

THE SEVEN HABITS
to happy
KIDS

**LONGBRANCH ELEMENTARY
SCHOOL**

A Leader In Me School
2805 Longbranch Road
Union, Kentucky 41091
859-384-4500

Erika Bowles, Principal
Stephanie Stambaugh, Assistant Principal
Rachel Anderson, School Counselor
Meredith Palmer, School Counselor
Rachel Wilcox, Instructional Coach

March, 6, 2017

Dear Mr. Ford,

I am writing to request a change for instructional time at Longbranch Elementary School beginning in the 2017-2018 school year. The current starting time/end time for elementary schools in Boone County is 8:55/3:40 for the students. We are requesting the start time be at 8:40 increasing our instructional day by 15 minutes.

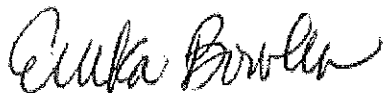
This proposal has been approved at the school level through our SBDM in the past and will be on the agenda for the March 7, 2017 SBDM meeting. It also does not conflict with any contractual agreements with the teachers' workday. I have already spoken with the bus garage and it is possible for the buses 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 school we have instructional reasons for this change in time.

- Increased instructional class time to implement Rosetta Stone.
- Increased instructional class time to implement keyboarding and handwriting.
- Increased instructional class time for specific, tiered interventions.

Thank you for taking time to consider this request for the 2017-2018 school year.

Sincerely,



Erika Bowles