

# Houston County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>School Calendar</b>	Descriptor Code: <b>1.800</b>	Issued Date: <b>07/08/13</b>
		Rescinds: <b>AEA</b>	Issued:

No later than the end of the school year, the Board will adopt, upon the recommendation of the director of schools, an official school calendar for the succeeding school year. The calendar will identify holidays, vacation days, summer sessions and other extensions of the school year. The calendar may be revised by the Board, upon recommendation of the director of schools, due to inclement weather or other factors.

The regular school year shall be 200 days<sup>1</sup> and scheduled as follows:

- A minimum of 180 student attendance days;
- A minimum of five (5) days in-service education for all certificated personnel;
- One (1) day for parent-teacher conferences;
- Ten (10) days paid vacation for all certified personnel for a two hundred day term, eleven (11) days paid vacation for a two hundred twenty-day term, and twelve (12) days paid vacation for a two hundred forty-day term; and
- Four (4) discretionary days.

Extended contracts shall include twenty (20) days for each additional month employed.

The director of schools shall plan each year's program accounting for a 200-day year and shall recommend it to the Board for approval. The calendar shall be distributed to the school staff at the opening of the school term.

## **STUDENT ATTENDANCE DAYS**

When schools are closed due to emergencies or unforeseen circumstances such as epidemics or inclement weather, the time lost shall be made up to the required minimum unless otherwise approved by the State Department of Education.

## **IN-SERVICE EDUCATION**

Each day of in-service education included in the school calendar shall be equivalent to not less than six (6) hours of planned activities.<sup>2</sup>

## **DISCRETIONARY DAYS**

Four (4) discretionary days shall be included in the calendar and may be designated by the Board as student attendance days, in-service days or administrative days, which may be used by administrators, faculty and staff for preparation for commencement of classes, record keeping, grading examinations, parent-teacher conferences and other classroom functions.<sup>1</sup>

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### Legal References

1. TCA 49-6-3004
2. State Board of Education Guidelines for Planning Approval In-Service Education Activities

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### Cross References:

- Compensation Guides and Contracts 5.110
- In-Service & Staff Development Opportunities 5.113
- Attendance 6.200