

Series 1000 – School District Organization and Operations

Section 1100 – School District Organization

Policy 1105 – County School Calendar

1104.1 Purpose: This policy is intended to address general criteria for the adoption of the annual Harrison County Schools calendar in order to meet individual county needs, as encouraged in West Virginia Board of Education Policy 3234, effective January 13, 2014, and Senate Bill 359

1104.2 Definitions:

1104.2.1 Accrued Instructional Time – consists of instructional time earned during the instructional term from time added to the Instructional Day beyond the minimum minutes required by WVBE 2510: Assuring the Quality of Education: Regulations for Education Programs. For the purposes of the county-wide calendar, Accrued Instructional Time will be determined based upon the school(s) with the least amount of daily instructional minutes. It may be utilized for professional development that includes collaborative meeting time, training, and continuing education as needed to improve student performance and meet the requirements of federal mandates affecting elementary and secondary education. Also, Accrued Instructional Time may be used to schedule faculty senate meetings on instructional days. The amount of Accrued Instructional Time used for this purpose may not exceed three Instructional Days and shall be aligned with the school and county strategic plans and shall not conflict with transportation needs.

1104.2.1.1 Accrued Instructional Time may not be used to convert a complete day of instruction into a day to be used for some other purpose or to avoid 180 separate days of instruction

1104.2.1.1 Pre-K: Minimum 12 hours per week

1104.2.1.2 Kindergarten and grades 1-4: 314 minutes per day of instruction

1104.2.1.3 Grades 5-8: 330 minutes per day of instruction

1104.2.1.4 Grades 9-12: 345 minutes per day of instruction

1104.2.2 Co-curricular activity – an activity that is closely related to identifiable academic programs or areas of study that serve to complement academic and technical curricula; co-curricular activities

may, by their nature, be scheduled without regard to the use of Accrued Instructional Time; it is not deducted from instructional time or overall Accrued Time.

1104.2.3 Extracurricular activity – an activity that is not part of the required Instructional Day or curricular offerings but that is under the supervision of the board including athletics, non-instructional assemblies, social programs, entertainment and other similar activities.

1104.2.4 Instructional Day – Pursuant to W.Va. Code 18-5045, an Instructional Day means a day within the 180 instructional term, including the days used to reschedule cancelled Instructional Days, that meet the following criteria:

1104.2.4.1 314 minutes per day for Kindergarten and grades 1-4

1104.2.4.2 330 minutes per day for grades 5-8

1104.2.4.3 345 minutes per day for grades 9-12

1104.2.5 Minimum employment term – an employment term for regular, full-time county board employees of at least 200 days, excluding Saturdays and Sundays, which do not need to be successive; it shall be no less than 10 months with each month defined as 20 employment days;

1104.2.5.1 cannot exceed 48 weeks

1104.2.5.2 must include 180 separate days of instruction

1104.2.5.3 includes no more than 20 non-Instructional Days

1104.2.5.3.1 includes 7 paid holidays: Labor Day, Veteran’s Day, Thanksgiving Day, Christmas Day, New Year’s Day, Martin Luther King’s Birthday, and Memorial Day (Note: Other holidays can be scheduled as nonpaid, out of calendar days and are not be considered for the 200-day employment contract.)

1104.2.5.3.2 includes an Election Day

1104.2.5.3.3 includes 6 days to be designated as out of school environment, four of which must be scheduled after the 130th day of instruction of the school calendar

1104.2.5.3.4 the remaining 6 non-Instructional Days are identified as “Protected” and include the following: 3 Prep days, 2 CE (for a total of the

12 hours of the 18 hours required in the contract), and two teacher-pupil-parent conferences on separate days (for a minimum of 3 hours each of the two days)

- 1104.2.5.4 Employees with 200 day contracts will not report on out of calendar days unless that day is converted into an Instructional Day.
- 1104.2.5.5 Employees with 240, 250, or 261 day contracts will report on out of calendar days beginning July 1 through June 30. Days shall be documented through the immediate supervisor and submitted in writing to the Chief Business Official and Superintendent or designee. Consult with the immediate supervisor to determine details of the expected work schedule.
- 1104.2.5.6 Employees with 205 day contracts will begin work 3 days before and 2 days after the employment term of 200 day contracts unless documented in writing to the building principal and forwarded to the Assistant Superintendent of Curriculum & Instruction and the Chief School Business Official.
- 1104.2.5.7 Employees with 210-day contracts will begin work 5 days before and 5 days after the employment term of 200 day contracts unless approved and documented in writing to the building principal and forwarded to the Assistant Superintendent of Curriculum & Instruction and the Chief School Business Official.
- 1104.2.5.8 Employees with 215 day contracts will begin work 10 days before and 5 days after the employment term of 200 day contracts unless approved and documented in writing to the building principal and forwarded to the Assistant Superintendent of Curriculum & Instruction and the Chief School Business Official.
- 1104.2.5.9 Employees with 220 day contracts will begin work 10 days before and 10 days after the employment term of 200 day contracts unless approved and documented in writing to the building principal and forwarded to the Assistant Superintendent of

Curriculum & Instruction and the Chief School Business Official.

1104.2.5.10 Employees with 225 day contracts will begin work 13 days before and 12 days after the employment term of 200 day contracts unless approved and documented in writing to the building principal and forwarded to the Assistant Superintendent of Curriculum & Instruction and the Chief School Business Official.

1104.2.5.11 Employees with 230 day contracts will begin work 15 days before and 15 days after the employment term of 200 day contracts unless approved and documented in writing to the building principal and forwarded to the Assistant Superintendent of Curriculum & Instruction and the Chief School Business Official.

1104.2.5.12 For employees in excess of 200 day contracts, regular attendance at employment location begins on the days listed in 1104.2.5.6 through 1104.2.5.11. The extra 5 days of employment awarded under contract, as applicable for high school counselors, must be approved by the building principal, documented in writing and filed with the Assistant Superintendent of Curriculum and Instruction and the Chief School Business Official by the first date of the 200 day contract employment term.

1104.2.5.13 Employees in excess of 200 days but less than 240 days will work the same school schedule as teachers for out of calendar days except in the event that these employees cannot fulfill their contract. At that point, employees in excess of 200 days but less than 240 days shall work out of calendar days to fulfill their contract.

1104.2.5.14 Central Office employees with employment dates in excess of 200 days but less than 240 days will work on days when school is cancelled due to inclement weather or other circumstances unless at such point they would be in excess of their contract or as approved by their immediate supervisor.

1104.2.6 Non-Instructional Day – a day within the 200-day employment term during which no instruction is provided to students or the instruction provided does not meet the criteria identified for an Instructional Day under 1104.2.4.

1104.2.7 Out of Calendar Day – a nonpaid day that is not included in the minimum 200 day employment term; if an out of calendar day is used as a make-up Instructional Day, the originally scheduled instructional day that was cancelled becomes the out-of-calendar day (unpaid day); an employee’s pay is not to be adjusted during a pay period because of this revision in the school calendar according to W.Va. Code 18A-5-2.

1104.2.8 Professional Meeting – Time designated in the School Calendar or at the school level for the purpose of professional development, professional meetings, etc. as banked and documented from instructional minutes beyond the minimum specified in 1104.2.4; consideration of county transportation must be made for utilization of these minutes.

1104.2.9 Protected Days – A day that cannot be converted into an instructional day; days designated in the local calendar as CE (curriculum enhancement), P (prep), TPP (teacher-pupil-parent conference) are protected days

1104.2.10 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.

1104.3 Procedures for School Calendar Development and Accountability

1104.3.1 Two public hearings shall be advertised through Class II legal advertisements and numerous avenues according to W.Va. Code 18-5-45

1104.3.2 The county school calendar shall provide an instructional term for students no less than 180 separate days of instruction and a minimum employment term for employees of no less than 200 days.

1104.3.3 Pursuant to WVBE 2510, school calendars and schedules shall be organized to maximize academic learning time through a variety of strategies which may include, but are not limited to, restructuring the school day, providing tutorial sessions, utilizing appropriate technology, extending the school day and/or extending the school year.

1104.3.4 By September 1, each principal, with collaboration from teachers and in consideration of the needs of students in order to maximize engaged instructional time and limit disruptions during the school day within the regular calendar, shall provide the following to the Superintendent or designee in regards to instructional and non-instructional time per day on the Accountability of Instructional Minutes Form:

- a. Total 8 hour work day for professional personnel
- b. Total instructional time is minutes from the time that instruction begins to the time that students are dismissed, with a 30-minute deduction for lunch
- c. Automatic deduction of Accrued Time for (6) early dismissals or delays due to inclement weather, not to exceed the Accrued Time banked from the school with the least amount of instruction minutes accrued daily
- d. Documentation and a plan of Accrued Time (based on the least amount of instructional minutes in the county for that current year) for Professional Meetings designated in the School Calendar
- e. Proposal for usage of Accrued Time for Professional Meetings and/or Faculty Senate beyond those designated in the School Calendar if applicable

1104.3.5 On the 30th of each month, each principal shall revise, as applicable, the Accountability of Instructional Minutes Form and submit to the Superintendent or designee; this includes deductions for any minutes that do not meet those identified in the definition of instructional or co-curricular

1104.3.6 Faculty Senate Meetings – At least 4 two-hour blocks of time will be dedicated to meetings once at least every 45 days considering the following:

- a. one 2 hour meeting for the opening of school prior to the beginning of the instructional term

- b. portion of the non-Instructional Day scheduled for faculty senate shall be considered as part of the purpose for which the non-Instructional Day is scheduled
- c. may schedule meetings during an Instructional Day if sufficient Accrued Instructional Time has been earned by the school; every school in the district must have earned sufficient time for all faculty senate in the districts to meet in this manner
- d. may meet for an unlimited amount of time during a non-instructional time
- e. may schedule a meeting on an instructional day, outside of the instructional time for students and take compensatory time off on the non-Instructional Day that is provided in the calendar as long as the meeting takes place prior to the day that is scheduled in the school calendar and the decision is made by a faculty senate vote
- f. may reschedule faculty senate meetings if the non-Instructional days originally scheduled for faculty senates to meet is canceled due to inclement weather; utilization of Accrued Time is recommended in this circumstance

1104.4 Recovery of Instructional Time Due to Inclement Weather

1104.4.1 Based upon minutes from the school with the least amount of total accrued time, county wide, for the current school year, early dismissals and delays due to inclement weather will be recovered in the following manner:

- First, Accrued Minutes will be utilized for at least 5 scheduled professional meetings. Note: Accrued instructional time can only be used for this purpose if all affected schools have accumulated and documented sufficient accrued instructional time through their regular schedules.
- Second, the balance of Accrued Minutes will be utilized for delays and dismissals.
- Third, in the event these Accrued Minutes are exhausted, 1 OS day will be taken due to early dismissals and delays for each occurrence of cancellation of an instructional day. See 1104.4.2.
- Fourth, in the event that the 6 OS days have been exhausted, 1 Out of Calendar instruction day will be converted to an Instructional Day for each occurrence of delay, dismissal, or cancellation due to inclement weather. See 1104.4.3.

1104.4.2 Upon the cancellation of a full day of school due to inclement weather, the first available Unprotected day, as defined in 1104.2.9, will be converted into an Instructional Day, excluding those days preceding and following holidays: Thanksgiving, Christmas, Easter.

1104.4.3 In the event there are no full days (OS) to convert to instructional within the designated instructional term, days identified as out of calendar days at the end of the instructional term will be designated as instructional days as a final resort.

Sources: WVBE Policy 2510, WVBE Policy 3234

Adopted: March 17, 2014