

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

6
7 **A. INSTRUCTIONAL TIME**
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9 Interruptions of instructional time and time off task must be kept to a minimum. The
10 principal is responsible for ensuring that instructional time is maintained and protected in
11 the school schedule. Each teacher is responsible for ensuring optimal use of instructional
12 time in his or her classes. School personnel are encouraged to seek creative means of
13 reducing transitional time and scheduling non-instructional activities. A proposal for
14 alternative scheduling of classes or other such strategies may be a part of a school
15 improvement plan.

16
17 **B. SCHOOL DAY**
18

19 The length of the school day may vary from school to school if approved by the board of
20 education. The “instructional” day includes only those hours a student is assigned to a
21 teacher for the primary purpose of instruction. Breaks in the instructional day for
22 changing classes, homeroom, lunch, pep rallies, and similar non-instructional activities
23 are not part of the instructional day and may not be counted towards the minimum
24 instructional hours requirement established in Section D, below.

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26 **C. OPENING AND CLOSING DATES**
27

28 Except for year-round schools or schools operating under a modified calendar, the
29 opening date for students will be no earlier than the Monday closest to August 26, and the
30 closing date for students will be no later than the Friday closest to June 11.

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32 The school board may offer supplemental or additional educational programs or activities
33 outside the adopted school calendar.

34
35 Upon a showing of good cause, as defined by G.S. 115C-84.2(d), the board will seek a
36 waiver of the opening date from the State Board of Education.

37
38 The board will revise the closing date only if necessary to comply with the minimum
39 requirements for instructional days or instructional time.

40
41 **D. SCHOOL CALENDAR**
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43 The school calendar in all schools will be for 215 days and will provide for a minimum of
44 185 days or 1025 hours of instruction covering at least nine months. A school “month” is

45 defined as 20 days of instruction. If school is closed early due to inclement weather, the
46 day and the number of instructional hours originally scheduled may count towards the
47 required minimum number of instructional days or hours. As funding permits, the board
48 may pursue increasing the number of instructional hours or days, at least for those
49 students who need more time to learn the curriculum.

50
51 The board may initiate or review recommendations from the superintendent or a school
52 improvement team for modifying the traditional school calendar to a year-round calendar.
53 The superintendent and individual schools are encouraged to obtain input from teachers
54 and other personnel as well as from the community in developing proposals for
55 modifying the school calendar. A year-round school may be included as a part of a
56 school improvement plan.

57
58 Any calendar adopted by the board will be consistent with the following requirements.

- 59
60 1. The calendar will consist of 215 days and shall meet state requirements for the
61 minimum instructional days and/or the minimum instructional hours.
- 62
63 2. At least 10 of the days on the calendar will be designated as annual vacation leave
64 days.
- 65
66 3. The calendar will include the same or an equivalent number of legal holidays as
67 those designated by the State Personnel Human Resources Commission for State
68 employees, including Veteran's Day if it falls on a weekday.
- 69
70 4. School will not be scheduled on Sundays.
- 71
72 5. The total number of workdays for teachers employed for a 10-month term will not
73 exceed 195 days.
- 74
75 6. The calendar will designate "instructional" days, when students must be present.
- 76
77 7. The remaining days will be scheduled by the board, in consultation with school
78 principals, as "flexible" days, for use as teacher workdays, additional instructional
79 days, or other lawful purposes. Before scheduling these "flexible" days, each
80 principal shall work with the school improvement team to determine the days to
81 be scheduled and the purposes for which they should be scheduled.
- 82
83 8. Of the "flexible" days described in subsection D.7, the board will designate at
84 least two days as protected days on which teachers may take accumulated
85 vacation leave. All other "flexible" days may be designated as days on which
86 teachers may take accumulated leave, but the board will give teachers at least 14
87 calendar days' notice before requiring a teacher to work instead of taking vacation
88 leave on any of these days. A teacher may elect to waive this notice requirement

89 for one or more of these days.

90

91 9. The board may, due to school closings because of inclement weather or other
92 reasons, use any of the “flexible” days designated in subsection D.7 above as
93 make-up days for those instructional days that were missed. If necessary, these
94 make-up days may be scheduled after the last day of student attendance. If either
95 of the two protected days described in subsection D.8 above are scheduled as a
96 make-up day, teachers may take accumulated vacation leave on the make-up day
97 and will not be required to work.

98

99 10. If the school calendar requires students to attend on Memorial Day, each principal
100 shall ensure that **students are instructed on** the significance of Memorial Day is
101 ~~recognized in the school on~~ that day. If students are not scheduled to attend
102 school on Memorial Day, ~~recognition of~~ **instruction on** the significance of
103 Memorial Day will be provided at another ~~time as part of the citizenship~~
104 ~~curriculum (see policy 3530, Citizenship and Character Education).~~

105

106 11. If the school calendar requires students to attend school on September 17, which
107 is Constitution **Day** and Citizenship Day, each principal shall ensure that **an**
108 **educational program about** the signing of the United States Constitution is
109 ~~commemorated~~ **held** in the school on that day. If students are not required to
110 attend school on September 17, the principal shall ensure that ~~Constitution and~~
111 ~~Citizenship Day~~ **such a program is held commemorated** during the **week**
112 preceding or following **Constitution Day and Citizenship Day** week (~~see policy~~
113 ~~3530, Citizenship and Character Education).~~

114

115 12. **The month of November shall be designated “Veterans’ History Awareness**
116 **Month.”**

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118 Legal References: **P.L. 108-447, div. J, title I, sec. 111 (codified as a statutory note to 36 U.S.C.**
119 **106(d)); G.S. 115C-12(33), -36, -47, -84.2, -105.21(b)(2), -238.31, -288; State Board of**
120 **Education Policy ~~GCS-GBEPL-001~~; N.C. Employment Benefits and Policy Manual (most current**
121 **version), North Carolina Department of Public Instruction, available at**
122 **<http://www.ncpublicschools.org/district-humanresources/key-information>**

123

124 Cross References: Goals and Objectives of the Educational Program (policy 3000), School
125 Improvement Plan (policy 3430), Citizenship and Character Education (policy 3530)

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127 Adopted: November 19, 2015

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129 **Revised: [DATE]**