



Indiana Conference of Seventh-day Adventists

Daily Schedule Analysis for Elementary Schools

(Required only from teachers who are in their first or second year in this conference.)

Teacher: _____ School: _____ Grades Taught: _____

Directions: Shown below is the suggested *minimum* number of minutes per week you should allot in your schedule for each subject. Next to each suggested amount, please indicate how many minutes you have allotted this year. You need to schedule **1850** minutes per week of instruction. You may include recess as instructional time. Lunch may **not** be counted as instructional time.

Subject	Suggested Minimum Minutes Required Per Week		Minutes Allotted in Your Schedule
	Grades 1-4	Grades 5-8	
Art	60		_____
Bible	120		_____
Language Arts			_____
English	85	135	_____
Handwriting	40	30 (Gr 5&6)	_____
Keyboarding	Optional	40	_____
Reading/Reader's Workshop	300	150	_____
Spelling	45	40	_____
Writer's Workshop	80	135	_____
Mathematics	300	300	_____
Music	60	60	_____
Physical Education	100	100	_____
Recess	150	150	_____
Science	180	180	_____
Social Studies	180	180	_____
Other: _____			_____
Other: _____			_____
Worship	50	50	_____
Morning Rituals for Indiana Conference Schools	50	50	_____

Total: _____

Please Note:

1. Thirty minutes of lunch per day are suggested, but cannot be included in the weekly total of 1850 minutes.
2. Reading for grades 1 & 2 must be taught 5 days a week.
3. Math for grades 1-8 must be taught 5 days a week.
4. Science should be taught each week all four quarters.
5. Social Studies should be taught each week all four quarters.
6. Bible Labs must be conducted regularly each quarter. The minutes used for Bible Labs should **not** be counted toward the 120 required for Bible each week. Minutes spent in Bible Labs supplement, but do not replace, Bible class.
7. A copy of your weekly/daily schedule and this schedule analysis worksheet should be sent to the office by the 3rd Friday of September. You can fax this material to 317-571-9281, attach it to an e-mail to scstocs@indysda.org or mail it to: Stacy Stocks, Indiana Conference of Seventh-day Adventists, PO Box 1950, Carmel, IN 46082-1950.