

1 **Browning Public Schools**

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3 **Policy #4010**

4 Policy Name: *School Calendar, School Day, Instructional Schedules and Programs*

5 Regulation: -----

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7 Browning Public Schools shall develop, establish, and evaluate schedules and programs that contribute
8 to creating and maintaining a sound learning environment that is focused on contributing to student
9 achievement.

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11 **School Calendar**

12 Subject to §20-1-301 and §20-1-308 MCA and any applicable collective bargaining agreement covering
13 the employment of affected employees, the trustees of a school district shall set the number of days in a
14 school term, the length of the school day and the number of school days in a school week. When
15 proposing to adopt changes to a previously adopted school term, school week or school day, the trustees
16 shall: (a) negotiate the changes with the recognized collective bargaining unit representing the employees
17 affected by the changes; (b) solicit input from the employees affected by the changes but not represented
18 by a collective bargaining agreement; (c) and from the people who live within the boundaries of the
19 school district.

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21 **School Fiscal Year**

22 At least the minimum number of aggregate hours must be conducted during each school fiscal year. The
23 minimum aggregate hours required by grade are:

- 24 a) A minimum of 360 aggregate hours for a kindergarten program;
- 25 b) 720 hours for grades 1 through 3;
- 26 c) 1080 hours for grades 4 through and 12; and
- 27 d) 1050 hours may be sufficient for graduating seniors.

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29 In addition, seven (7) pupil instruction-related days may be scheduled for the following purposes:

- 30 1. Pre-school staff orientation (not to exceed two (2) days;
- 31 2. Staff in-service training programs; and
- 32 3. Parent/Teacher Conferences

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34 **School Day**

35 The District shall provide the number of hours of pupil instruction required by Montana law.

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37 **Commemorative Holidays**

38 The teachers and students shall devote a portion of the day on each commemorative holiday designated
39 in 20-1-306, MCA, to study and honor the commemorated person or occasion. The Board may, from
40 time to time, designate a regular school day as a commemorative holiday.

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42 **Saturday School**

43 Pupil instruction may be held on a Saturday at the discretion of a school district for the purpose of
44 providing additional pupil instruction, provided that: (a) Saturday school is not a pupil-instruction day
45 and does not count toward the minimum aggregate hours of pupil instruction; and (b) student attendance
46 is voluntary.

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48 **Instructional Schedules**

49 The building principal shall develop staff schedules, class schedules, activities, and staff development
50 training opportunities, which are related to the District’s strategic planning and contribute to creating a

1 sound teaching/learning environment. Proposals for scheduled instructional activities are subject to
2 approval by the Superintendent and may require Curriculum Council input and approval.

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4 All program offerings related to student services provided by Browning Public Schools (i.e. guidance
5 and counseling, special education, health and 504 planning) will occur within the guidelines established
6 by federal and state regulations.

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8 **Professional Development Committee**

9 The Superintendent or his designee will appoint a committee for the purpose of developing a
10 comprehensive professional development plan for the school district. A majority of the committee's
11 members will be teachers currently serving in the district. The professional development plan should be
12 aligned with the mission and goals of the school district.

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17 **Cross Reference:** #4002 Special Education for Students Identified as Having an Educational Disability
18 #4060 Guidance Services Policy
19 Curriculum Council Bylaws
20 Former Policy # 830 and #4050

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22 **Legal References:** 20-1-301, MCA School Fiscal Year
23 20-1-302, MCA School Day and Week
24 20-1-303, MCA Conducted of School on Saturday or Sunday prohibited exceptions
25 20-1-304, MCA Pupil-Instruction-Related Day
26 20-4-403, MCA Powers and Duties of Principal
27 20-1-306, MCA Commemorative Exercises on Certain Days
28 10.55.209, ARM Standard School Day
29 10.55.701, ARM Board of Trustees
30 ARM 10.55.906 High School Credit
31 10.65.101-03, ARM Pupil-Instruction-Related Days
32 10.65.201-02, ARM Kindergarten Schedule Variances

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35 **Policy History:**

36 Adopted on: 8/28/96

37 Amended on: 5/31/00, 9/29/00, 11/8/05, 11/8/11, 4/8/14

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