

COUNCIL POLICY

DISTRICT: Washington

SCHOOL: North

TITLE

Schedule of the Day and Week

KRS 160.345(2)(1)4

POLICY STATEMENT

Purpose:

The *Schedule of the Day and Week* policy ensures that all students are provided equitable access to all components of the school's curriculum within the master class schedule and aligns with North Washington Elementary School's mission and vision statements.

Procedures:

Our schedule will:

- Reflect our mission and belief statements.
- 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.
- Provide students with the learning time they need, including technology access to complete assignments and other learning activities.
- 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).
- Support our Curriculum Policy, Instructional Practices Policy, our equity and diversity commitments, and the Goals of the School Improvement Plan.
- Allow teachers shared time to plan and collaborate on a regular basis.
- Facilitate teacher opportunities to switch teaching assignments to capitalize on different teachers' knowledge to specific topics.
- Facilitate teacher opportunities to adjust the length of class periods when needed to provide the best instruction.
- Promote reasonable and appropriate enrollments for all classes and appropriate numbers of pupils each teacher works with in the course of a day.
- 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 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:

- The principal will work with grade-level teams, including regular and special education teachers, as well as early literacy and math intervention teachers, to brainstorm current time barriers to implementing needed practices and meeting student needs.
- Grade-level teams will submit recommendations to the principal in May. The principal will work with Assistant Principal and Guidance Counselor to develop Day Schedules across all grade levels.
- Day Schedules will be submitted to Council by July meeting. If council does not accept schedules as presented, schedules will be sent back to committees for revision.

Protection of Instructional Time: Teachers shall begin each period on time and engage students throughout the class period. All schoolwide intercom announcements, except emergencies, shall be done during the homeroom period. Activities that reward or punish students will not be conducted during instructional time unless those activities are strongly supported by the curriculum and the instructional programming within the school.

Common Planning and Professional Learning Time: All teachers shall be given one period daily for planning and professional learning. When possible, common planning will be provided for each grade level.

Evaluation:

Annually the school council shall review student achievement data and adjust the Schedule of the Day and Week to meet the priority needs of students.

Date Adopted: 2/23/2004

Most Recent Review: August 2023