

Schedule of the School Day and Week

KRS 160.345(2) (i) 4

Purpose:

The Schedule of the Day and Week Policy for Pembroke Elementary School ensures that all students are provided equitable access to all components of the school's curriculum within the master class schedule and aligns with Pembroke Elementary School's mission and vision statements.

Procedures:

The principal shall develop a proposed school schedule 30 days prior to the first day of school. The principal shall present this schedule to the council for approval no later than the August meeting. The council can either approve the schedule as presented or make amendments.

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If changes are needed at any time during the year, the proposed changes shall be reviewed by the council with changes approved as needed.

The day consists of 420 minutes that are instructional and non instructional. The forty minutes of non instructional time includes 25 minutes for lunch and 15 minutes for recess. The total instructional time will be 380 minutes. Kindergarten to fourth grade will have approximately 120 minutes of reading instruction, 90 minutes of math instruction, 40 minutes of RTI instruction, 40 minutes of related arts/character education, and 30 minutes each for writing, science, and social studies. Fifth and sixth grade will have approximately 70 minutes for all academic areas (reading, writing, math, science/social studies), 60 minutes for RTI, 50 minutes for related arts/character ed.

Protection of Instructional Time is imperative. Teachers shall begin each class on time and engage students throughout the class. School wide announcements will be limited to the first thing in the morning except for emergencies. Activities that reward students will not be conducted during instructional time unless those activities are strongly supported by the curriculum and instructional programming of the school.

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.

Date Adopted: Prior to 2015

Date Reviewed/Revised: June 8, 2020

Date Reviewed- Nov. 29, 2021

Date Reviewed- 3-28-22

Date Reviewed- 11-28-22