



# Implementing a Trimester Schedule

## A Proposal for Single-item School Improvement Plan

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### Introduction

**Goal:** To problem solve challenges in Trimester schedule, to make the switch from 4X4 to Trimester at Notre Dame High School.

Why a Trimester:

All 4J high school to have a common schedule by 2012-14

To support student learning in our high schools and increase operational efficiency, 4J is working to develop a common schedule for all four high schools.

- **More fair.** Students' learning opportunities and time expectations for teachers would be more equitable.

- **More efficient.** Having four different schedules in our high schools creates operational inefficiencies, increases costs, and makes it difficult to share staff between schools.

- **Better for students.** Students would be better able to access courses at other high school campuses, Lane Community College and the University of Oregon, as well as virtual classes offered at a set time. Changing schools would be much easier for students who move, especially when the transition is mid-year.

**Overall,** the great compromise for the district. For one school, with a successful graduation rate and flexibility in scheduling will be a step backwards and for the other three high schools it will be a step forward. Going from a block schedule and 7 period day, this will be a better schedule for these schools. For the one school on a modified 4 by 4 the trimester will give less flexibility in many ways.

### Teaching Band in Trimester

Being the band director, I'm working on figuring out my program on this new schedule. I have 1/3 of my students in International High School and 1/3 in honors and 1/3 comprehensive. Also, a few of my students are in Spanish Immersion. I have students in all types of programs and involved in the school and community in many ways.

Currently: Concert Band, Symphonic Band, Marching Band, Wind Ensemble, Two Jazz Bands (audition only)

#### Other Oregon Schools Currently in Trimesters:

Oregon City  
Canby  
Hidden Valley

#### Other Oregon Schools that were in Trimesters:

Thurston High School  
Newburg High School  
Cascade High School  
McMinnville High School  
Hillsboro School District

### Challenges in the Trimester Schedule

Teacher Preparation/Collaboration: This is a priority for superintendent.

Advisor: Graduation Requirements, Building Relationships with students, building community within a high school.

Accelerated Learners: The top end of the students within a high school, could be honors program, AP, or IB students.

AP Track: where to put classes to work with HIS and year-long electives.

Not enough classes to schedule kids in.

Not enough staff to cover schedule

At-Risk Students

Sequencing of courses

**In Band Program:** Scheduling band students, no matter what track they are on, to be in band all year.

### Opportunities in the Trimester Schedule

Late Start on Wednesdays, every week. One week could be a staff meeting, team meeting and collaboration throughout the building.

Friday Activity: Every week have 30 minutes or 60 minutes to meet as an advisory, club meetings, student lead activities.

Create more single classes such as Science for 9<sup>th</sup> grade, one trimester has Interaction with Matter and one trimester being Engineering to meet Science/Core Standards. Order does not matter, having more classes that you can take in any order and are not in co-dependent on each other to allow flexibility for students.

Dual enrollment-with nearby universities and leave high school with multiple college credits.

AP Classes will be 3 Trimesters long. Band/Choir will be all year long also.

Set AP Classes: For example:

1<sup>st</sup> period: AP English (morning IHS meets 1<sup>st</sup> and 2<sup>nd</sup>)

2<sup>nd</sup> period: AP US History

3<sup>rd</sup> period: AP Science (Biology and Chemistry, might rotate years)

4<sup>th</sup> period: AP Calculus (afternoon IHS meets 4<sup>th</sup> and 5<sup>th</sup>)

5<sup>th</sup> period: Band/Choir/Upper Languages

3<sup>rd</sup> period: All-Access Period for all Notre Dame students.

Increase classes by 5% Teachers will teach four out of five.

An apprenticeship, internship, and mentoring program which will lead to part-time enrollment of students.

If they fail a core trimester class, they may have a second chance that year to retake class so they will remain on track.

Having the flexibility to schedule the first trimester of math and then having a choice to offer it 2<sup>nd</sup> or 3<sup>rd</sup> trimester. Also, have one trimester in the spring of next year's core and take the second half in the fall.

#### In Band Program:

Jazz Band- 0 Period, before school.

Concert Band – 3<sup>rd</sup> period, freshmen class during 1<sup>st</sup> trimester during all access period since upper level classes fall into this period.

Symphonic Band-3<sup>rd</sup> period, 9<sup>th</sup>/10<sup>th</sup> students for 2<sup>nd</sup> and 3<sup>rd</sup> Trimester

Marching Band-5 period, 10<sup>th</sup> grade will receive PE credit, and 11<sup>th</sup> and 12<sup>th</sup> grade students

Wind Ensemble: 5<sup>th</sup> Period, 11<sup>th</sup> and 12<sup>th</sup> students, 2<sup>nd</sup> and 3<sup>rd</sup> Trimester

History of Rock-n-Roll and Jazz: Single Trimester, all access class

### Proposed 2013-2014 Trimester Schedule

	Regular School Days (M/T/Th)	Monday	Wednesday Staff Collaboration	Monday	Activity Schedule (Friday)	Monday
Teacher Planning & Student Access Time	7:45-8:30 am	45	Staff Collaboration 7:45-9:15 am	90	7:45 am-8:30 am	45
Period Zero	7:15-8:25 am	70	No Zero Period	0	7:20 am-8:30 am	70
Period 1	8:30-9:40 am	70	9:30-10:30 am	60	8:30-9:30 am	60
Passing Time	9:40-9:50 am	10	10:30-10:35 am	5	Activity 9:30-10:30	60
Period 2	9:50-11:05 am	75	10:35-11:35 am	60	10:30-11:35 am	65
Passing Time	11:05-11:10 am	5	11:35-11:40 am	5	11:35-11:40 am	5
Period 3	11:10 am-12:20 pm	70	11:40 am-12:40 pm	60	11:40-12:40 pm	60
Lunch	12:20-1:00 pm	40	12:40-1:20 pm	40	12:40-1:20 pm	40
Period 4	1:00-2:10 pm	70	1:20-2:20 pm	60	1:20-2:20 pm	60
Passing Time	2:10-2:15 am	5	2:20-2:25 pm	5	2:20-2:25 pm	5
Period 5	2:15-3:25 pm	70	2:25-3:25 pm	60	2:25-3:25 pm	60

Staffing Implications: All Teachers will teach 4 out of 5. The FTE will stay the same assuming all 9<sup>th</sup> and 10<sup>th</sup> graders will have full schedules. Therefore, FTE may have to shift or some will be added so that enough classes are offered.

### Implications Imperatives and Timeline

The school has multiple programs within the school. The students can belong to International High School with full IB, honors program, Notre Dame Comprehensive, Spanish Immersion, and Academy. All these stakeholders must work separately and then together to accomplish a trimester by January 2013.

- **September:** discussions about basic set-up and timeline.
- **October/November:** submit and approve new classes or rework core subjects.
- **December:** All courses approved and turned in to scheduling to be submitted to the Course Handbook
- **January:** Plan out the trimester schedule and work on the forecasting curriculum for advisory.
- **February:** Forecasting for advisory, hopefully online version of the trimester schedule for parents and students to study
- **March:** Every student is forecasting and the number of requests is given to teachers. Make some changes due to number of offerings based on student request, especially in electives and PE.
- **April:** Visit the middle schools and forecast the incoming freshmen of 2013.
- **May-July:** Schedule all students into the trimester.
- **August:** Schedules are available.

### References

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- Keen, Mark (1999). Three Semesters for Learning. School Administrator 56 (3), 27-29  
4J Eugene School Website. [www.4j.lane.edu](http://www.4j.lane.edu)
- Simmons, D. Winton (1975). Article considered an experiment with a three-quarter trimester schedule carried out by Wooddale HS in Memphis, Tennessee. NASSP Bulletin 59, 97-99
- Interview: Robert Rayfield, Canby High School, currently on trimesters
- Ben Lawson, Hidden Valley HS, currently on trimesters
- Mark Watson, Sheldon High School, modified 4X4 Schedule