

Simmons Elementary
Required Policy
SISI Standard 8
Policy Revision Date:

SCHOOL SCHEDULE

MASTER SCHEDULE

The master schedule is defined as the allocated time for lunch, recess, and planning (this includes specials) for all certified and classified staff members. This schedule will allow teachers shared time to collaborate and plan on a regular basis.

TEACHER'S DAILY INSTRUCTIONAL SCHEDULE

This schedule is defined as the time used by teachers to meet the academic, emotional, physical, and social needs of **all** students.

Simmons Master Schedule and Teacher's Daily Instructional Schedule will:

- Provide a daily schedule that will best meet the needs of **all** students.
- Support our curriculum policy and our instructional practices policy.
- Support the goals and strategies established in our Comprehensive School Improvement Plan.

DETERMINATION OF SCHEDULES

Master Schedule

The principal and guidance counselor will determine the master schedule and present to council for review and final decision.

Teacher's Daily Instructional Schedule

Grade level teams are encouraged to make their own schedules to meet the academic, emotional, physical, and social needs of **all** students.

In the event a schedule change is needed to the Master Schedule (e.g. staffing changes, assemblies, etc...) the principal and guidance counselor will make necessary adjustments.