A. Educational Plan

A.4 School Calendar and Weekly Schedule

A.4a-d Hours and Minutes of Instruction

A. Compliance with Number of School Days per Year

Tucson Country Day School follows a 180 day calendar. Our annual school calendar has the following:

- A total of 180 days of instruction
- Eight half days of which five are professional development days, one is a grading day and two are parent/teacher conference days.
- An additional six full days of professional development that will occur prior to the start of the year. Teachers who are new to Tucson Country Day School receive one additional day of professional development prior to the start of the school year for a total of seven full days.

The calendar is designed to meet the required number of school days, to provide the opportunity to staff to receive professional development throughout the school year, and to meet the needs of our school community.

B. Compliance with the Required Hours/Minutes of Instruction per Year

Grade Level	State Requirement (hours)	TCDS Instruction (hours)
K (Full Day)	356	988.33
1	712	988.33
2	712	988.33
3	712	988.33
4	890	1021
5	890	1021
6	890	1124.66
7	1000	1124.66
8	1000	1124.66

Tucson Country Day School's calendar is designed to provide extra minutes each day. In the primary grades, full day kindergarten hours are almost THREE times the number of instructional hours required by the State each year. First through third grade hours exceed the State requirement by 276 hours or almost 48 days per year. Fourth and fifth grade hours of instruction exceed the State requirement by 131 hours or almost 23 days per year. Sixth grade hours of

instruction exceed the State requirement by more than 34 days, and seventh and eighth grade hours of instruction exceed the State requirement by 18 days.

Instructional minutes are precious at Tucson Country Day School where our focus is on student achievement and success. Our goal is to have bell to bell learning in all classrooms.

C. Daily Instructional Minutes

Daily instructional minutes at Tucson Country Day School ensure that students are receiving the required number of minutes of instruction in the core subjects every week. Math, reading and writing are taught every day. Science and social studies are taught every day at some grade levels and every other day in others. Total recommended minutes of instruction are met in both scenarios though specific minutes may only be allocated to one subject when a lesson often incorporates more than one content area. For example, the allotted time might be for language arts but students are learning social studies content at the same time they are learning close reading skills or working on their writing strategies.

Additionally, Tucson Country Day School recognizes the value in individual student development through participation in "Specials" classes such as art, music, physical education, technology and Spanish. These classes are offered to all kindergarten through fifth grade classes, with the exception that kindergarten and first grade do not attend a separate pullout art class. Students attend specials classes 40 minutes per week (kinder through 3rd), 45 minutes per week (4th and 5th), and 53 minutes per day (sixth, seventh and eighth grade). Specials classes are taught by a dedicated teacher who is highly qualified to teach the specific subject.

As noted above, our curriculum is integrated across subjects. Content from core subject areas such as math, social studies and science is incorporated into the lessons taught by our art, music, physical education, Spanish and technology teachers. Writing skills are taught as well. Social studies and science content is often included in language arts and math lessons.

The chart on the next page shows the recommended State instructional minutes for specific subjects and the instructional minutes taught at Tucson Country Day School in those specific subjects. Since Tucson Country Day School teaches using an integrated curriculum, additional minutes are taught that incorporate the core subjects. These minutes are allocated to one subject only in the chart but could accurately be allocated to more than one subject in many instances. For example, in the language arts class, students focus on writing skills but the content they write about may be related to social studies or science. Likewise, in science class, the focus is on science but math is included in the lessons and labs.

Instructional Minutes Comparison
Tucson Country Day School with Arizona Recommendations

	Daily Minutes K-3rd		Weekly Minutes K-3rd	
Subject	***State of Arizona Recommendation***	**Tucson Country Day School Actual**	***State of Arizona Recommendation***	**Tucson Country Day School Actual**
Developmental Reading and Language Arts	*150*	180	*750*	900
Math	*60*	65	*300*	325
Social Studies/Foreign Language	*30*	50 (alternating days) + 40 min for Spanish once/wk	*150*	335
Science	*30*	50 (alternating days) + 45 min Science Lab once/wk	*150*	
Physical Education	*30*	40 (once/wk)	*150*	120
Art	*15*	40 (once/wk)	*75*	
Music	*15*	40 (once/wk)	*75*	
Total	*330*	342*	*1650*	1710

	Daily Minutes 4th-5th		Weekly Minutes 4th-5th	
Subject	***State of Arizona Recommendation***	**Tucson Country Day School Actual**	***State of Arizona Recommendation***	**Tucson Country Day School Actual**
Developmental Reading and Language Arts	*120*	160	*600*	800
Math	*60*	85	*300*	425
Social Studies	*40*	40 twice/wk	*200*	80
Science	*40*	40 three/wk	*200*	120
Physical Education	*30*	40 (once/wk)	*150*	40 (once/wk)
Art	*15*	40 (once/wk)	*75*	40 (once/wk)
Music	*15*	40 (once/wk)	*75*	40 (once/wk)
Total	*320*	325*	*1600*	1545

	Daily Minutes 6th-8th		Weekly Minutes 6th-8th	
Subject	***State of Arizona Recommendation***	**Tucson Country Day School Actual**	***State of Arizona Recommendation***	**Tucson Country Day School Actual**
Language Arts	*60*	53	*300*	265
Math	*60*	53	*300*	265
Social Studies/Lang Arts	*40*	53	*200*	265
Science/Math	*40*	53	*200*	265
Physical Education	*30*	53 (2 times per wk)	*150*	159
Art and Music	*15*	53 for one	*75*	318
Music	*15*		*75*	
Total	*260*	318*	*1300*	1537

* Shows actual minutes in a single day as some classes meet every other day or once per week.

D. Rationale for Weekly and Yearly Schedule

As a school, Tucson Country Day School follows the philosophy that student's are "our" students, not an individual teacher's students. To this end, our schedule is designed to efficiently use all teacher minutes available during the day and to use the skills of all teachers to provide the level of instruction needed by each student. Our schedule blocks specific subject times together to allow for team teaching among the four teachers at each grade level and in the case of our literacy block, to add additional teachers to provide assistance in teaching all students during reading and language arts. This type of scheduling ensures that the needs of all students in our target population are met and increases academic achievement.

Additionally our schedule is designed to provide two or more common planning periods for each kindergarten through fifth grade team during the week. Our middle subject area teachers have common planning periods with each other daily. Common planning periods give teachers the time to collaborate and plan together, to share information about student needs and to review data with the team and administration. This focus on working together to the good of all students gives us the ability to address individual student needs and increases academic achievement.

Finally, our schedule is designed to give every student in kindergarten through fifth grade access to our specials classes: Spanish, technology, physical education, art and music one time per week (kindergarten and first grade do not have a designated art special since they incorporate art into many of their classroom assignments). Our middle school schedule includes a specials period each day as well. We believe exposure to the fine arts, learning a foreign language, exercising regularly and using technology are important to the individual growth of each student and to the development of the whole child.

Sample Schedules

The following sample schedules provide insight into what a typical day might look like for a student at Tucson Country Day School. The kindergarten schedules shows a detailed topic by topic schedule within each content area, while the sample schedules for first through eighth break out the day by content area and show less detail. Within each content matter block, a number of different activities occur each day.

Sample Kindergarten Daily Schedule

8:40 am	Flag Gathering at Green Hill
8:50	Classroom Morning Meeting Attendance Lunch Count
9:00	Alphabet Study Time
9:15	Story of the Week
9:25	Interactive Writing
9:40	Guided Writing/Alphabet Jobs
10:20	Outdoor Snack, Recess and Bathroom Breaks
10:40	Big Books & Poetry
10:50	Sm. Group Reading/Job's Menu
11:20	Teacher Write
11:25	Daily Read Aloud
11:30	Room Check & Prep for Lunch
11:35	Recess/Lunch/Bathroom Breaks
12:10	Specials Block: Tech, PE, Music, Spanish (in Specials classroom)
12:50	Mathematics
1:55	Recess/Outdoor Games
2:05	Art Exploration, Science, Social Studies, Health Studies (Rotating Kinder classrooms)
3:05	Afternoon Meeting, Homework Review, Room Check, Closing
3:10	Transition to Flag
3:15 pm	Flag Gathering at Green Hill

First to Third Grade

Period	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	08:40-10:45 Literacy Block	08:40-10:45 Literacy Block	08:40-10:45 Literacy Block	08:40-10:45 Literacy Block	08:40-10:45 Literacy Block
Lunch	10:45-11:25 Recess/Lunch	10:45-11:25 Recess/Lunch	10:45-11:25 Recess/Lunch	10:45-11:25 Recess/Lunch	10:45-11:25 Recess/Lunch
Period 2	11:25-11:50 Reading	11:25-11:50 Reading	11:25-11:50 Reading	11:25-11:50 Reading	11:25-11:50 Reading
Period 3	11:50-12:55 Math	11:50-12:55 Math	11:50-12:55 Math	11:50-12:55 Math	11:50-12:55 Math
Period 4	12:55-13:35 Music	12:55-13:35 Spanish	12:55-13:35 Reading	12:55-13:35 Technology	12:55-13:35 PE
Recess	1:35-1:50 Recess	1:35-1:50 Recess	1:35-1:50 Recess	1:35-1:50 Recess	1:35-1:50 Recess
Period 5	13:50-14:25 Writing	13:50-14:25 Writing	13:50-14:25 Writing	13:50-14:25 Writing	13:50-14:25 Writing
Period 6	14:25-15:15 Social Studies	14:25-15:15 Science	14:25-15:15 Social Studies	14:25-15:15 Science	14:25-15:15 Social Studies

Fourth and Fifth Grade

Period	Monday	Tuesday	Wedne	Thursd	Friday
Period 1	08:00-9:00 Language Arts	08:00-9:00 Language Arts	08:00-9:00 Language Arts	08:00-9:00 Language Arts	08:00-9:00 Language Arts
Period 2	9:00-10:00 Language Arts	9:00-10:00 Language Arts	9:00-10:00 Language Arts	9:00-10:00 Language Arts	9:00-10:00 Language Arts
Period 3	10:00-10:50 Math	10:00-10:50 Math	10:00-10:50 Spanish	10:00-10:50 PE	10:00-10:50 Math
Period 4	10:50-11:40 Music	10:50-11:40 Math	10:50-11:40 Math	10:50-11:40 Math	10:50-11:40 Technology
Lunch	11:40-12:20 Lunch	11:40-12:20 Lunch	11:40-12:20 Lunch	11:40-12:20 Lunch	11:40-12:20 Lunch
Period 5	12:20-13:00 Reading/Writing	12:20-13:00 Reading/Writing	12:20-13:00 Reading/Writing	12:20-13:00 Reading/Writing	12:20-13:00 Reading/Writing
Period 6	13:00-14:00 Science	13:00-14:00 Art	13:00-14:00 Science	13:00-14:00 Social Studies	13:00-14:00 Science
Recess	14:00-14:10 Recess	14:00-14:10 Recess	14:00-14:10 Recess	14:00-14:10 Recess	14:00-14:10 Recess
Period 7	14:10-14:45 Math	14:10-14:45 Math	14:10-14:45 Math	14:10-14:45 Math	14:10-14:45 Math

Middle School Daily Class Schedule By Class Group

Students will take their core courses – Language Arts, Math, Science, and Social Studies every school day for the entire year. 6th graders will take Music, Art and Tech for 12 weeks each. 7th and 8th grade will take their electives for one semester each; except students in Band and Orchestra are expected to remain in the class all year. Students will take PE for three days per week and Spanish for two days per week for one semester or vice versa, then switch for the next semester.

	6-1	6-2	6-3	7-1	7-2	7-3	8th	
First Period 8:00-9:00	(1) MUSIC (Guitar or Orchestra or Band) - Ms. Savage MPR (2) ART - Mrs. Paradis and Mrs. Phelps – Art Studio (3) TECHNOLOGY - TBD – MS Tech Lab, Rm. 909 *Rotations Start: 8/11, 11/3 and 2/16*			SCIENCE Ms. Huetter Rm 902	SCIENCE Ms. Maxwell Rm 901	SOCIAL STUDIES Mr. Kirk Rm 908	LANG ARTS Ms. Johnson/ Rm 906	SPANISH MWF Ms. McDonald MPR PE TTH Mr. Rubin Activity Center
Second Period 9:00-9:53	SCIENCE Ms. Maxwell Rm 901	MATH 6 Ms. Miranda Rm 903	PE MWF Mr. Rubin Activity Center SPANISH TTH Mrs. McDonald MPR	BAND (Ms. Savage) ART (Mrs. Paradis/Mrs. Phelps) or TECHNOLOGY (Mr. Hubble		SCIENCE Ms. Huetter Rm 902	SPANISH MWF Ms. McDonald MPR PE TTH Mr. Rubin Activity Center	ALGEBRA Ms. St. Louis BAND Ms. Savage TECH Mr. Hubble or STUDENT AIDE (by application)
Third Period 9:53-10:46	SOCIAL STUDIES Mr. Kievit Rm 907	SCIENCE Ms. Maxwell Rm 901	MATH 6 Ms. Miranda Rm 903	SPANISH MWF Ms. McDonald MPR PE TTH Mr. Rubin Activity Center	LANG ARTS Ms. Johnson Rm 906	ORCHESTRA Ms. Savage or TECHNOLOGY Mr. Hubble	SCIENCE Ms. Huetter Rm 902	ORCHESTRA YEARBOOK ART or STUDENT AIDE (by application)
Fourth Period 10:46-11:39	MATH 6 Ms. Miranda Rm 903	LANG ARTS Ms. Barney Rm 905	SCIENCE Ms. Maxwell Rm 901	SOCIAL STUDIES Mr. Kirk Rm 908	SOCIAL STUDIES Mr. Kievit Rm 907	LANG ARTS Ms. Johnson Rm 906	PRE-ALGEBRA Ms. St. Louis Rm 904	SCIENCE Ms. Huetter Rm 902
Lunch 11:39-12:09	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
Advisory Period 12:09-12:54	Advisory Period √ in	Advisory Period √ in	Advisory Period √ in	Advisory Period √ in	Advisory Period √ in	Advisory Period √ in	Advisory Period √ in	Advisory Period √ in
Fifth Period 12:54 –1:47	LANG ARTS Ms. Barney Rm 905	PE MWF Mr. Rubin Activity Center SPANISH TTH Mrs. McDonald MPR	SOCIAL STUDIES Mr. Kievit Rm 907	LANG ARTS Ms. Johnson Rm 906	SPANISH MWF Ms. McDonald MPR PE TTH Mr. Rubin Activity Center	MATH 7 Ms. Miranda Rm 903	SOCIAL STUDIES Mr. Kirk Rm 908	PRE-ALGEBRA Ms. St. Louis Rm 904 TECHNOLOGY Mr. Hubble MS LAB
Sixth Period 1:47-2:45	PE MWF Mr. Rubin Activity Center SPANISH TTH Mrs. McDonald MPR	SOCIAL STUDIES Mr. Kievit Rm 907	LANG ARTS Ms. Barney Rm 905	MATH 7 Ms. St. Louis Rm 904	MATH 7 Ms. Miranda Rm 903	SPANISH MWF Ms. McDonald MPR PE TTH Mr. Rubin Activity Center	LANG ARTS Ms. Johnson Rm 906	SOCIAL STUDIES Mr. Kirk Rm 908

E. Professional Development

Tucson Country Day School believes that focused professional development on topics, skills and strategies that benefit our students and that strengthen teaching in the classroom is imperative. To this end, our professional development is designed around the needs of our students and needs of our teachers, and is designed to provide individualized support to our staff and students.

We recognize that providing effective, engaging and meaningful professional development to our staff is an extremely critical piece to ensuring student success. Tucson Country Day School provides six days of professional development prior to the start of each school year (seven days for new teachers). During the in-service, teachers and teacher support staff focus on strategies that make a difference in student achievement such as:

- The design and use of the curriculum mapper and pacing guide
- The importance of assessing students after each lesson to see where they are and how to create post-lesson assessments
- The value of data driven instruction including frequent analysis of available data
- How to read data and understand it
- How to use data to drive instruction

- How to teach meaningful engaging lessons that capture students' attention and help them to see real world connections between what they are learning and their own life
- How to effectively implement a comprehensive math program that provides intervention for students who need intervention and enrichment for students who are ready to move ahead
- Highly effective classroom management strategies (for new teachers)
- The purpose of the school's teacher evaluation tool and how to use it to improve classroom instruction

Grade level teams meet to discuss what they are learning and to collaborate on how they see these strategies being applied in their grade level.

Five additional all-staff professional development half days are scheduled throughout the year and generally occur every other month. Topics at these professional development sessions are designed to build on the information taught during in-service and to respond to identified teacher needs that arise during the school year.

In addition, grade level staff development sessions occur during common planning periods and are led by our instructional leader and/or a knowledgeable team member. Data meetings are held monthly with each team and offer an opportunity for professional development. We work to build strong, team-oriented professional learning communities (PLC) within each team and encourage team members to support one another, share their expertise and work collaboratively to improve their teaching skills and the academic performance of our students.

Time is scheduled during the school year for grade level teams to meet with the grade above and the grade below them. This time is invaluable as it allows receiving teachers to let the sending teachers know of any skill gaps they are seeing in students moving up from a lower grade level, and fosters discussions about areas of focus, strengths and weaknesses at all grade levels.

Time is also built into the schedule to provide teachers with an opportunity to spend time doing peer observations in their own and other grade levels. Peer observations are used to share teaching strategies and to provide modeling of successful strategies when applicable.

After school professional development is offered at least twice a month on a variety of topics. Participation at most after school professional development sessions is voluntary but can be required by administration if needed.