

**Bath County School District  
Bath County Middle School  
School-Based Decision Making Policy**

<b>Council Policy Type (Check one)</b>  <input type="checkbox"/> <b>By-Laws (Council Operational Policies)</b>  <input checked="" type="checkbox"/> <b>Function (School Operational Policies)</b>	<b>Policy Number</b>  <b>12.00</b>
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<b>Policy Topic Description</b>  <b>School Day and Week Schedule</b>
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<b>Policy Statement</b>
<p><b>Criteria for Developing the School Schedule</b></p> <p>Our schedule will:</p> <ul style="list-style-type: none"><li>• Reflect our mission and belief statements.</li><li>• 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.</li><li>• Provide students with the learning time they need, including technology access to complete writing assignments and other learning activities.</li><li>• Support our Curriculum Policy, our Instructional Practices Policy, our equity and diversity commitments, and the Goals and Strategies in our School Improvement Plan.</li><li>• Allow teachers shared time to collaborate and plan on a regular basis.</li><li>• Promote reasonable and appropriate enrollments for all classes and appropriate numbers of pupils each teacher works with in the course of a day.</li><li>• Respect the beginning and ending times of the school day and school calendar year as established by the Board of Education.</li></ul>
(continued)

**Policy Number**

**12.00 Cont.**

**Policy Statement**

**Process for Developing the School Day Schedule**

In April or May of each year the principal shall pull together an ad hoc committee to review last school year's schedule and request recommendations of continuing, amending or revising the schedule for the next school year using the following guidelines:

- Reviewing student performance data and survey data (if available) from students, parents, and staff on how well instructional time is being used.
- Brainstorming current time barriers to implementing needed practices and meeting student needs and ways the schedule might be changed to remove those barriers.
- Discussing advantages and disadvantages of various changes, focusing on the criteria listed in the first section of this policy.

The principal or designee/s shall take the ad hoc recommendation and develop a schedule. The principal shall present the schedule to the council at the June meeting.

Annually, the principal will implement a school day schedule that has been presented to the council.

**Policy Evaluation**

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

**Date Adopted** 11/16/10      **Signature** Lloyd Sartin  
**Council Chairperson**

**Date Revised/ Updated/ Amended** 6/3/13