

SCHOOL YEAR / SCHOOL CALENDAR POLICY
(Instruction)**SCHOOL YEAR / SCHOOL CALENDAR POLICY**

The school calendar for the ensuing year will be prepared by the Superintendent and submitted to the School Committee for approval annually. The number of days or instructional hours scheduled for the school year will be determined in accordance with the following standards set by the Massachusetts Board of Education and can only be waived by DESE:

1. Elementary school will operate for a minimum of 180 days. Schools shall ensure that every elementary school student is scheduled to receive a minimum of 900 hours per school year of structured learning time, as defined in 603 CMR [27.02](#). Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.
2. Secondary schools will operate for a minimum of 180 days. Schools shall ensure that every secondary school student is scheduled to receive a minimum of 990 hours per school year of structured learning time, as defined in 603 CMR [27.02](#). Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.

For the information of staff, students, and parents, the calendar will set forth the days schools will be in session; holidays and vacation periods; in service days; and parent conferences on an annual basis, prior to the first School Committee Meeting in April.

Five snow make-up days shall be scheduled into the school calendar at the end of the regularly scheduled school year of one hundred eighty 180 instructional days. This is to make up any time lost from the original school calendar due to weather or other emergencies that caused school to be canceled. Any additional days will be added onto the end of the school calendar as make-up days.

Grade closing dates are set by the principal in concert with the Superintendent of Schools. A one hundred eighty (180) day school year is divided into marking periods. The marking periods are divided according to the school progress reports which are used for the grade level.

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| A. Grades Pre-K – K | Two half-year sessions |
| B. Grades 1 – 5 | Trimesters |
| C. Grades 6– 12 | Quarters |

Seniors The fourth quarter for seniors ends on the 168th school day as originally scheduled on the school calendar. The earliest possible release day for seniors is twelve days prior to the regularly scheduled closing date of the school. At a minimum, school districts that operate 180 days could release and graduate their seniors on the 168th day of school. It is the intent of the School Committee to schedule senior graduation as close as possible to the



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final day of school so as to minimize loss of instructional time and disruption to other students. School districts are not required to delay the date of graduation once it has been set or to keep seniors in school past the date of graduation.

Graduation day will be scheduled on the first or second Sunday in June, providing it is after the 168th day as originally scheduled on the first school calendar in accordance with the provisions of state law and providing it allows sufficient time to grade exams and to calculate final grades. Seniors must have a schedule which would provide nine hundred ninety (990) hours if they were in attendance for the full one hundred eighty (180) days of school, but they may be provided with fewer than the full 990 hours if the district elects to schedule early release and/or graduation.

Professional Development Days will be scheduled on days when students will not be in attendance.

The High School schedule may be adjusted to accommodate mandated state testing.

The school calendar shall show the beginning and ending of school dates, legal and local holidays, teacher in-service days, orientation meeting days, number of teaching days, vacation periods, and other pertinent dates.

The Student Advisory Committee shall meet with the School Committee at the first scheduled School Committee meeting of September, November, January, March and May. (Ref. Policy 2.223)

Teachers should be sensitive to the diversity of the students in the school district who observe religious holidays when school is in session.

A. Teachers will provide alternate learning activities for students whose parents notify teachers in writing and in advance when a student is planning to be absent in order to observe a religious holiday. Absence due to the observance of a religious holiday will be considered as an excused absence.

B. No summative assessments will be scheduled on religious holidays when students may be absent.

The Superintendent shall recommend to the School Committee a school calendar that will meet the requirements of the law as well as the needs of the community, students, and personnel. In unique situations, if the school calendar needs to be adjusted, it will be revised and be re-presented by the Superintendent for approval by the School Committee.

SOURCE: MASC - LEGAL REFS.: M.G.L. [4:7](#); [69:1G](#); [71:1](#); [71:4](#); [71:4A](#); [71:73](#); [136:12](#)

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