

SCHOOL DAY AND WEEK SCHEDULE POLICY

CRITERIA FOR DEVELOPING THE SCHOOL SCHEDULE:

Our schedule will:

- Reflect our mission and belief statements.
- Give all students access to all classes, avoiding conflicting schedules of specialized classes and preventing any exclusion related to cultural background, physical abilities, socio-economic status, and intellectual status.
- Provide students with the learning time they need, including technology access to complete writing assignments and other learning activities.
- Support our Curriculum and Instructional Policies and the Goals/ Strategies of our School Improvement Plan.
- Allow teachers shared time to collaborate and plan on a regular basis.
- Facilitate teacher opportunities to switch teaching assignments to capitalize on different teachers' in-depth knowledge of specific topics.
- Facilitate teacher opportunities to adjust the length of class periods when needed to provide the best instruction.
- Promote reasonable and appropriate enrollments for all classes and appropriate numbers of pupils each teacher works with in the course of a day.
- Respect the beginning and ending times of the school day and school calendar year as established by the Board of Education.

PROCESS FOR DEVELOPING THE SCHOOL DAY SCHEDULE:

Annually, the principal will implement a school day schedule that includes any changes that have been adopted by the council.

The school day schedule will be reviewed each year using the following procedures:

- Review student performance data and survey data (if available) from students, parents, and staff on how well instructional time is being used.
- Review current time barriers to implementing needed practices and meeting student needs and ways the schedule might be changed to remove those barriers.
- Review advantages and disadvantages of various changes, focusing on the criteria listed in the first section of this policy.
- The principal will prepare a recommendation to the council on a schedule for the coming school year including changes (if any) for the council to consider. The principal's recommendation may include more than one option. This plan will be submitted to the council at the end of the school year.
- The council will adopt a schedule for the school year.

Policy Evaluation:

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Reference: KRS 160.345 Section 2(i) 4

POLICY EVALUATION

Date Adopted: _____

Date Reviewed or Revised: 1st reading ___12/16/08___ Council Chairperson's Initials: __FSC__

Date Reviewed or Revised: 2nd reading _____ Council Chairperson's Initials: __FSC__