

# SCHOOL DAY AND WEEK SCHEDULE POLICY



## CRITERIA FOR DEVELOPING THE MASTER SCHEDULE

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Our schedule will:

1. 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.
2. Provide students with the learning time they need, including technology access to complete writing assignments and other learning activities.
3. Promote efficiency and effectiveness, including protecting instructional time.
4. Allow all teachers equitable planning and time to collaborate on a regular basis.
5. Provide equitable access to effective teachers for all students, including opportunities for teachers to switch assignments to capitalize on in-depth knowledge of specific subjects.
6. Facilitate teacher opportunities to adjust the length of class periods when needed.
7. Promote reasonable and appropriate enrollments for all classes and appropriate numbers of pupils each teacher works with in the course of a day.
8. ***Respect the beginning and ending times of the school day and school calendar year as established by the local board of education.***

## PROCESS FOR DEVELOPING THE MASTER SCHEDULE

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Annually, the principal or designee will use input from faculty, staff, students, and families to develop a master schedule for the school day that includes any needed changes. The following procedures will be used:

1. Review student performance data, survey data (if available) from students, parents, and staff, 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. Consider pertinent data from programs outside the regular classroom — arts, health, vocational studies, etc. — to determine changes needed or extra time needed in these areas.

3.—(Middle and High School) Student class requests will be given priority as possible.

**TIMELINE**

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 the end of February.

By the 1<sup>st</sup> of April, the principal (and/or designees) will prepare a schedule for the coming school year including changes (if any) and notify the staff.

No later than July 15<sup>th</sup> the principal will report as an FYI item to the council on the schedule for the coming year.

**POLICY EVALUATION**

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We will evaluate this policy through our annual policy review process.

Date(s) Adopted, Reviewed, or Revised:

Revised **September 2023**

**LEGAL REQUIREMENTS:**

- This policy is required by law.
- ***Bold italics*** (above) show language directly from the law.
- Your policy can meet the requirements in ways that differ from KASC’s samples, but your policy language can’t contradict the law.

**LAW IN A BOX:**

**SBDM Responsibility** (SBDM Law — KRS 160.345)

*(2)(i) The school council shall adopt a policy that shall be consistent with local board policy and shall be implemented by the principal in the following additional areas:*

*... 4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board ...*