in development by the middle school staff, and the newly developed Health Curriculum for sixth grade are specifically designed to support the transition and developmental needs of this 6<sup>th</sup> grade age group.

**Planning for Teacher Collaboration**

Grade level team meetings, department meetings and planning meetings for co-teachers (general educators, special educators and coaches) should be built into the schedule as much as possible. All special education teachers will be assigned to a grade level team where they will participate as full members of the team.

## Sixth Grade Schedule Guidelines

**Time allocations:**

Subject	# Days Per cycle	# 45 minute periods	# 90 minute periods	Total Minutes per cycle	Number of trimesters	Comments
Advisory	6	0	0	90	3	15 min/day
Art	2	2	0	90	2	
Drama	2	2	0	90	2	
ELA	6	5	1	315	3	Designed for differentiated instruction
Elective	2	2	0	90	3	3 electives per year – 1 per trimester Band/orchestra/chorus full year electives
Academic Challenge	2	2	0	90	3	Enrichment/ Support
Health	1	1	0	45	3	
Instrumental Music	1	1	0	45	3	One small group lesson per cycle Cycled through subjects
Math	6	5	1	315	3	Co-taught by general & special educator Designed for differentiated instruction
General Music	2	2	0	90	2	
Phys. Ed.	2	2	0	90	3	
Science	6	5	1	315	3	90 minute block for lab
Social Studies	6	5	1	315	3	
World Language	3	3	0	135	3	exploratory

## 7/8 Grade Schedule Guidelines

**Time allocations:**

Subject	# Days Per cycle	# 45 minute periods	# 90 minute periods	Total Minutes per cycle	Number of trimesters	Comments
Advisory	6	0	0	90	3	15 mins/day
Art	2	2	0	90	3	
ELA	6	5	1	315	3	Designed for differentiated instruction
Elective	2	2	0	90	3	Electives include drama 3 electives per year – 1 per trimester Band/orchestra/chorus full year electives
Academic Challenge	1	1	0	45	3	Enrichment/Support
Health	1	1	0	45	3	
Information Literacy	1	1	0	45	3	
Instrumental Music	1	1	0	45	3	One small group lesson per cycle Cycled through subjects
Math	6	5	1	315	3	Designed for differentiated instruction
General Music	2	2	0	90	3	
Phys. Ed.	2	2	0	90	3	
Science	6	5	1	315	3	90 minute block for lab
Social Studies	6	5	1	315	3	
World Language	3	3	0	135	3	Other for additional elective option

# Draft UPPER SCHOOL SCHEDULE

8:55-9:10- Homeroom/ Advisory

9:10-9:55- Period 1

9:55-10:40- Period 2

10:40-11:25- Period 3

11:25- 11:55- Lunch

11:55-12:40- Period 4

12:40-1:25- Period 5

1:25-2:10 Period 6

2:10-2:55- Period 7

## Sample Schedule for student in one grade level

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
8:55-9:10	H.R./ advisory	H.R./ advisory	H.R./ advisory	H.R./ advisory	H.R./ advisory	H.R./ advisory
9:10-9:55	Math	P.E.	Social St.	Math	World Language	Social St.
9:55-10:40	Science	Music	ELA	Social St.	Art	ELA
10:40-11:25	Social St.	Science	Elective/ Band-Orch- Chorus	Social St.	Social St.	Academic Support
11:25-11:55	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
11:55-12:40	ELA	Math	World Language	Science	Science	Health
12:40-1:25	ELA	Math	Academic Support gr. 6 Information Literacy 7/8	ELA	Science	Elective/ Band-Orch- Chorus
1:25-2:10	Art	Social St.	Math	Music	Math	Science
2:10-2:55	World Language	ELA	Science	P.E.	ELA	Math