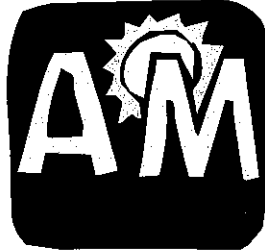


# SEBASTIAN ELEMENTARY SCHOOL

## SCHOOL DAY AND WEEK SCHEDULE POLICY



### CRITERIA FOR DEVELOPING THE SCHOOL SCHEDULE

Our schedule will:

1. Reflect our mission and belief statements.
2. 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.
3. Provide students with the learning time they need, including technology access to complete writing assignments and other learning activities.
4. Facilitate appropriate decisions to give particular students expanded time and support for successful performance (such as independent study, additional time to work on a project or assignment, or other appropriate methods for the situation).
5. Support our Curriculum Policy, our Instructional Practices Policy, our equity and diversity commitments, and the Goals and Strategies in our School Improvement Plan.
6. Allow teachers shared time to collaborate and plan on a regular basis if possible.
7. Facilitate teacher opportunities to switch teaching assignments to capitalize on different teachers' in-depth knowledge of specific topics.
8. Facilitate teacher opportunities to adjust the length of class periods when needed to provide the best instruction.
9. Promote reasonable and appropriate enrollments for all classes and appropriate numbers of pupils each teacher works with in the course of a day.
10. Respect the beginning and ending times of the school day and school calendar year as established by the Board of Education.

## **Arts and Humanities**

Our schedule will:

1. Provide (*when possible*) all students access to all four arts disciplines— dance, drama, music, and visual arts.
2. Provide and protect (*when possible*) adequate time for students to be actively involved in creating, performing, and responding to the arts.
3. Avoid (*when possible*) scheduling single-section courses in the arts against single-section courses in required subjects.

## **Practical Living and Career Studies:**

Our schedule will:

1. Provide (*when possible*) all students access to the four practical living areas —health education, physical education, consumerism, career studies (including time for work on the Individual Learning Plan (ILP) for 6<sup>th</sup> – 12<sup>th</sup> grade).

## **PROCESS FOR DEVELOPING THE SCHOOL DAY SCHEDULE**

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Annually, the principal will implement a school day schedule that includes any changes that have been adopted by the council.

The school day schedule will be reviewed each year using the following procedures:

1. In April, a committee will convene, the group will be charged with scheduling based upon the next year allocations and recommendations they determine are needed and/or consider would have positive schedule implications.
2. Based on the above work the committee will consult with the principal and make recommendations concerning schedule changes for the coming school year no later than the end of May.
3. No later than the July meeting of the SBDM, the principal (and/or designees) will prepare a schedule for the coming school year including changes (if any) and report as an FYI item to the council on the schedule for the coming year.

## **POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: 9-17-12

Date Reviewed or Revised: 1-30-14 Council Chairperson's Initials RGC

Date Reviewed or Revised: 11-17-14 Council Chairperson's Initials RGC

Date Reviewed or Revised: Council Chairperson's Initials WCN