

Dear Parent(s)/Guardian(s),

This school year, beginning on **Thursday, September 12th, 2019**, Byrne Creek Community School will be implementing **Flex time** into the weekly schedule.

WHAT is flex time?

Flex time is 60 minutes of instructional time built in-between 1st and 2nd Period, once a week every Thursday. This scheduled time will empower students by providing them some measure of choice and control over their own learning. During flex time students are expected to be in a class actively engaged, working on school work, either individually or in groups. *This is NOT time for socializing, texting, gaming, or wasting time.* Students can also use this time to meet with teachers for support on classwork, or work on projects, complete missed assignments/tests following absences, prepare for upcoming exams, or work on projects under teacher supervision that students are passionate about.

WHEN is flex time?

Flex time will be every Thursday (*starting September 12th, 2019*) for 60 minutes that follows period 1 and nutrition break. The schedule for Flex days is as follows:

Flex Time – (Thursday's)

Start	End	Time (min.)	Period
8:50 AM	9:50 AM	60	1
9:50 AM	10:00 AM	10	Nutrition Break
10:05 AM	11:05 AM	60	FLEX
11:10 AM	12:10 PM	60	2
12:10 PM	12:50 PM	40	Lunch
12:55 PM	1:55 PM	60	3
2:05 PM	3:05 PM	60	4

Flex Time Frequently Asked Questions (FAQ's):

Q1. Why are we doing this?

A1: This teacher-driven initiative was brought forward by our school staff in an effort to support students in their curricular work. There is a belief that students are in need of more time in the school day to work on their school work and to seek out teacher support. In addition, there is a belief that training students to manage their time and giving them opportunities on a daily basis to work on school work will benefit them by reducing anxiety and improving completion rates for work assigned. The introduction of Flex will also make lunch time more available for students to participate in school-based activities such as intramurals and clubs.

Q2. How will students be held accountable for their use of flex?

A2: Attendance will be taken in each Flex block. At the start of the school year, students will remain with their period 1 teacher during flex time. During this time, teachers will be providing students with the necessary skills and guidance on how to use flex time effectively. By October, students will 'flex' and begin signing up with their teachers. During flex time, students will be expected to be in a class and/or learning space. If students are not using flex time properly, their ability to make their own choices about how they use their flex time will be removed.

Q3. Can flex time be used for meetings with clubs or sport teams?

A3: Given that flex time is considered instructional time, it cannot be used for club or team meetings.

Q4. Is there a limit on how many students can be in a classroom at any one time?

A4: Yes, regular classrooms can only hold 30 students, with tech/foods classes capped at 26 (though this can be adjusted if safety is a concern).

Q5. Can teachers indicate what particular flex days will be for?

A5: Yes, teachers can determine how their flex time is used in their class, as long as it affords all their students an opportunity, at some time, to make use of the flex time with them. For example, if a shop teacher wanted to work with juniors one week and seniors the following week, that could be indicated on the teacher's door/sign-up sheet.

Q6. Can students move rooms during flex time?

A6: No, there will be no transition from one class to another. Students will need to stay where they are and with the teacher they have signed up with. This lack of movement is mitigated by the fact they can go to a different teacher on the next flex day and develop planning skills to prioritize what area of learning they need to focus on each week.

Q7. Will flex time be used for pull-out assemblies?

A7: Yes, to reduce the number of students away from classes, flex time may be used for assemblies.

Q8. If a student is behind in course work, can a teacher hold them in for flex time?

A8: Yes, teachers will have the ability to request for a student to attend their flex time to get caught up on work, write tests, etc. If a teacher asks you to stay during Flex their request takes priority over other Flex block plans.