

## PERSONNEL

## IN GENERAL

§7-7      School CalendarA.      Holidays

The following days are designated as School Board holidays:

Independence Day	New Year's Day (See Guideline #5)
Labor Day	Presidential Inauguration Day
Columbus Day*	Martin Luther King, Jr. Day
Thanksgiving Break (See Guideline #5)	Presidents' Day*
Winter Break (See Guideline #5)	Spring Break (See Guideline #5)*
	Memorial Day

\*These days may or may not be holidays at the discretion of the School Board.

B.      Guidelines

The Division Superintendent or his/her designee will develop a school calendar, utilizing the following criteria. Said calendar will be submitted to the School Board for approval.

1. The school calendar will be established for a minimum of either 180 instructional days or 990 instructional hours, as required by law.
2. The contract for teachers will require 200 days; which will include instructional days as specified in B-1, 8 additional days for planning, records, and conference days, and a minimum of five (5) staff development days.
3. Teachers new to the school system will report for orientation prior to the scheduled staff development days for all teachers as scheduled by the Division Superintendent.
4. At the discretion of the Division Superintendent, schools may be closed because of severe weather conditions or other emergencies. The School Board will utilize the "banked time" concept (hours exceeding 990 hours required for instructional time) to provide for a fixed school calendar.

## PERSONNEL

## IN GENERAL

§7-7 School Calendar (continued)

5. Twelve month employees will observe the calendar, as approved by the School Board with regard to Independence Day, Winter Break, New Year's Day, and Spring Break in the following manner:

(a) Independence Day - If July 4<sup>th</sup> falls on Sunday, July 5<sup>th</sup> will be observed as a holiday. If July 4<sup>th</sup> falls on Saturday, July 3<sup>rd</sup> will be observed as a holiday.

(b) Thanksgiving Break – Twelve month employees will observe Thanksgiving Day, the day before, and the day after Thanksgiving Day as holidays.

(c) Winter Break - Twelve month employees will observe December 25<sup>th</sup> (Christmas Day), and the day before or after (depending on the day the 25<sup>th</sup> of December may fall) as holidays. If December 25<sup>th</sup> (Christmas Day) falls on Sunday, December 26<sup>th</sup> and 27<sup>th</sup> will be observed as holidays. If December 25<sup>th</sup> (Christmas Day) falls on Saturday, December 23<sup>rd</sup> and 24<sup>th</sup> will be observed as holidays.

Employees whose work year is less than twelve (12) months will observe the annual school calendar, as approved by the School Board, with regard to the last working day prior to the winter break and the day to return after January 1<sup>st</sup> (New Year's Day).

(d) New Year's Day - Twelve month employees will observe the first day of January as a holiday. If January 1<sup>st</sup> occurs on Sunday, January 2<sup>nd</sup> will be observed as a holiday. If January 1<sup>st</sup> falls on Saturday, December 31<sup>st</sup> will be observed as a holiday.

(e) Spring Break - Employees whose work year is less than twelve (12) months will observe Spring Break on dates to be determined by the School Board on the recommendation of the Division Superintendent. The Division Superintendent may consider the dates for Spring Break in other school systems in the region in making his/her recommendation to the School Board. Twelve-month employees will observe two days, as approved by the School Board, as Spring holidays.

(continued)

## PERSONNEL

## IN GENERAL

§7-7        School Calendar (continued)

The School Board will approve a school calendar upon its submission and recommendation by the Division Superintendent.

Adopted: 3/27/90

Revised: 4/28/92, 6/22/93, 3/14/95, 10/24/00

Current Revision: 03/09/10

Legal references: Code of Virginia §§ [22.1-16](#); [22.1-17](#); [22.1-79](#); [22.1-98](#); [22.1-302](#); [22.1-304](#)