

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

803-AR-0. SCHOOL CALENDAR

The district calendar will state the starting and ending dates of a school year, the starting and ending times of the school day, the dates when school will not be in session, and the dates of scheduled half-day sessions and early dismissals.

Schools will be in session during the school year in accordance with the following minimums:

1. Kindergarten – 450 hours for half-time; 900 hours for full-time.
2. Elementary – 900 hours.
3. Secondary – 990 hours.

Days School Is Not In Session

When developing the annual school calendar for Board approval, district administrators will ensure that school sessions are not scheduled on the following:

1. Saturdays, for ordinary instruction.
2. Sundays.
3. Memorial Day.
4. Fourth of July.
5. Thanksgiving.
6. Christmas.
7. January 1.
8. Times of teacher inservice training.

In the annual adopted calendar, the Board can designate up to five (5) days as local district holidays. The Board may cancel any designated local holiday due to a weather emergency or natural disaster.

The district may decide which holidays will be observed by special exercises in the schools but will require that each school observe Veterans' Day by special exercises.

Graduation Of Seniors – Exception To 180 Days

When the district makes an approved bona fide effort to provide 180 days of instruction in the event of weather emergencies or natural disasters, no change to the graduation schedule is required, and graduating seniors are not required to return to school after graduation to make up lost class days.

The Superintendent or designee will forward to the Secretary of Education a request for a bona fide effort exception to the 180-day requirement for graduating seniors which will include the following:

1. Written verification of the severe weather conditions that caused the loss of instructional days.
2. Accounting of the number of severe weather day closings per year for the three (3) years previous to the current year.
3. A copy of the original school calendar and a copy of each revised school calendar, including the final revision that shows no available instructional days left prior to graduation. Days identified as official local district holidays must be rescheduled as instructional days. In the case of AVTS or another out-of-district program conflicts, a brief explanation of the special circumstances should be included.

The Secretary of Education and the Auditor General will strictly enforce the 180-day rule.

The Secretary of Education will determine whether the district made a bona fide effort based on the following:

1. The Secretary will authorize the bona fide effort exception only when the loss of days is caused by severe weather conditions and when all legally remaining instructional days have been scheduled.
2. The Secretary will approve only those requests for an exception where the district can show the weather closings could not have been anticipated. This means that a bona fide effort exception will be granted only if the district builds "snow days" into the school calendar based upon the average per year closings over the past three (3) years.
3. The Secretary may grant bona fide effort exceptions to the 180-day requirement when weather emergencies create a scheduling conflict for graduating seniors attending AVTS or other out-of-district programs.
4. Following each severe weather closing, the Board adopted a revised school calendar that rescheduled all available time to make up for the weather closing.

Seniors will not be counted in average daily membership after graduation, and this requires graduation after 180 days of instruction. If graduation occurs before the 180th day, the district's average daily membership, and the district's basic instructional subsidy, will be decreased unless the district receives a bona fide effort exception. This does not affect graduation preparation, which allows up to three (3) days within sixty (60) days prior to the commencement ceremonies. Graduation practice may occur on a Saturday.