

---

**ASHLAND ELEMENTARY SCHOOL**

---

# **SCHEDULING THE SCHOOL DAY AND WEEK POLICY**

Date Adopted: August 5, 2014

Date Reviewed or Revised: June 3, 2014

## PURPOSE

The following is the policy for scheduling the school day and week, subject to the beginning and ending times of the school day and calendar and transportation requirements established by the Board of Education.

## POLICY STATEMENT

The special class schedule will be developed by the principal or his/her designee with input by the faculty/staff. Consideration will be given to matching special class times with team teachers needing common planning times. A rotating schedule will be used to avoid excessive times missed due to school closings.

Each teacher is to be given a minimum of one planning time (special class) per day.

The daily instructional schedule will be created by the grade level team teachers in consultation with the principal.

The lunch schedule will be developed by the principal or his/her designee.

Extra duty assignments (bus duty, etc.) will be developed by the principal or his/her designee. All available staff members will share in the responsibility of arrival and dismissal of students to ensure the safety and welfare of the children.

Before and after school programs will be selected/approved on an annual basis by the principal with input from the SBDM Council.

Special class schedules will not be adjusted once they are set without input of the parties involved.