

## FEATURES OF THE MODULAR SCHEDULE AT INCARNATE WORD HIGH SCHOOL



### SCHEDULE

The schedule at IWHS runs on a two week **CYCLE**. "M" week is the first week in the cycle and "A" week is the second. Each day is broken down into 17 time-periods called **MODS**. Mods are 20 minutes long, except the lunch Mods (8-12), which are 26 minutes. There is also a 3-minute pass between each Mod to allow students time to go from one class to the next. There are no bells to alert students to pass periods. Students pass silently from classroom to classroom throughout the day. The times for each mod are listed on the right hand side of the schedule so that the student has them for easy reference. Each day starts with morning Advisory at 8:00 a.m. (for roll-call, morning prayer, and announcements). Each student is assigned to an **ADVISORY** of about 20-25 girls of the same classification (i.e., all freshmen, all sophomores, etc.). After advisory, each student proceeds with her schedule for the day. Classes are 2 or 3 Mods in length. Students attend **CLASS** to listen to traditional lectures and participate in teacher-lead instruction. Students at IWHS take a recommended minimum of 5 courses and a recommended maximum of 7 courses. In many courses you will find freshmen through seniors. Most students take 6 or 7 courses. Assignments are given to students in the form of Learning Activity Packets (**LAPS**). A LAP is about 2 week's worth of work that should be completed at school during open labs and at for homework. A LAP may consist of reading assignments, worksheets, instructions for writing essays or other class projects. Each LAP has a deadline and students should plan their time wisely and not attempt to complete a LAP the day or night before it is due. They must spread the work over time and execute it daily. **ACTIVITY PERIOD** is a time when we can gather as a school is for special assemblies, liturgies, club meetings, or other business. It is scheduled for every other Tuesday (Tuesday "B", Mods 1-2). Each class level also has **RESERVE TIME** – 2 Mods which are dedicated to class meetings. Each grade level has a different time (Freshmen at one time, Sophomores at another time, etc.). After Mod 17, students convene in afternoon Advisory for announcements, prayer and attendance. Dismissal is at 3:20 p.m. Every other Friday (Friday "F") students are dismissed after Mod 14 (2:10 p.m.) so teachers can attend Faculty In-Service.

### OPEN LABS

The cornerstone of our modular system is the **OPEN LAB**. Open Labs are when a significant amount of learning takes place. This is *specifically not* referred to as "free time." During this time, the student must be in one of at least four places: the Library, Computer Lab, Testing Center, or an Open Lab classroom. The **LIBRARY** should be used for research, silent study, watching assigned audio-visual material, using reference materials, checking out books, etc. It is not designed as a study hall. Students take tests in the supervised **TESTING CENTER** during their Open Lab time to take tests or quizzes teachers have assigned. If a student needs to polish the English paper she has written, she may choose to go to her English Open Lab so that she can have more guidance in her revisions. She may choose to go to her math room to do her math work so that if she "gets stuck" on a problem, her teacher is there, ready to help. The emphasis here is that the student determines where she needs to best spend her time. She should plan her day the night before so that she is not in the halls deciding where to go during pass time. All students receive an **OPEN LAB AVAILABILITY CHART** showing which teachers are open each Mod of the cycle. If a student has difficulty understanding how to schedule her Open Lab time, her teacher and a guidance counselor can work closely with her until she is ready to schedule herself.

### PREPARING STUDENTS FOR COLLEGE AND BEYOND

It is important for students to be active in developing the skills and behaviors necessary to become academically successful. The nature of the modular schedule promotes the development of life success skills, such as time management, planning, prioritizing, and communication. Students are encouraged to maintain a productive dialog with their teachers and to communicate with them on a regular basis. This will serve them in college and life beyond. Students should not wait until they are having difficulty in their classes before talking to their teachers. They should discuss lessons and concepts, even if they think they understand. They must learn to use their time wisely and to actively monitor their successes and challenges, and then, seek out the many resources available to them. In this way, students become competent, responsible individuals. Delivering the curriculum through the modular schedule promotes the development of individual responsibility, the ability to prioritize tasks, and individual initiative in students.