

P1226 GUIDELINES FOR SCHEDULING CLASSES

BOARD POLICY:

The building principal is responsible for supervising the development of schedules within each school. Elementary principals will base the schedule on elementary subject area time allotments and include minimum time for some subjects and maximum time for others to obtain a minimum of 1,900 minutes per week, as per BOE Policy 6317 - Elementary Time Allotments. Middle and high school principals are responsible for developing master schedules which meet the needs of pupils, describe the enrollment opportunities, and indicate teacher assignments.

Administrative Implemental Procedures:

1. Pupils are scheduled into classes according to their individual needs and preference—not into classes solely by grade designation.
2. The master schedule shall be printed clearly and placed in the Faculty Handbook:
 - a. Name of school, school year, principal, and assistant principal(s), and time schedule
 - b. Teachers' assignment showing classes, room number, and planning period.
3. The high school and middle school *Program of Studies* shall be followed in regard to the exact naming, numbering, and grade levels at which the courses are offered.
4. Any school offering a course not listed in the *Program of Studies* must first gain approval for this course through the appropriate assistant superintendent in collaboration with Curriculum and Instruction Design. That office will approve the exact name, title, abbreviation, course description, and cause a number to be assigned to the course.

Administrative Responsibility: Learning Services

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