

## SCHOOL CALENDAR POLICY

**1.0 SCOPE:** This policy sets the scope for the development and implementation of the school calendar as provided for in State Code that each county board of education and multi-county vocational center must develop a school calendar each year and submit the proposed calendar to the State Superintendent of Schools (State Superintendent), or designee, by the established deadline.

**2.0 PURPOSE:**

2.1 Barbour County Schools recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the County in providing no less than 180 separate days of instruction.

**3.0 DEFINITIONS:**

3.1 Accrued instructional time - Instructional time earned during the instructional term from time added to the instructional day beyond the minimum instructional time required by W. Va. 126CSR42, West Virginia Board of Education Policy 2510, Assuring the Quality of Education: Regulations for Education Programs (Policy 2510).

3.2 Cocurricular activity - An activity that is closely related to identifiable academic programs or areas of study that serve to complement the academic and technical curricula.

3.3 County boards - The governing body charged with the supervision and control of a county board school district, which is composed of five members, elected by the voters of the respective county.

3.4 Extracurricular activity – An activity that is not part of the required instructional day or curricular offerings but that is under the supervision of the school. Examples include athletics, noninstructional assemblies, social programs, entertainment and other similar activities.

3.5 Instructional day – Pursuant to W. Va. Code §18-5-45, an instructional day means a day within the 180 instructional term, including the days used to reschedule canceled instructional days, that meets the following criteria:

3.5.1 Instruction is offered to students for at least the minimum amount of hours/minutes specified by W. Va. 126CSR28, West Virginia Board of Education Policy 2525, West Virginia’s Universal Access to Early Education System (Policy 2525) for pre-kindergarten and Policy 2510 for grades kindergarten through twelve.

3.5.1.a The minimum instructional week for Pre-K is twelve (12) hours per week.

3.5.1.b The minimum instructional day for grades K-4 is 315 minutes.

3.5.1.c The minimum instructional day for grades 5-8 is 330 minutes.

- 3.5.1.d The minimum instructional day for grades 9-12 is 345 minutes.
- 3.5.1.e "Instructional Day" does not include time for homeroom, class changes, breaks/recess, lunch, and other non-instructional activities from the first designated assembling of the student body in groups (homeroom or first period) to the dismissal of the student body.
- 3.5.2 Instructional time is used for instruction and/or cocurricular activities.
- 3.5.3 The instruction provided meets the content standards and objectives (CSOs) prescribed by the WVBE.
- 3.6 Minimum employment term – An employment term for regular, full-time county board employees of at least 200 days, exclusive of Saturdays and Sundays, which do not need to be successive. Pursuant to W. Va. Code §18A-4-8, the minimum employment term shall be no less than ten months with each month defined as 20 employment days.
- 3.7 Multi-County vocational center – One of the seven vocational centers created by the WVBE of Education pursuant to the provisions of W. Va. Code §18-2B-2 to provide vocational programs to students of two or more counties.
- 3.8 Noninstructional day - A day within the minimum 200 day employment term during which either no instruction is provided to students, or the instruction provided does not meet the criteria defined in Section 4.5.
- 3.9 Out of calendar day – A nonpaid day that is not included as a part of the minimum 200 day employment term.
- 3.10 School year – Pursuant to W. Va. Code §18-1-2, the school year begins on the first day of July and ends on the thirtieth day of June.

#### **4.0 EMPLOYMENT TERM:**

- 4.1 An employment term of at least 200 days, excluding Saturdays and Sundays, for all regular, full-time employees, which need not be successive.
- 4.2 The length of the employment term (from the beginning to closing dates) cannot exceed 48 weeks, in accordance with W. Va. Code §18-5-45(c)(1).
- 4.3 The minimum employment term shall consist of no less than 180 separate days of instruction, and 20 noninstructional days, comprised of the following:
  - 4.3.1 Seven paid holidays (any combination of the school holidays included in W. Va. Code §18A-5-2, which are: Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King's Birthday, Memorial Day, or West Virginia Day)
  - 4.3.2 An election day, as specified in W. Va. Code §18A-5-2;

- 4.3.3 Six days to be designated as outside of the school environment, four of which must be scheduled after the 130<sup>th</sup> day of instruction of the school calendar;
- 4.3.4 The remaining days to be designated by the county board for purposes to include, but not be limited to:
  - 4.3.4.a Curriculum development;
  - 4.3.4.b Preparation for opening and closing school;
  - 4.3.4.c Professional development;
  - 4.3.4.d Teacher-pupil-parent conferences;
  - 4.3.4.e Professional meetings;
  - 4.3.4.f Making up days when instruction was scheduled but not conducted;
  - 4.3.4.g At least four two-hour blocks of time for faculty senate meetings with each two-hour block of time scheduled once at least every 45 days, the first of which shall be scheduled on a day scheduled for the opening of school prior to the beginning of the instructional term; and,
  - 4.3.4.h Scheduled out-of-calendar days that are to be used for instructional days in the event school is canceled for any reason.

## **5.0 INSTRUCTIONAL TERM:**

- 5.1 The school calendar shall provide an instructional term for students of no less than 180 separate days of instruction.
- 5.2 Accrued instructional time may be only used to recover instructional time lost due to: the late arrival or early dismissal of students due to inclement weather; the closing of school because of the prevalence of contagious disease, conditions of weather or any other calamitous cause over which the board has no control; professional development activities; or, to accommodate the scheduling of faculty senate meetings on instructional days. Accrued instructional time cannot be used to avoid one hundred eighty separate days of instruction.
- 5.3 If it is not possible to provide 180 separate instructional days within the school calendar as originally scheduled, the county board will schedule instruction on any available noninstructional day (other than holidays, election day, or Saturdays and Sundays), regardless of the purpose for which the day was originally scheduled, or use a day that was scheduled as an out-of-calendar day. County boards have the ability to apply for a waiver in accordance with the provisions of W. Va. Code §18-5-45(o) to assist with meeting the mandatory 180 days of instruction.

- 5.4 If an out-of-calendar day is used as a make-up instructional day, the originally scheduled instructional day that was canceled becomes the out-of-calendar day (unpaid day). In accordance with W. Va. Code §18A-5-2, an employee's pay is not to be adjusted during a pay period because of this revision in the school calendar.
- 5.5 In accordance with Policy 2510, co-curricular activities may, by their nature, be scheduled without regard to the use of accrued instructional time.
- 5.6 Extracurricular activities do not count towards meeting the minimum instructional time for an instructional day. Accrued instructional time may not be used to accommodate the scheduling of extracurricular activities during instructional days.

## **6.0 MAKE-UP DAYS:**

- 6.1 For the sake of this Policy and in that the Fred Eberle Technical Center provides career and educational services to the students of Barbour County, each year before a calendar is submitted to Barbour County Schools Board of Education, all counties represented at the Center will meet to determine the sequence of days to be designated as Make Up Days. In the event a day scheduled for instruction is cancelled or any portion of a day of instruction is altered to cause the loss of instruction, the following process will be implemented to convert noninstructional day(s) and/or out of calendar days to full instructional days. Recommendations for the conversion of those days shall be made at the first meeting of each month for the recovery of time lost in the preceding month. The Board shall approve an adjustment of school day schedules and/or the conversion of available non- instructional days to instructional days, calculated to recover the lost instructional time.
  - 6.1.1 Accrued instructional time will be converted as appropriate.
  - 6.1.2 Barbour County will schedule instruction on available noninstructional days (other than holidays, election day, or Saturdays and Sundays) to make-up for lost instructional days and/or instructional time.
  - 6.1.3 Out-of-calendar days will be used to make-up lost instructional days, the originally scheduled instructional day that was cancelled becomes the out-of-calendar day (unpaid day).
  - 6.1.4 Curriculum development days, continuing education days teacher-pupil-parent conferences, and outside school environment days shall be used to make-up lost instructional days or instructional time.
  - 6.1.5 In the event of an unforeseen situation that will not allow the Board to approve an adjustment to the calendar related to lost instructional time, the Superintendent is authorized to make such adjustment(s) deemed so necessary in the best educational interests of the County.
- 6.2 In the event school is delayed or dismissed early, the following process will be implemented to ensure all instructional minutes.
  - 6.2.1 Each school will have additional instructional minutes above the state required number of instructional minutes per programmatic level.

- 6.2.2 Accrued Instructional Time log for all schools will be maintained at the county level.
- 6.2.3 Times that schools are delayed or dismissed early will be deducted from the accrued time.
- 6.2.4 Barbour County Board of Education will periodically review the accrued instructional time log and determine if any instructional minutes shall be added to remaining scheduled days.

## **7.0 Public Hearings.**

- 7.1. Prior to voting on a final school calendar, each county board of education must hold at least two public hearings that allow all interested parties to discuss the school calendar.
- 7.2. According to W. Va. Code §18-5-45, public notices of the hearings must be published as a Class II legal advertisement in accordance with the provisions of W.V. Code §59-3-1 et seq. This means the legal advertisement must be published once a week for two successive weeks in a qualified newspaper published in the publication area. Notices for both hearings can be published in one advertisement. The first notice must be published at least ten days prior to the first meeting to provide sufficient time for interested parties to plan on attending the hearing.

**AUTHORITY:** W. Va. Constitution, Article XII, §2 and W. Va. Code §§18-5A-5, 18-5-45 and 18A-5-2.  
**WV Board of Education Policy 2510**

**Adopted:** 09/01/81

**Revised:** 05/28/14; 08/10/09

Procedures 2014-2015

In the event a day scheduled for instruction is cancelled or any portion of a day of instruction is altered to cause the loss of instruction, the following process will be implemented to convert a noninstructional day(s) and/or out of calendar days to full instructional days:

1. Accrued instructional time will be converted as appropriate;
2. January 2, the first scheduled Out of Calendar (OC) day after the first day of January only if January 2 falls in a week day during the same week as January 1 and has been so designated as an Out of Calendar (OC) day;
3. in the event January 2 does not fall as prescribed in #2, the next day(s) to be converted to an instructional day(s) shall be any day scheduled as an Outside School Environment (OS) day up to the fourth scheduled Continuing Professional Development (CE) day (in order for all staff to meet the required 18 hours of Continuing Professional Development (CE) annually, the first three (3) CE days shall be reserved for those employees who need to fulfill their CE requirement);
4. the fourth day scheduled as a Continuing Professional Development (CE) day;
5. any day scheduled as Out of Calendar (OC) for an Easter/Spring Break excluding the Friday immediately before Easter Sunday and the Monday immediately following Easter Sunday;
6. any day(s) as needed scheduled as an Outside School Environment (OS) day(s) and/or scheduled as an Out of Calendar (OC) day(s) after Memorial day up to June 30 excluding West Virginia day and excluding June 29 and June 30 in the event either of those two days fall on a Saturday and/or a Sunday.