OE-10 STRUCTURE OF SCHOOLS
Policy Type: Operational Expectation

Annual Monitoring Report - September 26, 2024

The Board believes that all students should have the benefit of an effective and efficient learning environment that offers a balance between academic and co-curricular activities while safeguarding student health.

The Superintendent certifies that the District is in compliance with OE-10 with no exceptions.

The Superintendent shall maintain a K-12 structure of schools that ensures an effective environment that supports challenging and relevant opportunities for all students to achieve at levels defined in the Board's Results policies.

The Superintendent will:

10.1 Adopt a district calendar for the school year that best serves the learning needs of students and achieves the Board's Results policies.

Interpretation:
The district has an existing collective bargaining agreement requiring the annual calendar to be negotiated with Issaquah Education Association (IEA) and this practice is supported by Washington State Public Education Relations Commission (PERC). I interpret this policy to require the administration to identify calendar elements that impact student learning in partnership with the Board, and in consideration of staff and family input, and work through negotiations process toward a series of calendars.

Evidence of Compliance:
Issaquah School District (ISD) and Issaquah Education Association (IEA) agreed on school calendars for three school years through 2025-2026 which were ratified on 11/10/22.

10.2 Select bell times that meet District and state requirements while considering students' instructional (academic) needs, co-curricular and extra-curricular activities, and health and well-being at a reasonable cost.

Interpretation:
I interpret this to mean that the district has bell times for the start and end of the day that meet state requirements for instructional minutes as required under the Basic Education Act (BEA). The bell times allow for dedicated time for announcements and additional student support in the form of morning circle, homeroom, and flex time. This ensures that building schedules can minimize interruptions to the academic program while balancing the student health needs, well-being, co-curricular and extra-

curricular activities at a reasonable cost to the system. It is within the district's purview to make the case for changes to our bell times pending Board approval for any significant secondary school schedules and provided the changes meet the parameters outlined in EL-10.

Evidence of Compliance:
The attached BEA Compliance Report shows that the bell times for ISD schools meet state requirements.

ISD BEA Compliance Report 2023-24
ISD BEA Compliance Report Detail 2023-24
Every building schedule allows time for students needs to be met through welcome activities, Social Emotional Learning (SEL) lessons, co-curricular and extracurricular activities.

Tier 1 SEL activities vary across levels and are in place to support overall student well-being. K-8 activities include 15 consistent Second Step lessons. Embedded SEL activities were delivered at the high schools. In 2023-24 the focus areas were Self Awareness and Self-Management.

Clubs and activities at the schools are in place to support opportunities for connection and engagement and are offered in ways that do not interrupt the learning program. Specific occasions such as regional music competitions, and elementary field trips may impact class time, and these are carefully considered to evaluate the impact versus cost of the activity. Typically, club and activity events occur after school. Generally, the schedule for daily co-curricular activities such as practice or club meetings occurs after school. High school students involved in competitive activities such as DECA, Robotics, etc., may miss school time for annual contests. Field trips scheduled during the school day are vetted by the principals and follow district Regulation 2320 and the corresponding Procedure 2320p. These provide guidance for the types of activities that warrant missing class time.

Extra-curricular athletics at the middle school level do not result in missed class time, as these activities occur after school and away game travel is limited to district schools. Typically, high school athletic practices are outside of the school day. Occasionally, student athletes may miss class time at the end of the day to travel to away meets. High school student athletes who play in playoff games and matches may miss school for these events.

The Superintendent will not:

10.3 Allow instructional time for students to be interrupted by unnecessary intrusions, by unnecessary teacher time out of the classroom, or by activities that can be scheduled during other times.

Interpretation:
I interpret this to mean that district administrators and principals develop and communicate guidelines and protocols that minimize interruptions to classroom instruction and teacher absence. I further interpret this to mean that student activities are scheduled intentionally and professional learning for teachers is vetted and approved.

Evidence of Compliance:
To provide professional development opportunities for all staff, while setting a tone of maximizing instructional time, district leadership coordinates district-wide professional development, fully using non-student days in August, October, and January. Professional development delivered on non-student days for the 2023-24 school year included; technology training, Middle School Social Institute Training

(our adopted digital citizenship and safety curriculum), training on cultural competency, diversity, equity and inclusion (7-hours required by the state), annual mandatory training to ensure safe and inclusive schools, and a WEA training on setting culturally responsive student growth goals as part of the teacher evaluation system.

Mandatory professional development for specific groups must be delivered within the workday to ensure the content is both aligned to district priorities and is research-informed, utilizes best practices, and can be delivered with fidelity across the district. District release days for mandatory professional development is generally limited to 35 substitutes per school day. Optional professional development in the form of after-school meetings, book studies, and virtual training opportunities remain a component of the overall district professional development plan and are offered outside of the school day.

No more than 25 certificated classroom staff may use personal leave on a Friday, on a day before or after a major break, or on a workday before or after a district-recognized holiday. Staff members not requiring a sub are not counted in the limit of 25. Certificated staff may be refused a request for personal leave on the first five and last five student days of the school year. Messages to staff about procedures are routinely sent, as an example, here is a message from HR on 9/9/24

Certificated and classified staff are allowed access to their available sick leave and other state and federal leaves for which they may be eligible. (Note: Labor and Industries' rulings have prevented HR staff from addressing patterns of staff absence. If staff have the leave, short of prove-able, fraudulent use, they may use the time.) In 2023-24, HR staff facilitated the coverage of 140 long-term leaves by 91 certificated subs.

10.4 Change the basic grade level configuration of schools (K-5 elementary schools, 6-8 middle schools, and 9-12 high schools) used in the District without Board approval.

Interpretation:
I interpret this to mean that the Board approves the grade level configuration of schools.

Evidence of Compliance:
There were no changes to the grade level configuration of schools in the 2023-2024 school year.

10.5 Make significant changes to any secondary school building schedule configuration (e.g. block schedule, 6-period day, semester or trimester schedule) without Board approval.

Interpretation:
I interpret this to mean that the Board approves significant changes to secondary school building configurations supported by input, research and recommendations provided by the district.

Evidence of Compliance:
In 2023-24, no changes were made to any secondary school building schedule configurations. All comprehensive high schools are on a 7-period day schedule.

Board Acceptance: 10-10-2024