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| <b>Bartlett City Board of Education</b>                  |                                             | <b>6004</b>                                                             |
| Descriptor Term:<br><b>SCHOOL YEAR / SCHOOL CALENDAR</b> | Descriptor Code:<br><b>Student Services</b> | Issue Date:<br><b>01/09/2014</b>                                        |
|                                                          | Rescinds:                                   | Revised:<br><b>07/23/2020</b><br><b>06/27/2024</b><br><b>07/24/2025</b> |

1 Each year, the Board will adopt, upon recommendation by the Superintendent, an official  
2 school calendar for the next school year. The Superintendent shall annually present a  
3 calendar for the regular school year that shall be two hundred (200) days and scheduled  
4 as follows<sup>1</sup>:

- 5 - A minimum of one hundred eighty (180) classroom instruction days, unless the
- 6 Commissioner of Education waives the one hundred eighty (180) days due to natural
- 7 disaster or serious outbreak of illness affecting or endangering students or staff;
- 8 - Ten (10) days paid vacation for all certified personnel;
- 9 - A minimum of five (5) days in-service education for all certified personnel;
- 10 - One (1) day for teacher-parent conferences; and
- 11 - Four (4) discretionary days

12 The calendar shall make provision for the opening and closing of school, summer  
13 sessions, in-service education, and other discretionary days assigned by the Board during  
14 the school year.<sup>2</sup> Upon recommendation of the Superintendent, the calendar may be  
15 revised by the Board of Education due to inclement weather, public health emergency, or  
16 other similar considerations. Consideration should be given to coordinating holidays and  
17 fall/spring breaks with other school systems.

18 The minimum length of the school day for students shall be six and one-half (6 ½) hours  
19 total for all grades. However, teachers shall be on duty for at least seven (7) hours and  
20 as long as school administration requires.

21 Each day of in-service education included in the school calendar shall be equivalent to  
22 not less than six (6) hours of planned activities.<sup>3</sup> Discretionary days may be designated  
23 by the Board as student attendance days, in-service days, or administrative days which  
24 may be used by administrators, faculty, and staff for preparation for commencement of

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<sup>1</sup> T.C.A. §49-6-3004(a)

<sup>2</sup> TRR/MS 0520-1-3-.02

<sup>3</sup> TN Dept. of Education, *Guidelines for Planning Approvable In-Service Education Activities*

1 classes, record keeping, grading examinations, parent-teacher conferences, and other  
2 classroom functions.<sup>4</sup>

3 When schools are closed due to emergencies or unforeseen circumstances, lost  
4 instructional time shall be made up to the required minimum unless otherwise approved  
5 by the State Department of Education.<sup>5</sup> The Superintendent shall determine the need for  
6 emergency closures of schools.

7 In the event of dangerous or extreme weather conditions, or of serious outbreaks of illness  
8 affecting or endangering students or staff, five (5) of the one hundred eighty (180) days  
9 of classroom instruction referenced above may be delivered by remote instruction and up  
10 to four (4) days of the one hundred eighty (180) days of classroom instruction may be  
11 delivered via hybrid learning.<sup>6</sup> “Hybrid learning” is defined as an instructional day in which  
12 some students participate in in-person classroom instruction and some students  
13 participate in remote classroom instruction. The Superintendent may require a class,  
14 school, or all schools to utilize remote and/or hybrid instruction on days that the school  
15 administers end-of-course assessments or post-secondary assessment exams; provided  
16 that the students who are administered the end-of-course assessments or post-  
17 secondary assessment exams take the assessments in person. If remote or hybrid  
18 instruction is required, students enrolled in Kindergarten shall have access to at least four  
19 (4) hours of instruction each day, and students enrolled in grades one (1) through twelve  
20 (12) shall have access to at least six and one-half (6 ½) hours of instruction each day.  
21 During remote or hybrid instructional days, students may be counted as present as long  
22 as the student exhibits proof of attendance by daily periodic visual, verbal, and/or written  
23 confirmation of participation. Students will be provided required methods of proof of  
24 attendance by their respective teachers.

25 During remote or hybrid instruction days, services required by a student’s individualized  
26 education program (“IEP”) shall be made available.

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<sup>4</sup> T.C.A. §49-6-3004

<sup>5</sup> T.C.A. §49-6-3004(a)(6)

<sup>6</sup> T.C.A. §49-6-3004