

## **HARRISON ELEMENTARY** **SBDM Assignment of School Time, Day, and Week**

The Principal, in consultation with the scheduling committee, shall develop and present to the council for approval a plan for the use of time during 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. The schedule shall consider the following criteria:

- Enhancement of student achievement
- Allocate time for literacy block to include the components of balanced literacy
- Allocate time for math including the components identified by other policies as essential to effective instruction including daily review, skills practice, and assessment
- Promote overall effective school management including equitable assignment of extra duties including arrival, dismissal, and cafeteria monitoring
- Promote collaboration and cooperation among all resource and itinerant teachers
- Allow full access to the curriculum for all students
- Provide for duty-free lunch for teachers
- Provide a daily planning period for all teachers
- Support MTSS goals including tier 2 and 3 services for reading and math

The Principal retains the right to make reasonable changes to the schedule without further SBDM consultation throughout the school year notwithstanding a change to the length of the school day and year.

### **Guidance for Schedule Development**

- To complete the scheduling process each year, the principal shall assemble a team including but not limited to the following team members: a representative of each grade level, resource area, special area, special education, and administration.
- The schedule should be developed each spring after the budget and staffing cycle is complete and before the last week of school.