



# Flex Periods, Class Calendars, and Custom Bell Schedules

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# Key Topics

What are:

- Flex Periods?
- Class Calendars?
- Custom Bell Schedules?

Why do I need to create Flex Periods and Class Calendars?

How can I create:

- Flex Periods?
- Class Calendars?
- Custom Bell Schedules?

Where can I go for more help?



# Flex Periods: What and Why?

- Defined every year: when does at least one section meet?
- Two sets: current year's Master Schedule section times vs. next year's Scheduling Master Schedule section times
  - Be careful which one you're adding/editing!
  - Next year's set will be copied into next year's database
- A Flex Period **must be added to each section** in the MST and/or the SMS tables
- Flex Periods includes start/end times for each period, so a default bell schedule (BEL) table is not used
- Custom bell schedules are linked to specific school days in the school Calendar (DAY)
  - **Not linked** during scheduling
  - **Will need to be linked** to the school Calendar **after the New Year Rollover**
- Custom Bell Schedule Times are defined with the Flex Periods and replace the bell schedule times (BST) table

Flex Periods

Academic Year	Period	Start Time	End Time
2023-2024	P1	8:00 AM	8:50 AM
2023-2024	P2	8:55 AM	9:45 AM
2023-2024	P3	10:05 AM	10:55 AM
2023-2024	P4	11:00 AM	11:50 AM
2023-2024	P5	12:25 PM	1:15 PM
2023-2024	P6	1:20 PM	2:10 PM
2023-2024	P7	2:15 PM	3:05 PM
2023-2024	P7W	2:15 PM	3:05 PM
2023-2024	P8	3:10 PM	4:00 PM
2023-2024	P9	4:05 PM	4:55 PM
2023-2024	P9M	4:05 PM	4:55 PM
2022-2023	P0	7:05 AM	7:55 AM
2022-2023	P1	8:00 AM	8:50 AM
2022-2023	P2	8:55 AM	9:45 AM
2022-2023	P3	10:05 AM	10:55 AM
2022-2023	P4	11:00 AM	11:50 AM

Go

### Flex Periods

Rcd ID	Academic Year	Short Title	Tiny Title	Description	Start Time	End Time	Type
2	2023-2024	P1		Period 1	8:00 AM	8:50 AM	Standard Flex Period

Add Change References

### Bell Schedule Times

Bell Schedule	Bell Schedule Title	Start Time	End Time
2	Minimum Day	8:00 AM	8:50 AM
3	Short/Conf Day	8:00 AM	8:50 AM
5	Finals Day	8:00 AM	8:50 AM

# Creating Flex Periods: How?

1. Press the **Add** button (if no Flex Periods exist, press **Add New Record**).
2. Select the **Academic Year**: current or next (for Scheduling).
3. Enter the **Short Title**, which will be displayed on reports and is a maximum of six characters. **Short Title** can't be duplicated in any other Flex Period in the same **Academic Year**.
4. The **Tiny Title** can be one or two characters.
5. The **Description** can be up to fifty characters: spell out any details needed.
6. The **Start Time** and **End Time** for this Flex Period on a regular school day.
7. **Type** = blank is a Standard Flex Period. C = Non-Conflict Flex Period (for example, pullout sections). The Scheduling process will not check date/time conflicts for Non-Conflict Flex Periods. Students will be scheduled into sections in this Flex Period based on available seats, even if the section meets at the same time/date as another section.
8. Press **Save**.
9. Under **Bell Schedule Times**, edit any Custom Bell Schedule that will affect the **Start Time** or **End Time** for this Flex Period and Save.

Flex Periods								
Rcd ID	Academic Year	Short Title	Tiny Title	Description	Start Time	End Time	Type	
48	2023-2024	AttP2	A2	Attendance Period for 2nd Graders	8:15 AM	2:45 PM	Standard Flex Period	
				1	Add	Change	References	

Flex Periods								
Rcd ID	Academic Year	Short Title	Tiny Title	Description	Start Time	End Time	Type	
2	2023-2024	3	4	5	6			7 Standard Flex Period
						8 Save Cancel		

Bell Schedule Times				
	Bell Schedule	Bell Schedule Title	Start Time	End Time
	1	Minimum Day	9	

## Flex Periods Elementary Example

- AttP1 Primary Classes Flex Periods is when attendance will be taken at the school
- **Primary ADA Time** on School Options is within the **Start Time** and **End Time** for the AttP1 Flex Period, so sections in this Flex Period can take attendance
  - If a section meeting in a Flex Period that includes the Primary ADA Time should not take attendance, set **Exclude** to Y on the Scheduling Master and/or Master Schedule page for that section.
- Bell Schedule Times area displays one “exception day” Custom Bell Schedule, when the Flex Periods will end at 1:15 pm (dismissal)
- Flex Period for 2<sup>nd</sup> Grade PE is Type Non-Conflict Flex Period (this is a pullout)

Example Flex Period for Grade Level Primary Classes

Flex Periods							
Rcd ID	Academic Year	Short Title	Tiny Title	Description	Start Time	End Time	Type
55	2023-2024	AttP1	A1	Primary Classes - Grade Level Core	8:30 AM	2:00 PM	Standard Flex Period
<input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/>							

  

Bell Schedule Times				
	Bell Schedule	Bell Schedule Title	Start Time	End Time
	1	Minimum Day	8:30 AM	1:15 PM

Example Flex Period for a Pullout (for example, PE)

Flex Periods							
Rcd ID	Academic Year	Short Title	Tiny Title	Description	Start Time	End Time	Type
56	2023-2024	PE2	P2	PE for 2nd Graders	12:45 PM	1:30 PM	Non-Conflict Flex Period (e.g., pull-out)
<input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/>							

  

Bell Schedule Times				
	Bell Schedule	Bell Schedule Title	Start Time	End Time
	1	Minimum Day	12:45 PM	1:15 PM

## Flex Periods MS/HS Example

- This school has three Custom Bell Schedules defined:
  - Minimum Day: this Flex Period ends early
  - Short/Conf Day: this Flex Period does not meet
  - Finals Day: this Flex Periods meets at a different time
- Overlaps: even one minute. For example, a Flex Period ending at 8:45am would overlap with a Flex Period starting at 8:45am, if the two Flex Periods meet on the same date in a Class Calendar.
- An overlap will affect scheduling if at least one student should be scheduled into sections in the two Flex Periods.
- An overlap will show up on the Course Attendance Audit report, and will include Custom Bell Schedules.
- Check those AMs and PMs!

### Example Flex Period for a Middle or High School

Flex Periods							
Rcd ID	Academic Year	Short Title	Tiny Title	Description	Start Time	End Time	Type
13	2022-2023	P2		Period 2	8:55 AM	9:45 AM	Standard Flex Period

[Add](#) [Change](#) [References](#)

Bell Schedule Times				
	Bell Schedule	Bell Schedule Title	Start Time	End Time
	2	Minimum Day	8:55 AM	9:25 AM
	3	Short/Conf Day	12:00 AM	12:00 AM
	5	Finals Day	10:30 AM	12:30 PM

 Go to the [Bell Scheduler](#) page to manage the available Bell Schedules

# Class Calendars: What and Why?

- Defined each year: on what days/dates will at least one section meet?
- Two sets: current year's Master Schedule section dates vs. next year's Scheduling Master Schedule section dates
  - Be careful which one you're adding/editing!
  - Next year's set will be copied into next year's database
- A Class Calendar must be added to each section in the MST and/or SMS tables
- Can be created for sections that meet every day, every other day, all Mondays and Tuesdays, Fridays only, etc.
- Replaces the Split Term, the Days, and the Block Schedule Calendar (checkboxes for each period/day)
- **Recommendation: create a Class Calendar for every Flex Period.** Why? Maximum flexibility plus you can be surgical about unexpected changes, since every Flex Period + Class Calendar date combo can be modified independently.
  - If the Flex Period and its Class Calendar have the same **Short Title**, it will be easy to identify the "pairs"

### Class Calendars

Title	Academic Year
AttP2	2023-2024
PEGr2	2023-2024
ATTP1	2022-2023
P2	2022-2023
PE1	2022-2023
PE2	2022-2023

### Class Calendar Details

Rcd ID	Academic Year	Short Title	Description
137	2023-2024	AttP2	Class Calendar for 2nd Graders Core Class

Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/> 8/7/2023	<input checked="" type="checkbox"/> 8/8/2023	<input checked="" type="checkbox"/> 8/9/2023	<input checked="" type="checkbox"/> 8/10/2023	<input checked="" type="checkbox"/> 8/11/2023
<input type="checkbox"/> In Person	<input type="checkbox"/> In Person			
<input type="checkbox"/> Remote Synchronous	<input type="checkbox"/> Remote Synchronous			
<input type="checkbox"/> Remote Asynchron...	<input type="checkbox"/> Remote Asynchron...			

# Class Calendars: How?

1. Press the **Add** button (if no Class Calendars exist, press **Add New Record**).
2. Select the **Academic Year**: current or next (for Scheduling).
3. Enter the **Short Title**, which will be displayed on reports and is a maximum of six characters. **Short Title** can't be duplicated in any other Class Calendar in the same **Academic Year**.  
**Recommendation:** match the **Short Title** of the “paired” Flex Period.
4. The **Description** can be up to fifty characters: spell out any details needed.
5. Press **Save**.
6. Press **Edit Calendar** to manually check or un-check dates. Press **Disable Editing** when finished or . . .
7. Press **Mass Select Dates**.
8. On the Select Days popup, check the appropriate day checkboxes. Note that after the New Year Rollover, when the school Calendar is added, holidays will automatically be reflected in the appropriate Class Calendars. A **Skip no-school dates** checkbox will be displayed if Class Calendars are being created for the current school year; check to skip holidays in the school Calendar.
9. The date range should start before school begins and end after school ends (it does not have to exactly match next year's school Calendar).
10. Press the **Add Dates** button. Note that Remove Dates is also available.

**Class Calendar Details**

Rcd ID	Academic Year	Short Title	Description
2	2023-2024	3	4

5 Save Cancel

6 Edit Calendar 7 Mass Select Dates Copy Calendar Push Calendar Options

Select Days

Mon	Tue	Wed	Thu	Fri
8 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9 08/07/2023 <input type="checkbox"/>			06/28/2024 <input type="checkbox"/>	
Any Monday before school begins		A Friday after the last day of school		
<input type="checkbox"/> Apply to previous days?				
<input type="checkbox"/> Remote/In Person				

10 Add Dates Remove Dates Close

# Creating Class Calendars: Copy, Push and More

- **Edit Calendar** can be used to modify dates manually.
- Admin users can copy a Class Calendar within the same school. **Recommendation:** if all Flex Periods meet on same dates (for example, MTWThF), use **Copy Class Calendar** to create a Class Calendar for each Flex Period:
  1. **Add** Class Calendar for first Flex Period.
  2. Press **Copy Class Calendar** button.
  3. **Enter a new Short Title:** match the appropriate “paired” Flex Period.
  4. Press **Copy Calendar**.
  5. Press **Change** button.
  6. Edit the **Description** to match the appropriate “paired” Flex Period.
  7. Press **Save**.
  8. Repeat for all Flex Period + Class Calendar pairs.
- Admin users can push the Class Calendars to other schools with the **Push Calendar Options** button.
- **Recommendation: for each Flex Period, make a corresponding Class Calendar.** If the Flex Period and Class Calendar pair each have the same **Short Title**, the pair is easily identified.



# Class Calendars Elementary Examples

- A Class Calendar was created for each Flex Period
- First example shows a Class Calendar for the all day Flex Period which will be used for attendance
- Second example shows a Class Calendar for a PE pullout

Example Class Calendar for Grade Level Primary Classes

Class Calendar Details				
Rcd ID	Academic Year	Short Title	Description	
144	2023-2024	AtTP1	Primary Classes - Grade Level Core	
<input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/>				
Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/> 6/26/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 6/27/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 6/28/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 6/29/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 6/30/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...
<input checked="" type="checkbox"/> 7/3/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/4/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/5/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/6/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/7/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...

Example Class Calendar for a Pullout (for example, PE) which meets on Monday, Wednesday, and Friday

Class Calendar Details				
Rcd ID	Academic Year	Short Title	Description	
145	2023-2024	PE2	PE for 2nd Graders	
<input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/>				
Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/> 6/26/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input type="checkbox"/> 6/27/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 6/28/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input type="checkbox"/> 6/29/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 6/30/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...
<input checked="" type="checkbox"/> 7/3/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input type="checkbox"/> 7/4/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/5/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input type="checkbox"/> 7/6/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/7/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...

## Class Calendars MS/HS Example

- A Class Calendar was created for each Flex Period
- At this school, P0 meets on Mondays, Tuesdays, Wednesdays, Thursdays, Fridays
- If at some point **during the school year**, this period will not meet on a school day, the Class Calendar checkbox for that date can be un-checked
  - If the change is on date in the past: put in a support ticket first!
  - If the change is for a date in the future, that is probably fine, but a support ticket wouldn't hurt.

Example Class Calendar for Period Meeting MTWThF

Class Calendar Details				
Rcd ID	Academic Year	Short Title	Description	
125	2023-2024	P0	Period 0	
<input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/>				
Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/> 6/26/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 6/27/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 6/28/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 6/29/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 6/30/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...
<input checked="" type="checkbox"/> 7/3/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/4/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/5/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/6/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/7/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...
<input checked="" type="checkbox"/> 7/10/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/11/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/12/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/13/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...	<input checked="" type="checkbox"/> 7/14/2023 <input type="checkbox"/> In Person <input type="checkbox"/> Remote Synchronous <input type="checkbox"/> Remote Asynchron...
<input checked="" type="checkbox"/> 7/17/2023 <input type="checkbox"/> In Person	<input checked="" type="checkbox"/> 7/18/2023 <input type="checkbox"/> In Person	<input checked="" type="checkbox"/> 7/19/2023 <input type="checkbox"/> In Person	<input checked="" type="checkbox"/> 7/20/2023 <input type="checkbox"/> In Person	<input checked="" type="checkbox"/> 7/21/2023 <input type="checkbox"/> In Person
<input type="button" value="Edit Calendar"/> <input type="button" value="Mass Select Dates"/> <input type="button" value="Copy Calendar"/> <input type="button" value="Push Calendar Options"/>				

# Custom Bell Schedules:

- Default Flex Periods were created, but now we've got to add the exceptions (minimum days, finals days, assembly days, conference days, etc.)
- **Don't make changes to Custom Bell Schedules that are currently in use (if your changes are for next year)**
- **Don't attach Custom Bell Schedules on the school's Calendar page until after the New Year Rollover: the data affects the current year**
- Do you use "exception" days of any kind? Minimum days, early release days, conference days, etc.
- **After the New Year Rollover and after next year's school Calendar (DAY table) has been created:**
  1. Create any Custom Bell Schedules you might need on the Bell Scheduler page
  2. If new Types are needed, create them on Update Code Table (BSD.TY field) (but any type will work – use the Title to identify what it is)
  3. On Flex Periods, under Bell Schedule Times, modify any Flex Period times that will be affected.
  4. Link the Custom Bell Schedule to each school date when the Custom Bell Schedule will be in effect.
    - Easiest place: Calendar page
    - Other option (not recommended): Bell Scheduler page
- On the Flex Periods page, adjust the Start/End times for each Flex Period for any applicable Custom Bell Schedule. If a Flex Period does not meet during a Custom Bell Schedule, you can set it to 12:00 AM – 12:00 AM for the appropriate Custom Bell Schedule on the Bell Scheduler page and/or un-check the date(s) on the corresponding Class Calendar.
- Custom Bell Schedules are not referenced in scheduling. They are only used for attendance purposes in the current school year.

# Examples

- Traditional bell schedule plus a Lunch period
- Traditional bell schedule plus two Lunch periods
- Complex bell schedule (A-Day/B-Day)
- Complex bell schedule (A-Day/B-Day variation)
- Complex bell schedule (A-Day/B-Day variation for My Old School)
- Complex bell schedule (Even Day/Odd Day)
- Complex bell schedule (Even Day/Odd Day variation)
- Complex bell schedule (Rotating Periods)
- Complex bell schedule (Staggered Start Times)



# Example: traditional bell schedule with periods 1-6, 0-6, 1-8, etc., plus one Lunch

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If Lunch is a course, then create a Flex Period for lunch.

Flex Period	Start/End Times	Class Calendar	Meeting Days
P0	7:05 – 7:55	P0	MTWRF
P1	8:00 – 8:50	P1	MTWRF
P2	8:55 – 9:45	P2	MTWRF
P3	10:05 – 10:55	P3	MTWRF
P4	11:00 – 11:50	P4	MTWRF
LUNCH	11:50 – 12:20	LUNCH	MTWRF
P5	12:25 – 1:15	P5	MTWRF
P6	1:20 – 2:10	P6	MTWRF
P7	2:15 – 3:05	P7	MTWRF

## Example: traditional bell schedule with periods 1-6, 0-6, 1-8, etc., plus two Lunches

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If Lunch is a course, then create a Flex Period for lunch.

Flex Period	Start/End Times	Class Calendar	Meeting Days
P0	7:05 – 7:55	P0	MTWRF
P1	8:00 – 8:50	P1	MTWRF
P2	8:55 – 9:45	P2	MTWRF
P3	10:05 – 10:55	P3	MTWRF
P4	11:00 – 11:50	P4	MTWRF
P5A	11:55 – 12:45	P5A	MTWRF
LUNCH2	12:45 – 1:15	LUNCH2	MTWRF
LUNCH1	11:50 – 12:20	LUNCH2	MTWRF
P5B	12:25 – 1:15	P5B	MTWRF
P6	1:20 – 2:10	P6	MTWRF
P7	2:15 – 3:05	P7	MTWRF

# Intermission: Lunch, Homeroom, Advisory, etc.

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To make a Course's sections not report to CALPADS, set the State Course Code (CRS.ID) = 6012 Non-State-Reported Course:

The screenshot shows the 'California Specific Fields' tab in a course management system. The 'State Course Code (for state reporting)' field is highlighted in yellow and contains the value '6012'. Below this field, a dropdown menu is open, showing a list of course codes. The selected code is '6012', with the description 'Non-State-Reported Course' and the category 'Non Classroom Based or Support Assignment'.

Code	Description	Category
6012	Non-State-Reported Course	Non Classroom Based or Support Assignment

The Section Staff Primary Teacher can be an Administrator or anyone in the Staff table. If the Course's State Course Code = 6012, the sections will not be extracted for CALPADS.

## Example: Complex Bell Schedule A-Day/B-Day

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Classes meet on alternate days. A-Day classes meet on one day; B-Day classes meet on the following day.

Flex Period	Start/End Times	Class Calendar	Week #	Meeting Days
1A	8:00 - 9:45	1A	1 2	M W F T R
1B	8:00 - 9:45	1B	1 2	T R M W F
2A	10:05 - 11:50	2A	1 2	M W F T R
2B	10:05 - 11:50	2B	1 2	T R M W F
LUNCH	11:50 - 12:20	LUNCH	Every Week	MTWRF
3A	12:25 - 2:10	3A	1 2	M W F T R
3B	12:25 - 2:10	3B	1 2	T R M W F

## Example: Complex Bell Schedule A-Day/B-Day Variation

Most courses meet every day, but two courses meet on alternate days (i.e.: PE/Elective). The courses that meet on alternate days could have sections every period. (Note: my school did this, only in 6<sup>th</sup> period for 6<sup>th</sup> Grade PE vs Tech/Exploratory sections. Alternating two weeks per section, instead of the MWF/TR alternation.)

Flex Period	Start/End Times	Class Calendar	Week #	Meeting Days	Flex Period	Start/End Times	Class Calendar	Week #	Meeting Days
1	8:00 - 8:50	1	Every Week	MTWRF					
1A	8:00 - 8:50	1A	1 2	M W F T R	1B	8:00-8:50	1B	1 2	T R M W F
2	8:55 - 9:45	2	Every Week	MTWRF					
2A	8:55 - 9:45	2A	1 2	M W F T R	2B	8:55 - 9:45	2B	1 2	T R M W F
3	10:05 - 10:55	3	Every Week	MTWRF					
3A	10:05 - 10:55	3A	1 2	M W F T R	3B	10:05 - 10:55	3B	1 2	T R M W F
4	11:00 - 11:50	4	Every Week	MTWRF					
4A	11:00 - 11:50	4A	1 2	M W F T R	4B	11:00 - 11:50	4B	1 2	T R M W F
5	12:25 - 1:15	5	Every Week	MTWRF					
5A	12:25 - 1:15	5A	1 2	M W F T R	5B	12:25 - 1:15	5B	1 2	T R M W F
6	1:20 - 2:10	6	Every Week	MTWRF					
6A	1:20 - 2:10	6A	1 2	M W F T R	6B	1:20 - 2:10	6B	1 2	T R M W F

## Example: Complex Bell Schedule Even Day/Odd Day Schedule

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Classes meet on alternate days. Even numbered periods meet on one day and odd numbered periods meet on the following day. This is very similar to an A-Day/B-Day schedule, but the periods are named differently.

Flex Period	Start/End Times	Class Calendar	Week #	Meeting Days
1	8:00 - 9:45	1	1 2	M W F T R
2	8:00 - 9:45	2	1 2	T R M W F
3	10:05 - 11:50	3	1 2	M W F T R
4	10:05 - 11:50	4	1 2	T R M W F
LUNCH	11:50 - 12:20	LUNCH		
5	12:25 - 2:10	5	1 2	M W F T R
6	12:25 - 2:10	6	1 2	T R M W F

## Example: Complex Bell Schedule with variation of an Even Day/Odd Day Schedule

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Even numbered periods meet on Monday, Wednesday, and Friday. Odd numbered periods meet on Tuesday, Thursday, and Friday. Since all classes meet on Friday, to avoid conflicts in scheduling the Friday bell schedule must be used for the Flex Period Start/End Time.

Custom Bell Schedules would be created for Even Days and Odd Days. In the school calendar (DAY table), the Custom Bell Schedule for Even Days would be linked to every Monday and Wednesday, and the Custom Bell Schedule for Odd Days would be linked to every Tuesday and Thursday.

Fridays will not have a Custom Bell Schedule. The Start/End time defined in the Flex Period will be used.

Flex Period	Start/End Times – Using Friday Bell Schedule	Class Calendar	Meeting Days	Start/End Times – Create Custom Bell Schedules for Even & Odd Days
1	8:00 - 8:50	1	T R F	8:00 - 9:45
2	8:55 - 9:45	2	M W F	8:00 - 9:45
3	10:05 – 10:55	3	T R F	10:05 – 11:50
4	11:00 – 11:50	4	M W F	10:05 – 11:50
LUNCH	11:50 – 12:20	LUNCH	MTWRF	11:50 – 12:20
5	12:25 – 1:15	5	T R F	12:25 – 2:10
6	1:20 – 2:10	6	M W F	12:25 – 2:10

## Example: Complex Bell Schedule with Rotating Periods

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On Monday, periods 1- 6 meet in order.

On Tuesday, the 2nd day of the week, the classes start with period 2, followed by periods 3, 4, 5, 6, and 1.

On Wednesday, the 3rd day of the week, classes start with period 3, followed by periods 4, 5, 6, 1, and 2.

On Thursday, the 4th day of the week, classes start with period 4, followed by periods 5, 6, 1, 2, and 3.

On Friday, the 5th day of the week, classes start with period 5, followed by period 6, 1, 2, 3, 4.

Holidays do not affect the schedule. If Monday is a holiday, then Tuesday of that week will start with period 2.

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
2	3	4	5	6
3	4	5	6	1
4	5	6	1	2
5	6	1	2	3
6	1	2	3	4

## Example: Complex Bell Schedule with Rotating Periods

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The Start/End times for each Flex Period will be based on the Monday bell schedule.

The Class Calendars indicate that the Flex Periods meet every day of the week.

Since the Flex Periods do not meet at the same time every day, Custom Bell Schedules will be used to show this variation.

Custom bell schedules will be created for Tuesday, Wednesday, Thursday, and Friday.

Each Custom Bell Schedule will be linked to the corresponding days in the school calendar (Day table).

Flex Period	Start/End Times – Monday Bell Schedule	Class Calendar	Meeting Days	Tuesday Bell Schedule	Wednesday Bell Schedule	Thursday Bell Schedule	Friday Bell Schedule
1	8:00 – 8:50	1	MTWRF	1:20 – 2:10	12:25 – 1:15	11:00 – 11:50	10:05 – 10:55
2	8:55 – 9:45	2	MTWRF	8:00 – 8:50	1:20 – 2:10	12:25 – 1:15	11:00 – 11:50
3	10:05 – 10:55	3	MTWRF	8:55 – 9:45	8:00 – 8:50	1:20 – 2:10	12:25 – 1:15
4	11:00 – 11:50	4	MTWRF	10:05 – 10:55	8:55 – 9:45	8:00 – 8:50	1:20 – 2:10
LUNCH	11:50 – 12:20	LUNCH	MTWRF	11:50 – 12:20	11:50 – 12:20	11:50 – 12:20	11:50 – 12:20
5	12:25 – 1:15	5	MTWRF	11:00 – 11:50	10:05 – 10:55	8:55 – 9:45	8:00 – 8:50
6	1:20 – 2:10	6	MTWRF	12:25 – 1:15	11:00 – 11:50	10:05 – 10:55	8:55 – 9:45

## Example: Complex Bell Schedule with Staggered Start Times

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As an example, 6th grade students start school 15 minutes after 7th & 8th grade students, and they have a different bell schedule and a different lunch period.

Flex Periods - 6 <sup>th</sup> Grade				Flex Periods – 7 <sup>th</sup> & 8 <sup>th</sup> Grade			
Flex Period	Start/End Times	Class Calendar	Meeting Days	Flex Period	Start/End Times	Class Calendar	Meeting Days
1-6TH	8:15 – 9:05	1-6TH	MTWRF	1-7/8	8:00 - 8:50	1-7/8	MTWRF
2-6TH	9:10 – 10:00	2-6TH	MTWRF	2-7/8	8:55 - 9:45	2-7/8	MTWRF
3-6TH	10:20 – 11:10	3-6TH	MTWRF	3-7/8	10:05 – 10:55	3-7/8	MTWRF
4-6TH	11:15 – 12:05	4-6TH	MTWRF	4-7/8	11:00 – 11:50	4-7/8	MTWRF
L-6TH	12:05 – 12:35	L-6TH	MTWRF	5-7/8	11:55 – 12:45	5-7/8	MTWRF
5-6TH	12:40 – 1:30	5-6TH	MTWRF	L-7/8	12:45 – 1:15	L-7/8	MTWRF
6-6TH	1:35 – 2:25	6-6TH	MTWRF	6-7/8	1:20 – 2:10	6-7/8	MTWRF

# Where to go for more information:

Documentation below is all from the Aeries support website:

<https://support.aeries.com>

Flex Periods documentation:

<https://support.aeries.com/support/solutions/articles/14000108676-flex-scheduling-flex-periods>

Class Calendars documentation:

<https://support.aeries.com/support/solutions/articles/14000108643-flex-scheduling-class-calendars>



# We value your feedback:



**Training: Flex Periods/Class Calendars**  
**Trainer: Carole Williams**



<https://survey.alchemer.com/s3/7443595/Aeries-Training-Survey>