PROTOCOLS FOR PLANNING FLEX DAYS

Flex Day date is chosen and skill focus as a team

- Team determines types on groups/criteria for groups (could change each time we flex)
- Two documents:
  - ☐ Student Name Entry - leveled (shared doc)
  - ☐ Schedule (one person as editor)
- Team sets deadline and criteria for student names entered in Level doc - include codes for special circumstances
  - ☐ EL (little/no english)
  - ☐ PA (PASS)
  - ☐ B (be aware for possible behaviors)
  - ☐ C (calculator)
- Team makes a decision on groups' max. sizes (who are we focusing on and who needs smaller groups and how big can our "big" groups get?)
- Team sets who will lead in choosing/prepping activities and materials for different groups
- Teachers will release students to flex rooms no earlier than the period's tardy bell
  - ☐ 3rd Period = 9:34
  - ☐ 5th Period = 11:18
  - ☐ 8th Period = 2:15
- Receiving teachers will take attendance and missing students will be dealt with at a later time
- An individual Team Member will be responsible for booking all needed spaces. (LGI, Learning Stairs, etc…)
- Deadline for schedule finalization
- Deadline for materials prepped and ready to distribute
- Team member responsible for printing master schedule and distribution (including front office copy).

- Team members will create "tickets" for each student to be handed to the receiving teacher.

INDIVIDUAL RESPONSIBILITIES 2022-23

- Schedule: Jesse will be the sole editor of the Master Schedule.
- Booking of common areas: Katie
- Distributing Master Schedule (including to front office): Breeannah