

3.2 Staff Time Assignment Policy

CRITERIA FOR DEVELOPING THE MASTER SCHEDULE

Our schedule will:

1. Give all students opportunities 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.
2. Promote efficiency and effectiveness including protecting instructional time.
3. Allow teachers equitable planning and time to collaborate on a regular basis (including collaboration among teachers in program review areas).
4. Promote reasonable and appropriate enrollments for all classes and appropriate numbers of pupils each teacher works with in the course of a day.
5. 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, with input from from designees, will develop a master schedule for the school day that includes any identified or needed changes. The following procedures will be used:

1. Review student performance data and other input from staff on how well instructional time is being used and what changes (if any) are needed.
 - Brainstorm current time barriers to implementing needed changes 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. Based on the above work those involved will consult with the principal and make recommendations concerning schedule changes for the coming school year no later than June 1st.
3. No later than July 30th the principal will report as an FYI item to the council on the schedule for the coming year.

Amended: 8/13/21

Principal: *James Ray (SBDM Council)*