SCHOOL-BASED DECISION MAKING POLICY

School: **Okolona Elementary School**

Subject of the Policy: **#15 – School Schedule**

Policy Statement
Administration in collaboration with ECE and ELD teachers will develop the master schedule for the school with input from staff members. The master schedule will be reviewed by LLT and then all certified teachers, including special areas teachers, to address any comments and/or concerns before implementation.

The master schedule will include the following:

- Coordinating set blocks of time for teaching core content
- Coordinating a lunch schedule for appropriate classes
- Coordinating a special area schedule for appropriate classes
- Providing equitable planning time for all teachers
- Attempting to provide common planning time for each team
- Providing equitable learning time to meet the individual needs of **all** students
- Respecting the beginning and ending times of the school day and school calendar year as established by the local board of education.
- Including the legally required moment of silence or reflection during the first class of the day. The moment must be at least one minute and not more than two minutes.

The committee will provide the schedule to the principal for approval by the SBDM Council by June 30 of each year. Any subsequent additions or amendments to the master schedule shall be the responsibility of the principal and be based on the needs of the students.

First Reading: 10/22/15 **Second Reading: 11/19/15** **Adopted: 11/19/15**

Revised: 2/28/18 **Revised: 3/24/21**

First Reading: 02.28.24 **Second Reading: 03.27.24** **Adopted: 03.27.24**

First Reading: 04.29.26 **Second Reading: 05.13.26** **Adopted: 05.13.26**

Signature: _____

(SBDM Council Chairperson)