**SCHOOL SCHEDULE TEMPLATE**

[SCHOOL NAME]

[DATE of SUBMISSION]

 *Please see page 2 for guidance on each item.*

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| **ITEM 1** | **DAILY/WEEKLY SCHEDULE FOR ALL STUDENTS** |
| **Day** | **Typical Total Hours** |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |
| Other *(if applicable)* |  |

|  |  |
| --- | --- |
| **ITEM 2** | **YEARLY SCHEDULE FOR ALL STUDENTS** |
| **Minimum Number of Days** | **Scheduled Emergency/Snow Days**  | **Total Number of Scheduled School Days** |
|  |  |  |
| Please note if the school will operate on unused emergency/snow days. *Example: Total number of scheduled school days is 190 and school closes for 3 days due to weather, the school operates for 187 not 185 days. If the school had closed for 5 days due to weather, it would have operated for 185 days.*   |
|  |
| Please note below if the schedule includes **mandatory** special programming for **all** students, such as Saturday school or summer school. |
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| Please note below if the schedule includes **mandatory** special programming for **a subset of students**, such as additional summer programming or orientation days for students in entry grades or new students. |
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**Schedule Template Guidance**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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](https://www.doe.mass.edu/lawsregs/603cmr27.html?section=02). Secondary schools must receive a minimum of 990 hours per school year of structured learning time, as defined in 603 CMR 27.02.
* Small variations in your day of 15 minutes or less 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**

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| --- | --- |
| **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 *(if applicable* | No other mandatory programming for all students |

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| **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/lawsregs/603cmr27.html?section=03)) unless the charter promises a longer school year.
* 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**

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

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