Name of Teacher		*Name of School*	
Principal Name		*School Phone*	
Day of Week		*Educational Service Center*	

Date Submitted

_____

ELEMENTARY ARTS TEACHER DAILY SCHEDULE- Dance, Music, Theatre, Visual Art

Complete one schedule for each school. Schedule classes, including recess, lunch, and beginning and ending bell times.

Date Revised

_____

Circle as applicable:

Semester	Fall			Spring
Content	Dance	Music	Theatre	Visual Arts
Calendar	Traditional			4 Track YR

Time	Classroom Teacher and/or Activity (Opening/Closing Bell, recess, lunch, visuals/realia set up, data collection, collaboration)	Dates From To	Grade	Class Room#	Meeting Place
	Arrival 20 minutes before opening bell				
	Opening Bell				
	Closing bell				
	Departure 10 minutes after closing bell				

- *All submitted schedules MUST display arrival and departure times and the school's opening/closing bells*
- *A total of 60 minutes for breaks and lunch*
- *Teachers work no fewer than eight hours on-site and off-site work, with 310 minutes of instruction exclusive of teacher break (recess) and lunch using the following criteria to develop a schedule:*
  - *20 minutes before school (e.g., 7:50 am)*
  - *10 minutes after school (e.g., 2:40 pm)*
  - *5-60-minute classroom lessons, which include direct instruction and establishment of the learning environment through student journaling, materials distribution and data collection for assessment and record keeping (music may teach more lessons that are shorter)*

Arts Teacher Initials

_____

Content Supervisor Initials

_____

Coordinator Initials

_____

Give a copy to the principal, the office manager, and the cadre chair. Keep an updated copy in your school mailbox at all times. **FAX or email schedule to the Arts Education Branch at the beginning of each semester and when changes are made.**