

## FLEX PERIOD/FLEX TIME

The definition and use of a flex period varies across schools and districts. Typically, a flex period involves the following: Between regularly scheduled courses, students are assigned to a flex classroom to review material or work independently. Flex time can also be used for attending school-wide events. And if a student needs help from a teacher in another part of the building, he or she can get a pass and visit the teacher during flex time.

Typically, flex periods run 30 to 90 minutes, depending on the school/district. The time of day and the number of days per week when flex time is offered varies in different schools. In some instances, FLEX time schedules are only offered at certain times during the semester term, quarter, or trimester (i.e., in the several weeks prior to finals.)

*Includes examples from the following Districts/Schools:*

- *Mountain View High School, Alpine School District, Orem, Utah*
- *Mt. Crest High, Hyrum, Utah*
- *Skyline High School, Warren County Public Schools, Front Royal, Virginia*
- *ArtLab, Los Angeles Unified School District*
- *Lutheran High School of St. Charles County, St. Peters, Missouri*
- *Wissahickon High School, Wissahickon School District, Amber, Pennsylvania*

### **Mountain View High School**

Alpine School District

Orem, Utah

Flex Information/ Flex Time

2013-2014 Bell Schedules

Regular Flex Day (Tuesday-Friday)

Schedule 1

A1/B5	7:45 – 9:05 (80 minutes)
A2/B6	9:10 – 10:30 (80 minutes)
A3/B7	10:35 – 11:55 (80 minutes)
Flex	11:55 – 12:20 (25 minutes)
Lunch	12:20 – 12:50 (30 minutes)
A4/B8	12:55 – 2:15 (80 minutes)

Collaborative Day (Monday)

Alternate Schedule 1A

A1/B5	7:45 – 9:00 (75 minutes)
A2/B6	9:05 – 10:15 (70 minutes)
A3/B7	10:20 -11:30 (70 minutes)

Lunch	11:30 – 12:00 (30 minutes)
A4/B8	12:05 – 1:15 (70 minutes)
Teacher Work Time	1:15 – 1:45 p.m.
Teacher Collaboration	1:45 – 2:45 p.m.

**“Flex Time Philosophy**

Flex time allows for a system of intervention and enrichment for all students during the school day. Flex time will be held for 25 minutes each day between Tuesday and Friday after 3rd period unless otherwise stated (i.e., assemblies, pep rallies, etc.). All students may take advantage of this time to return to their teacher or attend a lab to learn concepts that they might have missed or do not understand. Other opportunities for acceleration may also be available for students who are caught up and want to excel in their learning. Students who are doing well in their classes and have passing grades with no NC’s will be on flex privilege and will be able to choose where to go as long as they are not disrupting flex classes. This includes an extended lunch time.

**Flex Restriction**

Some students will be on flex restriction if they have an I, NC, or F on their flex report. That means they will be required to attend one of the classes where they have an I, NC, or F during flex time so they can receive instruction to improve their learning and eventually their grade. The flex reports will be delivered to each student at the beginning of the week and will be color coded for students on restriction. Students will be on flex restriction until their grades are cleared the next week. Students on flex restriction who do not use flex time to return to the appropriate class will be identified by our student advocates and administration. Their parents will be notified and they will lose the privilege of leaving their third period class during flex time and will be picked up by administration and taken to a supervised study hall. If the student continues to abuse flex time they will be referred to other intervention programs that involve their parents to help them be successful.

**Flex as Attendance Recovery**

Good attendance is critical for student success. We want to encourage students to interact with their teachers when they miss class so they learn the material presented. Students will be able to receive attendance recovery credit by recording time with their teacher during flex. When the time is recorded and signed off by the teacher, the student will turn the recorded time into the attendance office. A flex visit can make up one tardy. Two flex visits make up an absence.

Sample Flex Time Instruction schedule for May 15-18, 2013 – MVHS

MVHS Flex Instruction Schedule					
Department	Teacher	Tuesday	Wednesday	Thursday	Friday

Math/ Reading						
English/Health	Andrus		Bones and Med Terms Review	Grammar Tips 1-10	Make-up Work	
Math	Beveridge					
Trade and Industry	Bjornstad					
P.E./Health	Blevins	Wght Room Chart 1 & 2	Wght Room Chart 1 & 2	Wght Room Chart 1 & 2	Gym-Fitness Gram Make-up	
Performing Arts	Bowman					
Math	Boyack					
Business	Brown	Open Lab	Open Lab w/Codner	Open Lab	Open Lab w/Codner	
Science	Carling					
Social Studies	Carpenter	U.S. History	WHAP Review	U.S. History	APUSH	
Business	Codner	Open Lab	FBLA Officers Meeting	<b>FBLA Club Meeting ALL members</b>	Open Lab	
World Languages	Colvin		Span 4 & AP Preterite & Imperfect		N/A	
Math/Science	Covert	Physics - focus on units and making up comic. Geometry - catching up late work	Physics - focus on units and making up comic. Geometry - catching up late work	Physics - focus on units and making up comic. Geometry - catching up late work	Physics - focus on units and making up comic. Geometry - making up polygons quiz	
Art	Cramer		Chapter Work	Chapter Work		
Performing Arts	Criman	Makeup & Quiet Study	Makeup & Quiet Study Time	Improvisation Workshop	Special Topics in Film & Theatre	
Performing Arts	Davis					
Law Enforcement	Denning					
English	Drummond (Abbott)					
Social Studies	Fieldsted		World/US History	Financial Lit	Test/quiz retakes	
Social Studies	Fong					

Art	Francis		Comm Art Typograph y terms	Honors and AP Studio	Ceramics rm 161
Health Science	Greenwood				
Science/Math	Greer		HChem make-up quizzes	Biotech - finish lab and wrap- up	HChem make-up density lab and Stats quiz 1.1
P.E./Health/Dr. Ed	Gustin				
Trade and Industry	Haight				
Trade and Industry	Hallam				
Scl Stds/Frn Lng	Heriford	spanish- open help	history	spanish- open	history-open
Math	Herring				
P.E./Health/Track	Hunter				
Scl Stds/Drvrs.Ed	Hymas				
English	Johnson				
Sign Language	Kelley				
English	Lant				
Performing Arts	Mathews				
Science	Medler				
Health Science	Meek				
English/Science	Merrill	Zoology	Physics	Reading	
English	Morgan	Make up/Redo	Make up/Redo	Make up/Redo	Make up/Redo
English	Moss				
Math	Mueller	Calculus BC lab	Calculus BC lab	Calculus BC lab	Calculus BC lab
Fmly Cnsmr Sci	Patterson				
Foreign Language	Peterson		French Individual Help		French Individual Help
Auto, T & I	Peterson, T.				
Fmly Cnsmr Sci	Read	Foods 1	FCCLA	Cloth/Sport s Sewing	
Social Studies	Rehrer				
Math/Fmly Cnsmr	Robinson	---	FCCLA	Concurrent Enrollment	Geometry
English	Sadleir				
PE, Health	Sipherd				
English	Snyder	8- Sentence Burst Review	Mission Statement s	Habit #2 - Begin With the End In Mind	Habit #3 - Put First Things First
Art	Steadman		Cutting the profile of the wax	Transferring the design to the wax	fixing broken waxes

Social Studies	Stoddard				
Foreign Language	Talonia	ELD Open	A Day	ELD Open	A Day
Math	Thurston				
Math	Tree				
Business	Walker				
Science/Dance	Young	Ballroom Review	Biology Make up	Ballroom Review	Biology make up
<b>OPEN INTERVENTIONS:</b>					
Open Intervention	Carlson-A /Miller - A	Rm 233	Rm 233	Rm 233	Rm 233
ACT Prep			Rm 128		Rm 128
Computer Lab	Beers - Rm 129	Open w/permission from Teacher. Call x 265			
Math Lab	Miller -A, Rm 233	Rm	Rm	Rm	Rm
Writing Lab	English Dept.	Rm 237	Rm 237	Rm 237	Rm 237
<b>ENRICHMENT:</b>					
Enrichment	Open Gym				
Enrichment	Weight Room				
Enrichment	Media Center				
Enrichment	Anderson				

**Mt. Crest High/ Mountain Crest High School**

Hyrum, Utah

**3 x 5 Trimester schedule with Flex Period**

Monday – Thursday

Hour	Start	End	Length
1st	8:00	9:00	60
FLEX	9:05	9:55	50
2nd	10:00	11:00	60
1 <sup>st</sup> Lunch Upstairs, Math Annex, Pool	11:00	11:30	30
3rd	11:35	12:35	60
3 <sup>rd</sup> 2 <sup>nd</sup> Lunch Downstairs, PE	11:05	12:05	60

& Seminary	12:05	12:35	30
4 <sup>th</sup>	12:40	1:40	60
5 <sup>th</sup>	1:45	2:45	60

### Friday

Hour	Start	End	Length
1st	8:00	8:50	50
FLEX	8:55	9:20	25
2nd	9:25	10:15	50
1 <sup>st</sup> Lunch Upstairs, Math Annex, Pool	10:15	10:45	30
3rd	10:50	11:40	50
3 <sup>rd</sup> 2 <sup>nd</sup> Lunch Downstairs, PE & Seminary	10:20	11:10	50
4 <sup>th</sup>	11:10	11:40	30
5 <sup>th</sup>	11:45	12:45	50
	12:40	1:30	50

From the School's website in February 2014:  
 "FLEX Registration is now OPEN  
 Register 2/3 - 2/10

Questions? Call 245-6093 ext 141 or 205  
 or see Cindy or Melissa in the Library.

### FLEX

FLEX is a class designed for the purpose of remediation. FLEX is after 1st hour and before 2nd hour. Students can make up or retake tests, work on homework, or get extra help from a specific teacher. Students will ask the teacher they want help from for a pass (preferably the day before), but must always go to their assigned class first. *After announcements and roll*, they can leave with their pass and go get help. We offer study halls, PE, and enrichment classes. Students can also take Seminary during FLEX.

There are two sessions of FLEX per trimester, although some classes are held the entire trimester (Seminary, Treble Choir and Concurrent Enrollment - Ednet, Peer Tutor) or even 3 sessions (German 1010).

Students who do not register will be placed in a Study Hall.

Students with less than a 2.0 g.p.a. (current trimester) will be placed in a Study Hall.

Registration is held for one week. We will make announcements and put signs in the halls telling which days registration is open.

At the bottom of this page you will click on the link. Type in your school user name. *The password is flex.* You will see the classes to choose from. When you click on the register button, you are registered!

Please look at ALL options before you register!

Once you have clicked on the register button, you are registered and CANNOT go back to make changes so please be sure the class you select is the class you want!

*Opportunities available for 3rd Session 2013-2014 school year:*

Study Halls: *To sign up for a specific study hall (example-Chemistry), you must have the class.*

General; Electronic High School; Business; AP English, English; AP Biology; Biology; Chemistry; Physics; AP Math; General Math; Math 2; French; AP History, Med/Anatomy.

Enrichment Classes: *You must have a 2.0 GPA to take these classes!*

Board Games; FBLA (must be in the club); MC Service; Reading Room; Ceramics; Robotics; FFA State Competitions; Yearbook/Journalism (must be on staff); Woods, Office Aide; ACT Prep.

PE Classes: *You must have a 2.0 GPA to take these classes!* Aerobic Workout; Weights; Social Dance.

\*\*\*If PE and enrichment classes do not fill, they will be canceled\*\*\*

Classes for Credit: For Credit Classes will be for an entire semester - including 5th & 6th Flex Sessions Treble Choir; Seminary B; Peer Tutor (requires teacher approval) USU 1320; Exec; AP Music; German 1010/1020, AP Comparative Gov't.

\* Classes for credit cannot be dropped after 5 school days. \*

\*IF YOU SEE A CLASS LISTED BUT YOU ARE NOT ABLE TO REGISTER FOR IT, SEE ONE OF THE FLEX SECRETARIES (OFFICES IN THE LIBRARY). SOME CLASSES REQUIRE TEACHER APPROVAL. THE FLEX SECRETARIES CAN HELP YOU WITH THAT\*

Failing FLEX can result in not walking at Graduation!

If you do NOT register for a FLEX class you will be put in a study hall for the session.

REMEMBER - YOU ARE REGISTERING FOR 3rd TRIMESTER

CLICK HERE TO REGISTER

<http://www.mchsreg.com>

(your password is: FLEX)

FLEX Registration is now OPEN

Register 2/3 - 2/10

Questions? Call 245-6093 ext 141 or 205 or see Cindy or Melissa in the Library."

## **Skyline High School**

**Warren County Public Schools**

**Front Royal, Virginia**

### **FLEX Time**

#### **“Stretching the Possibilities at Skyline High School”**

*Some Things you need to Know* **What is Flex Time?** Flex Time is part of the school day. It is a program that offers additional instructional time for students. This instruction is designed to meet the needs of individual students and is appropriate for both remedial and enriched learning.

**What is changing about Flex Time at Skyline High School?** Since opening Skyline High School in the fall of 2007, we have held our Flex Time in the morning from 8:20-8:55. We will now hold Flex Time in the afternoon.

**When will Flex Time be Held?** Every day from 2:55-3:30

**How does this change the Skyline High School schedule?** 1st Block now begins at 8:20. 4th Block now ends at 2:50. **(Click here for the complete SHS schedule)**

**How does this change affect the bus schedule?** It doesn't. Buses will arrive before 8:20 AM and will depart at 3:30 PM.

**What types of services are available during Flex Time?** The list of services is broad and designed to meet the various needs of our student body. Some services include:

Math Lab

Writing Lab

Science Lab

Social Studies Lab

Foreign Language Lab

Writing Lab

Reading Lab

Academic Study Hall

Computer Labs/Library

Opportunities to meet with teachers

Counseling Services

Clubs and Activities

Open Gym/Weight Room/Intramural Sports



**Are students required to participate in Flex Time?** Yes. If a student has been assigned to a Lab, Study Hall or a meeting with a teacher, they are required to attend. Students who choose not to report to an assigned Flex will be processed through the discipline referral system as if they skipped a regular class.

**What if a student has not been assigned to a specific Flex program?** The cafeteria will always be open for students. Study Halls, Library, and Computer Labs will also be available for students. Students may participate in Intramural activities and clubs. Students that are not assigned to a specific Flex program and have their own transportation may leave school at the conclusion of 4th Block (2:50).

**What rules apply to the new Skyline High School Flex Program?**

Only students that have been assigned to a Flex Lab, Study Hall, or teacher meeting will be permitted in the academic classroom area.

Students are not allowed to roam around the building.

An assignment can be made verbally or in writing to students.

Students may not leave campus and return to ride a bus.

**ART LAB**

Los Angeles Unified School District  
 Los Angeles, California  
 6 period plus FLEX period Bell Schedule

**BELL SCHEDULES**

<b><i>Breakfast Before School</i></b>	<b><i>Monday</i></b>	<b><i>Wednesday</i></b>
<i>8:25 am – 9:00 am (35)</i>	<i>H Advisory</i>	<i>H Advisory</i>
<i>9:05 am – 10:38 am (93)</i>	<i>1</i>	<i>1</i>
<i>10:38 am – 10:48 am (10)</i>	<i>Ext. Passing</i>	<i>Ext. Passing</i>
<i>10:48 am – 12:21 pm (93)</i>	<i>2</i>	<i>2</i>
<i>12:21 pm – 12:51 pm (30)</i>	<i>Lunch</i>	<i>Lunch</i>
<i>12:56 pm – 2:29 pm (93)</i>	<i>3</i>	<i>3</i>
<i>2:34 pm – 3:29 (55)</i>	<i>7 (Flex)</i>	<i>7 (Flex)</i>

<b><i>Breakfast Before School</i></b>	<b><i>Tuesday</i></b>	<b><i>Thursday</i></b>
<i>8:25 am – 9:00 am (35)</i>	<i>H Advisory</i>	<i>H Advisory</i>
<i>9:05 am – 10:38 am (93)</i>	<i>4</i>	<i>4</i>
<i>10:38 am – 10:48 am (10)</i>	<i>Ext. Passing</i>	<i>Ext. Passing</i>
<i>10:48 am – 12:21 pm (93)</i>	<i>5</i>	<i>5</i>
<i>12:21 pm – 12:51 pm (30)</i>	<i>Lunch</i>	<i>Lunch</i>
<i>12:56 pm – 2:29 pm (93)</i>	<i>6</i>	<i>6</i>
<i>2:34 pm – 3:29 (55)</i>	<i>7 (Flex)</i>	<i>7 (Flex)</i>

<i>Prof. Dev. Stack Day Breakfast Before School</i>	<i>Friday</i>
<i>8:25 am – 9:05 am (40)</i>	<i>1</i>
<i>9:10 am – 9:50 am (40)</i>	<i>2</i>
<i>9:55 am – 10:35 am (40)</i>	<i>3</i>
<i>10:40 am – 11:20 am (40)</i>	<i>4</i>
<i>11:20 am – 11:50 am (30)</i>	<i>Lunch</i>
<i>11:55 am – 12:35 pm (40)</i>	<i>5</i>
<i>12:40 pm – 1:20 pm (40)</i>	<i>6</i>
<i>1:25 pm – 3:25 pm (120)</i>	<i>PD</i>

### **Lutheran High School of St. Charles County**

Saint Peters, Missouri

“In the 4x4 Block Schedule, the school year is divided into two semesters, and the school day is divided into four instructional blocks of 80-minute periods.

During the first semester, students are enrolled in four courses that meet daily. Instruction once taught over the entire school year is now taught in one semester much as it is in colleges and universities nationwide. At the end of the fall semester, students receive one full credit for each course successfully completed and then enroll in four new courses for the spring semester.

Teachers instruct for three of the four 80-minute periods and use the fourth block as a planning/conference period.

A PRIME TIME period (FLEX time period) is built into the school day, 3-4 days per week. It allows for extended class time when needed, for students needing extra help, for time to meet with class advisors or counselors, and for special programs or activities.”

#### WHAT IS PRIME TIME AND HOW WILL IT BE USED?

“The skill of learning to use one’s discretionary time wisely and productively is valuable for the college bound student. Since LHS feels this is important to teach and model with students, the 4x4 schedule includes 3-4 30-minute time allotments per week known as the PRIME TIME period. These times are to be used by the students at their discretion for purposes linked to their personal and academic goals.

Students will be able to use this time to schedule a meeting with a teacher for extra help, writing guidance, or to make up a test or quiz. They will be able to use the time to organize personal study groups, work on collaborative projects, or touch base with an instructor for additional instruction in small groups.

In addition, the PRIME TIME ... slot can be used by student organizations for meetings and to plan larger activities. Students can choose to spend time in the library or meeting with guidance....”

Source: <http://lutheranhighstcharles.com/wp-content/uploads/2012/07/4x4block.pdf>

### **Wissahickon High School**

Wissahickon School District  
Amber, Pennsylvania

Wissahickon High School adopted a new modified block schedule in the fall of 2012. Students take eight courses. Over a six-day cycle, each course meets four times on a rotating basis – three times for 58-minute sessions and once for an 80-minute session. As part of the new schedule students have the opportunity to seek additional assistance and pursue learning opportunities beyond the curriculum through the twice a cycle 48-minute I&E Period - Intervention and Enrichment Period. (I&E meets on days 5 and 6 of the course rotation cycle.)

- Wissahickon School District Television Video: A brief Introduction to the Intervention and Enrichment Period  
<http://www.wsdweb.org/page.cfm?p=2214>  
<http://wissahickontv.pegcentral.com/player.php?video=d5297074b2911a17c79c1ce170b68ef0>
- Prezi Presentation: A second look at the Intervention and Enrichment period  
What is I&E? “A block of time in our new schedule that allows us to enrich, enhance and supplement our current curricula with additional student offerings.” <http://www.wsdweb.org/page.cfm?p=2214>

Plus a new schedule video made for and by students  
<http://www.wsdweb.org/page.cfm?p=2214>

When will I&E meet? “Two days out of a 6-day cycle for 48-minutes.”

What I&E preparations have been made?

I&E Committee

Visitations (Horace Greely HS, Garnet Valley HS, Upper Dublin HS)

Sapphire Collaboration:

- Developing program to allow students to select offerings online on a bi-weekly basis.
- Teachers have the option to assign students into offerings.
- Scheduling capabilities with real-time open seat counts and unassigned student reports

- Administrative capability to block in whole groups for assemblies and presentations

#### WHS I/E Selection Deadlines for 2013-14 Spring Semester

##### Steps in Process:

1. Teachers confirm master schedule of I/E offerings via I/E OneNote
2. Scheduling Office confirms master schedule in Backpack interface
3. Teachers have a window in which to select students for an I/E offering.
4. Students have a window in which to select I/E offerings (DONE OVER SEVERAL HRs)
5. Scheduling Office will coordinate final changes to offerings and student schedules

See example of detailed chart for IE sessions 16 – 24. Chart includes Teacher Deadline, Scheduling Deadline, Teacher Window, Student Window, and IE Days.

[http://www.wsdweb.org/uploaded/schools/WHS/Documents/Academics/2013-14\\_IE\\_Deadlines\\_for\\_Spring\\_14feb14.pdf](http://www.wsdweb.org/uploaded/schools/WHS/Documents/Academics/2013-14_IE_Deadlines_for_Spring_14feb14.pdf)

*We will continue to update the bell schedule resources in the CCASN Master Schedule Guide. If you are aware of a bell schedule that supports student learning and achievement and includes innovations in the use of time or know someone we should talk with about a particular District or school bell schedule, please share your bell schedule examples and resources with Patricia Clark ([patricia510@gmail.com](mailto:patricia510@gmail.com)) and/or Phil Saroyan ([jp9@jps.net](mailto:jp9@jps.net)) from the College and Career Academy Support Network at the University of California Berkeley, Graduate School of Education. Thank you*