

Williamson County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date:
		Rescinds: 1.800	Issued: 08/15/16

1 At the September Board meeting, the Board may approve parameters for the calendar committee of
2 each year. The committee shall be responsible for obtaining feedback and suggestions regarding the
3 school calendar from employees, students, parents and school-related organizations.

4 No later than March 1st of each year, the Board will adopt, upon the recommendation of the
5 Superintendent, an official school calendar for the succeeding school year. The calendar will identify
6 holidays, vacation days, summer sessions, and other extensions of the school year. The Superintendent
7 may, upon any necessary approval from the Commissioner of Education, revise the calendar due to
8 inclement weather or other factors which may interrupt the implementation of the calendar.

9 The regular school year shall be 200 days¹ and scheduled as follows:

- 10 • An equivalent of 180 student attendance days;
- 11 • A minimum of five (5) days in-service education for all certificated personnel;
- 12 • One (1) day for parent-teacher conferences; and
- 13 • Four (4) discretionary days.

14 The calendar shall be distributed to the school staff at the opening of the school term.

15 At its discretion, the Board may adopt calendars for more than one school year at any time.

16 **STUDENT ATTENDANCE DAYS**

17 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or
18 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
19 by the State Department of Education.¹

20 **IN-SERVICE EDUCATION**

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

23 **DISCRETIONARY DAYS**

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

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. State Board of Education, *Guidelines for Planning Approvable In-Service Education Activities*

Cross References

Board Member Development Opportunities 1.204
Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities
5.113
Attendance 6.200