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February 23, 2016

Dear Mr. Ford,

I am writing to request a change for instructional time at Longbranch Elementary School beginning in the 2016-2017 school year. Our current starting time/end time is 8:55/3:40 for the students. We are requesting the start time be moved to 8:40 increasing our instructional day by 15 minutes.

This proposal has been approved at the school level through our SBDM and does not conflict with any contractual agreements with the teachers' workday. The bus arrival time will not be impacted nor will the cafeteria breakfast period. Children will arrive on time via bus and will have time to eat breakfast in our cafeteria.

As a school we have multiple instructional reasons for this change in time.

- Increased instructional class time to implement the Kentucky Core Academic Standards.
- Increased instructional class time to implement a K-5 handwriting program.
- Increased instructional class time to implement a 3-5 keyboarding program.
- Flexibility to meet the needs of our above, on, and below level students through intervention blocks at each grade level.
- Increased flexibility in scheduling student services outside the homerooms.

Thank you for taking time to consider this request for the 2016-2017 school year. Please let me know if you need any additional information concerning this request.

Sincerely,



Erika Bowles