

Renewal Hours Policy and Guidance for Renewal Schools **SY 2017 – 2018**

Background

Research has shown that when used well, more learning time can lead to higher achievement, better attendance, healthier attitudes and habits that put students on the path for success.

Therefore, we are committed to providing all students in Renewal Schools the ability to attend at least five hours of additional learning time per week continuing through the 2017-18 school year.

While most Renewal schools will offer after school or expanded learning opportunities to subsets of students beyond the five hours per week, the guidance and policies contained in this document apply solely to the five hours of additional learning time for all students at Renewal Schools. These five hours are herein referred to as the “Renewal Hours.”

Included here are DOE policies for the Renewal Hours. The policies in this document also only apply to the schools designated as Renewal Schools during the 2017-2018 school year.

Core Principles

Renewal Hours implementation includes:

1. A vision for the Renewal Hours that is aligned to the RCSEP goals.
2. A schedule that makes available programming for the Renewal Hours for every student.
3. The identification of staff for each of the Renewal Hours course offerings/activities.
4. Collaborative planning with school staff, the SLT and Community Based Organization partner(s).
5. Clear communication of vision and scheduling to parents, students and staff.

Policy and Requirements, SY 2017 – 2018

During the 2017 – 2018 school year, Renewal Schools:

1. Must utilize the full additional 5 hours of learning time per week for every student
2. Must use this time for learning activities that are aligned to school’s RCSEP goals and must be designed to meet the data driven needs (academic and social emotional) of students.
3. Must take attendance.
4. May utilize human resources consistent with the policies in this document and collective bargaining agreements to provide the best learning opportunities for students.
5. If part of a shared campus, may combine physical and financial resources and CBO staff to provide options for all students in the building.
6. May allow students to participate in offsite learning experiences during this time, such as college classes or internships. Offsite courses must adhere to the policies described in the [Offsite Courses FAQ](#).
7. Must ensure that mandated related services (such as Speech, OT, PT, etc.) are not scheduled during the Renewal Hours, unless this time is embedded in the contractual school day.
8. Must ensure that CBO personnel do not perform the exclusive job duties of school personnel. Community-based organizations (CBOs), in close coordination with schools, may utilize existing staff or hire staff to offer certain enrichment activities described below. When CBO partners lead activities, school supervisor(s) must be on hand during the time and school leaders must work in conjunction with the CBOs to design any CBO-led activities.

- a. CBO staff may provide additional enrichment services that supplement instruction. Contractual class size maximums must be adhered to for classes.
- b. All student activities in models that involve staggering of teacher schedules in order to embed the renewal hours into the school day must be teacher led except for certain voluntary student activities of the type that could be CBO led after the day (see chart below) that occur during student lunch or other free periods and/or activities that provide direct support such as non-mandated clinical and/or social emotional support.
- c. For Renewal Hour activities that occur **after** the school day, please refer to the chart below:

Sample K-8 Renewal Hour Activities		Sample High School Renewal Hour Activities	
Must be teacher-led	Can be teacher or CBO staff-led	Must be teacher-led	Can be teacher or CBO staff-led
Additional, follow up support in core instructional subjects (ELA, Math, Social Studies, Science, etc.)	Book Clubs	Regents Prep	SAT Prep
	Science exploration (i.e. such as robotics)	Credit-bearing courses	Non-credit bearing internships
	Mentoring		Homework Help
	Public speaking clubs		
Response to Intervention	One-to-one or small group (fewer than 5 students) tutoring		College essay writing
	Digital arts and programming		
Small group re-teaching	Supplemental drama and performing arts clubs		
	Homework help		

Renewal Hour Guidance, SY 2017 – 2018

Guiding questions for Renewal Hours – please see [Appendix A](#).

Guidance for Selecting Renewal Hour Programming Models

Some models included below require a School Based Option (SBO) process. Regardless of whether an SBO is required, schools should always engage in collaborative decision making and elicit school staff and community voice and input to select a model that best serves the unique needs of your students and school community at large.

For models that involve CBO participation during Renewal Hours, collaborate with your CSD and CBO staff to ensure sufficient CBO staff and capacity to effectively serve students during these activities.

Models that include staggered teacher schedules may still require a number of teachers, paraprofessionals and other school personnel to be compensated additionally so that you can ensure sufficient and appropriate program assignments during the school day to meet students' programmatic needs.

If any of the selected models require changes to bell schedules or other shared space and campus considerations, collaborate with other school leaders and school communities to arrive at decisions that serve all students effectively within the campus building.

Renewal Hour Programming Considerations

All Renewal Schools that successfully implemented a “Renewal Hours” program during **2016-17** school year following one of the suggested models and/or designed their own program may continue with their current model in the 2017-18 school year, provided that, they met the following criteria and, where an SBO is necessary, a new SBO is approved in accordance with the collective bargaining agreements between the UFT and the DOE:

- ☐ Provided 5 hours per week additional learning time that showed evidence of impact in meeting academic and social emotional needs of all students.
- ☐ Provided appropriate academic interventions based of student data.
- ☐ Recruited a sufficient number of appropriate staff to ensure that differentiated small group, whole group and individualized activities/courses are offered aligned with data driven needs of students.
- ☐ CBOs performed only the activities permitted by this document.
- ☐ Adhered to the IEP and ELL language support requirements including appropriate assignment of IEP and/or language paraprofessionals.
- ☐ All students participated in the Renewal Hours during the 2016 – 2017 school year.
- ☐ Provided credit-bearing course offerings designed to support students’ progress toward graduation during the Renewal Hours (high schools only).
- ☐ Accounted for all staff and other programmatic costs within their initial Renewal Hours ELT budget allocations / Community School contract budgets without the need to request additional Renewal Hours ELT funding and/or at the expense of utilizing funds that were allocated for other initiatives.
- ☐ Maintained a safe and supportive learning environment that’s sufficiently and appropriately staffed that promoted maximized learning during the Renewal Hours.
- ☐ Conducted all contractual activity requirements including PD, PE, OPW in accordance with the 2016-17 Renewal Hours programming options.
- ☐ Ensured attendance was taken during the Renewal Hours including daily period attendance in middle and high school. Provided appropriate transportation options during Renewal Hour dismissal times for all students without any exception and/or additional transportation service requests (additional bus routes, additional service times, excessive student travel times, etc.).
- ☐ Ensured that Renewal Hours programming did not violate any collective bargaining agreements of all school staff.
- ☐ Provided Renewal Hours during the school week. (Saturday activities are not part of the Renewal Hours, however schools may provide other additional ELT such as Saturday Academy.)

Renewal Hour Programming Models

In an effort to minimize challenges in the implementation of “Renewal Hours” 2017-18 we would like to propose the same programming models in 2016-2017, some of which require an SBO, that accomplish the following:

Provide school communities with options that allow teacher schedules to be staggered-- eliminating or reducing the need for teachers to work additional time to meet Renewal Hour staffing needs.

Provide time and teacher capacity to build Renewal Hours programs that can be integrated into the day, provide high school students additional opportunities to earn credits, take AP courses and college credit courses, including College Now, and provide middle school students with increased opportunities to take regents courses.

Provide schools opportunities to integrate CBOs into throughout the day. [Please click here for strategies for CBO integration throughout the school day.](#)

Increase Renewal Hours attendance by integrating the 5 additional required hours of learning time into the instructional day.

Provide school communities with frameworks that are flexible and responsive to student, staff, and community needs.

For more information or questions regarding Renewal Hours and program design please contact Lisa Ferraiola (lferrai@schools.nyc.gov), Director of Programming and Cross Functional Projects, Office of Renewal Schools.

Suggested Programming Models

Many of models listed and/or linked on the following pages involve staggering of teacher schedules in order to embed the Renewal Hours into the instructional day and all student activities during the instructional day must be teacher led and may be supported by CBO personnel, except for certain voluntary student enrichment activities of the type that could be CBO led after the day (see chart on page 2) that occur during student lunch or other free periods and/or activities that provide direct social emotional support such as clinical and or social emotional support, which may be CBO led. Schools may also continue with their current models as long as they meet the criteria above (under “Renewal Hour Programming”).

Model 1 – Elementary, Middle, or High School – No SBO

- This is an elementary, middle or high school model.
- This model **does not** require an SBO (in Renewal Schools covered by this document only)
- This model staggers teacher schedules
- Based on a 6 hours 38 minutes teacher day
- PD occurs on Mondays, weekly before and after school. Schools that wish to change PD day to another day of the week must do so through the SBO process.
- In middle and high schools the 5 traditional Professional periods have been reallocated as the following:
 - 1 period of Parent Engagement
 - 2 periods of Common Planning
 - 2 periods of Prep
- In elementary schools the 1 traditional Professional period has been reallocated as Parent Engagement and the model also requires an additional period to be allocated to Common Planning.
- This model has a 7 hours 28 minutes student day inclusive of lunch.
- This model incorporates 2 Family Engagement evening sessions (see 2017 – 2018 school calendar) and 2 Parent-teacher evening sessions (see 2017 – 2018 school calendar)
- Will work for any size school and does not require CBO to have capacity to work with all students at one time
- Includes one student lunch period but can be adapted for schools with multiple lunch periods.
- Allows school to integrate Renewal Hours seamlessly into instructional day thereby increasing student and parent buy in and increasing attendance
- Allows for additional ELT enrichment activities
- Allows schools to individualize additional time based on student need or provide opportunities for students to participate in the Arts on a regular basis
- Supports high schools to implement AP for all students by increasing the number of academic periods
- Provides consistent start and end times for students and families
- IEP and Speech teachers will be allotted one Common Planning period to complete IEP related work. Special Education teachers will be allotted time during one common planning period as determined by the principal.

What the school day looks like in a Middle or High School:

Teacher time 1 – 8, 8:15 – 2:53 + PD Monday

Teacher time 2 – 9, 9:06 – 3:44 + PD Monday

	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:15 – 9:03	8:15 – 9:03	8:15 – 9:03	8:15 – 9:03	8:15 – 9:03
2	9:06 – 9:53	9:06 – 9:53	9:06 – 9:53	9:06 – 9:53	9:06 – 9:53
3	9:56 – 10:43	9:56 – 10:43	9:56 – 10:43	9:56 – 10:43	9:56 – 10:43
4	10:46 – 11:33	10:46 – 11:33	10:46 – 11:33	10:46 – 11:33	10:46 – 11:33
5	11:36 – 12:23	11:36 – 12:23	11:36 – 12:23	11:36 – 12:23	11:36 – 12:23
6	12:26 – 1:13	12:26 – 1:13	12:26 – 1:13	12:26 – 1:13	12:26 – 1:13
7	1:16 – 2:03	1:16 – 2:03	1:16 – 2:03	1:16 – 2:03	1:16 – 2:03
8	2:06 – 2:53	2:06 – 2:53	2:06 – 2:53	2:06 – 2:53	2:06 – 2:53
9	2:56 – 3:44	2:56 – 3:44	2:56 – 3:44	2:56 – 3:44	2:56 – 3:44
PD 1 – 8 Schedule Teachers	2:58 pm–3:58 pm	Teacher time 1 – 8 8:15 – 2:53		Teacher time 2 – 9 9:06 – 3:44	
PD 2 – 9 Schedule Teachers	8:01am – 9:01am				

Sample Teacher Schedule 1: Teacher time 8:15 – 2:53 (+ PD)

	Monday	Tuesday	Wednesday	Thursday	Friday
1	teach	teach	teach	teach	teach
2	teach	teach	teach	teach	teach
3	teach	teach	teach	teach	teach
4	Prep	Prep	Prep	Prep	Prep
5	Lunch	Lunch	Lunch	Lunch	Lunch
6	teach	teach	teach	teach	teach
7	Prep	Parent Engagement	Common Planning Time	Prep	Common Planning Time
8	teach	teach	teach	teach	teach
9					
PD 1 – 8 Schedule	2:58 – 3:58				

Sample Teacher Schedule 2: Teacher time 9:06 – 3:44 (+PD)

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2	teach	teach	teach	teach	teach
3	teach	teach	teach	teach	teach
4	Parent Engagement	Prep	Common Planning Time	Common Planning Time	Prep
5	Lunch	Lunch	Lunch	Lunch	Lunch
6	teach	teach	teach	teach	teach
7	Prep	Prep	Prep	Prep	Prep
8	teach	teach	teach	teach	teach
9	teach	teach	teach	teach	teach
PD 2 – 9 Schedule	8:01 – 9:01				

Sample Student Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
1	ELA	ELA	ELA	ELA	ELA
2	AP World History	AP World History	AP World History	AP World History	AP World History
3	Health	Health	Health	Health	Health
4	LOTE	LOTE	LOTE	LOTE	LOTE
5	Lunch	Lunch	Lunch	Lunch	Lunch
6	Science with Lab	Science with Lab	Science with Lab	Science with Lab	Science with Lab
7	Physical Education	Physical Education	Physical Education	Physical Education	Physical Education
8	Math	Math	Math	Math	Math
9	Music	Music	Music	Music	Music
	Afterschool Activities				

What the school day looks like in an Elementary School:

Teacher time 1 – 8, 8:15 – 2:53 + PD Monday

Teacher time 2 – 9, 9:06 – 3:44 + PD Monday

	Monday	Tuesday	Wednesday	Thursday	Friday
Day Begin 8:15	Learning Block				
9:06 – 11:36	Learning Block				
11:36 – 12:26	Lunch				
12:26 – 2:53	Learning Block				
Day End 3:44	Learning Block				
Early Schedule teacher time 8:15 – 2:53	PD Early schedule 2:58 – 3:58				
Late Schedule teacher time 9:06 – 3:44	PD Late schedule 8:00 – 9:00				

Sample Teacher Schedule 1:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 – 9:06	Learning Block (e.g., Small group, whole class, reading & writing interventions, guided reading, iReady, math interventions)				
9:06 – 10:16	2 nd grade class				
10:16 – 11:06	2 nd grade class			Common Planning Time	2 nd grade class
11:06 – 11:36	2 nd grade class				
11:36 – 12:26	Lunch				
12:26 – 1:28	2 nd grade class				
1:28– 2:13	Prep				
2:13 – 2:53	2 nd grade class	Parent Engagement	2 nd grade class		
2:53 – 3:44					
Early Schedule teacher time 8:15 – 2:53	PD Early schedule 2:58 – 3:58				

Sample Teacher Schedule 2:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 – 9:06					
9:06– 9:56	5 th grade class		Common Planning time	5 th grade class	
9:56 - 11:36	5 th grade class	Parent Engagement	5 th grade class		
11:36 – 12:26	Lunch				
12:26 – 1:11	Prep				
1:11– 2:53	5th grade class				
2:53 – 3:44	Learning Block (Small group, whole class, reading & writing interventions, guided reading, iReady, math interventions)				
Late Schedule teacher time 9:06 – 3:44	PD Late Schedule 8:00 – 9:00				

Sample Student Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 – 9:06	Learning Block				
9:06 – 11:36	Learning Block				
11:36 – 12:26	Lunch				
12:26 – 2:53	Learning Block				
2:53 – 3:44	Learning Block				
	Afterschool Activities				

Model 2 – Elementary School – SBO Required

- This is an elementary school model
- Traditional, 6:20 teacher day
- Teachers are on staggered schedules
- Renewal Hours can be either entirely teacher led or CBO may be integrated into offering depending on school need and CBO capacity
- Provides a 7 hour and 10 minute student day with a 50 minute lunch
- Includes one student lunch period but can be adapted for schools with multiple lunch periods
- Allows for additional enrichment opportunities daily
- Requires SBO vote
 - PD/PE/OPW times
- Allows for individualized programming for students based on academic need rather than grade
- Allows for flexibility in teacher scheduling (i.e. teacher could be on an early schedule some day and a late schedule other days).
- Professional development, parent engagement and OPW is spread over 4 days

What the school day looks like:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 11:40	Learning Block				
11:40 – 12:30	Lunch				
12:30 – 3:20	Learning Block				
Early Schedule	2:20 – 3:00 PD	2:20 – 3:00 PD	2:20 – 3:00 PE	2:20 – 2:55 OPW	
Late Schedule	3:20 – 4:00 PD	3:20 – 4:00 PD	3:20 – 4:00 PE	3:20 – 3:55 OPW	

Sample Teacher Schedule 1: Early Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00	Learning Block (Small group, whole class, reading & writing interventions, guided reading, iReady, math interventions)				
9:00 -10:45	Prep				
10:45 -11:40	1 st Grade class				
11:40 – 12:30	Lunch				
12:30 - 1:30	1 st Grade class				
1:30 – 2:20	1 st Grade class				
2:20 – 3:00	PD	PD	PE	OPW (end 2:55)	

**Includes 1 professional period*

Sample Teacher Schedule 2: Late Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00					
9:00 – 11:40	4 th Grade class				
11:40 – 12:30	Lunch				
12:30 - 2:1:35	4 th Grade class				
1:35 - 2:20	Prep				
2:20 – 3:20	Learning Block (Small group, whole class, reading & writing interventions, guided reading, iReady, math interventions)				
3:20 – 4:00	PD	PD	PE	OPW (end 3:55)	

**Includes 1 professional period*

Sample Student Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00	Learning Block (Small group, whole class, reading & writing interventions, guided reading, iReady, math interventions)				
9:00 – 11:40	4 th Grade class				
11:40 – 12:30	Lunch				
12:30 - 2:20	4 th Grade class				
2:20 – 3:20	Learning Block (Small group, whole class, reading & writing interventions, guided reading, iReady, math interventions)				
	Afterschool				

Model 3 – Elementary, Middle, or High School – SBO Required

- This is an elementary, middle or high school model.
- This model requires an SBO
 - 6:50 day
 - PD/PE/OPW times
- This model staggers teacher schedules
- Based on a 6 hours 38 minutes teacher day (PE & OPW embedded into teachers' schedules) PD occurs on Mondays, weekly after school. Schools that wish to change PD day to another day of the week must do so through the SBO process.
- This model has a 7 hours 28 minutes student day inclusive of lunch in Elementary School.
- This model has a 7 hours 29 minutes student day inclusive of lunch in Middle and High School.
- This model incorporates 2 Family Engagement evening sessions (see 2017 – 2018 school calendar) and 2 Parent-teacher evening sessions (see 2017 – 2018 school calendar)
- Will work for any size school and does not require CBO to have capacity to work with all students at one time
- Includes one student lunch period but can be adapted for schools with multiple lunch periods.
- Allows school to integrate Renewal Hours seamlessly into instructional day thereby increasing student and parent buy in and increasing attendance
- Allows for additional ELT enrichment activities
- Allows schools to individualize additional time based on student need or provide opportunities for students to participate in the Arts on a regular basis
- Supports high schools to implement AP for all students by increasing the number of academic periods
- Provides consistent start and end times for students and families

What the school day looks like in a Middle or High School:

Teacher time 1 – 8, 8:00 – 2:38

Teacher time 2 – 9, 8:51 – 3:29

	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:00 – 8:48	8:00 – 8:48	8:00 – 8:48	8:00 – 8:48	8:00 – 8:48
2	8:51 – 9:38	8:51 – 9:38	8:51 – 9:38	8:51 – 9:38	8:51 – 9:38
3	9:41 – 10:28	9:41 – 10:28	9:41 – 10:28	9:41 – 10:28	9:41 – 10:28
4	10:31 – 11:18	10:31 – 11:18	10:31 – 11:18	10:31 – 11:18	10:31 – 11:18
5	11:21 – 12:08	11:21 – 12:08	11:21 – 12:08	11:21 – 12:08	11:21 – 12:08
6	12:11 – 12:58	12:11 – 12:58	12:11 – 12:58	12:11 – 12:58	12:11 – 12:58
7	1:01 – 1:48	1:01 – 1:48	1:01 – 1:48	1:01 – 1:48	1:01 – 1:48
8	1:51 – 2:38	1:51 – 2:38	1:51 – 2:38	1:51 – 2:38	1:51 – 2:38
9	2:41 – 3:29	2:41 – 3:29	2:41 – 3:29	2:41 – 3:29	2:41 – 3:29
PD 1 – 8 Schedule Teachers	2:43 – 3:43			Teacher time 1 – 8 8:00 – 2:38	
PD 2 – 9 Schedule Teachers	3:34 – 4:34			Teacher time 2 – 9 8:51 – 3:29	

Sample Teacher Schedule 1: Teacher Time 8:00 – 2:38

	Monday	Tuesday	Wednesday	Thursday	Friday
1	teach	teach	teach	teach	teach
2	teach	teach	teach	teach	teach
3	teach	teach	teach	teach	teach
4	Prep	Prep	Prep	Prep	Prep
5	Lunch	Lunch	Lunch	Lunch	Lunch
6	teach	teach	teach	teach	teach
7	Professional Period	Parent Engagement	OPW	Professional Period	Professional Period
8	teach	teach	teach	teach	teach
9					
PD 1 – 8 Schedule Teachers	2:43 – 3:43				

Sample Teacher Schedule 2: Teacher Time 8:51 – 3:29

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2	teach	teach	teach	teach	teach
3	teach	teach	teach	teach	teach
4	Parent Engagement	Professional Period	Professional Period	OPW	Professional Period
5	Lunch	Lunch	Lunch	Lunch	Lunch
6	teach	teach	teach	teach	teach
7	Prep	Prep	Prep	Prep	Prep
8	teach	teach	teach	teach	teach
9	teach	teach	teach	teach	teach
PD 2 – 9 Schedule Teachers	3:34 – 4:34				

Sample Student Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
1	ELA	ELA	ELA	ELA	ELA
2	AP World History	AP World History	AP World History	AP World History	AP World History
3	AP World History	AP World History	AP World History	AP World History	AP World History
4	LOTE	LOTE	LOTE	LOTE	LOTE
5	Lunch	Lunch	Lunch	Lunch	Lunch
6	Science with Lab	Science with Lab	Science with Lab	Science with Lab	Science with Lab
7	PE	PE	PE	PE	PE
8	Math	Math	Math	Math	Math
9	Music	Music	Music	Music	Music
	Afterschool Activities				

What the school day looks like in an Elementary School:

	Monday	Tuesday	Wednesday	Thursday	Friday
Day Begin 8:00	Learning Block				
8:50 – 11:20	Learning Block				
11:20 – 12:10	Lunch				
12:10 – 2:38	Learning Block				
Day End 3:28	Learning Block				
Early Schedule teacher time 8:00 – 2:38	PD Early schedule 2:43 – 3:43				
Late Schedule teacher time 2 – 9 8:50 – 3:28	PD Late schedule 3:33 – 4:33				

Sample Teacher Schedule 1:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:50	Learning Block (Small group, whole class, reading & writing interventions, guided reading, iReady, math interventions)				
8:50 – 10:00	2 nd grade class				
10:00 – 10:50	2 nd grade class			OPW	2 nd grade class
10:50 – 11:20	2 nd grade class				
11:20 – 12:10	Lunch				
12:10 – 12:55	2 nd grade class				
12:55– 1:40	Prep				
1:40 – 2:38	2 nd grade class	Parent Engagement	2 nd grade class		
2:38 – 3:28					
Early Schedule teacher time 8:00 – 2:38	PD Early schedule 2:43 – 3:43				

Sample Teacher Schedule 2:

	Monday	Tuesday	Wednesday	Thursday		Friday
8:00 – 8:50						
8:50 – 10:30	5 th grade class					
10:30 – 11:20	5 th grade class	OPW	5 th grade class			
11:20 – 12:10	Lunch					
12:10 – 12:55	Prep					
12:55– 1:35	5 th grade class			Parent Engagement		5 th grade class
1:35 – 2:38	5 th grade class					
2:38 – 3:28	Learning Block (Small group, whole class, reading & writing interventions, guided reading, iReady, math interventions)					
Late Schedule teacher time 8:50 – 3:28	PD Late schedule 3:33 – 4:33					

Sample Student Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:50	Learning Block				
8:50 – 11:20	Learning Block				
11:20 – 12:10	Lunch				
12:10 – 2:38	Learning Block				
2:38 – 3:28	Learning Block				
	Afterschool Activities				

Model 4 – Middle or High School – SBO Required

- This is a middle or high school model.
- This model staggers teacher schedules
- Based on a 6 hours 50 minutes teacher day (PE & OPW embedded into teachers' schedules)
- All 9 periods are shortened one day a week to include an hour of PD weekly after school.
- This model has a 7 hours 29 minutes student day inclusive of lunch. Except on Tuesdays (day flexible) which has a 6 hour 37 minutes student day.
- This model incorporates 2 Family Engagement evening sessions (see 2017 – 2018 school calendar) and 2 Parent-teacher evening sessions (see 2017 – 2018 school calendar)
- This model requires an SBO vote
 - 6:50 Day
 - PD/PE/OPW times
- Includes one student lunch period but can be adapted for schools with multiple lunch periods.
- Allows school to integrate Renewal Hours seamlessly into instructional day thereby increasing student and parent buy in and increasing attendance
- Allows for additional ELT enrichment activities
- Allows schools to individualize additional time based on student need or provide opportunities for students to participate in the Arts on a regular basis
- Supports high schools to implement AP for all students by increasing the # of academic periods

What the school day looks like:

	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:00 – 8:48	8:00 – 8:41	8:00 – 8:48	8:00 – 8:48	8:00 – 8:48
2	8:51 – 9:43	8:44 – 9:25	8:51 – 9:43	8:51 – 9:43	8:51 – 9:43
3	9:46 – 10:34	9:28 – 10:09	9:46 – 10:34	9:46 – 10:34	9:46 – 10:34
4	10:37 – 11:25	10:12 – 10:53	10:37 – 11:25	10:37 – 11:25	10:37 – 11:25
5	11:28 – 12:16	10:56 – 11:37	11:28 – 12:16	11:28 – 12:16	11:28 – 12:16
6	12:19 – 1:07	11:40 – 12:21	12:19 – 1:07	12:19 – 1:07	12:19 – 1:07
7	2:01 – 1:58	12:24 – 1:05	2:01 – 1:58	2:01 – 1:58	2:01 – 1:58
8	1:51 – 2:50	1:08 – 1:49	1:51 – 2:50	1:51 – 2:50	1:51 – 2:50
9	2:52 – 3:40	1:52 – 2:33	2:52 – 3:40	2:52 – 3:40	2:52 – 3:40
PD 1 – 8 Schedule Teachers		1:54 – 2:55			
PD 2 – 9 Schedule Teachers		2:38 – 3:39			
Teacher time 1 – 8, 8:00 – 2:50 on Mondays, Wednesdays, Thursdays, Fridays Teacher time 1 – 8, 8:00 – 1:49 on Tuesdays + PD		Teacher time 2 – 9 8:50 – 3:40 on Mondays, Wednesdays, Thursdays, Fridays Teacher time 2 – 9, 8:44 – 2:33 on Tuesdays + PD			

Sample Teacher Schedule 1:

	Monday	Tuesday	Wednesday	Thursday	Friday
1	teach	teach	teac h	Teach	teach
2	teach	teach	teac h	Teach	teach
3	teach	teach	teac h	Teach	teach
4	Prep	Prep	Prep	Pre p	Prep
5	Lunch	Lunch	Lunch	Lunch	Lunch
6	teach	teach	teac h	Teach	teach
7	Professional	Parent Engagement	OPW	Professional	Professional
8	teach	teach	teac h	Teach	teach
PD 1 – 8 Schedule		1:54 – 2:55			

Sample Teacher Schedule 2:

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2	teach	teach	teach	teach	teach
3	teach	teach	teach	teach	teach
4	Parent Engagement	Professional	OPW	Professional	Professional
5	Lunch	Lunch	Lunch	Lunch	Lunch
6	teach	teach	teach	teach	teach
7	Prep	Prep	Prep	Prep	Prep
8	teach	teach	teach	teach	teach
9	teach	teach	teach	teach	teach
PD 2 – 9 Schedule		2:38 – 3:39			

Sample Student Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
1	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
2	Science	Science	Science	Science	Science
3	Math	Math	Math	Math	Math
4	LOTE	LOTE	LOTE	LOTE	LOTE
5	Lunch	Lunch	Lunch	Lunch	Lunch
6	PE	PE	PE	PE	PE
7	ELA	ELA	ELA	ELA	ELA
8	ELA	ELA	ELA	ELA	ELA
9	Music	Music	Music	Music	Music
	Afterschool Activities				

Model 5 – Elementary, Middle, or High School – SBO

- This is an elementary, middle or high school model.
- This model requires an SBO.
 - Change in PE/OPW time
- In this model, the 80 minutes for Professional Development remains as scheduled on Mondays for all staff.
- In this model the Parent Engagement and Other Professional Work on Tuesdays for those teachers working the Renewal Hours will be done before or after the day on Tuesday or on an alternative schedule subject to principal approval.
- This model requires a posting of per session & pro-rata positions for Renewal Hours offerings.
- The student school day start must fall in the range from 8:00 - 8:20 for this model to work.
- Based on a 6 hours 20 minute teacher day.
- This model incorporates 2 Family Engagement evening sessions (see 2017 – 2018 school calendar) and 2 Parent-teacher evening sessions (see 2017 – 2018 school calendar)
- Allows for additional ELT enrichment activities
- In this Model the Renewal Hours occur after the rest of the instructional day.

What the school day looks like:

Day	Student School Day*/ELT	ELT Teacher Work Day (including ELT)	Teacher (non-ELT) Work Day
MON	8:20 a.m.-2:40 p.m.	8:20 a.m. - 2:40 p.m. (PD 2:40 – 4:00 p.m.)	8:20-a.m. - 2:40 p.m. (PD 2:40 – 4:00 p.m.)
TUES	8:20 a.m.-2:40 p.m./2:40-3:55	8:20 a.m. - 2:40 p.m./2:40 – 3:55 (ELT). <i>PE and OPW scheduled before and/or after the day**.</i>	8:20 a.m.- 2:40 p.m. (PE/OPW: 2:40 - 3:55)
WED	8:20 a.m.-2:40 p.m./2:40-3:55	8:20 a.m.- 2:40 p.m./2:40 – 3:55 (ELT)	8:20 a.m.-2:40 p.m.
THUR	8:20 a.m.-2:40 p.m./2:40-3:55	8:20 a.m.- 2:40 p.m./2:40 – 3:55 (ELT)	8:20 a.m.-2:40 p.m.
FRI	8:20 a.m.-2:40 p.m./2:40-3:55	8:20 a.m.- 2:40 p.m./2:40 – 3:55 (ELT)	8:20 a.m.-2:40 p.m.

*The student school day start must fall in the range from 8:00 -8:20 for this model to work.

**Alternative schedule to Tuesday PE/OPW can be scheduled subject to principal approval.

Sample Middle & High School Teacher Schedule 1 – Renewal Hours Teacher:

	Monday	Tuesday	Wednesday	Thursday	Friday
1	teach	teach	teach	Teach	teach
2	teach	teach	teach	Teach	teach
3	teach	teach	teach	Teach	teach
4	Prep	Prep	Prep	Prep	Prep
5	Lunch	Lunch	Lunch	Lunch	Lunch
6	teach	teach	teach	Teach	teach
7	Professional	Professional	Professional	Professional	Professional
8	teach	teach	teach	Teach	teach
	PD 2:40 – 4:00 p.m.	Renewal Hours 2:40 – 3:55 (per session/pro-rata)	Renewal Hours 2:40 – 3:55 (per session/pro- rata)	Renewal Hours 2:40 – 3:55 (per session/pro-rata)	Renewal Hours 2:40 – 3:55 (per session/pro-rata)

****PE and OPW scheduled before and/or after the day**

Sample Middle & High School Teacher Schedule 1 – Non-Renewal Hours Teacher:

	Monday	Tuesday	Wednesday	Thursday	Friday
1	teach	teach	teach	Teach	teach
2	teach	teach	teach	Teach	teach
3	teach	teach	teach	Teach	teach
4	Prep	Prep	Prep	Prep	Prep
5	Lunch	Lunch	Lunch	Lunch	Lunch
6	teach	teach	teach	Teach	teach
7	Professional	Professional	Professional	Professional	Professional
8	teach	teach	teach	Teach	teach
	PD 2:40 – 4:00 p.m.	PE/OPW: 2:40 - 3:55			

Sample High School Student Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
1	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
2	Science with Lab	Science with Lab	Science with Lab	Science with Lab	Science with Lab
3	Math	Math	Math	Math	Math
4	LOTE	LOTE	LOTE	LOTE	LOTE
5	Lunch	Lunch	Lunch	Lunch	Lunch
6	PE	PE	PE	PE	PE
7	ELA	ELA	ELA	ELA	ELA
8	ELA	ELA	ELA	ELA	ELA
2:40 – 3:55		Renewal Hours	Renewal Hours	Renewal Hours	Renewal Hours
	Afterschool Activities				

Sample Elementary School Teacher Schedule 1 – Renewals Hour Teacher:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:20 – 11:20	2 nd grade class				
11:20 – 12:10	Lunch				
12:10 – 1:10	2 nd grade class				
1:10– 1:55	Prep				
1:55 – 2:40	2 nd grade class	Professional	2 nd grade class		
	PD 2:40 – 4:00 p.m.	Renewal Hours 2:40 – 3:55 (per session/pro-rata)			
PE and OPW scheduled before and/or after the day					

Sample Elementary School Teacher Schedule 2:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:20 – 11:20	2 nd grade class				
11:20 – 12:10	Lunch				
12:10 – 1:10	2 nd grade class				
1:10– 1:55	Prep				
1:55 – 2:40	2 nd grade class	Professional	2 nd grade class		
	PD 2:40 – 4:00 p.m.	PE/OPW: 2:40 - 3:55			

Sample Elementary School Student Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:20 – 10:00	Learning Block				
10:00 – 11:20	Learning Block				
11:20 – 12:10	Lunch				
12:10 – 1:30	Learning Block				
1:30 – 2:40	Learning Block				
2:40 – 3:55		Renewal Hours			
	Afterschool Activities				

Special Education Requirements

1. Almost universally, a class or an activity substantively similar to a class would require a student's programmatic recommendations, as outlined on his/her IEP, to remain consistent during the Renewal Hours. These programmatic recommendations include mandates such as program paraprofessionals, 1:1 paraprofessionals, ICT recommendation, SC classroom recommendation, nursing recommendations, etc. It should also be noted that these SC and ICT classroom recommendations do not only relate to the student ratios within the class, but also require appropriately credentialed special education instructors. Students with part time services do not necessarily need for those to follow in the expanded day.
2. In the case of other activities, either teacher or CBO led, schools should be guided by each student's IEP to determine what services may be appropriate depending on the nature of the activity.

Programming in STARS

For programming support please contact your [FSC Deputy](#) Director for Teaching and Learning.

Credit

Renewal Hours can be credit-bearing if the course meets the guidelines described in the [High School Academic Policy Guide](#) and the [Middle School Academic Policy Guide](#).

- Students must be provided with the opportunity for 54 hours per credit.
- The course must be instructed by a subject-certified DOE-employed teacher.
- The course must have a syllabus that aligns to commencement-level learning standards.

Even if a course meets the criteria above, schools may not award additional credit for increasing a course's instructional time above 180 minutes per week while addressing the same learning standards. For example, students receiving chemistry instruction during Renewal Hours as a supplement to chemistry coursework during the day may not receive additional credit because these courses cover the same learning standards. See the [High School Academic Policy Guide](#) for more information.

Appendix A

Guiding questions for Renewal Hours

1. What classes or activities has the school community seen to be most effective at personally and cognitively engaging students and improving academic outcomes of students?
2. What opportunities should be provided for the students based on their individual students' data driven needs and why? What kinds of activities will increase their cognitive and personal engagement in the whole school day?
3. Are there certain skills personal and academic gaps (e.g., teamwork, problem-solving, technology, reading, writing, math foundations etc.) that students need to build in order to be meet and exceed grade level standards?
4. How will the school community evaluate student growth in personal and academic areas of need short and long term?
5. How will the school community elicit parental voice and feedback in Renewal Hours program offerings?
6. What are key personal, social emotional and learning environment barriers to academic success that should be addressed at the school through the Renewal Hours (e.g. additional mental health services, new physical fitness programs, etc.)?
7. What do students need to learn and be able to do as a result of renewal hour activities to improve student outcomes?
8. What kinds of professional development and staff training will school and community staff need to create the desired outcomes for students?
9. How will adding more time to the students' learning day be different and not just "more of the same"? How will these differences contribute to the desired outcomes?
10. What should be the top three-4 goals and priorities for your Renewal Hours program aligned to your RSCEP goals?
11. What will success look like for these students (interim and summative)?
12. Who are the major CBOs in your school? Your building/campus? Your community?