INTEGRATED MONITORING REVIEW

# PROCEDURES

School/District

#### Information Package

*Civil Rights*

*and*

*Other General Education Requirements*

*APPENDIX I:*

*Structured Learning Time Worksheets*

*Pursuant to Criteria*

*CR 7A – School Year Schedules*

*CR 7B – Structured Learning Time*

*CR 7C – Early Release of High School Seniors*

CR 7A, 7B, 7C

**Student Learning Time Worksheets**

Purpose and Directions

**PURPOSE:**

The purpose of the Student Learning Time Regulations (603 CMR 27.00) is to ensure that every publicly funded school in Massachusetts provides sufficient structured learning time equitably for all students. During an Integrated Monitoring Review, as part of the Department’s efforts to ensure compliance with these regulations, the superintendent or charter school leader and the principal of each school are required to review the structured learning time that all students are scheduled to receive and to make any changes necessary to conform with the Board of Elementary and Secondary Education’s regulations.

**DIRECTIONS:**

(“District” should be read as including charter schools, and “superintendent” as including charter school leaders. Charter school leaders should complete at least one copy (see below) of the Principals’ Student Learning Time Worksheet as well as a copy of the Superintendent’s Student Learning Time Worksheet (with compliance plan if necessary).

Superintendents should complete a copy of the Superintendent’s Student Learning Time Worksheet with respect to the annual schedule for the schools in the district.

Superintendents should also distribute a copy of the Principals’ Student Learning Time Worksheet to each principal in the district, including the principal of any alternative school, so that he/she can complete the form for his/her school and return it to the superintendent. Where a school has an instructional group whose schedule does not conform to the school’s standard instructional schedule, the principal should complete a separate copy of the worksheet for that instructional group, noting the name of the instructional group at the top after the name of the school.

Please upload a completed worksheet for the district and at least one for each school in the district to the Civil Rights self-assessment criteria number CR 7A. If any school in the district is not in full compliance with standards described under the program review criteria CR 7A, 7B, 7C and [M.G.L. c.71, sec.3](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section3) (requirements for student learning time and physical education), the district should upload the district’s plan to bring all schools in the district into full compliance under “Additional Documents” after the district’s self-assessment has been submitted.

**SUPERINTENDENT’S/EXECUTIVE DIRECTOR’S**

**STUDENT LEARNING TIME WORKSHEET**

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**School District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. How many total days are scheduled for the district’s school year including days set aside for professional development and weather-related days?

\_\_\_\_\_\_days

1. How many days in the school year are ALL students scheduled to attend?
   * Do not include kindergarten.
   * Do not include orientation days unless all grades are in attendance.
   * Do not subtract senior early release days.

\_\_\_\_\_\_days

1. The middle schools in the district are designated as:

*(Check one)* \_\_\_\_\_Elementary (900 hours) OR\_\_\_\_Secondary (990 hours)

1. How many annual hours does the district schedule for kindergarten students? (Please give the figures for all types of kindergarten programs in the district; label “NA” any type of program that the district does not have.)

\_\_\_\_\_\_\_Morning half-day programs

\_\_\_\_\_\_\_Afternoon half-day programs

\_\_\_\_\_\_\_Full-day programs

1. Are there any schools in the district that are NOT in full compliance with

* Review criteria CR 7A, 7B, and 7C

[*https://www.doe.mass.edu/psm/resources/default.html*](https://www.doe.mass.edu/psm/resources/default.html)

**and**

* [M.G.L. c. 71, s. 3](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section3) (regarding physical education)?

Yes No

(**See Next Page)**

**SUPERINTENDENT’S/EXECUTIVE DIRECTOR’S**

**STUDENT LEARNING TIME WORKSHEET**

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**School District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year\_\_\_\_\_\_\_\_\_\_\_\_\_**

If “yes,” identify the school(s) and, for each school, the area(s) of noncompliance

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and attach the district’s plan to bring all schools into full compliance. At a minimum, this plan must include:

• A complete description of the corrective action activities the district will implement

• Target completion dates

• Anticipated results

• Evidence of completion

• Person(s) responsible for implementation of activities

• The district's process for evaluating corrective action and ensuring ongoing compliance

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Signature of superintendent/executive director completing this worksheet) (Date)***

**PRINCIPALS’**

**STUDENT LEARNING TIME WORKSHEET**

**(Page 1 of 2)**

**School District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Level (Elementary, Middle, Secondary): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grades in School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Check One*:**

This worksheet applies to all students within the building.

There is a separate copy of this worksheet attached for each instructional group whose schedule does not conform to the school’s standard instructional schedule.

(On the separate copy, write the name of the group after the name of the school.)

1. Of the number of student days scheduled in the student year (minimum 180), how many are scheduled early release days or scheduled delayed opening days (e.g., day before holiday, professional development, parent conferences)?

\_\_\_\_\_\_\_days

1. How many annual structured learning hours are students missing due to scheduled early release or scheduled delayed opening?

\_\_\_\_\_\_\_hrs. \_\_\_\_\_\_\_mins.

1. The student day begins at \_\_\_\_\_A.M. and ends at \_\_\_\_\_P.M.; therefore the student day contains:

\_\_\_\_\_\_\_hrs. \_\_\_\_\_\_\_mins.

1. How much time is spent per day in homeroom, at breakfast and lunch, passing between classes, at recess, conducting health screenings and preventative services and in non-directed study?

\_\_\_\_\_\_\_hrs. \_\_\_\_\_\_\_mins.

1. 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.

1. How many days in your school year are **ALL STUDENTS** scheduled to attend?
   * Do not include kindergarten.
   * Do not include orientation days unless all students are required to attend.
   * Do not subtract senior early release days.

\_\_\_\_\_\_\_days

1. Multiply the daily structured learning time indicated in number 5 by the number of student days in

number 6.

This equals:

\_\_\_\_\_\_\_hrs. \_\_\_\_\_\_\_mins.

1. From the total in number 7, subtract the time not scheduled because of early release or delayed opening indicated in number 2. This gives the amount of annual structured learning time.

\_\_\_\_\_\_\_hrs. \_\_\_\_\_\_\_mins.

**(See Next Page)**

**PRINCIPALS’**

**STUDENT LEARNING TIME WORKSHEET**

(Page 2 of 2)

**School District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. List all grades (including kindergarten) in which physical education is taught as a required subject for all students in the grade:

Grades: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. (Only for principals of schools that have grade 12) ***For this school year:***

What is the last day of attendance for seniors? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the date of graduation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the regular scheduled closing date for your school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(NOTE: No other group of students (grades 1-11) is eligible for release before the end of the school year.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of principal completing this worksheet) (Date)

Note: Where this school does not comply with CR 7A, 7B, 7C or M.G.L. c. 71, s. 3 (regarding physical education), an action plan to bring it into full compliance is to be attached to the Superintendent’s Student Learning Time Worksheet.

(For CR 7A, 7B, and 7C, see <https://www.doe.mass.edu/psm/resources/default.html>

for M.G.L. c. 71, s. 3 see <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section3>