### Flex Time Schedule

**Monday**
- 75 Minutes Class Time

- Weekly Academic Check in (20 min)
- Grade checks
- ACT Preparation
- Target Plan for Flex

**Rotating Topics:**
- 1 to 2/month: Community Circle → (50 minutes)
- SEL/ College & Career Exploration Curriculum

---

**Wednesday**
- 75 Minutes of Class Time

- 45 Minutes of Academic Collaboration Time (ACT I)
- 25 minutes of Academic Collaboration Time (Teacher Discretion) **Flex 1 (25 Min)**

*During Wednesday Flex, students may be assigned to targeted interventions.*

**On mentor meeting weeks, Wednesday Flex is a student decided flex period.**

---

**Thursday**
- 75 Minutes of Class Time

1. Attendance/Announce (5 min) + Passing (5 min)
2. **Flex 1 (30 min)**
3. Passing (5 min)
4. **Flex 2 (30 min)**
What is Flex Time?

• Flex Time is a tool students use to **support** and **enrich** their learning.

• Flex Time is dedicated time during Nucleus when students visit a chosen class to seek help with struggles *or* expand on interests, study, or further your learning.

• Flex Time is a **25-30 minute** period on Wednesdays and Thursdays.

• Students are expected to make appointments for flex time to manage learning

• Teachers can make appointments with students
Why Are We Doing This?

• Busy schedules (sports, clubs, jobs, and other responsibilities, short lunch time) make it difficult for many students to find time to meet with teachers.

• Students take ownership of their learning

• Prepares students for post high school life (like seeing professors during office hours, completing tasks for jobs)
Why Are We Doing This?

• Flex Time provides a chance for all students to:
  – Get extra help from teachers
  – Further their learning on topics of interest
  – Work with peers on class projects
  – Seek help with life skills (e.g., job and college applications, community service)
  – And so much more!

• Through Flex Time, students will learn how to manage their time, advocate for their learning and interests, and become more independent.

• The expectation at TIDE is that our students will use flex time to manage their learning and make weekly appointments.
How will Flex Time work?

• Using the Teach More App, you will schedule an appointment with teachers up to 14 days / 2 weeks ahead of time

• During flex time, you will leave your Nucleus class and go to the teacher you made an appointment with

• You will scan in using your student id or id number for flex attendance. Yes, attendance is required for appointments!

• If you stay in Nucleus, you are opting to study, complete assignments, and be focused on completing work for your classes.
What is FLEX TIME?
Expectations During Flex Time

✓ **Students are present** in a classroom, Nucleus, or a special event (i.e. mentor program) and arrive within the passing time allotted

✓ **Ready to work**
  - Come prepared with questions, materials, and flex focus!

✓ **Engaged in academic work**- use the time well to get support from your teachers
Expectations During Flex Time

*It is mandatory that all students:*

- **Present for appointments** you schedule, or your teachers, counselors, or other TIDE staff schedule with you.
- **Scan in to every flex period**, even when staying in Nucleus for flex.
Flex Time Norms

Norm #1: You are visiting a teacher’s or counselor’s room for academic reasons:
1. To make up a test, quiz, lab, or assignment.
2. To get a mini lecture for a class you missed.
3. To get tutoring help.
4. To meet with your counselor.

Norm #2: You are expected to plan ahead and make an appointment minimally THE DAY BEFORE the flex time takes place. In general, you will be turned down if you approach a teacher to request attending Flex at lunch just before Nucleus starts. As a part of Nucleus on Mondays, make an appointment for where you want to spend Flex that week. Teacher discretion can override this rule as things happen last minute.

Norm #3: When you visit a teacher’s class, you will go immediately there from Nucleus and remain there until the end of the flex period.

Norm #4: Students must scan in for each Flex period, even if they stay in Nucleus class.

Norm #5: Students must scan in for both Flex 1 and Flex 2 on Thursdays or double flex days.
Where to Find the Flextime App?

Options to find the app for Flextime:

1. Go to https://teachmore.org/tideacademy/students/
2. Go to https://www.tideacademy.org/ and click on the Flextime App icon on the right
Flex Time Practice

TeachMore®
Helping Teachers To Teach Smarter, Not Harder

Student FlexTime App
Tide Academy

Login with Google

TIDE Academy
Technology Innovation Design Engineering
Practice Making an Appointment For Flex

**Students:** Go to https://teachmore.org/tideacademy/students/ or go to https://www.tideacademy.org/ and click the Flextime icon.

Login in with your seq google account

- **Make appointment with your Nucleus teacher**
  - Select the name of your Nucleus teacher in the list on the left
  - Click on today’s date and make an appointment

**Teachers:** Make sure your scanner is connected to your computer and you are logged in to Teach More
Now you are ready to practice scanning in!

Students

- Have your ID card out or you can type in your ID number to scan in
- Per your teacher’s directions, form a line to scan in for “practice” flex

*Remember: For flex, having your student id card is important. If you have to type in your ID, it will slow the process down.*

Teachers

Give each student an opportunity to practice scanning in with their ID card or key in their student ID

*We are now ready for flex time!*