



The Commonwealth of Massachusetts Department of Education

350 Main Street, Malden, Massachusetts 02148-5023

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TIME AND LEARNING REPORT - FALL 1997

The purposes of this report are to find out how much structured learning time most of your students receive during the typical day and year in your district/school, and to determine any changes your schools have made to the day and year since the Education Reform Act of 1993. The Department realizes that there may be special circumstances and exceptions with regard to scheduling students, so we are asking that you answer the following questions based on the majority of the students enrolled.

Information collected in this report will be compiled by the Massachusetts Department of Education this fall for statewide analysis and reporting.

INSTRUCTIONS TO PRINCIPALS

- Throughout the report, please record times in hours and minutes (e.g., 6 hours and 23 minutes) where necessary.
- Please complete the form at the bottom of this page and the report on the following page.
- If you have questions about this report, please call Professional Development Coordination at (781) 388-3300 x457 or x216.
- Please return this form and the report on the following page to your Superintendent no later than **October 10, 1997**.

District Name _____ District Code _____

School Name _____ School Code _____

Circle Each Grade in this School: PreK K 1 2 3 4 5 6 7 8 9 10 11 12

Principal's Name (please print)

Principal's Signature

Principal's Phone Number (_____) _____

Date Submitted to Superintendent _____ / _____ / _____

Code _____

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PRINCIPALS ONLY**

1. Of the number of student days scheduled in the student year (minimum 180), how many are early release days (e.g., day before holiday, professional development, parent conferences)?
_____ days
2. How many total **annual** hours are students not in school because of the early release days indicated in number 1? _____ hrs
_____ mins
3. The student day begins at _____ A.M. and ends at _____ P.M.; therefore the student day contains _____ hrs
_____ mins
4. How much time is spent per day in homeroom, at breakfast and lunch, passing between classes, at recess, and in non-directed study? _____ hrs
_____ mins
5. Subtract the amount of daily non-instructional time in number 4 from the total time indicated in number 3. This gives the daily structured learning time per student. _____ hrs
_____ mins
6. How many days in your school year are ALL students scheduled to attend?
 - Do not include kindergarten _____ day
 - s
 - Do not include orientation days unless all grades are in attendance
 - Do not subtract senior early release days
7. Multiply the daily structured learning time indicated in number 5 by the number of student days in number 6. This equals _____ hrs _____ mins.
8. From the total in number 7, subtract the time not scheduled because of early release indicated in number 2. This gives the amount of **annual structured learning time**. _____ hrs
_____ mins
9. Since the adoption of The Student Learning Time Regulations in December 1994, did your school need to add time to be in compliance for 1997-1998? _____ Yes
_____ No
10. If you answered "Yes" to number 9, how many **annual** hours were needed?
_____ hrs
11. If your school has made changes since the adoption of the Student Learning Time Regulations, what have you done? (Check all that apply.)
 - _____ a. Reduce passing time
 - _____ b. Reduce lunch
 - _____ c. Reduce early release days
 - _____ d. Eliminate early release days
 - _____ e. Reduce homeroom
 - _____ f. Eliminate homeroom
 - _____ g. Reduce recess
 - _____ h. Eliminate recess
 - _____ i. Reduce non-directed study
 - _____ j. Eliminate non-directed study

- k. Eliminate orientation day(s)
- l. Add student time to beginning/end of day
 - 1) How many student minutes were added to the day? _____ mins
- m. Add student days to the year
 - 1) How many student days were added to the year? _____ days
- n. Other - Briefly explain _____

12. If your school is currently utilizing a form of extended block scheduling, what type(s) of scheduling are you using? Vocational /Technical schools should answer this question for their academic days/weeks. (Check all that apply.)
- a. 4x4 semester courses
 - b. Alternating day
 - c. Rotating extended single block
 - d. Team teaching
 - e. Thematic units
 - f. Other - Briefly explain _____

Report continues on reverse side