

**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. Barbara Georges  
Mr. Jason Markey

**Date:** Monday, February 13, 2023

**Re:** School Improvement Late Arrival Days

### **Recommendation**

Increase from 14 school improvement late arrival days to 22 to facilitate professional development and staff work on school improvement goals. Adjust the current school improvement late arrival time to 9:30 AM allowing for increased instructional time on these days. The school improvement late arrival days would be scheduled consistently on Wednesdays, aligning with District 34, which currently has a late arrival schedule every Wednesday for students.

### **Background**

The district instituted school improvement late arrival days in the 1994-1995 school year in response to the research on school start-time and student well-being in order to accommodate the need for faculty collaboration and professional development. Over the years, the district has increased the number of school improvement late arrival days from a monthly occurrence to 14 per year. These days have served as a valuable time for faculty and have met the goal of supporting our students' well-being by providing more equally important time to them.

### **What are the school district's interests as it relates to school improvement, late arrival time, faculty, and department meetings?**

- Create a structure that allows faculty and department meetings with full participation without the competing priorities of after-school responsibilities and commitments. This will make Monday after school available for clubs and activities, which currently do not schedule meetings or activities on this day due to faculty and department meetings.
- Increase opportunities for systemic department curriculum collaboration between the two schools.
- Balancing the interests of student well-being, a positive staff climate, and instructional minutes to ensure a schedule allowing for the highest quality learning experience. This would be accomplished through a more frequent, predictable, and consistent schedule.
- Maintain the frequency of collaboration at all levels while increasing the fidelity of the experiences.

## Proposed Schedule

Based on feedback from stakeholders, we recommend the revised schedule below with a 9:30 AM start time. This provides the least variance in instructional time between regular days and school improvement days.

**Table 1**  
**Current and Proposed Late Arrival Schedules**

	<b>Block 1 Start Time</b>	<b># of Late Arrivals</b>	<b>Duration</b>	<b>Total Instructional Minutes</b>	<b>Block Duration</b>
<b>Current Schedule</b>	10:00 AM	14	1 Hour and 45 minutes	6520	Block 1 - 65 min Block 2 - 60 min Block 3 - 75 min Block 4 - 60 min Lunches - 40 min
<b>Proposed Schedule</b>	9:30 AM	22*	1 Hour and 15 minutes	6380	Block 1 - 70 min Block 2 - 70 min Block 3 - 80 min Block 4 - 70 min Lunches - 40 min

\*School Improvement Late Arrivals scheduled for all 5-day weeks **except** for the week before winter break, the week before and after final exams in January, and all weeks after the last week of April/first week of May (4/29 - 5/3). See the draft calendar below;

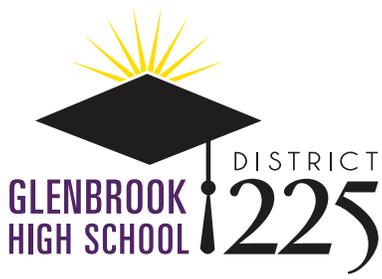
The difference between our current schedule and the proposed schedule is 140 minutes over the course of an entire school year with the addition of eight school improvement late arrival days.

## Feedback Process

The following stakeholder groups reviewed this proposal and offered feedback on multiple occasions over the past several months: the District 225 Cabinet, GEA representatives, Instructional Leadership and Building Administrative Teams, faculty, students, and parents.

## Attachments

- Updated 2023-24 Year at a Glance Calendar
- 2023-24 GBN Late Arrival Schedule
- 2023-24 GBS Late Arrival Schedule



# 2023-2024 YEAR AT A GLANCE CALENDAR

(847) 998-6100 | [glenbrook225.org](http://glenbrook225.org)

JULY 2023							AUGUST 2023							SEPTEMBER 2023							OCTOBER 2023							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5						1	2	1	2	3	4	5	6	7	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					
30	31																											
NOVEMBER 2023							DECEMBER 2023							JANUARY 2024							FEBRUARY 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4						1	2		1	2	3	4	5	6						1	2	3
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			
							31																					
MARCH 2024							APRIL 2024							MAY 2024							JUNE 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2		1	2	3	4	5	6				1	2	3	4							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
31																					30	31						

## IMPORTANT DATES

August 24	First Day of Student Attendance
September 4	No School - Labor Day
September 25	No School - Yom Kippur
October 9	No School - Columbus Day
November 22-24	No School - Thanksgiving Break
December 25-29	No School - Winter Break
January 1-5	No School - Winter Break
January 15	No School - Martin Luther King Day
January 19	No School - Teacher Institute Day
February 19	No School - Presidents Day
March 4	No School - Teacher Institute Day
March 25-29	No School - Spring Break
May 27	No School - Memorial Day
June 4	Last Day of School
June 5-11	Emergency Days

## LEGEND

<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> No Student Attendance	<span style="background: repeating-linear-gradient(45deg, transparent, transparent 2px, yellow 2px, yellow 4px); border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Emergency Days
<span style="background-color: gray; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> 9:30 Late Arrival	<span style="border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Start/End of School Year

## GRADING PERIODS

<b>First Semester:</b> August 24, 2023-January 18, 2024	<b>Second Semester:</b> January 22-June 4, 2024
<b>Final Exams:</b> January 12 and 16-18, 2024	<b>Final Exams:</b> May 30 & 31 and June 3 & 4, 2024

## CAMPUSES

Glenbrook North High School	Glenbrook South High School	Glenbrook Off Campus
2300 Shermer Road Northbrook, IL 60062	4000 W. Lake Avenue Glenview, IL 60062	1835 Landwehr Road Glenview, IL 60062
(847) 272-6400	(847) 729-2000	(847) 486-5700
<a href="http://gbn.glenbrook225.org">gbn.glenbrook225.org</a>	<a href="http://gbs.glenbrook225.org">gbs.glenbrook225.org</a>	



**GLENBROOK  
NORTH**  
HIGH SCHOOL

# LATE ARRIVAL SCHEDULE

<b>BLOCK 1</b> <b>9:30-10:40 a.m.</b> 70 minutes			<b>Frosh SRT</b> 9:30-10:05 a.m.
			<b>Peer Group/SSRT</b> 10:05-10:40 a.m.
<b>PASSING PERIOD</b> 5 minutes			
<b>BLOCK 2</b> <b>10:45-11:55 a.m.</b> 70 minutes			<b>Frosh SRT</b> 10:45-11:20 a.m.
			<b>Peer Group/SSRT</b> 11:20-11:55 a.m.
<b>PASSING PERIOD</b> 5 minutes			
<b>LUNCH A</b> <b>Noon-12:40 p.m.</b> 40 minutes	<b>BLOCK 3</b> <b>Noon-12:40 p.m.</b> 40 minutes	<b>BLOCK 3</b> <b>Noon-1:20 p.m.</b> 80 minutes	<b>Frosh SRT</b> Noon-12:40 p.m.
	<b>LUNCH B</b> <b>12:40-1:20 p.m.</b> 40 minutes		
<b>BLOCK 3</b> <b>12:40-2:10 p.m.</b> 80 minutes	<b>BLOCK 3</b> <b>1:20-2:00 p.m.</b> 40 minutes	<b>LUNCH C</b> <b>1:20-2:00 p.m.</b> 40 minutes	<b>Peer Group/SSRT</b> 1:20-2:00 p.m.
	<b>PASSING PERIOD</b> 5 minutes		
<b>BLOCK 4</b> <b>2:05-3:15 p.m.</b> 70 minutes			<b>Frosh SRT</b> 2:05-2:40 p.m.
			<b>Peer Group/SSRT</b> 2:40-3:15 p.m.



**GLENBROOK  
SOUTH**  
HIGH SCHOOL

# LATE ARRIVAL SCHEDULE

<b>BLOCK 1</b> <b>9:30-10:40 a.m.</b> 70 minutes			<b>Frosh SRT</b> 9:30-10:05 a.m.
			<b>Peer Group/SSRT</b> 10:05-10:40 a.m.
<b>PASSING PERIOD</b> 5 minutes			
<b>BLOCK 2</b> <b>10:45-11:55 a.m.</b> 70 minutes			<b>Frosh SRT</b> 10:45-11:20 a.m.
			<b>Peer Group/SSRT</b> 11:20-11:55 a.m.
<b>PASSING PERIOD</b> 5 minutes			
<b>LUNCH A</b> <b>Noon-12:40 p.m.</b> 40 minutes	<b>BLOCK 3</b> <b>Noon-12:40 p.m.</b> 40 minutes	<b>BLOCK 3</b> <b>Noon-1:20 p.m.</b> 80 minutes	<b>Frosh SRT</b> Noon-12:40 p.m.
	<b>LUNCH B</b> <b>12:40-1:20 p.m.</b> 40 minutes		
<b>BLOCK 3</b> <b>12:40-2:10 p.m.</b> 80 minutes	<b>BLOCK 3</b> <b>1:20-2:00 p.m.</b> 40 minutes	<b>LUNCH C</b> <b>1:20-2:00 p.m.</b> 40 minutes	<b>Peer Group/SSRT</b> 1:20-2:00 p.m.
<b>PASSING PERIOD</b> 5 minutes			
<b>BLOCK 4</b> <b>2:05-3:15 p.m.</b> 70 minutes			<b>Frosh SRT</b> 2:05-2:40 p.m.
			<b>Peer Group/SSRT</b> 2:40-3:15 p.m.