

Ensuring a thoughtful transition to the **Full School Day**

Overview of the District Planning Process

To ensure schools are fully supported & communities are thoughtfully engaged, the district has launched a year-long planning process for the Full School Day initiative.

Major planning work-streams

The district has identified three major work-streams within the planning process.

Major work-streams

School support

- Support schools through a year-long redesign process

Community engagement

- Inform and engage principals, teachers, students, parents, and communities at the district level
- Support schools in their engagement of their communities

District transition

- Ensure a seamless move to a full school day by identifying and addressing all implications

School Support Model

- **Over the course of this year, schools will be asked to:**
 - Redesign the school day to meet the needs of their student body
 - Engage teachers, parents, students, and communities in planning and implementing the redesigned Full Day
- **To ensure schools are not overwhelmed by the process, the process has been divided into 5 distinct phases**
- **Schools will receive several supports at each phase, i.e.,**
 - Ongoing training from their Chiefs of Schools
 - Templates, tools, and other resources
 - Access to best practice examples from Chicago and across the nation

Five places of school planning

Nov

Step 1: Convene the Full School Day planning team

Dec

Step 2: Create ideal student schedules

Jan

Step 3: Create a DRAFT master schedule

Feb-Mar

Step 4: Refine the plan to maximize time

Apr-May

Step 5: Create a FINAL plan

District supports for schools

- **Ongoing Principal trainings**
 - Created by the National Center for Time & Learning
 - Delivered by Chiefs and network staff

- **Principal webinars**
 - Series of webinars for networks and schools to utilize
 - Webinars include:
 - Review of tools and templates
 - Discussions with best practice Extended Learning Time school leaders
 - Other topics to be determined (e.g. recess, early childhood, etc.)
 - Announced on weekly CEDO updates

- **Resources**
 - Resources include:
 - Full school day planning template
 - Programming strategies booklet
 - Communication toolkits (one for Fall, Winter, and Spring)
 - Resources available to Principals via SHAREPOINT SITE

- **Scheduling support**
 - Access to expert schedulers

Overview of engagement

We will inform and engage various stakeholders, including principals, teachers, parents, students, and other community members, at both the district and school levels.

- **At the district level, we will:**
 - Inform and engage external stakeholders by
 - Continuing to work closely with our Full School Day Advisory Committee
 - Continuing to support community meetings
 - Inform and engage internal stakeholders by
 - Continuing to work with organizations like VIVA and TeachPlus that are engaging teachers in the process
 - Sharing information via newsletters, webinars, and focus groups
- **At the school level,** we are asking schools to engage their communities in the process at least 3 times in the process. To support these efforts, schools will be provided with communication toolkits and training.

The district is in the process of identifying and addressing all implications of schools moving to a Full School Day.

Implications that will be addressed include:

- Transportation routes
- Safe passage
- Food services
- Afterschool programming & sports
- District policies, including the homework policy