

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 and preventing any exclusion related to cultural background, physical abilities, socio-economic status, and intellectual status.
2. **At the start of each day Gallatin Co. HS will have a “moment of silence/reflection” lasting between 1 & 2 minutes at the end of daily announcements.**
3. Provide students with the learning time they need, including technology access to complete writing assignments and other learning activities.
4. Promote efficiency and effectiveness, including protecting instructional time.
5. Allow all teachers equitable planning and time to collaborate on a regular basis.
6. 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.
7. Facilitate teacher opportunities to adjust the length of class periods when needed.
8. Promote reasonable and appropriate enrollments for all classes and appropriate numbers of pupils each teacher works with in the course of a day.
9. 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 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. 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 1st 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 June 30th the principal will report as an FYI item to the council on the schedule for the coming year.

POLICY EVALUATION

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

Date(s) Adopted, Reviewed, or Revised:

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 ...

GCHS 2025-2026 Daily Schedule

Staff report 7:30
Doors open to students 7:30
Period 1- 7:55-8:56
Period 2- 9:00-9:55
Period 3- 9:59-10:54
Period 4- 10:58-11:43
 ATC Lunch- 11:02-11:25- Load Bus 11:30
 Lunch A- 11:50-12:13
 Lunch B- 12:17-12:40
Period 5- 11:47-1:10
Period 6- 1:15-2:10
Period 7- 2:15-3:10
Staff dismissal 3:30

Alternative Daily Schedule

Cancellation

In the event school is canceled, the Superintendent will determine if any school-sponsored events are possible later in the day/evening. That decision will be made only by the Superintendent and communicated to the necessary stakeholders. (In the event that school-sponsored activities can take place, it should have an "optional" designation. No child should be punished if they cannot make it to that activity.)

One Hour Delay Staff report 8:30

We will operate on normal times cutting out period 1.
cutting out periods 1 & 2.

Two-Hour Delay Staff report 9:30

We will operate on normal times

NTI Teachers Reporting Plan:

Teachers report to GCHS by 8:40, beginning 1st period Google Meets by 9:00 AM.

If you cannot be present, a sick day/personal day should be requested in FrontLine

- Communicate the following with students regularly in anticipation of NTI Events.
- Student work for the day posted in Google Classrooms
- Link for Google Meets posted for each class period
- Teachers will be available for Google Meets according to the following schedule:
 - 1st 9:00-9:40
 - 2nd 9:45-10:25
 - 3rd 10:30-11:10
 - 4th 11:15-11:55 (Lunch 11:55-12:25)
 - 5th 12:30-1:10
 - 6th 1:15-1:55
 - 7th 2:00-2:45
- Collect samples of student work submission
- During the 40 minute period, there should be 10 minutes of direct instruction, time for students to work, and the teacher will be available via Google Meets for the duration of the period.

NTI Working from Home Plan:

Teachers will not report to GCHS but will host Google Meets from home (please use proper etiquette for dress and backgrounds). Follow the same time schedule. If you cannot host a Google Meet remotely, you must put in either a personal or sick day. Teachers will be available to assist students during the entire period.

Early Dismissal

	Depart	Return
ATC	8:05/ 11:30	11:25/ 3:00
JCTC	11:30	3:00
I-Lead	8:05	3:00

Considerations for students at I-Lead, JCTC, and Carroll Co. ATC will have to be made to ensure their safe transportation to and from those locations. In the event of an Early Dismissal, accommodations would have to be made to get all students back to GCHS or to hold students in the afternoon sessions from the 11:25 (end of their lunch) until the dismissal. All after school events will be canceled when the determination is made to dismiss school early.