



575 NORTH 100 EAST AMERICAN FORK, UTAH 84003-1758 (801) 610-8556 Fax (801) 610-8516

MINIMAL DAY MEMO, 2019-2020

Minimal Days: October 16, 2019, December 20, 2019, March 13, 2020

Minimal Day Purposes and Expectations

- Minimal days were created to assist teachers in meeting the instructional needs of their students by providing additional individual teacher preparation time.
- Faculty meetings and team collaboration are not held on minimal days.
- Lunch will be provided for students before the end of the day.
- Secondary schools will hold regular A or B days.
- So that Transportation can accommodate the schedule, no field trips will be scheduled on minimal days.

Minimal Day Schedule and Transportation Plan

- Preschool and Kindergarten will be cancelled on minimal days (Preschool and Kindergarten teachers are still expected to work their full contract on these days). Kindergarten students will receive take-home instructional materials from their teacher provided by the district curriculum department.
- All schools will start at their normal start time.
- All morning pickup times and morning routes to school will be normal.
- Busses will run 15 minutes after excused time.
- In order to accommodate all schools, buses will follow the schedule below.

| School | Start | <i>Normal End</i> | Minimal Day End |
|---|-------|-------------------|-----------------|
| High School (incl. Canyon View, Oak Canyon) | 7:45 | 2:15 | 11:15 |
| Early Elementary | 8:00 | 2:15 | 11:30 |
| Jr High/Middle | 8:15 | 2:45 | 12:00 |
| Traditional Elementary (incl. Dan Peterson, Horizon) | 9:05 | 3:30 | 12:35 |
| Late Elementary | 9:15 | 3:30 | 12:45 |
| ATEC (East and West) | 8:00 | 2:00 | 11:30 |