

Bullitt County Public Schools

SCHOOL CALENDAR

REQUIREMENTS AND DEVELOPMENT



THE SCHOOL CALENDAR

**Everything You Wanted to Know
About the School Calendar
But Were Afraid to Ask...**

SCHOOL CALENDAR DEVELOPMENT

- **District Policy and Procedure**
- **Contract**
- **State Statute and Regulation**
 - **KRS – Kentucky Revised Statutes**
 - **KAR – Kentucky Administrative Regulations**

POLICY 08.3 SCHOOL CALENDAR

The Superintendent shall develop and present to the Board for adoption a school calendar for the upcoming school year on or before May 15 of each year.

PROCEDURE 08.3 AP.1 PROCEDURES FOR CALENDAR COMMITTEE REPRESENTATIVES

- **Superintendent shall appoint 3 people to the calendar committee**
- **Parent Representative**
- **Classified Representative**
- **BCEA Representatives**
- **Board of Education members will be offered the opportunity to select a Board member to serve on the calendar committee**

CONTRACT

Contract

2009-2013

Between the

Bullitt County Board of Education

And the

Bullitt County Education Association

CONTRACT

Four (4) members appointed by the Association shall serve on the Calendar Committee.

The school calendar shall provided:

- **187 days including**
- **177 days of instruction**
- **4 paid holidays**
- **4 professional development days**
- **1 opening day**
- **1 closing day**

A five (5) day unpaid spring break.

COMMITTEE

A Committee is established to create the school calendar based on the Contract and Procedure 08.3 AP1...

The Calendar Committee Members are:

- **The Director of Pupil Personnel (appointed)**
- **Assistant Superintendent for Support Services (appointed)**
- **Parent Representative (appointed)**
- **Classified Representative (elected)**
- **Four (4) BCEA Representatives (appointed by the Association)**
- **One (1) member of the Board of Education.**

DATES

The local board of education shall adopt a school calendar prior to *May 15* of each year for the upcoming school year. The adopted calendar shall be **submitted to the Kentucky Department of Education prior to June 30.** A local school district will not be paid any installment of its SEEK allotment until the school calendar has been approved by the Department of Education.

Amended Calendars due June 30 to KDE.

STATE STATUTES

KENTUCKY REVISED STATUTES (KRS)

- **KRS 2.110** No person shall be compelled to labor on **Labor Day**.
- **KRS 2.190** **Presidential election day shall be a state holiday** and all schools shall be closed on presidential election day (the Tuesday after the first Monday in November of presidential election years).
- **KRS 158.070, 6 (b)** All schools **shall be closed** on the third Monday of January in observance of the **birthday of Martin Luther King, Jr.**

STATE STATUTES

KENTUCKY REVISED STATUTES (KRS)

- **157.360 (17)** Notwithstanding any other statute or budget of the Commonwealth language to the contrary, **time missed due to shortening days for emergencies may be made up by lengthening school days in the school calendar without any loss of funds** under the program to support education excellence in Kentucky.

- **158.050 School year**

The school year shall begin on **July 1** and end on **June 30**.

STATE STATUTES

KENTUCKY REVISED STATUTES (KRS)

- **KRS 158.070 (1)** The minimum school term shall be one hundred eighty-five **(185) days, including no less than the equivalent of one hundred seventy-five (175) six (6) hour instructional days.** A board of education may extend its term beyond the minimum term.
- **KRS 158.070 (2)** The local board of education, upon recommendation of the local school district superintendent, shall adopt a school calendar for the upcoming school year that establishes the **opening and closing dates** of the school term, **beginning and ending dates of each school month, instructional days,** and **days on which schools shall be dismissed.** The local board may **schedule days for breaks** in the school calendar that shall not be counted as a part of the minimum school term.

STATE STATUTES

KENTUCKY REVISED STATUTES (KRS)

- **KRS 158.070 (4) (a)** Each local board of education shall use four (4) days of the minimum school term for **professional development** and collegial planning activities for the professional staff without the presence of pupils...
- **KRS 158.070 (4) (d)** The local board of each school district may use up to a maximum of four (4) days of the minimum school term **for holidays**; provided, however, any holiday which occurs on Saturday may be observed on the preceding Friday.
- **KRS 158.070 (4) (e)** Each local board may use two (2) days for **planning activities** without the presence of pupils.

STATE STATUTES

KENTUCKY REVISED STATUTES (KRS)

- **KRS 158.070 (6) (a)** In setting the school calendar, school **may be closed for two (2) consecutive days** for the purpose of permitting professional school employees to attend **statewide professional meetings**.
- The commissioner of education shall designate one (1) additional day during the school year when schools **shall be closed** to permit professional school employees to participate in **regional or district professional meetings**. These three (3) days so designated for attendance at professional meetings shall not be counted as a part of the minimum school term.
- School **shall be closed** on the day of a **regular election** and on the day of a **primary election**, and those days may be used for professional development activities, professional meetings, or parent-teacher conferences.

STATE REGULATIONS

KENTUCKY ADMINISTRATIVE REGULATIONS (KAR)

702 KAR 7:130. Approval of innovative alternative school calendars.

Section 1. (1)(a) A local board of education may request approval of an innovative alternative school calendar for the **2010-2011** school year or the **2011-2012** school year by submitting a written request to the Commissioner of Education

(b) **All calendars that contain less than 170 six (6) hour instructional days shall be considered innovative alternate calendars and shall be submitted to the Commissioner of Education for approval**

(2) The request shall... (c) Include the following information:

1. How the alternative calendar will improve teaching and learning in the district;
2. How **1,062 hours of instruction** will be included in the calendar;
3. The structure of any instructional days that are less than six-hours in length; and
4. A description of how the alternative calendar will provide for professional learning situations designed to improve instructional practices that will enhance student learning.

Section 2. (1) A request for approval of an innovative alternative school calendar shall be submitted to the Commissioner of Education no later than **June 30** preceding the school year for which the request is submitted.

STATE REGULATIONS

KENTUCKY ADMINISTRATIVE REGULATIONS (KAR)

702 KAR 7:140. School calendar.

Section 1. (1) The local board of education, upon recommendation of the local school district superintendent, shall adopt a school calendar for the upcoming school year **on or before May 15 of each year**. The calendar shall:

- (a) Establish the **opening and closing dates** of the school term;
- (b) Establish **beginning and ending dates of each school month**;
- (c) State the **number of days of instruction**;
- (d) Establish the **minimum length of the instructional day**;
- (e) State the **instructional time** the local board of education requires **for kindergarten**;
- (f) **State whether the additional instructional time, if any, is planned to be banked to make up for full days which may be missed due to an emergency**; and
- (g) Designate **days on which schools shall be dismissed**.

STATE REGULATIONS

KENTUCKY ADMINISTRATIVE REGULATIONS (KAR)

702 KAR 7:140. School calendar.

(2) **Opening day**, for planning activities without the presence of pupils, shall be scheduled to occur prior to the first instructional day of the school term.

(3) **Closing day**, for planning activities without the presence of pupils, shall be scheduled to occur following the completion of the last instructional day of the school term.

(4) Local school districts shall plan appropriately for the make-up of instructional time missed due to emergency. In addition to the minimum **1,050 hour instructional term**, the school calendar shall include days equal to the greatest number of days missed system-wide in the local school district over the preceding five (5) school years.

(5) Graduation ceremonies shall be scheduled to occur following completion of the instructional term.

(6) An up-to-date master (bell) schedule shall be on file in a school. Up-to-date master (bell) schedules for each school in a district shall be on file in the district's central office.

STATE REGULATIONS

KENTUCKY ADMINISTRATIVE REGULATIONS (KAR)

702 KAR 7:140. School calendar.

Section 2. (1) The local board of education shall file each adopted school calendar with the **Department of Education no later than June 30** of each year. The local school district shall not be paid any installment of its SEEK program allotment until the school calendar has been approved by the Department of Education.

(2) The local board of education, upon recommendation of the local school district superintendent, **may amend the school calendar.**

(3) **An amended school calendar shall be submitted for approval to the Department of Education no later than June 30 of each year.**

Section 3. (1) **The regularly scheduled school day shall not be shortened after the school calendar has been adopted by the local board of education and approved by the Department of Education except in cases of emergency declared by the local school district superintendent in accordance with policies of the local board of education.**

(2) **The local school district shall be allowed a total of five (5) hours missed each school year that do not have to be made up, and that occurred as a result of school days shortened due to emergency.** These hours shall be reported to the department on the amended school calendar.

(3) Except as provided in subsection (2) of this section, **all time missed on school days shortened due to emergency shall be made up and shall be reported to the Department of Education** on the amended school calendar.

STATE REGULATIONS

KENTUCKY ADMINISTRATIVE REGULATIONS (KAR)

702 KAR 7:140. School calendar.

Section 4. (1) **A school district shall not be considered for disaster days unless the district has missed more than twenty (20) regular instructional days system-wide. The local school district shall make up at least the first twenty (20) regular instructional days missed in a school year by adding these hours back into the school calendar.**

(2) A local board of education request for district-wide disaster days shall be submitted to the Commissioner of Education for approval. A copy of the local board order shall accompany this request.

Section 5. **A local board of education may request disaster days if one (1) school, or part of the district, is forced to miss school on a particular day due to an emergency.** The request shall be submitted to the Commissioner of Education for approval. A copy of the local board order shall accompany this request.

HB 427 APPROVED

Section 3. This section requires the commissioner of education, upon request by a school district, to **waive all instructional days scheduled to occur on or after June 21 of this year, for any district that has used all of the make-up days included in its approved calendar.**

Section 4. This section allows school districts to amend their 2010-11 calendars by adding at least 30 minutes to one or more remaining instructional days. Once the calendar is amended in this manner, the requirement of having at least 170 six-hour or longer instructional days no longer applies. Districts that amend their calendar consistent with this section **need only have 1062 hours of instruction in their 2010-11 calendar, without regard to the number of instructional days. The regulatory requirements relating to innovative calendars would no longer apply for the current school year. Provisions of this section apply to the 2010-11 school year only, and only to calendars that are amended to add at least 30 minutes to one or more instructional days.**

Section 5. Emergency clause making the bill effective upon being signed by the governor.

CALENDAR SURVEY

- **The survey does not determine the decisions made by the Calendar Committee. It is one source of information that is taken into account in the development of the calendar.**
- **The survey for the 2011-2012 School Calendar had 1,491 respondents.**
- **The results of the survey can be found on the district website.**

GUIDELINES FOR THE COMMITTEE

- By the December Board meeting, the Director of Pupil Personnel will send information to the Board members regarding guidelines provided by the Kentucky Department of Education.
- Board members will be asked to provide any specific dates that should be considered in the development of the calendar.
- BCEA will select representatives based on the Board of Education/BCEA contract.
- Board of Education members will be offered the opportunity to select a representative Board member to serve on the calendar committee.
- All representatives for the committee will be notified at least one (1) week in advance of the scheduled meeting date.
- Proposed models will be discussed at the meeting with one (1) selected to present to the Board for approval.

COMMUNITY INFORMATION

- The Calendar is designed to provide our teachers the best opportunity to improve student learning.
- Calendars with an earlier start date allow for more instructional time prior to testing windows as well as end the first semester prior to Christmas Break.
- Eight 2-hour early release days are also a part of our Innovative Alternative Calendar. Using early release days to provide teachers the opportunity to plan and work together to improve student academic achievement . Teachers work in their Professional Learning Communities to align curriculum to local and state learning standards, analyze student achievement data and develop appropriate interventions for students who are not successful academically.
- The Calendar is developed early to allow parents to make arrangements for childcare, plan vacations and schedule appointments for their children.
- The Calendar also indicates days that have been designated as makeup of instructional days missed due to inclement weather and other events.
- The Committee uses a Calendar Survey for community input prior to the development of the Calendar. The Committee must follow state statutes and regulations when creating the calendar, therefore some requests and suggestions are not possible.
- Days that the district is required to be closed either by statute or regulation may not be used as makeup days.
- What's with Oaks Day?

DEVELOPMENT

After Committee review of:

- **Policy and procedure**
- **Statute and regulation**
- **Pending legislation**
- **Contract requirements**
- **Other districts' calendars**
- **Calendar Survey**
- **Assessment and other important dates in addition to**
- **information sent to the committee**

Proposed models are developed and discussed at the meeting with one (1) selected to present to the Board for approval.

MISSION

The mission of the District Calendar Committee is to develop a calendar that provides opportunities to maximize student learning in pursuit of educational excellence.



HISTORICAL INFORMATION

Guidelines for developing the school calendar for 2006-2007:

- **175 six hour instructional days or the equivalent 1,050 hours of instruction**

HISTORICAL INFORMATION

HB 380 (2006) stated the school term for fiscal year **2007-2008** shall include **the equivalent of 177 instructional days and shall include no less than two additional six hour instructional days** as approved by the Department of Education. Districts shall not be required to exceed 177 six hour instructional days.

Required:

- **1,062 hours of instruction for 07-08**
- **2 additional six hour instructional days beyond the 05-06 school year**

HISTORICAL INFORMATION

HB 406 (2008) stated the school term for fiscal year 2007-2008 and each fiscal year thereafter **shall include the equivalent of 177 six-hour instructional days and shall include no less than two six hour instructional days in addition to those included in the 2005-2006 school** calendar as approved by KDE.

The commissioner may approve a waiver of the above requirements with approval of an innovative alternative calendar.

Required: **1062 hours of instruction** and **two additional six hour instructional days** beyond the six hour instructional days provided during 05-06...

HISTORICAL INFORMATION

Request for relief under HB 322 for the 2008-2009 school year...

