

SCHOOL SCHEDULE TEMPLATE (May 2015)

[SCHOOL NAME]

[DATE]

[OFFICIAL DEPARTMENT APPROVAL DATE]

Please see page 2 for guidance on each item.

ITEM 1 DAILY/WEEKLY SCHEDULE FOR STUDENTS	
Day	Typical Total Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Other <i>(if applicable)</i>	

ITEM 2 YEARLY SCHEDULE FOR STUDENTS		
Minimum Number of Days	Scheduled Emergency/Snow Days	Total number of scheduled school days
Please note below if the schedule includes mandatory special programming for all students, such as Saturday school or summer school.		

Schedule Template Guidance

ITEM 1



- If the school changes its start and end times without changing the total hours scheduled during the school day (for example a shift from a school day that runs from 7:15-3:15 to a school day that runs from 7:30 to 3:30), please communicate these changes directly to the district by the required deadline of February 1st prior to the start of the school year. No amendment would be required in this scenario.
- Elementary school students must receive a minimum of 900 hours per school year of structured learning time, as defined in 603 CMR 27.02. Secondary schools must receive a minimum of 990 hours per school year of structured learning time, as defined in 603 CMR 27.02. Please see School Day and Structured Learning Time Requirements for more information. <http://www.doe.mass.edu/news/news.aspx?id=6682>
- Small variations in your day of 10 minutes or less to accommodate transportation needs also do not require amendments.
- Please note that the total hours should be mandatory hours applicable to **all students**. For example, if after school is optional and not all students are required to attend after school programming, do not include those hours in the total number of hours.
- Please note standard scheduled variations. For example, weekly or monthly Friday professional development days where students have an early release, or Saturday school.

EXAMPLE

Day	Typical Total Hours
Monday	7 hours 5 min
Tuesday	7 hours 5 min
Wednesday	5 hours 10 min
Thursday	7 hours 5 min
Friday	7 hours 5 min
Other (<i>if applicable</i>)	No other mandatory programming for all students

ITEM 2



- Schools are required to schedule at least 5 snow days but operate for a **minimum of 180 days** ([603 CMR 27.03](http://www.doe.mass.edu/news/news.aspx?id=6682)) unless the charter promises a longer school year. Please see School Day and Structured Learning Time Requirements for more information <http://www.doe.mass.edu/news/news.aspx?id=6682>
- For example, if a school's charter states the school will operate for 190 days, the school would at a minimum operate for 190 days and schedule 5 additional snow days for a total of 195 scheduled days.
- The minimum number of days below is the number of days that the school commits to holding, regardless of snow cancellations or other emergencies.
- The school can also note how many snow days it plans to schedule (at minimum 5), but will commit, at minimum, to the number in the proposed minimum number of days.

EXAMPLE

Minimum Number of Days	Scheduled Emergency/Snow Days	Total number of scheduled school days
185 <i>(the school is chartered to have 185 days)</i>	5 <i>(the school schedules the required 5 additional snow days)</i>	190 <i>(the school schedules 190 days, but if snow days are used, will operate 185 days at minimum)</i>