School Year

Background

The Superintendent develops a school authority calendar that meets the needs of KTCEA. A minimum of nine hundred and sixty-five (965) hours of instruction time must be provided for elementary and junior high students, and a minimum of one thousand fifteen (1015) hours per year for high school students.

Guidelines

#	Procedures	Roles and Responsibilities
1	The Superintendent will develop a school calendar for the ensuing school year. Tentative calendars for future three (3) years may also be established.	Superintendent
2	The calendar will include: 2.1. The number of instructional days, 2.2. The number of instructional hours, 2.3. The number of operational days, 2.4. The holiday periods, 2.5. The school opening and closing dates, 2.6. KTCEA Convention, 2.7. Family day, 2.8. Regional PD, and 2.9. Inclusive Education Week.	Superintendent
3	Dates will be struck which are consistent with the following: 3.1. When possible, Christmas holidays are two (2) full weeks. 3.2. When possible Spring break will be tied to the Easter holidays. 3.3. When possible provide at least two (2) operational days prior to the start of classes at the beginning of the school year. 3.4. Diploma Exam and Achievement Test Dates. 3.5. When possible, appropriately balance high school semesters.	Superintendent

4	Principals, staff, and school councils will have an opportunity to provide feedback to the superintendent on the proposed school calendar before it is presented to the board for approval before May 31.	Principal Staff School-Parent Advisory Circle
5	Once approved by the board, the school calendar will be posted on the KTCEA website and shared with Principals.	Superintendent

Definitions:

Not Applicable

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Learning Services & Academic Success.