A.4 School Calendar and Weekly Schedule

To ensure Create Academy prepares all students for success in college, career, and society, Create Academy will allocate sufficient time for student learning in all core academic subjects, arts study, electives, and acceleration time. This structure will be created to maximize all students' academic achievement.

A. Compliance with Required number of School Days per Year

Create Academy will hold 180 days of instruction, thereby fulfilling the 180 instructional days required in A.R.S. §15-341.01.

B. Compliance with Required Hours/Minutes of Instruction

Create Academy's schedule for all grades exceeds the minimum required hours and minutes of instruction of A.R.S. §15-901.

Figure A.4.1: Minimum Annual Instructional Hour Requirement Comparison[1]

Grade Range	Yearly Instructional Hours Required for AZ 180-Day Calendar	Yearly Instructional Hours at Create Academy
K (Half Day)	356	**1,107** (Full Day)
1-3	712	**1,329**
4-6	890	**1,329**
7-8	1000	**1,228**
9-12	720	**1,228**

Figure A.4.2: Minimum Annual Instructional Minute Requirement Comparison[2]

Grade Range	AZ Required Minutes per Week	Create Academy Minutes per Week
9-12	1200	**2064**

C. Daily Instructional Minutes

The daily instructional minutes at Create Academy equal or surpass the standards based instructional minute recommendations set by the state of Arizona. We are prepared to meet the needs of our prospective students who may enter Create Academy significantly below grade level by maximizing – and in some cases extending – learning time to ensure that students are instructionally supported to meet or exceed grade level standards with the ultimate goal of improving student achievement.

[1] "Minimum Annual Instructional Minutes." [PDF Document] Retrieved from: http://www.azed.gov/wp-content/uploads/PDF/EX-18.pdf
[2] "Minimum Annual Instructional Minutes." [PDF Document] Retrieved from: http://www.azed.gov/wp-content/uploads/PDF/EX-18.pdf

Elementary School Minutes

Figure A.4.3: Recommended Weekly Instructional Minute Comparison

	Primary Grades (1-3)		Upper Elementary (4-6)	
Content Area	AZ Weekly	Create Weekly	AZ Weekly	Create Weekly
Reading	450	**450**	300	**390**
Writing (Language Arts)	300	**300**	300	**300**
Mathematics	300	**300**	300	**300**
Science	150	**180**	200	**215**
Social Studies	150	**180**	200	**215**

Secondary School Minutes

Figure A.4.4: Create Academy Daily Instructional Minute Comparison

Content Area	Grades 7-8 (M, T, Th, F)*	Grades 9-12 (M, T, Th, F)*
English or Social Studies (block schedule alternates every other day)	110	110
Math or Science (block schedule alternates every other day)	110	110
Foreign Language	60	60
Arts	63	63
Other Elective	63	63
Acceleration / College Preparation**	47	47
Total Create Academy Minutes	**453**	**453**
Total Minutes Required by AZ	**333**	**240**

** Wednesdays are early release days for students*
**College Preparation will take place one day a month during this period*

D. Rationale for Weekly and Yearly Schedule

The instructional hours at every grade level within Create Academy exceed the State of Arizona required hours by at least 20%. Though our calendar year is the traditional 180 days, we have significantly increased the learning time by extending the instructional hours each day. Over the course of a 13-year education, the extra instructional hours add up to approximately 2.5 more years to our students' K-12 education. We believe in preparing our students to overcome the current odds of successfully completing a high school degree, and providing additional instructional time for our students will prepare them with the tools to achieve college and career success.

Each morning, there is a common "Morning Meeting" to build school community across the grade levels. This is an opportunity for students and staff to see what other grade levels are learning and show support for one another.

Rationale for Elementary School Schedule

In the elementary grades, English Language Arts and Mathematics instruction has been emphasized in our weekly schedule to meet or exceed the recommended weekly minutes in these subjects. These are the subjects in which the State of Arizona has placed the most importance from fiscal and academic achievement perspectives, so we will ensure proficiency in these subjects in particular for our youngest students who are still cognitively developing as students and human beings. However, we also felt it was in our students' best interest to have a curriculum that fosters robust science and social studies content, and we added additional time each week over the recommended minutes to provide a strong foundation for these subject areas. From a social justice perspective, it is important that we include rigorous science and social studies curriculum for all students, as success in life after high school graduation requires a deep understanding of every academic subject area.

Rationale for Secondary School Schedule

The core academic subjects in the high school are emphasized with additional instructional time per week to prepare students for the rigors of college and society. To provide students with choice and opportunity, the daily schedule is flexible to include all of the core subjects with the arts, foreign language instruction, and a chosen elective. The weekly instructional minutes are approximately 1.5 times the required State of Arizona instructional minutes for grades 9-12.

Sample Instructional Schedules

Kindergarten

Figure A.4.5.a: Create Academy Elementary (K) Sample Full Day Schedule

Full Day Breakdown			Monday, Tuesday, Thursday, and Friday
Start Time	**End Time**	**Minutes**	**Course**
7:30	7:50	20	Breakfast and Announcements
7:50	8:10	20	Morning Meeting – 10 min. as a school; 10 min. in class
8:10	8:30	20	Read Aloud
8:30	9:00	30	Mathematics + Arts
9:00	9:30	30	Writing Workshop + Arts
9:30	10:15	45	Reading Comprehension + Arts
10:15	11:00	45	Science + Arts
11:00	11:40	40	Lunch/Recess
11:40	12:40	60	Studio Arts
12:40	1:10	30	Math Centers
1:10	1:55	45	Social Studies + Arts
1:55	2:25	30	PE
2:25	3:25	60	Literacy Centers (2 Reading & 2 Writing, 15 minutes ea.)
3:25	3:45	20	Reading Acceleration
3:45	4:05	20	Math Acceleration
4:05	4:15	10	Community Circle
		435	Daily Instructional Minutes – Full Day

Figure A.4.5.b: Create Academy Elementary (K) Sample Early Release Schedule

Early Release Day Breakdown			Wednesday
Start Time	**End Time**	**Minutes**	**Course**
7:30	7:50	20	Breakfast and Announcements
7:50	8:05	15	Morning Meeting – 10 min. as a school; 5 min. in class
8:05	8:25	20	Read Aloud
8:25	8:55	30	Mathematics + Arts
8:55	9:25	30	Writing Workshop + Arts
9:25	9:55	30	Reading Comprehension + Arts
9:55	10:25	30	Lunch/Recess
10:25	10:55	30	Science + Arts
10:55	11:25	30	Social Studies + Arts
11:25	11:55	30	Studio Arts
11:55	12:15	20	Reading Acceleration
12:15	12:35	20	Math Acceleration
12:35	12:45	10	Community Circle
		240	Daily Instructional Minutes – Early Release

Figure A.4.5.c: Create Academy Elementary (K) Instructional Minutes by Content Area

Full Day Minutes	Subject	Early Release Day Minutes
115	Reading	70
60	Writing	30
80	Math	50
45	Science	30
45	Social Studies	30

Primary Grades 1-3

Figure A.4.6.a: Create Academy Elementary (1-3) Sample Full Day Schedule

Full Day Breakdown			Monday, Tuesday, Thursday, and Friday
Start Time	**End Time**	**Minutes**	**Course**
7:30	7:50	20	Breakfast and Announcements
7:50	8:00	10	Morning Meeting
8:00	9:30	90	Reading + Arts
9:30	10:00	30	Physical Education
10:00	11:00	60	Math + Arts
11:00	11:45	45	Science + Arts
11:45	12:25		Lunch (40 Minutes)
12:25	1:25	60	Studio Arts
1:25	2:10	45	Social Studies + Arts
2:10	3:10	60	Writing + Arts
3:10	3:40	30	Spanish Language Arts
3:40	4:15	35	Acceleration
		455	Daily Instructional Minutes – Full Day

Figure A.4.6.b: Create Academy Elementary (1-3) Sample Early Release Day Schedule

Early Release Breakdown			Wednesday (Grades 1-3)
Start Time	**End Time**	**Minutes**	**Course**
7:30	7:50	20	Breakfast and Announcements
7:50	8:00	10	Morning Meeting
8:00	9:30	90	Reading + Arts
9:30	10:30	60	Math + Arts
10:30	11:00		Lunch (30 Minutes)
11:00	11:45	45	Arts
11:45	12:45	60	Writing + Arts
		255	Daily Instructional Minutes – Early Release

Upper Elementary Grades 4-6

Figure A.4.7.a: Create Academy Elementary (4-6) Sample Full Day Schedule

Full Day Breakdown			Monday, Tuesday, Thursday, and Friday
Start Time	**End Time**	**Minutes**	**Course**
7:30	7:50	20	Breakfast and Announcements
7:50	8:00	10	Morning Meeting
8:00	9:30	90	Reading + Arts
9:30	10:00	30	Physical Education
10:00	11:00	60	Math + Arts
11:00	11:45	45	Science + Arts
11:45	12:25		Lunch (40 Minutes)
12:25	1:25	60	Studio Arts
1:25	2:10	45	Social Studies + Arts
2:10	3:10	60	Writing + Arts
3:10	3:40	30	Spanish Language Arts
3:40	4:15	35	Acceleration
		455	Daily Instructional Minutes – Full Day

Figure A.4.7.b: Create Academy Elementary (4-6) Sample Early Release Day Schedule

Early Release Breakdown			Wednesday (Grades 4-6)
Start Time	**End Time**	**Minutes**	**Course**
7:30	7:50	20	Breakfast and Announcements
7:50	8:00	10	Morning Meeting
8:00	8:30	30	Reading + Arts
8:30	9:30	60	Math + Arts
9:30	10:05	35	Social Studies + Arts
10:05	10:35		Lunch (30 Minutes)
10:35	11:10	35	Arts
11:10	11:45	35	Science + Arts
11:45	12:45	60	Writing + Arts
		255	Daily Instructional Minutes – Early Release

Secondary Grades 7-12

Figure A.4.8.a: Create Academy Secondary Sample Full Day Schedule

Full Day Breakdown			Monday, Tuesday, Thursday, and Friday
Start Time	**End Time**	**Minutes**	**Course**
7:30	7:50	20	Breakfast and Announcements
7:50	8:00	10	Morning Meeting
8:00	9:40	110	Math + Art (M/Th) Science + Art (T/F)
9:42	11:12	110	English + Art (M/Th) Social Studies + Art (T/F)
11:14	12:14	60	Foreign Language (M, T, Th, F)
12:16	12:56	40	Lunch
12:58	2:11	63	Arts (M, T, Th, F)
2:13	3:26	63	Elective/Other (M, T, Th, F)
3:28	4:15	47	Acceleration / College Prep
		453	Daily Instructional Minutes – Full Day

Figure A.4.8.b: Create Academy Secondary Sample Early Release Day Schedule

Early Release Breakdown			Wednesday
Start Time	**End Time**	**Minutes**	**Course**
7:30	7:50	20	Breakfast and Announcements
7:50	8:00	10	Morning Meeting
8:00	9:00	63	Math + Arts
9:02	10:02	63	Science + Arts
10:04	11:04	63	English + Arts
11:06	11:43	37	Lunch
11:45	12:45	63	Social Studies + Arts
		252	Daily Instructional Minutes – Early Release

Create Academy School Calendar 2015-2016 Explanation and Rationale

Overview

Given that the majority of our hourly student contact hours during the academic year are well above recommended values, Create Academy has consciously decided to adopt a typical annual school calendar of 180 instructional days. For families who may have children in more than one school, this will also help to maintain consistency for family scheduling purposes.

Summer Staff In-Service Professional Development

Create Academy is offering a unique curriculum and instructional model, and we recognize the need for additional summer in-service professional development for our staff to best prepare them for the first day of classes. We have set aside an additional stipend for all staff coming in for training and orientation for the month of July based on their annual salary. This in-service will be presented in a variety of formats and facilitated by School Directors and guest speakers. Teachers will be engaged throughout the in-service to learn to embody the arts integration and project-based learning instructional strategies. They will also learn the foundations of grade-level appropriate social justice curriculum and best practices for implementation. Teachers will be provided with scopes and sequences and pacing guides, as well as sample unit lesson activities to collaboratively plan their instruction for at least the first month of school.

Once a week throughout the in-service period, teachers will make home visits in pairs to their students to begin building relationships prior to the first day of classes. If additional recruitment is necessary, teachers may also be asked to use a portion of this time to assist promoting the school to prospective students.

Parent Orientation

Community is at the core of Create Academy, and we want to start the year off by welcoming new Create Academy families into the school. There will be at least two different opportunities for parents to meet staff, learn additional information about the first weeks of school, and discover ways to become embedded into the school community as a volunteer or supporter.

Early Release for Students - Staff Professional Development

Every Wednesday is an Early Release Day for students. Students will follow the Early Release Schedule, as outlined above. Staff will meet afterschool for professional development, which may include, but is not limited to the following: Instructional strategy training by staff members or guests, curriculum implementation or changes, collaborative lesson planning, or trainings.

Holidays and Breaks

Create Academy will observe the following holidays and breaks, during which school will be closed for students. School will be closed for seven holidays that do not already fall within a school break during the academic year. These holidays will be paid for benefits-eligible staff, and they will be included in their annual salary. Staff who work 12-months will be also given Memorial Day and the Fourth of July as paid holidays.

List of Holidays and Breaks:
Labor Day
Fall Break – two days
Veteran's Day
Thanksgiving – two days
Winter Break – ten days
Martin Luther King Jr. Day
President's Day
Spring Break – five days
César Chávez Day

Staff Professional Development/Data Analysis Days
Once a month, there will be a scheduled staff professional development and data analysis day during which students do not come to school. There is always a data day following benchmark assessments so that teachers can analyze data immediately after students are assessed. Other professional development/data analysis days occur intentionally before or after a break or a holiday so that teachers have time to reflect prior to implementing instructional changes with students in the classroom.

Staff members will use this time to analyze assessment data from school-wide formative and summative benchmark assessments to determine student academic progress and plan for intervention strategies for the students who have not yet mastered a particular standard. Staff will also plan for enrichment activities for students who have shown mastery on the standards to push them further in their learning. These days will also be used for extended trainings, school culture development, and curriculum work that need more than just the weekly afternoon of professional development.

Parent Teacher Conferences and Summative Benchmark Assessments
Each summative benchmark assessment is taken approximately every three months to give teachers the opportunity to teach several standards (following the pacing guides) prior to assessment. Parent-Teacher Conferences will occur twice a year, approximately a week after students take the first two summative benchmark assessments. This allows timely check-ins with families to ensure that they are aware of their child's academic progress according to school data and teacher observations. Teachers will be encouraged to communicate with parents more frequently, including by phone, email or home visit, but Parent Teacher Conferences will be required for all teachers and families to attend in person.

Student Presentations/Performances
Students will have up to four opportunities to present or perform one of their projects in front of the public. Two of these will be focused on academics or social justice, but the presentation format is not limited. The other two will be collaborative and arts focused, and this may be a performance (music, dance, or theatre), a film, or a gallery exhibit presenting visual arts or design, or a creative writing spoken word performance or reading.

Figure A.4.9.a: Create Academy Academic Calendar Key 2015-2016

	Summer Staff In-Service Professional Development
	Parent Orientation
	Early Release for Students - Staff Professional Development
	First Day of School
	Holiday - No School
	Staff Professional Development/Data Analysis - No Students
	Seasonal Break - No School
	Parent Teacher Conferences
	Summative Benchmark Assessments
	Student Presentations/Performances
	Last Day for Students
	Last Day for Teachers

Figure A.4.9.b: Create Academy Academic Calendar 2015-2016

July 2015						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Figure A.4.9.c: Create Academy Breakdown of Instructional Days

	Total Days	Early Release	Full Days
August	20	4	16
September	20	5	15
October	19	4	15
November	17	3	14
December	13	3	10
January	18	4	14
February	19	4	15
March	17	4	13
April	19	4	15
May	18	4	14
TOTAL	**180**	**39**	**141**

Create Academy 2015-2016 Important Dates

**Every Wednesday is a Student Early Release Day/Staff Professional Development*

July 2015
3: No School - Fourth of July
7-29: Staff Orientation and Professional Development
30-31: Parent Orientation

August 2015
3: First Day of Classes
14: No School – Staff Professional Development/Data Analysis Day

September 2015
4: No School – Staff Professional Development/Data Analysis Day
7: No School – Labor Day Holiday

October 2015
8: Student Presentations/Performances
9: No School – Staff Professional Development/Data Analysis Day
12-13: No School – Fall Break
29-30: Benchmark Assessments

November 2015
2: No School – Staff Professional Development/Data Analysis Day
5-6: Parent Teacher Conferences
11: No School – Veteran's Day Holiday
26-27: No School – Thanksgiving Holiday

December 2015
17: Student Presentations/Performances
18: No School – Staff Professional Development/Data Analysis Day
21-31: No School – Winter Break

January 2016
1: No School – Winter Break
4: No School – Staff Professional Development/Data Analysis Day
18: No School – Martin Luther King, Jr. Day Holiday

February 2016
4-5: Benchmark Assessments
8: No School – Staff Professional Development/Data Analysis Day
11-12: Parent Teacher Conferences

March 2016
3: Student Presentations/Performances
7-11: No School – Spring Break
14: No School – Staff Professional Development/Data Analysis Day

April 2016**
1: No School – Cesar Chavez Holiday
4: No School – Staff Professional Development/Data Analysis Day

May 2016
5-6: Benchmark Assessments
9: No School – Staff Professional Development/Data Analysis Day
19: Student Presentations/Performances
26: Last Day for Students
27: Last Day for Teachers
30: No School – Memorial Day Holiday

**Likely state testing will occur during the month of April