

## **Policy Code: 3300 School Calendar and Time for Learning**

The Wake County Board of Education believes that time is a variable in the educational process and that children may need different amounts of instructional time in order to fulfill the educational goals and objectives of the board. The board also recognizes that the school day and school year should be planned in such a manner as to facilitate student learning and to permit an accurate assessment of student achievement in scheduled testing periods.

### **A. Instructional Time**

The principal is responsible for ensuring that instructional time is maintained and protected in the school schedule. Interruptions for emergencies shall be determined by the principal or designee and used sparingly.

Each teacher is responsible for ensuring optimal use of instructional time in his or her classes. Parent conferences and other conferences with teachers and staff should be scheduled outside of the instructional time as much as possible to avoid interruption of instruction. School personnel are encouraged to seek creative means of reducing transitional time and scheduling non-instructional activities.

### **B. School Day**

The length of the school day may vary from school to school if approved by the board of education. The board shall establish the start and end times for the school day at schools for students by April 1 prior to the beginning of each school year. The "instructional" day includes only those hours a student is assigned to a teacher for the primary purpose of instruction. Breaks in the instructional day for changing classes, lunch, pep rallies and similar non-instructional activities may not be counted towards the minimum instructional hours requirement established in Section D, below.

### **C. Opening and Closing Dates**

The Board shall set the opening and closing date for students consistent with applicable law.

The system may operate special purpose schools or sessions or pilot programs beyond the regularly scheduled school year, provided the programs are legally organized and funded. Notification will be made to the Board for programs not generating revenue. Revenue-generating programs must be approved by the Board.

Upon a showing of good cause, as defined by [G.S. 115C-84.2\(d\)](#), the board will seek a waiver of the opening date from the State Board of Education.

The board will revise the closing date only if necessary to comply with the minimum requirements for instructional days or instructional time.

### **D. School Calendar**

The school calendar in all schools will be for 215 days and will provide for a minimum of 185 days or 1025 hours of instruction covering at least nine months. If school is closed early due to inclement weather, the day and the number of instructional hours

originally scheduled may count towards the required minimum number of instructional days or hours. As funding permits, the board may pursue increasing the number of instructional hours or days, at least for those students who need more time to learn the curriculum.

The board may initiate or review recommendations from the superintendent for modifying a school calendar. The Board may obtain input from teachers and other personnel as well as from the community in developing proposals for modifying the school calendar.

Any calendar adopted by the board will be consistent with the following requirements.

1. The calendar will consist of 215 days and shall meet state requirements for the minimum instructional days and/or the minimum instructional hours.
2. At least 10 of the days on the calendar will be designated as annual vacation leave days.
3. The calendar will include the same or an equivalent number of legal holidays as those designated by the State Personnel Commission for State employees. Veterans Day shall be a holiday for all public school personnel and for all students enrolled in the public schools.
4. School will not be scheduled on Sundays.
5. The total number of workdays for teachers employed for a 10-month term will not exceed 195 days.
6. The calendar will designate "instructional" days, when students must be present.
7. The remaining days will be scheduled by the board, in consultation with school principals for use as teacher workdays, additional instructional days, or other lawful purposes. Before scheduling workdays, each principal shall work with the school improvement team to determine the days to be scheduled and the purposes for which they should be scheduled.
8. Of the workdays described in subsection D.7, the board directs each school improvement team to designate at least two days as protected days on which teachers may take accumulated vacation leave. All other workdays may be designated as days on which teachers may take accumulated vacation leave, but the board will give teachers at least 14 calendar days' notice before requiring a teacher to work instead of taking vacation leave on any of these days. A teacher may elect to waive this notice requirement for one or more of these days.
9. The board may, due to school closings because of inclement weather or other reasons, use any of the workdays designated in subsection D.7 above as make-up days for those instructional days that were missed. If necessary, these make-up days may be scheduled after the last day of student attendance. If either of the two protected days described in subsection D.8 above are scheduled as a make-up day, teachers may take accumulated vacation leave on the make-up day and will not be required to work.

10. The Board may choose to use up to five remote instruction days or thirty remote instruction hours during an emergency situation as permitted by law. For purposes of this policy, an “emergency situation” includes a natural disaster, inclement weather, public health emergency, energy shortage, power failures, or other situation that threatens the health and safety of employees, students, or the community.

11 ~~40~~. If the school calendar requires students to attend on Memorial Day, each principal shall ensure that the significance of Memorial Day is recognized in the school on that day. If students are not scheduled to attend school on Memorial Day, recognition of the significance of Memorial Day will be provided at another time.

12 ~~44~~. If the school calendar requires students to attend school on September 17, which is Constitution and Citizenship Day, each principal is encouraged to have the school commemorate the signing of the United States Constitution on that day.

The administration shall present drafts of the traditional, modified, and year-round school calendars to the board by December 31 prior to the beginning of each school year. Such drafts shall make provisions for the in-service education needs of the school system. In addition, the spring break for students following the traditional calendar should be scheduled in conjunction with the end of the third nine weeks grading period unless other features of the calendar make such scheduling inappropriate.

Legal References: [36 U.S.C. 106\(d\)](#); [G.S. 115C-12\(33\)](#), ~~-36~~, ~~-47~~, ~~-84.2~~, ~~-84.3~~, ~~-105.21(b)(2)~~, ~~-238.31~~, ~~-288~~; State Board of Education Policy [GCS-G-001](#); *N.C. Employment Benefits and Policy Manual* (most current version), North Carolina Department of Public Instruction, available at <http://www.ncpublicschools.org/district-humanresources/key-information>

Adopted: December 6, 2016

**Wake County Board of Education**