

## TIME ALLOCATION REQUIREMENTS

## 1. RESPONSIBILITIES OF ADMINISTRATION

- a. Provide a time allocation at each grade level to ensure a balanced program.

## 2. RESPONSIBILITIES OF PRINCIPAL

- a. Provide each teacher with a copy of their schedule or the time allocation for their grade.
- b. Through supervision, determine whether appropriate time is given each subject area.
- c. Encourage integrated instructional teaching approaches which correlate several subject areas.

## 3. RESPONSIBILITIES OF TEACHERS

- a. Develop and follow a schedule which will ensure that each subject receives an appropriate amount of time to meet the curricular guidelines for each subject.
- b. Give the principal an up-to-date copy of the schedule (elementary level only).
- c. If deviation from the schedule is needed, secure approval of the principal.
- d. Understand that special area subjects must be scheduled on a building basis and make adjustments accordingly.
- e. Understand the integration of curriculum is recognized as best educational practice and daily times for any subject may vary.

## 4. TIME ALLOCATIONS

The Rice Lake Area School District adheres to the annual hours of instruction requirements outlined by state statute and the Department of Public Instruction. In kindergarten, a minimum of 437 hours of instruction are required. In grades 1-6, a minimum of 1050 hours of instruction are required. In grades 7-12, a minimum of 1137 hours of instruction are required. Time allocations are determined by understanding that there are 420 minutes in each day at the elementary level (2100 minutes per week), 435 minutes each day at the middle school level (2175 minutes per week), and 425 minutes in each day at the high school level (2125 minutes per week.) Schedules should reflect a realistic picture of the daily routine.

It is expected that technology be integrated into the curriculum to provide maximum benefit and relevancy for students.

<u>Grades</u>	<u>Subject/Area</u>	<u>Approximate Weekly Time in Minutes</u>
K - 4	Language Arts/Science/Social Studies	875
	Math	300
	Art	45
	Music	60
	Physical Education	120
	Intervention	150
	Library/Technology	30
	Other (Orientation, Recess, Transitions, Counseling, Lunch, Milk Break)	<u>520</u> 2100
5-8	Language Arts	425
	Math	395
	Science/Social Studies	325
	Avant-Garde	415
	Intervention	175
	Other (Lunch, Music/Study Hall, Transitions)	<u>440</u> 2175
9-12	Refer to the graduation requirements outlined in BOE Policy 344.5	

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