



ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

POLICY:	602
ADOPTED:	02/21/06
REVISED:	10/24/22

I. Purpose

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. General Statement of Policy

The school calendar and schedule of the school day are important to parents and/or guardians, students, employees, and the general public for advance, effective planning of the school year.

III. Calendar Responsibility

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, and other information related to students, staff and parents and/or guardians.
- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III. B. 1, III. B. 2, or III.B.3. Days devoted to teachers' workshops may be held before Labor Day.
 - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

IV. School Day Responsibility

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and

provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.

- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. Extended Learning Days

- A. The state legislature amended its state statute on school year requirements to allow schools to use “e-learning days” when faced with dangerous winter weather. Schools can use these e-learning days, known as Extended Learning Days in Inver Grove Heights Schools, for up to five days per school year when schools close due to inclement weather.
- B. Each Extended Learning Day that schools use counts as a full school day to keep student learning on track and alleviate the need to add makeup days at the end of the school year.
- C. Extended Learning Days will be used after two Snow or Cold Days cancel school. On the third day, families will receive an automated call that will state the reason that school will be canceled and that it is an Extended Learning Day.
- D. The Extended Learning Day plan includes accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan also provides accessible options for students with disabilities.
- E. On an Extended Learning Day, teachers will be accessible both online and by telephone during normal school hours to assist students and parents and/or guardians.
- F. The school district will notify parents and/or guardians and students of its Extended Learning Day plan during the first trimester of each school year.

Legal References: Minnesota Statutes section 120A.40 (School Calendar)
Minnesota Statutes section 120A.41 (Length of School Year
Hours of Instruction)

Minnesota Statutes section 120A.414 (E-Learning Days)
Minnesota Statutes section 120A.415 (Extended School Calendar)
Minnesota Statutes section 120A.42 (Conduct of School on Certain Holidays)
Minnesota Statutes section 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minnesota Statutes section 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minnesota Statutes section 123A.30 (Agreements for Secondary Education)
Minnesota Statutes section 123A.32 (Interdistrict Cooperation)
Minnesota Statutes section 123A.35 (Cooperation and Combination)
Minnesota Statutes section 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minnesota Statutes section 124D.151 (Voluntary Prekindergarten Program)
Minnesota Statutes section 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References: MSBA/MASA Policy 425 - Staff Development