

## HARMONY ELEMENTARY SCHOOL COUNCIL POLICY

Schedule of the Day and Week 4011  
[KRS 160.345(2)(i)4]

**Purpose:** The Schedule of the Day and Week Policy for Harmony Elementary School ensures that all students are provided equitable access to all components of the school's curriculum within the master class schedule and aligns with Harmony Elementary School's mission and vision statement.

**Procedures: Length and Number of Class Periods:** Harmony Elementary will have an instructional day from 7:40am - 2:20pm, Monday-Friday as follows:

*Please see attached:*

[Harmony Elementary Schedule](#)

**Protection of Instructional Time:** Teachers shall begin each period on time and engage students throughout the class period. All schoolwide broadcast announcements, except for emergencies, shall be done at the beginning or end of the day. 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. Once weekly, this common planning time will be for PLC and will be structured with an agenda and minutes. Non-core teachers will participate in professional learning with the department in which it shares the common planning time.

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

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Proposed – Harmony Elementary School Council – November 2019

Reviewed & Revised – Harmony Elementary School Council – January 2025