

Student Schedules 2008-2009

Goal: Students will receive their school reviewed 2008-2009 schedules no later than August 1st.

Purpose: Students and parents will have time to review their schedules and contact the school to make necessary and appropriate changes prior to the start of school.

Resources Needed:

1. Addition per diem days for school counselors – up to seven days, per counselor, at each middle and secondary school to be used at the discretion of the principal **(\$32,593)**
2. Additional secretarial time – up to 14 days at each middle and secondary school to be used at the discretion of the principal **(\$11,341)**
3. Additional per diem days for special education lead teachers / department heads – up to two days at each middle and secondary school to be used at the discretion of the principal **(\$3961)**

Justification:

1. Additional days are needed for school counselors for two fundamental purposes. The first is to help review student schedules for accuracy and completeness before mailing to students. The second is to be available to resolve scheduling problems with students and parents after the mailing. They currently have three, per diem days to use for this purpose, but this is not enough time.
2. Additional secretarial time is needed to complement the time the school counselors are spending in the schools to help support the scheduling review process and answer telephone calls from students and parents.
3. Additional days are needed for special education lead teachers / department heads to help review the schedules of special education students for accuracy and completeness before mailing to students.

Considerations:

1. Summer school traditionally ends on June 30th, and the students typically have some period of time to complete on-line work to fulfill course requirements. Results of summer school play a part in building student schedules, and will have an impact as to when those student schedules can be completed accurately.
2. Some students do not register for school and classes until the first day of school. Those schedules will need to be completed on an as needed basis.

3. Tutoring program guidelines have an impact on student schedules for those students identified for in school tutoring. Those guidelines are typically not available until after the start of school. Student schedules of tutored students will need to be changed as the guidelines are released.
4. Despite the efforts of the schools, students will find that they are unhappy with their schedule because of a mix of students, or perhaps a conflict with a teacher that did not present itself when schedules were mailed due to unknown assignment of staff. Students will have these types of requests to change their schedules once school has started.

#

#