

## INSTRUCTION

File: IC/ID-R

### SCHOOL YEAR/SCHOOL DAY

1. The Charlottesville City Schools shall be operated with students in attendance a minimum 180 teaching days or 990 hours (540 hours for kindergarten) per school year. Days on which schools are closed due to inclement weather or emergencies shall be made up if necessary to meet these requirements.
2. If severe weather or another emergency exists which causes the schools to be closed for an extended period of time, the Superintendent shall follow the Virginia Code and Board of Education Regulations regarding the required amount of time that must be made up based on the status of the emergency.
3. The Superintendent shall follow regulations to request any waiver for the 990 hours of school operation from the Board of Education. The request must include the reasons for the closing of school and the rationale for asking for the waiver.
4. If the waiver is approved, the schedule for the school division will not be changed to extend the day or school year.
5. If the waiver is not approved the Superintendent shall create a plan for making up the time and present the plan to the School Board for approval.

### School Calendar

1. The school division calendar shall be developed by a committee and presented to the School Board for approval.
2. The committee shall prepare a calendar which meets the academic needs for the school division and represents cooperation with neighboring and partnering school divisions.
3. Should the proposed opening day be prior to Labor Day, the Superintendent shall request a waiver from the Department of Education to open the schools earlier.
4. Any waiver request shall include the rationale for the request and the impact on programs shared with other school divisions.
5. The calendar shall be approved by the School Board prior to June 1 and published on the school division website.

## INSTRUCTION

File: IC/ID-R

Page 2

### School Day

1. The length of the school day shall be not less than 5 ½ hours nor more than 6 ½ hours for instruction, excluding lunch.
2. The length of the day for kindergarten students shall not be less than 3 hours, excluding lunch.
3. All students in grades 1-12 shall have a full day schedule unless a waiver has been approved by the Superintendent of schools.
4. A waiver must be a written request, include reasons for the request and benefits for the student(s).
5. Each elementary school shall provide students with a daily recess during the regular school year, as determined appropriate by the school. Guidelines for recess will be included in the scheduling information provided to principals.
6. The secondary school class schedule will contain a minimum of 140 clock hours for each unit of credit. When credit is awarded in less than whole units, the increment awarded must be no greater than the fractional part of the 140 hours of instruction provided.
7. The time for dismissal of each grade in the various schools will be determined by the Superintendent and approved by the Board.
8. No schools will be dismissed before the scheduled dismissal hour except with the approval of the Superintendent.
9. Class schedules may be modified for shortened days for parent conferences or staff development if the overall number of clock hours meets the requirements.
10. When exceptions in the length of the daily program are necessary for special education, alternative education, double shifts, and scheduling or other unusual situations, the Board will request approval from the Superintendent of Public Instruction regarding the exceptions by August 1 preceding the school year for which they are requested.

INSTRUCTION

File: IC/ID-R

Page 3

11. The length of the school day shall be modified if appropriate per the Individual Education Plan (IEP) for a student with disabilities.

Copies of all school schedules shall be submitted to the Associate Superintendent for Instruction within 10 days of the opening of school for review and approval. If the Associate Superintendent determines that any schedule does not comply with the state regulations or School Board policy, the Associate Superintendent will direct the principal to revise the schedule and notify parents of any substantial changes. The schedule will then be resubmitted for review and approval.

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Legal References: Code of Virginia, 1950, as amended sections 22.1-79.1; 22.1-98.

8 VAC 20-131-80

8 VAC 20-131-150

8 VAC 20-490-30

Cross Reference: GAA Staff Time Schedules