

*Adopted:* 1997

*Revised:* 2000, 2003, 2006, 2009, 2012

## **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. The school calendar shall be adopted annually by the school board. It 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 annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school commencing with the 2012-2013 school year. School districts cannot adopt a four-day week schedule unless approved by the Commissioner of Education under Minn. Stat. §124D.126.

- B. 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 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.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.
  - D. The school board should attempt to establish the calendar as early as possible so proper planning can take place by all members of the school community.

#### **IV. 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.

#### ***Legal References:***

*Minn. Stat. § 120A.40 (School Calendar)*  
*Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)*  
*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. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)*

***Cross References:***      *MSBA/MASA Model Policy 425 (Staff Development)*