

**BOARD AGENDA ITEM**

**March 14, 2023**

***SUBJECT:***

4x4 Block Schedule: Revision of the following administrative rule:  
Administrative Rule ID-R School Day

***BACKGROUND INFORMATION:***

The high school principal team, along with staff from each school, has spent considerable time researching the benefits to our students of moving our high school instructional day to a four-by-four (4x4) block schedule. The team is confident that the benefits to our students and schools are significant. Some of the key benefits include; increased opportunity for Career and Technical Education (CTE) courses, increased opportunities for more elective courses, ability for remediation and increased on-time graduation, and the opportunity to focus on four classes per semester.

The team has conducted detailed conversation with stakeholders as well as districts around South Carolina to prepare for this move and is confident that the move can happen for the 2023-2024 school year. There is a thorough professional development plan in place to train teachers and a parent education plan in the works to help parents make the adjustment with their students.

***ADMINISTRATIVE CONSIDERATION:***

Administration recommends the approval of Administrative Policy ID-R School Day allowing for a 4 period day in high schools so that we can restructure our schedules to the four-by-four block for the 2023-2024 school year.

***RECOMMENDATION:***

Approve the following administrative rule:  
Administrative Rule ID-R School Day

***ATTACHMENTS:***

Administrative Rule ID-R School Day

***PREPARED BY:***

Berkeley Postell  
Dr. Salvatore Minolfo

# SCHOOL DAY

Code **ID-R** Issued **3/2223**

## Secondary schools

The instructional day for secondary students must be at least six hours excluding lunch. Students in grades nine through 12 will be considered secondary students.

- The instructional day for secondary students must be at least six hours (360 minutes) excluding lunch.
- The minimum length of a class period is 50 minutes, excluding change of class time.
- A maximum of 25 minutes will be allowed as part of the six-hour instructional day for change of classes. If additional change of classes requires more than 25 minutes, the additional time will be added to the six-hour instructional day.
- The daily schedule will provide a minimum of ~~six periods of instruction~~ four instructional periods or its equivalent weekly. Each secondary student will have the opportunity to receive at least ~~six~~ four periods of instruction.
- Homeroom will not count as part of the instructional day. When no homeroom period is utilized, administrative time required to determine attendance, make announcements or complete other tasks normally accomplished during homeroom period will not be considered as part of the instructional day.
- Vocational centers will operate a six-hour instructional day. Multi-unit blocks of instruction must be organized for a minimum of 50 minutes of instruction for each unit of credit offered. Instructional time will not include change of class time or break time.
- Vocational centers that operate multi-unit blocks of instruction totaling less than six hours will include teacher planning time as appropriate in the school schedule to ensure that the school operates a six-hour instructional day.
- Volunteer blood drives are to be conducted at times during which they will not interfere with classroom instruction.
- A student must attend a minimum number of days for each instructional period before receiving consideration for credit.

Attendance required for the various instructional periods is as follows.

Instructional Period	Credit	Minimum days attendance required
Semester (90 days)	$\frac{1}{2}$	85
Year (180 days)	1	170

- Any student who attends a class fewer than 85/170 days in the instructional period will not be eligible to receive credit in the class unless the school board grants approval for each excessive absence in accordance with local board policy.

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### **Elementary schools**

The school day for elementary students must be at least six hours, including lunch. Students in grades one through eight will be considered elementary students.

- When the school schedule for grades seven and eight includes time for change of classes, a maximum of 20 minutes will be allowed as part of the six-hour school day for this purpose. If change of classes requires more than 20 minutes, the additional time will be added to the six-hour school day.
- Homeroom will not count as part of the instructional day. When no homeroom period is utilized, administrative time required to determine attendance, make announcements or complete other tasks normally accomplished during homeroom period will not be considered as part of the instructional day.
- A maximum of 45 minutes will be allowed for lunch and/or recess as part of the six-hour school day for elementary students. This does not preclude staggered schedules for lunch or recess.

### **Secondary and elementary schools**

Priority must be given to teaching and learning tasks; that is, tasks that are directly related to the concepts and objectives of the courses to be completed.

- Activities such as field trips, assemblies and other tasks that directly relate to the concepts and objectives of the school curriculum may be scheduled as part of the instructional day.
- Activity periods or club schedules may be scheduled as part of the instructional day as needed, provided that the following occurs.
  - No more than 12 such periods are utilized during any school year.
  - No instructional period operates for less than 40 minutes excluding change of class time.
  - No class is eliminated from the daily schedule.
- Field days, pep rallies and other activities not directly related to teaching and learning tasks may be scheduled as part of the time allocated for activity periods or club schedules as stated above or may be scheduled as additional time in the instructional day.
- Elementary and secondary schools may reduce the length of the instructional day not less than three hours on not more than three days each school year for the purpose of administering end-of-year examinations.

Class interruptions must be limited only to emergencies. Any outside interference with the continuous progress of teaching and learning will be considered an interruption. Emergencies exist when conditions arise that make it impossible or impractical to delay class interruptions until the next change of classes.

- The principal will be responsible to see that policies and procedures are established that prohibit non-emergency class interruptions such as classroom deliveries or teacher visits from salesmen, parents, students, or other persons not specifically authorized.
- During instructional time, general announcements and announcements paging students will not be considered as emergency interruptions unless emergency conditions exists.

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The instructional day for students diagnosed as disabled in accordance with the criteria established by the state board of education will be in compliance with the requirements of their individualized education plans.

### **Adjustment for basic skills**

The time required for any subject under the provisions of the defined program, may be adjusted if necessary for students who are eligible and receive supplemental instruction (Title I, special needs, academic assistance, or gifted) or for students who score below the statewide minimum standards as indicated by the results of the tests administered under the state assessment program or other assessment procedures and who receive special instruction in the basic skills to increase performance.

| Issued 10/9/84; Revised 11/28/89, 12/13/94, 1/8/02, 3/22/22, 3/14/23