



## **602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY**

### **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, students, employees, and the general public for advanced, 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, provide for emergency closings and other information related to students, staff and parents.
- 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 teacher's 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).
  - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- 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. E-LEARNING DAYS**

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
  - 1. The first emergency or snow day will not be rescheduled.
  - 2. The second and/or third emergency or snow day will utilize dates built and noted on the school calendar (i.e. Presidents Day, Good Friday, etc). (Once contracts being negotiated in FY26 are finalized, this will go into effect.)
  - 3. After the third emergency or snow day, or after dates built into the calendar are exhausted (i.e. Presidents Day, Good Friday, etc); an e-learning day must be utilized for future closures; otherwise it would result in (1) loss of funding; or (2) an extension of days at the end of the school year.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III(A), above.
- D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include 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 must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

H. When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

VI. Schools may implement digital instruction according to Minnesota Statutes section 124D.094 Subd. 2.

**Legal References:** *Minn Stat. § 10.55 (Juneteenth)*  
*Minn Stat. § 120A.40 (School Calendar)*  
*Minn Stat. § 120A.41 (Length of School Year; Hours of Instruction)*  
*Minn Stat. § 120A.414 (E-Learning Days)*  
*Minn Stat. § 120A.415 (Extended School Calendar)*  
*Minn Stat. § 120A.42 (Conduct of School on Certain Holidays)*  
*Minn Stat. § 122A.40 Subds. 7 and 7a (Employment; Contracts; Termination)*  
*Minn Stat. § 122A.41 Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)*  
*Minn Stat. § 123A.30 (Agreements for Secondary Education)*  
*Minn Stat. § 123A.32 (Interdistrict Cooperation)*  
*Minn Stat. § 123A.35 (Cooperation and Combination)*  
*Minn Stat. § 124D.094 Subd.2 (Online Instruction Act)*  
*Minn Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)*  
*Minn Stat. § 124D.151 (Voluntary Prekindergarten Program)*  
*Minn Stat. § 124E.25 (Payment of Aids to Charter Schools)*  
*Minn Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)*  
*Minn Stat. § 645.44 (Words and Phrases Defined)*

**Cross References:** *ISD 200 Policy 425 (Staff Development and Mentoring)*

*Policy Reviewed:* 08.06.2025

*Policy Adopted:* 07.23.2025

*Policy Revised:* 07.01.2024