



Simons Middle School



18.0 – School Day and Week Schedule

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. Provide students with the learning time they need, including technology access to complete writing assignments and other learning activities.
3. Promote efficiency and effectiveness, including protecting instructional time.
4. Provide opportunities and allocate time for teachers to collaborate and exchange ideas.
5. Allow 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 Board of Education.
10. Ensure protected time for visual and performing arts instruction and performance, building practical living knowledge and skills (health education, physical education, consumerism, and career studies), exposure to global competency and world languages, and intentional writing instruction and experiences.
11. Allocate regular and consistent time within the school calendar for teachers to collaborate on programmatic improvements and exchange ideas.

DEVELOPING THE MASTER SCHEDULE

Annually, the principal, with input from 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:

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 data from Visual and Performing Arts, Practical Living & Career Studies, Global Competencies, and Writing Assessment Scores to determine changes or extra time needed in these areas.
3. 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 the school year.
4. By the July SBDM Meeting, the principal (and/or designees) will prepare a schedule for the coming school year including changes (if any) and notify the staff.
5. No later than opening day the principal will report as an FYI item to the council on the schedule for the coming year.



Simons Middle School



Parent Involvement Cont.


POLICY EVALUATION

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

First Reading: January 22, 2018

Second Reading: February 19, 2018

Date Adopted: February 19, 2018

Signature: 

Date Reviewed or Revised: _____

Council Chairperson's Initials: _____

Date Reviewed or Revised: _____

Council Chairperson's Initials: _____