

School Calendar

Board Policy: A-11
Adopted: June 8, 1992
Revised: September 12, 2011

I. General Philosophy

It is the philosophy of the Board of Education that all students shall attend the state required days of school during the designated school year, and students shall be instructed for the minimum hours of instruction required during the school year.

II. Composition of Calendar

- A. The school calendar will be comprised of 215 days. All days must fall within the fiscal year (July 1 – June 30). The days are to be distributed as follows:
 - 1. A minimum of 185 instructional days for students.
 - 2. A minimum of 1,025 hours of instruction
 - 3. A minimum of 10 holidays (11 when Christmas fall on Tues., Wed. or Thurs.)
 - 4. A minimum of 10 annual leave days
 - 5. 10 non-instructional workdays – the total instructional and non-instructional workdays will be 195
- B. There will be a period of 42 consecutive calendar days between school years during which teachers will not be required to work unless employed for more than 215 days or assigned to year-round schools.
- C. The Board, administration or school principal may designate non-instructional workdays as required workdays for certain staff. These designated staff members will not be eligible to take annual leave on the required workdays. Other non-designated workdays will be used to make up missed student days due to inclement weather.

III. Calendar Committee

The board shall consult with parents and school personnel in the development of a school calendar. Annually, the superintendent shall appoint a calendar committee. The committee shall be composed of a staff member and a parent representative from each school. The calendar committee shall develop and present a proposed calendar to the Board at or before the December Board meeting for approval.

IV. Inclement Weather/Other Emergencies

- A. The school calendar shall include days (non-instructional workdays) that will be used to make up any of the required days missed due to hazardous weather conditions, natural disaster, or other emergencies. The Inclement Weather Plan will be posted on each published calendar
- B. If it is necessary to exhaust all make up days the superintendent shall declare the schools “closed” and the day will be made up at a later date (Saturdays and/or End-of-year). Staff members will work on the scheduled make up day.
- C. If school is closed early (early dismissal) due to inclement weather, the day and the scheduled amount of instructional time will count towards the required minimum. If school buses are in route to schools carrying students when school is cancelled for the day, then the day and the scheduled instructional hours will count toward the required minimum.

- D. The superintendent, in the event of an emergency, act of God, or any other conditions requiring termination of classes before the end of the school day, may suspend the operation for that particular day and the day shall count toward the required minimum of days.
- E. The Haywood County Schools shall report to the State Board all days which schools are closed for students during the school year. This report shall include the total number of days and reasons missed, by date, and the dates of make-up days.

V. Instructional Day

The instructional day includes those hours a student is assigned to a teacher for instruction. Breaks in the instructional day for changing classes, homeroom, lunch, and other such activities are not part of the instructional day will not count toward the required minimum hours of instruction. Schools shall build a schedule that reflects instructional hours which will accommodate for hours missed due to early dismissals and delayed openings of school.

VI. Graduation Dates and Distribution of Diplomas

- A. Graduation ceremony dates will be recommended by the administration of each high school. The Board shall approve graduation dates by the February meeting.
- B. Diplomas will be awarded to graduating seniors on or after the last day of school for students. The last day of school will change if school is closed due to inclement weather.

VII. Uniform Schedule

The Haywood County School Board shall annually adopt a uniform calendar for the operation of all schools in the system. An individual school may propose an alternative calendar to the Board for approval (See Policy A-30 School-Based Decision Making). Meadowbrook Elementary School and Haywood Early College have approval to operate an alternative calendar.

Legal References: G.S. 155C-12(33), -36, -84.2, -105.21(b)(2), -238.31, -288: State Board of Education Policy HSP-G-001