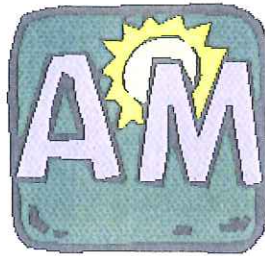


## SCHOOL DAY AND WEEK SCHEDULE POLICY



### CRITERIA FOR DEVELOPING THE SCHOOL SCHEDULE

Our schedule will:

1. Reflect our mission and belief statements.
2. Provide all students with equal opportunity to access all classes (when possible) avoiding conflicting schedules of specialized classes and preventing any exclusion related to cultural background, physical abilities, socio-economic status, and intellectual status.
3. Provide students with the learning time they need to develop the skills and content knowledge necessary for success in each class.
4. Facilitate appropriate decisions to give particular students expanded time and support for successful performance (such as independent study, additional time to work on a project or assignment, or other appropriate methods for the situation).
5. Support our Curriculum Policy, our Instructional Practices Policy, our equity and diversity commitments, and the Goals and Strategies in our School Improvement Plan.
6. Allow teachers shared time to collaborate and plan on a regular basis. [This time, as part of the practical living/career studies program, could include collaboration among external partners (e.g., postsecondary education partners, business and industry personnel, civic/community)]
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.

**Arts and Humanities**

Our schedule will:

- 1. Provide (when possible) all students access to all four arts disciplines— dance, drama, music, and visual arts.

**Practical Living and Career Studies:**

Our schedule will:

- 1. Provide (when possible) all students access to the four practical living areas —health education, physical education, consumerism, career studies.

**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:

- 1. No later than December, the climate committee will begin to discuss the current school schedule to determine if changes need to be addressed.
  - o Review student performance data and survey data (if available) from students, parents, and staff on how well instructional time is being used.
- 2. Based on the above work the committee will consult with the principal and make recommendations concerning schedule changes for the coming school year no later than the end of February.
- 3. No later than April, the principal (and/or designees) will prepare a schedule for the coming school year including changes (if any).
- 4. No later than May the principal will consult with the SBDM about any master schedule changes for the coming year.

**POLICY EVALUATION**

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

Date Adopted: \_\_\_\_\_

Date Reviewed or Revised: 4-18-16 Council Chairperson's Initials CH

Date Reviewed or Revised: \_\_\_\_\_ Council Chairperson's Initials \_\_\_\_\_