

Policy: SCHOOL DAY AND WEEK SCHEDULE

A. CRITERIA FOR DEVELOPING THE MASTER SCHEDULE

1. Our schedule will:
 - a. 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.
 - b. Provide students with the learning time they need, including technology access to complete writing assignments and other learning activities.
 - c. Promote efficiency and effectiveness, including protecting instructional time.
 - d. Allow all teachers equitable planning time and time to collaborate on a regular basis.
 - e. 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.
 - f. Facilitate teacher opportunities to adjust the length of class periods when needed.
 - g. Promote reasonable and appropriate enrollments for all classes and appropriate numbers of pupils each teacher works with in the course of the day.
 - h. Respect the beginning and ending times of the school day and school calendar as established by the Board of Education.

B. PROCESS FOR DEVELOPING THE MASTER SCHEDULE

1. Annually, the Principal, with input from the committee members and help if necessary from designees, will develop a master schedule for the school day that includes any identified or needed changes. The following procedures will be used:
 - a. Review student performance data, survey data (if available) from students, parents/guardians, and staff, and other input from staff on how well instructional time is being used and what changes (if any) are needed.
 - i. Brainstorm current time barriers to implementing needed changes and meeting student needs and ways the schedule might be changed to remove those barriers.
 - ii. Discuss advantages and disadvantages of various changes, focusing on the criteria listed in the first section of this policy.
 - b. Consider pertinent data from programs outside the regular classroom: Visual and Performing Arts (VPA), Practical Living & Career Studies (PLCS), Global Competency & World Language (GCWL), and Writing to determine changes needed or extra time needed in these areas.
 - c. Student class requests
 - d. Based on the above work, those involved will consult with the principal and make recommendations concerning schedule changes for the coming year no later than the end of February.
 - e. By the 1st of April, the Principal (and/or designee) will prepare a schedule for the coming school year including changes (if any) and notify staff.
 - f. No later than the August SBDM meeting the Principal will report as an FYI item to the council on the schedule for the coming year.

C. POLICY EVALUATION

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

First Reading Date: February 21, 2022

Second Reading and Approval Date: March 21, 2022

Reviewed: 02/03/2025 J. Dodd

Reviewed: 02/02/2026 J. Dodd