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MSBA/MASA Model Policy 602

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602 ORGANIZATION OF EDUCATION DISTRICT CALENDAR AND EDUCATION DISTRICT DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the education district calendar and education district day.

II. GENERAL STATEMENT OF POLICY

The education district calendar and schedule of the education district day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The education district calendar shall be adopted annually by the education district board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of education district days and other provisions of law. The education district calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.

[Note: The annual education district calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school commencing with the 2012-2013 school year. Also commencing with the 2013-2014 school year, the education district calendar for all-day kindergarten must include at least 850 hours of instruction for the education district year. A education district board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Commissioner of Education under Minn. Stat. § 124D.126.]

[Note: To the extent the education district board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, the education district shall adopt as its education district calendar a total of 240 days of student instruction and staff development, of which the total number of staff development days equals the difference between the total number of days of student instruction and 240 days. The education district board may schedule additional staff development days throughout the calendar year.]

- B. Except for learning programs during summer and flexible learning year programs, the education district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher’s workshops may be held before Labor Day.
 - 1. The education district may begin the education district year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting an education district facility.
 - 2. The education district may begin the education district year on any day before Labor Day if the education district has agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with an education district that qualifies under Section III.B.1.
 - 3. The education district may begin the education district year on any day before Labor Day if the education district agrees to the same schedule with a education district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in education district calendar considerations through a meet and confer process.

[Note: The provisions of the prior law requiring the education district board to adopt the calendar for the next school year by April 1 have been repealed. The education district board should still attempt to establish the calendar as early as possible so proper planning can take place by all members of the education district community.]

IV. EDUCATION DISTRICT DAY RESPONSIBILITY

- A. The executive director shall be responsible for developing a schedule for the student day, subject to review by the education district board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the executive director shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the education district day shall be subject to review and approval by the education district board.

Legal References: Minn. Stat. § 120A.40 (School Calendar)
 Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
 Minn. Stat. § 120A.415 (Extended School Calendar)
 Minn. Stat. § 120A.42 (Holidays)
 Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)

Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)

Minn. Stat. § 123A.30 (Agreements for Secondary Education)

Minn. Stat. § 123A.32 (Interdistrict Cooperation)

Minn. Stat. § 123A.35 (Cooperation and Combination)

Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)

Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)

Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)