

## **POLICY 15**

### **SCHOOL DAY AND WEEK SCHEDULE POLICY**



#### **CRITERIA FOR DEVELOPING THE SCHOOL SCHEDULE**

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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, including technology access to complete writing assignments and other learning activities.
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. Facilitate teacher opportunities to switch teaching assignments to capitalize on different teachers' in-depth knowledge of specific topics.
8. Facilitate teacher opportunities to adjust the length of class periods when needed to provide the best instruction.
9. Promote reasonable and appropriate enrollments for all classes and appropriate numbers of pupils each teacher works with in the course of a day.
10. 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.
2. Provide and protect adequate time for students to be actively involved in creating, performing, and responding to the arts.
3. Avoid (when possible) scheduling single-section courses in the arts against single-section courses in required subjects.

## **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**

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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 December, the council will appoint an Ad Hoc Scheduling Committee made up of representatives from each department or team (or charge a standing committee) to complete the following tasks:
  - Review student performance data and survey data (if available) from students, parents, and staff on how well instructional time is being used. Practical Living & Career Studies: *(In middle and high school)* Before approval of the master schedule, SBDM Councils should ensure use of data generated from ILP reports in determining Practical Living / Career Studies courses offered. An attempt will be made to include a variety of offerings related to PL/CS.
  - 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. In February, committees will notify the group charged with scheduling if recommendations they have made or are considering would have schedule implications.
3. 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 April.
4. No later than the 1<sup>st</sup> of May, the principal (and/or designees) will prepare a schedule for the coming school year including changes (if any).

**POLICY EVALUATION**

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

Date Adopted: April 17, 2012

Date Reviewed or Revised: May 16, 2017 Council Chairperson's Initials JS

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