

SCHOOL DAY AND WEEK SCHEDULE POLICY



CRITERIA FOR DEVELOPING THE MASTER SCHEDULE

Our schedule will:

1. Give all students access to all classes, avoiding conflicting schedules of specialized classes where possible 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 all teachers equitable planning and time to collaborate on a regular basis.
4. 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

Annually, the principal, and/or 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 requests and teacher recommendations, performance data, and other input from staff, if necessary and as needed.
2. Student class requests and teacher recommendations will be given priority as possible.
3. Based on the above work, those involved will consult with the principal and make recommendations concerning schedule changes for the coming school year.
4. The principal (and/or designees) will prepare a schedule for the coming school year including changes (if any) and notify the staff.
5. The principal will report as an FYI item to the council on the schedule for the coming year.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: _____

Date Reviewed or Revised: 2/19/2020

Date Reviewed or Revised: 8/5/2020

Date Reviewed or Revised: 2/17/2021

Date Reviewed or Revised: 3/16/2022

Date Reviewed or Revised: 2/15/2023

Date Reviewed or Revised: 3/15/2023

Date Reviewed or Revised: 2/21/2024

Date Reviewed or Revised: 2/19/2025

Council Chairperson's Initials: _____

Council Chairperson's Initials: _____

Council Chairperson's Initials: _____

Council Chairperson's Initials: _____

Council Chairperson's Initials: _____

Council Chairperson's Initials: _____

Council Chairperson's Initials: _____

Council Chairperson's Initials: DWV