

SCHOOL DAY AND WEEK SCHEDULE POLICY

FLORENCE ELEMENTARY

CRITERIA FOR DEVELOPING THE SCHOOL SCHEDULE

Our schedule will:

1. Reflect our mission and belief statements.
2. Give all students access to all classes, 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.
4. Facilitate appropriate decisions to give particular students expanded time and support for successful performance.
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.
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.
9. When possible, our school schedule will provide all student access to the four arts and humanities areas – dance, drama, music, and visual arts.
10. When possible, our school schedule will provide all students access to the four practical living areas – health education, physical education, consumerism, and career studies.
11. Provide and protect adequate time for students to be actively involved in creating, performing and responding to the arts.

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. In March, the council will appoint an Ad Hoc Scheduling Committee (Principal, Assistant Principal, Guidance Counselor, and Instructional Coach) to complete the following tasks:
 - Brainstorm current time barriers to implementing needed practices and meeting student needs and ways the schedule might be changed to remove those barriers.

- Discuss advantages and disadvantages of various changes, focusing on the criteria listed in the first section of this policy.
2. During the April team leader meeting, the school day schedule will be discussed. The Scheduling committee and RTI Interventionist will be present at the meeting.
 3. In May, the Principal will prepare a recommendation to the council on a schedule for the coming school year including changes (if any). The Principal's recommendation may include more than one option.
 4. The council will consider the principal's recommendations and adopt a schedule in time to implement our Staff and Student Assignment Policies.

POLICY EVALUATION

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

Date Adopted: 11/20/11

Date Reviewed or Revised: 11/17/12 Council Chairperson's Initials CRW

Date Reviewed or Revised: 2/21/11 Council Chairperson's Initials JR