

BUCKNER ELEMENTARY SCHOOL COUNCIL POLICY

DETERMINATION OF THE SCHEDULE OF THE SCHOOL DAY AND WEEK

1006

TOPICS

STATEMENT

a. Scheduling  
(defined)

Scheduling shall mean the development of a master plan for using time within the school day set by the state and the Board of Education and the use of time over a span of one week, one grading period, and/or one semester.

b. Standing  
Committee

The standing School Climate committee shall be responsible for developing a proposed daily/weekly schedule determining times for activities, lunch, related arts, and other schedules as assigned by the Council. The committee shall present all proposed schedules or schedule changes to the staff for input.

The School Climate committee shall submit any schedules to the Council for approval. Upon approval, the committee, with the assistance of the Principal, shall be responsible for disseminating the schedule to all staff members. The principal shall assign staff members to grade level assignments and duties.

This School Climate committee shall be responsible for reviewing and recommending changes to the school schedule each spring.

c. Criteria

The criteria to be met in scheduling shall include:

1. Promoting teacher effectiveness to the fullest.
2. Reflecting appropriate use of the six-hour instructional day.
3. Providing time for shared instructional planning.
4. Complying with individual contracts and job descriptions.
5. Complying with all federal, state, and Board regulations.
6. Supporting the school's instructional goals and program.

d. Monitoring

The Council shall monitor the school's schedule with assistance from the School Climate committee and make changes whenever necessary to improve the schedule.