

## INSTRUCTION

File: IC/ID

### SCHOOL YEAR/SCHOOL DAY

#### School Year

In accordance with the Code of Virginia, the Charlottesville City Schools shall be operated with students in attendance a minimum 180 teaching days or 990 hours (540 hours for kindergarten) per school year. Days on which schools are closed due to inclement weather or emergencies shall be made up if necessary to meet these requirements.

#### Make Up Days

If severe weather conditions or other emergency situations result in the closing of a school or schools or all the schools in a school division for

- five or fewer days, all missed days will be made up by adding teaching days to the school calendar or extending the length of the school day;
- six days or more, the first five days plus one day for each two days missed in excess of the first five will be made up by adding teaching days to the school calendar or extending the length of the school day.

If severe weather conditions or other emergency situations result in the closing of any school in a school division and such school has been unable to meet the 180 teaching day requirement, the school division may make up the missed teaching days by providing its students with instructional hours equivalent to such missed teaching days to meet the minimum 990 teaching hour requirement.

The Board of Education may waive the requirement that school divisions provide additional teaching days or teaching hours to compensate for school closings resulting from a declared state of emergency or severe weather conditions or other emergency situations under certain circumstances. If the school board desires a waiver, it will submit a request to the Board of Education. The request will include evidence of efforts that have been made by the school division to reschedule as many days as possible and certification by the division superintendent and chairman of the school board that every reasonable effort for making up lost teaching days or teaching hours was exhausted before requesting a waiver. If the waiver is denied, the school division will make up the missed instructional time.

#### School Calendar

The first day of school will be after Labor Day unless the Board of Education waives this requirement based on the School Board's certifying that it meets one of the good-cause requirements in the Code of Virginia, § 22.1-79.1B.

The school board will establish the division's calendar and teaching contracts in accordance with applicable regulations of the Board of Education to include contingencies for

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making up teaching days and teaching hours missed for emergency situations.

The official school calendar for the following year will be adopted no later than June 1 by the School Board upon the recommendation of the superintendent. Any exceptions or revisions to the calendar must be approved in advance by the Board.

An advisory committee composed of teachers, parents, and school administrators may be utilized to recommend a proposed calendar to the superintendent. The recommendation of this committee will be considered as advisory.

### School Day

The length of the regular school day will not be less than five and one-half nor more than six and one-half hours, for grades 1-12, exclusive of time for meals.

The length of each kindergarten session shall not be less than three hours and shall meet the minimum class time as prescribed by the Virginia Board of Education.

All students in grades 1 through 12 will maintain a full day schedule of classes (5-1/2 hours), unless a waiver is granted in accordance with policies defined by the school board.

Each elementary school shall provide students with a daily recess during the regular school year, as determined appropriate by the school. Guidelines for recess times will be included in the regulations accompanying this policy.

The secondary school class schedule will contain a minimum of 140 clock hours for each unit of credit. When credit is awarded in less than whole units, the increment awarded must be no greater than the fractional part of the 140 hours of instruction provided.

The time for dismissal of each grade in the various schools will be determined by the superintendent and approved by the Board.

No classes will be dismissed before the scheduled dismissal hour except with the approval of the superintendent, provided that the daily program for students in grades 1 through 12 will average at least 5 ½ hours, not including meal intermissions. If the required program length is maintained, the school board may approve occasional shortened days for staff development, conferences, planning, and other activities designed to improve the instructional program, provided that no more than one day in each five-day week may be shortened to no less than four hours. The daily program for kindergarten will be at least three hours, not including meal intermissions.

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When exceptions in the length of the daily program are necessary for special education, alternative education, double shifts, and scheduling or other unusual situations, the board will request approval by the Superintendent of Public Instruction of the exceptions by August 1 preceding the school year for which they are requested.

The length of the work day for employees will be determined by the school board. It will be of sufficient length to allow for the daily program for students and additional time as may be necessary for such activities as planning, preparation, meetings, workshops, conferences, meal intermissions, or other contractual obligations.

The length of the school day shall be modified if appropriate per the Individual Education Plan (IEP) for a special education student.

Adopted: July 16, 1998  
Revised: April 17, 2008  
Revised: June 17, 2010  
Revised: June 30, 2015

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Legal References: Code of Virginia, 1950, as amended sections 22.1-26, 22.1-79.1; 22.1-98.

8 VAC 20-131-150

8 VAC 20-131-200

Cross Reference: GAA Staff Time Schedules