

# REFERENCE COPY

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Critical

## EXPLANATION: ACADEMIC CALENDAR/YEAR/DAY

1) In accordance with Senate Bill 743 (2018) and House Bill 1606 (2018), beginning with the 2019–20 school year, school district calendars will be based on a minimum of 1,044 hours of attendance with no requirement for a specific number of days. The calendar must also include 36 hours of make-up time in case of inclement weather.

- ▶ Kindergarten programs must meet for 522 hours.
- ▶ If, after using all 36 built-in hours, the district still has not reached the required 1,044 hours, the district is required to make up additional hours of attendance at the rate of one-half of the next 48 hours missed (up to 24 hours) unless the district reaches 1,044 hours prior to using all the additional hours. In short, the district is required to make up a maximum of 60 hours.

2) Missouri has specific rules school districts must follow to start school "early," and the Department of Elementary and Secondary Education (DESE) is under pressure to enforce these rules. MSBA encourages districts to review the requirements in DESE's "School Calendar Requirements" guidance, which can be found at:

<https://dese.mo.gov/sites/default/files/sf-ESchoolCalendarRequirements.pdf>.

School boards that adopt a calendar that starts school more than ten calendar days prior to Labor Day are required to vote on whether to do so. This vote can be taken at a regular meeting. MSBA has modified the language pertaining to the adoption of the calendar based on information provided by DESE. The posted agenda for the meeting at which the calendar will be considered must include an agenda item that specifically states the district's intention to start school more than ten calendar days prior to the first Monday in September. According to DESE, the agenda should NOT simply say "calendar adoption." MSBA recommends something like "Adoption of the 2018–19 Calendar (start date is more than ten days prior to the first Monday in September)."

In addition to the requirements of law and DESE's guidance, please note the following:

- ▶ MSBA recommends that the motion to adopt the calendar also include a specific statement that the calendar has a start date that is more than ten calendar days prior to the first Monday in September. For example, "I move for the adoption of the calendar presented, which includes a start date more than ten calendar days prior to the first Monday in September."

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- ▶ **No special meeting is required, and no hearing is required. However, MSBA recommends that districts invite comments on the calendar and consider those comments prior to taking the vote.**
- ▶ **The vote must be taken at the same meeting at which the calendar was presented. If the Board does not approve the calendar at the same meeting, the same process for calendar adoption should be repeated at the next meeting.**

**3) MSBA has added language advising employees and parents/guardians not to make travel plans based on the calendar without allowing for make-up days. This is based on calls from districts concerning employees asking for time off or parents/guardians removing their children from school because of nonrefundable travel plans. The district is not required to include this language.**

*MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.*

X	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance	X	Food Service		Gifted
X	Human Resources	X	Principals		Library/Media Center
	Health Services	X	Counselor		Special Education
X	Transportation	X	Public Info/Communications		Technology

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## ACADEMIC CALENDAR/YEAR/DAY

State law requires the district to set a district start date and establish an academic calendar that provides for a minimum of 1,044 hours of actual pupil~~student~~ attendance between (522 hours for kindergarten students) during a school term, excluding summer school. The school year runs from July 1 and~~to~~ June 30. ~~Districts may choose to adopt:~~

Attendance hours will be counted only if the students are under the guidance and direction of teachers engaged in the teaching process. A school term may be within a school year or may consist of parts of two consecutive school years, but a school term does not include summer school. In addition, the district may choose to offer two or more terms for different groups of students.

- ~~1. A traditional academic calendar that provides for a minimum of 174 days with a minimum academic day of 3 hours and a maximum academic day of 7 hours.~~
- ~~2. A calendar of less than 174 days that provides for a minimum academic day of 4 hours and a maximum academic day of 8 hours.~~
- ~~3. A calendar of 142 days (4 days per week) that provides for a minimum academic day of 4 hours and a maximum academic day of 8 hours.~~

~~For the purposes of determining the length of an academic day, the district defines an hour as time that students are under the guidance and direction of teachers in the teaching process. The length of the academic day may vary by building or grade level subject to recommendation by the superintendent and approval by the Board. The specific daily opening and closing time for individual schools may vary to facilitate the scheduling of the district's transportation program.~~

The Board recognizes the relationship between attendance and student achievement and directs the superintendent to develop an academic calendar designed to improve student achievement, exceeding the minimum requirements if necessary. The academic calendar will include sufficient time for high-quality professional development. The superintendent will present the proposed academic calendar for the next year to the Board no later than March. The presentation will include an explanation of how the calendar relates to improving student achievement; **and** how the proposed calendar assists the district in meeting its Comprehensive School Improvement Plan (CSIP) goals. **and** **The presentation will also include** the budget recommendations necessary to support the proposed calendar.

In accordance with Missouri law, ~~the Board will post notice of and hold a public meeting to discuss and vote on the district's start date if that proposed date is earlier than ten calendar days prior to the first Monday in September~~ **if the proposed date for beginning the school term is earlier than ten calendar days prior to the first Monday in September, the Board must adopt the calendar at a posted**

open meeting by an affirmative vote of a majority of the Board. ~~An affirmative vote of a majority of the Board is required to set~~The posted agenda for the meeting will include a specific notice explaining that the Board will be considering the adoption of an academic calendar with a start date that is more than ten calendar days prior to the first Monday in September. The Board will adopt an academic calendar not later than May 1. Upon Board approval of the academic calendar, the superintendent will distribute copies to the staff and appropriately notify parents/guardians and students.

The academic calendar will include six<sup>36</sup> make-up days<sup>hours</sup> for possible loss of attendance due to inclement weather as defined in state law. If the district uses these six<sup>36</sup> make-up days<sup>hours</sup> and still does not meet the minimum attendance requirements, it shall be required to will make up no more than half the number of days<sup>hours</sup> lost or canceled in excess of six<sup>36</sup> days<sup>36 hours</sup> as necessary to meet the required 1,044 hours. However, the district is not required to make up more than a total of 60 hours.

Days that the district's schools are closed for reasons other than inclement weather will be made up in accordance with state law, as recommended by the superintendent and approved by the Board.

The district strongly recommends that parents/guardians and employees refrain from making vacation and other travel plans without considering the possibility that the school term will end later than anticipated due to required make-up hours.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 02/12/2007, eff. 07/01/2007

Revised: 08/11/2008; 10/11/2010; 12/10/2012;

Cross Refs: BDDA, Notification of Board Meetings  
BDDB, Agendas  
EBC, Emergency Drills  
GCBDA, Professional Staff Short-Term Leaves  
GDBDA, Support Staff Leaves  
JED, Student Attendance

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Legal Refs: §§ 160.011, .041, 163.021, 171.029, .031 - .033, RSMo.

Raytown C-2 School District, Raytown, Missouri