Martin Luther King Jr. Elementary School

Determination of the Schedule of the School Day & Week

KRS 160.345 (2)(i)4

**Purpose:**

The Schedule of the School Day and Week Policy for MLK Jr. Elementary School ensures that all students are provided equitable access to all components of the school’s curriculum within the master class schedule and aligned with MLK Jr. Elementary School’s vision statement.

**Procedures:**

MLK Jr. Elementary students rotate between teachers in their grade level team (where applicable) to receive core instruction. In addition, students also receive 40 minutes of enrichment/intervention time 4-5 times per week as well as a Specials class (Library, PE, Art, Music and Computers).

Master Schedule

Breakfast Begins 7:00 AM

Classroom Instruction Begins 7:15 AM

Lunch (Non-Instructional) 10:00 AM-12:00 PM (25 minutes)

Recess (Non-Instructional) 10:25 AM-2:00 PM (15 minutes)

Instructional Day Ends 2:20 PM

School Day Summary

7:15 AM-2:20 PM 425 minutes

Non-Instructional 40 minutes

Total Instructional Time 385 minutes

Protection of Instructional Time

Based on the master schedule, teachers will collaborate with their team mate(s) to create daily schedules with identified times for core subject areas with intentionality to minimize transition time loss. Each teacher shall begin each period on time and engage students throughout the class period. All schoolwide broadcast announcements, except emergencies or drills, shall be done during the homeroom period. Activities that reward or punish students will be scheduled in a way to minimize the impact on any one instructional area.

Planning and Professional Learning Time

All teachers shall be provided one period daily for planning and professional learning (exceptions may occur, e.g., during schedule disruptions such as state testing, late start due to inclement weather, etc.).

**Evaluation**

Annually, the school council shall review student achievement data and adjust the Schedule of the Day and Week to meet the priority needs of students.

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Council Chair Signature

Reviewed on 1-18-23

Revised on 1-18-23