

# MANCHESTER CITY SCHOOLS

## Policy Manual

**Descriptor Code:** 1.800 School Calendar  
**Issued Date:** 10/04/10  
**Rescinds:** 1.800 School Calendar  
**Rescind Date:** 02/12/07  
**Review Month:** July/August

At the December regular meeting of the Board of Education, the Board will adopt, upon the recommendation of the director of schools, an official school calendar for the succeeding school year. The calendar will identify holidays, vacation days, summer sessions and other extensions of the school year. The calendar may be revised by the Board, upon recommendation of the director of schools and after opportunity for in-put by the teacher association<sup>3</sup>, due to inclement weather or other factors.

The regular school year shall be 200 days<sup>1</sup> and scheduled as follows:

- A minimum of 180 student attendance days;
- A minimum of five (5) days in-service education for all certificated personnel;
- One (1) day for parent-teacher conferences;
- Ten (10) days paid vacation for all certificated personnel; and
- Four (4) discretionary days.

Extended contracts shall include twenty (20) days for each additional month employed.

The director of schools shall plan each year's program accounting for a 200-day year and shall recommend it to the Board for approval. The calendar shall be posted on line immediately after adoption by the board and distributed to the school staff prior to the opening of the school term.

### STUDENT ATTENDANCE DAYS

When schools are closed due to emergencies or unforeseen circumstances such as epidemics or inclement weather, the time lost shall be made up to the required minimum unless otherwise approved by the State Department of Education.

### IN-SERVICE EDUCATION

Each day of in-service education included in the school calendar shall be equivalent to not less than six (6) hours of planned activities.<sup>2</sup>

### DISCRETIONARY DAYS

Four (4) discretionary days shall be included in the calendar and may be designated by the Board as student attendance days, in-service days or administrative days, which may be used by administrators, faculty and staff for preparation for commencement of classes, record keeping, grading examinations, parent-teacher conferences and other classroom functions.<sup>1</sup>

### ASSOCIATION IN-PUT

Association representatives will have the opportunity to meet with the Director or his designee no later than December 1 to submit its calendar suggestions and request for consideration prior to the formulation of the school calendar. A copy of the calendar will be sent to the president of the Association prior to its submission to the Board. The president of the Association may request a meeting with the Director to discuss any differences. In the event of a revision of the adopted school calendar, Association representatives will have the opportunity to meet with the Director or his designee to submit its calendar suggestions and request for full consideration prior to the formulation of the revised school calendar. The Director shall make emergency changes in the school calendar as the need arises.<sup>3</sup>

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### Legal References:

1. [TCA 49-6-3004](#)

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2. [SDE In-service Guidelines](#)
3. [MEA – School Board Contract Article IV](#)

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**Cross References**

- [5.110 Compensation Guides and Contracts](#)  
[5.113 In-Service and Staff Development Opportunities](#)  
[6.200 Attendance](#)