

SCHOOL DAY AND WEEK SCHEDULE POLICY



CRITERIA FOR DEVELOPING THE MASTER SCHEDULE

Our schedule will:

1. Give all students access to all classes and prevent exclusion related to cultural background, physical abilities, socio-economic status, and intellectual status.
2. Provide students with the learning time they need, including technology access to complete writing assignments and other learning activities.
3. Promote efficiency and effectiveness, including protecting instructional time.
4. Allow all teachers equitable planning and time to collaborate.
5. Provide equitable access to effective teachers for all students, including opportunities for teachers to switch assignments to capitalize on in-depth knowledge of specific subjects.
6. Facilitate teacher opportunities to adjust the length of class periods when needed.
7. Promote reasonable and appropriate enrollments for all classes and appropriate numbers of pupils each teacher works with in the course of a day.
8. 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 MASTER SCHEDULE

Annually, the principal (or designee) will develop a master schedule for the school day after getting feedback on issues to address.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: _____

Date(s) Reviewed or Revised:

NOTES ON USING THIS POLICY

LEGAL REQUIREMENTS: The requirement is to have a policy. No sections are in ***bold italics*** because no specifics in the policy are required.

LAW IN A BOX:

SBDM Responsibility (SBDM Law — KRS 160.345)

(2)(i) The school council shall adopt a policy to be implemented by the principal in the following additional areas:

... 4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board ...