

Houston County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: <h2 style="text-align: center;">School Calendar</h2>	Descriptor Code: 1.800	Issued Date: 7/18/24
		Rescinds: AEA	Issued: 07/08/13

No later than the end of the school year, the Board will adopt, upon the recommendation of the Director of Schools/designee, 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/designee, due to inclement weather or other factors.

The regular school year shall be 200 days¹ 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.

Before adopting a calendar for the school year, the Director of Schools/designee shall consult with the county election commission as to what elections are scheduled to be conducted during the school year for which the calendar is to be adopted. If the county election commission has arranged for the use of a local public school as a polling place for a presidential primary election or regular November election, then the LEA shall be closed for instruction on the election day but may use the day as an in-service day for school personnel.²

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.¹

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.³

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.¹

Legal References

1. [TCA 49-6-3004\(a\)\(1\)-\(6\)](#)
2. [Public Acts of 2024, Chapter No. 573](#)
3. [TN Dept. of Education, *Guidelines for Planning Approvable In-Service Education Activities*](#)

Cross References

Board Member Development Opportunities 1.204
Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200