

**PALO ALTO
UNIFIED SCHOOL DISTRICT**

AGREED UPON PROCEDURES

**2018-19 INSTRUCTIONAL TIME
PALO ALTO HIGH SCHOOL AND GUNN HIGH SCHOOL**

San Diego

Los Angeles

**San Francisco
Bay Area**

christywhite
A PROFESSIONAL
ACCOUNTANCY CORPORATION *associates*

INDEPENDENT ACCOUNTANTS' REPORT
 ON APPLYING AGREED-UPON PROCEDURES

Palo Alto Unified School District
 25 Churchill Avenue
 Palo Alto, California 94306-3700

Christy White Associates (CWA) has performed the procedures enumerated below, which were agreed to by the management of Palo Alto Unified School District ("the District"), solely to assist you in reviewing the instructional time compliance for the proposed bell schedules and school calendars for Palo Alto High ("Paly High") and Gunn High School for the 2018-19 school year. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Procedure #1: CWA recalculated the annual instructional time of the proposed 2018-19 bell schedule and school calendar for Paly High and Gunn High and compared the results to the State's minimum time requirements. Any excesses and shortfalls are noted. In addition, added time required to be made up from prior minutes shortfalls was included in the calculation.

Results #1: Paly High School's instructional time proposed for the 2018-19 school year meets minimum state compliance requirements, as recapped below. There is sufficient excess time to make up the prior year shortfall of 535 minutes.

Palo Alto High School Instructional Time for the 2018-19 School Year

(As of August 1, 2018)

	Results
Total Instructional Days Proposed for the 2018-19 School Year	180
Total Instructional Time Offerring Proposed for the 2018-19 School Year	66,775
State Minimum Time to be Offerred in Grades 9-12	64,800
Proposed Instructional Time Offerring in Excess of the State Minimum	1,975
In Compliance?	Yes

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Results #1 (continued): Gunn High School’s instructional time proposed for the 2018-19 school year meets minimum state compliance requirements, as recapped below.

Gunn High School Instructional Time for the 2018-19 School Year

(As of August 1, 2018)

	Results
Total Instructional Days Proposed for the 2018-19 School Year	180
Total Instructional Time Offerring Proposed for the 2018-19 School Year	65,729
State Minimum Time to be Offered in Grades 9-12	64,800
Proposed Instructional Time Offerring in Excess of the State Minimum	929
In Compliance?	Yes

The detailed bell schedules and calendar for each high school are included in the Attachments 1 and 2.

Procedure #2: Apply State laws, regulations and California Department of Education (CDE) advisories to each instructional time element in the bell schedule and school calendar when determining compliance. The bell schedule elements included: educational content and supervision for each class period offerings; breaks; passing time; flexible time early and late periods; and, other schedule element. The calendar days were examined for compliance with minimum day requirements.

Results #2: For each proposed daily schedule CWA: (1) determined the class offerings were valid through discussion with each principal and considering the placement of the class time within the day and the nature of the class time; (2) confirmed the consistent use of passing time between classes and between days; and, (3) recomputed the instructional minutes. CWA worked directly with each principal to ensure the instructional time was properly calculated, without exceptions.

Procedure #3: Determine the allowability of tutorial time offering, considering placement of the tutorial time offered within each day and the length of tutorial time offered.

Results #3: CWA sent an inquiry to Ruthann Munsterman at the California Department of Education. Her preliminary conclusion was that if the students are under the direct supervision and control of certificated staff the tutorial time would be countable as instructional time. However, she also said that the broader topic of tutorial time would be taken up as a discussion item at a future CDE attendance meeting. In the meantime, and for this project, CWA recommends including the tutorial time as instructional time. Further research at Paly High found that the students cannot cut the tutorial class without consequences. In other words; compulsory education is enforced like any other class period. Attendance is not optional, attendance is taken by certificated staff and the same early dismissal policies apply. There is direct certificated staff supervision the entire time in the tutorial class. Whether the tutorial time is at the beginning, middle or end of the day would not matter since attendance is required.

Procedures #4: Determine whether InFocus time might be countable as instructional time. InFocus is a school produced news broadcast.

Results #4: Yes, the time is countable as instructional time since the students are under the direct supervision and control of certificated staff during the InFocus broadcast.

Procedures #5: Determine the allowability of passing time as instructional time given the length of time and uniform application of time between classes.

Results #5: CWA reviewed the daily schedules and determined that passing time is uniform within the day and as compared to other days. The schools can count up to 10 minutes between valid course offerings as passing time. CWA worked with the principals at each school to ensure the schedules were in full compliance with passing time requirements.

Procedures #6: Determine if the instructional time for blended learning formats at both Paly High and Gunn High School are compliant.

Results #6: Yes, the blended learning formats meet instructional time as the classes meet during the school day and are supervised by certificated staff.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the instructional time at Palo Alto High School and Gunn High School. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Palo Alto Unified School District and is not intended to be, and should not be, used by anyone other than the specified parties.



Christy White Associates
August 1, 2018

Attachment 1: Proposed 2018-19 Instructional Time Scheduled for Palo Alto High School

A summary of instructional minutes for the year is shown below:

Palo Alto High School Summary of Instructional Minutes 2018-19			
Type of Day	Minutes	# of days	Total minutes
Odd Day	400	84	33,600
Even Day	355	79	28,045
Minimum Day -- Even	290	1	290
Minimum Day	275	3	825
Odd Extended Lunch Day	370	1	370
Even Extended Lunch Day	340	4	1,360
First day of school all periods	340	1	340
Finals Day 1	380	2	760
Finals Day 2	250	2	500
Finals Day 3	250	2	500
PSAT	185	1	185
		<u>180</u>	<u>66,775</u>
			State Required Minutes <u>64,800</u>
			Minutes over (cushion) <u>1,975</u>

Palo Alto High School Schedules for 2018-19 School Year

<u>Odd Day</u>	<u>Minutes</u>	<u>Even Day</u>	<u>Minutes</u>
Period 1 (8:20-9:50)	90	Period 2 (8:20-9:50)	90
Passing (9:50-10:00)	10	Passing (9:50-10:00)	10
Brunch (10:00-10:05)	0	Brunch (10:00-10:05)	0
Period 3 (10:05-11:35)	90	Period 4 (10:05-11:35)	90
Lunch (11:35-12:05)	0	Lunch (11:35-12:05)	0
Passing (12:05-12:15)	10	Passing (12:05-12:15)	10
Period 5 (12:15-1:45)	90	Period 6 (12:15-1:45)	90
InFocus (1:45-1:55)	10	InFocus (1:45-1:55)	10
Passing (1:55-2:05)	10	Passing (1:55-2:05)	10
Period 7 (2:05-3:35)	90	Advisory/Tutorial (2:05-2:50)	45
		PLC/Meeting (2:50-3:35)	0
	400		355

<u>Minimum Day</u>	<u>Minutes</u>	<u>Minimum Day – Even Day</u>	<u>Minutes</u>
Period 1 (8:20-8:50)	30	Period 2 (8:20-9:50)	90
Passing (8:50-9:00)	10	Passing (9:50-10:00)	10
Period 2 (9:00-9:30)	30	Brunch (10:00-10:05)	0
Passing (9:30-9:40)	10	Period 4 (10:05-11:35)	90
Period 3 (9:40-10:10)	30	Passing (11:35-11:45)	10
Passing (10:10-10:20)	10	Period 6 (11:45-1:15)	90
Brunch (10:20-10:25)	0		290
Period 4 (10:25-10:55)	30		
Passing (10:55-11:05)	10		
Period 5 (11:05-11:35)	30		
Passing (11:35-11:45)	10		
Period 6 (11:45-12:15)	30		
Passing (12:15-12:25)	10		
Period 7 (12:25-12:55)	30		
	270		

<u>First day of School all periods</u>	<u>Minutes</u>
Advisory (9+10) 8:20-8:50	0
Advisory (11) 8:50-9:05	0
Advisory (12) 9:05-9:20	0
Period 1 (9:20-10:00)	40
Passing (10:00-10:10)	10
Period 2 (10:10-10:50)	40
Passing (10:50-11:00)	10
Brunch (11:00-11:05)	0
Period 3 (11:05-11:45)	40
Passing (11:45-11:55)	10
Period 4 (11:55-12:35)	40
Lunch 12:35-1:05	0
Passing (1:05-1:15)	10
Period 5 (1:15-1:55)	40
Passing (1:55-2:05)	10
Period 6 (2:05-2:45)	40
Passing (2:45-2:55)	10
Period 7 (2:55-3:35)	40
	340

Palo Alto High School Schedules for 2018-19 School Year, Cont'd

<u>Even Extended Lunch Day</u>	<u>Minutes</u>	<u>Odd Extended Lunch Day</u>	<u>Minutes</u>	<u>PSAT Day</u>	<u>Minutes</u>
Period 2 (8:20-9:50)	90	Period 1 (8:20-9:45)	85	Post PSAT (12:30 - 3:35)	185
Passing (9:50-10:00)	10	Passing (9:50-10:00)	10		
Brunch (10:00-10:05)	0	Brunch (10:00-10:05)	0		
Period 4 (10:05-11:35)	90	Period 3 (10:00-11:25)	85		
Lunch (11:35-12:30)	0	Lunch (11:25-12:25)	0		
Passing (12:30-12:40)	10	Passing (12:25-12:35)	10		
Period 6 (12:40-2:10)	90	Period 5 (12:35-2:00)	85		
InFocus (2:10-2:20)	10	Passing (2:00-2:10)	10		
Passing (2:20-2:30)	10	Period 7 (2:10-3:35)	85		
Advisory/Tutorial (2:30-3:00)	30				
PLC/Meeting (3:00-3:35)	0				
	340		370		185

Finals Schedule

<u>Day 1</u>	<u>Minutes</u>	<u>Day 2</u>	<u>Minutes</u>	<u>Day 3</u>	<u>Minutes</u>
Period 1 (8:30-10:30)	120	Period 2 (10:00-12:00)	120	Period 5 (10:00-12:00)	120
Passing (10:30-10:40)	10	Lunch (12:00-12:30)	0	Lunch (12:00-12:30)	0
Brunch (10:40-11:00)	0	Passing (12:30-12:40)	10	Passing (12:30-12:40)	10
Period 3 (11:00-1:00)	120	Period 4 (12:40-2:40)	120	Period 6 (12:40-2:40)	120
Lunch (1:00-1:25)	0				
Passing (1:25-1:35)	10				
Period 7 (1:35-3:35)	120				
	380		250		250

Palo Alto High School Calendar

	M	T	W	Th	F
August	13 FIRST Day	14 Odd Day	15 Even Day	16 Odd Day	17 Even Day
	385 20	400 21	355 22	400 23	355 24
	Odd Day	Even Day	Odd Day	Even Day	Odd Day
	400 27	355 28	400 29	355 30	400 31
	Even Day	Odd Day	Even Day	Odd Day	MIN
September	355 3	400 4	355 5	400 6	235 7
	NONE	Even Day	Odd Day	Even Day	Odd Day
	10	355 11	400 12	355 13	400 14
	Even Day	Odd Day	Even Day	Odd Day	Even Day Ext Lunch Club
	355 17	400 18	355 19	400 20	300 21
	Odd Day	Even Day	Odd Day	Even Day	Odd Day
	400 24	355 25	400 26	355 27	400 28
	Even Day	Odd Day	Even Day	Odd Day	Even Day
October	355 1	400 2	355 3	400 4	355 5
	Odd Day	Even Day	Odd Day	Even Day	NONE
	400 8	355 9	400 10	355 11	400 12
	Odd Day	Even Day	PSAT	Odd Day	Even Day
	400 15	355 16	400 17	355 18	400 19
	Odd Day	Even Day	Odd Day	Even Day	Odd Day
	400 22	355 23	400 24	355 25	400 26
	Even Day	Odd Day	Even Day	Odd Day	Even Day Ext Lunch Rally
	355 29	400 30	355 31	400 1	300 2
	Odd Day	Even Day	Odd Day	Even Day	Odd Day
November	400 5	355 6	400 7	355 8	400 9
	Even Day	Odd Day	Even Day	Odd Day	Even Day
	355 12	400 13	355 14	400 15	355 16
	NONE	Odd Day	Even Day	Odd Day	Even Day Ext Lunch Turkey
	400 19	355 20	400 21	355 22	400 23
	NONE	NONE	NONE	NONE	NONE
	26	355 27	400 28	355 29	400 30
	Odd Day	Even Day	Odd Day	Even Day	Odd Day
December	400 3	355 4	400 5	355 6	400 7
	Even Day	Odd Day	Even Day	Odd Day	Even Day
	355 10	400 11	355 12	400 13	355 14
	Odd Day	Even Day	Odd Day	Even Day	Odd Day
	400 17	355 18	400 19	355 20	400 21
	Even Day	FINALS Day 1	FINALS Day 2	FINALS Day 3	MIN
	355 24	370 25	250 26	250 27	235 28
	NONE	NONE	NONE	NONE	NONE

Palo Alto High School Calendar, Continued

January	31	1	2	3	4
	NONE	NONE	NONE	NONE	NONE
	7	8	9	10	11
	NONE	Odd Day	Even Day	Odd Day	Even Day
	0	400	355	400	355
	14	15	16	17	18
	Odd Day	Even Day	Odd Day	Even Day	Odd Day Winter Rally SP
	400	355	400	355	360
	21	22	23	24	25
	NONE	Even Day	Odd Day	Even Day	Odd Day
	0	355	400	355	400
	28	29	30	31	1
	Even Day	Odd Day	Even Day	Odd Day	Even Day
February	355	400	355	400	355
	4	5	6	7	8
	Odd Day	Even Day	Odd Day	Even Day	Odd Day
	400	355	400	355	400
	11	12	13	14	15
	Even Day	Odd Day	Even Day	NONE	NONE
	355	400	355	0	22
	18	19	20	21	22
	NONE	Odd Day	Even Day	Odd Day	Even Day
	400	400	355	400	355
	25	26	27	28	1
	Odd Day	Even Day	Odd Day	Even Day	Odd Day
March	400	355	400	355	400
	4	5	6	7	8
	Even Day	Odd Day	Even Day	Odd Day	Even Day
	355	400	355	400	355
	11	12	13	14	15
	NONE	Odd Day	Even Day	Odd Day	Even Day
	400	400	355	400	355
	18	19	20	21	22
	Odd Day	Even Day	Odd Day	Even Day	Odd Day
	400	355	400	355	400
	25	26	27	28	29
	Even Day	Odd Day	Even Day	Odd Day	MIN SP EVEN
April	355	400	355	400	280
	1	2	3	4	5
	NONE	NONE	NONE	NONE	NONE
	8	9	10	11	12
	Odd Day	Even Day	Odd Day	Even Day	Odd Day
	400	355	400	355	400
	15	16	17	18	19
	Even Day	Odd Day	Even Day	Odd Day	Even Day
	355	400	355	400	355
	22	23	24	25	26
	Odd Day	Even Day	Odd Day	Even Day	Odd Day
	400	355	400	355	400
	29	30	1	2	3
	Even Day	Odd Day	Even Day	Odd Day	Even Day
May	355	400	355	400	355
	6	7	8	9	10
	Odd Day	Even Day	Odd Day	Even Day	Odd Day
	400	355	400	355	400
	13	14	15	16	17
	Even Day	Odd Day	Even Day	Odd Day	Even Day Exit Lunch Field
	355	400	355	400	300
	20	21	22	23	24
	Odd Day	Even Day	Odd Day	Even Day	Odd Day
	400	355	400	355	400
	27	28	29	30	31
	NONE	FINAL Day 1	FINAL Day 2	FINAL Day 3	MIN

Attachment 2: Proposed 2018-19 Instructional Time Scheduled for Gunn High School

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday	Total
August 13-17	335	400	355	395	395	1,880
August 20-24	335	400	355	395	395	1,880
August 27-31	355	355	355	355	270	1,690
September 3-7	Holiday	355	355	355	355	1,420
September 10-14	335	400	355	395	395	1,880
September 17-21	335	400	355	395	395	1,880
September 24-28	335	400	355	395	395	1,880
October 1-5	355	355	355	355	Staff Dev	1,420
October 8-12	355	355	330	355	355	1,750
October 15-19	335	400	355	395	395	1,880
October 22-26	335	400	355	395	395	1,880
October 29-Nov 2	335	400	355	395	395	1,880
November 5-9	335	400	355	395	395	1,880
November 12-16	Holiday	355	355	355	355	1,420
November 19-23	Thanksgiving Holiday					
November 26-30	335	400	355	395	395	1,880
December 3-7	335	400	355	395	395	1,880
December 10-14	335	400	355	395	395	1,880
December 17-21	339	339	320	320	210	1,528
January 7-11	Work Day	355	355	355	355	1,420
January 14-18	335	400	355	395	395	1,880
January 21-25	Holiday	355	355	355	355	1,420
January 28-Feb 1	335	400	355	395	395	1,880
February 4-8	335	400	355	302	395	1,787
February 11-15	355	400	400	Staff Dev	Holiday	1,155
February 18-22	Holiday	355	355	355	355	1,420
February 25-March 1	335	400	355	395	395	1,880
March 4-8	335	400	355	395	395	1,880
March 11-15	Holiday	355	355	355	355	1,420
March 18-22	335	400	355	395	395	1,880
March 25-29	340	340	225	395	270	1,570
April 1-5	Spring Break					
April 8-12	335	400	355	395	395	1,880
April 15-19	335	400	355	395	395	1,880
April 22-26	335	400	355	395	395	1,880
April 29-May 3	335	400	355	395	395	1,880
May 6-10	335	400	355	395	395	1,880
May 13-17	335	400	355	395	395	1,880
May 20-24	335	400	355	395	395	1,880
May 28-31	Holiday	339	320	320	210	1,189
Total Minutes 2018-2019						65,729

**Gunn High School
Schedules for the 2018-19 School Year**

4-Day Week Schedule

Days 1 and 3	Time	Minutes
Period A	8:25-9:50	85
Brunch	9:50-9:55	
Passing	9:55-10:05	10
Period B	10:05-11:25	80
Passing	11:25-11:35	10
Period C	11:35-12:55	80
Lunch	12:55-1:25	0
Passing	1:25-1:35	10
Period F	1:35-2:55	80
Total:		355

Days 2 and 4	Time	Minutes
Period D	8:25-9:50	85
Brunch	9:50-9:55	0
Passing	9:55-10:05	10
Flex/SEL	10:05-11:25	80
Passing	11:25-11:35	10
Period E	11:35-12:55	80
Lunch	12:55-1:25	0
Passing	1:25-1:35	10
Period F	1:35-2:55	80
Total:		355

Minimum Day	Time	Minutes
Period C	8:25-9:15	50
Passing	9:15-9:25	10
Period D	9:25-10:10	45
Brunch	10:10-10:15	0
Passing	10:15-10:25	10
Period E	10:25-11:10	45
Passing	11:10-11:20	10
Period F	11:20-12:05	45
Passing	12:05-12:15	10
Period G	12:15-1:00	45
Total:		270

PSAT/College and Career Schedule

9th and 10th grade students with SELF mentors 8:30-12:00

11th grade students PSAT 8:30 - 12:00

12th grade students - college and career sessions		Minutes
Session 1	8:25-9:05	35
Passing	9:05-9:15	10
Session 2	9:15-9:55	40
Passing	9:55-10:05	10
Session 3	10:05-10:45	40
Break	10:45-11:10	0
Passing	11:10-11:20	10
Session 4	11:20-12:00	40
Total:		185

Gunn High School
Schedules for the 2018-19 School Year, Cont'd

Finals schedules for both semesters

Day 1	Minutes	Day 2	Minutes	Day 3	Minutes
Period B Final (8:30-10:10)	100	Period A Final (8:30-10:10)	100	Period E Final (8:30-10:10)	100
Passing (10:10-10:25)	10	Passing (10:10-10:25)	10	Passing (10:10-10:25)	10
Period D Final (10:30-12:10)	100	Period C Final (10:30-12:10)	100	Period F Final (10:30-12:10)	100
Break (12:10-12:40)	10	Lunch (12:10-12:45)	10		
Zero & H Period Finals (12:45-2:25)	100	Period G Final (12:45-2:25)	100		
	320		320		210

Feb. 11	Minutes	Feb. 12	Minutes	Feb. 13	Minutes
Period D (8:25-9:50)	85	Period C (8:25-9:50)	85	Period A (8:25-9:50)	85
Brunch (9:50-9:55)	0	Brunch (9:50-9:55)	0	Brunch (9:50-9:55)	0
Passing (9:55-10:05)	10	Passing (9:55-10:05)	10	Passing (9:55-10:05)	10
Period E (10:05-11:25)	80	Period D (10:05-11:25)	80	Period B (10:05-11:25)	80
Passing (11:25-11:35)	10	Passing (11:25-11:35)	10	Passing (11:25-11:35)	10
Period B (11:35-12:55)	80	Period E (11:35-12:55)	80	Period C (11:35-12:55)	80
Lunch (12:55-1:25)	0	Lunch (12:55-1:25)	0	Lunch (12:55-1:25)	0
Passing (1:25-1:35)	10	Passing (1:25-1:35)	10	Passing (1:25-1:35)	10
Period A (1:35-2:55)	80	Period F (1:35-2:55)	80	Period F (1:35-2:55)	80
		Passing (2:55-3:05)	10	Passing (2:55-3:05)	10
		Period G (3:05-3:40)	35	Period G (3:05-3:40)	35
	355		400		400

CAASSP

March 25	Minutes	March 26	Minutes	March 27	Minutes
Period A (8:25-9:25)	60	Period C (8:25-9:25)	60	Testing for juniors, FlexTime	95
Brunch (9:25-9:35)	0	Brunch (9:25-9:45)	0	Brunch (10:00-10:05)	0
Passing (9:35-9:45)	10	Passing (9:35-9:45)	10	Passing (10:05-10:15)	10
Testing for juniors, FlexTime for others (9:45-11:45)	120	Testing for juniors, FlexTime for others (9:45-11:45)	120	Testing for juniors, FlexTime for others (10:15-12:15)	120
Passing (11:45-11:55)	10	Passing (11:45-11:55)	10		
Period B (11:55-12:50)	55	Period D (11:55-12:50)	55		
Lunch (12:50-1:20)	0	Lunch (12:50-1:20)	0		
Passing (1:20-1:30)	10	Passing (1:20-1:30)	10		
Period F (1:30-2:25)	55	Period G (1:30-2:25)	55		
	320		320		225

February 7 - AMC math test Minutes

AMC Math Test for test-takers only (8:25-9:50)	0
Period D (10:00-11:08)	68
Passing (11:08-11:18)	10
Period E (11:18-12:26)	68
Lunch (12:26-12:59)	0
Passing (12:59-1:09)	10
Period A (1:09-2:17)	68
Passing 2:17-2:27)	10
Period G (2:27-3:35)	68
	302

2018-2019 GUNN HIGH SCHOOL BELL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A 8:25-9:45	D 8:25-9:45	B 8:25-9:50	E 8:25-9:50	C 8:25-9:40
Brunch 9:45-9:50	Brunch 9:45-9:50	Brunch 9:50-9:55	Brunch 9:50-9:55	Brunch 9:40-9:45
Passing 9:50-10:00	Passing 9:50-10:00	Passing 9:55-10:05	Passing 9:55-10:05	Passing 9:45-9:55
B 10:00-11:15	Flex/SEL 10:00-10:50	C 10:05-11:25	Flex/SEL 10:05-10:55	D 9:55-11:05
Passing 11:15-11:25	Passing 10:50-11:00	Passing 11:25-11:35	Passing 10:55-11:05	Passing 11:05-11:15
C 11:25-12:40	E 11:00-12:15	D 11:35-12:55	B 11:05-12:15	E 11:15-12:25
Lunch 12:40-1:10	Lunch 12:15-12:45	Lunch 12:55-1:25	Lunch 12:15-12:45	Lunch 12:25-12:55
Passing 1:10-1:20	Passing 12:45-12:55	Passing 1:25-1:35	Passing 12:45-12:55	Passing 12:55-1:05
F 1:20-2:35	A 12:55-2:15	F 1:35-2:55	A 12:55-2:05	F 1:05-2:15
	Passing 2:15-2:25		Passing 2:05-2:15	Passing 2:15-2:25
PLC/ Collaboration 2:45-3:45 <i>(Staff Only)</i>	G 2:25-3:40	Dpmt./Staff Meetings 3:05-3:45 <i>(Staff Only)</i>	G 2:15-3:35	G 2:25-3:35
H 3:50-5:50	H 3:50-5:50	H 3:50-5:50		

Daily Bell Schedule

For 2018-19 School Year - Subject to Board Approval

Paly will be following a rotating block schedule of "Even" (even-numbered periods) and "Odd" (odd-numbered periods). There will be some days with special schedules, but the schedules below will be the usual schedules for most days.

ODD DAYS

Period	Time
1	8:20-9:50
Passing	9:50-10:00
Brunch	10:00-10:05
3	10:05-11:35
Lunch	11:35-12:05
Passing	12:05-12:15
5	12:15-1:45
InFocus	1:45-1:55
Passing	1:55-2:05
7	2:05-3:35

EVEN DAYS

Period	Time
2	8:20-9:50
Passing	9:50-10:00
Brunch	10:00-10:05
4	10:05-11:35
Lunch	11:35-12:05
Passing	12:05-12:15
6	12:15-1:45
InFocus	1:45-1:55
Passing	1:55-2:05
Advisory/Tutorial	2:05-2:50
PLC/Meeting (Staff only)	2:50-3:35