

DUVAL COUNTY PUBLIC SCHOOLS
ELEMENTARY SCHOOL
OPERATIONAL PROCEDURES FOR SCHEDULING
ART, MUSIC, AND PHYSICAL EDUCATION

The purpose of these operational procedures is to ensure consistency in the scheduling of resource programs and to provide equitable educational experiences to students district-wide.

- Funding for elementary resource programs is centralized at the district level and is based on a resource formula. Schools have the option to purchase additional days.
- The Board-approved district guidelines for student contact time are as follows:
 - Art: Minimum of 45 minutes for K and 60 minutes for grades 1–5 every other week
 - Music and Physical Education¹: Minimum of 30 minutes per week

NOTE: The art and music programs are currently in the second year of a three-year roll-out plan so district-budgeted days reflect 75% of the time needed to reach the goal listed above.
- Due to budgetary issues, resource schedules will no longer include Pre-K and will accommodate a maximum of 9 classes per day for music and physical education and 5 classes per day for art.
- Teachers of art, music, and physical education are to provide instruction in those areas consistent with their Sunshine State Standards. Resource teachers and classroom teachers are encouraged to work collaboratively for interdisciplinary program development and lesson design.
- Resource teachers are to be included when developing the resource schedule.²
- A minimum of 5 minutes should be scheduled between classes to facilitate equipment and supply changes, class assessments, teacher communication, and record keeping. Ten minutes are encouraged when resource teachers travel from room to room.
- Planning time for resource teachers should be equivalent to that of the classroom teachers in the school.²
- Grouping primary classes (K-1-2) together and intermediate classes (3-4-5) together provides for better utilization of instructional time and organization of equipment and supplies.
- Combining classes for resource scheduling is discouraged. Class size should be consistent with that of regular classroom teachers.
- If students with special needs require a teacher assistant during regular instruction, the teacher assistant should also be present for the resource teacher's instruction.
- Non-instructional duties for resource teachers shall be consistent with those of all other teachers in the building.²
- Every effort shall be made to provide adequate supplies/materials/equipment to support quality instruction in art, music, and physical education.
- Participation in art, music, and physical education¹ instruction should not be withheld as punishment.
- Special needs children will receive adaptive physical education twice per week for 30-40 minutes per an ESE funding formula. The qualifying programs are: Autistic; Physically Impaired; Profoundly Mentally Handicapped, and Trainable Mentally Handicapped.

¹ Student Progression Plan Appendix L

² Collective Bargaining Agreement, Article VI

SAMPLE SCHEDULES:

9 PERIOD DAY - 30 MINUTE CLASSES
Music and Physical Education

7:50 - 8:40	Planning/Duty/Set up
8:45 - 9:15	#1
9:20 - 9:50	#2
9:55 - 10:25	#3
10:30 - 11:00	#4
11:05 - 11:35	#5
11:40 - 12:10	Lunch
12:15 - 12:25	Set up
12:30 - 1:00	#6
1:05 - 1:35	#7
1:40 - 2:10	#8
2:15 - 2:45	#9
2:50 - 3:10	Clean up

5 PERIOD DAY - 60 MINUTE CLASSES
Art

7:50 - 8:40	Planning
8:45 - 9:45	#1
9:50 - 10:50	#2
11:00 - 12:00	#3
12:00 - 12:40	Lunch and Set up
12:45 - 1:30 (45 minutes)	#4 Kindergarten
1:40 - 2:40	#5
2:45 - 3:10	Clean up