

General Guidelines for Creating the School Calendar

Listed below are guidelines that direct much of the process for creating a school calendar. These guidelines do not include all laws and regulations pertaining to the development of a school calendar, but they should provide an understanding of the basic blue print for constructing one.

- Each school system shall adopt a school calendar consisting of 215 days, all of which shall fall within the fiscal year (July 1 – June 30)
- A school calendar shall include the following:
 - o 185 days **or** 1025 hours of instruction.
 - o A plan for making up days and hours missed when schools are not opened due to inclement weather.
 - o A minimum of 10 annual vacation leave days.
 - o The same or an equivalent number of legal holidays as state employees.
 - o At least nine teacher workdays – two of these days must be designated as days on which teachers may take annual leave, i.e. optional workdays.
- Limitations:
 - o The total number of teacher workdays for teachers employed for a 10-month term shall not exceed 195 days.
 - o The calendar shall include at least 42 consecutive days when teacher attendance is not required (summer break), unless the school is a year-round school; or the teacher is employed for a term in excess of 10 months.
 - o School shall not be held on Sundays.
 - o Veterans Day shall be a holiday for students and employees.
 - o **The opening date for students shall be no earlier than the Monday closest to August 26.**
 - o **The closing date for students shall be no later than the Friday closest to June 11.**