

District: Covington Independent School District
School: Glenn O. Swing Elementary

SCHOOL SCHEDULE POLICY

Mission Statement

It is the mission of Glenn O. Swing Elementary to provide students with opportunities that promote high levels of achievement and building a community that inspires students to give back and love learning.

Policy Statement

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. Support our Curriculum Policy, our Instructional Practices Policy, our equity and diversity commitments, and the Goals and Strategies in our School Improvement Plan.
4. Allow teachers shared time to collaborate and plan on a regular basis.
5. Facilitate teacher opportunities to switch teaching assignments to capitalize on different teachers' in-depth knowledge of specific topics.
6. Facilitate teacher opportunities to adjust the length of class periods when needed to provide the best instruction.
7. Promote reasonable and appropriate enrollments for all classes and appropriate numbers of pupils each teacher works with in the course of a day.
8. 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 during specials) all students access to all four arts disciplines— dance, drama, music, and visual arts.
2. Provide and protect adequate time for students to be actively involved in creating, performing, and responding to the arts.

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Practical Living and Career Studies:

Our schedule will:

1. Provide (when possible during specials or counseling sessions) all students access to the four practical living areas —health education, physical education, consumerism, career studies.

PROCESS FOR DEVELOPING THE SCHOOL DAY SCHEDULE

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. As needed each year, the principal/designee will assemble an Ad Hoc Scheduling Committee made up of representatives from each department or team (or charge a standing committee) to complete the following tasks:

. Brainstorm current time barriers to implementing needed practices 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. 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 April.

3. No later than the end of May, the principal (and/or designees) will prepare a schedule for the coming school year including changes (if any).

POLICY EVALUATION

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

Date Adopted: 05/17/2018

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Date Reviewed or Revised: _____ Council Chairperson's Initials _____

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Signature of SBDM Members	Position
	Chair
	Co Chair