

**District: Boone County**

**School: Burlington Elementary**

**Council Policy #5.2**

**Standard: Resources**

## **POLICY TOPIC DESCRIPTION**

### **School Schedule**

## **POLICY STATEMENT**

### **Purpose**

The purpose of the *School Schedule Policy* is to provide a process for the development of the School Schedule that ensures that the schedule will enhance student learning.

### **Criteria for the Development of the School Schedule**

The development of the school schedule will take in account the following:

1. The principal, designee, or an appointed committee will develop the school schedule.
2. The schedule of the school day and week will be subject to the beginning and ending times of the school day as established by the local board.
3. The school schedule will reflect the school mission statement.
4. The school schedule will strive to provide students with the learning time they need.
5. The school schedule will provide students with the technology access they need to complete writing assignments and other learning activities.
6. The School Schedule will allow teachers shared time to collaborate and plan on a regular basis. Every attempt will be made to provide teachers in the same teaching team a common planning period.
7. The School Schedule will support our curriculum policy and our instructional practices policy.
8. The School Schedule will support the goals and strategies established in our Comprehensive School Improvement Plan.
9. The School Schedule will provide all students access to all specialized classes and prevent any exclusion related to cultural background, physical abilities, socio-economic status, and intellectual status.
10. The School Schedule will provide for a minimum 50% of the Library/Media Center to be an open Schedule.

**Process for School Schedule Development**

1. During the month of May, the principal (or designee) will elicit through the team leaders input concerning the schedule for the next school year.
2. The Principal (or designee) will develop a School Schedule that efficiently utilizes all available resources.
3. The Principal will report to Council a tentative School Schedule for the upcoming school year at the July General Meeting.
4. Following the July Council meeting and by the end of the second week of school, teachers will provide the principal with a copy of their daily class schedule to include the beginning and ending time of each class period and the subjects taught.
5. The Principal will report to Council the School Schedule with any adjustments that were made to the tentative schedule.

**Policy History:**

Date Adopted: August 14, 1996

By: Robert Warnick, Council Chairperson

Date Amended: March 22, 2005

Signature:   
Council Chairperson