

# SCHOOL SCHEDULE POLICY

Stonewall Elementary School

In order to comply with KRS160.345-2(i), Stonewall Elementary School will implement a school schedule policy.

1. Prior to the start of school each year, the principal or his/her designee, will develop a Master Schedule.
2. Input from the staff and parents is welcomed and may be used when designing the Master Schedule.
3. Each certified staff member will have duty free planning time which may or may not be consecutive minutes. Any time not involved in the direct supervision of students may be considered planning time. All certified staff should have approximately the same amount of duty free planning per day/week.
4. Priority will be given to providing teachers in a like grade a common planning time.
5. In addition to the Master Schedule, the principal or his/her designee will also produce Lunch, Band/Orchestra, and Recess Schedules.
6. All school schedules contained in this policy will be approved by the SBDM Council prior to the start of the school year. Any changes due to unforeseen reasons will be shared through consultation with the SBDM Council at the next SBDM meeting.
7. All school schedules will be shared with the entire Stonewall staff prior to the first day of school.

Adopted: February, 2006

Amended: March 18, 2014