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# BURLINGTON ELEMENTARY SCHOOL



*Where Eagles Fly and Students Soar*

*Kim Gilbert  
Principal*

*Chris Roberts  
Asst. Principal*

*Neena Ambrose  
Counselor*

*Stephanie Strausbaugh  
Counselor*

*Jennifer Hater  
FRC Coordinator*

Dear Mr. Ford,

I am writing to request a change for instructional time at Burlington 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. I have already spoken with the bus garage and it is possible for the buses to arrive 15 minutes earlier to accommodate the earlier start time. The cafeteria will also start serving breakfast earlier to allow students adequate time to eat in the morning.

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

-Increased instructional class time to implement the Kentucky Core Academic Standards.

- 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,

Kim Gilbert