

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees and the general public for advance effective planning of the school year.

III. CALENDAR RESPONSIBILITY

A. School calendars shall be adopted bi-annually by the school board (see Section IV.C.). They shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff and parents.

The emergency closing procedure is noted in School District Policy 315.

B. The annual school calendar must include at least 850 hours of instruction for an All Day Every Day kindergarten student, 935 hours of instruction for a student in grades 1 through 6, and 1020 hours of instruction for a student in grades 7 through 12, not including summer school. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Commissioner of Education under Minn. Stat. § 124D.126.

C. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III-B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.

1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
2. The school district may begin the school year on any day before Labor Day if the school district has an agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.

- D. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

IV. CALENDAR DEVELOPMENT PROCEDURE

- A. The district administration and school board will develop calendar assumptions based on state statute, work agreement language and past practice of the district.
- B. Additional assumptions will be developed by a calendar committee established by the administration. The additional assumptions will be based on previous school calendars and input received from district students, staff, parents and community members.
- C. Every two years, the committee will develop calendars for two school years for the district and recommend them for board action.
- D. The two school year calendars will utilize the following timeframe and action tasks:

Years	Begin Calendar Development	Approve School Calendar
2020-21 2021-22	December, 2019	March, 2020
2022-23 2023-24	December, 2021	March, 2022
2023-24 2024-25	December, 2023	March, 2024
2025-26 2026-27	December, 2025	March, 2026

ACTION TASKS:

- Assumption Development
- Committee Selection
- Calendar Input
- Calendar Development and Review
- Calendar Revisions
- Calendar Approval

- E. Necessary revisions in the school calendar will be made by the school board in a timely manner. The Meet & Confer process with Education Minnesota-Alexandria will be used prior to finalizing the calendar revisions. Also, the standing calendar committee may be asked to review the calendar prior to the revision being voted upon by the school board.

V. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

VI. E-LEARNING DAYS

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

Legal References:

- Minn. Stat. § 120A.40 (School Calendar)
- Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
- Minn. Stat. § 120A.414 (E-Learning Days)
- Minn. Stat. § 120A.415 (Extended School Calendar)
- Minn. Stat. § 120A.42 (Holidays)
- Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
- Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
- Minn. Stat. § 123A.30 (Agreements for Secondary Education)

Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References:

MSBA/MASA Policy 425 (Staff Development)
Policy 454 (Staff Development)
Policy 315 (Emergency Closing)

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Alexandria, Minnesota