**SCHOOL – BASED DECISION MAKING**

**P O L I C Y**

**School:** Nancy Elementary School

**Subject of Policy:** Determination of the School Schedule of the Day and Week

**Policy Statement**

1. Scheduling (defined):

Scheduling shall mean the development of a master plan for using time within the school day set by the state and local Board of Education and the use of time over a span of one week, one grading period, and / or one semester.

1. Standing Committee:

A scheduling standing committee, consisting of the Principal, Guidance Counselor, Curriculum Specialist and a representative from both the primary and intermediate grades and a special class representative shall be formed and shall be responsible for creating a daily schedule, determining times for each class to use the library, computer lab, gym for physical education, music time, lunch and playground.

Ad hoc committee consisting of the Principal, Guidance Counselor, Curriculum Specialist shall be formed to be responsible for scheduling breakfast duty, bus duty, special programs, and other scheduling problems that may arise. The ad hoc committees shall submit their scheduling proposals to the standing committee.

The standing committee shall submit any schedule to the council for approval. Upon approval, the committee shall be responsible for disseminating the master schedule to all faculty members. This committee shall be responsible for reviewing and changing the school schedule as needed.

1. Criteria:

The criteria to be met in scheduling shall include:

1. Promoting teacher effectiveness to the fullest
2. Reflecting appropriate use of the six-hour instructional day
3. Providing time for instructional planning
4. Complying with individual contracts and job descriptions
5. Complying with all federal, state, and Board regulations
6. Supporting the school’s instructional goals, programs, and service concepts
7. Monitoring:

The council shall monitor the school’s schedule with assistance from the scheduling committee and make changes whenever necessary to improve the schedule.

**Date of First Reading: February 4, 2010**

**Date of Second Reading: March 2, 2010**

**Date Adopted: March 2, 2010**

**Signature: Original signature by Shane Hansen \_\_\_\_\_\_\_\_**

(SBDM Council Chairperson)