

WSHS Flex Period Information

The purpose of the FLEX period is to improve student achievement by providing more opportunities for students to receive targeted assistance that addresses their specific needs, more time for quality feedback, and more options for enrichment and extension. Also, flex time can be used for standardized testing remediation, pep rallies, meetings, and other non-instructional activities that would otherwise impact regular instructional time.

FLEX can be used as additional class time within certain guidelines. Since individual students may be out of the classroom for remediation, group meetings, rehearsals, mediation, etc., it **may not** be used for new or required class work.

Suggested Uses:

- Individual Help
- Re-teaching a Concept
- Re-testing Material
- Make-up Work/Testing
- Review for major assessments
- Feedback (return assessments, student conferencing, etc.)
- Extra Time for Projects/Group Work
- Quiet Studying
- Homework completion
- Make-up Labs
- Skills practice
- Discussion
- SSR (Sustained Silent Reading) with accompanying activity
- Enrichment
- Gifted Services
- Flexible groupings (combination of more than 1 activity at one time)
- Develop real-world & study skills

FLEX is NOT to be used for:

- New Testing
- Teaching New Concepts (unless instructed by administration)
- Free Time

FLEX periods may also be used for the following activities:

- SOL Remediation/Tutoring (approved by administration)
- AP Scholars/CFPA Meetings
- School Assemblies and Pep Rallies
- Other activities approved by the administration (in advance)

FLEX Period FAQs

What are “Flex” Periods?

Flex periods are additional (shortened) meeting times of classes built into the bell schedule for each of the 7 scheduled classes on a rotating basis. Typically, they will cycle through every 2 weeks or so.

How is this extra time intended for use by teachers and students that differs from the regular instructional block?

- Individual/Small Group Remediation
- Re-teaching a Concept
- Re-testing Material
- Make-up Quizzes/Tests/Labs
- Extra Time for Projects/Group Work
- Quiet Studying/Homework
- Preview/Scaffold upcoming content
- Enrichment – current events, supplementary video clips, discussion/debate, etc.
- Flexible groupings (combination of more than 1 activity at one time)

This time is **not** intended for:

- Teaching New Concepts (unless instructed by administration)
- New Assessments
- Free Time

Flex periods may be utilized by administration for the following:

- Targeted SOL Remediation/Tutoring (approved by administration)
- AP Scholars, CFPA, Class Meetings
- School Assemblies/Performances and Pep Rallies
- Other activities approved by the administration (Counseling Presentations, etc.)

As with regularly scheduled classes, teachers must take accurate attendance and students may not miss flex periods without a written excused absence by a parent/guardian or approval from administration/faculty. Students will be held accountable for attending flex periods just like regular classes.

Why has WSHS implemented a FLEX Bell Schedule?

Flex Periods offer several significant benefits that will better help WSHS meet the needs of our students:

- Provides targeted interventions- If students are not succeeding in certain classes, they will also use this time to work with teachers to receive additional instruction, remediation, or re-assessment.
- Enhances current instructional time- Flex periods will optimize regular classroom time by reducing the frequency of student pull-outs for various reasons. This will serve as the exclusive time for class and specialty program meetings, pep rallies, and the many other programs that distract from the instructional time.
- Additional time for help - Students who cannot stay after school have class time to ask questions, make up missed work, get extra help
- Opportunity for enrichment- teachers can plan activities & experiences that go beyond the basic curriculum

Why is it called FLEX?

Since Flex periods are not intended for new core content instruction, teachers have a lot of flexibility regarding how to use this time with students. For instance, teachers can use this time to have a small group of students make up an assessment or finish an assignment while the rest of the class is engaged in another activity, such as a review game. The possibilities for flexible intervention and/or enrichment groupings is another benefit to flex periods.

Can students get passes to see other teachers?

Yes, students can “flex in” or “flex out” from one flex period to another. There is a process in place that students must follow to obtain pre-approval from the teachers.

What does it mean to “flex in” or “flex out?”

Students can obtain pre-approval from teachers to leave their assigned flex period to receive assistance in another class during a particular flex period.

How does “flexing in” or “flexing out” work?

There is a process in place that students must follow to obtain pre-approval from the teachers.

Example: Block 2 is scheduled for flex period this week, but a student needs to make up a Test in their Block 6 class. If that student obtains permission from both teachers in advance, this change from Block 2 to 6 can occur for that student during the scheduled Block 2 Flex period.

- FLEX attendance will be taken by the regularly scheduled teacher in SMS.
- Students must prearrange and request any changes to their FLEX period with both teachers. The “receiving” teacher will issue the student a pass in advance to be shown to the regularly scheduled FLEX teacher at the beginning of the FLEX period. *With the “sending” teacher’s permission*, the student is permitted to move to the receiving teacher’s room at the beginning of the period. Students **may not** leave any class without a pre-arranged pass from the receiving teacher.
- The “sending” teacher has the option to say no if he/she feels the student needs to remain in the assigned flex period to accomplish work.
- Students must sign in/out on the FLEX log located in each classroom when they travel.
- Student travel is only permitted in the first 5 minutes of the flex period. A student must present the flex pass at the beginning of the period and may not leave to “flex out” after the 5 minute travel time had passed.
- Hallways during FLEX periods will be monitored for the first five minutes while students are flexing in and out of classes; they will not be permitted to wander the halls.
- The receiving teacher must supervise any students that they accept for the entire FLEX period (even if their work does not take up the whole time; they must stay).

What is the procedure for OER/Study Hall students?

- Students assigned to the Study Hall in the Upper Cafeteria may flex out using similar procedures. They must request a flex pass from a “receiving” teacher in advance. At the start of a flex period they should report to the Upper Cafeteria to sign out on the flex log and report to their destination during the first 5 minutes of a flex period.

Flex In/Out Procedures

Before flexing out

- Student obtains a flex pass from a teacher who is willing to receive them during a particular flex period for additional assistance.
- Receiving Teacher must correctly identify the agreed upon flex period, date, and sign the flex pass

During Flex Period

- Student reports to assigned flex period before tardy bell and presents flex pass to sending teacher
- Sending teacher has the option to sign the pass and permit the student to leave during that flex period or to decline the pass because the student currently requires assistance in their class.
- If permission to leave is granted, the student must sign out on the flex log and travel to their destination within the first 5 minutes of the flex period.
- Student must arrive at the classroom of the receiving teacher within the 5 minute travel time and sign in on the flex log promptly upon arrival.
- Students who flexed into a class are not permitted to leave to visit another teacher or return to their assigned class for the duration of the flex period.
- Students in the hallway after the 5 minutes of travel time or in the hallway without a pass are considered out of bounds and may receive a discipline referral.

After the flex period

- Should a teacher wish to verify a student reported to the appropriate teacher, he or she may email the receiving teacher. If a student failed to report to the teacher identified on the pass a class cut referral may be submitted.

What is the impact on instructional time?

- Students will spend the same amount of time (total minutes) in each period when factoring in the regular instructional block and flex periods. However, regular instructional blocks will be 88-89 minutes long instead of 95-103 minutes previously. Schools currently running a flex schedule report a positive impact on the quality of the instructional time, even though there are fewer minutes in each block. This is due, at least in part, to the reduction in how often students are pulled from classes during regular instructional block.

Can student work completed in a Flex period be graded?

- Flex offers a great opportunity for learning activities that don't necessarily lead to a grade (games, models, discussion, grouping, etc.). However, student work that is part of a flex period activity *may* be graded with 2 restrictions: students who miss a flex period should not be penalized for missing any assignments started and completed in a particular flex period; and practice work started and completed in a flex period would be graded and weighted according to WSHS gradebook guidelines. Certainly any make-up work, re-assessments, or completed missing assignments completed during Flex periods would be graded and entered into the gradebook as usual.

Inclement Weather - If we miss a flex period because of a snow day/late opening, will the next flex period be the originally scheduled one for the snow day or the one that is the next rotation on the calendar?

- **Code Red or Code Green:** if school is closed for inclement weather on an even/flex day, the originally scheduled flex periods will occur during the next day school is in session. The flex calendar would then be adjusted to reflect the "shift" due to the school closure.
- **2-hour delay:** if there is a 2-hour delay on an even/flex day, the flex periods that day are canceled and are not made up. The next even/flex day will have the next flex periods on the rotation calendar. The flex calendar would not be adjusted.

What if a student has early release? Where do OER students go?

- Early Release (OER) students are assigned to a teacher/room for that particular flex period for study hall all year. Students with early release are not permitted to leave school during flex time. For example, if a student has early release for 7th period, he or she will report to an assigned location for study hall every time 7th period meets during the flex block and may not leave the building for 7th period flex.

What is the impact on students in CTE programs (culinary, nursing, cosmetology, etc.)?

- If their program conflicts with the flex period, these students, along with Governor's School students, will not attend flex. A list of these students will be distributed to teachers at the beginning of the year so they can be marked as having an excused absence during flex period attendance.

Are Flex Periods optional for students?

- Student participation in scheduled flex periods is required. Although new content will not be presented during this time, flex periods will be used for instructional purposes and students may not "opt out" of participating. Additionally, students are not permitted to leave the building during flex periods (this does not pertain to approved early dismissals with parent note/contact).

Sample 9th Grade Student Schedule with Flex

Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
Block 1 7:30 – 8:58	1st Period Biology	2nd Period Algebra I	1st Period Biology	2nd Period Algebra I	1st Period Biology
Block 2 9:04 – 10:31	3rd Period HPE I	Flex A: P1 Biology	3rd Period HPE I	Flex A: P4 Wrld Hist. I	3rd Period HPE I
		Flex B: P2 Algebra I		Flex B: P3 HPE I	
Block 3 10:37 – 12:36	5th Period English 9	4th Period World History I	5th Period English 9	4th Period World History I	5th Period English 9
Block 4 12:42 – 2:10	7th Period CIS	6th Period Spanish I	7th Period CIS	6th Period Spanish I	7th Period CIS

Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
Block 1 7:30 – 8:58	2nd Period Algebra I	1st Period Biology	2nd Period Algebra I	1st Period Biology	2nd Period Algebra I
Block 2 9:04 – 10:31	Flex A: P5 English 9	3rd Period HPE I	Flex A: P7 CIS	3rd Period HPE I	Flex A: P3 HPE I
	Flex B: P6 Spanish I		Flex B: P1 Biology		Flex B: P2 Algebra I
Block 3 10:37 – 12:36	4th Period World History I	5th Period English 9	4th Period World History I	5th Period English 9	4th Period World History I
Block 4 12:42 – 2:10	6th Period Spanish I	7th Period CIS	6th Period Spanish I	7th Period CIS	6th Period Spanish I